CompTIA A+ (Computer Hardware) – Paper Code 220-1101
Duration – 30Hrs.

Computer & its types
- What is computer?
- Desktop, Laptop, Server

CPU
- What is CPU?
- Components of CPU
- Technologies used in CPU
- Types of CPU

Firmware
- What is Firmware?
- Types of Firmware – BIOS, UEFI

Motherboards
- What is motherboard?
- Components of motherboard
- Types of motherboard

Power Supply
- What is SMPS?
- Working mode of SMPS
- Troubleshooting

Storage & its types
- PATA
- SATA
- SCSI
- NVMe

Mass Storage implementation
- Dynamic Disk
- LVM
- Storage Pool

Essential Peripherals
- Speaker
- Scanner
- Bar Code Reader

Display Technologies
- CRT
- LCD
- LED
- Plasma
- HD

Printer & its types
- Dot Matrix
- Ink Jet
- Laserjet

Essentials of Networking
- NIC and its types
- Fiber NIC

Local Area Networking
- Switching
- Routing

Wireless Networking
- AP
- Repater

Virtualization
- Hypervisor – Bare Metal, Hosted

ComPTIA A+ (Computer Hardware) – Paper Code N10-008
Duration – 40 Hrs.

Network Basics
- Network, Networking, Internet, Intranet, Extranet

OSI Model
- What OSI Model?
- Layers of OSI Model

TCP/IP Model
- What is TCP/IP Model?
- Layers of TCP/IP Model
- Protocols – DHCP, DNS, SMTP, TCP, UDP, IP, ICMP, etc.

Media & cabling distribution
- Twisted Pair Cable
- Coaxial Cable
- Fiber Optic Cable

Ethernet Fundamental
- Crimping & Punching of Twisted Pair Cable

IP addressing
- IPv4 and its classes
- Subnetting, supernetting, VLSM

Routing
- What is routing?
- Static & Dynamic Routing

Network Services
- Internet connection sharing
- Site restriction

Wide Area Network
- Leased Line
- ISDN Line
- Fiber Connection

Wireless Network
- AP configuration
- Wifi security

Cloud & data center
- Introduction

Network Security
- Firewall & its types
- Site restriction

RHCE (Red Hat Certified Engineer)
Duration – 60 Hrs.

Paper Code - RH124

Introduce Linux and the Red Hat Enterprise Linux ecosystem.
Run commands and view shell environments.
Manage, organize, and secure files.
Manage users, groups and user security policies.
Control and monitor systemd services.
Configure remote access using the web console and SSH.
Configure network interfaces and settings.
Manage software using DNF

Paper Code - RH134

Install Red Hat Enterprise Linux using scalable methods
Access security files, file systems, and networks
Execute shell scripting and automation techniques
Manage storage devices, logical volumes, and file systems
Manage security and system access
Control the boot process and system services
Run containers

CCNA (CISCO Certified Network Associates) – Code 200-301
Duration – 40 Hrs.

Fundamental of Network
role and function of network components,
network topology architectures
physical interface and cabling types
interface and cable issues
Compare TCP to UDP
Configure and verify IPv4 addressing and subnetting
Describe the need for private IPv4 addressing
Configure and verify IPv6 addressing and prefix
Describe IPv6 address types
Verify IP parameters for Client OS (Windows, Mac OS, Linux)
Describe wireless principles
Explain virtualization fundamentals (server virtualization, containers, and VRFs)
Describe switching concepts

Network Access
Configure and verify VLANs (normal range) spanning multiple switches
Configure and verify inter-switch connectivity
Configure and verify Layer 2 discovery protocols (Cisco Discovery Protocol and LLDP)
Configure and verify (Layer 2/Layer 3) EtherChannel (LACP)
Interpret basic operations of Rapid PVST+ Spanning Tree Protocol
Describe Cisco Wireless Architectures and AP modes
Describe physical infrastructure connections of WLAN components (AP, WLC, access/trunk ports, and LAG)
Describe AP and WLC management access connections (Telnet, SSH, HTTP, HTTPS, console, and TACACS+/RADIUS)
Interpret the wireless LAN GUI configuration for client connectivity, such as WLAN creation, security settings, QoS profiles, and advanced settings

IP Connectivity
Interpret the components of routing table
Determine how a router makes a forwarding decision by default
Configure and verify IPv4 and IPv6 static routing
Configure and verify single area OSPFv2
 Describe the purpose, functions, and concepts of first hop redundancy protocols

IP Services
Configure and verify inside source NAT using static and pools
Configure and verify NTP operating in a client and server mode
Explain the role of DHCP and DNS within the network
Explain the function of SNMP in network operations
Describe the use of syslog features including facilities and levels
Configure and verify DHCP client and relay
Explain the forwarding per-hop behavior (PHB) for QoS, such as classification, marking, queuing, congestion, policing, and shaping
Configure network devices for remote access using SSH
Describe the capabilities and functions of TFTP/FTP in the network

Security Fundamentals
Define key security concepts (threats, vulnerabilities, exploits, and mitigation techniques)
Describe security program elements (user awareness, training, and physical access control)
Configure and verify device access control using local passwords
Describe security password policies elements, such as management, complexity, and password alternatives (multifactor authentication, certificates, and biometrics)
Describe IPsec remote access and site-to-site VPNs
Configure and verify access control lists
Configure and verify Layer 2 security features (DHCP snooping, dynamic ARP inspection, and port security)

Compare authentication, authorization, and accounting concepts
Describe wireless security protocols (WPA, WPA2, and WPA3)
Configure and verify WLAN within the GUI using WPA2 PSK

Automation and Programmability
Explain how automation impacts network management
Compare traditional networks with controller-based networking
Describe controller-based, software defined architecture (overlay, underlay, and fabric)
Compare traditional campus device management with Cisco DNA Center enabled device management
Describe characteristics of REST-based APIs (CRUD, HTTP verbs, and data encoding)
Recognize the capabilities of configuration management mechanisms Puppet, Chef, and Ansible
Recognize components of JSON-encoded data

Microsoft Certified System Engineer (MCSE)
Duration – 50 Hrs.

Title: Installation, Storage, and Compute with Windows Server 2016
Exam: Microsoft Exam 70-740
Installing, upgrading, and migrating servers and workloads
Configuring local storage
Implementing enterprise storage solutions
Implementing Storage Spaces and Data Deduplication
Installing and configuring Hyper-V and virtual machines
Deploying and managing Windows and Hyper-V containers
Overview of high availability and disaster recovery
Implementing failover clustering
Implementing failover clustering with Windows Server 2016 Hyper-V
Implementing Network Load Balancing
Creating and managing deployment images
Managing, monitoring, and maintaining virtual machine installations

Title: Networking with Windows Server 2016
Exam: Microsoft Exam 70-740

Planning and implementing an IPv4 network
Implementing DHCP
Implementing IPv6
Implementing DNS
Implementing and managing IPAM
Remote access in Windows Server 2016
Implementing DirectAccess
Implementing VPNs
Implementing networking for branch offices
Configuring advanced networking features
Implementing Software Defined Networking

Title: Identity with Windows Server 2016
Exam: Microsoft Exam 70-742

Implementing Advanced Network Services
Implementing Advanced File Services
Implementing Dynamic Access Control
Implementing Distributed Active Directory Domain Services Deployments
Implementing Active Directory Domain Services Sites and Replication
Implementing AD CS
Implementing Network Load Balancing
Implementing Failover Clustering
Implementing Failover Clustering with Hyper-V
Implementing Business Continuity and Disaster Recovery
Hosting Web Applications on the Azure Platform
Storing SQL Data in Azure
Designing Cloud Applications for Resiliency

Cloud Computing with AWS
Duration – 40 Hrs.

Cloud Computing Overview
- **What is cloud?**
- **Advantages & disadvantages of cloud**

Datacenter
- **What is datacenter?**
- **World wide datacenter establishment**

History of Cloud Computing

Cloud Services Model
- **IaaS (Infrastructure as a Service)**
- **PaaS (Platform as a Service)**
- **SaaS (Software as a Service)**

Cloud Deployment Model
- **Private**
- **Public**
- **Community**
- **Hybrid**

Cloud Architecture
- **1-Tier**
- **2-Tier**
- **3-Tier**
- **4-Tier**

Virtualization
- **What is virtualization?**
- **Hypervisor – Bare metal, Hosted**

Virtual Machines & storage

Standard of Data Center design

Introduction of AWS

AWS Infrastructure

AWS Core Services
- **S3, Lightsnail, Storage, Elastic File System, Lambda, VPC, Firewall Security, VPN, Direct Connect, Cloud Front, etc.**

Cyber Security

Duration – 50 Hrs.

- The Need for Cyber security
- Attacks, Concepts, and Techniques
- Protecting Your Data and Privacy
- Protecting the Organization
- Will Your Future Be in Cybersecurity?
- Tips to protect your social identity, Cyberbullying
- Stories of fraud on Online and offline transactions, how to protect us from fraud
- Cybersecurity: A World of Experts and Criminals
- The Cybersecurity Cube
- Cybersecurity Threats, Vulnerabilities, and Attacks
- The Art of Protecting Secrets
- The Art of Ensuring Integrity
- The Five Nines Concept
- Protecting a Cyber Security Domain
- Becoming a Cyber Security Specialist
- Explain how to prepare for a career in cyber Security operations
- Explain the security features of the Windows operating system
- Implement basic Linux security
- Explain how protocols enable network operations
- Explain approaches to network security defense Response
- Explain how the CyberOps Associate responds to cyber Security incidents

Advanced Excel
Duration –60 Hrs.

Getting Started with Information Analysis and Reporting
Introducing Information Analysis, What is Information Analysis?
Preparing Data for Analysis, Identifying the Report Types and their Formats.
Exploring Excel as a Financial Analysis Tool.

Gathering and Processing Data for Reports

Using the Sort & Filter Feature, Cell Referencing (Relative, Absolute, Mixed, Fixed, 3D)
Processing Data Using Formulas and Functions, Performing Financial Calculations.
Summarizing Data
Summarizing Data at Macro, Micro Level.
Creating and Customizing Graphs, Creating and customizing PivotTable Reports and charts, Slicer,

Analyzing Data for Decision Making
Projecting Differences in Data, Types of Trend line, Performing What-If Analysis, Using Scenario
Manager.
Using Goal Seek, Using Solver.

