INSTITUTE OF HOME ECONOMICS

(UNIVERSITY OF DELHI)

1.2 Academic Flexibility

1.2.2 Number of Add on /Certificate programs offered during the last five years

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

NAAC GRADE 'A' ACCREDITED

Supporting documents for Criterion 1.2
Academic Flexibility

Key Indicator	Details of Proof attached – Add on certificate course reports	Page Nos.
	2020-2021	
1.2.2	Product Development in Home Textiles	**1-3**
1.2.2	Skill Enhancement	**4-6**
1.2.2	SmartEdge: An Employability Enhancement Program	**7-8**
1.2.2	Understanding Learning Disabilities	**9-11**
	2019-2020	
1.2.2	Child Development, Special Needs and Learning	**12-13**
1.2.2	Understanding the Nature and Structure of Human Language	**14-15**
1.2.2	SmartEdge: An Employability Enhancement Program	**16-17**
	2018-2019	
1.2.2	Radio Jockeying and Production	**18-19**
1.2.2	Event Management course	**20-21**
1.2.2	Introduction to Bioinformatics	**22-23**
1.2.2	AutoCAD & Interior Design Course	**24-25**
	2017-2018	
1.2.2	Campus To Corporate	**26-27**
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1.2.2	Radio Jockeying	**28-29**
1.2.2	Fashion Sketching	**30**
1.2.2	Inclusive Education	**31-32**
1.2.2	3D's Max Course	**33-34**
1.2.2	Additional Information	

Report

Name of the short-term course: Product Development in Home Textiles
Program Duration of course: 30 Hours
Number of students enrolled in the year: 24
Number of Students completing the course in the year: 16

S.NO.	NAME OF THE STUDENT
1	Aditi Rana
2	Anushmita Dey
3	Ayushi Rana
4	Bhawna
5	Bindu
6	Deepanshi
7	Hansika Babbar
8	Ishani Subudhi
9	Kanishka Gupta
10	Kashish Sharma
11	Malvika Das
12	Manita Gautam
13	Megha Dobhal
14	Mohini Chauhan
15	Munka
16	Nandini Gulati
17	Nimisha Chauhan
18	Piyali Deb
19	Roshni Kumari
20	Sonali Bhardwaj
21	Swati
22	Tanishka Rohilla
23	Vaishali
24	Yashika Khatta

The programme is conducted by Fabric and Apparel Science Department with focus on design, production development on home Textiles for different market segments. It aims to highlight digital designing of printed and value addition for textiles. The course will provide inputs on the technical aspects of home textiles and the design process to give a complete understanding in this area. It also elaborates on the concepts of latest trends and forecast.
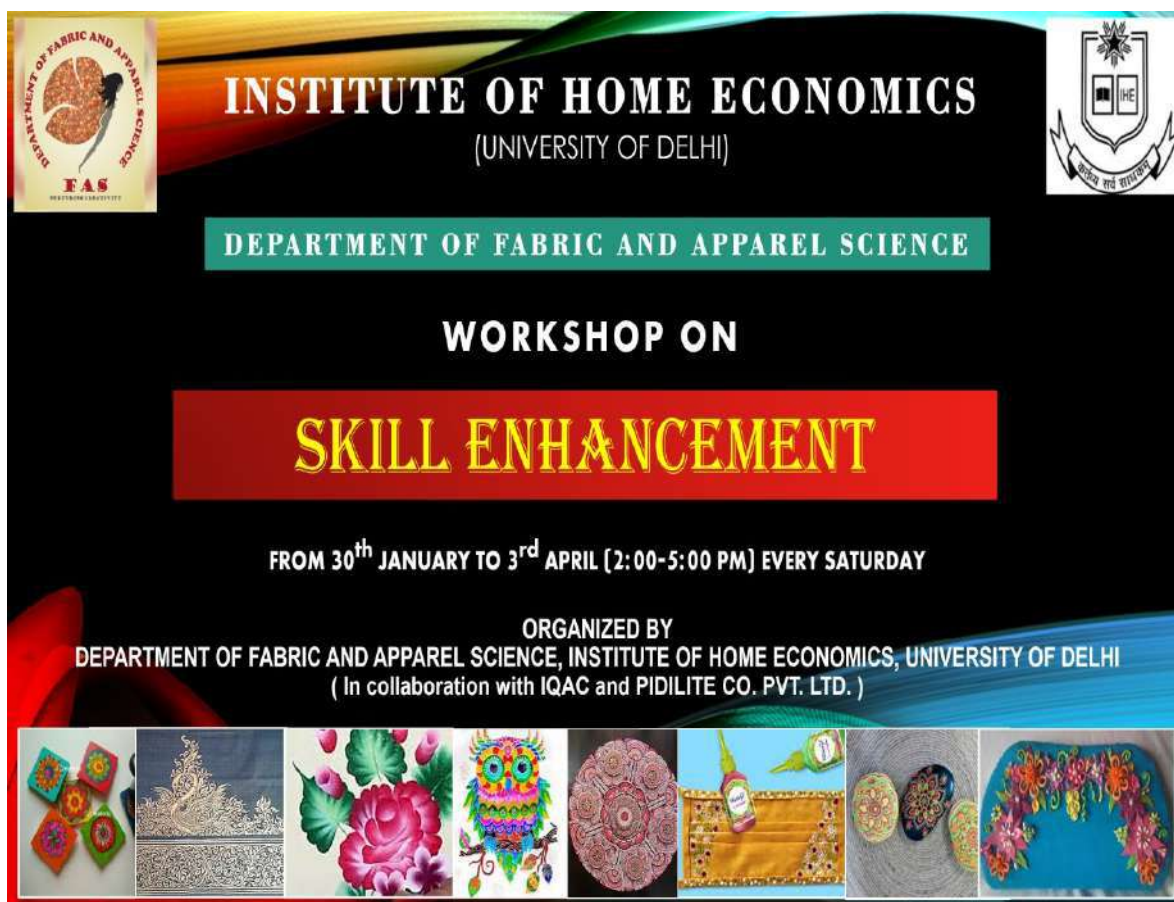Course content
o Home furnishing industry
o Latest trends for Home furnishing
o Element and Principles of Design
o Graphic design software and Digital application
o Foundation for design and design process
o Product development and costing
o Quality assurance and Marketing Application

Course was started on 25th June and completed on 8th Aug 2021. About 22 students enrolled for the course and 16 students have completed their assignments and thereby completed their course. Further, they were awarded course certificates.

Students' work

Fabric and Apparel Science

2020-2021

Poster

Report

Name of the short term course: Skill Enhancement
Program Duration of course: 30 Hours
Number of students enrolled in the year: 40
Number of Students completing the course in the year: 13

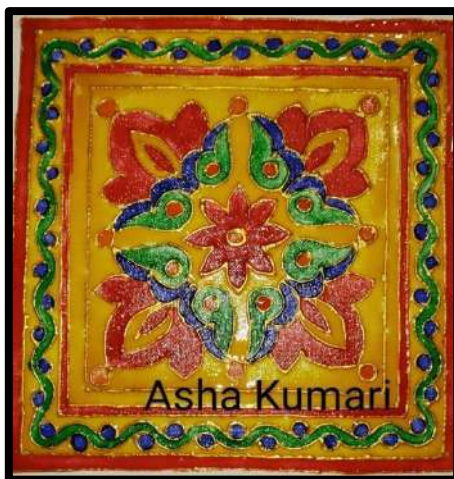| S.NO.	NAME OF THE STUDENT
1	Anjali yadav
2	Aakriti
3	Anusmita
4	Asha Kumari
5	Bhakti Shrivastava
6	Chandra bisit
7	Chehak Bansal
8	Diksha Mishra

9	Naina arya
10	Nisha Bajaj
11	Seema Sharma
12	Yashassvi Gaur

Department of Fabric and Apparel Science organized a Workshop on 30th January – 3rd April 2021 on "Skill enhancement" the workshop was conducted online mode. Mrs. Seema expert of skill enhancement from Pedilite Co.Pvt. Ltd. has imparted training. This workshop was coordinated by Dr. Amita Walia, Dr. Bhupinder, Dr. Shazia Mehtab, Ms. Divyansha Sharma, Dr. Preeti Kaur, and Ms. Shobha Mandal teaching in the Institute of Home Economics.

The purpose of the workshop is to motivate the students towards skill enhancement on fabric. Various Skill enhancement courses such as Textile Design for B.Sc. Home Sc. (Hons. & Pass) are already running in the department. Students made various articles after each session. Students were enjoyed and learned new techniques of value addition such as tie and dye without dye bath, various embroidery stitches using 3D liners, blue pottery, and minakari work, etc.

