



Ph. Office : 2464-1312
Principal : 2464-4371

Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029
(NAAC ACCREDITED - B++)

Ref. No.....

Date.....

**MURALIDHAR GIRLS' COLLEGE
SYLLABUS AND CURRICULAM
ADD ON /VALUE ADDED COURSE**

ADD ON COURSE:

COURSE: MEDIA WRITING, SPEAKING AND PRESENTATION

Day 1	TV news and reporting	60 mins
Day 2	2 Piece to camera, spot reporting	60 mins
Day 3	Script	60 mins
Day 4	Headlines	60 mins
Day 5	Voice over	60 mins
Day 6	Bulletin production	60 mins
Day 7	Bulletin producer job	60 mins
Day 8	News room	60 mins
Day 9	Anchoring	60 mins
Day 10	Type of shows	60 mins
Day 11	Interview	60 mins
Day 12	Challenge and opportunities	60 mins
Day 13	Practical	60 mins
Day 14	Practical	60 mins
Day 15	Practical	60 mins
Day 1	Introduction & Objectives of add on classes	60 mins
Day 2	Understanding of differences between Reporting & Writing	60 mins
Day 3	Language Skills	60 mins
Day 4	Understanding of News & Non News Writing	60 mins
Day 5	Understanding of News & Non News Writing	60 mins
Day 6	Techniques of Writing for Media	60 mins
Day 7	Techniques of Writing for Media	60 mins
Day 8	Understanding of Writing for different Media	60 mins
Day 9	Understanding of Writing for different Media	60 mins
Day 10	Writing for Digital Media	60 mins
Day 11	Dos & Don'ts in Writing	60 mins
Day 12	Word limitations & Maintaining Deadline	60 mins
Day 13	Development of Writing	60 mins
Day 14	Writing & Stylization	60 mins
Day 15	Communicative Writing	60 mins

Kunjilini Bhowmik

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COURSE: Hand Embroidery, Cutting & Tailoring

Duration Of Training - 2 months

Class schedules; - Weekly two days for two hours- at 5 p.m. to 7 p.m. (The course content is to be covered on 30 hours)

OBJECT OF THE COURSE;-

The objective of the course is to impart necessary competencies (with focus on technical competencies like skill & knowledge) so that they become employable in the small scale tailoring industry as a tailor and Embroider decorative design using a combination of stitches & work styles. And are able to set up an own unit.

The main focus of the training is on stitching operations and basic pattern making.

At the end of the training the trainees will be able to:

- 1) Convert given pattern designs into a pattern for individual measurement and to stitch a dress apply to basic techniques for pattern manipulation.

TOOL AND EQUIPMENTS;-

- 1) Sewing machine
- 2) Pressing equipment
- 3) Machine needles and thread
- 4) Various types colorful embroidery threads and different size needles
- 5) Measuring tape
- 6) Scissors Paper cutting & fabric cutting
- 7) Drafting marker (chalk) & pencil (HB, 4B)
- 8) Scale, Tracing paper, carbon paper, Brown Paper & Copy
- 9) Embroidery frame various diameter
- 10) Cotton fabrics.

TECHNICAL PART;-

- 1) Features and application of sewing machine stitches (Stitch formation and balance, operating and maintaining sewing machine)
- 2) Handstitches—Hemming, shaping technique (Pleat, dart etc.) and method of finishing.
- 3) Embroidery is done for making a fabric—beautiful with colorful design with the help of needle and threads.

Practical:

- 1) Measurement body for different type Dresses.
- 2) Pattern making: Drafting, Marking, cutting for individual measurements.
- 3) Cutting components with hand cutting tools arranging layouts brown paper and plain fabrics.
- 4) Embroidery work may be embellishing everything as handkerchief, tablecloth in different types of garments etc. It is an art to express the creativity using different types of techniques.

Mujallim Biswas



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CARRYOUT FOLLOWING STITCHES FOR EMBROIDERY CLASS:-

- 1) RUNNING
- 2) BACK STITCH
- 3) STEM STITCH
- 4) SATIN
- 5) CHAIN
- 6) HERRING BONE
- 7) KASHMIRI
- 8) LOOP
- 9) LAZY DAZY
- 10) KANTHA STITCH.