Exchanging Data between Various Sources
Populating Data from the Text File, Internet, Loading Data from tab delimited text file, Transferring data
to the other formats.
Protecting workbook, worksheet, Automating Tasks using Macro, Creating, recording , editing, deleting
Macro.

PHP
Duration – 45 Hrs.

Introduction to PHP
*History and evolution of PHP
* setting up PHP development environment
* Writing and running PHP scripts
* PHP syntax and basic constructs

PHP Variables and Data Types
* Variable declaration and assignment
* Type conversion

Control Structures in PHP
* Conditional statements (if-else, switch)
* Looping structures (for, while, do-while)
* Break and continue statements

PHP Functions
* Defining and invoking functions
* Passing arguments to functions
* Returning values from functions
* Variable scope and global keyword

Arrays and Array Functions
* Creating and manipulating arrays
* Array functions for sorting, searching, and manipulation
* Associative arrays and multidimensional arrays

PHP Forms and Form Handling
* Creating HTML forms
* Handling form data using PHP
* Form validation and error handling
* Sanitizing user input

Working with Databases (MySQL)
* Introduction to relational databases
* MySQL database setup and configuration
* Performing CRUD operations using PHP and MySQL
* Database abstraction with PDO (PHP Data Objects)

Session Management and Cookies
* Using sessions to maintain state
* Setting and retrieving cookies
* Session security considerations
* Implementing login/logout functionality

Object-Oriented PHP
* Classes, objects, and properties
* Methods and visibility modifiers
* Constructors and destructors
* Inheritance, polymorphism, and interfaces

File Handling and Manipulation
* Reading from and writing to files
* File upload and handling file uploads
* Directory operations and file system functions

Security Best Practices in PHP
* SQL injection prevention
* Cross-Site Scripting (XSS) prevention
* Data validation and sanitization
* Secure password hashing and authentication
Mini Project-1
Mini Project-2

Introduction to PHP Frameworks (Optional)
* Overview of popular PHP frameworks such as Laravel, Symfony,
CodeIgniter,Cake PHP, Zend etc.
* Advantages of using frameworks for web development
* Overview of popular CMS such as Drupal, Wordpress,
Zoomla etc
* Advantages of using CMS for web development

BIG Data Analytics
Duration – 52 Hrs.

- Introduction Data, Evolution Of Data, What is Big Data ?,Types of Big Data, BIG Data as an Opportunity, Problems in Encasing Opportunity, Hadoop as a Solutions, Hadoop Ecosystem, BIG Data and Hadoop Training
- Download Oracle Virtual Box & Cloudera Quickstart VM, Configure and Install
- DFS, What is Hadoop ?, HDFS, Input Split, HDFS ARCH, Anatomy of File Write, Anatomy of File Reads, Replications
- Meta Data, Data, NSI/EL, Hadoop 1.0, Hadoop 1.6, Hadoop 2.0, High Availability, Major Version of Hadoop, Fencing and Failover, Federation, UNIX Commands
- HDFS Commands, RAC Awareness, Hadoop 1.X, Job Tracker, Task Tracker, 2.X YARN/MR2, Scheduling, FAIR Scheduling
- MapReduce, MapReduce Process, Mapper/Reducer, MapReduce Datatypes, MapReduce Programs
- Lab Schedule in MapReduce, Run MapReduce Program, Combiner, Partitioner
- SQOOP (Import/Export), Hadoop Environment (Run Code)
- PIG (Transformation), ELT/ETL, PIG Mode, Lazy Execution, DFL
- Lab Schedule in PIG, Joins, CDC
- HIVE, SQL/RDBMS vs HIVE, External, Internal, HIVE Architecture, Hive Querry
- Lab Schedule in HIVE, Inner Join, Left Join, Right Join, Full Join
- HIVE, SCD1, SCD2, Partitioning/Bucketing, Bucketing Table
- Projects:- Airlines, Country, Inverted Index, Movie, Stack Overflow, Youtube, Hive Analytical Function, Lead/LAG
- Download Putty, Configure and Install
- GCP Basic Overview
- Basic Overview of Spark, Lab Scheduling in Spark

Ethical Hacking
Duration – 50 Hrs.

- Introduction , Use , Scope & Laws of Ethical Hacking 1. Computer Network , Types Of Network , IP Address , Ports
- Networking Concept (OSI Model vs TCP/IP Model)
- Domain Name , DNS & Zone File
- Request/Response Brief
- Capturing and Analyzing Network Packet with Wiresharks
- All About Linux (Linux , Features Of Linux , File System of Linux ,
- Basic Commands) Practical of Basic Linux Commands
- Setting Up Lab (Installing Kali Linux Commands)
- Footprinting and Reconnaissance
- How to Footprinting
- Network Scanning (What is Network Scanning , Network
- Scanning Technology , Types of Network Scan) Basic to Advance Network Scanning
- Enumeration (What is Enumeration , Types of Enumeration ,
- Counter-Measures How to Enumerate NetBIOS?
- How to Enumerate SNMP?
- How to Enumerate NFS?
- Brief About Vulnerability Assessment , Vulnerability Analysis
- Lab of Vulnerability Analysis 19. System Hacking 20. Steganography
- Malware , Trojan & Worms (Detect Malware)
- Sniffing 23. MAC Spoofing & Flooding
- Power of Social Engineering
- Power of Dos/DDos Attack
- Denials of Services , DDos Performing DDos Attack
- Session Hijacking
- Performing Session Hijacking
- Web Server & Applications
- Hacking Web Application (Scanning with Acunetix)
- Introduction to Hacking Wireless Network
- Hacking Wireless Network
- Hacking Mobile Platform
- Installing Keylogger Application
- Info Gathering from G-Account
- Cryptography (Cryptography Concept , Encryption Algorithm

Python Programming
60 Hrs.

Introduction

- Installing Python in Window/Linux/Mac OS
- Using Python Interpreter
- Execute a Script
- Structuring with Indentation
- Editors or IDE or IDLE

Data types and Variables

- Variables
- Variables v/s identifiers
- Naming convention of variables
- Keywords

Data Structure

- List
- Tuples
- Sets
- Dictionaries
- String

Input And Output

- Input Function
- Input with raw_input()
- Output with old string format
- Python format function

Control Flow

- If/Else Statements
- For/while Statements
- Range() function
- Bread and continue statements
- Else clauses on Loops

Functions

- Defining Function
- Default Argument
- Keyword Argument
- Arbitrary Arguments List

File Handling

- Writing to the file
- Reading from file
- Methods of file objects

Error And Expectation

- Syntax Errors
- Exceptions
- Handling Exceptions(try,except)

Module

- Creating Modules

- Import a module
- Import the names
- Executing modules as scripts

Class Concept

- Class Syntax
- Class Objects
- Instance Objects
- Method Objects
- Class and Instance variables

Advanced Modules:

- Regular Expressions
- datetime – date and time libraries
- Dealing with Excel
- GUI
- Web Scrapping

Python Analytic (Numeric and Scientific calculations)

- Numpy
- Scipy
- Pandas
- Matplotlib
- Scikitlearn
- Statsmodels
- Seaborn
- Urllib2

ROBOTICS
Duration: 120 Hrs.

Module 1: Overview programming language 'c'
Module 2: Overview 'Basic Electronics '
Module 3: Overview 'Digital Electronics '
Module 4: Fundamentals of Robotics and Automation
Module 5: Sensing and Perception
Module 6: Actuators and Motion
Module 7: Modeling, AI, and Machine Learning
Module 8: Simultaneous localization and mapping (SLAM)
Module 9: Embedded Control and Mechatronics
Module 10: Applications and Future Directions
Tools and Application
PROJECT WORK

Module 1: Overview programming language 'c'
- Overview - History & Features
- Structure of a 'C' Programmed
- Variables, Expressions, Identifiers, Keywords, Data types & Constants Operators - Arithmetical, Logical, relational, Conditional & Bitwise.
- Operators Precedence & Associativity
- 'C' Control Statements - Decision Control - If, If-else, nested If-else
  Loops / Iteration - while, do-while, for- loops
  Break / continue / go to statements
- Arrays -   Single & Multi-Dimensional
- Strings
- Functions   -   Call by Value & Call by Reference
- Introduction to pointers

Module 2: Overview 'Basic Electronics '

- Types of resistance, Resistance symbol, Color code, capacitor's symbol, Mica & paper capacitor. Inductance, Conductor, Insulator, Band Theory, Intrinsic & extrinsic semiconductors, Theory of p-n Junction, Zener diode, photo diode, LED, LCD, Point contact. Diode, Halfwave&fullwave rectifier with & without filter
- BJT Characteristics, FET Metal oxide, Semiconductors (MOSFET). CMOS, Photo transistor.

Module 3: Overview 'Digital Electronics '

- Introduction to Boolean Algebra

- Basic Postulates
- Canonical Forms - Sum of Products & Product of Sums.
- Gates - Invertors, AND, OR, XOR, UNIVERSAL NAND GATE, UNIVERSAL NOR GATE, TRUTH TABLES AND LOGICS DIAGRAMS.
- Basic circuits - Adders, Decoders, Encoder, Multiplexers, Flip-Flops etc.

