



K.R. MANGALAM UNIVERSITY
EDUCATION FOR LIFE
(Recognized by UGC and a member of AIU)

VALUE ADDED COURSES

ACADEMIC SESSION 2018-19



K.R MANGALAM UNIVERSITY
GURUGRAM, HARYANA

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INTRODUCTION

In a rapidly changing world, the importance of continuous learning and skill development cannot be overstated. The traditional education system often falls short in providing individuals with the specific, practical skills they need to succeed in the job market and adapt to the ever-evolving professional landscape. This is where Value Added Courses (VAC) come into play. VACs have emerged as a transformative force in education, offering specialized, practical, and often short-term courses that cater to the specific needs and demands of the job market.

WHAT ARE VALUE ADDED COURSES (VAC)?

Value Added Courses, or VACs, are educational programs designed to enhance a student's knowledge and skills in a specific area, often in addition to their primary academic curriculum. These courses are typically short-term, focused on practical skills, and tailored to the demands of the job market.

THE SIGNIFICANCE OF VALUE ADDED COURSES

- ❖ **Meeting the Demands of the Job Market:** The job market today is highly competitive and dynamic. Employers are constantly seeking individuals with specialized skills who can immediately contribute to their organizations. Traditional academic programs, with their often broad and theoretical curriculum, may not always provide graduates with the necessary practical skills. VACs fill this gap by offering hands-on, industry-specific training that directly addresses the needs of the job market. This ensures that graduates are better prepared to meet the demands of their chosen professions.
- ❖ **Lifelong Learning and Adaptability:** In a world where technology and industries are rapidly evolving, the ability to adapt and learn new skills is paramount. VACs promote the concept of lifelong learning by providing opportunities for individuals to acquire new skills or update existing ones. These courses are particularly valuable for professionals looking to stay relevant in their fields, switch careers, or upskill to meet the latest industry requirements.
- ❖ **Career Advancement and Income Growth:** Value Added Courses can significantly enhance an individual's career prospects. The specialized skills acquired through these courses make individuals more attractive to employers, potentially leading to promotions, pay raises, and career advancement. Many individuals have reported an


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increase in income after completing VACs, making them a valuable investment in one's professional development.

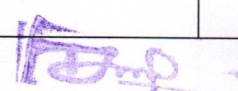
OBJECTIVES OF VALUE ADDED COURSES

- ❖ To provide students with practical skills that are relevant to their chosen field of study or profession, enabling them to perform tasks more effectively and efficiently.
- ❖ To broaden students' skill sets, making them more versatile and adaptable in the job market by exposing them to a range of complementary skills and knowledge.
- ❖ To increase students' chances of finding and retaining employment by equipping them with skills and competencies that are in high demand in the job market.
- ❖ To help students advance in their careers by acquiring specialized knowledge or certifications that can lead to promotions and increased earning potential.
- ❖ To foster personal growth and development, including improved communication, time management, problem-solving, and decision-making skills, enhancing students' overall effectiveness and self-confidence.
- ❖ To support aspiring entrepreneurs by providing them with the tools and knowledge necessary to start and run their businesses successfully.
- ❖ To encourage students to think creatively and innovatively, fostering an entrepreneurial mindset and the ability to generate new ideas and solutions.
- ❖ To ensure that students are well-versed in the latest technologies and tools relevant to their field, keeping them up-to-date with industry trends.
- ❖ To promote an understanding of environmental issues and sustainable practices, encouraging responsible and eco-friendly behaviour.
- ❖ To develop the ability to analyze complex situations, make informed decisions, and solve problems systematically.
- ❖ To promote cultural competence and a deeper understanding of societal issues, enabling individuals to work effectively in diverse environments and contribute positively to their communities.
- ❖ To enhance interpersonal skills, teamwork, leadership, and emotional intelligence, which are essential in professional and personal life.
- ❖ To instill a love of learning and a commitment to continuous self-improvement, encouraging participants to remain adaptable and open to acquiring new knowledge and skills throughout their lives.



VALUE ADDED COURSE LIST

S.No	Course Code	Course Title	Contact Hours	Prerequisite	Page No.
1	SLHA131	French - I	40	Nil	1-2
2	SLHA132	French - II	40	Beginner Level French	3-4
3	ETEL471/ MAEL471/SMEL 471	Professional Communication	40	Nil	5-6
4	VAC001	SPSS for Data Analysis	35	Nil	7-9
5	VAC002	Certificate Course in Cross-Cultural Education	35	Nil	10-11
6	VAC003	Computer Graphics - 3D Studio Max	35	Nil	12-14
7	VAC004	Right to Information (RTI)	35	Nil	15-16
8	VAC005	Understanding Music in Films	35	Nil	17-19
9	VAC006	Certificate in Yoga for Wellness	30	Nil	20-21
10	VAC007	Financial Literacy	30	Nil	22-23
11	VAC008	First Aid and Emergency Care	30	Nil	24-25
12	VAC009	Ayurveda and Nutrition	30	Nil	26-27
13	VAC010	Academic Writing for Impact and Influence	30	Nil	28-29
14	VAC011	Public Speaking for Success	30	Nil	30-31
15	VAC012	Environment Ethics	30	Nil	32-34
16	VAC013	Excel in Robotics and Technology	35	Nil	35-37
17	VAC014	Decision-Making Skills for Success	30	Nil	38-40
18	VAC015	Elevate Your Photography Skills	30	Nil	41-43


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SLHA131	FRENCH I
Contact Hours	40 Hours
Prerequisite	Nil

Course Objectives

This course aims to make the student learn French language from the basics to advanced levels. Introduction to Language, Basic Vocabulary, General questions, French greetings, Audio activities, and Role-play are some of the topics covered in this course. Speak with other French speakers in common everyday topics like family, weather, shopping, travel, and hobbies. It has basic tools to help you start and follow a basic conversation with native speakers without being afraid of making mistakes. It helps to identify basic pronunciation features in French and replicate native-like pronunciation of words and phrases. It develops some basic reading and writing skills necessary to function well in a French-speaking country.

Course Content

Module I

8 hours

Introduction to Language, Basic Vocabulary, General questions, French greetings, Audio activities, Role-play

Module II

8 hours

Basic Grammar (articles, nouns, adjectives, pronouns, prepositions, colours, opposites), Grammar exercises

Module III

5 hours

French Numbers, days of the week, months of the year, Vocabulary activities

Module IV

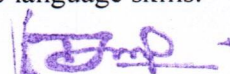
9 hours

Verbs (all groups), Negative sentence formation, Descriptive and creative writing exercises with related grammar and vocabulary, Grammar exercises, Activities based on vocabulary and grammar, Reading exercises

Practicum

10 hours

1. Picture Description: Students describe pictures or images using basic vocabulary and sentences. This Module improves vocabulary recall and descriptive language skills.



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2. Interactive Dialogues: Students work in pairs or groups to create and perform dialogues based on everyday situations, like introducing themselves, making phone calls, or discussing hobbies.
3. Role-Play Conversations: Students engage in simple role-play scenarios, such as ordering food in a restaurant, buying tickets at a movie theater, or asking for directions. This helps them practice common conversational phrases and interactions.

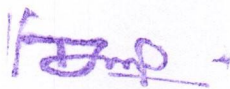
Textbooks

1. Text Book JUMELAGE 1
2. Work Book JUMELAGE 1

Reference Book

1. Grammaire Francaise

	Evaluation Component	Weightage (%)
1	Assignments	20
2	Discussion/Role Play/Activities	20
3	Attendance	10
4	End Term Examination	50


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SLHA132	FRENCH II
Contact Hours	40 Hours
Prerequisite	Beginner Level French

Course Objectives

In continuation to the beginner's level, this course will impart advanced level in the French language. Students will be introduced to Grammar topics and respective exercises (articles contracts, articles partitifs, adjectifs possessifs, adjectifs demonstratifs), Translation exercises apart from other major subject-related information shall be done. Students will be able to demonstrate a knowledge of French and francophone literature and cultures. Students will be able to compare and contrast cultural practices as they relate to French and American culture and are able to generalize about the importance of understanding cultural differences. Students shall develop the skill to state their opinions and provide some support for their ideas.

