



P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com
Website : www.pndascollege.in

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P.N Das College offers following **Add on Courses** to the students of the College free of cost

1. *COURSES ON EMPLOYABILITY SKILLS (48 hours)*

1. MATHEMATICAL ABILITIES

PERIOD: SIX CLASSES OF 2 HOURS EACH= TOTAL 12 (HOURS)

SYLLABUS:

1. **Number Systems:** Computation of Whole Numbers, Decimals and Fractions, Fundamental arithmetical operations: Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Time and distance, Time and work. [4 hours]
2. **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and solution Linear Equations. [2 hours]
3. **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centers, Circle and its chords, tangents; quadrilateral and its various kinds.[2 hours]
4. **Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities [2 hours]
5. **Miscellaneous:** Clock problems, Calendar etc. [2 hours]


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2. BASIC COMPUTER COURSE (BCC)

OBJECTIVES:

The course is designed to aim at imparting a basic level computer appreciation programme for the students of the college for job employability. After completing the course the student will be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows students to be also apart of computer users list by making them digitally literate.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

DURATION:

12 Hours. (Theory : 6hrs+Practical: 4hrs.+Tutorial: 02hrs.)

This Online Computer course will be offered as 06 days intensive course on every Saturday.

ACTIVITY SCHEDULE:

Topic	Theory Hours	Tutorial Hours	Practical Hours
Knowing computer	1	0	1
Word Processing	1	0	1
Using Spread Sheet (Excel)	1	1	0
Introduction to Internet, WWW	1	0	1
Communications	1	1	0
Making Power Point Presentation (PPT)	1	0	1
Total Hours	6	2	4


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SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. **Understanding Word Processing :** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and the saurus; Printing of word document.
3. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
4. **Introduction to Internet, WWW:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
5. **Communications:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails.
6. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show.


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3. English Communicative skills & Personality development

OBJECTIVES:

The course is designed to aim at imparting English communicative skills and Personality development for job employability of the students of the college. After completing the course the communication skills of the students will be enhanced. They will be able to communicate themselves writing their personnel/business letters/e-mails, preparing CVs etc. This course will also help them to know how to appear in job interviews, group discussions and also how to behave in their job places.

DURATION:

12 Hours. (Theory: 7 hrs + Practical: 5 hrs)

This course will be offered as 06 days for 2 hours per day in online mode.

SYLLABUS OUTLINE:

1. Definition of Communication-Verbal & Non-Verbal Communication (Theory-1 hour)
2. Four skills of language-Listening, speaking, reading & writing (Theory-1 hour, Practical-1 hour)
3. Personality development & Communication Skills-
 - a. Theory-Reading & Writing (1 hour)
 - b. Practical-Listening & Speaking (1 hour)
4. Introducing myself using describing words (Adjectives)-Applied Grammar
Theory (1 hour) & Practical-1 hour
Interview skills (Practical- 1hour)
Group discussions- (Practical- 1hour)
CV writing & writing e-mails (Theory-1 hour)
5. Business etiquettes-Role & behavior of body language-soft skills behavior (Theory-2 hour)


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4. GENERAL KNOWLEDGE AND GENERAL INTELLIGENCE (GK & GI)

OBJECTIVES:

The course is designed to aim at enhancing General Knowledge, Current affairs and General Intelligence for job employability of the students of the college. This course helps the students to do well in competitive examinations, class debates, entrance tests, group discussions and interviews, and also boosts their conversational skills by allowing them to speak on a variety of topics with ease. This raises their confidence level and puts them one step ahead of others.

DURATION:

12 Hours. (Theory: 10 hrs + Tutorial: 4 hrs)

This course will be offered as 06 days for 2 hours per day in online mode.

SYLLABUS OUTLINE:

1. G.K on History & Geography (Indian History- ancient, medieval and modern, World history , Physical and Indian geography) (2 hour)
2. G.K on Science (Basic science & technology) (2 hours)
3. Indian Constitution, fundamental concepts and Indian economy (1hour)
4. Current affairs, sports & games, awards & prizes, famous personalities (1 hour)
5. Reasoning/Mental ability: (6 hours)
 - Number & Letter series
 - Venn Diagram
 - Coding and decoding
 - Blood relations
 - Route directions
 - Odd man out
 - Analogy
 - Symbols & their relations

ASSESSMENT PROCEDURE OF ADD ON COURSES ON JOB EMPLOYABILITY SKILLS

1. Online examination
2. Questions will be MCQ/ short descriptive type


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4. Certificate Course on Baking (Cake & Chocolate Making)

OBJECTIVES:

The course is designed to aim at imparting rare opportunity to learn the art of cooking and baking in a highly professional environment. Your skills will be honed through complete hands-on training and repeated exposure to the best techniques, tools and ingredients. You will get the facility of learning from the experts of the best Culinary and Pastry school in India.