Module 4: Fundamentals of Robotics and Automation

- Introduction to robotics in industry and society, historical perspectives
- Classification of robots and overview of current research in robotics, Robotics market, current challenges, and opportunities
- System-level architecture of robots – levels of autonomy
- Fundamental concepts of robots – components, joints, coordinate systems, workspace
- Kinematics and kinetics of robots
- Dynamics of a robot – trajectory and path

Module 5: Sensing and Perception

- Role of interoceptive and exteroceptive sensing
- Position, velocity, and acceleration sensors
- Force and torque sensing
- Robotic tactile sensors and soft haptics
- Non-contact sensing using ultrasonic, LIDAR, and RADAR
- Camera-based robotic sensing and machine vision
- Computational models and methods for processing sensor information

Module 6 : Actuators and Motion

- Role and characteristics of robotic actuators
- Electrical motors – servos, stepper motors, and drive mechanisms
- Pneumatic and hydraulic actuators
- Soft robotic actuators
- Electroactive polymers, shape memory actuators, and emerging paradigms
- Biomimetic actuators, artificial muscle technology and wearable actuators
- Role of 3D printing and mechanical testing in robotic fabrication

Module 7: Modeling, AI, and Machine Learning

- Localisation, navigation and environment representation
- Designing of robotic components using CAD
- Introduction to Robot Operating System (ROS)

- 3D robot modeling, motion planning, and simulation in ROS
- Interfacing hardware and sensors to ROS
- Introduction to the role of machine learning in robotics – software architecture, behavior-based systems
- Neural networks and genetic algorithms in robotics
- Introduction to Deep Learning and applications in robotics

Module 8: Simultaneous localization and mapping (SLAM)

- Intro to SLAM
- Mapping, Sensing, Kinematics modeling, Loop closure, Exploration, Biological, Collaborative SLAM , inspiration.
- Specialized SLAM methods, Toggle Specialized SLAM methods subsection
- Acoustic SLAM, Audiovisual SLAM, EKF SLAM, Graph SLAM

Module 9: Embedded Control and Mechatronics

- Introduction to embedded computing and control
- Introduction to embedded hardware platforms – Arduino, NODE MCU8266, NODE32 and Raspberry Pi
- Programming and interfacing of sensors and actuators
- Wired and wireless communication systems – MODBUS, CAN, and other paradigms
- Multi-tasking and closed-loop control of robots

Module 10: Applications and Future Directions

- Introduction to bio-robotics and bionics – exoskeleton device, prosthetics and surgical robotics
- Humanoid robots – future directions in automation.
- Human-Robot Interaction (HRI) and Collaboration – collaborative robotics
- Manufacturing automation using industrial robots – the next industrial revolution
- Safety standards in industrial robotics
- Robo-ethics: navigating the ethical use and pitfalls of robotics and AI

Tools and Application

- Designing on CAD
- 3D Printing
- Arduino Programming
- AI/ML in Robotics
- DIY Robotics

Project

Development of one robot per participant, with detailed research, specifications, design, and prototype. A development kit can be purchased by student.

Drupal
Duration –35 Hrs.

UNIT-1 (Informational Website Design):

Drupal Overview:

Drupal Installation

Drupal Architecture

Main Menu

Blocks and Regions

Themes and Layouts

Drupal Front Page

Drupal Static Pages

Drupal Create Articles

Drupal Create Pages

Drupal Create Content

Drupal Modify Content

Drupal Delete Content

Drupal Comments

Drupal Module

Form Module

Unit -2 (Drupal E-commerce Website Design)

Manage Product - Add/Edit/Delete

Manage Category - Add/Edit/Delete

Manage payment

Manage Cart

Manage Settings

Immersive Technology & Virtual Realities
Total Duration – 32 Hrs.

Introduction to Immersive technology   Duration - 15 HRS

1. **Introduction to Augmented Reality**
   - Definition of augmented reality
   - Brief history and evolution
   - Applications across industries
2. **Types of Augmented Reality**
   - Marker-based AR
   - Marker less AR
   - Projection-based AR
   - Superimposition-based AR
3. **Tools and Technologies**
   - Overview of popular AR development platforms (Unity, ARKit, ARCore, Vuforia, etc.)
   - Hardware requirements (smartphones, AR glasses)
   - Introduction to coding languages (C#, Swift, Java) for AR development
4. **Creating Your First AR Experience**
   - Hands-on session with a basic AR development tool (e.g., Unity)
   - Building a simple AR app or experience
   - Adding 3D models, animations, and interactions
5. **Design Principles for AR**
   - User experience considerations
   - UI/UX design for AR applications
   - Best practices for immersive AR experiences
6. **AR in Action: Case Studies and Examples**
   - Showcase of successful AR projects across different industries
   - Discussion on innovative use cases and lessons learned
7. **Future Trends in AR**
   - Emerging technologies (AR glasses, spatial computing)
   - Potential applications in various fields (education, healthcare, gaming, etc.)
   - Opportunities and challenges

Part – 2 (Virtual Realities) Duration -10 HOURS

1. **Introduction to Virtual Reality**
   - Definition of virtual reality
   - Brief history and evolution
   - Types of VR experiences (immersive, non-immersive, etc.)
   - Applications across industries
2. **Understanding VR Hardware**
   - Overview of VR headsets (PC-based, standalone, mobile VR)
   - Comparison of major VR platforms (Oculus, HTC Vive, PlayStation VR, etc.)
   - Input devices (controllers, hand tracking, etc.)
3. **VR Content Creation Tools**
   - Introduction to popular VR development platforms (Unity, Unreal Engine)
   - Overview of 3D modeling and animation software (Blender, Maya, etc.)
   - Basics of VR content creation workflows

4. **Creating Your First VR Experience**
    - Hands-on session with a VR development tool (e.g., Unity)
    - Building a simple VR environment or game
    - Adding interactive elements, navigation, and user interfaces
5. **Design Principles for VR**
    - Immersive storytelling techniques
    - User experience considerations in VR
    - Best practices for locomotion, comfort, and performance
6. **VR in Action: Case Studies and Examples**
    - Showcase of successful VR projects across different industries
    - Discussion on innovative use cases and lessons learned
7. **Future Trends in VR**
    - Emerging technologies (inside-out tracking, haptic feedback, etc.)
    - Potential applications in various fields (education, training, entertainment, etc.)
    - Opportunities and challenges

Mixed Technology (10 HOURS)

1. **Introduction to Mixed Technology:**
    - Define mixed technology and its significance.
    - Discuss real-world examples where mixed technology is utilized.
2. **Overview of Technologies:**
    - Briefly introduce each technology that will be covered in the workshop.
    - Include hardware (e.g., sensors, actuators, microcontrollers) and software (e.g., programming languages, frameworks, platforms).
3. **Hands-On Activities:**
    - Provide step-by-step tutorials for integrating different technologies.
    - Offer practical exercises that participants can follow along with.
    - Encourage experimentation and exploration.
4. **Project-Based Learning:**
    - Present a project idea that involves combining multiple technologies.
    - Break down the project into manageable tasks.
    - Guide participants through each stage of the project, offering support and troubleshooting tips.
5. **Collaborative Problem-Solving:**
    - Foster collaboration among participants by assigning group activities.
    - Encourage participants to share their expertise and learn from each other.
6. **Case Studies:**
    - Share case studies of successful mixed technology projects.
    - Analyze the challenges faced and the strategies employed to overcome them.

ExclusiveTechnology (10 HOURS)

1. **Introduction to Exclusive Technology:**
    - Provide an overview of the exclusive technology, including its purpose, development history, and unique features.
    - Explain why this technology is considered exclusive and its significance in the industry.
2. **Key Concepts and Terminology:**
    - Define important concepts and terminology related to the exclusive technology.
    - Ensure participants have a solid understanding of the fundamental principles underlying the technology.
3. **Hands-On Demonstrations:**
    - Conduct hands-on demonstrations to showcase the capabilities of the exclusive technology.

- Provide step-by-step instructions for participants to follow along with the demonstrations.
4. **Use Cases and Case Studies:**
    - Present real-world use cases and case studies where the exclusive technology has been successfully applied.
    - Discuss the challenges faced and the benefits derived from using the technology in different scenarios.
5. **Technical Deep Dive:**
    - Offer a technical deep dive into the inner workings of the exclusive technology.
    - Cover topics such as architecture, algorithms, data structures, and performance optimization techniques.
6. **Best Practices and Guidelines:**
    - Provide best practices and guidelines for effectively utilizing the exclusive technology.
    - Offer tips for troubleshooting common issues and optimizing performance.
7. **Integration with Existing Systems:**
    - Discuss strategies for integrating the exclusive technology with existing systems and infrastructure.
    - Address compatibility issues and potential challenges that may arise during integration.

Embedded system in C (Industrial syllabus)
Duration –32 Hrs.

1. Introduction to Embedded Systems (5 hours)
- Definition and scope of embedded systems
- Examples of embedded systems in everyday life
- Characteristics and challenges

2. Embedded Hardware Basics (5 hours)
- Microcontrollers vs. microprocessors
- Sensors and actuators
- Memory types (RAM, ROM, Flash)
- Communication interfaces (UART, SPI, I2C)

3. Embedded Software Basics (5 hours)
- Embedded software vs. traditional software
- Real-time operating systems (RTOS) vs. bare-metal programming
- Basics of firmware development

4. Hands-On Activities (5 hours)
- Setting up development environment (IDE, compiler)
- Programming microcontrollers (C/C++ or assembly)
- Interfacing with sensors and actuators
- Implementing simple embedded projects (e.g., LED blinking, temperature sensing)

5. Advanced Topics (5 hours)
- Interrupts and timers
- Power management in embedded systems
- Wireless communication protocols (Bluetooth, Wi-Fi)
- Security considerations

6. Project Work (5 hours)
- Participants work in teams to design and implement a mini-embedded system project

Topics for Hands-On Activities:
1. **LED Blinking:** Introduce participants to basic GPIO control to blink LEDs with different patterns.
2. **Sensor Interfacing:** Interface sensors like temperature, humidity, or light sensors to read data and display it on an LCD or serial monitor.

Advanced Java
Time Duration : 80 Hrs.

Designing aUser Interface

- Intro to AWT, Exploring UI Components, Identifying UI Components
- Creating UI (JFrame , JDialog, JPanel , JTabbedPane ,JMenuBar, JMenu ,JMenuItem , JLabel , JTextField, JTextArea, JCheckBox, JRadioButton, Jlist, JComboBox, Jbutton, JOptionPane
- Introduction and creating to various Layout manager classes, FlowLayout, BorderLayout, GridLayout, GridBagLayout, BoxLayout

Exploring Java Event Model

- Introducing Event Model, Event source, Event listener, Event handler, Introducing Various Event Classes, Introducing various Event Listeners.
- Introducing and using various Adapter Classes.
- Implementing and associating Event Handlers.

