



Syon College

Affiliated to Panjab University Chandigarh
K.M.-7, Hanumangarh Road, Abohar

Criteria-1

Metric 1.2.1

Curriculum & Assessment procedures of Programmes

Public Speaking and Presentation Skills

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To develop confidence and competence in public speaking.
2. To enhance presentation skills.
3. To understand the principles of effective communication.
4. To learn techniques for managing public speaking anxiety.
5. To master the use of visual aids and technology in presentations.

Course Structure

Module 1: Introduction to Public Speaking (4 Hours)

- Importance of Public Speaking
- Types of Public Speaking (informative, persuasive, ceremonial)
- Components of Effective Public Speaking (message, audience, speaker)
- Overcoming Public Speaking Anxiety

Module 2: Speech Preparation (6 Hours)

- Topic Selection and Audience Analysis
- Research and Content Organization
- Developing a Strong Thesis Statement
- Structuring the Speech: Introduction, Body, Conclusion
- Creating an Outline

Module 3: Delivery Techniques (6 Hours)

- Verbal and Non-Verbal Communication Skills
- Voice Modulation and Tone
- Body Language and Gestures
- Eye Contact and Facial Expressions
- Handling Q&A Sessions

Module 4: Visual Aids and Technology (4 Hours)

- Importance of Visual Aids
- Types of Visual Aids (slides, charts, videos)
- Designing Effective Slides (PowerPoint/Keynote)
- Integrating Technology into Presentations
- Avoiding Common Mistakes with Visual Aids

Module 5: Persuasive Speaking (4 Hours)

- Principles of Persuasion (ethos, pathos, logos)
- Crafting Persuasive Arguments
- Techniques for Influencing and Engaging the Audience
- Handling Opposition and Difficult Questions

Module 6: Special Occasion Speaking (3 Hours)

- Types of Special Occasion Speeches (toasts, eulogies, award acceptances)
- Tailoring Speech Content for Specific Events
- Emotional Appeals and Storytelling

Module 7: Practice and Feedback (3 Hours)

- Practice Sessions (individual and group)
- Peer and Instructor Feedback
- Recording and Reviewing Performances
- Continuous Improvement Strategies



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Public Speaking and Presentation Skills MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Each question carries 2 marks.
 - Select the most appropriate option.
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- 1. Which of the following is NOT a type of public speaking?**
 - a) Informative
 - b) Persuasive
 - c) Ceremonial
 - d) Conversational
- 2. Which of the following is considered a key component of effective public speaking?**
 - a) Speaker's attire
 - b) Message, Audience, Speaker
 - c) Audience size
 - d) Venue location
- 3. What is one of the primary methods to overcome public speaking anxiety?**
 - a) Avoiding eye contact
 - b) Using complex language
 - c) Practicing regularly
 - d) Speaking quickly
- 4. What is the first step in speech preparation?**
 - a) Writing the conclusion
 - b) Topic selection and audience analysis
 - c) Designing visual aids
 - d) Memorizing the speech
- 5. Which of the following is crucial when developing a strong thesis statement?**
 - a) Making it broad and general
 - b) Making it specific and clear
 - c) Including multiple ideas
 - d) Avoiding a stance


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6. **What is the correct sequence for structuring a speech?**
 - a) Body, Introduction, Conclusion
 - b) Conclusion, Body, Introduction
 - c) Introduction, Body, Conclusion
 - d) Introduction, Conclusion, Body
7. **What is the importance of voice modulation in public speaking?**
 - a) It makes the speech longer
 - b) It helps maintain audience interest
 - c) It reduces the need for visual aids
 - d) It makes the speaker sound more serious
8. **Which of the following should be avoided during a speech to ensure effective body language?**
 - a) Standing still
 - b) Making gestures
 - c) Moving naturally
 - d) Crossing arms
9. **Which technique is effective in maintaining audience engagement during a speech?**
 - a) Avoiding eye contact
 - b) Reading from notes
 - c) Making frequent eye contact
 - d) Speaking in a monotone
10. **What is the main purpose of using visual aids in a presentation?**
 - a) To fill time
 - b) To distract the audience
 - c) To enhance understanding
 - d) To replace the speaker
11. **Which of the following is an example of a visual aid?**
 - a) Handouts
 - b) Slides
 - c) Audience feedback
 - d) Speaker's notes
12. **When designing slides, what is a recommended practice?**
 - a) Using detailed text on each slide
 - b) Including large images with minimal text
 - c) Using multiple fonts and colors
 - d) Filling slides with data
13. **Which of the following is NOT one of the principles of persuasion?**
 - a) Ethos

- b) Logos
- c) Pathos
- d) Logos Pathos

14. What is a key technique for engaging the audience in persuasive speaking?

- a) Ignoring audience questions
- b) Presenting only one side of the argument
- c) Using stories and examples
- d) Speaking softly

Module 6: Special Occasion Speaking

15. Which type of speech is typically delivered at a wedding?

- a) Eulogy
- b) Toast
- c) Award acceptance
- d) Farewell


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Creative Writing

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To enhance creative thinking and writing skills.
2. To understand various forms of creative writing.
3. To develop the ability to write compelling narratives, poetry, and scripts.
4. To learn techniques for editing and refining creative work.
5. To build a portfolio of creative writing pieces.

Course Structure

Module 1: Introduction to Creative Writing (4 Hours)

- Definition and Scope of Creative Writing
- The Importance of Creativity in Writing
- Overcoming Writer's Block
- The Writing Process: From Inspiration to Publication

Module 2: Elements of Fiction (6 Hours)

- Character Development
- Plot Structure and Conflict
- Setting and World-Building
- Dialogue Writing
- Point of View and Narration Styles

Module 3: Poetry Writing (4 Hours)

- Forms of Poetry (sonnets, haikus, free verse)
- Imagery and Symbolism
- Rhyme, Rhythm, and Meter
- Crafting Powerful Lines and Stanzas
- Exploring Themes and Emotions through Poetry

Module 4: Non-Fiction Creative Writing (4 Hours)



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- Memoir and Personal Essays
- Travel Writing
- Literary Journalism
- Techniques for Engaging Non-Fiction
- Balancing Facts with Creative Narration

Module 5: Scriptwriting (4 Hours)

- Writing for Film and Television
- Creating Strong Visual Narratives
- Dialogue and Scene Construction
- Formatting Scripts
- Storyboarding and Script Development

Module 6: Writing for Children and Young Adults (4 Hours)

- Understanding the Audience
- Themes and Topics for Young Readers
- Crafting Age-Appropriate Content
- Writing Picture Books, Middle Grade, and Young Adult Fiction
- Illustrating Children's Stories

Module 7: Editing and Revising (4 Hours)

- Self-Editing Techniques
- The Role of Feedback and Critique
- Revising for Clarity and Impact
- Proofreading Tips and Tricks
- Preparing Manuscripts for Submission

Creative Writing MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Marks are indicated against each question.
 - For multiple correct answers, select all that apply.
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1. **Which of the following best defines Creative Writing?** (2 marks)
 - a) Writing technical documents
 - b) Writing that expresses thoughts and emotions uniquely
 - c) Writing reports for a company
 - d) Writing that adheres strictly to academic formats
2. **Which of the following are effective strategies to overcome writer's block?** (2 marks)
 - a) Writing at a set time every day
 - b) Waiting for inspiration to strike
 - c) Free writing for a set period
 - d) Reading other creative works
3. **Match the following elements of fiction with their descriptions:** (2 marks)
 - a) **Character Development** - i) The sequence of events in a story
 - b) **Plot Structure** - ii) The location and time where the story takes place
 - c) **Setting** - iii) The personality traits and growth of individuals in the story
 - d) **Point of View** - iv) The perspective from which the story is told
4. **Which of the following are types of Point of View in fiction?** (2 marks)
 - a) First Person
 - b) Second Person
 - c) Third Person Limited
 - d) Third Person Omniscient
5. **Which of the following are crucial for creating a compelling plot?** (2 marks)
 - a) Detailed description of every scene
 - b) A clear conflict
 - c) Random events
 - d) A well-structured climax


