



GOVERNMENT OF MANIPUR
Office of the Principal
MODERN COLLEGE
(NAAC Accredited Institution)
Porompat, Imphal East - 795 005, India
Established : 1963

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NOTICE

Date: 12st January, 2021

It is hereby informed to all concerned that Modern College is organizing one-month short term courses in the following trades: -

1. Computer Fundamentals (CF)
2. Certificate Course in Yoga (CCY)
3. Preservation of fruits and vegetables (PFV)

For further details, please contact **Dr. Shougrakpam Ranjit Singh**, Asst. Prof.
Dept. of Zoology (Programme co-ordinator) Modern College, Imphal.

- ★ Counselling cum selection: **20th January, 2021 at 10:30 am at AVH.**
- ★ All classes will start from **27th January 2021.**
- ★ Time : **2:00 PM to 4:00 PM (Theory+Practical)**


(Dr. O Premila Chanu)
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CERTIFICATE COURSE IN COMPUTER

SUBJECT CODE	COURSE NAME	DURATION	ELEGIBILITY
BVCC: IT-01	COMPUTER FUNDAMENTAL	ONE MONTH	HSLC
BVCC: IT-02	DESK TOP PUBLISHING(DTP)	TWO MONTHS	HSLC
BVCC: IT-03	PROGRAMMING IN C	TWO MONTHS	HSSLC (XII CLASS) + COMPUTER KNOWLEDGE

**NODAL OFFICER
DR. SHOUGRAKPAM RANJIT SINGH
B.VOC MODERN COLLEGE**


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COMPUTER FUNDAMENTAL

Theory: 25 hrs + Practical: 50 hrs+ Tutorial: 5 hrs.

CHAPTER	COURSE CONTENT	THEORY	PRACTICAL	TUTORIAL
Chapter: 01	Introduction to computer	6	8	2
Chapter: 02	Introduction to Operating System	8	16	1
Chapter: 03	Basics of internet	5	12	1
Chapter: 04	Web browser and e-mails	6	14	1
TOTAL (HOURS)		25	50	5

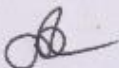
DETAILED SYLLABUS

1. INTRODUCTION TO COMPUTER

- 1.0. Introduction
- 1.1. Objectives
- 1.2. What is Computer?
 - 1.2.1. History of Computer
 - 1.2.2. Characteristics of Computer System
 - 1.2.3. Basic Applications of Computer
- 1.3. Components of Computer System
 - 1.3.1. Central Processing Unit
 - 1.3.2. Keyboard, mouse and VDU
 - 1.3.3. Input devices
 - 1.3.4. Output devices
 - 1.3.5. Computer Memory
- 1.4. Concept of Hardware and Software
 - 1.4.1. Hardware
 - 1.4.2. Software
 - 1.4.2.1. Application Software
 - 1.4.2.2. Systems software
- 1.5. Concept of Multimedia and Ms-Paint

2. INTRODUCTION TO OPERATING SYSTEM

- 2.0. Introduction
- 2.1. Objectives
- 2.2. Basics of Operating System
 - 2.2.1. Operating system


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- 2.2.2. Basics of popular operating system (LINUX, WINDOWS.....)
- 2.3. The User Interface
 - 2.3.1. Task Bar
 - 2.3.2. Icons
 - 2.3.3. Start Menu
 - 2.3.4. Running an Application
- 2.4. Operating System Simple Setting
 - 2.4.1. Changing System Date and Time
 - 2.4.2. Changing Display Properties
 - 2.4.3. To Add or Remove a Windows Component
 - 2.4.4. Changing Mouse Properties
 - 2.4.5. Adding and removing Printers
- 2.5. File and Directory Management
- 2.6. Types of files

3. BASICS OF INTERNET

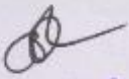
- 3.0. Introduction
- 3.1. Objectives
- 3.2. Basics of Computer Networks
 - 3.2.1. Local Area Network (LAN)
 - 3.2.2. Wide Area Network (WAN)
- 3.3. Internet
 - 3.3.1. Concept of Internet
 - 3.3.2. Basics of Internet Architecture
 - 3.3.3. Services on Internet
 - 3.3.4. World Wide Web and Websites
 - 3.3.5. Communication on Internet
 - 3.3.6. Internet Services
- 3.4. Preparing Computer for Internet Access
- 3.5. ISPs and examples (Broadband/Dialup/WiFi)
- 3.6. Internet Access Techniques