DURATION:

30 Hours. (Theory: 12hrs + Practical: 18hrs.)

These free Online Cake & Chocolate Making course will be offered as 15 days intensive course on 3 days per week

ACTIVITY SCHEDULE:

	Topic	Theory Hours	Practical Hours
1	Introduction	2	2
2	Chocolates	2	4
3	Cake	2	4
4	Cake Decoration	3	4
5	Cookies	3	4
	Total Hours	12	18

SYLLABUS OUTLINE:

- (i) **Introduction:** Food and safety Hygiene Knife skill, Cutting technique & Identification of Ingredients
- (ii) **Chocolate:** 1. Marshmallow 1 (Dipped) 2. Ganache (Moulded) 3. White and Chocolate Ganache


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- (iii) **Cake:** 1. American Walnut Brownie 2. Orange Cake 3. Chocolate Cake 4. Red Velvet Cake 5. Chocolate & Cherry Cake 6. Vanilla & Chocolate Marble Cake. 7. Mango Cake, Fruit Cake 8. Blackberry Cake, 9. Rassomalai Cake etc.
- (iv) **Cake Decoration:** 1. 2-tier Dummy Cake 3. Sugar Paste 4. Royale Icing – Piping 5. Flower Making
- (v) **Cookies:** 1. Chocolate Chip Cookies 2. Cookie (Vanilla/Chocolate). 3. Jam Drops 4. Chocolate Cookies

ASSESSMENT:

- Online examination
- Questions will be MCQ/ short descriptive type
- Practical Examination in online mode/Home assignment may be conducted


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3. Certificate Course on Goods and Services Tax (GST)

Course Duration: 42 Hours to be completed in 2 months.

Course Objectives: To give exposure to the students on GST Laws of India, with special emphasis on exposure to practical aspects like- maintenance of records, generation of documents, and filing of GST Returns.

Eligibility: Graduates or students undergoing graduation course in any discipline (i.e. Commerce/Science/Arts).

COURSE CONTENTS:

1. Orientation Classes: (i) Sale of Goods Act- sale and agreement to sale, definition of goods, when sale of goods is completed, transfer of property in sale of goods agreement; (ii) Sales on approval, Sales return, Certain & uncertain goods, Services (iii) Documents in GST- Tax Invoice, Bill of Supply, Debit Note, Credit Note, Receipt Voucher, Payment Voucher, Refund Voucher (iv) Accounting records under GST (v) Constitutional framework of Indirect Taxes before GST (Taxation Powers of Union & State Government), Flaw in the structure of Indirect Taxes prior to GST; Rationale for GST; Right to impose indirect taxes (by Centre and States/Union Territories) after 101st Amendment of Constitution. (3 Hours)

2. Introduction to GST Meaning of Direct and Indirect Tax Meaning and Objectives of GST, Salient features of GST, Comprehensive Structure of GST in India: ; Goods kept outside the purview of GST; Date of effect and the non-taxable territory; Types of GST- Central GST (governed by The Central Goods & Services Tax Act 2017), State/UT GST (governed by The State Goods & Services Tax Act 2017 of each State/ Union Territory) and Integrated GST (governed by The Integrated Goods & Services Tax Act 2017). Single and Dual GST, Advantages and Challenges of GST Implementation. Definitions under GST. (4 Hours)

3. GST Administration- GST administrative structure, Tax compliance, Understanding SGST, CGST, IGST, UTGST; Classification under GST; Rates and Schedules, GST Council, GST Network, State Compensation Mechanism. (1 Hour).


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4. Registration -Registration of Assesses under GST, Person Liable for Registration, Procedure for registration and cancellation, Compulsory Registration. (1 Hour).

5. Levy and Collection of GST- Taxable event- "Supply" of Goods and Services, Scope of Supply, Supply & aggregate turnover: Levy of tax on "Supply" & "aggregate turnover"; Definition of supply; Intra-State and Inter-State supply; Nil rated supplies, Zero rated supplies, Exempted supplies & Non-GST supplies; Supplies of goods and services liable to be reverse charge, levy. (3 Hours).

