



# धर्म समाज कॉलेज, अलीगढ़

## D.S. COLLEGE, ALIGARH

Accredited by NAAC Grade B<sup>+</sup>  
College with Potential for Excellence (CPE)  
Awarded by: UGC, New Delhi

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दिनांक-30.03.2024

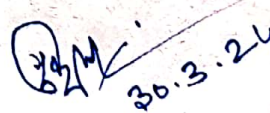
### आवश्यक सूचना

महाविद्यालय सत्र 2023-24 में बीए,बीएससी बीकॉम(B.A./B.Sc./B.Com.) II सेमेस्टर,IV सेमेस्टर एवं VI सेमेस्टर Co-Curricular Course का आंतरिक मूल्यांकन(Internal Assessment) असाइनमेंट द्वारा होगा।

सभी छात्र-छात्राएं अपने सन्दर्भित विषय में पाठ्यक्रम(Syllabus) के अनुसार किसी भी टॉपिक पर 10 पेज (न्यूनतम 2000 शब्दों) में असाइनमेंट(Assignment) तैयार करें। असाइनमेंट(Assignment) पर अपना नाम, पिता का नाम, विश्वविद्यालय द्वारा आवंटित परीक्षा अनुक्रमांक (जो प्रवेश पत्र पर दिया गया है) अंकित करें और निम्न सारणी के अनुसार अपने-अपने असाइनमेंट(Assignment) संबंधित शिक्षक के पास विभाग में दिनांक- 06-04-2024 तक आवश्यक रूप से जमा करना सुनिश्चित करें।

पेपर का पाठ्यक्रम(Syllabus) संलग्न है।

Class	Paper	Roll Number	Teacher	
B. A 2 <sup>nd</sup> Semester	Health and Hygiene	2422010011001 - 2422010011385	Dr. Amar Singh – Defense Studies	
		2422010011138 - 2422010011771	Dr. Jitendra Sharma -Geography	
B. SC. 2 <sup>nd</sup> Semester		2422010041001 -2422010041347	Dr Dharmendra, Chemistry	
		2422010041348 -2422010041694	Dr. Vidivya Chemistry	
B. Com.2 <sup>nd</sup> Semester		2422010071001 - 2422010071234	Dr. Mohit Saxena, Commerce	
B. A 4 <sup>th</sup> Semester		Physical Education & Yoga	2200080011117 - 2322010011300	Dr. Sachin Kumar, B.Ed.
			2322010011301 - 23220100113626	Dr. Anurag Mishra, B. Ed.
B. SC. 4 <sup>th</sup> Semester			2200080041030 – 2322010041305	Dr. Chandrakant, Botany
	2322010041306 – 2322010041619		Dr. Sunil, Botany	
B. Com. 4 <sup>th</sup> Semester	2322010071001 - 2322010071233		Dr. Rashmi Agrawal, Commerce	
B. A 6 <sup>th</sup> Semester	Communication Skill & Personality Development		2200080011001 – 2200080011491	Dr. Oswal Chahar, Sociology
			2200080011492 - 2200080011959	Dr Moinuddin, Psychology
B.Sc. 6 <sup>th</sup> Semester			2200080041002 - 2200080041448	Dr. Lalit Kumar, Botany
		2200080041449 - 2200080041873	Dr. Fahad. Botany	
B.Com. 6 <sup>th</sup> Semester		2200080071001 - 2200080071314	Dr. J. K Sharma, Commerce	

