

SILIGURI TARAI EDUCATIONAL WELFARE SOCIETY

(Govt. Regn. No. S0185236 of 2011-2012)

Siliguri Primary Teachers' Training College

&

Siliguri Terai B.Ed. College

(Recognized by N.C.T.E. and Affiliated to WBBPE & WBUTTEPA)

1-Year Diploma Course/ PG Diploma Course/ Advanced Diploma Course

in

EDUCATIONAL INSTITUTE MANAGEMENT

CURRICULUM DEVELOPMENT BOARD

1. Mr. Puspajit Sarkar

[M.A., B.Ed., Ph.D. (Pursuing)]

Secretary (Siliguri Tarai Educational Welfare Society)

President (Siliguri Primary Teachers' Training College & Siliguri Terai B.Ed. College)

2. Mr. Sourav Sarkar

(M.A., M.Ed., UGC-NET)

Teacher In-Charge (Siliguri Primary Teachers' Training College & Siliguri Terai B.Ed. College)

3. Mr. Wasim Rana

(MBA)

Project Co-ordinator (Siliguri Primary Teachers' Training College & Siliguri Terai B.Ed. College)

4. Mr. Bikash Barman

[M.A. (Political Science, Education & Public Administration), B.Ed., UGC-NET, WB-SET]

Assistant Professor (Siliguri Primary Teachers' Training College & Siliguri Terai B.Ed. College)

5. Mr. Suraj Kumar Das

[M.Com. (Finance & Marketing), M.A. (Education), B.Ed., UGC-NET, WB-SET, CTET, DCA]

Assistant Professor (Siliguri Primary Teachers' Training College & Siliguri Terai B.Ed. College)

6. Mr. Gourab Ghosh

(M.A., MLIS, UGC-NET)

Librarian (Siliguri Primary Teachers' Training College & Siliguri Terai B.Ed. College)

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List of Faculty Members

S.No.	Name	Designation	Qualification
1	Mr. Sourav Sarkar	Teacher In-Charge	M.A., M.Ed., NET
2	Mr. Achintya Biswas	Assistant Professor	M.A. (History), M.Ed.
3	Ms. Arthita Mukherjee	Assistant Professor	M.Sc., M.Ed.
4	Mr. Bikash Barman	Assistant Professor	M.A. (Political Science, Education & Public Administration), B.Ed., NET, SET
5	Mr. Debabrata Sinha	Assistant Professor	M.A., M.Ed.
6	Ms. Juhi Har Sarkar	Assistant Professor	M.A. (English), M.Ed.
7	Ms. Madhumita Majumder	Assistant Professor	M.A., M.Ed.
8	Mr. Nandan Kumar Sah	Assistant Professor	M.A. (History), M.Phil., B.Ed., NET, SET, CTET
9	Mr. Noel Kispotta	Assistant Professor	M.A., M.Ed., NET
10	Ms. Raka Guha Neogi	Assistant Professor	M.Sc. (Mathematics), M.Ed.
11	Ms. Subarna Sen	Assistant Professor	M.A. (Bengali), M.A. (Education), B.Ed., Ph.D.
12	Mr. Suraj Kumar Das	Assistant Professor	M.Com. (Finance & Marketing), M.A. (Education), B.Ed., NET, SET, CTET, DCA

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Details of Librarian

S.No.	Name	Designation	Qualification
1	Mr. Gourab Ghosh	Librarian	M.A., MLIS, NET
2	Ms. Roji Ghosh	Librarian	M.A., MLIS, NET

List of Non-Teaching Staff

S.No.	Name	Designation
1	Mr. Bhairav Singha	Office Assistant
2	Ms. Anima	Supporting Staff
3	Mr. Bapon Singha	Helper

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EDUCATIONAL INSTITUTE MANAGEMENT

Vision:-

- To be a college of academic excellence with total commitment to quality education in Education, management and related fields, with a holistic concern for better life, environment and society.
- This 1-year Diploma Course is designed with a vision to enhance, sharpen and develop the knowledge, skills competencies and sensitivity of the students by undertaking exhaustive professional learning and development through a diploma course that impacts the practices and managerial styles.

Mission:-

- Empowering students with all the knowledge and guidance that they need to become worthy professionals.
- Learning through Doing.
- Imparting value framework.
- Providing for holistic and value based development of students which ultimately enhances their employability.
- Developing social consciousness among students.
- To carve a niche for ourselves in the specialized field.
- Provide a nurturing and motivating environment to exploit the full potential of the students.
- Grooming youth to become a truly global personality well equipped to deal with the modern world and its challenges.

