

5.1.2 Brochure and Syllabus of Capacity Development and Skill Enhancement Course


SOVARANI MEMORIAL COLLEGE


College Computer Centre

NOTICE

[For College Computer Centre on 11/03/2023]

We are happy to announce that the **College Computer Centre** and **WEBEL**, in collaboration with the **IQAC** of Sovarani Memorial College, are Jointly about to begin a Computer Course named **CERTIFICATE COURSE IN COMPUTER APPLICATION (CCA)** for all running students of all departments.


Convenor
Prof. Tabasum Akhtar
In- Charge, College Computer Centre



Principal
Dr. K.K. Mondal

Computer Course- 2023

Course Name: CERTIFICATE COURSE IN COMPUTER APPLICATION (CCA)
Course Duration: 6 Months.
Course Fees: Rs. 720 (one time)
CCA Syllabus:

- Computer Fundamentals & Operating System.
- MS Office Package[Word, Excel, PowerPoint]
- HTML
- Advance Excel

[Click here for registration](#)
Last Date of Registration 15/03/2023
Contact NO:7980692047
Email Id: tabasumakhtar20@gmail.com



SOVARANI MEMORIAL COLLEGE

Jagatballavpur, Howrah-711408, West Bengal.


College Computer Centre

COMPUTER COURSE- 2023

Opening Ceremony

Date: 01/04/2023 (Saturday)
Time: 1:30 pm

Venue: Room No. 9



All are Welcome



Computer Course Syllabus

	Syllabus				
1	Windows				
2	MS-Word				
3	MS-Excel				
4	MS-Powerpoint				
5	MS-Access				
6	HTML				

Syllabus for beautician Course

	<i>SYLLABUS OF BEAUTICIAN COURSE</i>	
	<i>BASED ON NCVT (NATIONAL COUNCIL OF VOCATIONAL TRAINING)</i>	
	CHAPTER ONE - Personality Development	
DURATION	PRACTICAL	THEORY
One	Telephone etiquettes	Hygiene rules
Week	Working on improving poise	Basis of good grooming
(9 hours)		Posture
		Wardrobe planning
		Beauty as a career
		Professional ethics
		Client consultation
		Telephone etiquettes
	CHAPTER TWO - Sterilization & Sanitization	
	PRACTICAL	THEORY
	Trolley setting	Purpose
	Use of different sterilizing gadgets	Definition
	Practice in disinfection procedures	

	CHAPTER THREE -Temporary Removal of Superfluous Hair	
DURATION	PRACTICAL	THEORY
One	Trolley setting	Purpose of removing Superfluous Hair
Week	Client consultation	Product knowledge
(9 hours)	Practice in waxing hot & cold wax	Procedure
	Practice by chemical depilation method	Safety precautions
	CHAPTER FOUR - Threading , Tweezing & Bleachining	
DURATION	PRACTICAL	THEORY
One	Trolley setting	Purpose
Week	Client consultation	definition
(9 hours)	Practice of waxing , Threading, Tweezing the eyebrows	Types of methods
	Patch test for bleaching	Client consultation
		procedure
		Safety precautions
	CHAPTER FIVE -Manicure & Pedicure	
DURATION	PRACTICAL	THEORY
One	Trolley setting	Purposes of manicure and pedicure
Week	Client consultation	Defination
(9 hours)	Use of tools, equipments	Procedure
	Practice of massage	Safety precautions
	Practice of manicure & pedicure	Tool equipments & product knowledge
	CHAPTER SIX - Facials	
DURATION	PRACTICAL	THEORY

Two	Trolley setting	Types of skin
Week	Client consultation	Common skin problem
(18 hours)	Cleaning procedure	i) Acne
	Practice in basic facial	ii) Blackheads
	Application of various packs & masks	iii) Whiteheads
		Types of benefits of massage
		Skin analysis
		Tools, equipments & product knowledge
		Basic & deep cleansing
		Procedure
		Safety precautions
	CHAPTER SEVEN - Hair & HAIR COLOUR	
DURATION	PRACTICAL	THEORY
One	Trolley setting	Structure of hair
Week	Scalp analysis	Types of Hair
(9 hours)	Practice in using scalp steamer	Common hair problem
	Safety precautions	i) Dandruff
	Application of henna .	ii) Hair falling
	Mehendi	iii) Split ends
		History of mehendi
	CHAPTER EIGHT - Head Massage, Shampooing, Deep Conditioning	
DURATION	PRACTICAL	THEORY
one	Trolley setting	Purpose
Week	Client consultation	Procedure
(9 hours)	Scalp analysis	Benefits
	Procedure	Safety precautions
	CHAPTER NINE - Hair Style	
DURATION	PRACTICAL	THEORY
one	Trolley setting	Use of different techniques in style