  
(प्रो० मुकेश कुमार भारद्वाज)  
प्राचार्य

## Format for developing syllabus for a Co-curricular course

Programme/Class: Certificate	Year: First	Semester: Second
Co-Curricular Course		
Course Code:	Course Title: Health and Hygiene	
<b>Course outcomes:</b> <ul style="list-style-type: none"> <li>• Learn the skill needed to assess the ill or injured person.</li> <li>• Learn the skills to provide CPR to infants, children and adults.</li> <li>• Learn the skills to handle emergency child birth</li> <li>• Learn the Basic sex education help young people navigate thorny questions responsibly and with confidence.</li> <li>• Learn the Basic sex education help youth to understand Sex is normal. It's a deep, powerful instinct at the core of our survival as a species. Sexual desire is a healthy drive.</li> <li>• Help to understand natural changes of adolescence</li> <li>• Learn the skill to identify Mental Health status and Psychological First Aid</li> </ul>		
Credits: 2 (1Theory+1 Practical)		Compulsory
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		
Unit	Topics	No. of Lectures Total= 15 Theory+ 30 Practical
<b>I</b>	<p><b>A. Basic First Aid</b></p> <ul style="list-style-type: none"> <li>• Aims of first aid &amp; First aid and the law.</li> <li>• Dealing with an emergency. Resuscitation (basic CPR).</li> <li>• Recovery position. Initial top to toe assessment.</li> <li>• Hand washing and Hygiene</li> <li>• Types and Content of a First aid Kit</li> </ul> <p><b>B. First AID Technique</b></p> <ul style="list-style-type: none"> <li>• Dressings and Bandages.</li> <li>• Fast evacuation techniques (single rescuer).</li> <li>• Transport techniques.</li> </ul> <p><b>C. First aid related with respiratory system</b></p> <ul style="list-style-type: none"> <li>• Basics of Respiration.</li> <li>• No breathing or difficult breathing, Drowning, Choking, Strangulation and hanging,</li> <li>• Swelling within the throat, Suffocation by smoke or gases and Asthma.</li> </ul> <p><b>D. First aid related with Heart, Blood and Circulation</b></p> <ul style="list-style-type: none"> <li>• Basics of The heart and the blood circulation.</li> <li>• Chest discomfort. bleeding.</li> </ul> <p><b>D. First aid related with Wounds and Injuries</b></p> <ul style="list-style-type: none"> <li>• Type of wounds, Small cuts and abrasions</li> <li>• Head, Chest, Abdominal injuries</li> <li>• Amputation, Crush injuries, Shock</li> </ul> <p><b>E. First aid related with Bones, Joints Muscle related injuries</b></p> <ul style="list-style-type: none"> <li>• Basics of The skeleton, Joints and Muscles.</li> <li>• Fractures (injuries to bones).</li> </ul>	2 (Theory) 10 (Practical)
<b>II</b>	<p><b>F. First aid related with Nervous system and Unconsciousness</b></p> <ul style="list-style-type: none"> <li>• Basics of the nervous system.</li> <li>• Unconsciousness, Stroke, Fits – convulsions – seizures, Epilepsy.</li> </ul> <p><b>G. First aid related with Gastrointestinal Tract</b></p> <ul style="list-style-type: none"> <li>• Basics of The gastrointestinal system.</li> <li>• Diarrhea, Food poisoning.</li> </ul> <p><b>H. First aid related with Skin, Burns</b></p> <ul style="list-style-type: none"> <li>• Basics of The skin.</li> <li>• Burn wounds, Dry burns and scalds (burns from fire, heat and steam).</li> <li>• Electrical and Chemical burns. Sun burns, heat exhaustion and heatstroke.</li> <li>• Frost bites (cold burns), Prevention of burns, Fever and Hypothermia.</li> </ul> <p><b>I. First aid related with Poisoning</b></p> <ul style="list-style-type: none"> <li>• Poisoning by swallowing, Gases, Injection, Skin</li> </ul> <p><b>J. First aid related with Bites and Stings</b></p> <ul style="list-style-type: none"> <li>• Animal bites, Snake bites, Insect stings and bites</li> </ul>	2 (Theory) 10 (Practical)