Objectives:-

In order to fulfill its stated vision, mission and motto the college is committed to:

- Academic excellence: Our primary objective is to enable every

student to cope up with the latest developments in contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.

- **Professional Excellence:** The College motivates, molds and prepares the students for positions of Educational Institute Management at the local, national and international levels. The capacity building of our students to assume productive roles are emphasized during their stay in the college and to inculcate the habit of lifelong learning. The ultimate objective is to produce skilled persons who possess the skills, problem solving tools and professionalism essential for being successful.
- **Total commitment:** The College is focused on the all-round development of the students' personality through proper education and exposure to the vast treasure of knowledge; other facilities and by providing platforms for their socialization.
- **Holistic Development:** College provides exposure to learners in the latest trends in relevant branches of knowledge, competence and creativity to face global challenges. To achieve innovations in teaching-learning, research and extension activities to realize national goals, including the adoption and promotion of knowledge output for human development.
- **Socially responsible Citizen:** College inculcates a sense of civic responsibility, social commitment, and moral accountability among the students through social activities to with exposure to human rights, value system, culture, heritage, scientific temper and environment.
- **Value-based Development:** To impart quality and need based education our objective is to sensitize the students to their changing roles in society through awareness raising activities.

Importance of this 1-Year Diploma Course:-

- The course is aimed at meeting the growing demand from various schools, colleges, companies and industries for people trained in diploma course.
- To provide the necessary skills and abilities to students in order to serve the needs of various schools, colleges, companies along with industries with more relevance to the existing work situations. Now a day it becomes indispensable to import skills and abilities to cope up with the era of Information Technology in accordance with the liberalization of the economy. After completion of the course the students become familiar with the Educational Institute Management works.
- To train and develop competent personnel for wage employment and for self employment.
- To train students in the theoretical and practice skills of using and maintaining office equipments and management of Educational Institute.

- To make the students aware of the importance of organisation, management, procedure and practices.
- To develop personality traits, behavior and work habits appropriate to the requirements of the job.

Course Duration:-

The course shall be of one year duration.

Eligibility for Admission:-

1-Year Diploma Course will be open to all those who have passed—

- +2 (*Intermediate*) or equivalent examinations (in any stream Arts or Science or Commerce); **OR**
- *Graduation or Post Graduation* (in any stream Arts or Science or Commerce); **OR**
- *D.El.Ed.*; **OR**
- *B.Ed.*; **OR**
- *M.Ed.*
-

Admission Fees:- 1,20,000 for entire course & installment facility is available.

Admission Procedure:-

Admission to the 1-year Diploma in Educational Institute Management programme is done solely on the basis of merit.

Applicants may apply for the programme either offline by reaching the college directly or online by visiting the official website of the college (<https://www.slgttc.com/>). All relevant details relating to the date of admission, counselling process and other information will be shared by e-mail or on the official website.

Intake Capacity:-

The Intake Capacity of this 1-Year Diploma Course shall be 100.

Attendance and Conduct:-

Minimum attendance of 75% of actual working periods is required in each paper. A student who does not satisfy the requirements of attendance and conduct shall not be permitted to write the examination in the concerned paper or papers.

Instructions:-

Four hours Thirty minutes of lectures per week per paper.

Examination and Declaration of Results:-

The course will be of Three Levels of 4 months each: Level-I, Level-II and Level-III. Each paper is divided into internal assessment of 50 marks and term end written examination of 50 marks. Internal assessment marks shall be awarded on the basis of continuous evaluation that includes: tests (both announced and surprise), quizzes, seminars, case discussions, group discussions and attendance.

There shall be a written examination of 2 hours duration for each paper at the end of each Level. The declaration of results shall be made as follows:

(A) Minimum for a pass is 40% of the marks in each examination paper and 50% of the marks in the aggregate.

(B) Declaration of Class shall be done after the all Levels examinations (i.e. Level-I, Level-II, and Level-III) on the basis of aggregate marks. The declaration shall be made as follows:

FIRST CLASS – 60% and above in the aggregate

SECOND CLASS – 50% and above in the aggregate

A student who completes Level-I, Level-II, and Level-III, Marksheet and Certificate shall be issued to him/her, taking all Levels marks together.

All courses will be compulsory.