Course Content

Module I

8 hours

1. Grammar topics and respective exercises (articles contracts, articles partitifs, adjectifs possessifs, adjectifs demonstratifs), Translation exercises

Module II

8 hours

Pronominal verbs(grammar rules and exercises), More verbs of all 3 groups, Time, Daily routine,

Module III

5 hours

Grammar exercises, Activities based on grammar and vocabulary

Module IV

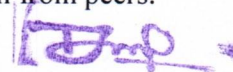
9 hours

Passe compose (past tense), Creative writing exercises, Comprehension passages, Reading exercises

Practicum

10 hours

1. Language Games: Integrate language learning through games, memory matching, or vocabulary puzzles to make learning engaging and interactive.
2. Cultural Exploration: Introduce students to French culture through activities like tasting traditional foods, celebrating French holidays, or discussing famous landmarks.
3. Language Practice Circles: Organize conversation circles where students discuss specific topics in French, allowing them to express themselves and learn from peers.



4. Language Journals: Encourage students to maintain language journals where they write about their daily experiences in French, gradually improving their writing skills.

Textbooks

1. Text Book JUMELAGE 1
2. Work Book JUMELAGE 1

Reference Books

1. Grammaire Francais

	Evaluation Component	Weightage (%)
1	Assignments and Activities	20
2	Language Journal	20
3	Attendance	10
4	End Term Examination	50



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ETEL471/ MAEL471/SMEL471	PROFESSIONAL COMMUNICATION
Contact Hours	40 Hours
Prerequisite	Nil

Course Objectives

1. To enable the aspirant professional students to strengthen their vocabulary and communication skills in English.
2. To make the students confident to face any professional/social interaction.
3. To expose them to professional & social etiquette and to empower them into successful professionals and individuals.

Course Content (Practical Activities of 5 Hours Each)

Module 1: Effective Communication - Tips for effective communication; Barriers in Communication; JAM (Just A Minute) on selected topics.

Module 2: Listening- Need of effective listening; Listening game; Listen to great speakers; Prepare the content of the listened speech/conversation.

Module 3: Reading- Characteristics of effective reading; Reading specific content; Reading News; Reading Poems.

Module 4: Conversational Ability- Importance of Interpersonal skills in conversation; Informal conversation; Group Discussion; Debating.

Module 5: Presentation Skills- Steps for effective Presentation; Presentation on the given topics.

Module 6: Writing Skills- Characteristics of effective writing; Samples of formal letter writing; email communication; Press Report.

Module 7: Career Skills- Importance of Resume, CV & Profile; Preparing an effective Resume; Interview skills & Mock Interview.

Module 8: Professional Etiquettes: -Effective communication; Appropriate Body language; Dress code & code of behaviour; proper etiquettes in different contexts.



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Textbooks

Miglani, Seema & Goyal Shikha (2013). *English for Professionals: A Book of Communication Skills*, Nirmal Book Agency, Kurukshetra.

Reference Books

Gupta Rajhans. (2003). *Communication Skills in English*, Pragati Prakashan, Meerut.

Mitra K.Barun, (2013). *Personality Development and Soft Skills*, Oxford University Press.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Presentation	20
3	Attendance	10
4	End Term Examination	50



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VAC001	SPSS for Data Analysis
Contact Hours	35 Hours
Prerequisite	Nil

Course Description

A skill course on SPSS (Statistical Package for the Social Sciences) typically focuses on teaching participants how to use SPSS software for data analysis and statistical research. SPSS is widely used in various fields, including social sciences, business, and healthcare, for tasks such as data entry, manipulation, and advanced statistical analysis.

Course Objectives

1. Know the main components of the SPSS interface, including data view, variable view, and output window.
2. Input and import various types of data into SPSS, including text and numeric data, and manage missing data.
3. Clean and preprocess data, including identifying and handling outliers, recoding variables, and creating new variables.
4. Calculate and interpret basic descriptive statistics, such as mean, median, standard deviation, and frequency distributions.
5. Create various types of charts and graphs (e.g., histograms, bar charts, scatter plots) to visually represent data.
6. Perform basic inferential statistical tests, such as t-tests, chi-square tests, and ANOVA.
7. Perform correlation analysis and simple linear regression to analyze relationships between variables.
8. Interpret and present results from SPSS output, including tables, charts, and statistical significance.

Course Content

Module I: Introduction to SPSS

5 hours

- Introduction to SPSS software and its applications in data analysis.
- Overview of the SPSS interface: Data view, Variable view, Output window.
- Data entry and importing data from external sources.
- Managing variables: Defining types, labels, and values.

Module II: Data Cleaning and Descriptive Statistics

5 hours

- Data cleaning and preparation: Handling missing values, and recoding variables.
- Calculating and interpreting basic descriptive statistics: Mean, median, mode, variance, standard deviation, etc.
- Creating frequency distributions and histograms.



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Module III: Graphical Representations

5 hours

- Creating different types of charts and graphs: Bar charts, pie charts, histograms, line graphs.
- Customizing graphical representations: Labels, titles, colors.

Module IV: Inferential Statistics

8 hours

- Introduction to inferential statistics and hypothesis testing.
- Performing t-tests for independent samples and paired samples.
- Chi-square test for categorical data analysis.
- Analysis of Variance (ANOVA) for comparing means of multiple groups.

Module V: Correlation and Regression

8 hours

- Correlation analysis: Pearson correlation coefficient, interpretation, and significance.
- Simple linear regression: Modeling relationships between variables, interpreting coefficients.
- Introduction to multiple regression: Predictive modeling using multiple predictors.

Module VI: Interpreting Output and Reporting Results

4 hours

- Interpreting SPSS output tables and charts.
- Presenting results: Effective ways to communicate findings.

Practicum

1. Hands-on Labs: Practical sessions where participants work on SPSS exercises under the guidance of the course instructor.
2. Case Studies: Analyzing real-world datasets to illustrate various statistical techniques.
3. Group Discussions: Engaging participants in discussions about data analysis approaches and interpretations.
4. Quizzes and Assessments: Evaluating participants' understanding through quizzes and assignments.
5. Final project: Apply SPSS skills to analyze a provided dataset, interpret results, and present findings.

Textbooks

Field, A. (2018). *Discovering statistics using IBM SPSS statistics (5th ed.)*. Sage.

Pallant, J. (2016). *SPSS survival manual: A step by step guide to data analysis using IBM SPSS (6th ed.)*. Open University Press.

Miller, R., & Huijbregts, B. (2019). *SPSS for social scientists (2nd ed.)*. Palgrave Macmillan.

Aldrich, J. O., & Cunningham, J. B. (2019). *Using IBM SPSS statistics: An interactive hands-on approach (6th ed.)*. Sage.

Reference Books

Gravetter, F. J., & Wallnau, L. B. (2021). *Essentials of statistics for the behavioral sciences (10th ed.)*. Cengage Learning.

Witte, R. S., & Witte, J. S. (2017). *Statistics (11th ed.)*. Wiley.


Yockey, R. D. (2014). *SPSS demystified: A simple guide and reference (3rd ed.)*. Pearson.

Cronk, B. C. (2017). *SPSS essentials: Managing and analyzing social sciences data (2nd ed.)*. Routledge.

Holcomb, Z. C. (2016). *SPSS basics: Techniques for a first course in statistics (4th ed.)*. Cengage Learning.