The most attractive art found by students and teachers was Cutwork using white on white silk. Students made beautiful table runners using cutwork using pearl 3D liner in white silk fabric.
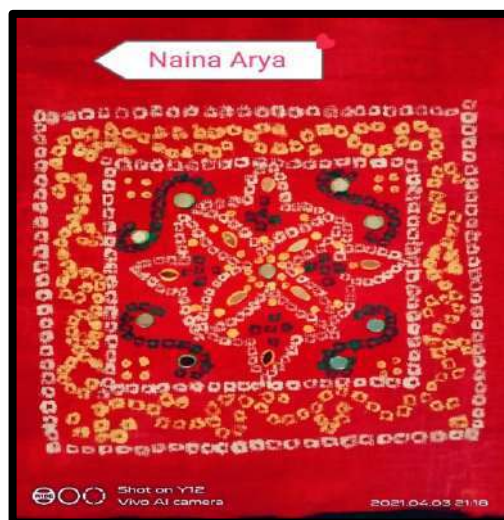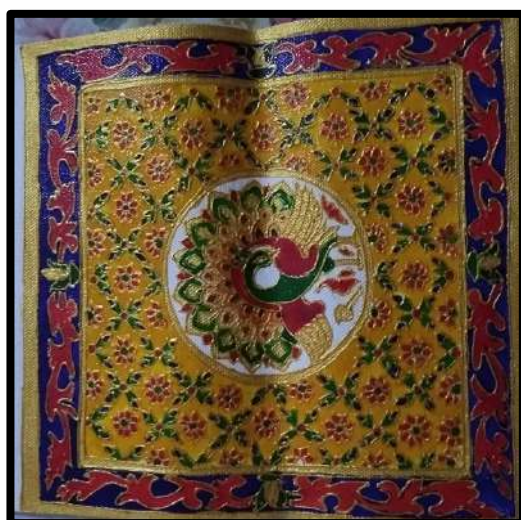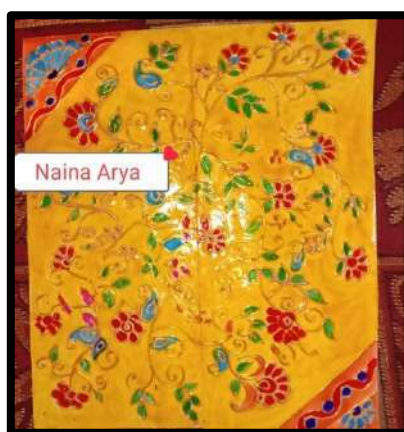
Students' Work

Students' Work

6

Resource Management and Design Application

2020-2021
Report

Name of the short-term course: SmartEdge: An Employability Enhancement Program
Duration of course: 30 hours (February 2020)
Number of students enrolled in the year: 30
Number of Students completing the course in the year:30

S.No	Participants
1	Anjali Kumari
2	Asmi pandey
3	Danika Manocha
4	Diksha Garg
5	Divanshi Saxena
6	Eshita Dewan
7	Jagriti Joshi
8	Jahanvi Malhotra
9	Jaya Yadav
10	Juveria Tahir
11	Kamakshi Abrol
12	Kanak
13	Kathakali Sanyal
14	Khusboo Kohli
15	Mariya Asif
16	Medha Khosla
17	Muskan
18	Neha Tanwar
19	Palak Malhotra
20	Pooja Kumari
21	Prachi
22	Pranjal Naveria
23	Prerna Dash
24	Priyanka Nigam
25	Simra
26	Srishti
27	Subah
28	Tanya
29	Urvi
30	Yukti Bhardwaj

This 30 hours Employability Enhancement Program has been designed to bridge the gap between skill sets desired by the corporate world and the possessed skill sets of students looking out for jobs after their graduation. The course has been specially designed for students to

enhance their corporate readiness. The program enable students to hone their employability skills and jump-start their career in the industry. The program encompassed module on building interpersonal skills, personality enhancement, employability enhancement, job specific skill development and soft skills development (such as communication skills, presentation skills, interview techniques, public speaking). Such activities ensure that the student should possess a right blend of knowledge, skills and attitude to be successful in the placement process. Case studies, group projects, assignments, presentations, interaction with the experts from the industry and real-life simulations were an integral part of the program.

Poster

Name of the Course: Understanding Learning Disabilities

Duration of Course: 36 hours (26 February to 30th April 2021)

Number of participants: 28

S. No.	Name of the participants	IHE/ Others
1	Yashaswi Suri	IHE
2	Harshmita Kaur	IHE
3	Astha	IHE
4	Anshu Tripathi	Others
5	Madhvi Khandelwal	Others
6	Mridula Bajaj	Others
7	Seema Jay Kumar	Others
8	Deepti Sharma	Others(Ex-IHE)
9	Nupur Chokhany	Others
10	Niharika Jain	Others
11	Aditi Sharma	IHE
12	Kanika	IHE
13	Anamika Bhadula	Others (Ex-IHE)
14	Shikha Jaiswal	Others (Ex-IHE)
15	Harsha Yadav	Others
16	Varsha Yadav	Others
17	Ramya Vupalla	Others
18	Avantika Mehra	Others
19	Prathima Chanumolu	Others
20	Dr. Veenu Wadhwa	IHE
21	Vaishali Mahendra	Others
22	Pragya Arora	Others (Ex-IHE)
23	Shubhangi Angirish Saigal	Others
24	Dr. Renu Gulati	IHE
25	Swati Dixit	Others
26	Devika Singh	Others
27	Dr. Kavita Vasudev	IHE
28	Neeru Bhatnagar	Others

The Department of Human Development and Childhood Studies organized a short-term certificate course on "Understanding Learning Disabilities" from Feb-April 2021. The course was open for all and received an enthusiastic response from people across India and abroad. The first Batch of the course had 29 participants, including college students (from the fields of Home Science, Elementary Education and Psychology), schoolteachers, academic coordinators of schools, university professors, psychologists, counsellors and special educators.

The course spanned across three months, covering very comprehensively, the entire gamut of Learning Disabilities. The presence of highly experienced special educators as resource persons for this course ensured an extremely high standard of expertise and knowledge sharing. The course curriculum and structure was designed and developed by the resource persons in collaboration with faculty of the HDCS department to meet the specific requirements of an online platform. Classes were held every weekend (Friday to Sunday), for 2 hours each day via Google Classroom. Every session was kept interactive to invite responses from the participants and help them understand the field in greater depth. Discussions and deliberations among the participants and the resource persons continued through the week via what's app chats and assignment that helped in consolidating their understanding.

Conclusion:

On an overall the event conducted in an interactive manner and timely completion of the targeted content and high rate of attendance is maintained in the entire span of the short-term course.
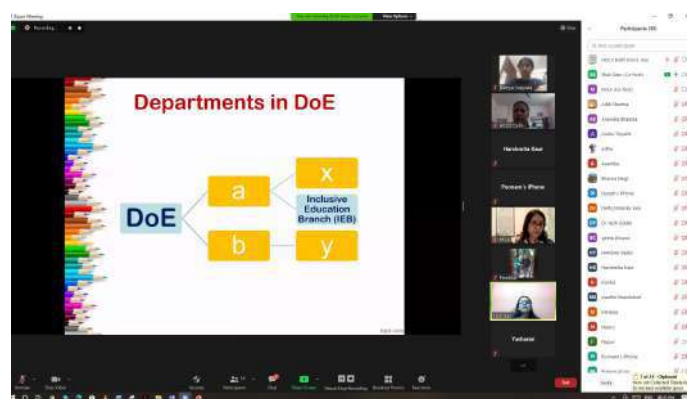
Online Session in progress
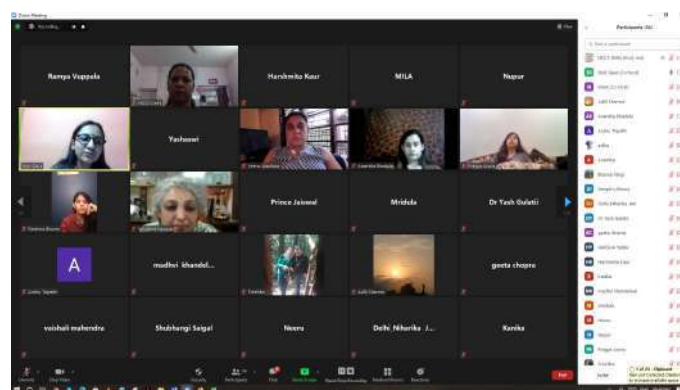
Screenshot of Participants

Elementary Education

2019-2020
Report

Name of the short term course: Child Development, Special Needs and Learning
Duration of course: 7 Months
Number of students enrolled in the year: 48
Number of Students completing the course in the year: 42