	<p><b>K. First aid related with Sense organs</b></p> <ul style="list-style-type: none"> <li>• Basic of Sense organ.</li> <li>• Foreign objects in the eye, ear, nose or skin.</li> <li>• Swallowed foreign objects.</li> </ul> <p><b>L. Specific emergency satiation and disaster management</b></p> <ul style="list-style-type: none"> <li>• Emergencies at educational institutes and work</li> <li>• Road and traffic accidents.</li> <li>• Emergencies in rural areas.</li> <li>• Disasters and multiple casualty accidents.</li> <li>• Triage.</li> </ul> <p><b>M. Emergency Child birth</b></p>	
<b>III</b>	<p><b>Basic Sex Education</b></p> <ul style="list-style-type: none"> <li>• Overview, ground rules, and a pre-test</li> <li>• Basics of Urinary system and Reproductive system.</li> <li>• Male puberty — physical and emotional changes</li> <li>• Female puberty — physical and emotional changes</li> <li>• Male-female similarities and differences</li> <li>• Sexual intercourse, pregnancy, and childbirth</li> <li>• Facts, attitudes, and myths about LGBTQ+ issues and identities</li> <li>• Birth control and abortion</li> <li>• Sex without love — harassment, sexual abuse, and rape</li> <li>• Prevention of sexually transmitted diseases.</li> </ul>	9 (Theory)
<b>IV</b>	<p>Mental Health and Psychological First Aid</p> <ul style="list-style-type: none"> <li>• What is Mental Health First Aid?</li> <li>• Mental Health Problems in the India</li> <li>• The Mental Health First Aid Action Plan</li> <li>• Understanding Depression and Anxiety Disorders</li> <li>• Crisis First Aid for Suicidal Behavior &amp; Depressive symptoms</li> <li>• What is Non-Suicidal Self-Injury?</li> <li>• Non-crisis First Aid for Depression and Anxiety</li> <li>• Crisis First Aid for Panic Attacks, Traumatic events</li> <li>• Understanding Disorders in Which Psychosis may Occur</li> <li>• Crisis First Aid for Acute Psychosis</li> <li>• Understanding Substance Use Disorder</li> <li>• Crisis First Aid for Overdose, Withdrawal</li> <li>• Using Mental Health First Aid</li> </ul>	2 (Theory) 10 (Practical)
<p><b>Suggested Readings:</b></p> <ul style="list-style-type: none"> <li>• Indian First Aid Manual-<a href="https://www.indianredcross.org/publications/FA-manual.pdf">https://www.indianredcross.org/publications/FA-manual.pdf</a></li> <li>• Red Cross First Aid/CPR/AED Instructor Manual</li> <li>• <a href="https://mhfa.com.au/courses/public/types/youthedition4">https://mhfa.com.au/courses/public/types/youthedition4</a></li> <li>• Finkelhor, D. (2009). The prevention of childhood sexual abuse. Durham, NH: Crimes Against Children Research Center. <a href="http://www.unh.edu/ccrc/pdf/CV192.pdf">www.unh.edu/ccrc/pdf/CV192.pdf</a></li> <li>• Kantor L. &amp; Levitz N. (2017). Parents' views on sex education in schools: How much do Democrats and Republicaans agree? PLoS ONE, 12 (7): e0180250.</li> <li>• Orenstein, P. (2016). Girls and sex: Navigating the complicated new landscape. New York, NY: Harper.</li> <li>• Schwiegershausen, E. (2015, May 28). The Cut. <a href="http://www.thecut.com/2015/05/most-women-are-catcalled-before-they-turn-17.html">www.thecut.com/2015/05/most-women-are-catcalled-before-they-turn-17.html</a></li> <li>• Wiggins, G. &amp; McTighe, J. (2008). Understanding by design. Alexandria, VA: ASCD.</li> <li>• <a href="https://marshallmemo.com/marshall-publications.php#8">https://marshallmemo.com/marshall-publications.php#8</a></li> </ul>		
<p><b>Suggested Continuous Evaluation Methods:</b> Assignments, Presentation, Group Discussion, and MCQ</p>		
<p><b>Suggested equivalent online courses:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.redcross.org/take-a-class/first-aid/first-aid-training/first-aid-online">https://www.redcross.org/take-a-class/first-aid/first-aid-training/first-aid-online</a></li> <li>• <a href="https://www.firstaidforfree.com/">https://www.firstaidforfree.com/</a></li> <li>• <a href="https://www.coursera.org/learn/psychological-first-aid">https://www.coursera.org/learn/psychological-first-aid</a></li> <li>• <a href="https://www.coursera.org/learn/mental-health">https://www.coursera.org/learn/mental-health</a></li> </ul>		
<p><b>Further Suggestions:.....</b></p>		