Stevens, J. P. (2012). *Applied multivariate statistics for the social sciences (5th ed.)*. Routledge.

	Evaluation Component	Weightage (%)
1	Case Studies/Group Discussion/ Quiz and Assessments	20
2	Project	20
3	Attendance	10
4	End Term Examination	50



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VAC002	Certificate Course in Cross-Cultural Education
Contact Hours	35 Hours
Prerequisite	Nil

Course Description

This certificate course aims to equip participants with the knowledge and skills necessary to effectively navigate and engage with diverse cultural contexts in educational settings. Participants will develop an understanding of cultural differences, communication styles, and teaching strategies to create inclusive and culturally responsive learning environments.

Course Objectives

1. Understand the concept of cross-cultural education and its significance in diverse classrooms.
2. Recognize and challenge stereotypes and biases that can affect teaching and learning.
3. Identify the dimensions of culture and their impact on education.
4. Compare and contrast different verbal and nonverbal communication styles across cultures.
5. Adapt teaching strategies to meet the diverse needs of culturally varied learners.
6. Design lessons that promote inclusive and culturally responsive learning experiences.
7. Demonstrate empathy and cultural sensitivity when addressing conflicts among students.

Course Content

Module I: Introduction to Cross-Cultural Education **5 hours**

- Definition of cross-cultural education and its significance in diverse classrooms.
- Understanding cultural diversity: Dimensions of culture, stereotypes, and biases.
- Cultural competence and its role in effective teaching.

Module II: Cultural Communication Styles **5 hours**

- Verbal and nonverbal communication across cultures.
- High-context vs. low-context communication styles.
- Overcoming language barriers and fostering effective communication.

Module III: Cultural Awareness in Education **5 hours**

- Recognizing cultural influences on learning and behaviour.
- Cultural differences in learning preferences and motivation.
- Strategies for creating culturally inclusive lesson plans.

Module IV: Teaching in Multicultural Classrooms **5 hours**

- Developing a culturally responsive curriculum.
- Addressing cultural bias in educational materials.
- Promoting inclusive classroom discussions and activities.

Module V: Cross-Cultural Conflict Resolution **5 hours**

- Identifying and addressing conflicts arising from cultural misunderstandings.

- Strategies for managing culturally sensitive situations.
- Fostering a harmonious and inclusive classroom environment.

Practicum

1. Observe experienced educators in diverse classrooms to gain insights into how culturally responsive teaching is implemented.
2. Design lesson plans that consider cultural diversity and tailor instruction to meet the needs of different student backgrounds.
3. Compile a portfolio showcasing practicum activities, lesson plans, reflections, and evidence of culturally responsive teaching.

Textbooks

Brown, H. D. (2014). *Principles of Language Learning and Teaching (6th ed.)*. Pearson.

Reference Books

Byram, M. (2015). *The Routledge Handbook of Language and Intercultural Communication*. Routledge.

Chen, G. M. (2015). *Rising to the Challenge of Globalization and Multiculturalism: A Cross-Cultural Study of Taiwan and the Moduleed States*. Routledge.

Thomas, D. C. (2017). *Cross-Cultural Management: Essential Concepts (3rd ed.)*. Sage.

	Evaluation Component	Weightage (%)
1	Participation in Classroom Activities/Lesson Plans	20
2	Portfolio	20
3	Attendance	10
4	End Term Examination	50


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VAC003	Computer Graphics - 3D Studio Max
Contact Hours	40 Hours
Prerequisite	Nil

Course Description

This course introduces students to the fundamentals of computer graphics and provides hands-on experience with the popular 3D modeling and animation software, 3D Studio Max. Through a combination of theoretical concepts and practical exercises, students will learn how to create visually appealing 3D models, animations, and visual effects. The course covers topics such as modeling, texturing, lighting, animation, and rendering, enabling students to develop the skills necessary to produce high-quality computer-generated imagery.

Course Objectives

1. Define computer graphics and its applications in various industries.
2. Explain the principles of 3D modeling and animation.
3. Create and manage projects, scenes, and objects.
4. Develop complex 3D models using polygonal, spline, and subdivision surface modelling.
5. Apply textures and materials to 3D models to enhance realism.
6. Configure render settings to produce high-quality images and animations.
7. Compose visually appealing scenes by arranging objects and cameras.
8. Plan and execute a complete 3D project from concept to final rendering.

Course Content

Module I: Introduction to 3D Studio Max

4 hours

- Overview of 3D Studio Max software and its capabilities.
- User interface and navigation in the 3D workspace.
- Setting up projects and preferences for efficient workflow.

Module II: 3D Modeling Fundamentals

4 hours

- Understanding 3D modeling concepts (vertices, edges, polygons).
- Creating basic 3D objects (e.g., boxes, spheres, cylinders).
- Working with modifiers for object transformation and editing.

Module III: Advanced 3D Modeling Techniques

4 hours

- Polygonal and subdivision surface modelling.
- Creating organic shapes and characters.
- Using spline-based modeling for precision.


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Module IV: Texturing and UV Mapping**4 hours**

- Applying textures and materials to 3D objects.
- Working with UV mapping for accurate texture placement.
- Utilizing procedural textures for efficient material creation.

Module V: Lighting and Rendering**4 hours**

- Adding lights to a 3D scene for realistic illumination.
- Adjusting lighting parameters and shadows.
- Rendering settings and output options for high-quality images.

Module VI: Animation**4 hours**

- Introduction to keyframe animation.
- Creating and managing animation controllers.
- Animating object transformations and camera movement.
- Rigging and skinning techniques for character animation.
- Creating and controlling biped and CAT rigs.
- Animating walk cycles, expressions, and gestures.

Module VII: Particle Systems and Dynamics**4 hours**

- Simulating particle effects (e.g., smoke, fire, water).
- Using physics simulations for dynamic animation.
- Integrating particle systems into a 3D scene.

Module VIII: Camera and Cinematography**4 hours**

- Camera setup and composition in 3D Studio Max.
- Creating cinematic camera movements and angles.
- Implementing camera cuts and storytelling techniques.

Module IX: Advanced Rendering and Output**4 hours**

- Utilizing render passes and render elements.
- Post-processing and compositing in external software.
- Output formats and optimizing render settings.

Module X: Special Effects and Visualizations**4 hours**

- Creating special effects and motion graphics.
- Architectural and product visualization techniques.
- Exploring virtual reality (VR) and augmented reality (AR) projects.

Practicum (Project Work and Portfolio Development)

1. Undertaking a 3D Studio Max project from concept to completion.
2. Assembling a professional portfolio of 3D artwork and animations.
3. Presenting and showcasing final projects.

Textbooks

Hughes, J. F., & van Dam, A. (2013). *Computer Graphics: Principles and Practice (3rd ed.)*. Pearson.

Kerlow, I. E. (2010). *The Art of 3D Computer Animation and Effects (4th ed.)*. Wiley.

Reference Books

Bonney, T. (2018). *3Ds Max Modeling for Games: Insider's Guide to Game Character, Vehicle, and Environment Modeling (2nd ed.)*. CRC Press.

	Evaluation Component	Weightage (%)
1	Project	20
2	Portfolio	20
3	Attendance	10
4	End Term Examination	50



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VAC004	Right to Information (RTI)
Contact Hours	35 Hours
Prerequisite	Nil

Course Description

This comprehensive course is designed to provide participants with a deep understanding of the Right to Information (RTI) and its pivotal role in promoting transparency, accountability, and citizen empowerment. Participants will delve into the legislative frameworks, principles, practical applications, and ethical considerations associated with RTI. Through interactive sessions, case studies, and practical exercises, participants will gain the knowledge and skills needed to effectively navigate RTI systems, access information, and contribute to a more open and participatory society.