S.NO.	NAME OF THE STUDENT
1	Rahul Prakash S Rajput
2	Kala Meena
3	Archana Cynthia Gaur
4	Sunita Jaknore
5	Anand Patel
6	Duleshwari
7	Akhlaq Babi
8	Jitendra Sharma
9	Zubair Qureshi
10	Guneshwari
11	Durga Thakur
12	Laxmi Dube
13	Jasraj Hathiya
14	Amit Gour
15	Rakesh Tilthiya
16	Premlata Kethwas
17	Kiran Sahu
18	Sevya Verma
19	Abhishek Parmar
20	Ajay Dubey
21	Sonal Sahu
22	Brajesh Trivedi
23	Hemant Patel
24	Prachi Banjare
25	Md. Kallandar
26	Mangla Malviya
27	K.S. Vyalsa
28	Arti Verma
29	Vijaylaxmi
30	Divya Verma
31	Saleem
32	Amit Verma
33	Giteshwari Sahu
34	Mukesh Kumar
35	Renuka Sen
36	Neha
37	Bharti Nirmalkar
38	Shyamlal Marskole
39	Shankarlal Yadav
40	Khushboo Singoure

41	Abhijeet Hathel
42	Laxmi
43	Amit Mishra
44	Rajat Pal
45	Abhishek Sahu
46	Bhanu Tiwari
47	Bharti Raghuvanshi
48	Aditi Sharma

Eklavya, Bhopal and Institute of Home Economics, University of Delhi organized a seven month course on 'Child Development, Needs of Special Children and Learning'. The course was conducted in 3 series of workshops and sessions. Participants also submitted assignments that were assessed and feedback given. Resource persons from both the organizations conducted interactive sessions for participants in these workshops. Some of themes discussed were basics of child development, theory of Jean Piaget, concept of childhood, needs of special children such as slow learners, children with sensory impairments and others.

Session in progress

13

Elementary Education

2019-2020
Report

Name of the short term course: Understanding the Nature and Structure of Human Language
Program Duration of course: 3 weeks, 20th April- 14th May 2020
Number of students enrolled in the year: 23
Number of Students completing the course in the year: 23
Participants: BElEd I year students

S.NO.	NAME OF THE STUDENT
1	Tanya Sinha
2	Pavneet Kaur
3	Muskan Singh
4	Niharika
5	Mishti
6	Chetna
7	Jhanvi Ahuja
8	Pooja Meena
9	Simran Tanwar
10	Shivani
11	Yashica Handa
12	Sonu
13	Prerna Attray
14	Kanika Bharadwaj
15	Pratima
16	Kajal
17	Payal Choudhary
18	Ritu
19	Neha Kumari
20	Pooja saini
21	Riya
22	Gauri Singh
23	Shruti Soni

The short-term course titled 'Understanding the Nature and Structure of Human Language' was organized by Dr Suneeta Mishra for 1st year B.El.Ed. students who have a Linguistics paper in their curriculum. The resource person was India's eminent sociolinguist Prof Rama Kant Agnihotri who has been a part of many national groups and policy-drafting agencies on education as well as language pedagogy. The course was of 3 weeks duration, starting on 20th April until 14th May 2020. It was organized in online mode on Zoom meetings due to lockdown.

The course aimed to address the following main issues:
a. What is the nature of human language?
b. How do languages differ from each other and are similar to each other?
c. Understanding the socio-political nature of language
d. How the structure of language and its various dimensions help understand language policies, politics and socio-cultural aspects of a society

The course equipped students to contribute to language-related debates, collect field data for different languages and analyze linguistic aspects in education. Students were given data and small assignments to work on, apart from the Zoom classes. 23 students attended the full course and were awarded a certificate for the same.

Online session in progress

Resource Management and Design Application

2019-2020

Report

Name of the short term course: SmartEdge: An Employability Enhancement Program
Duration of course: 25 hours (October 2019)
Number of students enrolled in the year: 52
Number of Students completing the course in the year:52

This 25 hours Employability Enhancement Program has been designed to bridge the gap between skill sets desired by the corporate world and the possessed skill sets of students looking out for jobs after their graduation. The course has been specially designed for students to enhance their corporate readiness. The program enables students to hone their employability skills and jump-start their career in the industry. The program encompassed module on building interpersonal skills, personality enhancement, employability enhancement, job specific skill development and soft skills development (such as communication skills, presentation skills, interview techniques, public speaking). Such activities ensure that the student should possess a right blend of knowledge, skills and attitude to be successful in the placement process. Case studies, group projects, assignments, presentations, interaction with the experts from the industry and real-life simulations were an integral part of the program.

Session in progress   **Certificate Distribution**

Valedictory Function

Development Communication and Extension & Journalism

2018-2019
Report

Name of the short term course: Radio Jockeying and Production
Program Duration of course: 30 Hours
Number of students enrolled in the year: 13
Number of Students completing the course in the year: 13

S.NO.	NAME OF THE STUDENT	CLASS OF THE STUDENT
1	Haseeba	B.A. (Hons) Journalism, Semester - 4
2	Anamika Dubey	B.A. (Hons) Journalism, Semester - 4
3	Priyanishi	B.A. (Hons) Journalism, Semester - 4
4	Girusha	B.A. (Hons) Journalism, Semester - 4
5	Manvi Singh	B.A. (Hons) Journalism, Semester - 2
6	Sharley Sharma	B.A. (Hons) Journalism, Semester - 2
7	Bhargavi	B.A. (Hons) Journalism, Semester - 2
8	Kashish	B.A. (Hons) Journalism, Semester - 6
9	Mahima Bhatia	B.A. (Hons) Journalism, Semester - 2
10	Ishika Malhotra	B.A. (Hons) Journalism, Semester - 2
11	Sakshi	B.A. (Hons) Journalism, Semester - 2
12	Lipika	B.A. (Hons) Journalism, Semester – 2
13	Simran	B.Sc. (H) Home Science Semester - 6

A short- term course on Radio Jockeying and Production was organized by the department of Development Communication and Extension and Journalism from January to April 2019.

The course is organized to orient the students to radio industry and the skills required to become an RJ. The course consisted of three modules, spread over 30 hours,

Module 1 was on Voice and Radio Programming and consisted of background of Radio, Vocal Exercises, Pronunciation, Diction, Clarity Recording. It also comprised of different kind of radio formats.

Module 2 of the course emphasized on AIR essentials such as stationarity elements, microphone techniques, recoding jingles/advertisements/sweeper, editing software introduction, writing and recording radio links.

Module 3 encompassed Final Radio product. A radio programme was developed by the students. The students scripted, recorded and edited a radio programme.

Interaction with students

Guest Speaker

Session in progress

Faculty with the guest speaker

Resource Management and Design Application

2018-2019

Poster

<div align="center">**Report**</div>

Name of the short term course: Event Management course
Duration of course: 50 hours (16th February 2019)
Number of students enrolled in the year: 8
Number of Students completing the course in the year:8
List of Students name :

- Medha
- Jessica M.
- Jessica Bohra
- Kritika
- Priya
- Deepshikha
- Pinky S.

The aim of this 50 hours course was to provide students with the numerous skills needed to manage successful events. Students were introduced to the fundamental aspects of organizing an event from the start, to event operations leading up to successful completion of the event. By learning how to plan, co-ordinate, implement and evaluate events, students learn best industry practices. Case studies were explored from Concerts, Festivals and Outdoor events to Indoor Events such as Private Functions, Corporate events, Conferences, Weddings, and Product Launches. Students had the opportunity to put together their event project/plan which will provide an opportunity to them to ideate the concept, implement the same and carry it to completion.

Institute of Home Economics
Department of Microbiology
Presents
Short Term Course
on
Introduction to Bioinformatics

Date and duration
20-27th Dec 18 (5 days)
20-25 hrs

Number of Seats
30

Eligibility
Students/Faculty of various Science courses in college or University

Methodology
Lecture
Hands-on Session

Fees
Rs 2000 (for students and faculty)

Certificate
Last day of completion of course

Interested candidates are required to register online:
https://goo.gl/forms/w4sFdHH87hIgc1nJ2

Fees should be paid online through NEFT. Account number 65270943317, IFSC Code SBIN0007407 to IHE Student's Society Account. Last date of registration is 15th Dec 2018 or till availability of seats.