4. WEB BROWSER AND E-MAIL

- 4.0. Introduction
- 4.1. Objectives
- 4.2. Web Browsing Software
 - 4.2.1. Popular Web Browsing Software
 - 4.2.2. Search Engines
 - 4.2.3. Popular Search Engines / Search for content
- 4.3. Using Favorites Folder
- 4.4. Downloading Web Pages
- 4.5. Basics of E-mail
 - 4.5.1. What is an Electronic Mail


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- 4.5.2. Using E-mails
- 4.5.3. Opening Email Client
- 4.5.4. Mailbox: Inbox and Outbox
- 4.5.5. Creating and Sending a new E-mail
- 4.5.6. Replying to an E-mail message
- 4.5.7. Forwarding an E-mail message
- 4.5.8. Sorting and Searching emails
- 4.5.9. Advance email features
- 4.5.10. Sending document by E-mail
- 4.5.11. Using Address book
- 4.5.12. Sending Softcopy as attachment
- 4.5.13. Handling SPAM


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**SHORT TERM COURSE
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PRESERVATION OF FRUITS AND VEGETABLES

Theory: 21 hrs + Practical: 25 hrs+ Tutorial: 5 hrs.

CHAPTER	COURSE CONTENT	THEORY	PRACTICAL	TUTORIAL
Chapter: 01	Introduction to food preservation	2 hr	1 hr	1 hr
Chapter: 02	How food deteriorates and become unfit for consumption	3 hr	1 hr	1 hr
Chapter: 03	Methods of preserving fruits & vegetables	6 hr	8 hr	1 hr
Chapter: 04	Pickles, chutney, sauces	8 hr	14 hr	1 hr
Chapter: 05	Scope of food processing	2 hr	1 hr	1 hr
TOTAL (HOURS)		21 hr	25	5

PROGRAMME OUTCOME

1. This course will help us to understand what is possible in the world of food preservation.
2. This programme will enhance knowledge on the basic concept and application of food preservation.
3. Students will be made skilled by providing hands on training on various fruit and vegetable preservation techniques.
4. Students will be provided a platform to express their ideas and innovation related to food preservation and processing.
5. Students will be able to foresee the employment potential as well as self-employment in food industry.


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DETAILED SYLLABUS

1. INTRODUCTION TO FOOD PRESERVATION

- 1.0. Definition of food preservation
- 1.1. History of food preservation
- 1.2. Principles of food preservation
- 1.3. Methods of food preservation
 - 1.3.1. Preservation by high temperature
 - 1.3.2. Preservation by low temperature
 - 1.3.3. Preservation by dehydration
 - 1.3.4. Preservation by fermentation
 - 1.3.5. Preservation irradiation

2. HOW FOOD DETERIORATES AND BECOMES UNFIT FOR CONSUMPTION

- 2.0. Food microbiology
 - 2.0.1. Bacteria
 - 2.0.2. Molds
 - 2.0.3. Yeast
 - 2.0.4. Other microorganism
- 2.1. Food spoilage
 - 2.1.1. Food spoilage by micro organisms
 - 2.1.2. Food-borne disease
 - 2.1.3. Importance of cleaning & sterilization

3. METHODS OF PRESERVING FRUITS & VEGETABLES

- 3.0. Food preservation – Use of salt
- 3.1. Food preservation – Use of acid
- 3.2. Food preservation – Use of sugar
- 3.3. Food preservation – Use of oil
- 3.4. Artificial preservatives

4. PICKLES, CHUTNEY, SAUCES

- 4.0. General guidelines
- 4.1. Pickles
- 4.2. Chutney
- 4.3. Puree & Paste
- 4.4. Sauces

5. SCOPE OF FOOD PROCESSING

- 5.0. Starting a food preservation business
 - 5.1. Deciding on what to produce
 - 5.2. How to set up your business



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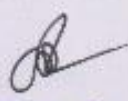
CERTIFICATE COURSE IN YOGA

Theory: 25 hrs + Practical: 35 hrs+ Tutorial: 5 hrs.

CHAPTER	COURSE CONTENT	THEORY	PRACTICAL	TUTORIAL
Chapter: 01	Introduction to Yoga	6	1	1
Chapter: 02	Surya Namaskar	4	6	1
Chapter: 03	Asana	6	10	1
Chapter: 04	Pranayama and Bandhas	7	12	1
Chapter: 05	Shatkarma (Boby Purification Process)	2	6	1
		25	35	5

Course Outcome

1. Students will be able to understand what yoga is.
2. Students will be able to perform Surya namaskar and its benefits.
3. Students will be able to understand and perform Asanas along with the different poses.
4. Students will be to understand and perform Pranayama as well as Bands.
5. Students will be able to perform Shatkarma.


