

# **KHALSA COLLEGE OF EDUCATION G.T.ROAD, AMRITSAR**



**Estb. 1892**

## **MANUAL FOR VALUE ADDED COURSES (2018-2019)**

**SYLLABUS AND COURSE LEARNING OUTCOMES**  
**OF**  
**VALUE ADDED COURSES**  
**SESSION: 2018-2019**

**Dr. Harpreet Kaur**  
Principal (Officiating)



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## **KHALSA COLLEGE OF EDUCATION, AMRITSAR**

\*Accredited 'A' Grade Thrice by NAAC \*Recognized by NCTE & UGC under Section 2(F) and 12(B)  
\*Covered under 95% Grant-in-Aid by Govt. of Punjab \*Affiliated with GNDU

### **CERTIFICATE COURSE IN INTEGRATING ICT SKILLS IN EDUCATION**

**Course Code- C-001**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2016**

**Practical: 40 Marks**

**Viva Voce: 05 Marks**

**Attendance: 05 Marks**

#### **Course Outcomes and Objectives:**

After completion of course the students will be able to:

- understand the scope of ICT and its applications in teaching learning
- use mixed mode of instructions in teaching learning process
- integrate Google Apps in classroom teaching
- create and use multimedia content

#### **SECTION-A**

##### **Introduction to ICT:**

Need and Importance of ICT in Education, Scope of ICT in Teaching Learning, Evaluation, Administration, Publication, Research

#### **SECTION-B**

##### **Technology mediated Instructions**

Smart Boards, Flipped learning, Blended Learning

#### **SECTION-C**

##### **Educational web tools**

Google Apps- Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, Google Classrooms.

#### **SECTION-D**

##### **Creating e-content**

OER, creating and using pdfs, audio and video editing  
Audio Video Conferencing Apps: Google Meet, Zoom, Teams


##### **Evaluation Scheme**

- a) Attendance- 05 Marks
- b) Practical examination on any two topics from the syllabus as assigned by internal examiner—40 Marks
- c) Viva-voce-05 Marks

##### **REFERENCES:**

1. Alexey, S. (2015). Information and Communication Technologies in Schools: A Handbook for Teachers. UNESCO
2. Sareen, N.(2006) Information and Communication Technology. Delhi: Anmol Publication.
3. Rosenberg, M.J. (2001):.e-learning. New York: Mc

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### **CERTIFICATE COURSE IN LIFE SKILLS**

**Course Code- C-002**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2016**

**Viva Voce: 40 Marks**

**Attendance: 10 Marks**

#### **Course Outcomes and Objectives:**

After completion of course the students will be able to:

- gain self competency and confidence
- gain an edge through professional competency
- aim for high sense of social competency
- be an integral human being
- use appropriate thinking and problem solving techniques to solve new problems
- 

#### **SECTION-A**

##### **Communication Skills**

Listening, Speaking, Reading, Writing and different modes of writing, Non-verbal communication

#### **SECTION-B**

##### **Professional Skills**

Writing resumes and cover letters, Interview Skills, Group Discussion Skills

#### **SECTION-C**

##### **Social Skills**

Social and Cultural Etiquettes, Brainstorming, Ethics and Integrity

#### **SECTION-D**

##### **Leadership and Management Skills**

Innovative Leadership and Crisis Management, Problem Solving and Decision Making Skills


##### **Evaluation Scheme**

1. Attendance- 10 Marks
2. Viva-voce-40 Marks

#### **REFERENCES:**

1. Indrajit Bhattacharya: An approach to communication skills.
2. Singh & Bhatia: Unique communication skills.
3. Singh, M. (2003). Understanding Life Skills, Background paper prepared for Education for All: The Leap to Equality

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# **KHALSA COLLEGE OF EDUCATION G.T.ROAD, AMRITSAR**



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**SYLLABUS AND COURSE LEARNING OUTCOMES**  
**OF**  
**VALUE ADDED COURSES**  
**SESSION: 2019-2020**



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**Course Code- C-002**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2016**

**Viva Voce: 40 Marks**

**Attendance: 10 Marks**

#### **Course Outcomes and Objectives:**

After completion of course the students will be able to:

- gain self competency and confidence
- gain an edge through professional competency
- aim for high sense of social competency
- be an integral human being
- use appropriate thinking and problem solving techniques to solve new problems
- 

#### **SECTION-A**

##### **Communication Skills**

Listening, Speaking, Reading, Writing and different modes of writing, Non-verbal communication

#### **SECTION-B**

##### **Professional Skills**

Writing resumes and cover letters, Interview Skills, Group Discussion Skills

#### **SECTION-C**

##### **Social Skills**

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# **KHALSA COLLEGE OF EDUCATION G.T.ROAD, AMRITSAR**



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## **MANUAL FOR VALUE ADDED COURSES (2020-2021)**

**SYLLABUS AND COURSE LEARNING OUTCOMES**  
**OF**  
**VALUE ADDED COURSES**  
**SESSION: 2020-2021**



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5. Practical examination on any two topics from the syllabus as assigned by internal examiner—  
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**Course Code- C-002**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2016**

**Viva Voce: 40 Marks**

**Attendance: 10 Marks**

#### **Course Outcomes and Objectives:**

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- gain self competency and confidence
- gain an edge through professional competency
- aim for high sense of social competency
- be an integral human being
- use appropriate thinking and problem solving techniques to solve new problems
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##### **Communication Skills**

Listening, Speaking, Reading, Writing and different modes of writing, Non-verbal communication

#### **SECTION-B**

##### **Professional Skills**

Writing resumes and cover letters, Interview Skills, Group Discussion Skills

#### **SECTION-C**

##### **Social Skills**

Social and Cultural Etiquettes, Brainstorming, Ethics and Integrity

#### **SECTION-D**

##### **Leadership and Management Skills**

Innovative Leadership and Crisis Management, Problem Solving and Decision Making Skills


##### **Evaluation Scheme**

- c) Attendance- 10 Marks
- d) Viva-voce-40 Marks

#### **REFERENCES:**

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2. Singh & Bhatia: Unique communication skills.
3. Singh, M. (2003). Understanding Life Skills, Background paper prepared for Education for All: The Leap to Equality

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**SYLLABUS AND COURSE LEARNING OUTCOMES**  
**OF**  
**VALUE ADDED COURSES**  
**SESSION: 2021-2022**



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### **CERTIFICATE COURSE IN INTEGRATED HEALTH CARE**

**Course Code- VAC-001**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2021**

**Theory: 40 Marks**

**Viva Voce: 10 Marks**

#### **Instructions for the Paper Setter:**

Six questions of equal marks (specified in the syllabus) are to be set , two in each of the three units(I-III).Questions may be divided into parts(not exceeding five).Candidates are required to attempt FOUR questions, selecting at least one question from each unit.The fourth question may be attempted from any unit.

#### **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

1. understand the benefits of nutrients in food and the relation between diet, health and disease.
2. identify various mental health issues and resolve various cognitive, behavioural and emotional problems.
3. describe the techniques and equipments for First Aid.
4. deal with emergency cases of injury and accidents.

#### **Unit I**

1. Personal Hygiene –Benefits, types and routine
2. Nutrition and Balanced Diet-Concept, importance and balanced diet chart

#### **Unit II**

3. Mental Health and Hygiene- Concept, Need and importance, ways and means to maintain goodmental health and hygiene
4. First Aid Training: Principles and types


#### **Unit III**

5. HIV/AIDS,HIV-TB: Concept, prevention and cure
6. Ergonomic Care and Pain Management: Precautions, ways and means

#### **REFERENCES:**

1. Aggarwal,J.C. (2009).Essentials of Educational Psychology, Vikas Publishing House Pvt Ltd: New Delhi.
2. Kaur, Manjit &Sharma,R.C.: An Introduction To Health and Physical Education, TandonPublishers, Ludhiana.
3. Willmore,J.H. Costall: Physiology of Sports and Exercises. Human KineticsLanguage Book Society, Champaign,IL.