For any queries please contact Co-ordinators
Dr. Sunita Aggarwal (9810220596, sunita.aggarwal@ihe.du.ac.in)
Dr. Neeru Bhagat (9899006321, neeru.bhagat@gmail.com)
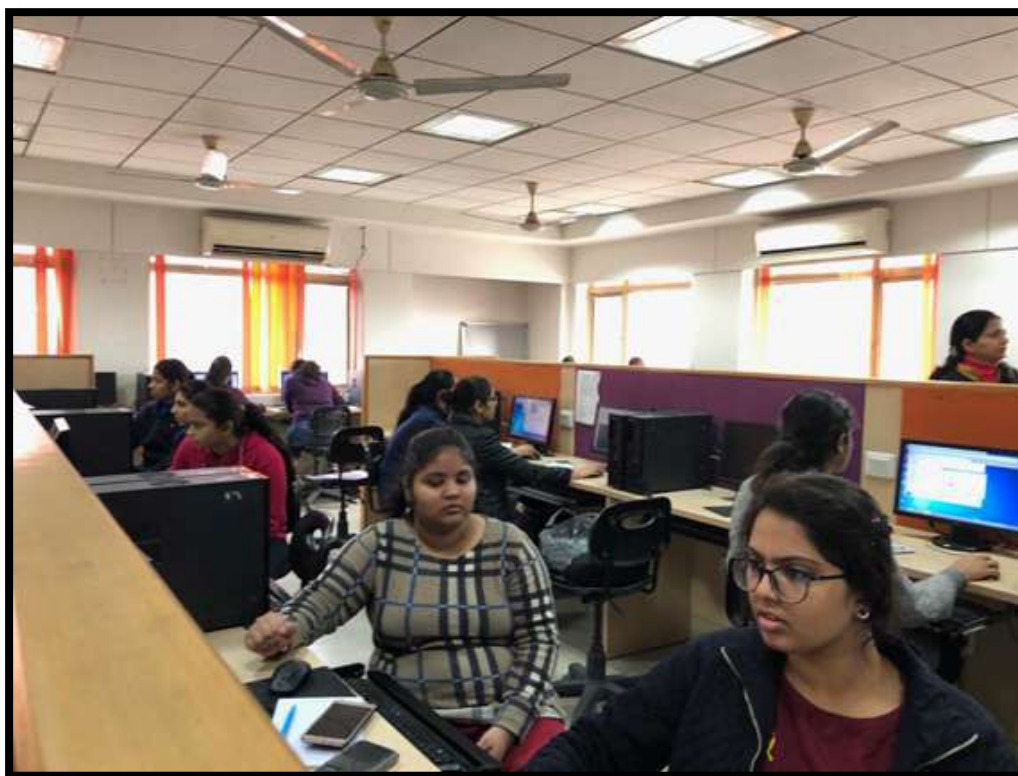
Poster

Report

Name of the Course: Introduction to Bioinformatics

Duration- 8 days

Number of Participants: 32

A five day short term course on 'Introduction to Bioinformatics' was organized for microbiology students on 20th - 27th December 2018, to give them the knowledge about various tools used in DNA & protein analysis.

Session in progress

Department of Resource Management & Design Application

INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)
F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016

SPECIAL FEATURES

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AND RENDERING
. COMTUTER-AIDED
DESIGN
. ON-SITE PROJECT
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FOR MORE INFORMATION
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ihe@gmail.com

Course Duration: 75 Hours

Fee : Rs 11,000 + Rs 500

as registration charges

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Poster

Report

Name of the short term course: AutoCAD & Interior Design Course
Duration of course: 75 hours (16th February 2019)
Number of students enrolled in the year: 7
Number of Students completing the course in the year:7
List of Students name
- Shreya Kaul
- Ashi bhardwaj
- Harshita Kaur
- Akansha
- Bhakti Shrivastva
- Madiha Fatima
- Natasha Rohan

The 75 hours course offered an opportunity to the students to develop an understanding of design relating to residential spaces with technical skills and aesthetics applied in the realm of form and function. The learning was multifaceted including theoretical, conceptual and project-based learning with options to explore the functional, technical, and planning aspects of interiors, along with the stylistic, aesthetic, and thematic elements of Interior Design. As part of the course, the students learnt the software AutoCAD and used the platform to create various interior designs and 3-D models. They also designed spaces that blended real-world requirements with innovative solutions, to shape holistic spatial experiences. Exposure to practical sites was also given to the students along with classroom sessions.

Development Communication and Extension & Journalism

2017-2018
Report

Name of the short term course: Campus To Corporate
Program Duration of course: 30 Hours
Number of students enrolled in the year: 21
Number of Students completing the course in the year: 21

S.NO.	NAME OF THE STUDENT	CLASS OF THE STUDENT
1	Sapna Yadav	B.Sc. (H) Home Science, 2nd Year
2	Aakanksha Tandon	B.Sc. (H) Home Science, 2nd Year
3	Zodinthari Lungtau	B.A. (H) Journalism, 1st Year
4	Kanika	B.Sc. (H) Home Science, 2nd Year
5	S. Rajashree Singha	B.Sc. (H) Home Science, 2nd Year
6	Surbhi Rani	B.Sc. (H) Home Science, 2nd Year
7	Hemlata	B.Sc. (H) Home Science, 2nd Year
8	Sonakshi Namdev	B.Sc. (H) Home Science, 2nd Year
9	Priya Sinha	B.Sc. (H) Home Science, 2nd Year
10	Savita Yadav	B.Sc. (P) Home Science, 1st Year
11	Shruti Trivedi	B.Sc. (H) Home Science, 2nd Year
12	Vritika	B.Sc. (P) Home Science, 2nd Year
13	Rashmi	B.Sc. (H) Home Science, 2nd Year
14	Lalita	B.Sc. (H) Home Science, 2nd Year
15	Reema Sharma	B.Sc. (H) Home Science, 2nd Year
16	Tanya Jain	B.Sc. (H) Home Science, 2nd Year
17	Saumya Sharma	B.Sc. (H) Home Science, 2nd Year
18	Bhavya Malhotra	B.Sc. (H) Home Science, 2nd Year
19	Bhawna	B.Sc. (H) Home Science, 2nd Year
20	Aashma Arora	B.Sc. (H) Home Science, 2nd Year
21	Jahanvi Sharma	B.Sc. (H) Home Science, 2nd Year

A short- term course on 'Campus to Corporate' was organized by the Department of Development Communication and Extension and Journalism. The course was organized to inculcate and develop soft skills such as effective communication, and public speaking. The course helped students to build strong presentation skills for corporate world. The course consisted of three modules, spread over 30 hours. Module 1 was on CV and Cover Letter Writing. It enabled students to learn the trick of the trade and help them in professional growth. This trained them to make an appealing resume and a cover letter. Module 2 of the course focused on networking sites such as LinkedIn. This helped students to build their professional profile so that they are visible to human resource managers and apply for various work opportunities. Module 3 was based on Professional Communication. Students were trained to speak professionally and with confidence, which are the key requirements of any interview. The course prepared students not only for job interviews and how to speak up their thoughts more confidently.

Session in progress

Display of the work

27

Development Communication and Extension & Journalism

2016-2017

Report

Name of the short term course: Radio Jockeying

Program Duration of course: 30 Hours

Number of students enrolled in the year: 21

Number of Students completing the course in the year: 21

Department of Communication and Extension of Institute of Home Economics (IHE), Delhi University aims at providing media and communication knowledge and skills. Hence, the department organized a short-term course in Radio Jockeying. The course was organized with an aim to provide technical know-how of systems and processes and insights into everything that makes a radio station work. The objective of the course was to give an exposure to students to the field of Radio Jockeying. The curriculum covered Production, Communication, Music Programming, Transmission system, Voice Modulation, etc. In this programme students learnt about radio jockeying from the foundational level. The course was conducted by the faculty members of the Department. Some of the resource persons invited for conducting the course are RJ Rahul Makin, Fever FM and Mr. Irfan Khan, All India Radio to name a few. The course was conducted in the audio lab of the department. It is equipped with a fully loaded workstation that consists of a 16-channel analogue audio-mixer, audio-monitor, speakers, microphones, computer, and a two-track sound card. The studio serves as a laboratory to train students in various new-age audio-visuals

The course provided a hands on training to students on scriptwriting, recording and editing for radio. Voice modulation training was provided to students to hone their speaking skills which is essential for a radio jockey but is a skill that a student can apply in all walks of life. The course focussed on how to build content for radio. The students developed various radio programmes and learnt about different radio formats. Radio jingles and radio dramas were developed by the students and were presented at the end of the course.