Implementing Inner Classes

- Creating Inner Class(Regular, Static, Method Local, Anonymous Inner classes)
- Implementing Type Casting, Primitive Data Types and Objects.
- Implementing Localization (Localizing Date, Localizing Currency , Localizing Text)

Introduction to JDBC

- Using JDBC API, Loading a Type 4 Driver ,Connecting to a Database, Creating and Executing JDBC Statements, Handling SQL Exceptions.
- Create Dynamic Applications Using the PreparedStatement Object(Retrieving, Inserting, Updating and Deleting Rows),
- Managing Database Transactions(Committing a Transaction)
- Implementing Batch Updates in JDBC (Exception Handling in Batch Updates), Creating Stored Procedures in JDBC.
- Calling a Stored Procedure Without and with Parameters.
- Using Metadata in JDBC (Using the DatabaseMetaData, ResultSet Interface)
- Workshop: Creating Dynamic JDBC Application.

Creating Applications Using Advanced Features of JDBC

- Create Dynamic Applications Using the PreparedStatement Object(Retrieving, Inserting, Updating and Deleting Rows),
- Managing Database Transactions(Committing a Transaction)
- Implementing Batch Updates in JDBC (Exception Handling in Batch Updates), Creating Stored Procedures in JDBC.
- Calling a Stored Procedure Without and with Parameters.
- Using Metadata in JDBC (Using the DatabaseMetaData, ResultSet Interface)

Workshop: Creating Dynamic JDBC Application.

Internet of Things (IOT)
Duration – 90 Hrs.

Module 1: Introduction to Internet of Things
Module 2:IoT and M2M
Module 3:IoT Physical Devices and Endpoints
Module 4: Controlling Hardware
Module 5: IoT Physical Servers and Cloud Offerings
Tools and Application
PROJECT WORK

Module 1: Introduction to Internet of Things- Definition and Characteristics of IoT, Sensors, Actuators, Physical Design of IoT – IoT Protocols, IoT communication models, IoT Communication APIs, IoT enabled Technologies – Wireless Sensor Networks, Cloud Computing, Embedded Systems, IoT Levels and Templates, Domain Specific IoTs – Home, City, Environment, Energy, Agriculture and Industry.

Module 2IoT and M2M- Software defined networks, network function virtualization, difference between SDN and NFV for IoT, Basics of IoT System Management with NETCOZF, YANG- NETCONF, YANG, SNMP NETOPEER

Module 3: IoT Physical Devices and Endpoints- Introduction to Arduino and Raspberry Pi- Installation, Interfaces (serial, SPI, I2C), Programming – Python program with Raspberry PI with focus on interfacing external gadgets, controlling output, reading input from pins.

Module 4: Controlling Hardware- Connecting LED, Buzzer, Switching High Power devices with transistors, Controlling AC Power devices with Relays, Controlling servo motor, speed control of DC Motor, unipolar and bipolar Stepper motors Sensors- Light sensor, temperature sensor with thermistor, voltage sensor, ADC and DAC, Temperature and Humidity Sensor DHT11, Motion Detection Sensors, Wireless Bluetooth Sensors, Level Sensors, USB Sensors, Embedded Sensors, Distance Measurement with ultrasound sensor

Module 5:IoT Physical Servers and Cloud Offerings– Introduction to Cloud Storage models and communication APIs Webserver – Web server for IoT, Cloud for IoT, Python web application framework Designing a RESTful web AP

Tools and Application
PROJECT WORK
• Understand IoT sensors and technological challenges faced by IoT devices, with a focus on wireless, energy, power, and sensing modules
• Market forecast for IoT devices with a focus on sensors
• Explore and learn about Internet of Things with the help of preparing projects designed for NODE MCU 8266 , NODE32 and Raspberry Pi

Web Designing (HTML, CSS and JAVASCRIPT)
Duration – 60 Hrs.

- Brief History of Internet
- What is World Wide Web, URL, Domain
- What is Web Page and a Website
- Internet Browser
- HTML, CSS Editors

Introduction to HTML
- Brief Introduction of HTML
- HTML Tags
- Basic structure of an HTML document
- Heading-Paragraphs
- Line Breaks

Elements of HTML
- Introduction to elements of HTML
- Working with Text
- Formatting Tags
- Working with Lists, Tables and Frames
- Working with Hyperlinks, Images and Multimedia
- Working with Forms and controls.
- Marquee Elements

Introduction to Cascading Style Sheets
- Concept of CSS
- Creating Style Sheet
- CSS Properties
- CSS Styling (Background, Text Format, Controlling Fonts)
- Working with block elements and objects
- Working with Lists and Tables
- CSS Id and Class
- Box Model(Introduction, Border properties, Padding Properties,Margin properties)
- Navigation Bar
- CSS Color
- Creating page Layout and Site Designs.
-

Java Script

- What is JavaScript
- Java "vs" JavaScript
- Variables
- Data types
- Functions
- Loops
- Decision Making
- Form Validation

Photo Editor

- Main Feature of Photo Editor
- Design Banner for website

GO PROGRAMMING LANGUAGE
Duration – 45 Hrs.

MODULE1:GOPROGRAMMING - OVERVIEW

- ➢ FeaturesofGoProgramming
- ➢ FeaturesExcludedIntentionally
- ➢ Go Programs
- ➢ CompilingandExecutingGo Programs

MODULE2:GOPROGRAMMING–ENVIRONMENTSETUP

- ➢ TryitOption Online
- ➢ LocalEnvironmentSetup
- ➢ TextEditor
- ➢ TheGo Compiler
- ➢ DownloadGoArchive
- ➢ InstallationonUNIX/Linux/MacOSX,and FreeBSD
- ➢ InstallationonWindows
- ➢ VerifyingtheInstallation

MODULE3:GOPROGRAMMING–PROGRAMSTRUCTURE

- ➢ HelloWorld Example
- ➢ Executinga Go Program

MODULE4:GOPROGRAMMING–BASICSYNTAX

- ➢ TokensinGo
- ➢ LineSeparator
- ➢ Comments
- ➢ Identifiers
- ➢ Keywords
- ➢ WhitespaceinG

MODULE5:GOPROGRAMMING–DATA TYPES

- ➤ IntegerTypes
- ➤ FloatingTypes
- ➤ OtherNumericTypes

MODULE6:GOPROGRAMMING– VARIABLES

- ➤ VariableDefinitioninGo
- ➤ StaticTypeDeclarationin Go
- ➤ DynamicTypeDeclaration/TypeInferenceinGo
- ➤ MixedVariableDeclarationinGo
- ➤ ThelvaluesandthervaluesinGo

MODULE7:GOPROGRAMMING– CONSTANTS

- ➤ IntegerLiterals
- ➤ Floating-pointLiterals
- ➤ EscapeSequence
- ➤ StringLiteralsinGo
- ➤ Theconst Keyword

MODULE8:GOPROGRAMMING– OPERATORS

- ➤ ArithmeticOperators
- ➤ RelationalOperators
- ➤ Logical Operators
- ➤ BitwiseOperators
- ➤ AssignmentOperators
- ➤ MiscellaneousOperators
- ➤ OperatorsPrecedencein Go

MODULE9:GOPROGRAMMING–DECISION MAKING

- ➤ Theif Statement
- ➤ Theif...else Statement

- ➤ NestedifStatement
- ➤ TheSwitch Statement
- ➤ TheSelect Statement
- ➤ Theif...elseif...elseStatement

MODULE10:GOPROGRAMMING– LOOPS

- ➤ forLoop
- ➤ NestedforLoops
- ➤ LoopControl Statements
- ➤ ThecontinueStatement
- ➤ Thegoto Statement
- ➤ TheInfinite Loop

MODULE11:GOPROGRAMMING– FUNCTIONS

- ➤ Defininga Function
- ➤ Callinga Function
- ➤ ReturningMultipleValuesfromFunction
- ➤ FunctionArguments
- ➤ Call by Value
- ➤ Call by Reference
- ➤ FunctionUsage
- ➤ FunctionClosures
- ➤ Method

MODULE12:GOPROGRAMMING–SCOPE RULES

- ➤ LocalVariables
- ➤ GlobalVariables
- ➤ FormalParameters
- ➤ InitializingLocalandGlobal Variables

MODULE13:GOPROGRAMMING– STRINGS
- ➤ CreatingStrings
- ➤ StringLength
- ➤ ConcatenatingStrings

MODULE14:GOPROGRAMMING– ARRAYS

- ➢ DeclaringArrays
- ➢ InitializingArrays
- ➢ AccessingArrayElements
- ➢ GoArraysinDetail
- ➢ MultidimensionalArraysinGo
- ➢ Two-DimensionalArrays
- ➢ InitializingTwo-DimensionalArrays
- ➢ AccessingTwo-DimensionalArrayElements
- ➢ PassingArraystoFunctions

MODULE15:GOPROGRAMMING– POINTERS

- ➢ WhatArePointers?
- ➢ How toUse Pointers?
- ➢ NilPointersin Go
- ➢ GoPointersinDetail
- ➢ Go– Arrayof Pointers
- ➢ Go – Pointerto Pointer
- ➢ Go–PassingPointerstoFunctions

MODULE16:GOPROGRAMMING– STRUCTURES

- ➢ Defininga Structure
- ➢ AccessingStructureMembers
- ➢ StructuresasFunction Arguments
- ➢ Pointersto Structures

MODULE17:GOPROGRAMMING– SLICES

- ➢ Definingaslice
- ➢ len()andcap() functions
- ➢ Nil slice
- ➢ Subslicing
- ➢ append()andcopy()Function

MODULE18:GOPROGRAMMING– RANGE

- ➢ Defininga Range

MODULE19:GOPROGRAMMING– MAPS

- ➢ DefiningaMap
- ➢ delete()Function

MODULE20:GOPROGRAMMING–RECURSION

- ➢ ExamplesofRecursioninGo

MODULE21:GOPROGRAMMING–ERRORHANDLING

- ➢ New()function

MODULE 22: GO PROGRAMMING – TYPE CASTING

MODULE 23: GO PROGRAMMING – INTERFACES

STATISTICAL MODELLING USING "R-PROGRAMMING"

DURATION: 35-Hrs.