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6. **What is the primary characteristic of a haiku?** (2 marks)
- a) It must rhyme
 - b) It has a 5-7-5 syllable structure
 - c) It is always humorous
 - d) It uses complex language
7. **In poetry, what do "rhyme" and "meter" refer to?** (2 marks)
- a) Rhyme refers to the pattern of sounds at the end of lines
 - b) Meter refers to the rhythm of a poem based on stressed and unstressed syllables
 - c) Rhyme refers to the use of metaphors
 - d) Meter is the thematic focus of a poem
8. **Which of the following are forms of Non-Fiction Creative Writing?** (2 marks)
- a) Memoir
 - b) Fantasy
 - c) Travel Writing
 - d) Personal Essays
9. **What should be balanced in Literary Journalism to make it effective?** (2 marks)
- a) Facts and Fiction
 - b) Facts and Creative Narration
 - c) Humor and Seriousness
 - d) Length and Brevity
10. **Which of the following is a key element of scriptwriting for film and television?** (2 marks)
- a) Complex wordplay
 - b) Strong visual narratives
 - c) Minimal use of dialogue
 - d) Random scene sequences
11. **Match the scriptwriting terms with their meanings:** (2 marks)
- a) **Dialogue** - i) The written conversation between characters
 - b) **Storyboard** - ii) A visual representation of scenes
 - c) **Formatting** - iii) The structure of the script on the page
12. **Which of the following are important when writing for young readers?** (2 marks)
- a) Complex vocabulary
 - b) Age-appropriate content
 - c) Engaging themes
 - d) Adult themes
13. **Which forms of writing are typically aimed at young adults?** (2 marks)
- a) Middle Grade Fiction
 - b) Picture Books

- c) Young Adult Fiction
- d) Academic Journals

14. **What is the purpose of self-editing?** (2 marks)

- a) To eliminate the need for a professional editor
- b) To revise for clarity and impact
- c) To shorten the manuscript unnecessarily
- d) To add more complex vocabulary

15. **Which of the following are common self-editing techniques?** (2 marks)

- a) Reading the work aloud
- b) Ignoring feedback
- c) Checking for consistency in tense
- d) Revising only once


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Online Research Methods

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To understand the fundamentals of online research.
2. To develop skills for efficient and effective online information retrieval.
3. To evaluate the credibility and reliability of online sources.
4. To learn various online data collection and analysis methods.
5. To master the ethical considerations in online research.

Course Structure

Module 1: Introduction to Online Research (3 Hours)

- Definition and Importance of Online Research
- Overview of Online Research Tools and Resources
- Differences Between Online and Traditional Research

Module 2: Research Design and Planning (4 Hours)

- Formulating Research Questions and Hypotheses
- Choosing Appropriate Research Methods (qualitative, quantitative, mixed)
- Developing a Research Plan and Timeline
- Ethical Considerations in Online Research

Module 3: Online Information Retrieval (6 Hours)

- Using Search Engines Effectively (Google, Bing, etc.)
- Advanced Search Techniques (Boolean operators, filters)
- Accessing Online Databases and Libraries (JSTOR, PubMed, Google Scholar)
- Finding Grey Literature and Open Access Resources

Module 4: Evaluating Online Sources (4 Hours)

- Criteria for Evaluating Credibility (authority, accuracy, objectivity)
- Identifying Bias and Misleading Information
- Cross-Verification and Triangulation of Data



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- Tools for Fact-Checking and Source Verification

Module 5: Online Data Collection Methods (6 Hours)

- Surveys and Questionnaires (using tools like Google Forms, SurveyMonkey)
- Conducting Online Interviews (Zoom, Skype, Google Meet)
- Social Media and Web Scraping
- Analyzing Digital Footprints and User Behavior

Module 6: Data Analysis and Interpretation (4 Hours)

- Quantitative Data Analysis (using software like SPSS, Excel)
- Qualitative Data Analysis (coding and thematic analysis)
- Visualization of Data (charts, graphs, infographics)
- Interpreting and Reporting Findings

Module 7: Documentation and Reporting (3 Hours)

- Writing Research Reports and Papers
- Citing Online Sources (APA, MLA, Chicago)
- Using Reference Management Tools (Zotero, EndNote, Mendeley)
- Avoiding Plagiarism and Ensuring Academic Integrity



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Online Research Methods

MCQ Exam


Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Marks are indicated against each question.
 - For multiple correct answers, select all that apply.
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1. **Which of the following best defines online research?** (2 marks)
 - a) Research conducted in a physical library
 - b) The process of gathering information using the internet
 - c) Research done only using social media platforms
 - d) Traditional research using online databases
2. **What is one major difference between online and traditional research?** (2 marks)
 - a) Online research is faster and provides real-time data
 - b) Traditional research is more reliable
 - c) Online research is done only by professionals
 - d) Traditional research requires no ethical considerations
3. **Which of the following is essential for formulating a good research question?** (2 marks)
 - a) It should be broad and general
 - b) It should be specific and focused
 - c) It should allow for further research
 - d) It should be easy to answer
4. **Match the research methods with their characteristics:** (2 marks)
 - a) **Qualitative Research** - i) Uses numerical data and statistical analysis
 - b) **Quantitative Research** - ii) Combines both qualitative and quantitative methods
 - c) **Mixed Methods** - iii) Explores phenomena in a detailed and subjective manner
5. **Which of the following are effective advanced search techniques?** (2 marks)
 - a) Using Boolean operators
 - b) Typing long sentences
 - c) Applying filters to narrow down results
 - d) Randomly clicking on links
6. **Which databases are commonly used for academic research?** (2 marks)
 - a) JSTOR
 - b) Google Scholar


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- c) YouTube
 - d) Facebook
7. **What is "grey literature" in online research?** (2 marks)
- a) Literature published by unknown authors
 - b) Research materials not formally published
 - c) Fictional stories available online
 - d) Content found only on social media
8. **What are the key criteria for evaluating the credibility of an online source?** (2 marks)
- a) Authority
 - b) Length of the article
 - c) Objectivity
 - d) Website design
9. **Which of the following tools can be used for fact-checking online information?** (2 marks)
- a) Google Fact Check
 - b) Snopes
 - c) Wikipedia
 - d) Social media influencers
10. **Which of the following tools are commonly used for creating online surveys?** (2 marks)
- a) Google Forms
 - b) SurveyMonkey
 - c) Zoom
 - d) WordPress
11. **Match the data collection methods with their appropriate tools:** (2 marks)
- a) **Online Interviews** - i) Python, BeautifulSoup
 - b) **Social Media Analysis** - ii) Zoom, Skype
 - c) **Web Scraping** - iii) Hootsuite, Sprout Social
12. **Which of the following are software tools for quantitative data analysis?** (2 marks)
- a) SPSS
 - b) Excel
 - c) Photoshop
 - d) Word
13. **Which of the following are important when interpreting qualitative data?** (2 marks)
- a) Identifying themes
 - b) Counting occurrences
 - c) Creating graphs
 - d) Understanding context


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14. **Which of the following reference management tools are used in online research?** (2 marks)
- a) Zotero
 - b) Mendeley
 - c) Instagram
 - d) EndNote
15. **What is the best practice to avoid plagiarism in online research?** (2 marks)
- a) Paraphrasing without citation
 - b) Citing all sources correctly
 - c) Copy-pasting from multiple sources
 - d) Using a plagiarism detection tool



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Digital Media and Content Creation

Course Duration: 1 Month (32Hrs)

Course Learning Outcomes

1. To understand the fundamentals of digital media and its role in modern communication.
2. To learn the principles of content creation for various digital platforms.
3. To develop skills in creating engaging and effective digital content.
4. To explore different tools and software used in content creation.
5. To understand strategies for content distribution and audience engagement.

