



Value Added Course
On
Communication Skills

Course Code
DOJMC 014

Hours
40

Course Title
Communication Skills

Who Should Study this course?

The course is available for Bachelor of Journalism and Mass Communication students, who have need of communication.


DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047

Course Objectives-

The course is designed to enable students to:

Communication is the heart of every organization. Everything we do in the workplace or outside is a result from our communication. Communication not only helps people to facilitate the process of sharing information and knowledge, but also helps people to develop relationships with others. Studying communication develops important life skills, critical thinking, problem solving, conflict resolution, team building, and public speaking. Moreover, to be a successful librarian, it is very important to have effective communication skills. Being able to communicate effectively can lead us to become more assertive, have better relationships, and enjoy a happier life.

The course 'Communication Skills' is developed and offered with an objective to fulfill the following learning outcomes:

Understand the different styles of communication, understand the effective speaking skills, develop effective reading comprehensions, understand how to write a good personal profile, improve one's presentation skills, and develop good writing skills.

Course Outcomes-

Students who successfully complete the course will be able to:

- Students will be able to understand and apply knowledge of human communication and language processes as they occur across various contexts.
- Students will be able to understand and evaluate key theoretical approaches used in the interdisciplinary field of communication.
- Students will be able to understand the research methods associated with the study of human communication, and apply at least one of those approaches to the analysis and evaluation of human communication.
- Students will be able to find, use, and evaluate primary academic writing associated with the communication discipline.
- Students will be able to communicate effectively orally and in writing.

Students develop knowledge, skills, and judgment around human communication that facilitate their ability to work collaboratively with others. Such skills could include communication competencies such as managing conflict, understanding small group processes, active listening, appropriate self-disclosure, etc.

Course Content-

Week-1 **10 Hours**

Unit 1: The Basics

Unit 2: Social Skills

Unit 3: Introducing the Institution

Unit 4: Your Profile

Week-2 **10 Hours**

Unit 5: Preparing your Portfolio

Unit 6: Preparing your Resume/Curriculum Vitae

Unit 7: The Job Interview

Unit 8: Presentation Skills

Week-3 **10 Hours**

Unit 9: Telephone Skills

Unit 10: Group Discussion

Unit 11: Body Language

Unit 12: Writing Skills: Some Basic Guidelines

Week -4 **10 Hours**

Unit 13: Internal Correspondence at the Workplace

Unit 14: External Correspondence at the Workplace

Unit 15: Basic Features of Proposals

Unit 16: Writing Reports

Suggested Reading Books

- 1 Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
- 2 Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
- 3 Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.
- 4 Bonet, Diana. The Business of Listening: Third Edition. New Delhi: Viva Books, 2004.
- 5 Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. Business Communication Today: Tenth Edition. New Jersey: Prentice Hall, 2010.

Assessment & Evaluation

Students will be assessed on the basis of debate competitions, role-play activities, and hands On activities, projects and terminal examination. Participants were evaluated through Quizzes, participation in discussions, presentations and project work. Students will be Given assignments & projects concerned with communication skills.

The students will be assessed by internal assessment which includes-

1. Day to day assignments and activities (60%)
2. MCQS, (40%) at completion of every Unit.

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

**Certificate criteria - 1. 75% attendance
2. 50% score in internal assessment**



Course Coordinator & Contact Person-

Dr. Saleem Javed
(saleem.javed@lldims.Org.in)

Tel-8800838255

DIRECTOR
LINGAYA'S INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047

Mode of Conduct- Offline

Tentative date of start- 05/10/2022



Value Added Course
On
Event Co-ordination and Control

Course Code

DOJMC 013

Hours

40

Course Title

Event Co-ordination and Control

Who Should Study this course?

The course is available for Bachelor of Journalism and Mass Communication students , who have an aptitude for organizing Event.

DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI-110047

Course Objectives-

The course is designed to enable students to:

1. Define event and Event Management
2. Describe organizational structure and functionalities of an event management company
3. Explain the process of organizing an event
4. Utilize knowledge gained to assess and evaluate an event

Course Outcomes-

Students who successfully complete the course will be able to:

1. Prepare a Gantt chart on organizing event.
2. Demonstrate proficiency of skills to conceptualize, organize and evaluate an event.

Course Content-

Module I: [Event and Event Management]	12 Hours
<ol style="list-style-type: none">1. Event: Definition and Types2. Event as a Communication and Marketing tool3. Event Management: Definition and Elements	
Module II: [Event Management Organization]	12 Hours
<ol style="list-style-type: none">1. Organizational Structure of an Event Management company2. Event Management Personnel: Role and Responsibility3. Account Planners and Liaisoning	
Module III: [Event Management Process]	16 Hours
<ol style="list-style-type: none">1. Event Proposal Planning: Licenses, Permissions and Legalities2. Event Budget, Covering Cost and Methods of Revenue Generation3. Event Promotion: Tools and Media Coordination4. Risk Management and Insurance	

Suggested Reading Books

1. Goyal, S. K. (2010). Event Management. New Delhi: Adhyayan & Distributors.
2. Kotler, P. (2003). Marketing Management. Upper Saddle River, New Jersey's: Prentice Hall.
3. Kishore, D., & Singh, G. S. (2011). Event management: A Booming Industry and an Eventful Career. New Delhi: Har-Anand Publications.
4. K.Niraj. (2009). Integrated Marketing Communications: Himalaya Publishing House
5. K. Purnima. (2011). Event Management: Anmol Publications Pvt. Ltd.

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

**Certificate criteria - 1. 75% attendance
2. 50% score in internal assessment**



Course Coordinator & Contact Person-

Dr. Sheweta Gaur
(sheweta.gaur@ldims.org.in)

Tel-9958912368

Mode of Conduct- Offline

Tentative date of start- 01/10/2022

LDIMS
LAKSHMI DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MARLA ROAD, MARLA
NEW DELHI-110047



Value Added Course
On
Event Evaluation

Course Code

DOJMC 016

Hours

45

Course Title

Event Evaluation

Who Should Study this course?

The course is available for Bachelor of Journalism and Mass Communication students, who have an aptitude of Event assessment.


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES

Course Objectives-

The course is designed to enable students to:

1. This course aims to provide students with the skills and knowledge required to plan, implement, and evaluate events effectively, focusing on assessing their success and impact.

Course Outcomes-

- Students will understand the importance of evaluating events and its role in event planning.
- Students will develop a plan for evaluating events using appropriate methodologies.

Course Content-

Module 1: Introduction to Event Evaluation

10 Hours

Objective: To introduce students to the fundamentals and importance of evaluating events.

Week 1-2: Understanding Event Evaluation

- Overview of event evaluation: purpose and significance
- Key components of event evaluation frameworks
- Case studies highlighting successful event evaluations

Week 3-4: Planning for Evaluation

- Planning the evaluation process: setting goals and objectives
- Selecting evaluation methodologies and tools
- Preparing data collection instruments

Outcomes:

- Students will understand the importance of evaluating events and its role in event planning.
- Students will develop a plan for evaluating events using appropriate methodologies.

References:

- "Event Planning and Management: A Practical Handbook for PR and Events Professionals" by Ruth Dowson and David Bassett
- "Evaluating the Impact of Events and Conferences: A Practical Guide" by Donald Getz

Module 2: Data Collection and Analysis

10 Hours

DIRECTOR
INSTITUTE
OF MANAGEMENT
MANDI ROAD, MANDI
NEW DELHI-110047

Objective: To equip students with skills in collecting, analyzing, and interpreting data for event evaluation.