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Theory: 25 hrs + Practical: 35 hrs+ Tutorial: 5 hrs.

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5. Students will be able to perform Shatkarma.


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DETAILED SYLLABUS

1. INTRODUCTION TO YOGA

- a) Samkhya
- b) Yoga
- c) Nyaya
- d) Vaisheshika
- e) Purva (Karma) Mimamsa
- f) Uttar Mimamsa (Vedanta): The Three Schools of Vedanta
- g) Purpose of Yoga

2. SURYA NAMASKAR (SUN SALUTATION)

- a) Introduction
- b) Steps
- c) Minimum Rounds
- d) General Instruction
- e) Benefits of Surya Namaskara

3. ASANAS

- a) Supine Pose
- b) Prone Lying Pose
- c) Standing Pose
- d) Sitting Pose

4. Pranayama and Bandhas

- a) Instructions & Precautions while doing Pranayama
 - i. Yogic Breath
 - ii. Surya Bhedan (Right Nostril Breathing)
 - iii. Chandra Bhedan (Left Nostril Breathing)
 - iv. Nadi Shodhan (Purification of the Nervous System)
 - v. Bhramari (Humming Bee Breath)
 - vi. Ujjayi (Diaphragmatic Breath)
 - vii. Bhastrika (Bellows Breath)
 - viii. Shitali (Cooling Breath)
- b) Bandhas
 - i. Jalandhar Bandha (Throat lock)
 - ii. Mool Bandha
 - iii. Uddiyana Bandha
 - iv. Mahabandha

5. SHATKARMA (BODY PURIFICATION PROCESS)

- a) Neti

- b) Dhauti (Cleansing)
- c) Nauli Kriya (Rotation of Abdominal Rectus Muscles)
- d) Basti (Yogic Enema)
- e) Kapalabhati
- f) Tratak (Blinkless Gazing)


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Notice

Imphal, the 31st July, 2017

No. 1/20/79-MDC: Counselling cum selection of students for admission to Vocational Course on "Tourism & Hospitality" for the session 2017-18 of Modern College, Imphal will be held on 2nd August, 2017 at Seed Technology Lecture Hall at 10:30 A.M with industry partner JCRE SOLUTIONS.

Interested students are informed to attend the Counselling in time.

(Dr. K. Biren Singh)

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TOURISM AND HOSPITALITY:

COURSE STRUCTURE

FIRST SEMESTER

Paper	Course Code	Course Title/Chapters	Load Allocation			Marks Distribution			Credits
			L	T	P	Internal	External	Total	
I	BVTH M - 101	GC: Basic Communication Skills	6	0	0	40	60	100	6
II	BVTH M - 102	GC: Management Concepts and Organisational Behaviour	6	0	0	40	60	100	6
III	BVTH M - 103	SK: Introduction to Tourism and Hospitality Industry with special reference to Manipur	4	0	2	40	60	100	6
IV	BVTH M - 104	SK: Front Office Operations	2	0	4	40	60	100	6
V	BVTH M - 105	Practical-1	0	0	6	40	60	100	6
		Total	18	0	12	200	300	500	30

SECOND SEMESTER

Paper	Course Code	Course Title/Chapters	Load Allocation			Marks Distribution			Credits
			L	T	P	Internal	External	Total	
I	BVTH M - 201	GC: Business Communication and Correspondence	6	0	0	40	60	100	6
II	BVTH M - 202	GC: Introduction to IT based Accounting and Entrepreneurship	6	0	0	40	60	100	6
III	BVTH M - 203	SK: Customer Satisfaction	4	0	2	40	60	100	6
IV	BVTH M - 204	SK: Safety Measures	2	0	4	40	60	100	6
V	BVTH M - 205	Practical 2	0	0	6	40	60	100	6
		Total	18	0	12	200	300	500	30

GENERAL COURSE:

FIRST SEMESTER

GC- 101: Basic Communication Skills

Contact Hours:90 hrs.
Credit:6

Maximum Marks: 100
External Assessment: 60
Internal Assessment: 40

- Unit 1: Voice and Accent:** 1 credit 12+8 marks
Pronunciation: Vowels and Consonants sounds, Intonation and Word stress, Business vocabulary, how to neutralize voice and accent?
(Exercise and activity)
- Unit 2: Communication:** 1 credit 12+8 marks
Define communication and its importance, Types of communication, Business communication, Communication Barrier, Listening skills for effective communication, Difference between listening and hearing, Academic listening.
(Exercise and Activity)
- Unit 3: Speaking:** 1 credit 12+8marks
Self introduction, Formal and Informal speaking, Public speaking /Group discussion / Debate, Presentation skills, Giving instructions and Direction.
(Exercise and Activity)
- Unit 4: Professional skills:** 2 credit 12+8 marks
Telephonic skills, Mock interview and meeting, Dealing with difficult people
Reading skill: Guidelines for effective reading and Reading strategies. Writing skill: Writing as a skill, Principle of communicative writing, Email etiquette, Business and Personal writing, Informal and Formal writing, Business and Personal letters, CV/Resume making.
(Exercise and Activity)
- Unit 5: Grammar:** 1 credit 12+8 marks
Part of speech, Use of tenses, Phrasal Verbs, Synonyms and Antonyms, Functional grammar, Sentence Construction, (Exercise and Activity)

Recommended books:

1. Fallow field, L., & Jenkins, V. (1999). Effective communication skills are the key to good cancer care. *European Journal of Cancer*, 35(11), 1592-1597.

GC: 102: Management Concept & Organizational Behaviour

Contact Hours: 90hrs
Credit:6

Maximum Marks: 100
External Assessment: 60
Internal Assessment: 40

1 Credit

(12+8) Marks

UNIT I: Nature of Management :

Nature of Management, Social Responsibilities of Business, Manager and Environment Levels in Management, Managerial Skills, Planning, Steps in Planning Process, Scope and Limitations, Short Range and Long Range Planning, Flexibility in Planning, Characteristics of a sound Plan - Management by Objectives (MBO), Policies and Strategies, Scope and Formulation, Decision Making - Techniques and Processes.

1 Credit

(12+8) Marks

UNIT II: Nature of Organization:

Organization Structure and Design, Authority and Responsibility Relationships, Delegation of Authority and Decentralization, Interdepartmental Coordination, Emerging Trends in Corporate Structure, Strategy and Culture. Impact of Technology on Organizational design, Mechanistic vs Adoptive Structures. Formal and Informal Organization.

1 Credit

(12+8) Marks

UNIT III: Group Behaviour & Leadership and Power:

Organization structure, Formation of groups in organizations, Influence, Group dynamics, Emergence of informal leaders and working norms, Group decision making techniques, Team building, Interpersonal relations, Communication & Control. Meaning, Importance, Leadership styles, Theories of Leaders Vs Managers, Sources of power, Power centres, Power and Politics.

2 Credit

(12+8) Marks

UNIT IV: Organization & Individual Behavior:

Definition, need and importance of organizational behavior, Nature and scope, Frame work of Organizational behavior models. Personality, types, Factors influencing personality, Theories of Learning, Types of learners, The learning process, Learning theories, Organizational behaviour modification. Misbehaviour, Types & Management Intervention, Emotions - Emotional Labour - Emotional Intelligence, Theories. Attitudes, Characteristics, Components, Formation, Measurement & Values. Perceptions, Importance & Factors influencing perception, Interpersonal perception & Impression Management. Motivation, importance, Types & Effects on work behaviour.

1 Credit

(12+8) Marks

UNIT V: Dynamics of Organizational Behaviour

Organizational culture and climate, Factors affecting organizational climate, Importance. Job satisfaction. Organizational change, Importance, Stability Vs Change, Proactive Vs Reaction change, the change process, Resistance to change, Managing change.

Recommended books:

1. Management and Organisational Behaviour, Author: R B Rudani, Publisher: McGraw Hill Education (27-Jul-2011), ISBN 10 : 0071077936.
2. Management and organisational behaviour, Author: Laurie j. Mullins, Publisher Prentice Hall, Seventh Edition.
3. Management of organizational behavior: Utilizing human resources, 6th edition, Hersey, Paul; Blanchard, Kenneth H. Englewood Cliffs, NJ, US: Prentice-Hall, Inc