Module 1: Introduction to Digital Media (4 Hours)

- Overview of Digital Media
- Evolution and Trends in Digital Media
- Importance of Digital Media in Communication
- Understanding Digital Platforms and Channels

Module 2: Content Creation Fundamentals (6 Hours)

- Types of Digital Content (text, images, video, audio, interactive)
- Principles of Effective Content Creation
- Content Creation Process: Planning, Production, Publishing
- Understanding Your Audience and Creating Personas

Module 3: Writing for Digital Media (5 Hours)

- Writing Techniques for Blogs, Articles, and Social Media
- SEO Basics and Keyword Research
- Crafting Engaging Headlines and Calls to Action
- Editing and Proofreading Digital Content

Module 4: Visual Content Creation (5 Hours)

- Basics of Graphic Design
- Creating Visual Content: Images, Infographics, Memes



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- Tools and Software for Graphic Design (Canva, Adobe Spark)
- Best Practices for Visual Content

Module 5: Video and Audio Content (5 Hours)

- Basics of Video Production: Scripting, Shooting, Editing
- Tools for Video Creation and Editing (Adobe Premiere, iMovie)
- Basics of Audio Production: Recording, Editing
- Tools for Audio Content Creation (Audacity, GarageBand)
- Creating Engaging Video and Audio Content

Module 6: Content Distribution and Promotion (3 Hours)

- Content Distribution Strategies
- Social Media Marketing
- Email Marketing
- Understanding Algorithms and Analytics
- Best Practices for Content Promotion

Module 7: Engaging Your Audience (2 Hours)

- Building and Maintaining an Online Community
- Strategies for Audience Engagement
- Handling Feedback and Comments
- Leveraging Influencers and Collaborations

Module 8: Legal and Ethical Considerations (2 Hours)

- Copyright and Fair Use in Digital Media
- Ethical Issues in Content Creation
- Privacy and Data Protection
- Ensuring Accessibility and Inclusivity



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Digital Media and Content Creation

MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Each question carries 2 marks.
 - For questions with multiple correct answers, select all that apply.
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1. **Which of the following is a primary function of digital media in modern communication?**

- a) Storing physical documents
- b) Facilitating instant communication across the globe
- c) Archiving print media
- d) Distributing content via traditional postal services

2. **Which of the following are trends in digital media?**

- a) Virtual Reality (VR)
- b) Print magazines
- c) Artificial Intelligence (AI)
- d) Broadcast radio

3. **What are the main types of digital content?**

- a) Text, images, video, audio, interactive
- b) Textbooks, newspapers, radio, television
- c) Physical books, vinyl records, paintings, sculptures
- d) Emails, phone calls, handwritten letters, posters

4. **Which of the following is crucial for effective content creation?**

- a) Ignoring audience preferences
- b) Consistent branding and messaging
- c) Randomly publishing without planning
- d) Understanding the audience and creating personas

5. **Which of the following are essential for writing effective blog posts?**

- a) Complex language
- b) Engaging headlines
- c) Keyword optimization
- d) Ignoring SEO techniques

6. **SEO stands for:**

- a) Social Engagement Optimization



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- b) Search Engine Optimization
 - c) Site Experience Optimization
 - d) Structured Email Outreach
7. **What is the purpose of a Call to Action (CTA) in digital content?**
- a) To confuse the audience
 - b) To prompt the reader to take a specific action
 - c) To increase word count
 - d) To replace the main content
8. **Which tools are commonly used for graphic design in digital media?**
- a) Canva
 - b) Microsoft Word
 - c) Adobe Spark
 - d) Excel
9. **Which of the following are best practices for creating visual content?**
- a) Using low-resolution images
 - b) Ensuring visual consistency
 - c) Overloading designs with text
 - d) Keeping designs simple and focused
10. **Which software is commonly used for video editing?**
- a) Adobe Premiere
 - b) Microsoft Paint
 - c) iMovie
 - d) Audacity
11. **When creating engaging video content, which aspects are important?**
- a) Clear scripting
 - b) Random, unplanned shots
 - c) Proper editing
 - d) No consideration for audience preferences
12. **Which tools are used for audio content creation?**
- a) Audacity
 - b) GarageBand
 - c) Photoshop
 - d) Canva
13. **Which of the following are effective content distribution strategies?**
- a) Posting content once without any follow-up
 - b) Social media marketing
 - c) Email marketing
 - d) Understanding algorithms and using analytics

14. Which strategies help in engaging an online audience?

- a) Ignoring feedback
- b) Building an online community
- c) Leveraging influencers
- d) Posting inconsistently

15. Which of the following is essential when creating digital content?

- a) Ignoring copyright laws
- b) Understanding and applying fair use
- c) Ensuring accessibility and inclusivity
- d) Disregarding ethical issues



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Project Management

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To provide a comprehensive understanding of project management principles.
2. To equip students with the skills necessary to manage projects effectively.
3. To introduce tools and techniques for project planning, execution, monitoring, and closure.
4. To understand the roles and responsibilities of a project manager.
5. To learn how to manage project risks, stakeholders, and resources.

Course Structure

Module 1: Introduction to Project Management (4 Hours)

- Definition and Importance of Project Management
- Project Life Cycle: Initiation, Planning, Execution, Monitoring & Control, Closure
- Key Roles in Project Management (Project Manager, Team, Stakeholders)
- Overview of Project Management Methodologies (Waterfall, Agile, Scrum)

Module 2: Project Initiation (4 Hours)

- Identifying Project Requirements
- Developing Project Charter
- Stakeholder Identification and Analysis
- Setting Project Goals and Objectives

Module 3: Project Planning (6 Hours)

- Defining Scope and Work Breakdown Structure (WBS)
- Creating a Project Schedule (Gantt Charts, Network Diagrams)
- Resource Planning and Allocation
- Budgeting and Cost Estimation
- Risk Management Planning
- Identifying Risks
- Risk Assessment and Mitigation Strategies

Module 4: Project Execution (4 Hours)

- Directing and Managing Project Work
- Team Management and Leadership Skills
- Communication Management
- Communication Plan



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- Effective Communication Techniques
- Quality Management
- Quality Assurance
- Quality Control

Module 5: Project Monitoring and Controlling (6 Hours)

- Performance Measurement (KPIs, Metrics)
- Earned Value Management (EVM)
- Change Management
- Handling Change Requests
- Change Control Process
- Risk Monitoring and Control
- Project Reporting and Documentation

Module 6: Project Closure (3 Hours)

- Closing Processes
- Administrative Closure
- Contract Closure
- Project Review and Evaluation
- Lessons Learned Documentation
- Final Project Report

Module 7: Project Management Tools and Software (3 Hours)

- Introduction to Project Management Software (MS Project, Trello, Asana, etc.)
- Software Demonstration and Hands-on Practice
- Using Templates and Project Management Resources


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Project Management

MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Each question carries 2 marks.
 - For questions with multiple correct answers, select all that apply.
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- 1. Which of the following phases are part of the Project Life Cycle?**
 - a) Initiation
 - b) Design
 - c) Planning
 - d) Termination
- 2. What is the primary role of a Project Manager?**
 - a) Supervising the team
 - b) Managing resources and ensuring project completion
 - c) Handling only the financial aspects of the project
 - d) Approving all project-related documents without any reviews
- 3. Which of the following are examples of Project Management Methodologies?**
 - a) Waterfall
 - b) Agile
 - c) Scrum
 - d) Six Sigma
- 4. What is the purpose of a Project Charter?**
 - a) To define the project's objectives and scope
 - b) To list only the resources needed for the project
 - c) To allocate tasks to team members
 - d) To monitor project performance
- 5. Which activities are involved in Stakeholder Identification and Analysis?**
 - a) Listing all potential stakeholders
 - b) Analyzing the influence and interest of stakeholders