Week 5-6: Data Collection Methods

- Various methods for data collection: surveys, interviews, observations
- Designing effective survey questionnaires and interview protocols
- Ethical considerations in data collection for event evaluation

Week 7-8: Data Analysis Techniques

- Quantitative and qualitative data analysis methods
- Using software tools for data analysis and visualization
- Interpreting and presenting evaluation findings effectively

Outcomes:

- Students will apply various data collection methods to gather information for event evaluation.
- Students will analyze and interpret data to derive meaningful insights for event evaluation.

References:

- "Research Design: Qualitative, Quantitative, and Mixed Methods Approaches" by John W. Creswell and J. David Creswell
- "Analyzing Quantitative Data: From Description to Explanation" by Norman Blaikie

Module 3: Evaluation Metrics and Reporting

10 Hours

Objective: To introduce students to various evaluation metrics and methods for reporting event evaluation findings.

Week 9-10: Evaluation Metrics and Indicators

- Identifying and defining key performance indicators (KPIs)
- Metrics for assessing different aspects of events (e.g., attendance, engagement, satisfaction)
- Developing a comprehensive evaluation framework

Week 11-12: Reporting and Communication of Findings

- Creating effective event evaluation reports
- Presenting evaluation findings to stakeholders
- Incorporating recommendations for future improvements

DR. R. S. RAO
DIRECTOR
LINGAYAN DEVI INSTITUTE
OF MANAGEMENT STUDIES
MANDI ROAD, MANDI
NEW DELHI-110047

Outcomes:

- Students will identify and apply relevant evaluation metrics and indicators for assessing event success.
- Students will communicate evaluation findings and recommendations effectively to stakeholders.

References:

- "Event Management and Sustainability" by Razaq Raj and Kevin Griffin
- "Reporting Research: A Biologist's Guide to Articles, Talks, and Posters" by R. Lindsay

Module 4: Practical Application and Case Studies

15 Hours

Objective: To apply learned concepts in evaluating real-world events through case studies and practical exercises.

Week 13-14: Case Studies and Practical Exercises

- Analyzing case studies of event evaluations
- Conducting mock event evaluations with provided scenarios
- Critiquing and refining event evaluation plans

Week 15-16: Final Project and Reflection

- Implementing an event evaluation plan for a real or hypothetical event
- Presentation of the final evaluation project
- Reflection on the learning outcomes and personal growth in event evaluation

Outcomes:

- Students will apply learned concepts and methodologies to conduct real or simulated event evaluations.
- Students will present a comprehensive event evaluation project demonstrating practical application and critical thinking skills.

References:

- "Events Management: Principles and Practice" by Razaq Raj and Tahir Rashid
- "Case Study Research: Principles and Practices" by John Gerring

Assessment & Evaluation

- Participation in discussions, workshops, and practical exercises
- Conducting and presenting event evaluation projects
- Evaluation plan development and presentation
- Final reflection on personal growth and learning outcomes in event evaluation

This syllabus aims to develop students' abilities to plan, implement, and evaluate events effectively, aligning with specific objectives and outcomes for each module and providing practical applications through case studies and hands-on exercises.

The students will be assessed by internal assessment which includes-

1. Day to day assignments and Activities (70%)
2. MCQS, (30%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria - 1. 75% attendance**
2. 50% score in internal assessment

Course Coordinator & Contact Person-

Mr. Hardeep Singh

(hardeep.singh@ldims.org.in)

Tel- 9555347819

Mode of Conduct- Offline

Tentative date of start- 01/10/2022


DIRECTOR
LINGAZ'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
HEWARI-191104



Value Added Course
On
One Month Course on Media & Information

Course Code

DOJMC 015

Hours

40

Course Title

One Month Course on Media & Information

Who Should Study this course?

The course is available for Bachelor of Journalism and Mass Communication students , who have an idea about Media and Information.

Course Objectives-

The course is designed to enable students to:

1. Media, information and empowerment course deals with the interplay between media & information and core areas of the UN's Sustainable Development Goals (SDGs), such as health, education, gender equality, climate change and human rights etc. Moreover the coming decade is being designed as a "decade of action," this course explores the institutional and individual perspective on their contribution and participation in the developmental process.
2. Through the 12 weeks duration, this course would seek to highlight three dimensions - societal role of media and information, developmental processes and interlink ages between media and core SDGs.
3. It is expected from this course that the students will familiarize themselves towards the communication dimensions of SDG goals and in turn they might incorporate learning's from this course in their professional activities in mainstream media or extension and outstretch activities or training and research needs.
4. This Course provides the necessary theoretical perspectives on media, information and empowerment and enables the students to apply the available information structures to bring changes for improvement in people's lives.

Course Outcomes-

Students who successfully complete the course will be able to:

- 1 Describe the complex interplay between media and society;
- 2 Discuss the concept, need and importance of media literacy and policy;
- 3 Explain the concept and theories of development communication; and critically analyze the role of media in various contemporary issues such as health, education, gender, environment and human rights.

Course Content-

WEEK 1:

Understanding Role of Media and Information in Society Media Audiences Media and Information Literacy

12 Hours

Week 2:

Mass Media Policies Development: Concept & Theories Development Communication

12 Hours

12

DIRECTOR
MANGALYALALITA DEVI INSTITUTE
MANAGEMENT & SCIENCES

Week 3:

12 Hours

Media and Health Issues Education and Media Gender and Media

Week 4:

12 Hours

Media and Environment Media and Human Rights

Suggested Reading Books

1. Hobbs, Renee (2010). Digital and Media Literacy: A Plan of Action (PDF). Aspen Institute.
2. Potter, W. James (2010-11-30). "The State of Media Literacy". *Journal of Broadcasting & Electronic Media*. 54 (4): 675–696. doi:10.1080/08838151.2011.521462. ISSN 0883-8151. S2CID 143563044.
3. Renee., Hobbs (2011). *Digital and media literacy : connecting culture and classroom*. Thousand Oaks, Calif.: Corwin Press. ISBN 9781412981583. OCLC 704121171.
4. Supsakova, Bozena (April 2016). "Media Education of Children a Youth as a Path to Media Literacy". *ProQuest*. 7 (1). ProQuest 1785832718

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments and Activities(50%)
2. MCQS, (50%) at completion of every week

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

Certificate criteria - 1. 75% attendance

2. 50% score in internal assessment

12
DIRECTOR
MANAGEMENT
NEW DELHI 110047

Course Coordinator & Contact Person-

Mr. Saurabh Shukla
([sourabh.shukla@lldims.org.in](mailto:saurabh.shukla@lldims.org.in))

Tel- 7042664799

Mode of Conduct- Offline

Tentative date of start- 01/10/2022



DIRECTOR
LINGAYA'S CALIPA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047



Value Added Course
On
Innovative Pedagogies in an International
Context

Course Code

DOE 023

Hours

40

Course Title

Innovative Pedagogies in an International Context

Who Should Study this course?

The course is available for Bachelor of Education students, who have an aptitude about Subject techniques and strategies .

Course Objectives-

The course is designed to enable students to:

- Develop new methodologies for providing learning experiences.
- Adopting innovative learning strategies

Course Outcomes-

Students who successfully complete the course will be able to:

- Adopt new methodologies for providing learning experiences.
- Use innovative methods & techniques of teaching.
- Develop critical, reflective & problem solving skills in students.
- Develop research orientation and promote research skills.
- Gain deeper insight through experiential learning provided in the classroom.