MODULE-1: INTRODUCTION TO R, R DATA-TYPES [7-HRS]

Introduction to algorithm and programming concepts, Overviewing of R Programming, Downloading and installation of R. Issues in R, Package Management. Different R data-types: Vectors,arrays,factors,data frame etc. R-Operators: Arithmetical, Relational, Logical & Assignment operators etc.

R-Functions: Built in functions- mean(),paste(),sum(),min() etc. R-strings, R-List etc.

MODULE-2: DATA FRAMES & DATA VISUALIZATION IN R [7-HRS]

Data Frames: Create data frame, data frame access, understanding data in data frames: dim(),nrow() ncol(),str(),names(),head(),tail() etc.

Creating bar chart and dot plot, creating histogram, base graphics, plotting and coloring in R.

MODULE-3: DATA/FILE HANDLING IN R & INSTALLATION OF RMySQL PACKAGE IN R [7-HRS]

File handling in R: CSV files, input as a csv files, reading and analyzing a csv file. Writing into a csv file: R-excel file, reading the excel file. Control structure & re-directing r-output.

Installing RMySQL Package, creating database, table under MySQL, Inserting data in a table, Update and alter table, display content of table. Advance data handling.

MODULE-4: BASIC STATISTICS & ADVANCE FUNCTIONS IN R-LANGUAGE [7-HRS]

Computing basic statistics like mean, median & mode. Comparing means of two samples. Testing proportions.

Advance functions in R-Language: R-Loops-For loop, while loop, loop control statement etc.

R-Matrices-Accessing elements of a matrix and matrix computations.

MODULE-5: DESCRIPTIVE STATISTICS USING "R" [7-HRS]

Mean applying trim options, applying NA options, Mean deviation, Standard deviation, Correlation, Regression-Logical & Multiple Regression, Hierarchical Clustering PCA for dimensionality reduction. Visually checking distributions for a single variable.

R-Pie Charts: Pie chart title and color, slice percentages and chart legend, 3D pie charts

R-Histograms, Density Plot, R bar-charts, scatterplot, line chart, developing graphs, box plot etc.

Drawing line, circle, rectangle, triangle using R-Language.

MATLAB (Industrial syllabus)

Duration – 42 Hrs.

Unit-1:

MATLAB fundamentals (6 hours)

- Working with the MATLAB user interface
- Entering commands and creating variables
- Analyzing vectors and matrices
- Visualizing vector and matrix data
- Working with data files
- Working with data types
- Automating commands with scripts
- Writing programs with branching and loops
- Writing functions

Unit-2:

Programming technique (8 hours)

- Structuring data
- Managing data efficiently
- Utilizing development tools
- Structuring code
- Creating robust applications
- Verifying application behavior

Unit-3:

OOPs with MATLAB (10 hours)

- Creating custom data types that group data and functions together
- Creating maintainable and extensible applications via inheritance and aggregation
- Making applications reliable and flexible with unit tests
- Automatically triggering functions upon data changes

Unit-4:

Building interactive applications with MATLAB (7 hours)

- Laying out apps in the App Designer environment
- Creating callback functions for interactive components
- Creating and updating graphical objects in apps
- Making app components responsive to user behavior
- Creating apps with multiple windows

Unit-5:

Machine learning with MATALB (11 hours)

- Organizing and preprocessing data
- Clustering data
- Creating classification and regression models
- Interpreting and evaluating models
- Simplifying data sets
- Using ensembles to improve model performance

SCILAB (Industrial syllabus)
Duration – 42 Hrs.

Unit-1: (3 hours)
- What is FOSS?
- About Scilab and its benefits
- Industrial application of Scilab
- Matrix calculation in Scilab

Unit-2: (3 hours)
- Open source software problem
- Solution: Textbook companion project
- Scilab code for standard textbooks
- Demo of Textbook companion
- Download Scilab code from scilab website

Unit-3: (4 hours)
- Scilab Toolboxes
- Installing
- Expressions: Show mathematical expressions with numbers
- Variables
- Diary command
- Define symbolic constants.
- Basic functions

Unit-4: (4 hours)
- Vector Operations
- Define vector
- Calculate length of a vector.
- Perform mathematical operations on Vectors such as addition, subtraction and multiplication.
- Define a matrix.
- Calculate size of a matrix.
- Perform mathematical operations on Matrices such as addition, subtraction and multiplication.

Unit-5: (5 hours)
- Matrix Operations
- Access the elements of Matrix
- Determine the determinant, inverse and eigen values of a matrix.
- Define special matrices.
- Perform elementary row operations.
- Solve the system of linear equations.

Unit-6: (5 hours)
- Conditional Branching
- Iteration
- Scripts and Functions

Unit-7: (4 hours)
- Introduction to the file formats in Scilab.
- SCRIPT files.
- sce versus .sci

- Inline functions.

Unit-8: (4 hours)
- Plotting 2D graphs
- About linspace
- Configure the title for the plot
- Configure a legend
- Divide a graphic window into a matrix of sub-windows using subplot(mnp)

Unit-9: (4 hours)
- File Handling- Scilab File handling
- Writing to a file using write()
- Reading from a file using read()
- Opening an existing file using mopen()
- Closing an already opened file using mclose()

Unit-10: (4 hours)
- User Defined Input and Output in Scilab
- Input Function.
- mprintf()
- save() and load()
- Used to quit scilab midway through calculation and continue at later stage.

Unit-11: (4 hours)
- Develop Scilab code for different Composite
- Numerical Integration algorithms
- Divide the integral into equal intervals
- Apply the algorithm to each interval
- Calculate the composite value of the integral

Unit-12: (4 hours)
- Numerical methods- Solving Non- linear Equations
- Learn how to solve nonlinear equations using numerical methods

Diploma in Customer Service

Duration : 40 Hours

(To be taught to all the PGDM/BBA/BBM/B.Com.(P) students)

Syllabus

Introduction to Customer Service

- About Diploma in Customer Service
- Introduction to Customer Service
- About CSD Department
- Importance of Customer
- What is service?
- Who is Consumer?
- Knowing Customer Needs
- Principals of Customer Service
- Agenda of Customer
- Meeting or Exceeding the customer's expectations
- Customer Satisfaction
- How to maintain Customer Satisfaction
- Making Customers loyal to you
- Ways of Handling customers
- Understanding a customer
- Why does a customer become angry?
- How will you help angry customers?
- What are the ways to handle an angry customers?
- Life time value of a customer
- Cost of getting a new customer
- why does a customer become dissatisfied?
- How to retain customers.
- Areas of Customer Service/ Banking / Aviation etc.

Marketing & Selling

- Introduction to the Topic
- What is Selling?
- What is Marketing?
- What is Sales Call?

- What is Market?
- What is Product?
- What is Service?
- What is Quality?
- What is Value?
- Marketing concept
- Factors which make a Business Successful
- Marketing deals with ?
- The qualities of a Sales Person.
- Rules of Selling:
- The reasons Buyers Make a Purchase.
- The reasons, Buyers Do Not Make a Purchase.
- Work, which is usually done by Call Centres:
- Telemarketing
- Must have Skills for Sales to grow
- Probing Skills
- Why is Probing Skill required?
- How to ask Right Question?
- Maintaining a Consultative Atmosphere:-
- Objection Handling
- Reasons for Objection.
- Tips for responding to objection:-
- Sales Objections and the mistakes.
- Closing a Sale.

Telephone Etiquette

- Introduction to the Topic
- What is Etiquette?
- Who has Etiquette?
- What is Telephone Etiquette?
- Why is it required?
- Precautions: before answering a call
- Precautions: When answering the telephone:
- Precautions: During the conversation:
- How to handle Difficult Customers
- Avoid the Five Forbidden Phrases.
- Handling an Irate Customer:
- Milestone of a phone call.
- Greet
- Define

- Respond
- Conclude and Wrap-up
- Rules for Extra Ordinary Customer Service:
- Procedure for 'Holding or Transferring' Calls:
- How to say "No" with a positive effect:
- Bridging Phrases
- Script & Practice

Introduction to Call Centre / BPO / KPO Industry

- Intro to Technical terms used in the module.
- What is a Call Centre?
- Domestic Call Centre
- International Call Centre
- Inbound Call Centre
- Outbound Call Centre
- Blended Call Centre
- Voice Based Call Centre
- Web Based Call Centre
- Toll Free Numbers
- Contact Centre
- Floor
- Floor Manager
- CCE / CCR
- TL / Sup.
- Contracting
- Advantages of BPO / Why Outsource
- Why India?

Customer Relationship Management (CRM)

- ITES
- CRM
- Advantages of CRM
- The Phases of CRM
- Acquisition
- Enhancement Pruning
- Retention
- The Areas of CRM
- Service

- Sales
- Marketing
- Impact of CRM

Computer Telephone Integration (CTI)

- Computer Telephone Integration.
- Caller Line Identifier.
- Interactive Voice Response
- Voice Response Unit
- Voice Response System
- Automatic Call Distributor
- Automatic Call Dialler
- Predictive Dialling
- Multiplexer
- Data Base Server
- Need of CTI
- Call List Management
- DNC
- Campaign Build
- Enhanced Dialling
- Screen Pop
- Call Transfer
- Intelligent Routing

Tally Prime

Duration - 120 Hrs.