  
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### **CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT**

**Course Code- VAC-002**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2021**

**Theory: 40 Marks**

**Viva Voce: 10 Marks**

#### **Instructions for the Paper Setter:**

Six questions of equal marks (specified in the syllabus) are to be set , two in each of the three units (I-III). Questions may be divided into parts(not exceeding five). Candidates are required to attempt FOUR questions, selecting at least one question from each unit. The fourth question may be attempted from any unit.

#### **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

1. understand stress and manage it more effectively.
2. identify knowledge and skills required for obtaining and keeping employment.
3. demonstrate good manners in different scenarios.
4. identify importance of Time Management.
5. create and maintain social relationships through effective communication skills.

#### **Unit I**

1. Stress Management-Concept, ways to manage stress
2. Employability Quotient(Resume Writing, preparation of competitive examination, mock interviews)

#### **Unit II**


3. Good Manners and Etiquettes-Basics and importance
4. Attitude and Motivation-Importance and types


#### **Unit III**

5. Time Management-Principles and techniques
6. Communication Skills and Leadership Skills-Concept and best practices

#### **REFERENCES:**

1. Thompson,G.G.(1965). Child Psychology-Growth trends in psychological adjustment,Bombay:The Times of India Press.
2. Hurlock,E.(1974).Personality Development. New York:McGraw Hill Inc.
3. Norman,L.Munn,L. Fernord, D. J. , Peter,S.&Fernold(1972).Introduction to Psychology.New Delhi:Oxford&IBH Publishing Co.

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### **CERTIFICATE COURSE IN MUSIC**

**Course Code- VAC-003**

**Duration: 30 Hrs**

**Introduced in: 2021**

**Category: Music**

**Max.Marks: 50**

**Practical: 30 Marks**

**Internal Assessment: 20 Marks**

#### **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

- Develop interest in music
- Demonstrate the knowledge of music
- Improve their vocal skills
- Play harmonium.
- Increase their performance skills in their chosen area of specialization.
- Develop their overall personality.

#### **Course Content:**

1. Description, Notation and Ability to Sing one Drut Khayal in Following Ragas
  - Bhairavi
  - Bilawal
2. Description, Notation and Ability to Play Following Taals on Hand
  - Teentaal
  - Kehrawa
3. Ability to sing one alankarh, shabad, and folk song

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### **CERTIFICATE COURSE IN ART AND CRAFT**

**Course Code- VAC-004**

**Duration: 30 Hrs**

**Max.Marks: 50**

**Introduced in: 2021**

**Practical: 30 Marks**

**Category: Fine Arts**

**Internal Assessment: 20 Marks**

#### **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

1. Develop the ability to create, develop and present in the form of an object.
2. Control harmful effects of waste on our environment by adopting recycling methods.
3. Integrate Art in education by preparation of teaching aids for different subjects.

#### **Course Content:**


##### **Section A**

1. Paper Mache, Macrame Art, Collage Making
2. Tie and Dye, Clay Modelling
3. Weaving through crochet, thread, wool.

##### **Section B**

1. Doll Making
2. Best-out-of-waste(waste bottles, tins, buttons, stones, newspaper, magazine paper)
3. Teaching Aid preparation

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**SYLLABUS AND COURSE LEARNING OUTCOMES**  
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**Course Code- VAC-001**

**Duration: 30 Hrs**

**Total: 50 Marks**

**Introduced in: 2021**

**Theory: 40 Marks**

**Viva Voce: 10 Marks**

#### **Instructions for the Paper Setter:**

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2. identify various mental health issues and resolve various cognitive, behavioural and emotional problems.
3. describe the techniques and equipments for First Aid.
4. deal with emergency cases of injury and accidents.