Course Objectives

1. Define RTI and its importance in democratic governance and public administration.
2. Explain the key principles of transparency, accountability, and citizen engagement underlying RTI.
3. Interpret the RTI Act within the context of the respective country's legal and institutional framework.
4. Identify the scope, exemptions, and limitations of the RTI Act.
5. Develop the ability to draft clear, concise, and effective RTI requests.
6. Analyse real-world case studies to showcase how RTI has been used to expose corruption, inefficiencies, and misconduct.
7. Discuss the impact of RTI on public institutions and decision-making processes.

Course Content

Module I: Introduction to Right to Information

5 hours

- Understanding the concept and significance of the Right to Information Act.
- Historical background and evolution of RTI laws worldwide.
- The role of RTI in promoting transparency, accountability, and good governance.

Module II: RTI Act and Legal Framework

5 hours

- Overview of the Right to Information Act (RTI Act) and its provisions.
- Understanding the legal framework and scope of the RTI Act.
- The relationship between RTI and other laws concerning information disclosure.

Module III: Public Authorities and Information Disclosure

5 hours

- Identifying public authorities covered under the RTI Act.
- Types of information accessible through the RTI Act.
- Exceptions and limitations to the right to information.



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Module IV: Procedures for Filing RTI Applications**5 hours**

- Step-by-step process of filing an RTI application.
- Format and content of RTI applications.
- Tracking and monitoring the status of RTI applications.

Module V: Handling and Processing of RTI Applications**5 hours**

- Responsibilities and duties of Public Information Officers (PIOs)
- Time limits for responding to RTI applications
- Appeals and remedies for delayed or unsatisfactory responses

Module VI: RTI and Governance**5 hours**

- The role of RTI in promoting transparency and accountability in governance.
- Using RTI for assessing the performance of public authorities.
- Citizen engagement and participation in governance through RTI.

Module VII: Information Dissemination and Record Management**5 hours**

- Ensuring proactive information dissemination by public authorities.
- The importance of proper record management and digitization.
- Challenges and best practices in maintaining and sharing records.
- Online portals and platforms for filing RTI applications.

Practicum

1. Analyzing real-world case studies of successful RTI applications.
2. Practical exercises in drafting effective RTI applications.
3. Applying RTI principles to diverse scenarios.

Textbooks

Bhargava, G. (2007). *The Right to Information Act in India: Concepts and Problems*. Oxford University Press.

Reference Books

Agrawal, A., & Goyal, R. K. (Eds.). (2012). *Transparency and Accountability in Governance and Politics: Perspectives from India and the Moduleed Kingdom*. Routledge.

	Evaluation Component	Weightage (%)
1	Quiz/Group Discussion/Case Studies	20
2	Project Presentation	20
3	Attendance	10
4	End Term Examination	50


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VAC005	Understanding Music in Films
Contact Hours	35 Hours
Prerequisite	Nil

Course Description

This course offers a comprehensive exploration of the intricate relationship between music and cinema, focusing on the pivotal role of music in enhancing storytelling, evoking emotions, and shaping the overall cinematic experience. Through a blend of theoretical insights, practical exercises, and in-depth analyses of iconic film scores, students will develop a nuanced understanding of how music is intricately woven into the fabric of filmmaking. By the end of the course, students will be equipped with the knowledge and skills to critically analyze, appreciate, and contribute to the world of music in films.

Course Objectives

1. Analyse various musical techniques employed in film scoring.
2. Evaluate the role of cultural and genre-specific influences on film music, and how they contribute to cinematic storytelling.
3. Apply foundational music theory concepts to the creation and analysis of film scores.
4. Examine how music evokes emotions, establishes mood, and contributes to the overall emotional impact of a film.
5. Explore the representation of different cultural traditions and musical styles in film scores, understanding their cultural context and impact.
6. Communicate effectively about film music concepts, analysis, and creative choices through written and verbal presentations.

Course Content

Module I: Introduction to Film Music

4 hours

- The role of music in films: historical perspective and evolution.
- Elements of film scoring: melody, harmony, rhythm, and orchestration.
- Music's influence on audience perception and emotion.

Module II: Film Music and Narrative

4 hours

- Music as a narrative tool: enhancing plot development and character arcs.
- Types of musical themes and motifs.
- Case studies: Analyzing iconic film scores for narrative effectiveness.

Module III: Musical Genres and Styles in Films

4 hours

- Exploring various musical genres and styles in film: classical, jazz, electronic, etc.
- Significance of genre-appropriate music for different film genres (e.g., horror, romance, action).
- Incorporating cultural and historical influences into film music.


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Module IV: Music's Emotional Impact**4 hours**

- How music evokes emotions and enhances audience engagement.
- Techniques for creating tension, suspense, excitement, and melancholy through music.
- Analyzing specific scenes to understand emotional manipulation through music.

Module V: Collaboration and the Filmmaking Process**4 hours**

- The relationship between composers, directors, and other creative professionals.
- Effective communication between filmmakers and composers.
- Case studies: Collaborative success stories and challenges in film scoring.

Module VI: Technical and Practical Aspects of Film Scoring**4 hours**

- Basics of music synchronization and timing with visual elements.
- Creating musical cues: underscoring, leitmotifs, and mickey-mousing.
- Introduction to digital audio workstations (DAWs) for film scoring.

Module VII: Film Music Analysis and Critique**4 hours**

- Developing critical listening skills for analyzing film scores.
- Identifying key musical elements and their effects on the viewer.
- Group discussions and peer feedback on selected film music excerpts.

Module VIII: Film Music and Cultural Context**3 hours**

- Examining cultural considerations in film music composition and selection.
- Cross-cultural influences and appropriation in film scores.
- Exploring non-Western musical traditions in film.

Module IX: Film Music and Innovation**4 hours**

- Evolution of experimental and unconventional approaches to film music.
- Examining trends in modern film scoring and the integration of electronic elements.
- Exploring the use of silence and the absence of music for dramatic effect.

Practicum

1. Project Work on film music analysis or composition.
2. Reflections on the course and its impact on understanding music in films.
3. Presentation on how different cultures and musical traditions have been represented and incorporated in film scores.

Textbooks

Burlingame, J. (2014). *Sound and Vision: 60 Years of Motion Picture Soundtracks*. Watson-Guptill.

Karlin, F., & Wright, R. (2004). *On the Track: A Guide to Contemporary Film Scoring*. Routledge.

Brown, R. (2017). *Overtones and Undertones: Reading Film Music*. University of California Press.

Whittington, W. (2007). *Sound Design and Science Fiction*. University of Texas Press.

Reference Books

Cooke, M. (2008). *A History of Film Music*. Cambridge University Press.

Prendergast, R. M. (1992). *Film Music: A Neglected Art*. W. W. Norton & Company.

Goldmark, D., Kramer, L., & Leppert, R. (2007). *Beyond the Soundtrack: Representing Music in Cinema*. University of California Press.

Wierzbicki, J. (2009). *Film Music: A History*. Routledge.

	Evaluation Component	Weightage (%)
1	Quiz/Assignment/Presentation	20
2	Project	20
3	Attendance	10
4	End Term Examination	50


Registrar
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VAC006	Certificate in Yoga for Wellness
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

The Certificate in Yoga for Wellness program offers a comprehensive exploration of yoga's profound impact on holistic well-being. This course delves into the philosophy, practice, and science of yoga, equipping participants with the knowledge and skills to promote wellness through ancient techniques. Students will develop a deep understanding of yoga's physical, mental, and spiritual dimensions, enabling them to guide individuals toward optimal health and balance.