Chapter 1: Fundamentals of Accounting

- Introduction
- Meaning of Accounting
- Accounting terms
- Concepts of Accounting
- Double Entry system of accounting
- Journal
- Ledger
- Trial balance
- Financial Statement

Chapter 2: Introduction to Tally Prime

- Introduction
- Features of tally Prime
- Downloading & Installation of Tally Prime
- Company creation & setting up company features
- Alter Company details
- Shut the Company

Chapter 3: Chart of Accounts

- Creation of Masters
- Creation of Stock Group
- Creation of Stock Category
- Creation of Unit
- Creation of Godown
- Creation of Stock Item
- Creation of Group
- Creation of Ledger
- Alteration & Deletion of Masters
- Multi Master Creation & Display

Chapter 4: Recording of Accounting Transactions (Vouchers)

- F4 Contra Voucher
- F5 Payment Voucher
- F6 Receipt Voucher
- F7 Journal Voucher
- F8 Sales Voucher
- F9 Purchase Voucher
- Alt + F5 Debit Note Voucher
- Alt + F6 Credit Note Voucher

Chapter 5: Banking

- Banking Payments
- Cheque Printing
- Deposit slip
- Payment Advice
- Bank Reconciliation

Chapter 6: Generating Reports in Tally Prime

- Trial balance
- Profit & Loss Account

- Balance Sheet
- Receipts & Payment Report
- Stock Summary
- Day book
- Cash & Bank Book
- Purchase Register
- Sales Register
- Godown wise Stock Availability
- Printing Invoices and Reports
- Stock Query
- Some other Reports

Chapter 7: Data Management

- Backup of Company Data
- Restore of Company Data
- Migration of Tally ERP.9 data to Tally Prime
- Export & Import of Masters and Transactions from one company to another (XML format)
- Exporting Report to MS Excel & PDF
- Activation of Security Control
- Creation of Security levels
- Creation of User & Passwords
- Tally Vault

Chapter 8: Inventory Management

- Allocation of Batch/Lots for Stock Items
- Movement of Goods in Batches/Lots
- Identifying of Expired Batch in Sales Invoice
- Batch report
- Price Levels & Price List
- Purchase order Processing
- Sales order Processing
- Order Outstanding
- Reorder Level
- Godown Transfer

Chapter 9: Cost Centre & Cost Categories

- Activation of Cost Centre
- Allocation of Expenses & Incomes using Cost Centre
- Cost Centre Classes
- Creation of Cost Category
- Recording of Transaction & Allocation of Expenses

- Cost Centre Reports

Chapter 10: Budgets

- Creation of Budget
- Transactions
- Display Budgets and Reports

Chapter 11: GST (Goods & Services Tax)

- Introduction
- Activation of GST in Tally Prime
- Defining GST Rates at Different levels
- Recording of GST Compliant Transactions (Intra-state & Interstate Supply)
- Input Tax Credit Set off against Liability
- Generating GST returns
- Filing GST returns
- E-Way Bill
- E-Invoice

Chapter 12: TDS (Tax Deducted at Source)

- Introduction
- Basic concepts of TDS
- Activation of TDS in Tally Prime
- Configuration of TDS at different levels
- Recording of TDS compliant transactions
- TDS Report

Rural marketing

Duration – 42 Hrs.

Unit - 1

Rural economy – introduction, classification of Indian economy, characteristics of rural economy, distinction between rural and urban market, local self-government in rural area marketing environment in rural area

Unit -2

-Rural consumer scope of rural marketing profile of rural consumer, rural consumer behavior

- Consumer buying behavior factors influencing rural consumers during purchase a product, decision making process

- Segmentation bases and approach targeting and positioning.

- Rural marketing mix 4As and 4Ps

-Product concepts and classification, rural product categories FMCGS, consumer durables, agri goods and services

- branding in rural market, fake brand, packaging for rural market

Unit - 3

-pricing decision pricing strategy pricing for rural market

-Distribution system in rural market

- Evolution of modern retail in rural area DSCL Hariyali kissaan Bazar, ITC , e-chaupal sagar , distribution model –rural centric distribution model – haats, van , pps , cooperative societies – warana bazar

-promotional strategy for rural market, promotion mix

- Creating adverting for rural audiences – conventional and non-conventional media

-Rural services marketing – ICT in rural areas, common service centers, financial services in Rural market, Rural healthcare

Income Tax Compliance
Duration – 62 Hrs.

Chapter 1. Introduction

- ➢ **Difference between DT & IDT**
- ➢ **Regular Tax Rate Vs Default tax rate u/s 115BAC**

Chapter 2. Residential status

- ➢ **Individual / Firm /AOP or BOI / Company**
- ➢ **Tax Incidence**

Chapter 3. Computation of taxable Salary

- ➢ **Allowance**
- ➢ **Perquisites**
- ➢ **Retirement benefits**
- ➢ **Deduction u/s 16**

Chapter 4. Computation of taxable House property

- ➢ **LO & SO**
- ➢ **Deduction u/s 24**

Chapter 5. Computation of taxable PGBP

- ➢ **Allowed Income & expense**
- ➢ **Books of Account & Tax Audit**
- ➢ **Presumptive taxation**

Chapter 6. Computation of taxable Capital Gain

- ➢ **Capital Asset & Transfer**
- ➢ **Computation of Capital gain**
- ➢ **Exemption u/s 54.. Series**

Chapter 7. Computation of taxable Ifos

- ➢ **Taxation of Gift**

Chapter 8. Deduction under Chapter Vi-A

- ➢ **80C, 80CCC, 80CCD, 80DDB, 80U, 80D, 80TTA,   80TTB , 80G, 80 E**

Chapter 9. Set- off & Carry Forward

- ➢ **Intra head & Inter head**

Chapter 10. Clubbing of Income

- ➢ **Spouse/ son's Wife**
- ➢ **Minor Child**

Chapter 11. Exempted income

> ➤ **Agricultural income**

Chapter 12. Income tax Return

> ➤ Due date & its compliance

Chapter 13. TDS & TCS

> ➤ Time of deducting TDS
> ➤ Deposit of TDS
> ➤ Quarterly Return File
> ➤ TDS Certificate

Chapter 14. Advance Tax

> ➤ Due date of advance tax payment
> ➤ Sec 203A / 203B / 203C

GST Syllabus
Duration – 52 Hrs.

1. Introduction
   > ➤ What is GST
   > ➤ Advantage of GST
   > ➤ Tax Subsumed under GST
   > ➤ Components of GST
   > ➤ Chargeability OF GST
   > ➤ Rates of GST
   > ➤ Input Tax Credit
2. Supply
   > ➤ Meaning of Supply
   > ➤ Scope of Supply
   > ➤ Composite Supply
   > ➤ Mixed Supply
3. Composition Scheme
   > ➤ Person not eligible for CS
   > ➤ Composition rate of tax
   > ➤ Conditions for composition levy
   > ➤ Intimation for Composition levy

- ➢ Validity for composition levy
- ➢ Important forms under Composition levy

4. Charging section & Exemption
   - ➢ Person liable to pay GST
   - ➢ Section 9(3)
   - ➢ Section 9(4)
   - ➢ Section 9(5)

5. Exemption
   - ➢ List of supply of Goods
   - ➢ List of supply of Services

6. Place of Supply of
   - ➢ Goods
   - ➢ Services

7. Time of Supply of Goods and Services & Value of Supply
   - ➢ Forward Charge
   - ➢ Reverse charge

8. Input Tax Credit
   - ➢ Availability of ITC
   - ➢ Utilization of ITC
   - ➢ Conditions
   - ➢ Process of availing ITC

9. Registration
   - ➢ GST Documents
   - ➢ Process

10. GST Return
    - ➢ Payment of tax
    - ➢ Audit under GST
    - ➢ Refund
    - ➢ ITC Matching & Auto reversal

11. E-Way Bill
    - ➢ Requirement of E-way bill & its benefits

12. Tax Invoice, Debit Note & Credit note
    - ➢ Time limit of issuance of invoice
    - ➢ Manner of issue of invoice
    - ➢ E-invoicing, Bill of supply, Receipt voucher, Refund Voucher

13. GST TDS & TCS
    - ➢ Rate of TDS & TCS & its applicability

14. Account & Records
    - ➢ Person required to maintain books of Accounts
    - ➢ Manner of maintaining accounts & records

Payroll Management

Duration – 35 Hrs.

Course Description:

This course provides an in-depth understanding of payroll management within the context of human resource management. Students will learn about the processes, regulations, and technologies involved in payroll administration, as well as the importance of compliance and accuracy in managing employee compensation.

Course Objectives:

1. To understand the fundamentals of payroll management.

2. To comprehend the legal and regulatory framework governing payroll processes.

3. To learn the various methods and tools used in payroll administration.

4. To develop skills in calculating and processing employee compensation accurately.

5. To explore the role of payroll in organizational compliance and financial management.

Learning Objectives:

Conceptual Understanding: Define essential terms and concepts in payroll.

Legal Comprehension: Identify key laws and regulations affecting payroll.

Technology Evaluation: Assess different payroll processing systems and their suitability.

Calculation Proficiency: Accurately compute gross pay, net pay, and deductions.

Administrative Competence: Implement effective payroll scheduling and documentation practices.

Course Duration: 30 hours (15 weeks x 2 hours per week)

Week 1-2: Introduction to Payroll Management

- Overview of payroll management

- Importance of payroll in HRM

- Key concepts and terminologies in payroll

Week 3-4: Legal and Regulatory Framework

- Labor laws and regulations related to payroll

- Taxation laws affecting payroll

- Compliance requirements in payroll administration

Week 5-6: Payroll Processing Systems

- Types of payroll systems (manual, automated, outsourcing)

- Introduction to payroll software

- Evaluation of payroll processing options

Week 7-8: Compensation Structures

- Understanding employee compensation

- Salary, wages, bonuses, and benefits

- Variable pay structures and incentives

Week 9-10: Payroll Calculations

- Basic calculations: gross pay, net pay, deductions

- Overtime calculations

- Statutory deductions (taxes, social security, insurance)

Week 11-12: Payroll Administration

- Payroll scheduling and timelines

- Record-keeping and documentation

- Handling payroll discrepancies and corrections

Week 13-14: Payroll Reporting and Compliance

- Generating payroll reports

- Compliance audits and reporting

- Ethics in payroll management

Week 15: Emerging Trends and Future Directions

- Technology in payroll management

- Globalization and its impact on payroll

- Future challenges and opportunities in payroll administration

Assessment:

- Weekly quizzes or assignments

- Mid-term exam

- Final project or presentation on a payroll-related topic

Recommended Resources:

- Textbooks: "Payroll Management: A Comprehensive Guide to Effective Administration" by Steven M. Bragg, "The Payroll Source" by American Payroll Association

- Journals: Journal of Payroll Management, Payroll World

TIME MANAGEMENT

Duration – 35 Hrs.