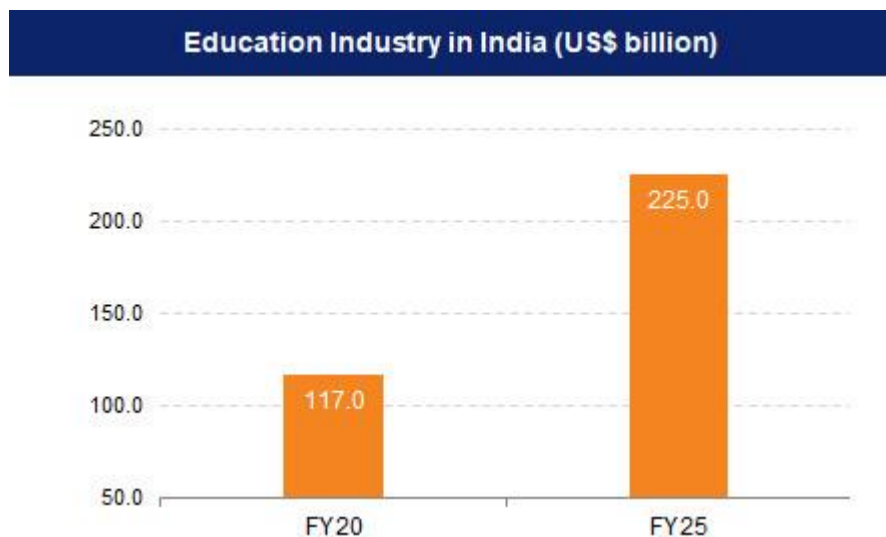
The College maintains the following records related to this 1-year Diploma Course:-

- AGM Reports
- Audit Reports
- Annual Reports
- Notices
- Meeting Resolution
- Any other related records like Alumnus records, Inspection Team visit records etc.

MARKET SURVEY REPORT

India has the world's largest population in the age bracket of 5-24 years of about 500 million people, which provides a great growth opportunity for the education sector. The education sector in India was estimated to be worth US\$ 117 billion in FY20 and is expected to reach US\$ 225 billion by FY25.

India has over 250 million school-going students, more than any other country. Number of colleges in India reached 42,343 in FY20. As of May 17, 2021, the number of universities in India stood at 981.



In 2021-22, as of February 2022, there are 8,997 total AICTE approved institutes in India. Out of these 8,997 institutes, there were 3,627 undergraduate, 4,790 postgraduate and 3,994 diploma institutes.

ICAR is one of the largest national agricultural organisations in the world. It has 122 institutes and 67 agricultural universities across India, as of July 2021. India had 38.5 million students enrolled in higher education in 2019-20, with 19.6 million male and 18.9 million female students.

In FY20, Gross Enrolment Ratio (GER) in Indian higher education was 27.1%. According to UNESCO's 'State of the Education Report for India 2021', the Pupil Teacher Ratio (PTR) at senior secondary schools is 47:1 as against 26:1 of the overall school system.

The Indian edtech market size is expected to reach US\$ 30 billion by 2031, from US\$ 700-800 million in 2021.

According to KPMG, India has also become the second largest market for E-learning after the US.

The online education market in India is expected to grow by US\$ 2.28 billion during 2021-2025, growing at a CAGR of almost 20%. The market grew by 19.02% in India in 2021.

Therefore, The Market Survey Report states that, there is a high growth in Education Industry in India, as a result of which, there is a very high demand/ requirement of skilled Human Resource to manage/ fulfill this growth.

Syllabus
for
1-Year Diploma Course/ PG Diploma Course/
Advanced Diploma Course
in
Educational Institute Management

Duration: 1 Year (12 Months)

Total Marks/Credits: 1000/40

Course Code	Course Title	Credits	Marks
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LEVEL-I (4 MONTHS')

1	Educational Management & Business Communication and Language Learning (in English/ Hindi/ Bengali/ Nepali)	4	100
2	Office Management & Institutional Equipment Management	4	100
3	Information Technology for Management	4	100

LEVEL-II (4 MONTHS')

4	Introduction to Accounting and Finance with GST, Tally ERP.9	4	100
5	Hostel Management	4	100
6	Horticulture/ Landscaping/ Campus Beautification	4	100

LEVEL-III (4 MONTHS')