LIST OF DRESSES FOR TAILORING CLASS:-

- 1) PETTICOAT (6 PANELS)
- 2) PLAIN FROCK (BABIES —GIRLS)
- 3) BABY SETS(PANT & SHIRT- BABIES BOYS)
- 4) NIGHTY
- 5) PLAIN CUT BLOUSE.

IT IS COMPULSORY TO COVER THE SKILL DURING THE TRAINING TO TRAIN THE RESPECTIVE SKILLS

Kujalini Biswas

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Course: Soft skill Development

Trainer: ParmitaDhar

Trainee: Students of Muralidhar Girls College, Kolkata.

The 30 hour module on Soft skills was designed keeping in mind the need of the students to be a part of the professional world. The module broadly covered areas of communication development, public speaking, grooming and etiquette.

The classes were held on Wednesdays and Saturdays from 7 to 8: 30 pm on Gmeet.

The evaluation was done in the following parameters:

1. Class Participation
2. Assignment Submission (Written & Oral)
3. Quiz

Areas of Concern:

English language skills

Expectation Management

Attitude

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COURSE: NUTRITION AND DIETETICS

Introduction to Nutrition:

- 1) Basic concept of Nutrition.
- 2) Basic concept of Food.
- 3) Different composition of Food.
- 4) Concept of Energy:
- 5) Concept of standard food, adequate food.
- 6) Concept of Balance Diet.
- 7) Energy requirement during rest, different physical activities, different physiological conditions like growth, pregnancy, lactation.
- 8) Concept of optimum or adequate Nutrition:
- 9) Concept of malnutrition.
- 10) Disorder and symptoms of malnutrition.
- 11) Causes and malnutrition.
- 12) How to combat malnutrition.

Assessment of Nutritional status:

- 1) Methods of assessing Nutritional status.
- 2) Vital statistics.
- 3) Concept of growth chart and uses of it.
- 4) Concept of Health:
- 5) Definition of Health.
- 6) Indicators of good health.
- 7) Techniques of maintaining good health.
- 8) Basic idea of Nutrients:
- 9) Macronutrients.
- 10) Micronutrients.

Different methods of cooking and their effects on the nutrients present in food:

- 1) Meal planning:
- 2) Daily food pattern.
- 3) Study of basic food groups.
- 4) Nutritional allowances for Indians.
- 5) Diet formulation for different age group, occupations.
- 6) Use of food value tables and calculation of nutritive value of a diet.

Therapeutic diet preparation:

- 1) Types of therapeutic diet and their uses.
- 2) Diet formulation for common diseases.

Diet survey:

Methods of survey of consumption of food, food habits of a family.

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Course Outline
Course on
Sexual Harassment in Workplace and its legal side
Contents

1. What is sexual harassment? 4hrs
 - a. Introduction (Vishakha Guidelines etc.)
 - b. 'Quid pro quo' and 'sexually hostile work environment'
 - c. Definition of sexual harassment

2. Legal test for sexual harassment 5hr
 - a. Interpretation of the term 'unwelcome'
 - b. A verbal or written 'no' not necessary in all cases
 - c. Passive tolerance is not consent
 - d. Physical contact not an essential ingredient of sexual harassment
 - e. Sexual harassment can be both online and offline

3. Sexual Harassment - A form of discrimination based on gender and is a violation of - 3hrs
 - a. Rights guaranteed by the Constitution of India
 - b. Universal Declaration of Human Rights, 1948
 - c. Declaration on the Elimination of Violence Against Women
 - d. Convention on Elimination of All Forms of Discrimination Against women
 - e. International Covenant on the Economic, Social and Cultural Rights

4. Combating Sexual Harassment at Work 14 hrs
 - a. Preventive and Procedural Action by Employers
 - b. Preventive steps
 - c. Internal Policy of the organization for dealing with complaints regarding sexual harassment
 - d. Definition of 'workplace'
 - e. Gender sensitization, training and awareness programs for employees on sexual harassment
 - f. Complaint Procedure
 - g. Internal Committee
 - h. Nature of enquiry by the complaints committee
 - i. Informal procedure for handling complaints of sexual harassment
 - j. Advice and assistance
 - k. Conciliation
 - l. Formal Complaints Procedure
 - m. Investigation by Internal Committee
 - n. Natural Justice and 'Standard of Proof'
 - o. Disciplinary Action
 - p. Penal provision for false complaint
 - q. Protection of Victim against retaliation
 - r. Criminal Proceedings

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5. Sexual Harassment of Student

4hr

- a. University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employee and students in Higher Educational Institutions) Regulations, 2015
- b. Departmental Enquiry – standard of proof
- c. Disciplinary action
- d. Ragging and sexual harassment
- e. Handling of False Complaints
- f. Gender sensitization, awareness programs etc.
- g. Protection of victim

Learning Outcomes -

After completing this course students will be able to appreciate the law on Prevention of sexual harassment at workplace (popularly known as the PoSH Act) and its various other dimensions.