6. Supply: Within state, Interstate, Import and Export, Time of supply; Valuation of supply for GST- Valuation rules, taxability of reimbursement of expenses; Exemption from GST: Small supplies and Scheme. (2 Hours).

7. Classification of Goods and Services: Composite and Mixed Supplies; Harmonized System Nomenclature (HSN) of Goods, and Service Accounting Code (SAC) of Services; Special Provisions Taxability of E-Commerce. (1 Hour).

8. Input Tax Credit-Introduction, Input tax credit, Eligible and Ineligible Input Tax Credit; Apportionments of Credit and Blocked Credits; Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit; Availability of Tax Credit in special circumstances; Transfer of Input Credit (Input Service Distribution); Distribution of Credit, Procedures & Records for ITC, Utilization and Recovery of ITC. (3 Hours).

9. Payment of Taxes-E Ledger under GST, Mode of payments, Procedures of payments of tax, Advance payments, Refund; Doctrine of unjust enrichment; TDS, TCS, Reverse Charge Mechanism, Credit and Debit Notes. (3Hours).

10. Miscellaneous- Accounts and Records, Retention of Records, E-way Bills, Zero-rated supply, Job work Procedures. (2 Hour).

11. Assessment & Returns- Assessment under GST, Computation of Tax Liability, Types of Assessment; GST Returns: GSTR 1, GSTR 2 and GSTR 3, Time and procedure of filing of Returns, Appellate Authority and its Powers, Prosecution and Appellate Tribunals. (4 Hours).

12. Hands on Training on GST Portal. (15 Hours).


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4.36- hours Add-on Certificate Course on Yoga



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Yoga Syllabus

DURATION: 30 Hrs

Total Marks: 50

Unit - 1: Introduction to Yoga and Human Anatomy (20 Marks)

Meaning and definition of the term Yoga, types, aim, misconceptions and important of Yoga, History of Yoga, Fundamental Principles of Yoga, Kriyas, Patanjali Yoga Sutra, Astanga Yoga, Hatha Yoga, Need of Yoga for a positive health for the modern people, Utilitarian value of Yoga in modern age. Introduction to human Anatomy and Physiology.

Unit - 2: Practical (30 Marks)

1. Surya Namaskar
2. Asanas
 - Standing Position (Ardhachandrasana, Brikshasana, Padahasthasana)
 - Sitting Position (Ardhakurmasana, Paschimottanasana, Gomukhasana)
 - Supine Position (Setubandhasana, Halasana, Matsyasana)
 - Prone Position (Bhujangasana, Salvasana, Dhanurasana)
 - Inverted Position (Sarvangasana, Shirsasana, Bhagrasana)
3. Pranayama (Any two)
Kapalbhati, Bhramri, Anulam, Vilom.
4. Presentation or Demonstration of Skills


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5. Name of the Course: 36- Hour Add-on Certificate Course on Self-Defence (Karate) (2021-22)

West Bengal Nanbudo Association

Karate-Do School, Rahara, Saradapally, Kolkata-700118
(Registration No. 5/1 L188414)



Syllabus for 36 hour Certificate Course on Self-Defence

In the first week, we will be focusing on Basics of Kihon Training which will help the students in building their Physical Fitness

Kihon Training Week:

1. Siza
2. WarmUp
3. Chudam Zuki
4. Uchi Uke
5. Age Uke
6. Soto Uke
7. Mae Geri
8. Straight Punch
9. Cross Punch
10. Upper Cut Punch
11. Hook Punch
12. Mawashi Geri
13. Swing Kick
14. Cross Swing Kick
15. In-to-out Kick
16. Out-to-in Kick
17. Side Swing
18. Back Swing
19. Inside Kick
20. Outside Kick
21. Kata Taikyū ku Shodan

Additional Activities:

1. Push-Ups
2. Sit-Ups
3. Crunches


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In the second week, we will be focusing on the practical application of all the trainings we did in the first week, to help the students understand the action and how to apply it.

Application Week Training:

Same as above, but with Applications

In the 3rd week, we will be training in pairs of two. This will help the students to understand the real life fighting scenario and apply the actions they have learned.

Self Defence Week:

All self-defence techniques with same actions.

The certificate issued after the completion of this training is internationally recognised.

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