

## **Add-on Course on Office Automation**

**Objective of the course:** To enable students use computer in their day to day life by making them familiar with commonly used word processing software and internet tools.

**Outcome of the course:** Students will become computer and internet friendly. Students may become self-dependent as they may earn in society using the soft wares. Their employability will also be enhanced in different public/ private sectors as the digitalization has been included in all sectors of life.

**Course Details:** The course contains four modules MS-Word, MS-Excel, MS-PowerPoint and Internet & Email having both theory and Practical classes.

**Module-I MS-Word** (Theory-5, Practical-4)  
(Teacher-Dr. Roshan Lal, Mr. Naveen Monga)

Text Basics, Text Editing, Formatting & Saving, Tables, Proofing & Printing, Macros, Hyperlinks, Bookmark, Mail Merge, Labels & Envelopes, Page Layout, Inserting objects.

**Module-II MS-Excel** (Theory-3, Practical-3)  
(Teacher-Mr. Adarsh Singh)

Workbook Introduction, Features, Formatting, Editing, Formulas, Sorting, Filtering, Pivot Table, Sharing of Data between worksheets, Chart, Graph

**Module-III PowerPoint** (Theory-5, Practical-4)  
(Teacher-Dr. Subhash Chander, Dr. Rajesh Verma)

PowerPoint Basics, Creating slides & applying themes, Manipulating & Enhancing Slides, Using PowerPoint view, Word Art, Clip Art, Smart Art, Working with objects: Inserting charts, shapes, tables, styles, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect, Printing the slides.

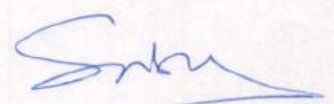
**Module-IV Internet & Email** (Theory-3, Practical-3)  
(Teacher-Ms. Ritu Jaglan)

What is Internet, Receiving Incoming Messages, Sending Outgoing Messages, Email addressing Email Attachments, Browsing, Search Engines, Text Chatting, Downloading video & Music How to save & print Data from Internet, Uploading Video or Music, Voice Chatting, Webcam Chatting etc., Introduction to Facebook, WhatsApp etc.

**Total hours:** 30

**Seats available:** 50

**Course Coordinator:** Dr. Subhash Chander Jaglan

  
9.11.19



# Pt. CLS Govt. College Sector 14, Karnal



## Syllabus for ADD-on/Short Term Certificate Course Course Name: Health and Hygiene



**Objective of the Course:** The objective of the course is to enable the students to learn about importance of health related topics, dangerous diseases, concept of hygiene and nutrients.

**Eligibility:** Students of UG and PG classes of all streams can apply for the course.

**Total Seats:** 50

**Duration:** 30 Hours

### Course Contents

- Health: Determinants of health, Mental health, Maintaining health, Role of science in health, Self-care strategies
- Health and Safety: Health and safety at work, Fire safety in the workplace, Smoking at work: the law, Workplace temperatures
- Hygiene: Concept of hygiene, Home and everyday life hygiene, Personal hygiene
- Nutrients: Carbohydrates, Fiber, Fat, Essential fatty acids, Protein, Minerals, Macrominerals, Trace minerals, Vitamins, Water

**Venue:** NSS Office

**Programme Incharge:** Dr. Sandeep Kumar

Mr. Ashu Kumar

  
Principal

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**APPLICATIONS ARE INVITED FOR ADD ON COURSE – TALLY. ERP 9**  
**COMMENCING FROM 1/1/2020**

**ABOUT**

Tally. ERP 9 is the wonderful accounting software available in the market. It's a business accounting and inventory management software. It provides an integrated business solution involving sales, finance, purchase, inventory, GST, Payroll etc.

**OBJECTIVE**

The objective of this course is to enable the students to be more employable by making them acquainted with this computerized accounting software.

**WHO CAN JOIN?**

Students of UG classes of Commerce Stream

**PREREQUISITES**

Basic accounting knowledge such as knowledge of Book-keeping, Journal, Ledgers etc.