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- c) Developing a communication strategy for each stakeholder
 - d) Ignoring stakeholders who are not directly involved
6. **Which tool is commonly used for creating a Project Schedule?**
- a) Gantt Chart
 - b) Fishbone Diagram
 - c) Network Diagram
 - d) SWOT Analysis
7. **What does Work Breakdown Structure (WBS) involve?**
- a) Breaking down the project into manageable sections
 - b) Creating a timeline for each task
 - c) Estimating the budget for the project
 - d) Assigning team members to specific tasks
8. **Which of the following are components of Risk Management Planning?**
- a) Identifying potential risks
 - b) Ignoring risks that seem unlikely
 - c) Developing risk mitigation strategies
 - d) Assessing the impact and likelihood of risks
9. **What is the main focus during the Project Execution phase?**
- a) Developing the Project Charter
 - b) Implementing the project plan and managing team activities
 - c) Reviewing lessons learned from previous projects
 - d) Closing the project
10. **Which skills are essential for Team Management during project execution?**
- a) Effective communication
 - b) Delegation and leadership
 - c) Ignoring team conflicts
 - d) Providing feedback and motivation
11. **What are the key elements of Quality Management in project execution?**
- a) Quality Assurance
 - b) Random quality checks without any criteria
 - c) Quality Control
 - d) Regular feedback and improvement
12. **What does Earned Value Management (EVM) help to assess?**
- a) Project performance and progress

- b) Final project closure
- c) Quality control
- d) Stakeholder satisfaction

13. Which of the following are included in the Change Control Process?

- a) Evaluating change requests
- b) Arbitrarily approving changes
- c) Documenting changes and their impacts
- d) Communicating changes to all stakeholders

14. What is the purpose of Lessons Learned Documentation?

- a) To assess the project's failures and successes
- b) To ignore past project outcomes and focus only on the future
- c) To improve future project processes
- d) To provide feedback to stakeholders

15. What does Project Review and Evaluation involve?

- a) Assessing project outcomes against the objectives
- b) Ignoring the performance metrics
- c) Reviewing team performance
- d) Finalizing all project documentation


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Photography and Visual Storytelling

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To understand the fundamentals of photography.
2. To develop skills in visual storytelling through photography.
3. To learn how to use photography equipment and software effectively.
4. To master techniques for composition, lighting, and editing.
5. To create compelling visual narratives.

Course Structure

Module 1: Introduction to Photography (4 Hours)

- History and Evolution of Photography
- Types of Photography (portrait, landscape, street, etc.)
- Understanding Cameras and Lenses
- Basics of Exposure: Aperture, Shutter Speed, ISO

Module 2: Composition and Framing (5 Hours)

- Rule of Thirds and Other Composition Techniques
- Framing and Perspective
- Leading Lines, Patterns, and Textures
- Depth of Field and Focus Techniques

Module 3: Lighting (5 Hours)


- Natural vs Artificial Lighting
- Understanding Light: Direction, Quality, and Color
- Techniques for Using Natural Light
- Basics of Studio Lighting

Module 4: Visual Storytelling (6 Hours)

- Elements of a Visual Story
- Creating a Narrative through Images
- Sequencing and Storyboarding
- Capturing Emotion and Movement
- Case Studies of Famous Visual Stories

Module 5: Post-Processing and Editing (4 Hours)

- Introduction to Photo Editing Software (Adobe Lightroom, Photoshop)
- Basic Editing Techniques: Cropping, Color Correction, Retouching


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- Advanced Editing: HDR, Panorama, Filters
- Ethical Considerations in Photo Editing

Module 6: Practical Sessions and Field Work (4 Hours)

- Hands-on Practice Sessions
- Photo Walks and Field Trips
- Assignments: Capturing a Theme or Story
- Group Discussions and Critiques

Module 7: Presentation and Portfolio Development (2 Hours)

- Selecting and Organizing Photos
- Creating a Cohesive Portfolio
- Presenting Work to an Audience
- Building an Online Portfolio or Blog



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Photography and Visual Storytelling

MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Each question carries 2 marks.
 - For questions with multiple correct answers, select all that apply.
-

1. **Which of the following are basic components of exposure in photography?**
 - a) Aperture
 - b) Shutter Speed
 - c) Focal Length
 - d) ISO
2. **Which type of photography is best suited for capturing scenic views and natural landscapes?**
 - a) Portrait Photography
 - b) Street Photography
 - c) Landscape Photography
 - d) Macro Photography
3. **What is the primary function of a camera lens?**
 - a) To control the amount of light that enters the camera
 - b) To capture the image
 - c) To focus the light onto the camera sensor
 - d) To store the images
4. **Which composition technique involves placing the subject off-center for a more dynamic shot?**
 - a) Rule of Thirds
 - b) Symmetry
 - c) Centering
 - d) Leading Lines
5. **What is the purpose of leading lines in photography?**
 - a) To draw the viewer's eye towards the main subject


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- b) To create balance in the composition
 - c) To add depth to the image
 - d) To obscure the main subject
6. **Which of the following affect the depth of field in an image?**
- a) Aperture size
 - b) Shutter speed
 - c) Focal length
 - d) ISO sensitivity
7. **What is the key difference between natural and artificial lighting?**
- a) Natural light is always softer than artificial light
 - b) Natural light comes from the sun, while artificial light is man-made
 - c) Artificial light is free, while natural light requires equipment
 - d) Natural light changes color throughout the day, artificial light does not
8. **Which aspect of light determines whether shadows are hard or soft?**
- a) Light direction
 - b) Light quality
 - c) Light color
 - d) Light temperature
9. **What is the purpose of using a reflector in natural light photography?**
- a) To reduce the intensity of light
 - b) To add artificial light to the scene
 - c) To bounce light into shadow areas
 - d) To change the color of the light
10. **Which element is most essential in creating a narrative through images?**
- a) Color balance
 - b) Sequencing
 - c) Depth of field
 - d) Exposure settings
11. **What is the main purpose of storyboarding in visual storytelling?**
- a) To plan the layout of images in a sequence
 - b) To edit the final images
 - c) To determine the exposure settings for each shot
 - d) To adjust the lighting conditions

12. **Which of the following is key to capturing emotion in a visual story?**
- a) Fast shutter speed
 - b) Close-up shots
 - c) Accurate color representation
 - d) Wide-angle lens
13. **Which software is commonly used for basic photo editing?**
- a) Adobe Lightroom
 - b) Microsoft Word
 - c) Final Cut Pro
 - d) Photoshop
14. **Which of the following are basic editing techniques in photography?**
- a) Cropping
 - b) Adding text
 - c) Color correction
 - d) Retouching
15. **What is the key benefit of creating an online portfolio?**
- a) Easier sharing of work with a global audience
 - b) Ability to print high-quality images
 - c) Ability to keep the work private
 - d) Easier physical presentation to clients



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Social Media Management

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To understand the fundamentals of social media platforms.
2. To develop skills for creating and managing social media content.
3. To learn strategies for engaging and growing online communities.
4. To analyze and measure social media performance.
5. To understand ethical and legal considerations in social media.

Course Structure

Module 1: Introduction to Social Media (4 Hours)

- Overview of Social Media Platforms (Facebook, Twitter, Instagram, LinkedIn, etc.)
- History and Evolution of Social Media
- Current Trends and Future Directions
- The Role of Social Media in Modern Communication

Module 2: Social Media Strategy and Planning (6 Hours)

- Defining Social Media Goals and Objectives
- Identifying Target Audience
- Developing a Social Media Strategy
- Content Planning and Calendar Creation
- Integration with Overall Marketing Strategy

Module 3: Content Creation and Management (6 Hours)

- Types of Social Media Content (text, images, videos, infographics, etc.)
- Best Practices for Content Creation
- Tools for Creating and Editing Content (Canva, Adobe Spark, etc.)
- Scheduling and Publishing Content (Buffer, Hootsuite, etc.)
- Managing Multiple Social Media Accounts

Module 4: Community Engagement and Management (4 Hours)

- Building and Growing Online Communities
- Engaging with Followers and Responding to Feedback
- User-Generated Content and Influencer Partnerships
- Handling Negative Feedback and Social Media Crises
- Strategies for Increasing Engagement

Module 5: Social Media Advertising (4 Hours)



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- Introduction to Social Media Advertising
- Creating Effective Ad Campaigns
- Targeting and Retargeting Audiences
- Budgeting and Bidding Strategies
- Analyzing Ad Performance

Module 6: Analytics and Reporting (3 Hours)

- Key Metrics and KPIs for Social Media
- Tools for Social Media Analytics (Google Analytics, platform-specific tools)
- Interpreting Data and Generating Reports
- Using Insights to Improve Strategy
- Case Studies of Successful Social Media Campaigns