FIRST SEMESTER

BVTHM - 103: SK: Introduction to Tourism & Hospitality Industry

Contact Hours: Minimum 90 Hours
Credit: 6

Maximum Marks: 100
Minimum Assessment: 60
Internal Assessment: 40

- Unit 1: Concept of Tourism & Hospitality Industry** 1 credit 12+8 marks
Tourism and its importance, Hospitality and its origin, Hotels - evolution and growth, Classification of Hotels, Departments of Hotel and Brief introduction about Front Office.
- Unit 2: Meet and Greet Service** 2 credit 12+8 marks
Basic terminology used in meet and greet service, Importance of Meet and Greet Service, Responsibilities of a Meet and Greet Officer, Planning for meeting guests, Preparing for meeting guests, Importance of creating good impression, Maintain professionalism, Establishing rapport with guests and Report Escalations.
- Unit 3: Front Office Organization** 1 credit 12+8 marks
Basic definition, Function areas, Front office hierarchy, Responsibilities, Personality traits, Duties and responsibilities of the Lobby Manager.
- Unit 4: Rooms and Tariff Structure** 1 credit 12+8 marks
Numbering of Rooms, Types of Rooms, Role and Responsibilities of different level of staff, Introduction to guest cycle and Room selling techniques.
- Unit 5: Caring for Guests** 1 credit 12+8 marks
Understanding the needs of guests, Arranging tickets, Planning and organising sightseeing, Arranging transport and Handling of emergencies.

BVTHM - 104: SK: Front Office Operations

Contact Hours: Minimum 90 Hours
Credit: 6

Maximum Marks: 100
Minimum Assessment: 60
Internal Assessment: 40

- Unit 1: Reservation Process** 2 credit 12+8 marks
Basic terminology, Importance of Reservation, Different modes of room reservation, Sources of hotel bookings such as GITs, FITs and Travel Agents, Reservation types like Tentative, Confirmed and Guaranteed, Systems of room reservation, Records maintaining, Systems for reservation, Brief introduction to computerized reservation system, Cancellation, Amendments and Overbooking.
- Unit 2: Reception Process** 1 credit 12+8 marks
Basic Definition, Receiving and assisting guests to Check-in, Rooming of the guests on arrival, Rooming of different types of guests such as VIP and VVIP, Dealing with walk-in guests, Assisting guests in luggage handling, Handling enquiries and complaints, Key handling and control, Maintenance of records and Calculating room occupancy reports.
- Unit 3: Guest Transfer** 1 credit 12+8 marks

Responsibilities of a Meet and Greet officer at the time of guest transfer, Managing transportation of customers, Safety and security of guests and Assisting guests at the time of Check-out.

Unit 4: During the Stay Activities 1 credit 12+8 marks
Information services, Guest history, Hospitality desk, Room selling technique, Message and mail handling.

Unit 5: Cash Billings 1 credit 12+8 marks
Basic terminology and definition, Systems of maintaining guest accounts and reports, Credit and discounts in hotels, Various modes of payment, Handling credit cards and Handling of guest valuables.

BVTHM - 105: Practical 1

Contact Hours: Minimum 90
Credit: 6

Maximum Marks: 100
Minimum Assessment: 60
Internal Assessment: 40

Appraisal of Front Office equipments and furniture, Filling up of various proforma, Welcoming of guests, Telephone handling and Role Play.

SECOND SEMESTER

BVTHM - 203: SK: Customer Satisfaction

Contact Hours: Minimum 90
Credit: 6

Maximum Marks: 100
Minimum Assessment: 60
Internal Assessment: 40

Unit 1: Handling Queries and Complaints 2 credit 12+8 marks
Basic definition, Importance of complaints handling, Dealing with guests' queries, Type of queries and problems, Identifying the problems, Key functions for handling queries and complaints, Using comprehensible language, Following organization's rules, Resolving guests' problems, Providing remedies and Maintaining confidentiality.

Unit 2: Customer Care Service 1 credit 12+8 marks
Terms used for customer care service, Importance of customers and employees, Importance of trust, Interaction with superior, Interaction and communication with colleagues, Importance of effective communication, Importance of good customer care service and Industry relevant communication.

Unit 3: Customer-centric Service Orientation 1 credit 12+8 marks
Basic definition, Engaging with guests to understand their service quality requirements, Achieving guest satisfaction and Fulfilling guest requirements.

Unit 4: Communications 1 credit 12+8 marks
Knowledge of PBX and EPABX, Method of operation of internet, e-mail, mobile phones, fax and miscellaneous.

Unit 5: Information about the hotel and city 1 credit 12+8 marks
Modes of travel and allied information, Travel agents and airlines offices, Flight schedules, Currencies, Preparation of itineraries, Passports and Types of Visas.