Course Objectives

1. Demonstrate a thorough understanding of the history, philosophy, and principles of yoga.
2. Apply a variety of yoga postures (asanas) and breathing techniques (pranayama) to enhance physical flexibility, strength, and balance.
3. Explore meditation and mindfulness practices to improve mental clarity, stress management, and emotional well-being.
4. Analyze the physiological and psychological benefits of yoga, and articulate its role in promoting overall health.
5. Incorporate yogic principles into a holistic approach to wellness and lifestyle management.

Course Content

Module I: Introduction to Yoga and Wellness

5 hours

- History and Philosophy of Yoga.
- Yogic Lifestyle and Ethics.
- Cultural and Global Perspectives.

Module II: Foundations of Yoga Practice

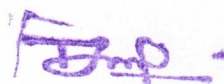
10 hours

- Asanas (Yoga Postures) and Alignment.
- Pranayama (Breath Control).

Module III: Meditation and Mindfulness Techniques

10 hours

- Anatomy and Physiology in Yog.
- Body Systems and Yoga.
- Benefits and Contraindications.
- Yoga for Stress and Anxiety Management.



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Module IV: Yoga for Wellness Applications

5 hours

- Yoga for Physical Fitness and Flexibility.
- Yoga for Emotional Balance.
- Yoga for Chronic Health Conditions.

Practicum

1. Surya Namaskar
2. Selected Asana
3. Pranayama
4. Concentration on Bhramadhy
5. Project Work (effect of everyday concentration on the breath) reflections to be compiled in the form of a Project report.

Textbooks

Desikachar, T. K. V. (2016). *The Heart of Yoga: Developing a Personal Practice*. Publisher.

Iyengar, B. K. S. (2009). *Light on Yoga*. Publisher.

Reference Books

Khalsa, S. B. S., & McCall, T. (2016). *The Kundalini Yoga Experience: Bringing Body, Mind, and Spirit Together*. Publisher.

Telles, S., & Dash, M. (2018). *Yoga: Its Basis and Applications*. Publisher.

	Evaluation Component	Weightage (%)
1	Demonstration/Practical Activities during Yoga Sessions	20
2	Project	20
3	Attendance	10
4	End Term Examination	50


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VAC007	Financial Literacy
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

The course on financial literacy is designed to empower students with essential knowledge and skills to effectively manage their personal finances, make informed financial decisions, and achieve financial well-being. It combines theoretical concepts with practical applications, enabling students to navigate real-world financial challenges confidently.

Course Objectives

1. Understand fundamental financial concepts and terminology.
2. Develop a comprehensive budget and manage personal finances effectively.
3. Make informed decisions about saving, investing, and borrowing.
4. Evaluate and compare different types of financial products and services.
5. Analyze and interpret financial statements to assess personal financial health.
6. Apply strategies for mitigating financial risks and planning for the future.

Course Content

Module I: Introduction to Financial Literacy

4 hours

- Importance of financial literacy.
- Basic financial concepts and terminology.
- Budgeting and Personal Finance Management.

Module II: Creating a Budget

4 hours

- Tracking expenses and managing cash flow.
- Goal setting and financial planning.
- Savings and Investments.

Module III: Types of savings accounts

4 hours

- Introduction to investment options (stocks, bonds, mutual funds, etc.).
- Risk and return trade-offs.
- Borrowing and Debt Management.

Module IV: Types of credit (credit cards, loans)

4 hours

- Understanding interest rates and credit scores.
- Managing debt and avoiding debt traps.
- Financial Products and Services.

Module V: Banking services

4 hours

- Insurance products (life, health, property)
- Retirement accounts (401(k), IRA)

- Financial Statements and Personal Financial Health

Module VI: Reading and interpreting income statements and balance sheets 5 hours

- Calculating net worth and assessing financial health.
- Financial Planning and Risk Management.

Module VII: Setting Financial Goals

5 hours

- Building an emergency fund.
- Mitigating financial risks (insurance, estate planning).

Practicum

1. Numerical questions pertaining to each Module wherever applicable should be practiced.
2. Building a dummy portfolio of stocks and tracking their returns.
3. Conduct a financial literacy survey among at least 25 respondents to measure the level of financial literacy and share the findings in the awareness in the form of a report.
4. File a dummy IT return to get hands-on experience with e-filing.

Textbooks

Kapoor, J. R., Dlabay, L. R., & Hughes, R. J. (2006). *Personal Finance*. Publisher.
Gitman, L. J., Joehnk, M. D., & Billingsley, R. (2016). *Personal Financial Planning*. Publisher.

Reference Books

Madura, J. (2016). *Personal Finance*. Publisher.
Keown, A. J. (2018). *Personal Finance: Turning Money into Wealth*. Publisher.

	Evaluation Component	Weightage (%)
1	Quiz/Group Discussion/Assignments	20
2	Project/Portfolio	20
3	Attendance	10
4	End Term Examination	50


Registrar
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Sohna Road, Gurugram (Haryana)

VAC008	First Aid and Emergency Care
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course provides students with comprehensive knowledge and practical skills in first aid and emergency care. It covers a wide range of scenarios, equipping learners with the ability to respond effectively and confidently to various medical emergencies. The course emphasizes hands-on training, interactive simulations, and real-world case studies to enhance understanding and application of first aid principles.

Course Objectives

1. Demonstrate a clear understanding of the principles and importance of first aid in emergency situations.
2. Identify and assess different types of medical emergencies and provide appropriate initial care.
3. Apply proper techniques for CPR (Cardiopulmonary Resuscitation), wound care, and immobilization of injuries.
4. Effectively communicate with emergency medical services and provide the necessary information.
5. Demonstrate teamwork and leadership skills in managing emergency scenarios.

Course Content

Module I: Introduction to First Aid and Emergency Care

4 hours

- Importance of First Aid and its role in emergency situations.
- Legal and ethical considerations in providing first aid.
- Chain of survival and emergency response systems.

Module II: Basic Life Support (BLS) and CPR

5 hours

- Recognizing cardiac arrest and respiratory emergencies.
- Hands-on practice of CPR techniques on adults, children, and infants.
- Use of automated external defibrillators (AEDs).

Module III: Wound Management and Bleeding Control

5 hours

- Types of wounds and their classifications.
- Proper wound cleaning, dressing, and bandaging.
- Techniques to control bleeding and prevent infection.

Module IV: Musculoskeletal Injuries and Immobilization

5 hours

- Assessment and splinting of fractures and dislocations.
- Immobilization techniques for different body parts.
- Treating sprains, strains, and soft tissue injuries.

Module V: Medical Emergencies

4 hours

- Recognition and initial care of heart attacks and strokes.
- Allergic reactions, anaphylaxis, and administration of epinephrine.



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- Diabetic emergencies and seizures.

Module VI: Environmental and Trauma Emergencies

3 hours

- Heat-related illnesses and hypothermia.
- Assessment and management of head, neck, and spinal injuries.
- Handling burns, bites, and stings.

Module VII: Pediatric and Geriatric First Aid

4 hours

- Special considerations for infants, children, and elderly individuals
- Childproofing and preventing common childhood accidents
- Elderly falls and health complications

Practicum

1. CPR on a mannequin, treating burns, immobilizing fractures, managing allergic reactions
2. Setting up a mock disaster scenario for the students to practice triaging and prioritizing patients based on the severity of their injuries.
3. Practice different bandaging techniques.
4. Practice calling emergency services, providing first aid, and using basic medical equipment like AEDs (Automated External Defibrillators).
5. Organize workshops for the local community to teach basic first aid skills.

Textbooks

Furst, J. (2015). *The Complete First Aid Pocket Guide*. Ulysses Press.

Reference Books

American Academy of Orthopedic Surgeons. (2016). *Emergency Care and Transportation of the Sick and Injured*. Jones & Bartlett Learning.

Le, T., & Bhushan, V. (2017). *First Aid for the USMLE Step 1*. McGraw-Hill Education.