Recording Radio Programme

Honing Speaking Skills and Voice Modulation

Learning Editing from the Expert

Fabric & Apparel Science

2016-2017

Report

Name of the Course: Fashion Sketching

Duration of the course: 30 Hours

Number of participants: 24

S.No	Name of the Students
1	Rinkle
2	Deepshikha
3	Priya
4	Karishma
5	Sonia
6	Shweta
7	Pinki
8	Kanchan
9	Neha
10	Vidhya dhari
11	Tanvi
12	Suruchi
13	Sonia
14	Lalita
15	Ananya
16	Bani
17	Shweta Tyagi
18	Himani Tyagi
19	Raghvi Bhusan
20	Rabeena
21	Deepika
22	Madhu
23	Manya
24	Husanvi

The short term course has focused on developing skills on fashion sketching using computer aided designing software i.e. CorelDraw. The students were introduced to various aspects and tools of the software. Daily basis exercises were given to all the participants. On an overall the event conducted in an very interactive and with hands on experiential manner. The timely completion of the targeted content and high rate of attendance is maintained in the entire course.

Human Development and Childhood Studies

2016-2017

Report

Name of the Course: Inclusive Education

Duration of the course: 3 months

Total contact hours: 60

Number of participants: 17

S.No	Name of the Students
1	Ananta Bhardwaj
2	Devika Bhatnagar
3	Jiya
4	Khushboo Arora
5	Megha
6	Muskan Bisht
7	Neha Sharma Sachdev
8	Ojsvi Sharma
9	Pallavi Gupta
10	Prerna Arora
11	Prerna Pant
12	Richee Jain
13	Rinkle
14	Senna Singh
15	Shivi
16	Shweta Tyagi
17	Sumita Chawla

On an overall the event conducted in an interactive manner and timely completion of the targeted content and high rate of attendance is maintained in the entire

Session in progress
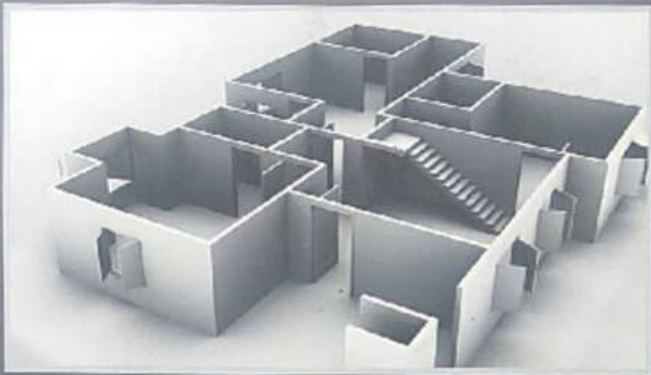
Certificate Distribution

Resource Management and Design Application

2016-2017

Poster

Report

Name of the short term course: <u>3D's Max Course</u>
Duration of course: 25 hours (Started in Feb 2017)
Number of students enrolled in the year: 6
Number of Students completing the course in the year: 6
List of Students name:

- Dr Poonam Magu
- Dr Ritu Atheya
- Ms. Shubra Gupta
- Dr Reema chaurasia
- Ms Kavita Sagar
- Ms Natasha Sharma

Department of Resource Management and Design Application has initiated the short term course entitled '3Ds Max (Basic)' . This course has acquainted student with the interface of 3Ds Max software along with 3D Max mechanics such as architectural 3D modeling rendering etc. This software has infused great capabilities amongst students for developing effective 3D models.

30 HOURS SHORT TERM COURSE ON PRODUCT DEVELOPMENT IN HOME TEXTLILES

Sl. No.	Name	21	28	30	2nd	5	7	9	13	19	21	23	31	2		7	8			Remarks
1	Aditi Rana	1	2	3	4	5	6	7	8	0	0	0	0	0		7	8			
2.	Anushmita Dey	1	2	3	4	5	6	7	8	9	10	11	17	0		0	0			
3.	Srishti Rana	1	2	3	4	5	6	7	8	9	0	0	10	11		13	17			—
4.	Bhawna	1	2	3	4	5	6	7	8	9	10	11	12	13		14	15			
5.	Binolu	1	2	3	4	5	6	7	8	0	0	0	0	0		0	0			
6.	Deepanshi	1	2	3	4	5	6	7	8	0	0	0	0	0		0	0			
7.	Manishka Babbar	1	2	3	4	5	6	7	8	9	0	0	10	11		12	13			
8.	Ishani Susudhi	1	2	3	4	5	6	7	8	9	0	0	10	11		12	13			
9.	Kaniska Gupta	1	2	3	4	5	6	7	8	9	0	0	10	11		12	13			
10.	Kashish Sharma	1	2	3	4	5	6	7	8	0	0	0	9	0		0	10			
11.	Malvika Das	1	2	3	4	5	6	7	8	9	0	0	0	10		0	11			
12.	Mounita Gautam	1	2	3	4	5	6	7	8	9	0	0	10	11		12	13			
13.	Megha Doshal	1	2	3	4	5	6	7	8	9	0	0	10	0		11	12			
14.	Mohini Chawhan	1	2	3	0	4	5	6	0	7	0	0	0	8		9	10			
15.	Munka	1	2	3	4	5	6	0	0	0	0	0	0	0		0	0			
14.	Nandini Gulati	1	2	0	0	0	0	0	0	0	0	0	0	0		0	0			
15.	Nirisha Chawhan	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0			
16.	Piyali Deb	1	2	3	4	5	6	7	8	0	0	0	0	0		0	0			
17.	Roshni Kumari	1	2	3	4	5	6	7	8	0	0	0	9	10		11	12			
18.	Sonali Bhardwaj	1	2	3	0	0	0	0	0	0	0	0	0	0		0	0			
19.	Swali	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0			
20.	Tanisha Rohilla	1	2	3	4	5	6	7	8	0	0	0	0	9		0	0			
21.	Vaishali	1	2	3	4	0	0	0	0	0	0	0	0	0		0	0			
22.	Yashika Khatta	1	2	3	4	5	6	7	8	0	0	0	0	0		0	0			

Short term course details (Department of El Ed)

Title: Understanding the Nature and Structure of Human Language

Time-period: April-May 2020

Organizer: Dr Suneeta Mishra

Resource person: Prof Rama Kant Agnihotri

Participants: BElEd I year students

The short term course titled 'Understanding the Nature and Structure of Human Language' was organized by Dr Suneeta Mishra for 1st year BElEd students who have a Linguistics paper in their curriculum. The resource person was India's eminent sociolinguist Prof Rama Kant Agnihotri who has been a part of many national groups and policy-drafting agencies on education as well as language pedagogy. The course was of 3 weeks duration, starting on 20th April until 14th May 2020. It was organized in online mode on Zoom meetings due to lockdown.

The course aimed to address the following main issues:

a. What is the nature of human language?
b. How do languages differ from each other and are similar to each other?
c. Understanding the socio-political nature of language
d. How the structure of language and its various dimensions help understand language policies, politics and socio-cultural aspects of a society

The course equipped students to contribute to language-related debates, collect field data for different languages and analyse linguistic aspects in education. Students were given data and small assignments to work on, apart from the Zoom classes. 23 students attended the full course and were awarded a certificate for the same.

Close   **Participants (21)**

🔍 Search

SM	Suneeta Mishra (me, host)	📹 🎤 >
N	Neha	📹̸ 🎤 >
N	Niharika	📹 🎤 >
PC	Payal Choudhary	📹̸ 🎤 >
P	Pooja	📹̸ 🎤 >
RK	Rama Kant Agnihotri	📹 🎤 >
R	Reshma	📹̸ 🎤 >
R	Ritu	📹̸ 🎤 >
S	Shivani	1 📹̸ 🎤 >

| Invite | Mute All | Unmute All |

5 day workshop on '"Introduction to Bioinformatics"

Following students of B.Sc. (Hons) Microbiology of Ist, IInd and IIIrd year attended the 5 day workshop on '**"Introduction to Bioinformatics"** from 20th to 27th Dec 2018.

1. Stuti
2. Anupama
3. Ruchi
4. Piyusha
5. Shubhangi
6. Harshita   Shrivastava
7. Ritika pant
8. Ruchi
9. Sidra
10. Himani Pant
11. Rashmi Ranjan
12. Shraddha
13. Sristhi
14. Sonia
15. Priyal
16. Geetanjali
17. Anshu
18. Praneeta
19. Deepali
20. Pankhuri
21. Naze
22. Shaurya
23. Adya
24. Ann
25. Vandana
26. SIA
27. Jiya
28. Sonal
29. Muskan
30. Kaushiki
31. Deepanshi
32. Priyanka
33. Medha
34. Ritika Rautela
35. Shabnam
36. Garima
37. Samta
38. Neha

The workshop covers the following topics.