**SEATS 200**

**DURATION 30 Hours**

**COURSE CONTENTS**

1. Introduction of computerized accounting & Installation of tally
2. Creation of company and security controls
3. Back-up, Restore & Splitting of data
4. Vouchers, Debit Notes & Credit Note in Tally
5. Budget Creation in Tally
6. Final Accounts in Tally
7. Interest Calculation in Tally
8. Stock Maintenance in Tally
9. Taxation (TDS & GST) in Tally
10. Payroll Processing in Tally

**Venue**

Department of Commerce, Pt. CLS Govt. College, Karnal

**Project Team**

Ms. Monika Bansal

Ms. Meenu

Dr. Karamjeet

Ms. Pooja

  
**Program Coordinator**

Dr. Surender Nagia

(Associate Professor in Commerce)

  
**Principal**

**(Interested Students may apply upto 30/09/2019)**



## Yoga & Meditation

### Certificate Course -----

Yoga & Meditation is beneficial in modern society. Main objective of course is for peace and happiness of humanity. Course provides basic knowledge about effects of yoga & meditation upon our health & mind. After successful completion of this course, the student should be able to

- Understand the yoga
- Use of yoga for health
- Clinical use for different diseases & deformities
- Balance their emotions
- Develop mental, physical, spiritual & moral potential
- Maintain social behaviour as per society requirement.
- Participants - Under Graduate & Post Graduate students with an interest in Yoga & Meditation

Prequisties:- Interest and Literary knowledge of Yoga. Pranayam & Meditation

Duration:- 30 hours

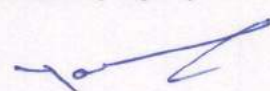
Theory	Practical
(5 Hours)	( 10 Hours)

### Course Outline –

1. Introduction of Yoga
2. Patanjali Eight Limbrd yoga
3. How to teach breathing exercise
4. Yoga streches
5. Yoga & Pranayam for better Physical & Mental Learn

- |  |           |             |
|--|-----------|-------------|
| 1. Introduction of Meditation                      | Theory    | Practical   |
| 2. How to teach basic meditation skills to anyone  | (5 Hours) | ( 10 Hours) |
| 3. Concerstraion techniques for quieting the mind. |           |             |
| 4. Simple yoga streaches to prepare for meditation |           |             |
| 5. Meditation and prayer                           |           |             |
- Information Technology use – youtube, channel through mobile, laptop & smart classrooms

Venue:  
Department of Physical Education  
Pt. Chiranjilal Sharma Govt College  
Karnal (Haryana)

  
Course Coordinator:  
Dr. Yashpal  
Associate Professor of  
Physical Education



# Pt. CLS Govt. College Sector 14, Karnal



## Syllabus for ADD-on/Short Term Certificate Course Course Name: First Aid



**Objectives of the Course:** This course introduces students to the fundamentals of safety, as well as first aid and basic life support procedures. It is designed to enable students to carry out appropriate first aid in an emergency situation. At the end of the course the students will be able to manage a casualty who is injured or suffers from a serious illness, while waiting for more qualified medical help to arrive.

**Eligibility:** Students of UG and PG classes of all streams can apply for the course.

**Total Seats:** 50

**Duration:** 30 Hours

### Course Contents

- Managing an Incident
- Priorities of First Aid
- Treatment of an Unconscious Casualty Who is Breathing – Recovery Position
- Treatment of An Unconscious Casualty Who is Not Breathing – CPR
- Importance of a Defibrillator and How to Use an AED
- Heart Attack and Angina
- Stroke Choking
- Shock Bleeding – Grazes, Splinters, Embedded Objects, Amputated Parts, Knocked Out Teeth, Mouth Injury, Eye Injury, Bruising, Nose Bleeds, Objects in Eyes, Ears, Nose...
- Burns and Scalds Head Injuries, Concussion, Compression & Skull Fracture
- Spinal Injuries- Breaks, Soft Tissue Injuries & Dislocations

**Venue:** NSS Office

**Programme Incharge:** Dr. Sandeep Kumar

Mr. Ashu Kumar

  
Principal

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## Syllabus of Wildlife Conservation

(Add-on Course in the department of Zoology)

Duration : 30 Hours

Maximum Marks: 50

Topic:

Marks allotted

- |  |   |    |
|--|---|----|
| 1. Fundamentals in Ecology                   | : | 5  |
| 2. IUCN, Threatened status and Biogeography  | : | 5  |
| 3. Wildlife and Human welfare                | : | 5  |
| 4. Taxonomy and Animal Systematics           | : | 5  |
| 5. Natural Resource Conservation             | : | 5  |
| 6. Role of Protected areas in                | : |    |
| 7. Conservation of flora and fauna.          | : | 5  |
| 8. In-situ and ex-situ conservation measures | : | 5  |
| 9. Status of conservation in Haryana.        | : | 5  |
| 10. Field survey and observation.            | : | 10 |

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Self Defence (Female) Syllabus (2019) (8)  
(odd semester)

Self defence : Introduction, Meaning, Need and importance

Hammer strike : concept, demo + practice

Groin kick : concept, demo + practice

Heel Palm strike : concept, demo + practice

Elbow strike : concept, demo + practice.