#### **Unit I**

1. Personal Hygiene –Benefits, types and routine
2. Nutrition and Balanced Diet-Concept, importance and balanced diet chart

#### **Unit II**

3. Mental Health and Hygiene- Concept, Need and importance, ways and means to maintain goodmental health and hygiene
4. First Aid Training: Principles and types


#### **Unit III**

5. HIV/AIDS,HIV-TB: Concept, prevention and cure
6. Ergonomic Care and Pain Management: Precautions, ways and means

#### **REFERENCES:**

1. Aggarwal,J.C. (2009).Essentials of Educational Psychology, Vikas Publishing House Pvt Ltd: New Delhi.
2. Kaur, Manjit &Sharma,R.C.: An Introduction To Health and Physical Education, TandonPublishers, Ludhiana.
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### **CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT**

**Course Code- VAC-002**

**Duration: 30 Hrs**

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**Introduced in: 2021**

**Theory: 40 Marks**

**Viva Voce: 10 Marks**

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2. identify knowledge and skills required for obtaining and keeping employment.
3. demonstrate good manners in different scenarios.
4. identify importance of Time Management.
5. create and maintain social relationships through effective communication skills.

#### **Unit I**

1. Stress Management-Concept, ways to manage stress
2. Employability Quotient(Resume Writing, preparation of competitive examination, mock interviews)

#### **Unit II**


3. Good Manners and Etiquettes-Basics and importance
4. Attitude and Motivation-Importance and types

#### **Unit III**

5. Time Management-Principles and techniques
6. Communication Skills and Leadership Skills-Concept and best practices

#### **REFERENCES:**

1. Thompson,G.G.(1965). Child Psychology-Growth trends in psychological adjustment,Bombay:The Times of India Press.
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### **CERTIFICATE COURSE IN MUSIC**

**Course Code- VAC-003**

**Duration: 30 Hrs**

**Introduced in: 2021**

**Category: Music**

**Max.Marks: 50**

**Practical: 30 Marks**

**Internal Assessment: 20 Marks**

#### **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

- Develop interest in music
- Demonstrate the knowledge of music
- Improve their vocal skills
- Play harmonium.
- Increase their performance skills in their chosen area of specialization.
- Develop their overall personality.

#### **Course Content:**

4. Description, Notation and Ability to Sing one Drut Khayal in Following Ragas
  - Bhairavi
  - Bilawal
5. Description, Notation and Ability to Play Following Taals on Hand
  - Teentaal
  - Kehrawa
6. Ability to sing one alankarh, shabad, and folk song

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### **CERTIFICATE COURSE IN ART AND CRAFT**

**Course Code- VAC-004**

**Duration: 30 Hrs**

**Max.Marks: 50**

**Introduced in: 2021**

**Practical: 30 Marks**

**Category: Fine Arts**

**Internal Assessment: 20 Marks**

#### **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

4. Develop the ability to create, develop and present in the form of an object.
5. Control harmful effects of waste on our environment by adopting recycling methods.
6. Integrate Art in education by preparation of teaching aids for different subjects.

#### **Course Content:**


##### **Section A**

4. Paper Mache, Macrame Art, Collage Making
5. Tie and Dye, Clay Modelling
6. Weaving through crochet, thread, wool.

##### **Section B**

4. Doll Making
5. Best-out-of-waste(waste bottles, tins, buttons, stones, newspaper, magazine paper)
6. Teaching Aid preparation

*Attested*  
  
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(Dr. Harpreet Kaur)  
Principal  
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## **KHALSA COLLEGE OF EDUCATION, AMRITSAR**

\*Accredited 'A' Grade Thrice by NAAC \*Recognized by NCTE & UGC under Section 2(F) and 12(B)  
\*Covered under 95% Grant-in-Aid by Govt. of Punjab \*Affiliated with GNDU

### **CERTIFICATE COURSE IN PROGRAMMING IN C** **Course Code- VAC-005**

**Duration: 30 Hrs**  
**Introduced in: 2022**  
**Category: Computer Science**

**Max.Marks: 50**  
**Practical: 30 Marks**  
**Internal Assessment: 20 Marks**

#### **Course Outcomes and Objectives:**

After successful completion of the course, the students will be able to:

1. Write algorithms, flowcharts and programs using C language.
2. Implement different programming constructs.
3. Use and implement data structures like arrays and structures to obtain solutions.