Course Content-

Unit 1: Developing a participatory culture in class by adopting innovative learning strategies :
(Objective, method, advantage with a practical example) 12 Hours

- Dialogue based learning
- Problem based learning
- Theatre based learning
- Process Drama
- Student Engagement Activities: Collaborative learning–Constructivism , Co-operative, Gallery walk, Field visits .

Unit 2: Classroom supporting activities: (Need, Importance, strategies) 12 Hours

- Team building and conflict resolution, Mentoring (teacher based, peer based, self reflective)
- Curriculum development: Need based learner centric Curriculum.
- Flipped learning and Concept Mapping.
- Virtual learning.

Unit 3 : Practical Component: (Any two)

16 Hours

Develop a lesson plan using any one innovative teaching strategies on any one topic.

- Study the Model of teaching "Synectics" and prepare a lesson plan for any one aspect of your unit.

A report on the Need, Importance and procedure of 'Curriculum Mapping'.

Suggested Reading Books

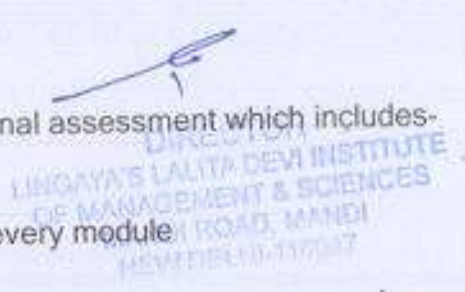
- 1 Anderson, T., and Shattuck, J. (2012). Design-based research: a decade of progress in education research? *Educ. Res.* 41, 16–25. doi: 10.3102/0013189X11428813
- 2 Aristeidou, M., Scanlon, E., and Sharples, M. (2017). "Design processes of a citizen inquiry community," in *Citizen Inquiry: Synthesising Science and Inquiry Learning*, eds C. Herodotou, M. Sharples, and E. Scanlon (Abingdon: Routledge), 210–229. doi: 10.4324/9781315458618-12
- 3 Azevedo, R., Harley, J., Trevors, G., Duffy, M., Feyzi-Behnagh, R., Bouchet, F., et al. (2013). "Using trace data to examine the complex roles of cognitive, metacognitive, and emotional self-regulatory processes during learning with multi-agent systems," in *International Handbook of Metacognition and Learning Technologies*, eds R. Azevedo and V. Aleven (New York, NY: Springer New York), 427–449. doi: 10.1007/978-1-4419-5546-3_28
- 4 Ballard, H. L., Dixon, C. G. H., and Harris, E. M. (2017). Youth-focused citizen science: examining the role of environmental science learning and agency for conservation. *Biol. Conserv.* 208, 65–75. doi: 10.1016/j.biocon.2016.05.024

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.



Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

Certificate criteria - 1. 75% attendance

2. 50% score in internal assessment

Course Coordinator & Contact Person-

Ms. Ghazala Khatoon
(ghazala.khatoon@lldims.org.in)

Tel- 9717324249

Mode of Conduct- Offline

Tentative date of start- 01/10/2022


DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047



Value Added Course
On
International Education

Course Code	Hours	Course Title
DOE 022	45	International Education


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI-110047

Who Should Study this course?

The course is available for Bachelor of Education students, who have an aptitude about School Education at global level.

Course Objectives-

The course is designed to enable students to:

- To make students aware about professional ethics, in the course students will be taught different professional ethics, laws and moral values.
- To inculcate Ethics and Human Values into the young minds.
- To develop moral responsibility and mould them as best professionals.
- To create ethical vision and achieve harmony in life.

Course Outcomes-

Students who successfully complete the course will be able to:

- Develop intercultural understanding and global approach to teaching.
- Compare the curriculum of schools affiliated to different boards.
- Develop International mindedness.
- Inculcate universal values.

Course Content-

Unit I: An overview of International Education:

- Meaning of International Education.
- Need for International education in India
- Philosophy of IBO and CIE - (Board IGCSE)
- Vision , Mission , Aims & Objectives of IB(International Education) and CIE (Cambridge International Education)
- Curriculum Framework of IBO and CIE
- Affiliation/Authorization, Licensing, Policies pertaining to Academic Honesty, Language Assessment, SEN (Special Educational Needs).

Unit 2: Understanding Diverse learners in the global context:

- Learner profile of IB (10 attributes) /Learner dynamics for CIE learners. (5attributes:Confident,Responsible,Reflective,Innovative Engaged)
- Value orientation in the global context (world citizenship, enhancing leadership qualities, secularism, multiculturalism, civic engagement)

Unit 3: Competency standards for a teacher in an international context: Profile of
Practical Component: (Any two)

- Prepare a module for improving the communication skills in English for students of std 7.
 - Write a note on: Need and Importance of Professional Development of a teacher in an International school.
 - Consider visiting an international school to observe the following points and present a report on the same:
 - Teacher interaction
 - Method of teaching-learning
 - Student's engagement
 - Evaluation strategies used
 - Infrastructure provided in the classroom
 - At least two lessons &
 - Any other significant observation
- International Educators, Engaging in Professional Enhancement: Need and Importance

Reference:

<https://www.bcu.ac.uk/courses/international-education-ma-2024-25>

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every unit

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

DIRECTOR
UNISWAY'S QUALITY DEV INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI 110047

Certificate criteria - 1. 75% attendance
2. 50% score in internal assessment


Course Coordinator & Contact Person-

Mr. Rohini Jain
(rohini.jain@lldims.org.in)

Tel- 8800000179

Mode of Conduct- Offline

Tentative date of start- 28/09/2022


DIRECTOR
LINGAY'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047




Value Added Course
On
Professional Ethics

Course Code	Hours	Course Title
DOE 021	40	Professional Ethics

Who Should Study this course?

The course is available for Bachelor of Education students, who have an aptitude about values.


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI

Course Objectives-

The course is designed to enable students to:

- To make students aware about professional ethics, in the course students will be taught different professional ethics, laws and moral values.
- To inculcate Ethics and Human Values into the young minds.
- To develop moral responsibility and mould them as best professionals.
- To create ethical vision and achieve harmony in life.

Course Outcomes-

Students who successfully complete the course will be able to:

- By the end of the course student should be able to understand the importance of ethics and values in life and society.
- After the completion of the course students will be able to work in a professional manner in the organization.

Course Content-

Module 1:

14 Hours

Ethics and Human Values: Ethics and Values, Ethical Vision, Nature of Ethics, Profession and Professionalism, Professional Ethics, Code of Ethics, Ethical Decisions, Human Values - Classification of Values, Universality of Values

Module 2:


14 Hours

CSR: Conceptual bases, Socially responsible leadership and CSR' role in corporate governance, Basic initiatives in the field of CSR and sustainable development. Corporate CSR reports, Globalization of CSR. Features of CSR of multinational corporations.

Module 3:

12 Hours

Professional ethics - Profession and its moral value in life, Profession- skill needed, Profession and ethics- commitment, honesty, accountability, Professional integrity, transparency, confidentiality, objectivity, respect, obedience to the law and loyalty.


INSTITUTE OF MANAGEMENT SCIENCES
Or MAULI ROAD,
NEW DELHI-110047

Suggested Reading Books:

1. Vigario, Maria Antonieta Lopes. "Professional ethics of information professionals : a Portuguese approach." Thesis, University of Sheffield, 2000.
<http://ethos.bl.uk/OrderDetails.do?uin=uk.bl.ethos.323060>.
2. Whiting, Denise. "Conceptions of professional ethics and professional codes in education." Thesis, University of Bristol, 1997.
<http://hdl.handle.net/1983/5f483e2f-9631-4ec6-82f9-ce7e21a43721>.
3. Fischer, James Karl. "Professional sacrifice : architects, ethics and advertising." Thesis, Open University, 2005. <http://ethos.bl.uk/OrderDetails.do?uin=uk.bl.ethos.411258>.