Module 7: Ethical and Legal Considerations (3 Hours)

- Understanding Social Media Policies and Guidelines
- Copyright and Intellectual Property Issues
- Privacy Concerns and Data Protection
- Ethical Practices in Social Media Marketing
- Managing Brand Reputation


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Social Media Management

MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Each question carries 2 marks.
 - For questions with multiple correct answers, select all that apply.
-

- 1. Which of the following platforms is primarily used for professional networking?**
 - a) Facebook
 - b) Twitter
 - c) LinkedIn
 - d) Instagram
- 2. What is a key role of social media in modern communication?**
 - a) Enhancing face-to-face interactions
 - b) Providing a platform for digital advertising
 - c) Replacing traditional media entirely
 - d) Isolating individual users from global trends
- 3. Which of the following statements best describes the evolution of social media?**
 - a) Social media has remained the same since its inception.
 - b) Social media has evolved from simple communication platforms to complex marketing tools.
 - c) Social media was initially a tool for businesses and later adopted by individuals.
 - d) Social media has consistently focused on short-form content only.
- 4. What is the first step in developing a social media strategy?**
 - a) Creating content
 - b) Defining goals and objectives
 - c) Identifying target audience
 - d) Selecting social media platforms


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5. **Which tool is commonly used to schedule and publish social media content?**
- a) Adobe Photoshop
 - b) Hootsuite
 - c) Google Analytics
 - d) WordPress
6. **Why is it important to align social media strategy with overall marketing strategy?**
- a) To ensure consistency across all marketing channels
 - b) To increase the number of social media followers
 - c) To reduce the budget needed for marketing
 - d) To avoid using traditional marketing methods
7. **Which type of content is best for quickly grabbing attention on social media?**
- a) Long-form articles
 - b) Infographics
 - c) White papers
 - d) Research reports
8. **Which tools can be used for creating and editing social media content?**
- a) Canva
 - b) Microsoft Excel
 - c) Adobe Spark
 - d) Google Drive
9. **What is a key benefit of managing multiple social media accounts from one platform?**
- a) Easier scheduling and consistency
 - b) Access to advanced content creation tools
 - c) Increased follower engagement
 - d) Better SEO ranking
10. **What is an effective strategy for increasing social media engagement?**
- a) Posting infrequently
 - b) Responding to follower comments and messages


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- c) Ignoring negative feedback
- d) Creating user-generated content campaigns

11. How should negative feedback on social media be handled?

- a) Ignoring the feedback
- b) Deleting the negative comments
- c) Responding professionally and addressing concerns
- d) Engaging in a public argument with the user

12. Which of the following can help grow an online community?

- a) Collaborating with influencers
- b) Posting random, unrelated content
- c) Using automated responses for all interactions
- d) Encouraging user-generated content

13. What is a key advantage of social media advertising over traditional advertising?

- a) Broader reach with less targeting
- b) Ability to target specific demographics and behaviors
- c) Higher cost with lower engagement
- d) Limited options for ad formats

14. Which strategy is effective for re-engaging users who have interacted with your content previously?

- a) Targeting
- b) Retargeting
- c) Content spamming
- d) Email marketing only

15. What is the main purpose of using social media analytics tools?

- a) To generate reports that track performance
- b) To create social media posts automatically
- c) To increase the number of followers
- d) To handle customer service queries

Leadership Skills

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To understand the fundamental principles of leadership.
2. To develop essential leadership skills.
3. To learn effective decision-making and problem-solving techniques.
4. To enhance communication and team-building abilities.
5. To explore ethical leadership and its impact on organizations.

Course Structure

Module 1: Introduction to Leadership (4 Hours)

- Definition and Importance of Leadership
- Difference Between Leadership and Management
- Leadership Theories and Styles (Transactional, Transformational, Servant Leadership, etc.)
- Self-Assessment: Identifying Your Leadership Style

Module 2: Communication and Interpersonal Skills (5 Hours)

- Effective Communication Strategies
- Active Listening and Feedback
- Emotional Intelligence in Leadership
- Conflict Resolution and Negotiation Skills
- Building and Leading High-Performance Teams

Module 3: Decision Making and Problem Solving (5 Hours)

- Decision-Making Models and Processes
- Critical Thinking and Analytical Skills
- Creative Problem Solving Techniques
- Risk Assessment and Management
- Case Studies and Role-Playing Exercises

Module 4: Motivation and Empowerment (4 Hours)

- Understanding Motivation Theories (Maslow, Herzberg, etc.)
- Techniques for Motivating Team Members
- Empowering Others and Delegation
- Building a Positive Organizational Culture
- Recognizing and Rewarding Achievement



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Module 5: Strategic Planning and Vision (4 Hours)

- Developing a Vision and Mission
- Strategic Planning Processes
- Setting SMART Goals and Objectives
- Change Management and Leading Through Change
- Innovation and Strategic Thinking

Module 6: Ethical Leadership and Social Responsibility (4 Hours)

- Principles of Ethical Leadership
- Corporate Social Responsibility (CSR)
- Ethical Decision Making
- Creating an Ethical Organizational Culture
- Case Studies on Ethical Leadership

Module 7: Leadership in Practice (4 Hours)

- Real-World Leadership Challenges
- Leadership in Different Contexts (corporate, non-profit, public sector)
- Guest Lectures from Experienced Leaders
- Group Projects and Presentations
- Networking and Mentoring Opportunities



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Leadership Skills

MCQ Exam

Total Marks: 30

Time: 30 Minutes

Instructions:

- Answer all the questions.
 - Each question carries 2 marks.
 - For questions with multiple correct answers, select all that apply.
-

- 1. Which of the following best defines leadership?**
 - a) The ability to influence and guide others
 - b) The act of controlling others
 - c) Making decisions independently
 - d) Supervising daily operations


- 2. What is the primary difference between leadership and management?**
 - a) Leadership focuses on innovation; management focuses on maintaining processes
 - b) Leadership is concerned with day-to-day tasks; management is about long-term vision
 - c) Leaders follow orders; managers give orders
 - d) There is no difference; they are the same

- 3. Which leadership style focuses on inspiring and motivating followers to achieve their full potential?**
 - a) Transactional Leadership
 - b) Transformational Leadership
 - c) Servant Leadership
 - d) Autocratic Leadership

- 4. Which of the following is a key component of effective communication in leadership?**
 - a) Dominating the conversation
 - b) Active listening


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- c) Avoiding feedback
 - d) Giving vague instructions
5. **Emotional intelligence in leadership primarily involves:**
- a) Ignoring emotions in decision-making
 - b) Using emotions to manipulate team members
 - c) Understanding and managing one's emotions and the emotions of others
 - d) Avoiding conflicts at all costs
6. **What is the first step in conflict resolution?**
- a) Deciding who is at fault
 - b) Listening to all parties involved
 - c) Ignoring the conflict until it resolves itself
 - d) Taking immediate disciplinary action
7. **Which of the following is a decision-making model?**
- a) SWOT Analysis
 - b) The Rational Model
 - c) Maslow's Hierarchy of Needs
 - d) PESTLE Analysis
8. **Critical thinking in leadership is best described as:**
- a) Making decisions based on intuition alone
 - b) Following orders without questioning
 - c) Evaluating information and arguments in a disciplined way
 - d) Avoiding difficult decisions
9. **Which technique encourages generating multiple solutions to a problem before selecting one?**
- a) Brainstorming
 - b) Risk Assessment
 - c) Command-and-Control
 - d) Groupthink
10. **Which of the following motivation theories focuses on fulfilling basic needs before higher-level needs?**
- a) Herzberg's Two-Factor Theory


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- b) Maslow's Hierarchy of Needs
- c) Vroom's Expectancy Theory
- d) McGregor's Theory X and Theory Y

11. Empowering team members typically involves:

- a) Taking away their responsibilities
- b) Providing them with the authority and resources to make decisions
- c) Micromanaging their tasks
- d) Giving them unclear instructions

12. Which strategy is most effective for building a positive organizational culture?

- a) Recognizing and rewarding achievements
- b) Ignoring employee contributions
- c) Creating a competitive environment
- d) Avoiding communication with team members

13. Which of the following is a key element of strategic planning?

- a) Setting SMART goals
- b) Randomly assigning tasks
- c) Ignoring external factors
- d) Making impulsive decisions

14. What is the main focus of change management in leadership?

- a) Preventing any changes from happening
- b) Managing the transition from current to future states
- c) Ensuring that no one opposes the change
- d) Minimizing communication during change

15. Which of the following principles is central to ethical leadership?

- a) Prioritizing profits above all else
- b) Acting with integrity and fairness
- c) Making decisions based solely on personal gain
- d) Disregarding the impact on stakeholders

Networking and Professional Relationships

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To understand the importance of networking in professional settings.
2. To develop effective networking strategies and skills.
3. To learn how to build and maintain professional relationships.
4. To enhance communication skills for professional contexts.
5. To leverage social media and online platforms for networking.