7	Human Resource Management & Marketing Management	4	100
8	Guidance and Counselling & Personality Development	4	100
9 (A/B/ C/D)	Special Paper (any one from the following) – (A) Mess/ Canteen Management (B) NGO Management (C) Transport Management (D) Sports & Event Management	4	100
10	On Job Training/ Internship	4	100

Course-1: Educational Management & Business
Communication and Language Learning (in English/ Hindi/ Bengali/ Nepali) (4 credits)

Unit-1: Management: Meaning, Definition, Concepts, Objectives and Functions

Unit-2: Concept of Education, Contribution of Great Educators— Rousseau, Froebel, Dewey, Rabindranath Tagore, Vivekananda

Unit-3: Concept of educational management- Meaning, nature, need and scope, Role of Educational manager, Types of Educational Management- Autocratic, Democratic, Laissez-Faire supervision, Theories of Management: of F.W. Taylor, Henri Fayol, Elton Mayo, F.J. Roethlisberger, H.A. Simon, and P.F. Drucker

Unit-4: Introduction: Concept, Definition and Process of communication; significance and objectives of communication in organizations. Principles of Communication

Unit-5: Channels and Media of Communication: concept of channel and Media; written communication; oral communication; face to face communication; visual communication; audio-visual communication; silence – as communication media

Unit-6: Type of Communication: Organizational structure and patterns; downward communication; upward communication; horizontal communication; grapevine; consensus and group communication committee, conference, listening, public speech and seminar

Unit-7: Barriers to effective communication: concept of barriers; types of barriers – Media barrier, physical barrier, semantic barrier, situation barrier, socio-psychological barrier

Unit-8: Language Learning (in English/ Hindi/ Bengali/ Nepali): Parts of Speech, Prepositions of time and place, Clause, phrases and Relative Clauses, Subject Verb Agreement, Sentence types and Transformation of sentences, Voice: Change from Active Voice to Passive Voice and vice versa, Punctuation, Word formation, Affixation: Prefixes and Suffixes and new word formations, Nominal Compounds: Common nominal compound

Course-2: Office Management & Institutional Equipment Management (4 credits)

Unit-1: Introduction to Office Management

- Modern Office: An Overview
- Modern Office Functions
- Office Accommodation and Environment

Unit-2: Record Maintenance, Correspondence & Mail Services

- Record Maintenance/ Management
- Office Correspondence and Mail Services

Unit-3: Office Maintenance and Stationary

- Office Machines and Equipments
- Office Stationary and Supplies

Unit-4: Office Supervision and Control

- Characteristics of Supervisor and His Role
- Functions of Supervisor
- Controlling Tools & Techniques of Supervision

Unit-5: Introduction to Institutional Equipment Management

- Definitions, designs and classification of institutional equipment
- Requirement and specification for installation and operating large equipment methods of evaluation equipment performance
- Use and routine care of equipment and special maintenance practices of equipment and environment

Course-3: Information Technology for Management (4 credits)

Unit-1: What is a computer? - An introduction-uses of computers in modern society-weather forecasting, census, oil exploration, speech recognition, banking, publishing, accounting, research etc.

Unit-2: History of computers, architecture of computers, characteristics of computers-speed, accuracy, storage and versatility

Unit-3: Computer Languages-Evolution of languages, machine language, assemble and high level language, third, fourth and fifth generation languages

Unit-4: Interfacing with computers- Input and output devices- keyboard, mouse, scanner, voice recognition systems, optical image systems, touch pad,

light pens, sensors, VDU, CRT, HDTV, audio o/p devices

Unit-5: Storage devices-primary storage devices-RAM, SRAM, DRAM, ROM-secondary storage devices-magnetic tapes-discs-floppy, hard disk, optical disk, CD, DVD, bubble memory, memory cards, smart cards

Unit-6: MS-Office (Word, Excel, Power Point, Access), Information System, Automated Office Functions

Unit-7: Introduction to networks-types of networks-advantages, LAN, WAN, MAN, Internet services addressing scheme, Machine addressing, mail address, resource addressing, TCP/IP, URL, MODEM, Internet connectivity, setting up a connection-ISP, visiting a website, e-mail, attachments, Understanding how to search/Google, Bookmarking and Going to a specific website, Copy and paste Internet content into your word file and emails, Understanding social media platforms such as Facebook & Many more

LEVEL-II (4 MONTHS')

Course-4: Introduction to Accounting and Finance with GST, Tally ERP.9 (4 credits)

Unit-1: Introduction to Finance

- Introduction to Finance
- Basic Terminologies of Finance
- Principles of Finance