## Department of Higher Education

### U.P. Government, Lucknow

National Education Policy-2020

Common Minimum Syllabus for all U.P. State Universities

**Co-curricular course: Semester-4**

**Course Title: Physical Education and Yoga**

Name	Designation	Affiliation
<b>Steering Committee</b>		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

**Syllabus Developed by:**

Name	Designation	Department	College/ University
Dr. Sheel Dhar Dubey	Assistant Professor	Physical education	DDU Govt. PG Collage, Lucknow
Dr. Gunjan Shahi	Assistant Professor	Physical education	MBP Govt. PG Collage, Lucknow

**Syllabus: Physical Education and Yoga**

Programme: Certificate	Year: First	Semester: Forth
Co-Curricular Course		
Course Code: Z040401	Course Title: Physical Education and Yoga	
Course outcomes: Students will learn the introduction of Physical Education, Concept of fitness and wellness, Weight management and lifestyle of an individual. The student will also learn about the relation of Yoga with mental health and value Education. In this course student will also learn about the aspects of the Traditional games of India.		
Credits: 2	Compulsory	
Max. Marks: 25+75	Min. Passing Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		
Unit	Topics	No. of Lectures Total=30
I	<b>Physical Education:</b> <ul style="list-style-type: none"> <li>• Meaning, Definition, Aim and Objective.</li> <li>• Misconception About Physical Education.</li> <li>• Need, Importance and Scope of Physical Education in the Modern Society.</li> <li>• Physical Education Relationship with General Education.</li> <li>• Physical Education in India before Independence.</li> <li>• Physical Education in India after Independence.</li> </ul>	6 Theory

II	<p><b>Concept of Fitness and Wellness:</b></p> <ul style="list-style-type: none"> <li>• Meaning, Definition and Importance of Fitness and Wellness.</li> <li>• Components of Fitness.</li> <li>• Factor Affecting Fitness and Wellness.</li> </ul> <p><b>Weight Management:</b></p> <ul style="list-style-type: none"> <li>• Meaning and Definition of Obesity.</li> <li>• Causes of Obesity.</li> <li>• Management of Obesity.</li> <li>• Health problems due to Obesity.</li> </ul> <p><b>Lifestyle:</b></p> <ul style="list-style-type: none"> <li>• Meaning, Definition, Importance of Lifestyle.</li> <li>• Factor affecting Lifestyle.</li> <li>• Role of Physical activity in the maintains of Healthy Lifestyle.</li> </ul>	5 Theory 3 Practical
III	<p><b>Yoga and Meditation:</b></p> <ul style="list-style-type: none"> <li>• Historical aspect of yoga.</li> <li>• Definition, types scopes &amp; importance of yoga.</li> <li>• Yoga relation with mental health and value education.</li> <li>• Yoga relation with Physical Education and sports.</li> <li>• Definition of Asana, differences between asana and physical exercise.</li> <li>• Definition and classification of pranayama.</li> <li>• Difference between pranayama and deep breathing.</li> <li>• <b>Practical:</b> Asana, Suraya-Namaskar, Bhujang Asana, Naukasana, Halasana, Vajrasana, Padmasana, Shavasana, Makrasana, Dhanurasana, Tad Asana.</li> <li>• <b>Pranayam:</b> Anulom, Vilom.</li> </ul>	2 Theory 6 Practical
IV	<p><b>Traditional Games of India:</b></p> <ul style="list-style-type: none"> <li>• Meaning.</li> <li>• Types of Traditional Games- <ul style="list-style-type: none"> <li>↓ Gilli- Danda</li> <li>↓ Kanche</li> <li>↓ Stapu</li> <li>↓ Gutte, etc.</li> </ul> </li> <li>• Importance/ Benefits of Traditional Games.</li> <li>• How to Design Traditional Games.</li> </ul> <p><b>Recreation in Physical Education:</b></p> <ul style="list-style-type: none"> <li>• Meaning, Definition of Recreation.</li> <li>• Scope and Importance of Recreation.</li> <li>• General Principles of Recreation.</li> <li>• Types of Recreational Activities.</li> <li>• Aerobics and Zumba.( Fir India Movement)</li> </ul>	2 Theory 6 Practical
<p><b>Suggested Readings:</b></p> <ul style="list-style-type: none"> <li>↓ Singh, Ajmer, Physical Education and Olympic Abhiyan, "Kalayani Publishers", New Delhi, Revised Addition, 2006</li> <li>↓ Patel, Shri Krishna, Physical Education, "Agrawal Publishers", Agra, 2014-15</li> <li>↓ Panday, Preeti, Sharirik Shiksha Sankalan, "Khel Sanskriti Prakashan, Kanpur</li> </ul>		