- Introduction to Bioinformatics. Operating Systems (UNIX, Windows, LINUX) Databases NCBI, PDB, DDBJ, Uniprot
- Gene prediction in Bacteria and Eukaryotes (Sequence retrieval from NCBI, Gene prediction of retrieved nucleotide sequence)
- Protein structure prediction (Primary and Secondary structure of retrieved protein sequence)

- Homology Modelling and Molecular Visualization
- Drug designing and Other Applications

The program include the lectures of 1-2 hours followed by hands -on - training for 3-4 hours by eminent academicians from University of Delhi and Jawahar Lal Nehru University.
The students who have > 80% attendance got the certificates.

The course was organized to orient the students to radio industry and impart them with the skills required to become an RJ.

<u>Course Duration-</u> 30 hours

<u>Number of students enrolled-</u> 13

The course consisted of the following modules: -

Module 1: Voice and Radio

- Language, its mastery and intonations
- Pronunciations
- Diction clarity
- Vocal exercises
- Speech personality: pitch, volume, tempo, vitality and enthusiasm
- Vocal greats…Radio personalities

Module2: On-Air Essentials

Chapter1: Writing for your own shows. (Advanced script writing)

Chapter 2: Listener participation

- Handling calls and interviews
- Art of interviewing
- Vox Pop &OB Recordings
- Three A's of programming: "Amoebecentric", "always thinking and thinking" and "All in one"
- News for Radio: 7Ps of News presentations

Chapter3: Stationality Elements

- Jingle/Sweepers/doughnuts/ bumpers

Chapter 4: Breakfast essentials/Directing drive times

Chapter 5: Microphone rehearsals

Module3: On Air Studio Technical Training

Chapter 1 : Studio Do's and Don't

Chapter 2: Production studios

- Production techniques
- Accessories, program line ad patch panel
- Editing on soundforge
- Selecting underlays

Chapter 3: On Air Studios

- Audio Console and Studio support equipment
- Console, Meters and signal flow
- On-hands training on RCS

Name of the participants:

1. Haseeba
2. Anamika Dubey
3. Priyanishi
4. Girusha
5. Manvi Singh
6. Sharley Sharma
7. Bhargavi
8. Kashish
9. Mahima Bhatia
10. Ishika Malhotra
11. Sakshi
12. Lipika
13. Simran

Assessment Criteria:

Participants scripted, recorded and edited their radio program. The assessment was based on the presentation of the final radio product developed by the participants.

EVENT MANAGEMENT

ATTENDANCE REGISTER (STUDENTS)

DATES → / NAME ↓	16th FEB 2019 3 [HOURS]	23 FEB 2019 2 [HOURS]	2nd March 2019 1 [HOURS]	2nd March 2019 2 [HOURS]	16th March 19 4 [HOURS]	9 July 19 (4·5hr) 2·5 [HOURS]
MEDHA K.	✓	✓	✓	✓	✓	✓ ✓
AAKRITI J.	✓	✓	✓	✓	A	A A
JESSICA M.	✓	X	X	✓	A	✓ ✓
JESSICA B.	A	✓	✓	✓	✓	✓ ✓
KRITIKA V.	✓	✓	✓	✓	A	✓ ✓
PRIYA M.	✓	✓	✓	✓	✓	✓ ✓
DEEPSHIKAC	A	✓	✓	✓	✓	✓ ✓
PINKI S.	✓	✓	✓	A	✓	✓ ✓

FACULTY → (SHUBRA) | MS. BHAVNA Charma | (Dr Ritu) | Shubra. (SHUBRA) | Siddhaet Sinha | MR. RAHUL JAIN

LABSTAFF → Unit 1 complete | | | | Unit 3 CPR left

ATTENDANCE REGISTER (8 FEB ONT)

DATES	10 July 19					11 Aug	12 July		8 Aug	
NAME / Hrs. (HOURS)	—3hrs—	—3hrs—	—1.5hrs—	—3 hrs—		—3hrs—	—4hrs—	—3 Aug—	—3 Aug—	
	(—3hrs—)	(HOURS)	(HOURS)	(HOURS)		(HOURS)	(HOURS)	—3hrs—(HOURS)	—3hrs (3 WEEK)—	
MEDHA	✓					✓				
AAKRITI	✓	✓	✓	✓		✓	✓	✓	✓	
JESSICA M.	✓	✗	✗	✓		✓	✓	✗	✗	
JESSICA B.	✓	✓	✓	✓		✓	✓	✓	✓	
KRITIKA	✓	✓	✓	✓		✓	✓	✓	✓	
PRIYA	✓	✓	✓	✓		✓	✓	✗	✓	
DEEPSHIKHA	✓	✓	✓	✓		✓	✗	✓	✓	
PINKI	✗	✗	✓	✓		✗	✗	✓	✓	

CLASSES (

Project classes
+
Field Visits

TOTAL= 50 HRS

TOTAL MONEY COLLECTED
= ₨ 68,000/-

FACULTY REMUNERATION = ₨39,350/-
(₨ 39,350)

BALANCE AS ON
9th Aug 2019 = ₨ 28,650
8th Aug 2019 = ₨ 28,650
— ₨5,000 (advance)

₨ 23,650/-

FACULTY

(10:00–11am)   (11:30–4pm)   (11:30–1pm)   M.S. Nidhi   Ms. Nidhi
Dr. RITU   Mr. Pawan   Dr. Ritu   Jain   Jain
                                                                                     (2–5pm)
Quer   Quer   Quer   (11:30–3:40pm)   Ms. Gurleen
                                            Dr. Ritu   Mr. Suneel Ban
                                            Director

Nidhi Jain

(EVENT DESIGNING)

Last 11th Aug   12/7/19   3/8/19

Auto CAD
AND
INTERIOR
DESIGN

(Short Term Course)

S.No.	Name	Class	Roll No.
1.	Shreya Kaul	B.Sc(H) II Sem Sec B	9971552263
2.	Aashi Bhardwaj	B.Sc(H) II Sem Sec B	8929152922
3.	Harshita Kaur	B.Sc(H) II Sem Sec B	9810338847
4.	Aakanksha	B.Sc(H) II Sem Sec C	8851415269
5.	Bhakti Shrivastava	B.Sc(P) II Sem Sec B	8800762408
6.	Madiha Fatima	B.Sc(P) II Sem Sec D	9711982410
7.	Nalasha Rehan	B.Sc(H) IV Sem Sec C	9717624431

S.No	Names	16/2	16/2	1/3	8/3	15/3	16/3	18/3	24/2	2/3								9/7	10/7	11/7	12/7	16/7	17/7	18/7	19/7		
1.	Shreya K.	P	P	P	P	P	P	P										P	A	A	P	P	P	P	P		
2.	Aashi Harshita	P	P	P	P	P	P	PP										P	A	A	P	P	P	P	P		
3.	Harshita	P	P	P	P	P	PP	PP										P	A	A	P	P	P	P	P		
4.	Aakansha	P	P	P	P	P	PP	PP										A	A	A	P	P	P	P	P		
5.	Bhakti	P	P	P		P	PP	PP										P	A	A	A	P	P	P	P		
6.	Madiha	P	P	P		PP	PP	PP										P	P	P	A	P	P	P	P		
7.	Natasha	P	P	P		PP	PP	PP										A	P	P	A	P	P	P	P		

DEF COL SITES
DLF EMPORIO

Faculty Sig. | Lo | (01) | | | 01 | | 01 | | | | |
Lab Staff | 1 | 130 | 3 | 2 | 1 | | | 6 | 6 | | |

Faculty Named:
Dr. Reena
Ms. Jasleen
Dr. Richa Tyagi
Mr. SIDDHARTH TRIPATHY

1300
400

Geeta L-Kumar

INSTITUTE OF HOME ECONOMICS
UNIVERSITY OF DELHI

Short term Course on
SmartEdge: An Employability Enhancement Program Oct. 2019 [9th-12th Oct 2019]   House: 25