Course Structure

Module 1: Introduction to Networking (4 Hours)

- Definition and Importance of Networking
- Benefits of Professional Networking
- Types of Networking (formal, informal, online, offline)
- Overcoming Networking Anxiety

Module 2: Building Networking Skills (6 Hours)

- Identifying Networking Opportunities
- Setting Networking Goals
- Crafting an Elevator Pitch
- Effective Communication Skills for Networking
- Active Listening and Asking Questions

Module 3: Building Professional Relationships (6 Hours)

- Initiating Professional Relationships
- Developing Trust and Rapport
- Maintaining Relationships Over Time
- Networking Etiquette and Best Practices
- Managing Professional Boundaries

Module 4: Leveraging Online Platforms (4 Hours)

- Overview of Professional Networking Sites (LinkedIn, Twitter, etc.)
- Creating and Optimizing Online Profiles
- Building an Online Professional Presence
- Engaging with Professional Communities Online
- Strategies for Virtual Networking



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Module 5: Networking Events and Opportunities (4 Hours)

- Preparing for Networking Events (conferences, seminars, workshops)
- Effective Networking at Events
- Follow-Up Strategies Post-Event
- Maximizing Benefits from Networking Opportunities
- Case Studies of Successful Networking

Module 6: Advanced Networking Strategies (3 Hours)

- Strategic Networking for Career Advancement
- Building a Personal Brand
- Mentoring and Being Mentored
- Networking Across Cultures and Industries
- Utilizing Alumni Networks

Module 7: Practical Networking Exercises (3 Hours)

- Role-Playing Networking Scenarios
- Simulated Networking Events
- Group Discussions and Feedback
- Analyzing Personal Networking Styles
- Continuous Improvement Strategies


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Networking and Professional Relationships

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the most appropriate answer from the options provided.
-

1. Which of the following best describes networking in a professional setting?

- a) Making friends in social situations
- b) Building relationships for mutual professional benefit
- c) Sharing personal experiences with colleagues
- d) Avoiding professional interactions

2. What is a key benefit of professional networking?

- a) Increased social media followers
- b) Access to job opportunities
- c) Higher grades in academic courses
- d) Decreased workload

3. Which of the following is an example of formal networking?

- a) Attending a company picnic
- b) Meeting a colleague for lunch
- c) Participating in a professional conference
- d) Having a casual conversation in the office

4. What is the purpose of an elevator pitch in networking?

- a) To describe your professional goals in a long speech
- b) To introduce yourself concisely and effectively
- c) To explain complex ideas in detail
- d) To entertain your audience

5. Which of the following is a critical skill for effective networking?

- a) Talking more than listening



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- b) Active listening
- c) Avoiding eye contact
- d) Sharing only personal stories

6. Setting networking goals helps to:

- a) Reduce the number of contacts
- b) Focus your networking efforts
- c) Avoid social interactions
- d) Improve public speaking skills

7. What is the first step in initiating a professional relationship?

- a) Sending a casual text message
- b) Establishing trust and rapport
- c) Making small talk
- d) Discussing personal matters

8. Which of the following is important for maintaining professional relationships over time?

- a) Frequent but irrelevant communication
- b) Consistent and meaningful interactions
- c) Avoiding communication altogether
- d) Only connecting during events

9. Networking etiquette includes:

- a) Dominating the conversation
- b) Interrupting others to share your opinion
- c) Respecting others' time and space
- d) Avoiding follow-up after meetings

10. What is a key advantage of using LinkedIn for professional networking?

- a) Sharing personal photos
- b) Connecting with professionals globally
- c) Following celebrities
- d) Posting informal updates

11. Which of the following strategies is effective for building an online professional presence?

- a) Using a nickname in your profile


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- b) Keeping your profile incomplete
- c) Regularly posting relevant industry content
- d) Avoiding all social media platforms

12. When engaging with professional communities online, it is important to:

- a) Criticize others openly
- b) Contribute valuable insights
- c) Stay silent and observe
- d) Focus solely on self-promotion

13. Which of the following is an effective way to prepare for a networking event?

- a) Arriving late to the event
- b) Researching the attendees and speakers
- c) Ignoring dress codes
- d) Avoiding bringing business cards

14. After a networking event, what is a recommended follow-up strategy?

- a) Waiting a month to reach out
- b) Sending a brief thank-you email
- c) Calling repeatedly without a clear message
- d) Ignoring all new contacts

15. Strategic networking for career advancement involves:

- a) Building connections without any specific goals
- b) Targeting connections relevant to your career goals
- c) Networking only within your current company
- d) Avoiding interactions with higher-level professionals



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Financial Literacy

Course Duration: 1 Month (33Hrs)

Course Learning Outcomes

1. To equip students with essential financial knowledge and skills.
2. To help students understand personal finance management.
3. To introduce fundamental concepts of investing and saving.
4. To provide practical knowledge on budgeting, taxes, and credit management.
5. To foster informed financial decision-making.

Course Structure

Module 1: Introduction to Financial Literacy (3 Hours)

- Importance of Financial Literacy
- Basic Financial Concepts (Income, Expenses, Assets, Liabilities)
- Overview of Personal Financial Planning

Module 2: Budgeting and Saving (6 Hours)

- Creating a Budget: Income and Expense Tracking
- Types of Budgets (Fixed, Flexible, Zero-based)
- Strategies for Saving Money
- Setting Financial Goals and Priorities
- Emergency Funds

Module 3: Banking and Financial Services (4 Hours)

- Types of Bank Accounts (Checking, Savings, Money Market)
- Understanding Bank Services and Fees
- Online and Mobile Banking
- Choosing the Right Financial Institution

Module 4: Credit and Debt Management (5 Hours)

- Understanding Credit Scores and Reports
- Types of Credit (Credit Cards, Loans, Mortgages)
- Managing and Reducing Debt
- Responsible Use of Credit
- Dealing with Debt Collectors

Module 5: Investing Basics (5 Hours)

- Introduction to Investing: Stocks, Bonds, Mutual Funds, ETFs
- Risk and Return



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- Diversification
- Retirement Accounts (401(k), IRA, Roth IRA)
- Basic Principles of Stock Market Investing

Module 6: Insurance and Risk Management (3 Hours)

- Types of Insurance (Health, Auto, Home, Life)
- Understanding Insurance Policies and Terms
- Importance of Insurance in Financial Planning
- Evaluating Insurance Needs

Module 7: Taxes and Financial Planning (4 Hours)

- Basics of the Tax System
- Types of Taxes (Income, Property, Sales, Capital Gains)
- Understanding Tax Deductions and Credits
- Filing Tax Returns
- Long-term Financial Planning

Module 8: Consumer Rights and Protection (3 Hours)

- Understanding Consumer Rights
- Identifying and Avoiding Financial Scams
- Safe Online Banking Practices
- Legal Resources for Financial Disputes


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Financial Literacy

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the most appropriate answer from the options provided.
-

1. What is the primary purpose of financial literacy?

- a) To increase income
- b) To understand and manage personal finances effectively
- c) To reduce taxes
- d) To eliminate all debt

2. Which of the following is considered an asset?

- a) Mortgage payment
- b) Credit card debt
- c) Savings account balance
- d) Monthly rent