Unit-2: Introductions to Accounting

- Sources of Finance
- Basic Terminologies of Accounting
- Principles of Accounting

Unit-3: Financial Accounting

- Financial Accounting & its Applications
- Preparation of Financial Statements
- Depreciation Methods and Techniques

Unit-4: Financial Analysis

- Financial Statements Analysis
- Ratio Analysis and Trend Analysis
- Comparative and Common Size Statement

Unit-5: Company Accounts

- Company: An Introduction as per Section 8
- Issue of Shares
- Forfeiture of Shares

Unit-6: Introduction to Goods and Services Tax (GST)

- Introduction & Meaning of GST (both interstate & intra state supply)
- Time of Supply, Person liable to pay
- Levy & Collection Charging Event

Unit-7: Introduction to Tally ERP.9

- Introduction to Tally ERP.9
- Downloading & Installation of Tally ERP.9
- Company Creation: Getting Started with Tally ERP.9, Shut a Company, Select a Company, Alter Company Details, Company Features and Configurations
- Chart of Accounts: Ledger Creation, Group Creation, Deletion of Ledgers and Group; Creating Inventory Masters: Creation of Stock Group, Creation of Units of Measure, Creation of Stock Item, Creation of Godown, Stock Category
- Recording Accounting Vouchers with bill-wise details in Tally ERP.9
- Enabling GST and Recording GST Transaction in Tally ERP.9

Course-5: Hostel Management

(4 credits)

Unit-1: Heads of Hostel including their Duties and Responsibilities

- Brief Introduction about Hostel
- Chief Warden
- Warden
- Their Duties and Responsibilities

Unit-2: Other Staff of Hostel including their Duties and Responsibilities

- Ward Boy
- Hostel Attendant (For Girls' Hostel)
- Supervisor, Electrician, Plumber, Driver
- Sweeper
- Their Duties and Responsibilities

Unit-3: Hostel Accommodation

- Hostel Accommodation
- Allotment of Rooms
- Guests and Visitors

Unit-4: Rules and Regulations

- Behaviour and Discipline
- Upkeep of the Hostel
- Personal Belongings
- Mess Rules
- Disciplinary Measures

Course-6: Horticulture/ Landscaping/ Campus

Beautification

(4 credits)

Unit-1: Introduction

- Definition of Horticulture, Importance of horticulture in terms of economy, production, employment, generation, environmental protection and human resource development
- Scope for horticulture in India, Nutritive value of horticultural crops, Classification of horticulture crops based on soil and climatic requirements
- Fruit and Vegetable zones of India
- Definition of a nursery, Different types of nursery beds – flat beds, raised beds and sunken beds, their merits and demerits, Different nursery techniques and their management

Unit-2: Gardening – Introduction, features and types

- Scope and introduction to gardening
- Different types of garden and their suitability
- Gardening features, importance of garden and suitable plants for different types of garden

Unit-3: Different types of plants suitable for commercial & home gardening

- Different shade loving plants for home gardening
- Suitable annuals, perennials and flowering trees for commercial / ornamental gardening

Unit-4: Management and maintenance of Lawn and its different types/ Topiary

- Establishment and maintenance of lawn
- Different types of lawn suitable for gardens of different topography
- Machineries required for mowing a lawn
- Process involved in growth and establishment of topiaries
- Maintaining a topiary

Unit-5: Campus Beautification by Designing and maintenance of different types of gardens

- Introduction, material required, designing, installation, planting and maintenance of rock and water garden
- Designing a plan for commercial garden
- Water fountains
- Sunken garden – deep flowing types suitable plants, layout designing
- Advantages and limitations in establishing different types of gardens

LEVEL-III (4 MONTHS')

Course-7: Human Resource Management & Marketing Management (4 credits)

Unit-1: Introduction to Human Resource Management: Definition, concept and Scope of H. R. M., Difference between Personnel Management and H.R.M., Importance and Functions of H.R.M. Role of H.R Department.

Unit-2: Job Analysis, Job Design: Meaning of Job Analysis, Uses, Process and methods of collecting data for job analysis, Job Description, Job Specifications. Meaning of Job Design, Techniques of Job Design

Unit-3: Human Resource Planning - Recruitment – Selection: Definition and objectives of Human Resource planning, process of Human Resource planning factors influencing estimation of Human Resources, Concept of Recruitment & Selection, sources of recruitment, Selection Procedure

Unit-4: Induction & Training: Concept of Induction, Training- Need for training, benefits of training, identification of training needs and methods/ types of training. Evaluation of effectiveness of training programs. Placement, Transfer, Promotion, Demotion.