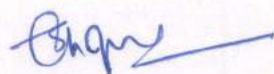
Alternative elbow strike

Escape from a bear hug attack : Precautions regarding  
bear hug attack

Escape from hand trapped

Escape from side head lock.

Practice session

  
Women - cell incharge

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PT. CHIRANJI LAL SHARMA GOVT. COLLEGE SECTOR-14, KARNAL

Add-On / Short Term Certificate Course

**DISASTER MANAGEMENT**

Department of Geography

Pt. C.L.Sharma Govt. College, Sector 14, Karnal



## Disaster Management Certificate Course-

Disaster management certificate course is primarily related to understand the risks prevalent around us in the nature. There are number of potential disaster and threat in the nature and how human being may check and control or accelerate it with different economic activities. Presently, the topic and contents of disaster management received attention from different stakeholders like government, planners, scientist to reduce the disasters impact on human being in different geographical locations.

The disaster management course is started to under graduate students in geography subject that they are well aware about the geographical phenomenon and processes operating in the natural environment. This course mainly comprises the contents, concepts and methodology associated with the disaster management and participants would be really enriched their knowledge about the disaster management.

The course aims and objectives would be as like

- Basic understanding of natural disasters and associated concepts
- Disaster types like natural and man made
- Disaster Risk assessment and management with team of experts
- Disaster response and role of state and central government agencies
- Case studies of natural disaster in different parts of India

### Participants and perquisite

Undergraduate students of geography subject to be enrolled and selection to enroll in the course would follow a screening test as if required and basic understanding of geographical processes is essential to undertake the course.

### Duration:

30 hours

### Course outline

#### 1. Introduction:

- Understanding Disaster Management
- Floods, drought, landslides and earthquakes
- Role of human being in disaster management
- Climate change and global warming



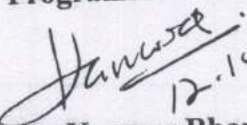
2. Basic understanding of Man Made Disaster
  - Basic concept of man made disaster
  - Nuclear and chemical disaster and its management
  - Study of deforestation and , water pollution, forest fires
3. Concept of Disaster preparedness
  - Understanding the concepts of prevention, preparedness and mitigation.
  - Assessment of role of community in disaster preparedness and understanding the needs of different vulnerable groups.
  - Prepare the repositories of material available in the area.
  - Disaster mitigation and prevention and their emerging trends.
4. Role of Rehabilitation , Reconstruction and Recovery
  - Brief understanding of concept of Rehabilitations, reconstruction and Recovery
  - Vulnerability assessment before and after the Disaster and future plan.
  - Survey of building and mapping more vulnerable and recoverable building with available resources and technology.

Venue:

Department of Geography

Pt. C.L.Sharma, Govt. College, Sector 14, Karnal (Haryana)

Programme Coordinator:

  
12.10.19  
Dr. Kanwar Bhan

Associate Professor, Geography

Email Id: [Kanwarbhanbishyer@gmail.com](mailto:Kanwarbhanbishyer@gmail.com)

Contact No: 9416219818

Head of Department, Geography

  
(Dr. Jarnail Singh)



## **ADD ON COURSE**

**Session : 2016-17**

**Course Name : Basic Statistics**

**Duration : 40 Hours (20 Hours Per Semester)**

**Syllabus for Semester I, MA (Psy) (July 2016 to Nov 2016)**

**Duration : 20 hrs**

1. Meaning of Statistics, Need & Importance of Statistics in Education & Psychology
2. Description & Inferential Statistics (Theoretical Explanation)
3. Measurement & Scales
4. Meaning of Data, organization of Data
5. Frequency Distribution, grouping Error Bar diagram, Pie Chart, Histogram Polygan & ogive.

**Semester – II (Jan 2017 to May 2017)**

**Duration – 20 hrs**

1. Measures of central tendency Mean, Median and Mode
2. Percentiles & Percentage
3. Range, Quartile Deviation
4. Standard Deviation
5. Correlation – Meaning, types : Rank differences, Pearson Correlation, Bio-serial Correlation, Multiple Correlation.

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**PT CHIRANJI LAL SHARMA GOVT COLLEGE KARNAL**

**SYLLABUS FOR ADD-ON COURSE**

Certificate course: **GARDENING AND FLORICULTURE**

**Objective:** To implement the basic and fundamental knowledge of floriculture industry, so that students can start up any small business after completing their graduation.