After completing this course the students will be equipped with the necessary skill to deal with or help other victims of sexual harassment effectively deal with any instance of harassment.

After completing this course students will be equipped with a deep understanding of the legal processes that are involved in the prevention, prohibition and redressal of the complaints regarding sexual harassment of persons at workplace.

After completing the course the students will be well versed with the legal issues relating to sexual harassment at workplace, their rights, duties and various processes involved in enforcing their right against sexual harassment at workplace.

Learning pedagogy -

Lectures by the course teacher

Ppt presentation by the course-teacher

Q & A session

Assessment Pattern -

MCQs - 60 marks

Class participation - 20 marks

Q&A session - 10 marks

Cases discussion - 10 marks

Total - 100 marks

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Reading list -

International Convention and Statutes -

Universal Declaration of Human Rights, 1948

Declaration on the Elimination of Violence Against Women

Convention on Elimination of All Forms of Discrimination Against women

International Covenant on the Economic, Social and Cultural Rights

The Constitution of India

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013

University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employee and students in Higher Educational Institutions) Regulations, 2015

Primary reading

Module prepared by the course teacher

Textbooks

Law Relating to sexual harassment at Workplace by AlokBhasin

Cases

Vishaka and others vs State of Rajasthan

MedhaLele vs. Union of India

Apparel Pomotion Council vs A K Chopra

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VALUE ADDED COURSE:

SELF DEFENSE

DAY 1	Introduction of Female Self Defense and Safety Awareness Differences of Harassment, Abuse & Assault Utility of Martial Arts in Self Defense	60 mins
DAY 2	Meditation Warm-up Exercises Basic Steps (Forward, Backward, Right & Left) Basic Punch	60 mins
DAY 3	Meditation Warm-up Exercises Basic Punches Basic Strikes	60 mins
DAY 4	Warm - up Exercise Basic Physical exercise Basic Punches Basic Strikes Basic Kicks	60 mins
DAY 5	Warm - up Exercises Basic Physical Exercises Basic Strikes Basic Kicks Basic Blocks	60 mins
DAY 6	Warm-up Exercises Basic Physical Exercises Advance Physical Exercises Advance Steps Basic Kicks Basic Blocks	60 mins
DAY 7	Meditation Basic Physical Exercises Advance Physical Exercises Advance Steps Advance Punches Basic Blocks	60 mins
DAY 8	Meditation Basic Physical Exercises Advance Physical Exercises Advance Steps Advance Punches Advance Blocks	60 mins
DAY 9	Warm-up Exercises Basic Physical Exercises Stretching Exercises Advance Punches Advance Blocks	60 mins
DAY 10	Warm-up Exercises Basic Physical Exercises Grappling Throwing	60 mins
DAY 11	Meditation Warm-up Exercises Stretching Exercises Power Exercises Self Defense Techniques (1:1)	60 mins

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DAY 12	Warm-upExercises StretchingExercises PowerExercises AdvanceBlocks AdvanceStrikes	60 mins
DAY 13	Warm-upExercises Agility PowerExercises AdvanceStrikes Advancekicks	60 mins
DAY 14	Warm-upExercises AgilityTraining PowerExercises Advance Kicks Grappling Throwing	60 mins
DAY 15	Theory Class Health & State ofMind Mobility &Function Nutrition WeightManagements	60 mins
DAY 16	Warm-upExercises AdvanceExercises AdvanceStrikes Combination of Blocks &Punches	60 mins
DAY 17	Meditation Warm-upExercises StretchingExercises PowerExercises Combination of Blocks &Strikes	60 mins
DAY 18	Warm-upExercises Uses of Common Thing in SelfDefense Escapes (Standing &Ground)	60 mins
DAY 19	Basic PhysicalExercises Combativestrikes CounterAttacks Fallings	60 mins
DAY 20	Warm-upExercises Basic PhysicalExercises Advance PhysicalExercises Strength &Conditioning Defend & Escape in differentsituations	60 mins
DAY 21	Warm-upExercises AgilityTraining PowerExercises Self Defense Techniques (1 : 1)	60 mins
DAY 22	Meditation Warm-upExercises Basic PhysicalExercises Combination of Blocks &Kicks Eye SightPractice	60 mins
DAY 23	Basic PhysicalExercises StretchingExercises Self Defense Techniques (1:1) Self Defense Techniques (:3)	60 mins
DAY 24	Warm-upExercises Advance PhysicalExercises	60 mins