Unit-5: Workman's Compensation Act, 1923 & Industrial Disputes Act, 1947

Unit-6: Marketing Management: Marketing Concepts; Approaches to Marketing; Marketing Mix; Functions of Marketing; Marketing Environment, The changing marketing environment, Analyzing needs and trends in Macro Environment and Micro Environment; The Marketing Process, Market Segmentation, Market Targeting and Positioning strategies; B2B and B2C marketing; New Product Development; Packaging; Product Life Cycle; Physical Distribution – Importance and role of 8 distribution in marketing, Introduction to the various channels of distribution; Promotion Tools – Sales Promotion, Advertising, Personal Selling, Direct Marketing and Online

Marketing; Pricing; Integrated Marketing Communication; Branding and Packaging; Recent Trends in Marketing.

Course-8: Guidance and Counselling & Personality

Development

(4 credits)

Unit-1: Guidance: An introduction

- Meaning Nature and scope of Guidance
- Guidance and Goals of life
- Principles of Guidance
- Types of Guidance (Educational, Vocational, Personal and social)

Unit-2: Areas of Guidance and Stages of Development

- Peculiarities of Different Stages of Development (Physical, Cognitive, Emotional, Social, and Moral)
- Problems of Childhood, Adolescence, Adulthood and the Aged
- Role of Guidance at various stages
- Problems of Adjustment at Different Stages of Life

Unit-3: Counselling – An Introduction

- Meaning and definition of counselling
- Basic Principles of counseling
- Phases of counselling process – Assessment, Intervention and Termination
- Counselling and psychotherapy

Unit-4: Role and functions of counselor

- Counsellor as a Role Model
- Counsellor's requirement
- Counsellor's objectivity/subjectivity, Emotional Involvement
- Functions of Counsellor at various levels: Elementary, Secondary and Higher-Education

Unit-5: Tools and techniques of assessment

- Tools of Guidance: Cumulative records, Anecdotal Record; Rating scale, Interview
- Basic counselling skills- Observation, Questioning, Communication skills.
- Psychological Tests: Intelligence, Emotional Intelligence, Aptitude, Interest, Creativity and Personality
- Uses of tests in Guidance and Counselling

Unit-6: Personality Development

- Define Personality, Determinants of Personality Development, Perception – Definition, Perceptual Process.
- Factors of Association – Relationship, Personality Traits, Developing Effective Habits, Emotional Intelligence.
- Motivation, Introspection, Self-Assessment, Self-Appraisal & Self-development, Sigmund Freud Id, Ego & SuperEgo.
- Attitude – Concept -Significance -Factors affecting attitudes – Positive attitude–Advantages –Negative attitude-Disadvantages -Ways to develop a positive attitude, Carl Jung’s contribution to personality development theory.
- Types of Personalities – Introvert, Extrovert & Ambivert person, Interpersonal Relationship, Personality – Spiritual journey beyond the management of change, Good manners & Etiquette, Effective Speech, Understanding Body language, projective positive body language

Course-9 (A/B/C/D): Special Paper (any one from the following) (4 credits)

(A) Mess/ Canteen Management

Unit-1: Introduction

- An introduction on Mess/ Canteen
- Mess/ Canteen Facilities

Unit-2: Mess/ Canteen Committee including their Roles/Functions/Responsibilities

- President OR Coordinator
- Secretary OR Convener
- Treasurer OR Deputy Convener
- Their Roles/Functions/Responsibilities as a Committee

Unit-3: Mess/ Canteen Departments and Staffs

- Managing Department (Head- Mess Manager including Roles)
- Chef Department (Head- Senior Chef including Roles)
- Steward Department (Head- Mess Steward including Roles)
- Staff Tasking
- Staff Duties
- Staff Selection
- Staff Training

Unit-4: Mess/ Canteen Supervision

- Regular Routine Meetings
- Routine Checks

- Supervision

Unit-5: Miscellaneous

- Suggestions and Complaints
- Cleaning and Maintenance
- Mess/ Canteen Books (Joining Book, Leaving Book, Visitors Book)

(B) NGO Management

Unit I: Introduction to NGOs

- Concept, Features, Classification, Strength and Weakness,
- Role of NGO in Rural Development