**Participants:** UG students studying Botany as a subject in graduation.

**Duration:** 30 hours.

**Course Framework:**

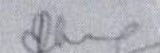
- Floriculture:
  1. An Introduction
  2. Commercial Floriculture
  3. Famous gardens of India
- Nursery:
  1. Layout, Structure and management
  2. Techniques of cutting, budding, grafting and layering
  3. Mycorrhiza and soil fertility management
  4. Plant growth regulators in floriculture
  5. Effects of light, temperature, mineral nutrients, fertilizers
- Indoor Gardening:
  1. Cultivation of plants in pots
  2. Cultivation of Cacti and succulents
  3. Vase life of flowers
  4. Hanging gardens
- Greenhouse plants
- Disease of flower crops and their control
- Small project will be given to the participant students

**VENUE: DEPARTMENT OF BOTANY**

  
**Programme co-ordinator: Dr. Ranjeet Singh**

**Faculty Members:**

- > Dr Laxmi Biban
- > Dr Rekha Jangra
- > Dr Richa Gupta
- > Dr. Priynaka Pal

  
(Principal)



## विषय - प्रयोजन मूलक हिन्दी एवं प्रयोग

1. प्रयोजन मूलक हिन्दी अर्थ, स्वरूप एवं परिभाषा
2. प्रयोजन मूलक हिन्दी: उपयोगिता एवं उपयोग
3. प्रयोजन मूलक हिन्दी के गुण
4. प्रयोजन मूलक हिन्दी के निर्माण में संलग्न विविध सम्प्रदाय
5. राष्ट्रीय सम्प्रदाय
6. अन्तर्राष्ट्रीय सम्प्रदाय
7. समन्वय सम्प्रदाय
8. पत्र-लेखन
9. अर्थात् सरकारी पत्र
10. शंकरकारी - पत्र
11. शापन लेखन
12. संक्षेपण
13. पल्लवण
14. रिपोर्ट तैयार करना
15. बैंकिंग हिन्दी का स्वरूप
16. न्यायलय हिन्दी का स्वरूप

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17/8/19

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सुनील रंज

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## SYLLABUS OF QUANTATIVE APTITUDE AND MATHEMATICAL REASONING

In every competitive examination there is a quantitative aptitude and reasoning question paper. Candidate should have good understanding of all the topics mentioned in the syllabus as the current day competitive examinations test the candidate's clarity of concept, speed of calculation and accuracy of the solution.

### TIER 1

**Arithmetic:** Number System, Percentage, Profit and loss, Simple interest, Compound interest, Average, Ratio, Proportion, Partnership, Mixture & Allegation, Time and Work, Pipes and Cisterns, Time, Speed and Distance, Problems on Train and Problems on Boat and Stream.

**Geometry:** Basics of Geometry, Triangle, Polygons, Circle and Miscellaneous.

### TIER 2

**Mensuration:** Triangle, Parallelogram, Rectangle, Pathway in a Rectangle, square Rhombus, Trapezium, Circle, Semi - Circle, Ring (shaded Region), Sector of a circle, Cube, Cuboid, Cylinder, Cone, Sphere, Hemisphere, Frustum, Right Prism, Pyramid and Tetrahedron.

**Data Interpretation:** Basic Concept, Bar graph, Pie charts, Table charts and Line graph.

### TIER 3

**Trigonometry:** Trigonometry Ratio Identities, Trigonometric values for Common angles, Sign of Trigonometric ratio, Range of Trigonometric Ratio, Range of  $m \sin \theta \pm n \cos \theta$ , Value of different trigonometric series, Trigonometric ratio of multiple angles and Compound angle.

**Height and Distance:** Angle of elevation, Angle of depression and Miscellaneous.

### TIER 4

**Verbal Reasoning:** Logical Sequence of words, Syllogism, Cause and effect, Venn diagrams, Analogy, Character puzzles, Classification, Arithmetic reasoning, Blood relation, Dice, Cube & Cuboid, Seating Arrangement, Direction sense test, Data sufficiency, Verification of truth.

**Non-Verbal Reasoning:** Embedded Figure, Paper Folding and cutting, Mirror Image, Water Image, Pattern Completion.

  
SANJIV KUMAR (H.O.D.)

DEPARTMENT OF MATHEMATICS



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## Syllabus for add on course

### Research Methodology: A Certificate course in the Subject of English

#### Objective:

The purpose of this course is to familiarise the students with the methods and resources used for research in English language and literature. It aims to put the students into contact with the tools necessary to carry out a research in a systematic manner.

#### Participants:

Students of M.A. English, having knowledge of English language and literature and inclination for research.