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -
1. 75% attendance
 2. 50% score in internal assessment


Course Coordinator & Contact Person-

Mr. Pawan Mishra
(pwn2mishra@gmail.com)

Tel- 8800000179

Mode of Conduct- Offline

Tentative date of start- 28/09/2022


DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047



Value Added Course
On
Recent Trends in Assessment

Course Code	Hours	Course Title
DOE 026	40	Recent Trends in Assessment

Who Should Study this course?

The course is available for Bachelor of Education students, who have an aptitude about Technology integration in teaching learning process.


 DIRECTOR
 LDIMS
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI-110047

Course Objectives-

The course is designed to enable students to:

- Aware about different types of Assessment Procedures.
- Know about the Meaning and types of assessment.

Course Outcomes-

Students who successfully complete the course will be able to:

- Understand different perspectives of assessment in an international context
- Assimilate various innovative techniques of assessment
- Analyze the various dimensions of learner's performance
- Develop rubrics for assessment
- Develop teacher competencies for assessment
-

Course Content-

Unit 1: Concept of assessment:

12 Hours

- Different perspectives of assessment (Theories and Models)
- Teacher's Role in improving quality of evaluation through CCE
- Types of assessment : Paper pencil test, Face to face, Online assessment
- Constructivist Paradigm in evaluation
- International agencies for maintaining standards of evaluation.

Unit 2: Teacher competencies for Assessment of Student's Learning outcome:

12 Hours

- Assessing cognitive, psychomotor and affective dimensions of the learner's performance.
- Classroom observation as a mode of assessment
- Assessing higher order thinking skills (HOTS)
- Assessing creative potentials (projects, group discussions, extended assignments)
- Creating online assessment through Hot Potatoes- Jigsaw, Puzzle, Crossword, Answer in short sentences.
- Developing rubrics for collaborative evaluation.

DR. P. S. SINGH
MANDI P. S. SINGH
NEW DELHI-110047

- Credit based semester pattern and grading system in international schools

Unit 3: Practical Component : (Any two)

14 Hours

- Develop an evaluation Rubrics for a specific skill
- Develop a creative worksheet on a topic for individualized instruction
- Analyze a progress card of a student studying in international school and make a report for the same.

References:

- <http://www.uwec.edu/AcadAff/resources/edtech/upload/Best-Practices-in-Online-Teaching-Strategies-Membership.pdf>
- <http://www.21things4teachers.net/13---interactive-learning-tools.html>
- <https://www.google.co.in/#q=collaborative+learning+online>
- <http://net.educause.edu/ir/library/pdf/eli7081.pdf>
- <http://oro.open.ac.uk/6546/1/6546.pdf>
- [http://www4.ncsu.edu/~jlnietfe/Creativity %26 Critical Thinking Articles files/Marin%20%26%20Halpern%20\(2011\).pdf](http://www4.ncsu.edu/~jlnietfe/Creativity%26%20Critical%20Thinking%20Articles%20files/Marin%20%26%20Halpern%20(2011).pdf)
- <http://www.education.com/reference/article/culturally-relevant-pedagogy/>
- http://commcourses.com/iic/?page_id=324
- [http://www.nafsa.org/Connect and Network/Explore Careers/International Educators](http://www.nafsa.org/Connect%20and%20Network/Explore%20Careers/International%20Educators)
- <http://www.cois.org/page.cfm?p=1160>

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of unit

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.


DIRECTOR
MAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
OF
MANDI ROAD,
MUMBAI - 400 047

Certificate criteria -

1. 75% attendance
2. 50% score in internal assessment

Course Coordinator & Contact Person-

Ms. Ghazala Khatoon
(ghazala.khatoon@ldims.org.in)

Tel- 9717324249

Mode of Conduct- Offline

Tentative date of start- 01/10/2022


LIPKAYA'S LAKSHMI DEVI INSTITUTE
OF MANAGEMENT & SERVICES
MANDI ROAD, MANDI
NEW DELHI-110047



Value Added Course
On
Swachh Bharat

Course Code	Hours	Course Title
DOE 025	40	Swachh Bharat

Who Should Study this course?

The course is available for Bachelor of Education students, who have an aptitude about Cleanliness and Hygiene


DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
MANDI ROAD, MANDI
NEW DELHI-110047

Course Objectives-

The course is designed to enable students :

- To understand the developmental challenges with reference to sanitation infrastructure and practices.
- To build values of cleanliness, hygiene and waste management in diverse socio-economic contexts.
- To understand planning of social policy and programmes.
- To use waste management techniques at community level.
- To instill a sense of service towards society and the Nation.

Course Outcomes-

Students who successfully complete the course will be able to:

- Understanding the significance of the Swachh Bharat Abhiyan.
- Ability to analyse and predict the sanitation challenges of India
- Determine the link between sanitation and development.
- Contribute to the Swachh Bharat Abhiyan through real time projects/fieldwork.

Course Content-

Unit 1: Introduction to Swachh Bharat Abhiyan Lecture 12 Hours

- Gandhian philosophy of Cleanliness
- Swachh Bharat Abhiyan (SBA)
- Hygiene, Sanitation & Sustainable Waste Management
- Agencies and nodal Ministries for SBA
- Different phases of the SBA and its evaluation
- Citizens' Responsibilities: Role of Swacchagrahi

Unit 2: Swachh Bharat: Rural and Urban Facets 12 Hours

- Indicators for Swachh Bharat
- Rural
- ✓ Sanitation coverage across households (2014 vs. 2022)
- ✓ Open Defecation Free (ODF) Villages: Parameters
- ✓ ODF plus model: Key indicators

DIRECTOR
SRI SAI SIVA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
SRI SAI SIVA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
SRI SAI SIVA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES

- Urban
- ✓ Sustainable sanitation
- ✓ Waste/water and solid waste management
- ✓ Garbage Free Cities

Unit 3: Prospects and Challenges

14 Hours

- Attitudes and Perceptions
- Operational and Financial issues
- Monitoring & Supervision
- Community Mobilization

Note: Some of the theoretical components will be dealt with during the practical/practice hours. Practical/ Practice Component (15 sessions of 2 hours each= 30 hours)

Suggested Activities:

List of activities to be undertaken:

- Identify plastic and e-waste in and around the institution and suggest innovative technologies to minimize wastage.
- Identify events/fests that generate maximum waste and ways to minimize it.
- Visit canteen/shops and track the lifecycle of wet/dry waste in and around the institution and document the findings in the form of a Project Report.
- Conduct interviews of stakeholders to understand the level of awareness.
- Conduct a Clean Audit of the Institution and identify areas for action.
- Conduct cleanliness drives
- Organise Swachhata Pakhwada meetings, rallies, and mobilization camps within the identified communities.
- Students may participate in the Swachh Bharat Internship programme.
- If required, students can share their experiences in the form of a Project Report.
- Any other Practical/Practice as decided from time to time

Suggested Reading Books:

- "Swachh Bharat Mission - Gramin, Department of Drinking Water and Sanitation, Ministry of Jal Shakti"
- India 2021, Ministry of Information & Broadcasting
- <http://swachhbharatmission.gov.in/SBMCMS/swachhta-pakhwada.htm>
- <https://swachhbharatmission.gov.in/SBMCMS/about-us.htm>
- https://www.communityledtotalsanitation.org/sites/communityledtotalsanitation.org/files/ODF_verification_checklist.pdf

DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047

- <https://sbm.gov.in/phase2dashboard/PhaseII/NationDashboard.aspx>
- <https://www.niti.gov.in/sites/default/files/2019-08/Report%20of%20Sub-Group%20of%20Chief%20Ministers%20on%20Swachh%20%20Bharat%20Anhiyaan.pdf> Suggested Readings
- <https://swachhbharatmission.gov.in/SBMCMS/writereaddata/Portal/Images/pdf/brochure/Greywatermanagement.pdf>
- https://swachhbharatmission.gov.in/SBMCMS/writereaddata/Portal/Images/pdf/brochure/PWMB5_28th_June.pdf
- GoI (2020). Swachh Bharat Mission (Grameen) Phase 2: Operational guidelines. Department of Drinking Water and Sanitation, Ministry of Jalshakti.
- MoHUA (2017). Guidelines for Swachh Bharat Mission - Urban (PDF). Ministry of Housing and Urban Affairs, Government of India.