- ↓ Kamlesh M.L., "Physical Education, Facts and foundations", Faridabad P.B. Publications.
- ↓ B.K.S. Yengar, "Light and Yog. Yoga Deepika", George Allen of Unwin Ltd., London, 1981.
- ↓ Braj Bilari Nigam, "Yoga Power & The Kpath of Personal achievement", Domes and Publishers, New Delhi, 2001.
- ↓ Indira Devi, "Yoga for You", Gibbs, Smith Publishers, Salt Lake City, 2002 Domes and Publishers, New Delhi - 2001.
- ↓ Jack Peter, "Yoga Master the Yogic Powers", Abhishek Publications, Chandigarh, 2004.
- ↓ Janice Jerusalem, "A Guide To Yoga", Parragon Bath, Baiihe-2004.
- ↓ नारंग, प्रियंका, परम्परागत भारतीय खेल, "स्पोर्ट्स पब्लिकेशन", नई दिल्ली, 2007

**Suggested Continuous Evaluation Methods:**

- Assignments ( 10)
- Presentation (10)
- Attendance ( 5)
- Final exam ( 75)

**Suggested equivalent online courses:**

- IGNOU.
- Rajarshi Tandan Open University.

Further Suggestions:.....



## Department of Higher Education

### U.P. Government, Lucknow

National Education Policy-2020

Common Minimum Syllabus for all U.P. State Universities

**Co-curricular course: Semester-6**

**Course Title: Communication Skills and Personality Development**

Name	Designation	Affiliation
<b>Steering Committee</b>		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

#### Syllabus Developed by:

S.N.	Name	Designation	Department	College/ University
1	Dr. Rachana Singh	Associate Professor	Psychology	Agra College, Agra
2	Dr. Ritu Narang	Assi. Professor	Dept. of Business Admin.	Lucknow University, U.P.
3	Mrs. Abha Chaudhary	Senior Trainer - India	Grooming and Personality Development	Aero Aviation Academy, Chandigarh

#### Co-curricular Certificate course 'Communication Skills and Personality Development'

Programme: Certificate	Year: Third	Semester: Sixth
Co-Curricular Course		
Course Code: Z060601	Course Title: Communication Skills and Personality Development	
Course outcomes:		
<ul style="list-style-type: none"><li>To understand the concept of Personality.</li><li>To learn what personal grooming pertains.</li><li>To learn to make good resume and prepare effectively for interview.</li><li>To learn to perform effectively in group discussions.</li><li>To explore communication beyond language.</li><li>To learn to manage oneself while communicating.</li><li>To acquire good communication skills and develop confidence.</li></ul>		
Credits: 2	Compulsory	
Max. Marks: 25+75	Min. Passing Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		