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	Combination of Punches, Blocks, Strikes & Kicks	
DAY 25	Theory Class Awareness in different situations Self-Control Situation Control Avoiding Situations	60 mins
DAY 26	Basic Physical Exercises Grappling Throwing Falling	60 mins
DAY 27	Warm-up Exercises Combative Strikes (Hands, Elbows, Knees, Legs, Heads) Advance Defensing Techniques	60 mins
DAY 28	Basic Physical Exercises Self Defense Techniques (1 : 1) Self Defense Techniques (1 : 3)	60 mins
DAY 29	Warm-up Exercises Power Exercises Body Conditioning (Hands & Legs) Locking Techniques	60 mins
DAY 30	Basic Physical Exercises Application of Punches in Self Defense Application of Kicks in Self Defense	60 mins
DAY 31	Meditation Warm-up Exercises Basic Physical Exercises Advance Physical Exercises Self Defense Techniques (1 : 3)	60 mins
DAY 32	Basic Physical Exercises Combative strikes Counter Attacks Fallings	60 mins
DAY 33	Theory Class Question & Answer on Practical Situations Pressure Points of Human Body	60 mins
DAY 34	Warm-up Exercises Agility Training Power Exercises Advance Kicks Grappling Throwing	60 mins
DAY 35	Practical Class Application of Self Defense in Practical Situations Uses of common things in Self Defense	60 mins
DAY 36	Competition (Internal)	60 mins

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Course: SPOKEN ENGLISH

- 1) GRAMMAR
 - a) PARTS OF SPEECH
 - b) TENSES (PAST, PRESENT, FUTURE)
 - c) ACTIVE AND PASSIVE VOICES
 - d) SUBJECT- VERB
 - e) DIRECT AND INDIRECT SPEECH
- 2) CORRECTION OF SENTENCES
 - a) REARRANGEMENT OF SENTENCES
 - b) SENTENCES TRANSFORMATION
- 3) PRONUNCIATION & PHONETICS
- 4) SPOKEN SKILLS
- 5) VOCABULARY AND WORD RECOGNITION
- 6) READING NEWSPAPERS
- 7) WRITING SKILLS
- 8) ORA EXPRESSION OF THE LANGUAGE
- 9) FORMAL AND INFORMAL MEETING CONVERSATIONS AND ETIQUETTE'S

Kanjallina Bhanu



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Course: Yoga Training

PRACTICALS:

- 1) Prayer (Vedic Mantras)
- 2) Free hand exercises (Yogic Sukshnavyayama)
- 3) Yogasana
 - a) Standing postures
 - b) Sitting postures
 - c) Spine postures
 - d) Prone postures
- 4) Bandha
- 5) Pranayama
- 6) Dyana
- 7) Shanti Patha

THEORY:

- 1) Yoga Philosophy
- 2) Definition of Yoga (Theory)
- 3) Ashtanha Yoga
- 4) Misconception of Yoga
- 5) History of Yoga
- 6) Patanjali yoga Sutra (Memorization of selected Sutras)
- 7) Yogic Management (Principles, Purpose and there health benefit)

PRACTICAL FOR MENTAL HEALTH

- 1) Prayer - 1 minute
- 2) Free Hand Exercise - 10 minutes
 - a) Neck i) Rotation (Clock wise and anti clockwise)- 10+10 times each
ii) Static exercise - 5 types
 - b) Hands rotation (Clock wise and anti clockwise)- 10 times each
 - c) Side bending with isolation exercise (20+20 times)
 - d) Back bending- 20 times
 - e) Back arching and toe touching - 10 times
 - f) Trunk twisting - 20 times
 - g) Ankle rotation (Clock wise and anti clockwise) 10 + 10 times
- 3) Yoga Breathing - 1 minute - 10 times
- 4) Yogasana - each posture 10 times - total 35 minutes