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments and Activities (70%)
2. MCQS, (30%) at completion of every Unit

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -**
1. 75% attendance
 2. 50% score in internal assessment


 DIRECTOR
 LINDAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 NANDI ROAD, MANDI
 NEW DELHI-110047

Course Coordinator & Contact Person-

Dr. Jyoti Dahiya
(jyoti.dahiya@ldims.org.in)

Tel- 9871310707

Mode of Conduct- Offline

Tentative date of start- 01/10/2022


DIRECTOR
INDIRA'S LALIT DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANGROVA, WADI
KARNATAKA



Value Added Course
On
Technology in the 21st Century Classroom

Course Code	Hours	Course Title
DOE 024	40	Technology in the 21 st Century Classroom

Who Should Study this course?

The course is available for Bachelor of Education students, who have an aptitude about Technology integration in teaching learning process.

Course Objectives-

The course is designed to enable students to:

- Aware about technology integration in classrooms.
- Know about the Educational Resources for curricular transaction

Course Outcomes-

Students who successfully complete the course will be able to:

- Realize the importance of ICT in the classroom.
- Become aware of the necessity of ICT in the teaching, learning & evaluation procedures.
- Develop awareness about innovative classroom modes of delivery.
- Develop awareness about innovative classroom designs

Course Content-

Unit 1: Professional setting for ICT based instruction : 12 Hours

- Infrastructural requirements for an ICT empowered classroom
- Technical tools for instructional purposes and their use
- Requirements for blended learning set up.
- Enhancing the presentation (using additional features of MS Office, You tube etc)
- Using Social network sites & Mobile learning in teaching.

Unit 2: Web resources and skills for innovative curricular transaction : 12 Hours

- Open education resources (OER)
- Learning Management System (LMS)
- Using Free online tools for teaching (MOOC:- eg. Khan Academy, Coursera, EDx, etc)
- Skills for developing a website and a blog.
- Effective Communication via emails or social networking sites.
- Preparing video clips and conducting film analysis

Unit 3: Practical Component : (Any two)

14 Hours

- Develop a tool for online assessment of performance.
- Find out the different online tools for teaching and submit a project on the same.
- Develop your own web page for effective communication with students, colleagues and parents

Suggested Reading Books:

1. Jolene Dockstader (December 8, 2008).
2. "Why Do We Need Technology Integration?". Edutopia. November 5, 2007.
3. Jump up to: "Using technology to increase student participation".
techparticipation.blogspot. September 1, 2009.
4. "What Is Successful Technology Integration?". Edutopia. November 5, 2007.

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

Certificate criteria - 1. 75% attendance

2. 50% score in internal assessment



DIRECTOR
SRIYAS LALITA DEVI INSTITUTE
OF MANAGEMENT SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047

Course Coordinator & Contact Person-

Ms. Anjali Bhardwaj
(anjali.bhardwaj@lidsims.org.in)

Tel- 8426851461

Mode of Conduct- Offline

Tentative date of start- 01/10/2022



DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047



Value Added Course
On
Digital Empowerment

Course Code

DOMC 017

Hours

40

Course Title

Digital Empowerment


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI, NEW DELHI-110047

Who Should Study this course?

The course is available for Bachelor of Business Administration and Commerce students, who have an aptitude about Computer Literacy.

Course Objectives-

The course is designed to enable students to:

- Create awareness about Digital India.
- Explore, communicate and collaborate in cyberspace.
- Imparting awareness on cyber safety and security.

Course Outcomes-

Students who successfully complete the course will be able to:

- Use ICT and digital services in daily life.
- Communicate and collaborate in cyberspace using social platforms, teaching/learning tools.
- Understand the significance of security and privacy in the digital world.
- Recognise ethical issues in the cyber world.

Course Content-

Module I:

13 Hours

Digital inclusion and Digital Empowerment

- Needs and challenges
- Vision of Digital India: DigiLocker, E-Hospitals, e-Pathshala, BHIM, e-Kranti (Electronic Delivery of Services), e-Health Campaigns
- Public utility portals of Govt. of India such as RTI, Health, Finance, Income Tax filing, Education

Module II:

13 Hours

Communication and Collaboration in the Cyberspace

- Electronic Communication: electronic mail, blogs, social media
- Collaborative Digital platforms
- Tools/platforms for online learning
- Collaboration using file sharing, messaging, video conferencing

Module III:

14 Hours

Towards Safe and Secure Cyberspace

- Online security and privacy
- Threats in the digital world: Data breach and Cyber Attacks


DIRECTOR
LINGAYA SALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047

- Blockchain Technology
- Security Initiatives by the Govt of India Unit IV: Ethical Issues in Digital World 8
- Netiquettes
- Ethics in digital communication
- Ethics in Cyberspace

Suggested Reading Books:

- David Sutton. "cyber security: A practitioner Guide "BSC Learning & Development .
- Rodney Joney and Cristophafer ."Understanding digital literacies : A Practical Introduction Routledge Books 2nd edition ,2021

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -**
1. 75% attendance
 2. 50% score in internal assessment