Unit II: Legal Framework

- Societies Registration Act 1860 (XXIV), Cooperative Societies Act 1904 (CCS Act), Indian Trust Act 1882, Indian Company Act U/S 25, 1956, Foreign Contribution Regulation Act 1992 (FCRA)
- Income Tax Act 1976, Tax Relief Under 80-G, 12-A, and 35AC

Unit III: Managing NGO

- Record keeping, documentation, budgeting, accounting and auditing
- Staffing
- Capacity Building, Training and Development
- Organizational behaviour

Unit IV: Resource Mobilization and management

- Mobilizing human and material resources
- Fund Raising: Historical role of Philanthropy, Achievements of Philanthropy, Limitation, Role of Philanthropy today; Methods and Techniques of Fund Raising - International, National and Local Levels

Unit V: Project planning and execution

- Formulation of project proposals
- Project implementation
- Project appraisal -Social, Technical and Financial
- Project Monitoring and Evaluation

(C) Transport Management

Unit-1: Transportation system

- System classification
- History of transportation

- Modes of transportation
- Types of transport operation

Unit-2: Motor Vehicle Act

- Laws governing use of motor vehicle
- Licensing of drivers and conductors
- Registration of vehicles
- State and inter-state permits
- Traffic rules and controls
- Accident causes, analysis and prevention
- RTO and regulations
- Offences, penalties and procedures
- Rules and regulations, testing and passing of vehicle

Unit-3: Taxation

- Introduction, objectives and structure
- Method of laying taxation
- Goods vehicle taxation
- Passenger vehicle taxation
- Mode of tax payment
- Tax exemption
- Service life of vehicles
- Toll tax reasons and operational management
- Build operate transfer arrangement

Unit-4: Insurance

- Types of insurance
- Accident claims and settlements
- Duty of driver in case of accident
- Surveyor and loss assessor

Unit-5: Fuel consumption and emission models

- Fuel consumption models
- Vehicular emissions
- Emission models and standards
- Implementation, testing and measurements of pollution
- Pollution control certificate agency

(D) Sports & Event Management

Unit-1: Managing Sports in the 21st Century: Defining Sports and Sports Management, Nature and Scope of the Sports Industry, Unique aspects of the Sports Management, Sport Management Competencies, Future challenges and

opportunities for Sports Managers, Future of Sports Industry/ Organizations.

Unit-2: The Sports Manager: Basics of Sports Management, Managing in the Sports Environment, Managing People and Administrative Units, Management Functions in Sports, Motivating Abilities: Fundamentals.

Unit-3: The Future of Sports Management: Why Sports Managers need to understand Research, Commercial and Academic Researchers in Sports Management, Sports Management Research: Key Concepts, Research Process, Current Challenges in Sports Management Research, The Future of Sports Management Research.

Unit-4: Event Planning and Control: Introduction to Event planning and management, Event Production, Role of event planner and Qualities of good event planner, Importance of organizing events and its components, Techniques, Selections, Coordination, Creativity, Designing, Marketing, Sponsorships and Production of Special, Corporate and Sports events.

Unit-5: Event Preparation Implementing a Security Plan: Crowd Management, Crisis Management; Marketing Efforts and Costs, Marketing for the future.

Unit-6: Event Logistics: Venue Design, Site Design, Audio-Visual production, Budgeting & Negotiation, Technical Design, Health & Safety, Adaptation and Coordination, Follow-up with events coordinators, Run Charts, Flight booking of Artists & Guest, Visa assistance, Hotel booking, Airport and hotel transfers, Booking of conference facilities and technical equipment i.e. Sound, Lights, Audio Visual facilities, Hiring of interpreters, Catering services, Secretarial support, preparation of Badges, Name plates, Conference kits, brochures, Posters, Backdrop, Panels, Standees, Banners etc.

Course-10: On Job Training/ Internship (4 credits)

- Each student shall undergo Practical Internship of 8 weeks in an Institutions/ Organisations. The objective of internship is to make the student acquainted with the working environment. After successful completion of the internship the students will have to submit a training report. It will be evaluated by the examiner. This report will also be considered while evaluating by examiner during the Viva Voce
- Internship permits students to apply the concepts, principles, and techniques learned in the classroom
- The purpose of this On Job Training/ Internship is to assist students in gaining practical experience in their field of study. It is a special learning

program

- Student will gain valuable job experience
 - Student will extend related problem-solving and critical thinking skills
-