



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

Phone : +91-(0385) 2446635
Website : www.moderncollegeimphal.ac.in
E-mail : moderncollege12@gmail.com
E-mail : principal@moderncollegeimphal.ac.in

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)**

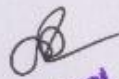
(Dr. O Premila Chanu)
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CERTIFICATE COURSE IN COMPUTER

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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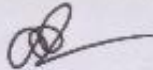
PRESERVATION OF FRUITS AND VEGETABLES

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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**SHORT TERM COURSE
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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 (Body 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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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

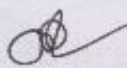
- a) Instructions & Precautions while doing Pranayama
 - i. Yogic Breath
 - ii. Surya Bhedan (Right Nostril Breathing)
 - iii. Chandra Bhedan (Left Nostril Breathing)
 - iv. Nadi Shodhan (Purification of the Nervous System)
 - v. Bhramari (Humming Bee Breath)
 - vi. Ujjayi (Diaphragmatic Breath)
 - vii. 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


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


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