- a) Standing posture - Talasana
- Hastrouthanasana
- Hastopadasana
- BiparithTrikonasana
- Tuladandasana
- b) Spine Posture - Pavanmuktasana
- Biparitkarani
- Jastikasana
- c) Prone Posture - Makarasana
- Bhujangasana
- d) Sitting Posture - ArdhaKumarasana

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- Gomukhasana
- Pashchimottanasana
- 5) Kapalabhati (with hand throwing) - 50 strokes - 3 minutes
- 6) Pranayama - Ujjayi - 10 minutes
 - Anuloma- Viloma
 - Nadishodhana
 - Chandravedha
 - Bhramari
- 7) Yoga Nidra/Meditation - 15 minutes
- 8) Shanty Patha - 1 minutes

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Course Outcome for Add-On Courses

The add-on courses are designed in such a way that the students can have a clear idea about other topics outside the curriculum.

1. Sexual Harassment in Workplace and its legal side –In this course the students have learnt about the problem of women, especially the problem of sexual harassment in workplace. These social evils are needed to be eradicated and that can be done if the problem is addressed properly and the women become aware of the problem and its remedies. Hence the women must know the Legal side of it. The course has been designed for the students in that way so that they can be thoroughly aware of the sexual harassment in the workplace and also know the legal sides of it.
2. Soft Skills Development - The present day students are facing severe competition in every field. While they are completing their Graduation, they are also preparing themselves for the professional life. In this case the Soft Skill Development is very important that helps the students to step into professionalism. This course has been designed in such a way that the students learn how to communicate, how to appear in the interview, how to behave and develop skills in the workplace. The students have learnt such skills that are making them eligible in the modern market and industry.
3. Media Writing, speaking and presentation – Students who have planned to join the Media must have the proper training in speaking, writing and presentation in different media, especially in the electronic media. This add-on course has been designed in such a way that the students would learn the Journalistic writing as well as writing for other programmes, narrating the programmes, anchoring and presentation. These skills would help them if they join the media in future. This course will also help the students who are not studying in the discipline of Journalism and Mass Communication.
4. Nutrition and Dietetics – This is totally a different course. In the present days people are becoming quite aware about healthy life and taking a positive interest in Diet and nutrition. This can be of good help to the students if they take up this subject as a profession. The students have gathered a clear idea about the nutrition and dietetics and if they want they can join any profession in this field in future. It's also a good opportunity for those students who are pursuing in the General course and are not doing any specialisation.
5. Embroidery, Cutting and Tailoring - All the students in a college cannot take up the professions based on the subjects they study. Some of the students are also interested in the art and handwork; some of them also want to be entrepreneurs in this area. They need to learn the subject thoroughly in order to take it up as a profession. Hence the students learning embroidery, cutting and tailoring, have a good chance to work in this field or they can also start a business of their own.

Kingletta Das



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COURSE OUTCOME FOR VALUE ADDED COURSES

- 1) **SPOKEN ENGLISH:** Language is one of the prime processes that connect human society and being titled as the Lingua Franca, English language connects the whole global community. Apart from that, the skill of speaking in English is often, the unmentioned required qualification in the job market throughout the world. Understanding the importance of such demand, the institute decided to make the students global ready by offering the students, the spoken English Course.
- 2) **Yoga Training:** One of the unique gifts India has offered to the rest of the world is Yoga, a spiritual discipline which focuses in bringing balance and harmony between mind and body. Being practiced since ancient times in India, Presently, the rest of the world has also started acknowledging the benefits that can be derived from the discipline. The Yoga training offered by the institution not only helps the students to maintain a healthy body but a healthy mind too which is often neglected by many.
- 3) **Self Defense:** Every year the NCRB reports indicate crime against women, on a rise. In such a scenario, it becomes the utmost duty and responsibilities of the institution to provide the students such platform where they become self reliant to defend themselves. The self defense course makes the students ready to face and fight back against such unfortunate occurrence.

Kunjalkumari Biswas

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