Course Learning Outcomes : This course introduces participants to ways they can improve their time management skills by reducing time wasting behaviors and thinking patterns, and increasing organization. Participants will explore some of the psychological traps that produce ineffective time management and learn tips and tricks that can quickly save time and effort when trying to complete a packed schedule.

Module 1 : Introduction to Time Management . Being busy is not the same as being productive . Not just about Using tools . The benefits of Time Management. Tracking your time Building self-awareness through self-assessment Tracking your time with tools Six time management strategies Set goals, organize plan ahead , maximize time prioritize

Module 2: Managing distractions . Identify the sources of distraction. Eliminate distraction from your work place . Procrastination- Meaning and definition . Causes of procrastination . Managing procrastination

Module 3: Making the most of your time . Time saving tips . Peak performance time . How to maximize time in meetings . Taking breaks . Time management strategies for effective meetings

Module 4 : Urgent versus important task and how to deal with them effectively . Delegation of work. How Prioritization and Delegation works simultaneously

Module 5 : How is Stress related to time management . Sources and causes of stress . Stress management techniques . How is conflict related to time management . How is conflict at work place a big hindrance to effective time management

RETAIL MANAGEMENT
Duration – 45 Hrs.

Unit-1
Introduction and Perspectives on Retailing World of Retailing0 hours
Introduction and Perspectives on Retailing World of Retailing, Retail management, introduction, meaning, characteristics, emergence of organizations of retailing - Types of Retailers (Retail Formats) - Multichannel Retailing -Customer Buying Behavior, Historical Perspective, role of retailing, trends in retailing, FDI in Retail - Problems of Indian Retailing - Current Scenario.

Unit-2
Theories of Retailing:

Wheel of retailing, The Retail Accordion, Melting Pot Theory, Polarization theory

Unit-3
Retailing strategy for Setting up Retail organization and planning:

Retail Market Strategy - Financial Strategy - Site & Locations (Size and space allocation, location strategy, factors Affecting the location of Retail, Retail location Research and Techniques, Objectives of Good store Design.) – Human Resource Management, Information Systems and supply chain management & Logistics. Retail Pricing and Promotion: Factors influencing retail pricing, Retail pricing strategies, Retail promotion strategies.

Unit-4
Store Management and Visual Merchandising Store Management:

Responsibilities of Store Manager, Store Security, Parking Space Problem at Retail Centres, Store Record and Accounting System, Coding System, Material Handling in Stores, Management of Modern retails –Store Layout, design: Types of Layouts, role of Visual Merchandiser, Visual Merchandising Techniques, Controlling Costs and Reducing Inventories Loss, Exteriors, Interiors Customer Service, Planning Merchandise Assortments -Buying systems -Buying merchandise and Retail Communication Mix.

Unit-5
Relationship Marketing & International Retailing:

Management & Evaluation of Relationships in Retailing, Retail Research in Retailing: Importance of Research in Retailing, Trends in Retail Research, Areas of Retail Research. Customer Audits, Brand Management in retailing, Internationalization of Retailing and Evolution of International Retailing, Motives

of International Retailing, International Retail Environment – Socio-Cultural, Economic, Political, Legal, Technological and issues in international retailing.

Suggested Learning Resources:
Books

1. Sales & Distribution Management: Tapan K. Panda & Sunil Sahadev, 6/e, Oxford University Press,2012.

2. Sales Management by Charles, Futrell, 6/e, Thomson South Western, 2003.

3. Retail Management - Levy & Weitz, TMH, latest edition.

4. Retail Management - Chetan Bajaj, Oxford University press.

5. Retail Management-A Global Perspective: Text and Cases, Dr.Harjit Singh, S.Chand, 2018.

6. Sales & Retail Management, an Indian perspective by Dr.S.L Gupta,1/e, Excel Books, 2007.

7. Salesmanship and Sales Management-P.K Sahu & K C Raut, 3/e, Vikas Publishing House.

8. Integrated Retail Management - James R. Ogden & Denise Trodden, Biztantra, Latest Edition.

9. Retail Marketing Management - Dravid Gilbert, 2/e, Pearson Education

10. RetailManagement:AStrategicApproachBarryBerman,JoelR.Evans,Pearson.LatestEdition.

Soft Skills

Duration – 35 Hrs.

Soft Skills – Hard Facts

1. **Introduction –**
- Definition
- Objectives and needs.
- Concepts.
- Question Answers

2. **Connection from classroom to career.**
- Steps towards future goals.
- Skills
- Abilities
- Goals: Short /long terms
- Personality Traits
- Questions Answers

3. **What the Industry requires.**
- Oral communication.
- Written communication.
- Critical Thinking.
- Problem solving.
- Team work.
- Questions Answers

4. **Professional Ethics.**
- Introduction
- Definition
- Advantages
- The Dos And Don'ts for developing a personal image.
- Questions Answers

5. Communication Skills as Soft skills.
- Definition : Effective communication.
- Oral.
- Written.
- Nonverbal.
- Verbal
- Essentials of good communication. 7 Cs.
- Remedial English: Grammar
- Vocabulary workout
- Questions Answers

6. **Leadership Skills**
- Intra personal skills: Definition

- Importance and Advantages.
- Intrapersonal Skills: Definition
- Importance and advantages
- Questions Answers

7. Time Management.
- Principles. Steps for effective TM
- Definition
- Importance
- Prioritizing Tasks
- Multitasking
- Questions Answers

8. Stress Management.
- Definition
- Stress Triggers
- Steps and activities to ensure the avoidance of SM.
- Questions Answers.
9. Power Of Clothes.
- Dressing for success.
- Personal Grooming.
- Hygiene
- Questions Answers

10. Negotiating Skills.
- The Essentials of negotiating.
- Importance of BLAST – Believe. Listen. Apologise. Thank.
- Listening Skills
- Questions Answers

11. Email.
- Enforcing Email etiquettes
- The Technical Knowhow.
- What to avoid
- What to include
- Questions Answers

12. Telephone Etiquettes.
- Clarity.
- Speech rate.
- Tone.
- The Do's And Don'ts.
- Keeping A Positive Attitude
- Questions Answers

13. Leadership.
- Definition
- The making of a good leader.
- Principles

- Characteristics
- Types
- Questions Answers

14. **Public Speaking**.
- Definition
- The importance of Public Speaking.
- The power of Public Speaking.
- Developing confidence.
- Planning.
- Preparation
- Group Discussion.
- Definition
- Why are group discussions held?
- Preparation for a group discussion.
- Skills for effective participation.
- Non-verbal communication in group discussion.

- Questions Answers

15. **Interviews.**
- Definition
- Types
- Essentials for a successful Interview.
- Questions: Personal. Situational. The Do's and Don'ts.
- Mock Interview
- Questions Answers

Introduction to Digital Marketing

Duration – 60 Hrs.

Objective- To understand the basic Concepts of Digital marketing and the road map for successful Digital marketing strategies.

Module-I	Fundamentals of Digital marketing & Its Significance, Traditional marketing Vs Digital Marketing, Evolution of Digital Marketing, Digital Marketing Landscape, Key Drivers, Digital Consumer & Communities, Gen Y & Netizen's expectation & influence wrt Digital Marketing.
Module-II	The Digital users in India, Digital marketing Strategy- Consumer Decision journey, POEM Framework, Segmenting & Customizing messages, Digital advertising Market in India, Skills in Digital Marketing, Digital marketing Plan.
Module-III	Terminology used in Digital Marketing, PPC and online marketing through social media, Social Media Marketing, SEO techniques, Keyword advertising, Google web-master and analytics overview, Affiliate Marketing, Email Marketing, Mobile Marketing
Module-IV	Display adverting, Buying Models, different type of ad tools, Display advertising terminology, types of display ads, different ad formats, Ad placement techniques, Important ad terminology, Programmatic Digital Advertising.

Case Study-1-Airtel Fashion Shoot

Suggested Books

1. Digital Marketing –Kamat and Kamat-Himalaya
2. Marketing Strategies for Engaging the Digital Generation, D. Ryan,
3. Digital Marketing, V. Ahuja, Oxford University Press
4. Digital Marketing, S.Gupta, McGraw-Hill
5. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition

Social Media Marketing

Objective- To know the importance of Social media Platforms importance in Digital Marketing

Module-I	Fundamentals of Social Media Marketing& its significance, Necessity of Social media Marketing, Building a Successful strategy: Goal Setting, Implementation.
Module-II	Facebook Marketing: Facebook for Business, Facebook Insight, Different types of Ad formats, Setting up Facebook Advertising Account, Facebook audience & types, Designing Facebook Advertising campaigns, Facebook Avatar, Apps, Live, Hashtags
Module-III	LinkedIn Marketing: Importance of LinkedIn presence, LinkedIn Strategy, Content Strategy, LinkedIn analysis, Targeting, Ad Campaign
Module-IV	Twitter Marketing:- Basics, Building a content strategy, Twitter usage, Twitter Ads, Twitter ad campaigns, Twitter Analytics, Twitter Tools and tips for mangers. Instagram& Snapchat basics.