Unit	Topics	No. of Lectures Total=30
I	<p style="text-align: center;"><b><i>PERSONALITY AND PERSONAL GROOMING</i></b></p> <p>Understanding Personality</p> <ul style="list-style-type: none"> <li>• Definition and Meaning of Personality</li> <li>• Types of Personality</li> <li>• Components of Personality</li> <li>• Determinants of Personality</li> <li>• Assessment of Personality</li> </ul> <p>Grooming Self</p> <ul style="list-style-type: none"> <li>• Dress for success</li> <li>• Make up &amp; skin care</li> <li>• Hair care &amp; styles for formal look</li> <li>• Art of accessorizing</li> <li>• Oral Hygiene</li> </ul>	<p style="text-align: center;">7</p> <p>All topics will include practical learning</p>
II	<p style="text-align: center;"><b><i>INTERVIEW PREPARATION AND GROUP DISCUSSION</i></b></p> <ul style="list-style-type: none"> <li>• Meaning and Types of Interview [ Face to Face, Telephonic, Video]</li> <li>• Interview procedure [ Opening, Listening, Closure]</li> <li>• Preparation for Interview</li> <li>• Resume Writing</li> <li>• LinkedIn Etiquette</li> <li>• Meaning and methods of Group Discussion</li> <li>• Procedure of Group Discussion.</li> <li>• Group Discussion simulation</li> <li>• Group discussion common error</li> </ul>	<p style="text-align: center;">8</p> <p>Mock Interviews Included</p>
III	<p style="text-align: center;"><b><i>BODY LANGUAGE AND BEHAVIOUR</i></b></p> <ul style="list-style-type: none"> <li>• Concept of human behavior</li> <li>• Individual and group behavior</li> <li>• Developing Self-Awareness</li> <li>• Behaviour and body language</li> <li>• Dimensions of body language: <ul style="list-style-type: none"> <li>Proxemics</li> <li>Haptics</li> <li>Oculesics</li> <li>Paralanguage</li> <li>Kinesics</li> <li>Sign Language</li> <li>Chromatics</li> <li>Chronemics</li> <li>Olfactics</li> </ul> </li> <li>• Cultural differences in Body Language</li> <li>• Business Etiquette &amp; Body language</li> <li>• Body Language in the Post Corona Era</li> <li>• Virtual Meeting Etiquette</li> <li>• Social Media Etiquette</li> </ul>	<p style="text-align: center;">7</p>



IV	<p style="text-align: center;"><b>ART OF GOOD COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Communication Process</li> <li>• Verbal and Non-verbal communication</li> <li>• 7 C's of effective communication</li> <li>• Barriers to communication</li> <li>• Paralinguistics <ul style="list-style-type: none"> <li>Pitch</li> <li>Tone</li> <li>Volume</li> <li>Vocabulary</li> <li>Word stress</li> <li>Pause</li> </ul> </li> <li>• Types of communication <ul style="list-style-type: none"> <li>Assertive</li> <li>Aggressive</li> <li>Passive Aggressive</li> </ul> </li> <li>• Listening Skills</li> <li>• Questioning Skills</li> <li>• Art of Small Talk</li> <li>• Email Writing</li> </ul>	8
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Cloninger, S.C., "Theories of Personality : Understanding Person", Pearson, New York, 2008, 5<sup>th</sup> edition.</li> <li>2. Luthans F, "Organizational Behaviour", McGraw Hill, New York, 2005, 12<sup>th</sup> edition.</li> <li>3. Barron, R.A. &amp; Brian D, "Social Psychology", Prentice Hall of India, 1998, 8<sup>th</sup> edition.</li> <li>4. Adler R.B., Rodman G. &amp; Hutchinson C.C. , "Understanding Human Communication", Oxford University Press : New York, 2011.</li> <li>5. Suggestive digital platforms web links-</li> </ol> <p>Suggested Continuous Evaluation Methods:</p> <p>Suggested equivalent online courses:</p> <p>Further Suggestions:</p>		