Course Coordinator & Contact Person-

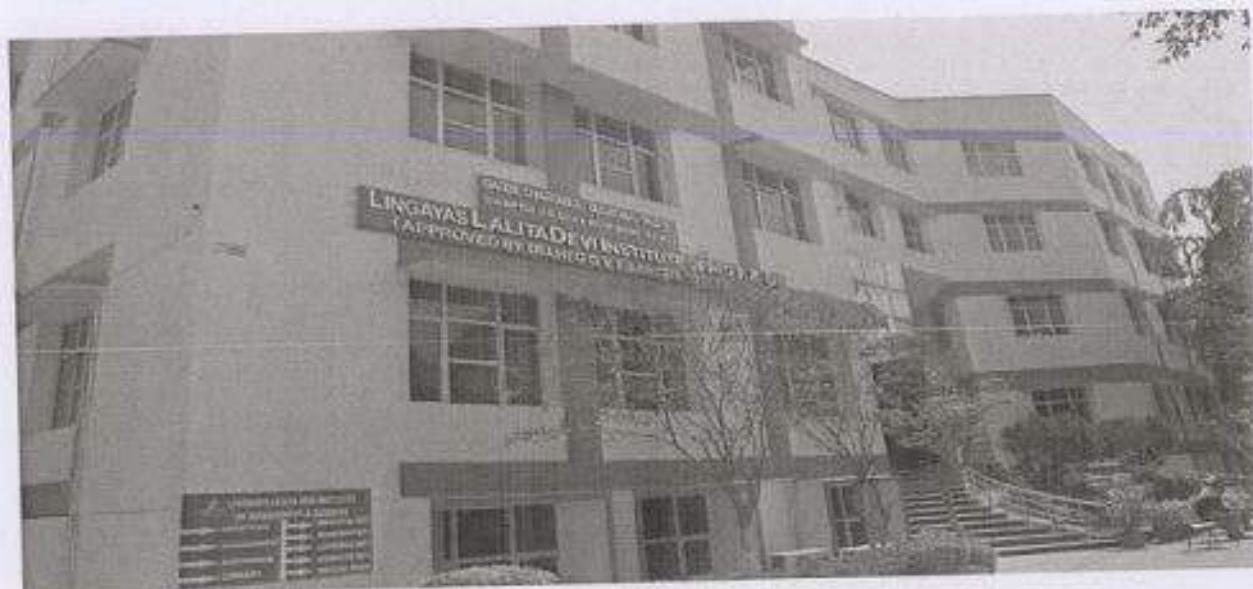
Ms. Alka Singh
alka.singh@lids.org.in

Tel- 9140295964

Mode of Conduct- Offline

Tentative date of start- 01/10/2022


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MAIN ROAD, MANDI
 HISH-201001



Value Added Course
On
Soft skills

Course Code

DOMC 015

Hours

40

Course Title

Soft skills


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI-110047

Who Should Study this course?

The course is available for Bachelor of Business Administration and Commerce students, who have an aptitude about soft skills.

Course Objectives-

The course is designed to enable students to:

- To make the learners to write various types of letters
- To equip the learners for Group Discussion
- To prepare the learners to attend interviews
- To make the students to learn effective Time Management
- To expose the learners to various kinds of leadership

Course Outcomes-

Students who successfully complete the course will be able to:

- Develop positive attitude
- Know how to set goals
- Develop effective communicative skills
- Enrich their vocabulary

Course Content-

Module I:

13 Hours

POSITIVE ATTITUDE:

- ✓ Attitude
- ✓ Features of attitudes
- ✓ Formation of attitudes
- ✓ Psychological factors
- ✓ Change of attitudes
- ✓ Ways of changing attitude in a person
- ✓ The power of positive attitude
- ✓ The benefits of positive attitude
- ✓ Developing positive attitude
- ✓ Obstacles in developing positive attitude
- ✓ Negative attitude
- ✓ The causes of negative attitude
- ✓ The consequences of negative attitude
- ✓ How to change negative attitude


DIRECTOR
LINGAYA'S LAJITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, JALPAIGURI

Module II:

13 Hours

GOALSETTING

- ✓ Introduction
- ✓ Importance of goal setting
- ✓ Goal definition
- ✓ Types of goals
- ✓ What exactly goal setting
- ✓ Why people don't set goals
- ✓ How to choose the right goals

SMARTGOALS

- ✓ Career goals
- ✓ Benefits of career goal setting
- ✓ Goal setting tips

Module III:

14 Hours

COMMUNICATION SKILLS -

- ✓ Communication process
- ✓ Types of communication
- ✓ Barriers to effective communication
- ✓ Listening skills
- ✓ Importance of voice
- ✓ Voice clarity
- ✓ Verbal expressiveness
- ✓ Tips to develop communication skills
- ✓ Government initiatives-
- ✓ Job roles

Suggested Reading Books:

1. Personality Development and Soft Skills (Old Edition)* by Barun K Mitra
2. communication and soft skill development (first edition)* by career publications and Ashwini Deshpande

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
MANAGEMENT & SCIENCES
BANGALORE

2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -**
- 1. 75% attendance**
 - 2. 50% score in internal assessment**

Course Coordinator & Contact Person-

Ms. Ankita Phogat
(anjali.bhardwaj@ldims.org.in)

Tel- 7827962735

Mode of Conduct- Offline

Tentative date of start- 01/10/2022



DIRECTOR
LINGAY'S LALTI DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047



Value Added Course
On
Stress Management

Course Code

DOMC 016

Hours

40

Course Title

Stress Management


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI-110047

Who Should Study this course?

The course is available for Bachelor of Business Administration and Commerce students, who have an aptitude about how to cope up with stress.

Course Objectives-

The course is designed to enable students to:

- Evaluate individual stress risk factors (behavioral, emotional, physical, spiritual);
- Understand and learn how to use various techniques and determine the most appropriate method to aid in stress management;
- Develop the ability to tap personal strengths for stress prevention and achievement of meaningful goals;
- Accept responsibility for managing your own levels.

Course Outcomes-

Students who successfully complete the course will be able to:

- Learn the fundamentals of stress management.
- Recognize your stressors and how to deal with them.
- Create proactive reactions to stressful situations.
- Use coping strategies for stress management both on and off the job. Learn how to manage stress through diet, sleep, and other lifestyle factors.
- Create a long-term action plan to reduce and better manage stress.

Course Content-

Module I:

Understanding the Nature of Stress:

- The Meaning of Stress
- The Body's Reactions to Stress
- Sources of Stress Across the Lifespan
- Adaptive and Maladaptive Behavior
- Individual and Cultural Differences

Module II:

Strategies of Stress Management and Prevention:


DIRECTOR 13 Hours
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI

13 Hours

- Problem Solving and Time Management
- Psychological and Spiritual Relaxation Methods
- Physical Stress Reduction Methods
- Preparing for the Future: College and Occupational Stress
- Self-Care: Nutrition and Other Lifestyle Issues Stress Management
- Relationship Stress and Conflict

Module III:

14 Hours

Strategies of Synthesis and Prevention:

- Stress Resilience
- Optimal Functions
- Making Changes Stick.

Suggested Reading Books:

- Baron .L&Feist.J (2000) Health Psychology 4th edition, USA Brooks/Cole
- Barlow, Rapee, and Perini(2014), 10 Steps to Mastering Stress: A Lifestyle Approach, USA
- Clayton,M (2011).Brilliant stress management How to manage stress in any situation's 1st edition, Great Britain Pearson Education
- Cooper, C.&Palmer,S. (2000)Conquer Your Stress, London: Institute of personal development Universities Pres

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully

completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MADHUPUR, BHIMAR

Certificate criteria -

1. 75% attendance
2. 50% score in internal assessment

Course Coordinator & Contact Person-

Ms. Kumari Shilpi
(kumari.shilpi@lldims.org.in)

Tel- 7701960871

Mode of Conduct- Offline
Tentative date of start- 01/10/2022



DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI



Value Added Course
On
Strong Work Ethics

Course Code

DOMC 018

Hours

40


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI, NEW DELHI-110047

Course Title

Strong Work Ethics

Who Should Study this course?

The course is available for Bachelor of Business Administration and Commerce students, who have an aptitude about Computer Literacy.

Course Objectives-

The course is designed to enable students to:

- Skills for recognize and promote of ethical decisions in the workplace
- Integrity, treating everyone with dignity and respect, and owning up to mistakes
- Ethical and unethical actions and behaviors

Course Outcomes-

Students who successfully complete the course will be able to:

- Promote the healthy work environment.
- Show the power of integrity at workplace.
- Differentiate the ethical and unethical behavioural aspects.

Course Content-

Module I:

13 Hours

- Appearance: Displays proper dress, grooming, hygiene, and manners.
- Attendance: Attends class, arrives and leaves on time, tells instructor in advance of planned absences, and makes up assignment promptly.