	Evaluation Component	Weightage (%)
1	Participation in Practicum activities	20
2	Assignments/Presentations	20
3	Attendance	10
4	End Term Examination	50


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 Sohna Road, Gurugram (Haryana)

VAC009	Ayurveda and Nutrition
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This comprehensive course offers participants an in-depth understanding of Ayurveda principles and their application in nutrition and wellness. Participants will explore the foundations of Ayurvedic philosophy, dietary practices, and lifestyle recommendations to promote holistic health and balance. The course integrates traditional wisdom with modern nutritional science, equipping learners with practical skills to make informed dietary choices and create personalized wellness plans.

Course Objectives

1. Explain the fundamental concepts of Ayurveda and its role in promoting holistic well-being.
2. Identify individual dosha (constitution) types and their implications for dietary and lifestyle choices.
3. Analyze various dietary components and their effects on different dosha types.
4. Design personalized nutrition plans based on Ayurvedic principles for improved health.
5. Apply Ayurvedic guidelines to address common health concerns and imbalances.

Course Content

Module I: Introduction to Ayurveda and Nutrition

5 hours

- Origins and principles of Ayurveda.
- Integration of Ayurvedic philosophy with modern nutrition science.
- Ayurvedic approach to holistic health and wellness.

Module II: Doshas and Prakriti (Constitution)

4 hours

- Understanding Vata, Pitta, and Kapha doshas.
- Assessing individual prakriti (constitution) and its significance.
- Balancing doshas through diet and lifestyle modifications.

Module III: Ayurvedic Nutrition Basics

4 hours

- Six tastes and their effects on dosha balance.
- Guidelines for balanced and mindful eating.
- Ayurvedic food classifications and their nutritional value.

Module IV: Dietary and Lifestyle Practices

4 hours

- Ayurvedic perspectives on meal planning and timing.
- Seasonal eating and its impact on well-being.
- Incorporating Ayurvedic practices into daily routines.

Module V: Ayurvedic Herbs and Spices

4 hours

- Role of herbs and spices in Ayurvedic cooking.
- Herbal remedies for digestion, immunity, and stress.
- Preparing Ayurvedic herbal infusions and teas.

Module VI: Addressing Common Health Concerns**5 hours**

- Ayurvedic approaches to digestion and metabolism.
- Managing weight, energy, and stress through Ayurvedic nutrition.
- Ayurveda for skin health, detoxification, and anti-aging.

Module VII: Ayurvedic Cooking and Culinary Techniques**4 hours**

- Cooking methods and their impact on dosha balance
- Creating balanced Ayurvedic meals and recipes
- Ayurvedic food presentation and mindful eating practices

Practicum

1. Perform dietary assessments for individuals, analyzing their current eating habits and comparing them to Ayurvedic principles.
2. Creating Ayurvedic-inspired meal plans for different body types or doshas.
3. Role-play scenarios where students act as Ayurvedic practitioners and conduct mock consultations with clients.

Textbooks

Halpern, M., & Frawley, D. (2004). *Healing Your Life: Lessons on the Path of Ayurveda*. Lotus Press.

Sharma, H. (2006). *Ayurvedic Healing Cuisine: 200 Vegetarian Recipes for Health, Balance, and Longevity*. Healing Arts Press.

Reference Books

Lad, V. (1992). *The Complete Book of Ayurvedic Home Remedies*. Harmony.

	Evaluation Component	Weightage (%)
1	Participation in Practicum activities	20
2	Assignments/Presentations	20
3	Attendance	10
4	End Term Examination	50


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K.R. Mangalam University
Sohna Road, Gurugram (Haryana)

VAC010	Academic Writing for Impact and Influence
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to equip students with essential skills and knowledge in academic writing. Through a comprehensive exploration of various writing styles, research techniques, and critical thinking, participants will develop the ability to effectively communicate ideas in scholarly and professional contexts.

Course Objectives

1. Understand the principles of academic writing, including structure, clarity, and coherence.
2. Conduct thorough research using reputable sources and integrate findings into written work.
3. Analyze and critically evaluate sources to support arguments and viewpoints.
4. Apply proper citation and referencing techniques, following APA guidelines.
5. Develop effective time management strategies for the writing process.

Course Content

Module I: Introduction to Academic Writing

5 hours

- Understanding academic writing styles.
- Differentiating between academic and non-academic writing.

Module II: Research Skills for Academic Writing

5 hours

- Finding Credible Sources
- Note-taking and data organization.

Module III: Structuring Academic Documents

5 hours

- Creating clear and organized introductions, body paragraphs, and conclusions.
- Developing effective thesis statements.

Module IV: Critical Thinking and Analysis

5 hours

- Evaluating sources for reliability and relevance.
- Incorporating counterarguments and rebuttals.

Module V: APA Citation and Referencing

5 hours

- Learning APA citation style.
- Properly citing sources within the text and in the reference list.

Module VI: Revision and Proofreading

5 hours

- Strategies for self-editing and revision.
- Identifying and correcting grammar and punctuation errors.

Practicum

1. Peer review group interactions to exchange written work, provide constructive feedback.



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2. Writing persuasive pieces like blog posts or op-eds.
3. Group projects that require collaborative writing.

Textbooks

Giltrow, J., Gooding, R., & Burgoyne, D. (2014). *Academic Writing: Writing and Reading in the Disciplines*. Broadview Press.

Swales, J. M., & Feak, C. B. (2012). *Academic Writing for Graduate Students: Essential Tasks and Skills*. University of Michigan Press.

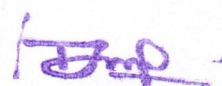
Reference Books

Belcher, W. L. (2014). *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success*. University of Chicago Press.

Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & Fitzgerald, W. T. (2016). *The Craft of Research*. University of Chicago Press.

Strunk, W., White, E. B., & Kalman, M. (2000). *The Elements of Style*. Pearson.

	Evaluation Component	Weightage (%)
1	Quiz/Assignments/Group Discussions	20
2	Project Presentation	20
3	Attendance	10
4	End Term Examination	50



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VAC011	Public Speaking for Success
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to enhance participants' communication skills and confidence in delivering effective public speeches. Through interactive sessions, practical exercises, and personalized feedback, participants will develop the necessary techniques and strategies to become compelling and impactful public speakers.

Course Objectives

1. Develop and refine public speaking skills through practice and self-assessment.
2. Apply effective techniques for structuring and delivering persuasive speeches.
3. Overcome public speaking anxiety and build self-confidence.
4. Utilize vocal variety, body language, and visual aids to engage and captivate an audience.
5. Adapt communication style to different audiences and contexts.

Course Content

Module I: Introduction to Public Speaking

3 hours

- Importance of public speaking skills.
- Overcoming public speaking apprehension.
- Building self-confidence.

Module II: Speech Preparation and Organization

3 hours

- Selecting and narrowing a topic.
- Structuring the speech (Introduction, Body, Conclusion).
- Creating a compelling thesis statement.

Module III: Delivery Techniques

4 hours

- Vocal variety and modulation
- Effective use of gestures and body language
- Eye contact and audience engagement

Module IV: Persuasive Speaking

4 hours

- Developing persuasive arguments.
- Incorporating ethos, pathos, and logos.
- Handling questions and counterarguments.

Module V: Visual Aids and Technology

4 hours

- Designing impactful visual aids (slides, props).
- Integrating technology for enhanced communication.
- Ensuring accessibility and clarity.

Module VI: Audience Analysis and Adaptation**4 hours**

- Understanding audience demographics.
- Tailoring content and language to different audiences.
- Adapting to various speaking contexts (informative, motivational, educational).

Module VII: Impromptu Speaking**4 hours**

- Thinking on your feet.
- Organizing thoughts quickly.
- Delivering coherent and effective impromptu speeches.