SNo.	NAME	COURSE	SECTION	Fee	Phone no.	Signature
1.	Sakshi	Bsc. Home Science (P) (I) year Ist yr	E	2000	8572278291	Sakshi
2.	Amani	Bsc. Home Science (P)	E	2000	8920392545	Amaz.
3.	Disha Khattar	B.Sc. Home Science (P)	F	2000	7428831956	Disha Khattar
4.	Nikita Bisht	B.Sc. Home Science (P) III year	B	2000	9354050488	
5.	Diksha Sharma	B.Sc. Home Science (H) III Sem	B	2000	8016110952	Diksha
6.	Aarti Chaudhary	B.Sc Home Science (H) III Sem	B	2000	8929752023	Aarti Chaudhary
7.	Astha	B.Sc Home Science (H) III Sem	B	2000	8920463450	Astha
8.	Manya	B.Sc (H) Home Science III Sem	B	2000		Manya
9.		B.Sc (H) Home Sc. III Sem	B	2000	81309 61451	
10.	Shreya Kaul	B.Sc (H) Home Sc	B	2000	9971552263	Abru.
11.	Himanshi Saluja	B.Sc (H) Chem V	B	2000	8587830646	Kamal
12.	Dhriti Sawhney	B.Sc (H) HSem V	B	2000	9899184660	Dhriti
13.	Arundhati Panuliyal	B.Sc (H) Home Sci Sem III	C	2000	8198042333	Arundhati
14.	Ghunika Sehgal	B.Sc (H) Home Sc III Sem	D	2000	9319260803	Ghunika
15.	Kritika Vats	B.Sc (H) Home Sc. III Sem	D	2000	7042023950	Kritika Vats
16.	ALINA KHAN	B.Sc (H) Home Sc. III Sem	D	2000/-	9354528939	ALINA
17.	Snigdha Ranjan	B.Sc (H) Home Sc. III Sem	D	2000/-	7551184731	
18.	Saanya Makkad	B.Sc (H) Home Sc. (P)	E	2000	7011132032	Saanya
19.	Simran Suri	B.Sc Home S. (P)	E	2000/-	8383803993	Simran
20.	Jugreen Kaur Kohli	B.Sc Home S. (P)	E	2000/-	9810087213	Jugreen
21.	Kritika Katyal	B.Sc Home Sc.(P)	E	2000/-	9710084188	
22.	Ankita Mishra	B.Sc (H) HomeSci IIIrd	G	2000/-	8851244219	Ankita Mishra
23.	Nishtha Jain	B.Sc HomeSc. (Pas) III	F	2000/-	9654230168	Nishtha
24.	Nidhi Khurana	B.Sc HomeScience (H) III RM&D Grp (B)	F	2000/-	9717916445	Nidhi
25.	Surbhi Sharma	B.Sc (P) HSc Sem V	F	2000/-	8459948080	Surbhi
26.	Geetika Sakhdeva	B.Sc (P) HSc Sem V	A	2000/-	8130281807	Geetika
27.	Kajal	B.Sc (P) HSc Sem I	D	2000/-	8800287763	Kajal
28.	Hanisha	B.Sc (H) Homes Sc. III Sem	C	2000/-	9711041219	Hanisha
29.	Saanyukta	B.S.c (H) Home Sci III Sem	A	2000/-	9625573293 8350736293 9625578136	Saanyukta

S.No	Name	Course	Section	Fees	Phone No	Signature
30.	Mehak Chopra	Bsc Home Science (Pass) (III)	B	2000/-	9315186205	Mehak
31.	Urvashi	Bsc (Home Science) Pass (II)	B	2000/-	8929792205	Urvashi
32.	Nisha Yadav	B.Sc (H.Sc) (Hons) (III)	C	2000/-	8929292623	Nisha yadav
33.	Ananya Khatri	B.Sc Home Science (I) (III)	A	2000/-	9540679714	Ananya khatri
34.	NAMYA JAIN	B.Sc (PASS) HOME SCIENCE (I)	I	2000/-	9711375909	NAMYA Jain
35.	AIMAN KHAN	B.Sc (PASS) HOME SCIENCE (I)	I	2000/-	9810678662	Aiman
36.	Aanchal Nakulwani	Bsc (PASS) Home Science (V)	F	2000/-	9027274167	Aanchal
37.	Chasu Bhatia	Bsc (Pass) Home Sci. V	F	2000/-	8920187866	Chasu
38.	Shikha Sagar	Bsc (Clan) Home Sc. V	F (B)	2000/-	9354421768	Shikha
39.	Simranjeet kaur	Bsc (Pass) Home Sc. V	H	2000/-	8527107054	Simranjeet kaur
40.	Prachi Shukla	B.Sc (Pass) Home Sc. V	D	2000/-	9716573599	Prachi Shukla
41.	Imli Sharma	B.Sc (Hons) H.Sc. V	D	2000/-	9873212717	Imli Sharma
42.	Petu Goswami	B.Sc (Pass) H.Sc. I	D	2000/-	8888881951	Goswami
43.	Girilla Singhal	B.Sc (Pass) H.Sc. I	I	2000/-	8929179879	Girilla
44.	Muskan Jadaav	B.Sc (Pass) H.Sc. V	I	2000/-	8929179879	Muskan
45.	Akhila Vidyadharan	B.Sc (Hons) H.Sc V	B	2000/-	9873724875	Akhila
46.	Dimple Ballakshu	B.Sc (Hons) M.Sc. III	B	2000/-	9654158371	Dimple
47.	Sydney Gashyal	B.Sc (Hons) Home II	A	2000/-	9319140407	Sydney
48.	Sejal Jaiswal	B.Sc (Home Sci) H.Sc II	C	2000/-	9810667098	Sejal
49.	Khatika Jain	B.Sc Home Sci (Pass) I	C	2000/-	9717117234	Ejain
50.	a?aana	B.Sc. Home Science (Hons) III.	D	2000/-	9953006385	a?aana
51.	Shivii Bhuttni	Bsc Home Science (Hons) V	C	2000/-	9997244441	Shivii
52.	Priya Khatana	Bsc Home Science (Pass) V	C	2000/-	9318395389	Priya
				Total Rs = 104000/-		

S.No.	Name	Course	Section	Fees	Phone No.	Signature
1.	Divanshi Saxena	B.Sc (Hons) Home Science (I)	A	2000	8100372211	Divanshi
2.	Katticali Sanyal	B.Sc (Hons) Home Science (2)	B	2000	9088229304	Katticali Sanyal
3.	Fragal Nawelia	B.Sc (Hons) Home Science (2)	A	2000	9811979309	Pragalnawreia
4.	Muskan	B.Sc (Hons) Home Science (2)	B	2000	8307453824	Muskan
5.	Prachi	B.Sc (Hons) Home Science (2)	B	2000	9953791411	Prachi
6.	Subah	B.Sc (Hons) Home Science (2)	A	2000	98100 91857	Subah
7.	Simra	B.Sc (P) Home Science	F	2000	9958641418	Simra
8.	Tanya	B.Sc (P) Home Science	F	2000	9999266577	Tanya
9.	Kamakshi Mohit	B.Sc (P) Home Science	D	2000	9999058559	Kamakshi
10.	Khushboo Kohli	B.Sc (P) Home Science	E	2000	9354340145	Kohli
11.	Amol Pandey	B.Sc (P) Home Science	F	2000	9958361563	Amu
12.	Palak Malhotra	B.Sc (P) Home Science	F	2000	8447684078	Palak
13.	Danika Mohorla	B.Sc (H) HS	A	2000	9958290160	D-M
14.	Priyanka Nigar	B.Sc (P) Home Science	F	2000	9958832812	Priyanka
15.	Sakshi	B.Sc (P) Home Science (IV)	D	2000	9811605730	Sakshi
16.	Medha Khosla	B.Sc (P) Home Science (VI)	B	2000	9150949120	Medha
17.	Tasnria Tahir	B.Sc (H) Home Science	B	2000	8826888624	Tahir
18.	Jahanvi Malhotra	B.Sc (P) Home Science	D	2000	9554184509	Jahanvi
19.	Jaya Yadav	B.Sc (H) Home Science (VI)	B	2000	7678333951	Jaya Yadav
20.	Mariya Arif	B.Sc (H) Home Science (vi)	A	2000	8920359192	Mariyaad
21.	Yukta Bhardwaj	B.Sc (H) Home Science (VI)	D	2000	8800460985	Yukta
22.	Tagruti Taeli	B.Sc (P) Home Science (4)	D	2000	8586085866	Tagriti
23.	Anjali Kumari	B.Sc (P) Home Science (4)	D	2000	9313716946	Anjali
24.	Diksha Garg	B.Sc (H) Home Science (VI)	B	2000	9910500401	Diksha
25.	Prerna Delsh	B.Sc (H) Home Science (VI)	C	2000	9011391577	Prerna
26.	Eshita Dewan	B.Sc (H) Home Science (II)	C	2000	8920019027	Eshita
27.	Kanak	B.Sc (H) Home Science (T)	C	8000	8800307101	Kanak
28.	Vidya	B.Sc (P) Home Science	C	2000	8507964293	Vidya
29.	Pooja Kumari	B.Sc (H) Home Science (II)	C	2000	7678319674	Pooja Kumari
30	Neha Ansary	B.Sc (H) Home Science	B	2000	9354931075	Neha

DEPARTMENT OF RESOURCE MANAGEMENT & DESIGN
APPLICATION
SHORT-TERM COURSE ON EVENT MANAGEMENT

Course Duration: Total 75 Hours

- 50 Hours Theory
- 25 Hours Practical Training

Course Fees: ₹ 12,000 + ₹ 1,000 (Registration)

Eligibility Criteria:

- Pass Class 12th and above from any stream with Minimum 55%
- Personal Interview

Introduction: Event management is an exciting and rapidly expanding field. This course allows students to build their understanding of the base body of knowledge, theory and methodology that underpins modern event management.