Module II:

13 Hours

- Attitude: Shows a positive attitude, appears confident and has true hopes of self.
- Character: Displays loyalty, honesty, dependability, reliability, initiative, and self-control

Module III:

14 Hours

- Communication: Displays proper verbal and non-verbal skills and listens

Suggested Reading Books:

"Rework" by Jason Fried

"Reviving Work Ethic" by Eric Chester
"The Worth Ethic: How to Profit from the Changing Values of the New Work Force" by Kate Ludeman

DIRECTOR
LINGAYA'S LAIITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
08111111117

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments (30%)
2. MCQS, (70%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -**
1. 75% attendance
 2. 50% score in internal assessment

Course Coordinator & Contact Person-

Ms. Priyanka Mavi
(priyanka.mavi@lldims.org.in)

Tel- 9873058682

Mode of Conduct- Offline

Tentative date of start- 01/10/2022



DIRECTOR
LINGAYA'S LAJTA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110027



Value Added Course
On
Designing Lab Photoshop

Course Code

DOCA 005

Hours

40

Course Title

Designing Lab Photoshop


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 MANDI ROAD, MANDI
 NEW DELHI-110047

Who Should Study this course?

The course is available for Bachelor of Computer Application students, who have an aptitude about Computer literacy and their application.

Course Objectives-

The course is designed to enable students to:

- Knowledge of Tools in Photoshop.
- Exporting images & pdf.
- Uses of gif & digital enhancement in images.

Course Outcomes-

Students who successfully complete the course will be able to:

- Explain the basics of graphics designing & Adobe suite
- Exploring the Raster designing tools in Adobe Photoshop.
- Exploring the Vector designing tools in Adobe Photoshop

Exploring the image filters & adjustments in Adobe Photoshop

Course Content-

Week	Day	Title of Lesson/ Module	Objectives of the Module: Point Wise	Expected Learning Outcome
1 st (10 Hours)	1	Introduction to graphic designing	<ul style="list-style-type: none">• Understanding Graphic Design• Introduction to Design Software• Image Editing and Manipulation• Layout and Composition	<ul style="list-style-type: none">• Learn to design for both print and digital platforms.• Understand how design can convey messages effectively.
1 st	2	Introduction to Adobe suite & Photoshop.	<ul style="list-style-type: none">• Understanding Adobe Creative Suite• Understanding Layers and Masks• Introduction to Selection Tools• Understanding File Formats and Exporting	<ul style="list-style-type: none">• Develop proficiency in using Adobe Photoshop, a powerful image editing and manipulation software.

2 nd (10 Hours)	1 and 2	Introduction to Layers and various tools	<ul style="list-style-type: none"> • Layers, Groups & Smart Objects • Color Picker • Image Mask • Color Picker • Importing Images 	<ul style="list-style-type: none"> • Develop efficient workflows and time management skills when using various tools in Photoshop. • Understand how the tools covered contribute to effective visual communication
----------------------------------	---------------	--	--	--

Week	Day	Title of Lesson/ Module	Objectives of the Module: Point Wise	Expected Learning Outcome
------	-----	----------------------------	---	------------------------------

3 rd (10 Hours)	1 and 2	Introduction to Photoshop Filter	<ul style="list-style-type: none"> • Understanding Filters in Adobe Photoshop • Exploration of Filter Categories • Application of Artistic Filters • Understanding Specialized Filters: • Effective Communication through Filters 	<ul style="list-style-type: none"> • Understand how these filters can alter the shape and structure of elements. • Understand how the use of filters contributes to effective visual communication.
----------------------------------	---------------	----------------------------------	--	---

4 th (10 Hours)	1 and 2	Introduction to Shapes & Shape Tools	<ul style="list-style-type: none"> • Understanding Shapes & Shape Tools • Proficiency in Path & Direct Selection Tools • Mastering the Pen Tool • Image Editing Tools 	<ul style="list-style-type: none"> • Demonstrate proficiency in creating and manipulating shapes using shape tools in
----------------------------------	---------------	--------------------------------------	---	--

			<p>Mastery</p> <ul style="list-style-type: none"> • Layers Application • Applying Filters Effectively • Understanding Blend Modes • Window Menu Options Familiarity • Layer Mask Understanding and Application • Effective Communication through Design 	<p>Adobe Photoshop.</p> <ul style="list-style-type: none"> • Understand how layer styles enhance the visual appeal of design elements. • Understand how the tools covered contribute to effective visual communication.
--	--	--	---	---

Suggested Reading Books:

- RB1. Lisa DaNaeDayley, Brad Dayley, "Photoshop Bible", John Wiley & Sons, Inc.
- RB2. Glyn Dewis, "The Photoshop Workbook: Professional Retouching and Compositing Tips, Tricks, and Techniques", Peachpit Press.
- RB3. Peter Bauer, "Adobe Photoshop CC For Dummies", John Wiley & Sons, In

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments and Practical (50%)
2. MCQS, (50%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

Certificate criteria - 1. 75% attendance
2. 50% score in internal assessment

Course Coordinator & Contact Person-

Mr. Deepak Rathore
(deepak.rathore@ldims.org.in)

Tel- 8851123099

Mode of Conduct- Offline

Tentative date of start- 03/10/2022


DIRECTOR
LIPISAYA'S LAJITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI



Value Added Course
On
Front End Design Tools VB.NET

Course Code

DOCA 003

Hours

50

Course Title

Front End Design Tools VB.NET

Who Should Study this course?

The course is available for Bachelor of Computer Application students, who have an aptitude about Computer Language.

Course Objectives-

The course is designed to enable students to:

- **Front-End Design:** The course likely focuses on the design aspects of front-end development, which involves creating the user interface (UI) of software applications. This may include the design principles, layout, and aesthetics of the user interface.
- **Design Tools:** The course may introduce and teach the use of various design tools commonly employed in front-end development. This could include graphic design tools, prototyping tools, and possibly tools specific to VB.NET development.
- **VB.NET:** Since "VB.NET" is specified in the title, the course likely covers the use of VB.NET for front-end development. Visual Basic .NET is a programming language often used for developing Windows applications, and in this context, it would be used for creating the logic and functionality of the front end.

Course Outcomes-

Students who successfully complete the course will be able to:

- Design Console application using basic programming concepts.
- Design Windows application using control
- Understand and use of different Data Structures, Exception Handling
- Learn basic concepts of OOPS. Design classes and interfaces.

Course Content-

Week	Day	Title of Lesson/Module	Objectives of the Module: Point Wise	Expected Learning Outcome
1 st (10 Hours)	1	Introduction to Visual Basic .Net Framework	<ul style="list-style-type: none">• Understanding VB.NET Basics• Exploring the .NET Framework• Building User Interfaces• Error Handling and Debugging	<ul style="list-style-type: none">• Demonstrate Proficiency in VB.NET Programming• Apply the knowledge and skills acquired throughout the course to develop a small VB.NET project

2 nd (10 Hours)	1	Introduction to Visual Basic.Net IDE	<ul style="list-style-type: none"> • Understanding the Visual Studio IDE • Creating and Managing Projects • Customization of the IDE • User Interface Design 	<ul style="list-style-type: none"> • Create and Manage VB.NET Projects • Understand the Role of the IDE in the Software Development Life Cycle
3 rd (10 Hours)	1	Programming Basics	<ul style="list-style-type: none"> • Understanding Control Structures • Basic Input and Output • Debugging and Troubleshooting • Programming Language Syntax • Practical Application 	<ul style="list-style-type: none"> • Develop a habit of staying informed about updates, trends, and new features in the programming languages and tools covered.