#### Duration:

30 hours

#### Course Framework:

This course covers the following topics:

- Introduction : Definition, aims and objectives of research
- Materials and tools of research
- Consulting library catalogue
- Mechanics of writing
- Documentation: citing sources in the text, preparing the list of works cited
- Methods of research: critical approaches and theories.

#### Venue:

Department of English

Pt. chiranji lal Sharma Govt. College, Karnal

Programme Coordinator

Dr. Nirmal Atri

Associate professor

19.8.2019

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PT. CHIRANJI LAL SHARMA GOVT. COLLEGE, SECTOR 14, KARNAL

Name of Add-On-Course: Research Methodology in History

Objective: To train the Post-Graduate students for doing research in the subject of History

Eligibility: Students of M.A. (Final) /M.A. (Previous) History

Total Seats: 20

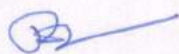
Duration: 30 Hours

Venue: P.G. Department of History, Pt. C.L.S. Govt. College, Sector-14, Karnal

COURSE CONTENTS

1. What is History: It's Nature, Scope and Subject matter
2. Survey of Sources: Primary and Secondary, Review of Literature
3. Historical Research: Problem Choosing/Topic Selection
4. Historiography: Objectivity, Biasness and Moral Judgment
5. Historical Facts/Evidences: Interpretation
6. Historical Methods
7. Report Writing: Dissertation/Thesis-Footnotes, Endnotes, Bibliography and Glossary

Dr. Rekha Tyagi, Coordinator



Dr. M.S. Bagi, Co-coordinator

*M. S. Bagi*  
25-8-2019

*Sharma*  
Principal

Principal  
Pt. Chiranji Lal Sharma  
Govt. College, KARNAL



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## SYLLABUS

### CERTIFICATION COURSE IN RESEARCH METHODOLOGY

DEPARTMENT OF ECONOMICS

DURATION: 30 HOURS

Research: Meaning, Purpose, Significance and types of Research.

Social Research: Meaning, Characteristics, objectives and fundamental concepts of Social Research.

Research Problem: Definition and statement of Problem.

Hypothesis: Meaning, Features, Types, Significance and criteria of good hypothesis.

Review of Related Literature: Meaning, Purpose, exploring and locating the sources of relevant literature, Organising and analysing the reviewed literature.

Research Design: Meaning, features Need and types of Research design.

Sampling: Meaning, Features, Advantages Limitations and Types.

Data Collection: Primary and secondary data, Tools and techniques of Data collection: Observation, Questionnaire, Interview, Interview Schedule, Criteria to select appropriate tools for data collection.

PROGRAMME CO-ORDINATOR

DR. NARESH KUMAR

*nmra*

ASSOCIATE PROF. OF ECONOMICS

CONTACT NO:9416835341

VENUE

DEPARTMENT OF ECONOMICS

PT. CHIRANJI LAL SHARMA

GOVT. COLLEGE KARNAL(HARYANA)

FACULTY MEMBERS

MR. RAJPAL

*Rajpal*

MRS. NEELAM SHARMA

*Neelam*

MRS. TARUNA

*Taruna*

MS. RASHMI TULI

*Rashmi*

MR. GURCHARAN SINGH

*Gurcharan*



## SYLLABUS FOR ADD ON COURSE

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### UNION BUDGET AND ITS IMPACT ON INDIAN ECONOMY

COURSE IN THE SUBJECT OF... *Economics* .....

#### OBJECTIVE

The **objective** of the course is to study the union Budget and its impacts on the different sectors of the Indian Economy.

#### PARTICIPANTS

Students of Economics either at Postgraduate or Undergraduate level.

#### DURATION

30 HOURS

#### COURSE FRAMEWORK

**Budget**-History of Budget in India, Need and Importance of Budget, Printing of Budget, Presentation of Budget-Vote on Account, Budget Speech

**Economic Survey**-Taxation Proposals, Budget Estimates, Revised Estimates & Actuals.

**Categories of Budget**-Capital, Revenue & Expenditure Budget.

**Basic terminology**-Annual Financial Statement, Revenue Expenditure, Capital Expenditure, Revenue Receipt, Capital Receipt, Current Account Deficit, Plan & Non Plan Expenditure, Revenue Deficit, Revenue Surplus, Fiscal Deficit, Balanced Budget, Surplus & Deficit Budget, Interim Budget & How is it different from Regular Budget.

Union & State Budgets in India

#### **Venue :**

Department of Economics

Pt. Chiranjilal Sharma Govt. College, Karnal (Haryana)

**Programme Coordinator:**

Dr. Naresh Kumar

Associate Professor of Economics

Mobile no- 9416835341