#### **SECTION-A**

**Basics:** Introduction Flow Charts, Problem Analysis, decision tables, pseudo codes and algorithms.

**Introduction to C:** Origin, Features, Applications and Advantages of C, Tokens, Types of Errors

#### **SECTION-B**

**Data Types:** Basic & Derived Data Types, User Defined Data Types, Declaring and initializing variables.

**Operators and Expressions:** Types of operators, Precedence and Associativity

**Data I/O/Functions:** Types of I/O function, Formatted & Unformatted console I/O Functions

#### **SECTION-C**

**Control Statements:** Jumping, Branching and Looping

**Arrays:** Types of Arrays, Strings

#### **SECTION-D**

**Functions:** User Defined & Library Functions, Recursion.

**Storage Classes:**Types, advantages and disadvantages.

**Structure and Union:** Introduction to structure and union, pointers with structure.


#### **Books Recommended:-**

- (i) Programming with C Languages C. Schaum Series.
- (ii) Yashwant Kanitkar – Let Us C
- (iii) C Programming by Stephen G Kochan

#### **Weblinks and Video Lectures (e-Resources):**

<https://www.w3schools.com/>

<https://nptel.ac.in/courses/106/105/106105171/>

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### **CERTIFICATE COURSE IN YOGA FOR HUMAN EXCELLENCE**

**Course Code- VAC-006**

**Duration: 30 Hrs**

**Max.Marks: 50**

**Introduced in: 2022**

**Practical: 30 Marks**

**Category: Health Care**

**Internal Assessment: 20 Marks**

#### **Course Outcomes and Objectives:**

After successful completion of the course,the student will be able to:

- Understand the importance of good health
- Practice the steps of yoga in maintaining mental and physical health
- Recognize the importance of yoga in developing moral values
- Develop emotional stability
- Learn to perform the asanas


#### **SECTION A**

1. Yoga: Definition, Meaning, Types. Yoga Practices for Healthy Living. Difference between Asanas and Exercise.
2. Effect of Asanas on the Physical and Psychological Health of an Individual.  
Sukhasana,Padmasana,Vajrasana,Gomukhasana,Sarvangasana,Pashchimotanasana,Dhanurasana,Bhujangasana,Trikonasana, Makarasana

#### **SECTION B**

3. Need of Yoga for Positive Health. Yogic Principles of Healthy Living.
4. Effect of Pranayama on the Physical and Psychological Health of an Individual.  
Udget Pranayama, Kapalbhati Pranayama, Anulom-Vilom Pranayama, Bharamri Pranayama, Ujjayi Pranayama.

  
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**MANUAL FOR VALUE ADDED COURSES**

**2022-2023**

**Details**


S.No.	Course Name	Course Code	Duration
1.	<b>Certificate Course in</b> a) <b>Integrated Health Care</b> b) <b>Music</b> c) <b>Programming in C</b>	(VAC-001) (VAC-003) (VAC-005)	<b>30 Hrs</b> <b>(Jan-June)</b> <b>Even Semesters</b>
2.	<b>Certificate Course in</b> a) <b>Personality Development</b> b) <b>Art and Craft</b> c) <b>Yoga for Human Excellence</b>	(VAC-002) (VAC-004) (VAC-006)	<b>30 Hrs</b> <b>(July-December)</b> <b>Odd Semesters</b>

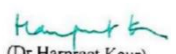
**Eligibility**

1. Minimum Senior Secondary Examination (12<sup>th</sup> grade) in any stream.
2. Regular student of Khalsa College of Education, G.T. Road, Amritsar enrolled in any of the following courses:
  - (i) M.Ed. (2 Years)
  - (ii) B.Ed.-M.Ed. (3 Year Integrated)
  - (iii) B.Ed. (2Years)
  - (iv) B.Sc. /B.A. B.Ed. (4 Year Integrated)
  - (v) P.G.D.C.A. (T.E.)

**Instructions**

1. Every year, the students can get themselves enrolled in any of the above mentioned Value Added Courses before 25<sup>th</sup> of July/December by applying ONLINE using the google form link: ----  
<https://forms.gle/SExx1ARvzzP75WvK9>
2. 90% attendance is compulsory.
3. Students securing 50% and above marks will qualify to get the certificate for the above mentioned Value Added Courses.
4. Certificate will be provided at the completion of the course.

  
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