Week	Day	Title of Lesson/Module	Objectives of the Module: Point Wise	Expected Learning Outcome
4 th (10 Hours)	1	Introduction to Visual Basic .Net Framework	<ul style="list-style-type: none"> • Understanding VB.NET Basics • Exploring the .NET Framework • Building User Interfaces • Error Handling and Debugging 	<ul style="list-style-type: none"> • Demonstrate Proficiency in VB.NET Programming • Apply the knowledge and skills acquired throughout the course to develop a small VB.NET project
5 th (10 Hours)	1	Introduction to Visual Basic.Net IDE	<ul style="list-style-type: none"> • Understanding the Visual Studio IDE • Creating and Managing Projects • Customization of the IDE • User Interface Design 	<ul style="list-style-type: none"> • Create and Manage VB.NET Projects • Understand the Role of the IDE in the Software Development Life Cycle

5th	3	Programming Basics	<ul style="list-style-type: none"> • Understanding Control Structures • Basic Input and Output • Debugging and Troubleshooting • Programming Language Syntax • Practical Application 	<ul style="list-style-type: none"> • Develop a habit of staying informed about updates, trends, and new features in the programming languages and tools covered.
-----	---	--------------------	---	---

Suggested Reading Books:

- "Murach's ASP.NET 4.6 Web Programming with C# 2015" by Anne Boehm and Mary Delamater:
- "Programming Visual Basic 2008: Build .NET 3.5 Applications with Microsoft's RAD Tool for Business" by Tim Patrick:
- "Beginning ASP.NET 4.5 in VB" by Matthew MacDonald:
- "Head First C" by Jennifer Greene and Andrew Stellman:
- "Adobe XD: Classroom in a Book (2020 release)" by Brian Wood

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments and Practical (50%)
2. MCQS, (50%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -**
1. 75% attendance
 2. 50% score in internal assessment

Course Coordinator & Contact Person-

Mr. Gyanendra Shukla
(gyanendra.shukla@lldims.org.in)

Tel- 9718246894

Mode of Conduct- Offline

Tentative date of start- 01/10/2022


DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
INDIA



Value Added Course
On
Statistical Analysis using Excel

Course Code

DOCA 004

Hours

40

Course Title

Statistical Analysis using Excel


 DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES

Who Should Study this course?

The course is available for Bachelor of Computer Application students, who have an aptitude about

Computer literacy and their application.

Course Objectives-

The course is designed to enable students to:

- 1 The understanding of the basic concepts of statistics
- 2 Using Excel for applying the Statistical concepts in day to day operations

Course Outcomes-

Students who successfully complete the course will be able to:

- 1 Understand the basic concepts of statistics and its application in the real life scenarios
- 2 Understand the means and mechanisms for applying the various skills used in the process of generating various statistical concepts by using MS Excel software
- 3 Developing the skills needed for understand the various features of MS Excel software which assist the user in the process of deriving statistical measures
- 5 Understand the skill needed to draw various forms of graphical representation based on statistical data
- 6 Understand the various features of MS Excel involved in the process of compilation and summarizing of Statistical data and the skills needed to interpret the statistical data

Course Content-

Week	Day	Title of Lesson/ Module	Objectives of the Module: Point Wise	Expected Learning Outcome
1 st (10 Hours)	1	Introduction to MS Excel	<ul style="list-style-type: none">• Understanding the Excel Interface• Basic Formulas and Functions• Data Management• Worksheet and Workbook Management	<ul style="list-style-type: none">• Demonstrate proficiency in using the Excel interface, including navigation and basic functionalities.
2 nd (8 Hours)	2	Introduction to MS Excel	<ul style="list-style-type: none">• Introduction to Macros• Troubleshooting and Error Handling• Best Practices and Efficiency Tips• Continuous Learning	<ul style="list-style-type: none">• Understand and apply basic mathematical formulas and functions to perform calculations on data.

3 rd (8 Hours)	1	The application of Measures of central tendency by using MS Excel	<ul style="list-style-type: none"> • Understanding Measures of Central Tendency • Interpretation of Central Tendency Measures • Comparing Central Tendency Measures • Excel Functions and Formulas 	<ul style="list-style-type: none"> • Demonstrate a solid understanding of the concept of central tendency, including mean, median, and mode.
3 rd	2	Frequency distribution, Graphical representation of data along with formatting features of various graphs, Measures of Central Tendency with its illustration in MS Excel	<ul style="list-style-type: none"> • Understanding Frequency Distribution • Frequency Polygons and Cumulative Frequency Graphs • Advanced Graphical Features in MS Excel • Comparison of Multiple Datasets 	<ul style="list-style-type: none"> • Demonstrate proficiency in selecting and creating appropriate graphs for different types of data (histograms, bar charts, line graphs, pie charts, etc.).
4 th (6 Hours)	1	The measures of Dispersion by using MS Excel.	<ul style="list-style-type: none"> • Introduction to Range, Variance, and Standard Deviation • Calculation of Range, Variance, and Standard Deviation • Interpretation of Dispersion 	<ul style="list-style-type: none"> • Apply measures of dispersion to assess and describe the variability within real-world datasets.

			Measures	
4 th	2	The consolidation of data by using Pivot table, The Data table, Scenarios and Goal seek functions by using data to predict future scenarios. The illustration of co-relation and regression in predicting	<ul style="list-style-type: none"> • Pivot Table Proficiency • Data Table Creation and Analysis • Prediction and Forecasting • Illustration of Co-relation • Application of Correlation and Regression • Illustration of Regression 	<ul style="list-style-type: none"> • Understand the concept of regression analysis and its application in predicting the value of one variable based on another. • Demonstrate responsible and unbiased reporting.

- Understand the skills needed to ensure the process of integrating data from multiple in MS Excel

Week	Day	Title of Lesson/ Module	Objectives of the Module: Point Wise	Expected Learning Outcome
5 th (8 Hours)	1	Introduction to Statistics	<ul style="list-style-type: none"> • Descriptive Statistics • Probability Distributions • Sampling Distributions • Statistical Inference • Confidence Intervals 	<ul style="list-style-type: none"> • Identify and understand common probability distributions, such as the normal distribution and binomial distribution.
5 th	2	Introduction to Statistics	<ul style="list-style-type: none"> • Analysis of Variance (ANOVA) • Practical Application • Applications in Different Fields • Interpretation of 	<ul style="list-style-type: none"> • Understand the principles of statistical inference, including estimation and

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI 110047

			Results	hypothesis testing.
--	--	--	---------	---------------------

Suggested Reading Books:

- RB1. Statistics with Microsoft Excel by Dretzke, Beverly Jean, Prentice Hall, 2019
 RB2. Applied Statistics with Microsoft Excel, Graal Keller, Cengage, 2015

Assessment & Evaluation

The students will be assessed by internal assessment which includes-

1. Day to day assignments and Practical (50%)
2. MCQS, (50%) at completion of every module

If a student scores 50% in their internal assessment they will be deemed to have successfully completed the course.

Attendance

In order to be evaluated the student should have attended at least 75% of the classes and also obtained a minimum 50% score in the aggregate score obtained on assignments and exercises.

- Certificate criteria -**
1. 75% attendance
 2. 50% score in internal assessment

Course Coordinator & Contact Person-

Ms. Komal Sharma
 (komal@ldims.org.in)

DIRECTOR
 LINGAYA'S LALITA DEVI INSTITUTE
 OF MANAGEMENT & SCIENCES
 HARIDWAR, INDIA

Tel- 8920215323

Mode of Conduct- Offline

Tentative date of start- 01/10/2022