Module VIII: Speech Evaluation and Feedback**4 hours**

- Self-assessment techniques.
- Peer evaluation and constructive feedback.
- Incorporating feedback for continuous improvement.

Practicum

1. Students will deliver short, impromptu speeches on various topics.
2. Each student will prepare and deliver an informative speech.
3. In small groups, students will collaborate on a presentation.
4. After each speech, students will self-evaluate and receive feedback from peers, reflect on strengths and areas for improvement.

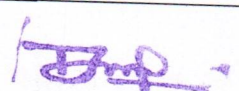
Textbooks

Smith, J. A. (2021). Public Speaking: Techniques and Strategies. Pearson Education

Reference Books

Johnson, R. L. (2019). The Art of Persuasion: A Guide to Effective Public Speaking. Random House.

	Evaluation Component	Weightage (%)
1	Quiz/Assignments/Group Discussions	20
2	Project Presentation	20
3	Attendance	10
4	End Term Examination	50


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VAC012	Environmental Ethics
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course explores the ethical dimensions of environmental issues, focusing on the moral responsibilities and values associated with human interactions with the natural world. Students will examine various philosophical approaches to environmental ethics and apply these concepts to contemporary environmental challenges.

Course Objectives

1. Understand the major theories and philosophies of environmental ethics.
2. Analyze and evaluate ethical dilemmas related to the environment.
3. Apply ethical frameworks to real-world environmental issues.
4. Develop a personal ethical stance on environmental matters.
5. Communicate effectively about environmental ethics through written and oral assignments.

Module I: Introduction to Environmental Ethics

4 hours

- Definition and scope of environmental ethics.
- Historical context and development of environmental ethics.
- Importance of ethical considerations in environmental decision-making.

Module II: Anthropocentrism and Biocentrism

4 hours

- Anthropocentric ethics and human-centered perspectives.
- Biocentric ethics and the intrinsic value of non-human entities.
- Case study: Preservation vs. Utilization of natural resources.

Module III: Ecocentrism and Deep Ecology

4 hours

- Eco centric ethics and holistic approaches to the environment.
- Deep Ecology principles and the interconnectedness of all life.
- Application of deep ecological principles to environmental policy.

Module IV: Ethical Theories and Environmental Issues

4 hours

- Utilitarianism and environmental consequences.
- Deontology and duties toward nature.
- Virtue ethics and cultivating environmental virtues.

Module V: Environmental Justice**4 hours**

- Principles of environmental justice and fairness.
- Intersectionality and marginalized communities.
- Case study: Environmental racism and its ethical implications.

Module VI: Sustainability and Future Generations**4 hours**

- Intergenerational ethics and obligations to future generations.
- Sustainable development and the ethics of resource use.
- Balancing short-term gains with long-term ecological health.

Module VII: Animal Ethics and Biodiversity**4 hours**

- Moral status of animals and animal rights.
- Speciesism and ethical considerations in conservation.
- Ethical challenges in factory farming and wildlife management.

Module VIII: Climate Change Ethics**4 hours**

- Ethics of climate change mitigation and adaptation.
- Responsibilities of individuals, governments, and corporations.
- Just transitions and ethical dimensions of climate policies.

Module IX: Environmental Activism and Personal Action**4 hours**

- Role of activism in promoting environmental ethics.
- Effective communication and advocacy strategies.
- Implementing ethical principles in everyday life.

Practicum

1. Visit a local natural reserve, park, or wildlife sanctuary to observe and discuss ethical considerations related to conservation and human impact.
2. Collaborate with local environmental organizations, NGOs, or community groups working on conservation and sustainability initiatives.
3. Screen documentaries or films that highlight environmental challenges and ethical dilemmas, followed by group discussions and reflections on the ethical implications presented.
4. Students create personal environmental ethics statements or action plans outlining how they will integrate ethical considerations into their daily lives, consumption choices, and interactions with the environment.


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Textbooks

- Baird, C., & Rosenbaum, S. (Eds.). (2004). *Environmental Ethics: The Big Questions*. Blackwell Publishing.
- DesJardins, J. R. (2013). *Environmental Ethics: An Introduction to Environmental Philosophy*. Wadsworth Publishing.
- Rolston III, H. (2003). *Environmental Ethics: Duties to and Values in the Natural World*. Temple University Press.

Reference Books

- Attfield, R. (2003). *Environmental Ethics: An Overview for the Twenty-First Century*. Polity Press.
- Brennan, A., & Lo, Y. Y. (Eds.). (2002). *Environmental Ethics: Readings in Theory and Application*. Oxford University Press.
- Light, A., & Rolston III, H. (Eds.). (2003). *Environmental Ethics: An Anthology*. Wiley-Blackwell.
- Norton, B. G. (1987). *Why Preserve Natural Variety?* Princeton University Press.
- Taylor, P. W. (1981). *Respect for Nature: A Theory of Environmental Ethics*. Princeton University Press.

	Evaluation Component	Weightage (%)
1	Case Study Analysis/Assignments/Group Discussions/Debate	20
2	Reflective Essay/Project Presentation	20
3	Attendance	10
4	End Term Examination	50


Registrar
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Sohna Road, Gurugram (Harvana)

VAC013	Excel in Robotics and Technology
Contact Hours	35 Hours
Prerequisite	Nil

Course Description

This course is designed to equip students with advanced Excel skills specifically tailored for applications in the fields of robotics and technology. Participants will learn how to harness Excel's capabilities to effectively analyze, manipulate, and present data generated from robotics projects, sensor measurements, experiments, and simulations. The course will also cover automation techniques and integration with other tools commonly used in these industries.

Course Objectives

1. Apply advanced Excel functions and formulas to analyze and interpret data in robotics and technology contexts.
2. Visualize data through dynamic charts, graphs, and PivotTables to gain insights and facilitate decision-making.
3. Clean and preprocess data, handling challenges such as missing values, duplicates, and outliers.
4. Utilize statistical techniques to extract meaningful information from robotics-related data.
5. Create and execute Macros using VBA for automating tasks and enhancing efficiency.
6. Integrate Excel with other software/tools used in robotics and technology projects.
7. Address ethical considerations and data security concerns related to data handling and analysis.

Course Content

Module I: Introduction to Excel for Robotics and Technology

5 hours

- Overview of Excel's capabilities and its relevance in robotics and technology.
- Understanding the importance of data analysis and management in these fields.

Module II: Advanced Excel Functions

5 hours

- Using advanced functions such as VLOOKUP, HLOOKUP, INDEX-MATCH, and more for data retrieval.
- Mastering logical functions (IF, AND, OR) for decision-making and data filtering.

Module III: Data Visualization Techniques

5 hours

- Creating dynamic charts and graphs to visualize robotic performance metrics, sensor data, etc.

- Using PivotTables for interactive data summarization and analysis.

Module IV: Data Cleaning and Preparation

5 hours

- Techniques to clean and preprocess data from sensors, experiments, or simulations.
- Dealing with missing values, duplicates, and outliers.

Module V: Statistical Analysis with Excel

5 hours

- Applying statistical functions (AVERAGE, STDEV, etc.) to analyze experimental results.
- Conducting hypothesis testing and regression analysis for robotics-related data.

Module VI: Automating Tasks with Macros and VBA

5 hours

- Introduction to Excel Macros and Visual Basic for Applications (VBA) programming.
- Creating custom functions and automating repetitive tasks in robotics projects.

Module VII: Integration with Other Tools

5 hours

- Importing and exporting data between Excel and other software/tools used in robotics and technology.
- Collaborative data sharing and integration with cloud platforms.

Module VIII: Project Management and Planning

5 hours

- Using Excel for project scheduling, resource allocation, and progress tracking.
- Gantt charts and timeline visualization for robotics project management.