Case Study-1:- ICICI Bank: Building India's Most Social Bank on facebook

Suggested Books-

6. Digital Marketing –Kamat and Kamat-Himalaya

7. Marketing Strategies for Engaging the Digital Generation, D. Ryan,

8. Digital Marketing, V. Ahuja, Oxford University Press

9. Digital Marketing, S.Gupta, McGraw-Hill

10. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition

Search Engine Optimization

Objective- To understand the technological importance of SEO

Module-I	Introduction to SEO, How Search engine works, SEO Phases, History Of SEO, How SEO Works, What is Googlebot (Google Crawler), Types Of SEO technique, Keywords, Keyword Planner tools
Module-II	On page Optimization, Technical Elements, HTML tags, Schema.org, RSS Feeds, Microsites, Yoast SEO Plug-in
Module-III	Off page Optimization- About Off page optimization, Authority & hubs, Backlink, Blog Posts, Press Release, Forums, Unnatural links.
Module-IV	Social media Reach- Video Creation & Submission, Maintenance- SEO tactics, Google search Engine, Other Suggested tools

Case Study-1- Barclays Business Banking SEO campaign

Suggested Books-

11. Digital Marketing –Kamat and Kamat-Himalaya

12. Marketing Strategies for Engaging the Digital Generation, D. Ryan,

13. Digital Marketing, V. Ahuja, Oxford University Press

14. Digital Marketing, S.Gupta, McGraw-Hill

15. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition

Advertising Tools & Its Optimization

Objective- How to creates effective   Ad Words campaign & Advertising Positioning with respect to the Digital marketing

Module-I	Advertising & its importance, Digital Advertising, Different Digital Advertisement, Performance of Digital Advertising:- Process & players, Display Advertising Media, Digital metrics
Module-II	Buying Models- CPC, CPM, CPL, CPA, fixed Cost/Sponsorship, Targeting:- Contextual targeting, remarking, Demographics , Geographic & Language Targeting.
Module-III	Display adverting, different type of ad tools, Display advertising terminology, types of display ads, different ad formats, Ad placement techniques, Important ad terminology,ROI measurement techniques, AdWords & Adsense.
Module-IV	YouTube Advertising:- YouTube Channels, YouTube Ads, Type of Videos, Buying Models, Targeting & optimization, Designing & monitoring Video Campaigns, Display Campaigns

Case Study-1:- Display Plan

Suggested Books-

1. Digital Marketing –Kamat and Kamat-Himalaya
2. Marketing Strategies for Engaging the Digital Generation, D. Ryan,
3. Digital Marketing, V. Ahuja, Oxford University Press
4. Digital Marketing, S.Gupta, McGraw-Hill
5. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition

Website Hosting using Word Press

Objective- How to createwebsite using Word

Press

Module-I	Website Planning & Development- Website, Types of Websites, Phases of website development, Keywords: Selection process
Module-II	Domain & Web Hosting:- Domain, Types of Domain, Where to Buy Domain, Webhosting, How to buy Webhosting
Module-III	Building Website using Word press-What is Word press, CMS, Post and Page
Module-IV	Word press Plug-ins- Different Plug-ins, social media Plug-ins, page builder plug-ins: the elementor, how to insert a section, how to insert logo, Google Micro sites

Web Analytics

Objective- Web analytics focuses on optimizing an organization's digital ecosystem by collecting, analyzing and enabling the making of data-informed decisions.

Module-I	**Introduction-** What's analysis?, Is analysis worth the effort?, Small businesses, Medium and Large scale businesses, Analysis vs intuition, Introduction to web analytic
Module-II	**Google Analytics** -Getting Started With Google Analytics, How Google Analytics works?, Accounts, profiles, and users navigating Google Analytics, Basic metrics, The main sections of Google Analytics reports Traffic Sources Direct, referring, and search traffic Campaigns AdWords, Adsense.
Module-III	**Content Performance Analysis-** Pages and Landing Pages, Event Tracking and AdSense, Site Search. **Visitor Analysis-** Unique visitors, Geographic and language information, Technical reports, Benchmarking.
Module-IV	**Social Media Analytics-** Facebook insights, Twitter analytics, Youtube analytics, Social Ad analytics /ROI measurement. **Goals and E-Commerce Tracking-** Setting up goals Goal reports, Ecommerce tracking. **Actionable Insights & The Big Picture-** Recap of Google Analytics reports and tools, Finding actionable insights, Getting the organization involved, Creating a data-driven culture, Resources Common mistakes analysts make Additional Web analytics tools.

Suggested Books-

1. Practical Web Analytics for User Experience, How Analytics Can Help You UnderstandYour Users, By Michael Beasley · 2013
2. Advanced Web Metrics with Google Analytics By Brian Clifton · 2010

Financial Market

Duration – 45 Hrs.

Introduction
- Introduction to Financial Market
- Meaning and definition of Financial Market
- Meaning and Definition of Financial Market
- Scope of Indian Financial Market
- Classification of Financial Markets
- Role of Financial Market
- Functions of Financial Markets
- Role of RBI as Manager of Foreign Exchange
- Role of RBI as Regulator of Payment and Settlement Systems
- Difference between New Issue Market and Secondary Market
- Classification of Financial Assets
- Difference between Financial Assets and Physical Assets

Capital Market
- Introduction of Capital Market
- Meaning and Definition of Capital Market
- Characteristics of Capital Market
- Kinds of Capital Market
- Functions and Importance of Capital Market
- Evolution & Growth of Indian Capital Market
- Segments of Capital Market
- What are Shares?
- What are Bonds?
- What are Depositaries?
- What are Derivatives?
- New Financial Institutions
- Gilt Edged Market
- Different Types of Market

Money Market
- Introduction to Money Market
- Difference between Money Market & Capital Market

Stock Market

- What are Shares?
- Why invest in Shares?
- Difference between Investors and Speculators
- What is Stock Exchange?
- Functions of Stock Exchange
- Features of Stock Exchange
- Benefits of Stock Exchange
- Public Issue
- Private Placement

HUMAN RESOURCE MANAGEMENT

Duration – 35 Hrs.

THE HR MANAGER'S TOOLKIT: A PRACTICAL GUIDE TO MANAGING PEOPLE AT WORK

MODULE 1: A MANAGER'S TOOLKIT: MEANING, PREPARATION, IMPORTANCE, BENEFITS,

HOW TO USE

MODULE 2: SKILLS MUST HAVE IN A HR MANAGER'S TOOLKIT

PEOPLE MANAGER'S MENTAL HEALTH TOOLKIT

LEADERSHIP AND PEOPLE MANAGEMENT SKILLS

MODULE 3: PEOPLE MANAGEMENT COPMENTENCIES AND ITS BENEFITS

IMPORTANCE OF EMOTIONAL INTELLIGENCE, ARTIFICIAL INTELLIGENCE &

MACHINE LEARNING IN HR MANAGER'S TOOLKIT

MODULE 4: MEANING OF "BEING HUMAN" IN AN ORGANIZATION. HUMANITARIAN APPROACH

FOR LEADERSHIP AND EFFECTIVE HUMAN RESOURCE MANAGEMENT FOR A PEOPLE   MANAGER

MODULE 5: CHANGING ROLES & RESPONSIBILITIES OF A HR MANAGER, CHARACTERISTICS &   QUALITIES NEEDED TO BE A CHARASMATIC HR PROFESSIONALS, EXCELLENCE IN HR PRACTICES, RECENT TRENDS IN HUMAN RESOURCE MANAGEMENT

PREPARATION FOR JOB INTERVIEWS

MODULE 1: INFORMATION REGARDING ALL TYPES OF INTERVIEWS, STRUCTURED, UNSTRUCTURED, TELEPHONIC, SKYPE, WALK-IN, FACE-TO- FACE ETC. DRAFTING OF PROFESSIONAL RESUME/ CURRICULUM VITAE

MODULE 2: HOMEWORK BEFORE A JOB INTERVIEW, FOR FRESHERS, FOR EXPERIENCED. FREQUENTLY ASKED QUESTIONS IN A JOB INTERVIEW, PREPARATION OF A FILE OF DOCUMENTS TO BE WITH THE CANDIDATES DURING INTERVIEW

MODULE 3: APPEAREANCE, DRESSING (MALE/FEMALE) , DOS' & DONTS' BEFORE, DURING AND AFTER INTERVIEW,BODY LANGUAGE, GESTURES & POSTURES, EYE CONTACT, POSITIVE PROFESSIONAL ATTITUDES, TRICKS TO TACKLE NERVOUSNES , TRICKS TO HANDLE TRICKY QUESTIONS AND OTHER SITUATIONS DURING JOB INTERVIEWS, OTHER RELEVANT POINTS.

MODULE 4: STEPS REQUIRED FOR A SUCCESSFUL JOB INTERVIEW, ADVANCE INTERVIEWING TECHNIQUES, ADDING VALUE IN A JOB INTERVIEW, TIPS & TRICKS TO HANDLE HR JOB INTERVIEWS, TECHNICAL INTERVIEWS & SITUATIONAL INTERVIEWS, TIPS TO TACKLE STRESS BEFORE, DURING & AFTER JOB INTERVIEWS.

MODULE 5: **STAR METHOD** TO ANSWER BEHAVIOURAL INTERVIEW QUESTIONS, TECHNIQUES TO CLOSE AN INTERVIEW IN A PROFESSIONAL WAY, INTERVIEW PREPARATION CHECKLIST, INTERVIEW RESEARCH.

LEADING DIVERSE TEAMS & ORGANIZATIONS

MODULE 1: CONCEPT OF TEAM, TYPES, DIFFERENCE BETWEEN TEAM AND GROUP, CONTRIBUTIONS NEEDED TO BE A PART OF A TEAM, VIRTUAL TEAM HANDLING

MODULE 2: HOW ORGANIZATION WORKS LIKE A SYSTEM, NATURE & DIVERSITY IN ORGANIZATIONS AND TEAMS, SKILLS AND COMPENTICIES REQUIRED FOR HANDLING DIVERSE TEAMS AND ORGANIZATIONS.

MODULE 3: CONCEPT OF SYNERGY, DIFFERENCE & CHARACTERISTICS OF A TEAM & A SYNERGISTIC TEAM, SIGNIFICANCE IN HR PROFESSION, LEADERSHIP QUALITIES FOR HANDLING A SYNERGISTIC TEAM, STRATEGIC HUMAN RESOURCE COMPENTENCIES REQUIRED TO MAINTAIN DIVERSE TEAMS AND ORGANIZATIONS, RECENT TRENDS ADOPTED BY DYNAMIC ORGANIZATIONS.

MODULE 4: CHALLENGES IN MAINTAINING DIVERSE TEAMS AND ORGANIZATIONS FOR A HR MANAGER, IMPORTANCE OF CONTINUOUS MANAGEMENT DEVELOPMENT/ EXECUTIVE DEVELOPMENT/ LEADERS DEVELOPMENT PROGRAMMES IN TODAY'S HUMAN RESOURCE MANAGEMENT SENARIO.

MODULE 5: SUPPORT & COOPERATION BY THE PEER GROUP IN MAINTAINING DIVERSITY IN TEAMS AND ORGANIZATIONS, IMPORTANCE OF DEVELOPING CORE COMPETENCIES IN HR PROFESSIONALS.