Students are introduced to the fundamental aspects of organising an event from start, to event operations to successful completion. This Event Management course leads to a diploma in Event Management from University of Delhi. The programme covers 7 different Event modules which are completed over 10 weeks. Each event module is identified as reflecting best practice by the events industry.

Course Aims at: The aim of the Event Management Diploma course is to provide students with the numerous skills needed to manage successful events. By learning how to plan, co-ordinate, implement and evaluate events, students will learn best industry practice. Students will have the opportunity to put together their event project plan which will allow them to manage the concept and idea through to the proposal and implementation of the event. The course incorporates case studies and guest speakers from various event industries to provide a contemporary context for examining best practice in event management.

The assessment involves completing a project and 4 assignments plus one case study. Case examples will be explored from Concerts, Festivals and Outdoor events to Indoor Events such as Private Functions, Corporate events, Conferences, Weddings, and Product Launches. Upon successful completion students receive a short-term course certificate in Event Management from University of Delhi.

Course Outline:

MODULE I: EVENT MANAGEMENT FUNDAMENTALS
MODULE II: EVENT COMMUNICATION
MODULE III: EVENT MARKETING AND ADVERTISING
MODULE IV: EVENT PRODUCTION & LOGISTICS / EVENT OPERATIONS
MODULE V: SPECIAL EVENTS
MODULE VI: EVENT SAFETY AND SECURITY
MODULE VII: BASIC EVENT ACCOUNTING

Course Content:

MODULE I: EVENT MANAGEMENT FUNDAMENTALS   (4 HRS)

- Introduction to events
- Principles of event management
- Types of events
- Event Planning
- Contingency Planning

MODULE II: EVENT COMMUNICATION   (10 HRS)

- Written and Verbal communication
- Presentation skills and use of computer in events
- Personnel grooming, expressions and body language

MODULE III: EVENT MARKETING AND ADVERTISING   (8 HRS)

- Introduction to Event Marketing
- Event Marketing Mix
- Market Research
- Advertising Publicity and Public relations

MODULE IV: EVENT PRODUCTION & LOGISTICS / EVENT OPERATIONS (6HRS)

- Event venues and physical settings
- Events Theme: Concept, theme and technology
- Event networks & supply chain
- Event Logistics
- Event laws and permissions

MODULE V: SPECIAL EVENTS   (4HRS)

- Types and category
- Sports, Rallies, Wedding
- MICE (Meetings, Incentives, Conferences, and Exhibitions) Management

MODULE VI: EVENT SAFETY AND SECURITY   (4 HRS)

- Security, Occupational safety
- Crowd management
- Major risks and emergency planning,
- Incident reporting and emergency procedures

MODULE VII: BASIC EVENT ACCOUNTING   (14 HRS)

- Accounting principles and standards
- Budget, Break- even point
- Cash flow analysis, Profit & loss statement
- Balance sheet, panic payments, financial control system

Practical Training:

Students are also provided with practical training and are made on work on small, medium or large events. They are shown working with Advertising agencies, Marketing agencies, T.V channels and exposed to Seminars, meetings, conferences etc.   (25 HRS)

Event Management

<p style="text-align: center;">Short Term Course – **Campus to Corporate (2017-18)**</p>

The course was organized to inculcate and develop soft skills such as effective communication, and public speaking. The course helped students to build strong presentation skills for corporate world.

Course Duration:- 30 hours

Number of students enrolled: 21

The course consisted of the following modules: -

Module 1: CV and Cover Letter Writing

- Drafting of CV
- Things to be included in CV
- Purpose of Cover letter
- Content of Cover letter
- Drafting Cover letter with job description

Module 2: Networking Through LinkedIn

- Building professional profile
- Searching jobs on LinkedIn
- Networking with HR managers
- How to apply for jobs through your profile
-

Module 3- Professional Communication

- Preparing for interview
- Interview skills and techniques
- Professional Speaking skills
- Key requirements of any interview
- Common questions to prepare for any interview

Name of the Participants:-

1. Sapna Yadav
2. Aakanksha Tandon
3. Zodinthari Lungtau
4. Kanika
5. S. Rajashree Singha
6. Surbhi Rani
7. Hemlata
8. Sonakshi Namdev
9. Priya Sinha
10. Savita Yadav
11. Shruti Trivedi
12. Vritika
13. Rashmi
14. Lalita
15. Reema Sharma
16. Tanya Jain
17. Saumya Sharma

18. Bhavya Malhotra
19. Bhawna
20. Aashma Arora
21. Jahanvi Sharma

Assessment Criteria:
Students were evaluated on the final mock interview activity where students get to present their final resumes prepared during the course and present their interview skills and techniques learned during the course.

Short Term Course on **Radio Jockeying and Production (2016-17)**

The course was organized to orient the students to radio industry and impart them with the skills required to become an RJ.
Course Duration- 30 hours

The course consisted of the following modules: -

Module 1: Voice and Radio

- Language, its mastery and intonations
- Pronunciations
- Diction clarity
- Vocal exercises
- Speech personality: pitch, volume, tempo, vitality and enthusiasm
- Vocal greats…Radio personalities

Module2: On-Air Essentials

Chapter1: Writing for your own shows. (Advanced script writing)
Chapter 2: Listener participation
- Handling calls and interviews
- Art of interviewing
- Vox Pop &OB Recordings
- Three A's of programming: "Amoebecentric", "always thinking and thinking" and "All in one"
- News for Radio: 7Ps of News presentations
Chapter3: Stationality Elements
- Jingle/Sweepers/doughnuts/ bumpers
Chapter 4: Breakfast essentials/Directing drive times
Chapter 5: Microphone rehearsals
Module3: On Air Studio Technical Training

Chapter 1 : Studio Do's and Don't
Chapter 2: Production studios
- Production techniques
- Accessories, program line ad patch panel
- Editing on soundforge
- Selecting underlays
Chapter 3: On Air Studios
- Audio Console and Studio support equipment
- Console, Meters and signal flow
- On-hands training on RCS

Assessment Criteria: The assessment was based on the final radio product (radio jingle and radio drama) developed by the participants and were presented in the end of the course.

HDCS SHORT-TERM COURSES

Year 2016-2017

Name of the short-term course- Inclusive education for children with disabilities

Details already included in the NAAC document shared

Here is the attendance (if you need as proof)

Attendance record of the students

SHORT TERM COURSE IN INTERIOR DESIGNING

Course Duration – 100 hrs

Practical – 50 Hrs

Theory – 50 Hrs

Eligibility Criteria – Any Graduate/Undergarduate with prior knowledge of Auto-CAD

No. Of Students expected – 30

Fees Structure – Rs. 15, 000/- (Rs. 14,000 + Rs. 1000 (Registration)

Introduction

- To develop skills of drawing, designing and presentation of interior space with computer. This would also assist in developing skill of detailing for drawing/execution.

- To develop aptitude, to solve interior designing problems at workplace.

- To provide an insight into professional practice of design application.

- To develop skills in visualising and drawing various interior schemes.

- To develop the skills of drawing the working details and execution drawing using CAD.

- To improve competence in designing using AutoCAD.

COURSE OUTLINE

Unit I – Residential Spaces

Unit II – Building Components and Finishes

Unit III – Building Materials

Unit IV – Building Services

Lectures - 50

THEORY

(8 Lectures -)

Unit I – Residential Spaces

- Activities and spaces in the house

- Zones and their requirements
- Composition of a drawing – Principles of Composition and Elements of order and content

Unit II – Building Components and Finishes   (15 Lectures)

- Constructional Features – Wall, Floor, False Ceiling and Partition and Panelling
- Walls and Floor finishes

Unit III – Building Materials   (12 Lectures)

- Mortar
- Cement
- Concrete
- Glass
- Paints
- Wood and Partical Boards
- Metals and their alloys

Unit IV – Building Services   (15 Lectures)

- Plumbing
- Lighting
- Air conditioning
- Acoustics

PRACTICAL   30 hrs

Introduction to Auto-CAD

Units and Symbols

Draughting Guidelines

Planning and Designing a Residential Space – Layout Plan and Elevation

Construction Elements required in Residential Spaces through Field visits

Designing of Material Board – Furniture and Furnishings

Planning Services – Electrical and Plumbing plans

Project   20 hrs

Designing a Commercial Space E.g. Lawyers office, Boutique etc.