Week	Client consultation	Blow drying
(9 hours)	Purpose	Combout technique
	Procedure	Metarials required for hair colouring
	Patch test	
	Procedure	
	Safety precautions	
	CHAPTER ELEVEN - Hair Cutting	
DURATION	PRACTICAL	THEORY
one	Trolley setting	Sectioning
Week	Client consultation	Basics of blow dry
(10 hours)	Practice in different types of basic cuts	Safety precautions
	Special cutting Technique	
	i) Notching	
	ii) Slicing	
	CHAPTER TWELVE - Make up	
DURATION	PRACTICAL	THEORY
One	Trolley setting	History of make up
Week	Client consultation	Knowledge of different make up
(10 hours)	Procedure of make up	Knowledge of verious cosmetics
	Safety precautions	Safety precautions
	Concept of Bridal make up	
	Admission	
One		
Week		
(9 hours)		
	Examination	
One		

Week		
(10 hours)		
TOTAL		
14 week		
(120 hours)		

Three Month Yoga Certificate Course

Course Module

THEORY

Topic	Number of Classes
Patanjali Yogasutra (Sadhanapada) (10 marks)	15
Shiva Yoga (20 marks)	05
Karma Yoga (Bhagavad Gita) (10 marks)	15
Bhakti Yoga (Bhagavad Gita) (10 marks)	17

PRACTICAL

Topic	Number of Classes
Breathing Practice (10 Marks)	06
Surya Namaskar (5 Marks)	03
Pranayama (10 marks)	03
Yogasana (5 marks)	10
Hymns recitation and Hasta Mudra (10 marks)	10
Concept of body health and diseases (10 marks)	4

THREE MONTHS SELF DEFENSE CERTIFICATE COURSE FOR WOMEN

Course outcomes:

This course will help students to improve body language and use protection skills against assaults in everyday situations

Course Module

Topic	Number of classes
Middle Punch, Face Block, Middle Block, Lower Block, Front Kick (20 marks)	20 days
Face and lower punch, back movement and stance, Horse Kick (20 marks)	20 days
Kata- Taigyoku Shodan front and back movement with hand techniques (20 marks)	20 days
Front and back movement with leg techniques (20 marks)	20 days
Counter attack, bending and dodging (20 marks)	10 days

*******Students will be continuously evaluated through participation and performance**

Communicative Skill Development in English (Duration 2 Days)

Brochure

Day 1.

Improving students' speaking, listening, reading skills in English through videos and demonstration.

Day2.

MOCK TEST on speaking soft English skill .

Mushroom Training Course

<u>Course Curriculum</u> Model Curriculum <u>MUSHROOM GROWER (SMALL ENTREPRENEUR)</u>	
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none">🔍 Identify & arrange resources/ inputs for mushroom cultivation unit: commercially important species of mushroom, site location for mushroom cultivation, base material for compost preparation etc🔍 Undertake good quality mushroom production using appropriate techniques: preparation of compost, ensure proper environmental conditions, disease & pest management, casing & pinning for mushroom cultivation, harvest good quality mushroom, sorting & grading, packaging, labelling & transportation🔍 Undertake basic entrepreneurial activities for small mushroom enterprise: arrangement of finance, pooling of resources, market linkages etc🔍 Practice health & safety at the work place: Well versed with health and safety measures in terms of personal as well as others' safety.

Mushroom farming is one of the most profitable agri-business that you can start with a low investment and space. Mushroom cultivation in India is growing gradually as an alternative source of income for many people.

There are different types of mushrooms grown around the world.

Button mushroom, Oyster mushroom, Milky mushroom & Paddy straw mushrooms are the three major types of used for cultivation in India.

Among all these we will conduct the training on Oyster mushroom, Milky mushroom cultivation. This most economical firming contains a circle of 50-55 days, what we complete in approx. **seven (7)** days.

Hands On Training on Application Of Google Earth (2 days)

Brochure

Hands on Training on Power point Presentation

- 1.To develop skill on operating Google Earth Pro on desktop.
- 2.To develop skill on viewing, analyzing, and creating geospatial data virtually.
- 3.To develop skill on creating a 2D map of a site (for instance a field map) by using placemarks, polygons, and other tools.

Hands on Training on Power point Presentation

Brochure

Learning Objectives:

After completing the training, you should be able to:

Day 01:

1. Getting familiarized with the PowerPoint interface.
2. Create, edit, save, and print presentations.
3. Format presentations.
4. Add a graphic to a presentation.
5. Create and manipulate simple slide shows with outlines and notes.

Day 02:

1. Create slide presentations that include text, graphics, animation, and transitions.
2. Use design layouts and templates for presentations.
3. Create a PowerPoint presentation.

Computer Fundamental Course (12 Hours)

Brochure

Structure of Syllabus

Students will be taught and hands on training given on the following heads:

Ms Word
Ms Excel
Powerpoint
HTML

Course Fees 500/-

Eligibility: Semester 1, 2,3

No. of Seats 30.

Certificates will be provided from the College.