

**Skill Enhancement Courses (SEC) for 4th Semester + 3 B.Sc./B.A ( Honours & Regular)**

**Curriculum under CBCS**

(A student has to choose any one course (2 Credit) out of the following courses)

**OFFICE MANAGEMENT**

**Unit-I**

Modern Office environment, Office functions, Office management, Information management, Scientific management of office.

**Unit-2**

Organization- Office organization, Office organization chart and manual, Office administration, Function of office administrative manager, Authority and responsibility in the office, Delegation, Centralization and decentralization of office activities, Flow of work.

**Unit-3**

Office Accommodation- Location of office , Preparing of Lay out , open and private office, New trends in office environment, Lighting, Ventilation, Interior decoration, Furniture, Sanitary requirements of office.

**Unit-4**

Office machines and equipments – Office forms design, control of office forms, office stationary, Office reports, Report writing , Filing, Handling and Disposal of mail, E-filing.

**Books:**

1. Office Organization & Management –R. K. Chopra, Himalaya Publishing House.
2. Modern Office Management – S. P. Jain & T. N. Chopra, Dhanpat Rai & Sons.
3. Office Management – S. C. Sahoo, Baldev Kar, Himalaya Publishing House.

# **PUBLIC HEALTH AND HYGIENE**

## **Unit-1**

Scope of Public health and Hygiene; nutrition and health; classification of foods; Nutritional deficiencies; Vitamin deficiencies.

## **Unit-2**

Pollution: water pollution, air pollution, soil pollution, noise pollution, thermal pollution and radioactive pollution

## **Unit-3**

Environment and Health hazards; Environmental degradation and health hazards due to pollutants.

## **Unit-4**

Communicable diseases and their control measures such as Measles, Polio, Chikungunya, Rabies, Plague, Leprosy and AIDS.

Non-Communicable diseases and their preventive measures.

## **Books:**

1. Arora DR and Arora B (2001) Medical Parasitology, 2<sup>nd</sup> Edition. CBS Publications and Distributers.
2. Dubey RC and Maheshwari DK (2013) A text book of Microbiology. S. Chand, New Delhi.
3. Mohanty PK (2000) Illustrated Dictionary of Biology. Kalyani Publishers, Ludhiana.
4. Pelczar MJ, Chan ECS and Krieg NR (1993) Microbiology, 5<sup>th</sup> Edition. Tata McGraw Hill Publishing Co. Ltd.
5. Singh.H.S. & Rastogi.P., Parasitology, Rastogi Publication, Meerut.

## **TOURISM AND TRAVEL MANAGEMENT**

### **Unit-1: Defining Heritage**

- (a) Art & Architecture in India: An Overview
- (b) Stupa Architecture
- (c) Temple Architecture
- (d) Indo-Persian Architecture, Forts, Palaces, Mosques  
And Colonial Architecture

### **Unit-2: Cultural Heritage, Cultural Forms and Expression**

- (a) Main Component
- (b) Built Heritage
- (c) Historical Tourism
- (d) Performing Art and Fairs and Festivals

### **Unit-3: Ethnographic Practices in India**

- (a) Tradition of Embroidery
- (b) Tradition of Textile Making
- (c) Handicrafts
- (d) Knitting
- (e) Echo Tourism

### **Unit-4: Oral Culture in India**

- (a) Defining Orality
- (b) History and Tradition of Orality
- (c) Oral Life History
- (d) Process of Documentation & Preparation of Field Visit
- (e) Understanding Tourists Ideology & interest

### **Books:**

1. Peter Howard –Heritage: Management, Interpretation and Identity
2. V.S. Agarwal-Indian Art, Prithivi Prakasdan, Varanasi, U.P.
3. Percy Brown-Indian Architecture D.B. Taraporevala Sons & Co
4. S.K. Bhowmik-Heritage Management, Care, Understanding and Appreciation of Cultural Heritage, Jeypur, 2004
5. James Harle, The Art and Architecture of Indian Subcontinent, Harmondsworth, Penguin, 1988
6. Indu Benga, (Ed) The City in Indian History; Urban Demography, Society and Polity Manohar Pub, Delhi
7. E. Koch, Mughal Art and Imperial Ideology
8. V. Vasudev, Fairs and Festivals Incredible India Series
9. Gayatri Sinha, (Ed) Art and Visual Culture in India
10. John Miles, Formulaic-Theory : An Introduction