3. Personal financial planning involves:

- a) Avoiding all investments
- b) Creating a strategy to manage income, expenses, and savings
- c) Spending more than you earn
- d) Ignoring financial goals

4. What is a zero-based budget?

- a) A budget where income equals expenses
- b) A budget with no savings
- c) A budget that only tracks expenses
- d) A budget that only tracks income

5. Which of the following is a key strategy for effective saving?

- a) Saving only when you have leftover money


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- b) Paying yourself first by setting aside savings before spending
- c) Ignoring small expenses
- d) Avoiding financial goals

6. Why is having an emergency fund important?

- a) To invest in high-risk stocks
- b) To cover unexpected expenses without going into debt
- c) To spend on luxury items
- d) To pay off credit card debt

7. Which type of bank account typically offers higher interest rates?

- a) Checking account
- b) Savings account
- c) Money market account
- d) Basic checking account

8. What is the main benefit of using online and mobile banking?

- a) Increased bank fees
- b) 24/7 access to account management
- c) Limited access to funds
- d) Higher interest rates

9. When choosing a financial institution, it is important to consider:

- a) The location of the nearest branch
- b) The reputation and services offered by the institution
- c) The institution's color scheme
- d) The length of time it has been in business

10. What is a credit score used for?

- a) To determine your monthly income
- b) To assess your creditworthiness for loans and credit cards
- c) To calculate your taxes
- d) To track your expenses

11. Which of the following is considered responsible use of credit?

- a) Maxing out your credit cards
- b) Paying only the minimum payment each month



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- c) Paying off your credit card balance in full each month
- d) Using credit for all purchases

12. Which of the following is a common method for managing and reducing debt?

- a) Ignoring payment due dates
- b) Consolidating debt into a lower-interest loan
- c) Taking out more credit cards
- d) Only paying off the smallest debts

13. Diversification in investing means:

- a) Putting all your money into one type of investment
- b) Spreading investments across different asset types to reduce risk
- c) Investing only in the stock market
- d) Avoiding all types of bonds

14. Which of the following retirement accounts allows for tax-free withdrawals in retirement?

- a) 401(k)
- b) Traditional IRA
- c) Roth IRA
- d) Savings account

15. Why is insurance an important part of financial planning?

- a) To avoid all financial risks
- b) To protect against significant financial losses due to unforeseen events
- c) To increase your overall wealth
- d) To replace saving for emergencies


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Entrepreneurship for Humanities Students

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To introduce the fundamentals of entrepreneurship.
2. To inspire and enable students from humanities backgrounds to explore entrepreneurial ventures.
3. To provide practical tools and strategies for starting and managing a business.
4. To enhance critical thinking and problem-solving skills relevant to entrepreneurship.
5. To foster creativity and innovation in business ideas and practices.

Course Structure

Module 1: Introduction to Entrepreneurship (4 Hours)

- Definition and Importance of Entrepreneurship
- Myths and Realities of Entrepreneurship
- Characteristics of Successful Entrepreneurs
- Role of Humanities in Entrepreneurship

Module 2: Idea Generation and Opportunity Recognition (5 Hours)

- Creative Thinking and Innovation
- Techniques for Idea Generation (brainstorming, mind mapping)
- Identifying Market Needs and Opportunities
- Evaluating Business Ideas

Module 3: Business Planning (5 Hours)

- Components of a Business Plan
- Writing a Business Plan (executive summary, market analysis, organization, product line, marketing and sales, funding request, financial projections)
- Importance of a Business Plan for Entrepreneurs

Module 4: Marketing and Sales Strategies (4 Hours)

- Understanding the Market and Customer Segments
- Developing a Marketing Strategy
- Branding and Positioning
- Sales Techniques and Customer Relationship Management

Module 5: Financial Management (4 Hours)

- Basics of Business Finance

- Funding Sources for Startups (self-funding, loans, investors, crowdfunding)
- Budgeting and Financial Planning
- Managing Cash Flow

Module 6: Legal and Ethical Considerations (3 Hours)

- Legal Structures of Businesses (sole proprietorship, partnership, corporation)
- Intellectual Property Rights
- Business Ethics and Social Responsibility
- Navigating Legal Challenges in Business

Module 7: Building and Managing a Team (3 Hours)

- Importance of Team Building
- Hiring and Retaining Talent
- Leadership and Management Skills
- Creating a Positive Organizational Culture

Module 8: Practical Aspects and Case Studies (2 Hours)

- Real-Life Case Studies of Successful Entrepreneurs from Humanities Backgrounds
- Lessons Learned and Best Practices
- Common Challenges and How to Overcome Them


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Entrepreneurship for Humanities Students

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the most appropriate answer from the options provided.
-

1. Which of the following best defines entrepreneurship?

- a) Managing a large corporation
- b) Starting and running a new business venture
- c) Working as an employee in a company
- d) Investing in stocks and bonds

2. A common myth about entrepreneurship is that:

- a) Entrepreneurs are born, not made
- b) Entrepreneurship requires hard work and dedication
- c) Entrepreneurs take calculated risks
- d) Entrepreneurs come from diverse educational backgrounds

3. How does a humanities background benefit an entrepreneur?

- a) It limits their ability to manage a business
- b) It enhances creativity and understanding of human behavior
- c) It reduces their chances of success
- d) It focuses only on artistic ventures

4. What is the primary purpose of brainstorming in entrepreneurship?

- a) To evaluate the profitability of a business idea
- b) To generate a wide range of creative ideas
- c) To write a detailed business plan
- d) To market a new product

5. Identifying market needs is crucial because:

- a) It guarantees instant success
- b) It helps to develop products or services that solve real problems



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- c) It eliminates the need for a business plan
 - d) It only applies to large businesses
- 6.** Which of the following is a common technique for idea generation?
- a) Financial analysis
 - b) Mind mapping
 - c) Sales forecasting
 - d) Customer segmentation
- 7.** Which of the following is NOT a component of a business plan?
- a) Executive summary
 - b) Market analysis
 - c) Daily task list
 - d) Financial projections
- 8.** A business plan is important because:
- a) It guarantees funding from investors
 - b) It provides a roadmap for the business and helps attract investors
 - c) It ensures the business will not face any challenges
 - d) It is only required for large businesses
- 9.** What is the primary purpose of the executive summary in a business plan?
- a) To outline the daily operations of the business
 - b) To provide a concise overview of the entire business plan
 - c) To describe the legal structure of the business
 - d) To list the employees of the company
- 10.** A marketing strategy helps an entrepreneur to:
- a) Avoid competition
 - b) Understand and reach target customers effectively
 - c) Spend less on advertising
 - d) Increase product prices
- 11.** What is the role of branding in a business?
- a) To reduce costs
 - b) To create a unique identity and differentiate from competitors
 - c) To eliminate the need for marketing
 - d) To focus solely on product development
- 12.** Effective customer relationship management (CRM) aims to:
- a) Increase the number of employees

- b) Enhance customer satisfaction and loyalty
- c) Reduce the quality of customer service
- d) Focus on product features alone

13. Which of the following is a common funding source for startups?

- a) Self-funding
- b) Investing in real estate
- c) Government salaries
- d) Stock market trading

14. Managing cash flow is important for a business because:

- a) It eliminates all expenses
- b) It ensures that the business can meet its financial obligations on time
- c) It increases the company's debt
- d) It focuses only on long-term profits

15. Intellectual property rights are essential for entrepreneurs because:

- a) They help in reducing taxes
- b) They protect original ideas, inventions, and brand identity
- c) They eliminate competition
- d) They simplify the hiring process


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Research Writing and Publications

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To develop skills for effective research writing.
2. To understand the process of academic publishing.
3. To learn techniques for literature review and citation management.
4. To master the structure and components of a research paper.
5. To familiarize with ethical considerations in research and publishing.