Module IX: Real-world Case Studies

5 hours

- Analyzing real-world scenarios and datasets from robotics and technology projects.
- Identifying insights and making data-driven decisions.

Module X: Ethical Considerations and Data Security

5 hours

- Addressing ethical concerns related to data handling and analysis in robotics and technology.
- Implementing data security measures while working with sensitive information.

Practicum

1. Students will work on robotics-related datasets, performing data analysis and creating visualizations to extract insights.
2. Students will develop Macros using VBA to automate repetitive tasks, enhancing productivity.
3. Students will create project management tools using Excel, such as Gantt charts, to plan and track robotics projects.
4. Students will analyze real-world robotics data using statistical functions and techniques.
5. Students will explore the integration with cloud platforms and collaborating on shared Excel workbook.

Textbooks

Smith, J. A. (2018). *Excel for Robotics and Technology*. TechBooks Inc.

Reference Books

Siciliano, B., Sciavicco, L., Khatib, O., & Siciliano, L. (2010). *Springer Handbook of Robotics*. Springer.

	Evaluation Component	Weightage (%)
1	Assignments/Group Discussions/Debates	20
2	Project	20
3	Attendance	10
4	End Term Examination	50


Registrar
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Gurgaon Road Gurugram (Haryana)

VAC014	Decision-Making Skills for Success
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course focuses on developing essential decision-making skills to enhance personal and professional success. Students will explore various decision-making models, principles, and strategies, and engage in practical exercises and case studies to strengthen their ability to make well-informed and effective decisions in various contexts.

Course Objectives

1. Recognize the fundamental concepts and theories of decision-making.
2. Analyze and evaluate decision-making models and techniques.
3. Apply critical thinking skills to gather relevant information for decision-making.
4. Develop strategies to enhance decision-making in both personal and professional situations.
5. Practice ethical decision-making and consider the broader impacts of choices.
6. Improve communication and collaboration skills for effective decision-making in group settings.

Course Content

Module I: Introduction to Decision-Making

4 hours

- Defining decision-making and its significance.
- The decision-making process: stages and components.

Module II: Decision-Making Models and Theories

4 hours

- Rational decision-making model.
- Bounded rationality and satisficing.
- Prospect theory and behavioral economics.
- Intuitive decision-making.

Module III: Information Gathering and Analysis

4 hours

- Identifying sources of information.
- Data collection and analysis techniques.
- Critical thinking and problem-solving skills.

Module IV: Decision-Making Strategies

4 hours

- Cost-benefit analysis.

- SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).
- Decision trees and scenario analysis.
- Risk assessment and management.

Module V: Ethical and Social Considerations

4 hours

- Ethical decision-making frameworks.
- Considering social and cultural factors.
- Long-term consequences and sustainability.

Module VI: Group Decision-Making

- Group dynamics and decision-making.
- Facilitation techniques.
- Conflict resolution and consensus-building.

Module VII: Learning from Decisions

- Post-decision evaluation.
- Adapting to changing circumstances.
- Continuous improvement and learning.

Practicum

1. Analysis of real-world case studies from different industries and contexts.
2. Use decision-making simulation software or games to create immersive scenarios where participants must make decisions under time pressure and resource constraints.
3. Divide participants into groups and assign them a specific scenario or problem to solve.
4. Group discussions on ethical dilemmas related to decision-making.
5. Creating role-playing scenarios that require participants to make decisions in interpersonal or professional settings.

Textbooks

Hammond, J. S., Keeney, R. L., & Raiffa, H. (2015). *Smart Choices: A Practical Guide to Making Better Decisions*. Broadway Books.

Bazerman, M. H., & Moore, D. A. (2018). *Judgment in Managerial Decision Making*. Wiley.

Reference Books

Janis, I. L., & Mann, L. (1977). *Decision Making: A Psychological Analysis of Conflict, Choice, and Commitment*. Free Press.

Kahneman, D. (2011). *Thinking, Fast and Slow*. Farrar, Straus and Giroux.

Sunstein, C. R. (2015). *Choosing Not to Choose: Understanding the Value of Choice*. Oxford University Press.

Tversky, A., & Kahneman, D. (1986). Rational Choice and the Framing of Decisions. *The Journal of Business*, 59(4), S251-S278.

	Evaluation Component	Weightage (%)
1	Assignments/Group Discussions/Role Play	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50



Registrar
K.R. Mangalam University
Gurgaon, Gurugram (Haryana)

VAC015	Elevate Your Photography Skills
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to help students enhance their photography skills and creative vision. Through a combination of theoretical knowledge, practical exercises, and hands-on experience, participants will learn to capture compelling images, master technical aspects, and refine their artistic style. The course aims to empower participants to take their photography to new heights and express their unique perspectives through visual storytelling.

Course Objectives

1. Understand the fundamental principles of photography, including composition, lighting, and perspective.
2. Demonstrate proficiency in using various camera settings and equipment.
3. Apply creative techniques to capture visually engaging and impactful images.
4. Develop a personal photography style and artistic vision.
5. Critically analyze and provide constructive feedback on photographs.
6. Utilize post-processing tools and techniques to enhance images.
7. Exhibit a portfolio of photographs showcasing technical skills and artistic growth.

Course Content

Module I: Introduction to Photography

4 hours

- History and evolution of photography.
- Basic principles of exposure, aperture, shutter speed, and ISO.
- Types of cameras and lenses.

Module II: Composition and Visual Storytelling

4 hours

- Rule of thirds and other compositional techniques.
- Framing, leading lines, and symmetry.
- Using color and contrast to enhance storytelling.

Module III: Lighting and Mood

4 hours

- Natural and artificial lighting.
- Golden hour and blue hour photography.
- High-key and low-key lighting effects.

Module IV: Exploring Different Genres

4 hours

- Portrait photography: posing and capturing emotions.
- Landscape photography: capturing vast scenes and depth.

- Macro photography: capturing intricate details.

4 hours

Module V: Technical Mastery

- Advanced camera settings: manual mode, exposure compensation, and white balance.
- Focus techniques: depth of field, autofocus modes, and manual focus.

5 hours

Module VI: Creative Techniques

- Long exposure photography: capturing motion and creating dreamy effects.
- HDR photography: merging multiple exposures for dynamic range.
- Bokeh and selective focus: isolating subjects from backgrounds.

5 hours

Module VII: Developing a Personal Style

- Finding inspiration and developing a unique vision.
- Creating a cohesive portfolio.
- Photography projects and themes.

4 hours

Module VIII: Post-Processing and Editing

- Introduction to photo editing software.
- Basic and advanced editing techniques.
- Retouching, color correction, and creative effects.

Practicum

1. Photography Sessions- Students will engage in a series of photography sessions that cover various genres such as portraits, landscapes, and macro photography.
2. Creative Techniques Exploration- Students will experiment with creative techniques discussed in the course, such as long exposure, HDR, and bokeh effects.
3. Group Critique- After each photography session, students will gather for group critique sessions. They will share their captured images with the class and receive constructive feedback from both instructors and peers.
4. Portfolio Development- Students will work on building a portfolio of their best images.
5. Photography Projects- Students will have the opportunity to work on individual or group photography projects. These projects could revolve around a specific theme, subject, or creative concept.

Textbooks

Freeman, M. (2017). *The Photographer's Eye: Composition and Design for Better Digital Photos*. Focal Press.

Langford, M., & Bilissi, E. (2015). *Langford's Basic Photography: The Guide for Serious Photographers*. Focal Press.

Reference Books

Adams, A. (1980). *The Print*. Bulfinch Press.

Peterson, B. (2017). *Understanding Exposure: How to Shoot Great Photographs with Any Camera*. Amphoto Books.

	Evaluation Component	Weightage (%)
1	Assignments/Group Work	20
2	Project/Portfolio	20
3	Attendance	10
4	End Term Examination	50


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