Course Structure

Module 1: Introduction to Research Writing (4 Hours)

- Importance of Research Writing
- Types of Academic Writing (essays, theses, articles, reports)
- Understanding the Research Process
- Planning and Time Management for Research Writing

Module 2: Literature Review and Citation Management (5 Hours)

- Conducting a Literature Review
- Identifying and Accessing Academic Sources
- Summarizing and Synthesizing Literature
- Citation Styles (APA, MLA, Chicago, etc.)
- Using Citation Management Tools (EndNote, Zotero, Mendeley)

Module 3: Structure of a Research Paper (6 Hours)

- Components of a Research Paper: Title, Abstract, Introduction, Methodology, Results, Discussion, Conclusion, References
- Crafting a Strong Thesis Statement
- Developing a Research Hypothesis
- Writing Clear and Concise Abstracts

Module 4: Writing Process and Techniques (5 Hours)

- Writing Introductions and Literature Reviews
- Detailing Methodology
- Presenting Results and Analysis
- Writing Discussions and Drawing Conclusions



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- Revising and Editing Techniques

Module 5: Ethical Considerations and Plagiarism (3 Hours)

- Understanding Research Ethics
- Avoiding Plagiarism
- Proper Citation and Referencing
- Ethical Data Collection and Reporting

Module 6: Academic Publishing (4 Hours)

- Identifying Suitable Journals and Conferences
- Preparing a Manuscript for Submission
- Understanding the Peer Review Process
- Responding to Reviewers' Comments
- Open Access vs. Subscription Journals

Module 7: Practical Workshops and Peer Review (3 Hours)

- Writing Workshops: Drafting Sections of a Paper
- Peer Review Sessions: Giving and Receiving Feedback
- Collaborative Writing Tools and Techniques


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Research Writing and Publications

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the most appropriate answer from the options provided.
-

1. Which of the following is NOT a type of academic writing?

- a) Essays
- b) Theses
- c) Novels
- d) Research articles

2. Effective time management in research writing primarily involves:


- a) Procrastinating until the deadline
- b) Planning and allocating specific times for each writing task
- c) Writing everything at the last minute
- d) Focusing only on writing without any breaks

3. The research process typically begins with:

- a) Writing the conclusion
- b) Defining a research question or problem
- c) Submitting the paper for publication
- d) Analyzing data

4. The main purpose of a literature review is to:

- a) Summarize all published research
- b) Identify gaps in existing research and establish a context for your study
- c) Replace the introduction section
- d) List all books related to the topic


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5. Which of the following is NOT a commonly used citation style?

- a) APA
- b) MLA
- c) IRS
- d) Chicago

6. What is the role of citation management tools like EndNote or Zotero?

- a) To generate income from research
- b) To manage and organize references and citations
- c) To write the entire research paper automatically
- d) To avoid conducting a literature review

7. Which section of a research paper typically contains the research hypothesis?

- a) Introduction
- b) Abstract
- c) Methodology
- d) Results

8. What is the primary purpose of an abstract in a research paper?

- a) To provide a detailed analysis of the research
- b) To give a brief summary of the research's main points and findings
- c) To list all the references used
- d) To explain the future directions of research

9. The "Methodology" section of a research paper should:

- a) Present the research findings
- b) Discuss the literature review
- c) Describe the methods used to conduct the research
- d) Summarize the conclusion

10. Which of the following best describes the purpose of a discussion section in a research paper?

- a) To summarize the introduction
- b) To interpret and explain the significance of the research findings
- c) To list all the references
- d) To repeat the results



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11. Revision and editing techniques should focus on:

- a) Correcting grammar and punctuation only
- b) Improving clarity, coherence, and overall structure of the paper
- c) Adding unnecessary content
- d) Changing the research question

12. When writing the introduction of a research paper, it is essential to:

- a) Immediately present the results
- b) Provide background information and state the research problem clearly
- c) List all the figures and tables
- d) Include references to every source in the literature

13. Plagiarism in research writing is best avoided by:

- a) Paraphrasing and properly citing all sources
- b) Copying text without citation
- c) Using unverified sources
- d) Ignoring the importance of references

14. Ethical research practices include:

- a) Manipulating data to fit a hypothesis
- b) Misleading participants in a study
- c) Obtaining informed consent from participants
- d) Ignoring conflicts of interest

15. The peer review process in academic publishing involves:

- a) Only the author's friends reading the paper
- b) Independent experts evaluating the manuscript's quality and validity before publication
- c) The author reviewing their own work
- d) Skipping the review to publish faster

Basic Computer Skills

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To develop foundational computer literacy.
2. To understand and use essential software applications.
3. To navigate and utilize the internet effectively.
4. To introduce basic troubleshooting and maintenance of computers.
5. To promote efficient and safe use of technology.

Course Structure

Module 1: Introduction to Computers (4 Hours)

- Overview of Computers and Their Components
- Types of Computers (Desktops, Laptops, Tablets, Smartphones)
- Understanding Operating Systems (Windows, macOS, Linux)
- Basic Computer Terminology

Module 2: Operating System Basics (5 Hours)

- Navigating the Desktop and File System
- Understanding Files and Folders
- Basic Operations (Cut, Copy, Paste, Delete, Rename)
- Installing and Uninstalling Software
- Customizing the Desktop Environment

Module 3: Word Processing (5 Hours)

- Introduction to Word Processing Software (Microsoft Word, Google Docs)
- Creating, Editing, and Formatting Documents
- Using Templates and Styles
- Inserting Images, Tables, and Hyperlinks
- Saving and Printing Documents

Module 4: Spreadsheets (5 Hours)

- Introduction to Spreadsheet Software (Microsoft Excel, Google Sheets)
- Creating and Formatting Spreadsheets
- Basic Formulas and Functions
- Sorting and Filtering Data
- Creating Charts and Graphs



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Module 5: Presentations (4 Hours)

- Introduction to Presentation Software (Microsoft PowerPoint, Google Slides)
- Creating and Designing Slides
- Using Themes and Templates
- Adding Multimedia (Images, Videos, Audio)
- Delivering Presentations

Module 6: Internet and Email (4 Hours)

- Basics of Internet Browsing (Using Browsers, Search Engines)
- Understanding URLs and Hyperlinks
- Online Communication Tools (Email, Instant Messaging)
- Creating and Managing Email Accounts
- Email Etiquette and Security

Module 7: Basic Troubleshooting and Maintenance (3 Hours)

- Common Computer Issues and Solutions
- Basic Virus and Malware Protection
- Software Updates and System Backups
- Peripheral Device Management (Printers, Scanners, External Drives)
- Safety and Ergonomics



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Basic Computer Skills

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the most appropriate answer from the options provided.
-

1. Which of the following is NOT considered a type of computer?

- a) Desktop
- b) Smartphone
- c) Tablet
- d) Television

2. The main function of an operating system is to:

- a) Provide electricity to the computer
- b) Manage hardware and software resources
- c) Run the computer without any software
- d) Connect to the internet

3. Which of the following is an example of an operating system?

- a) Microsoft Word
- b) Windows
- c) Excel
- d) Google Chrome

4. What is the primary function of the 'Copy' and 'Paste' operations?

- a) To move files between folders
- b) To delete files
- c) To duplicate and place files or text in a different location
- d) To create a shortcut on the desktop


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5. Which of the following operations would you use to change the name of a file?

- a) Copy
- b) Delete
- c) Rename
- d) Cut

6. Installing software on a computer typically requires which of the following steps?

- a) Downloading the software and following installation instructions
- b) Deleting system files
- c) Renaming the software folder
- d) Formatting the hard drive

7. Which software is primarily used for creating and editing text documents?

- a) Microsoft Excel
- b) Microsoft Word
- c) Adobe Photoshop
- d) Google Chrome

8. What is the purpose of using 'Templates' in word processing?

- a) To change the desktop background
- b) To create standardized documents quickly
- c) To insert images into the document
- d) To manage computer files

9. Which of the following allows you to insert a picture into a document?

- a) Page Layout
- b) Insert
- c) Review
- d) View

10. Which of the following is a basic function in spreadsheet software?

- a) SUM()
- b) Copy()
- c) Bold()
- d) Refresh()


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11. To create a chart in Excel, you would first:

- a) Enter data into cells
- b) Save the document
- c) Change the font size
- d) Print the document

12. What does the 'Filter' function in a spreadsheet do?

- a) Sorts data alphabetically
- b) Hides certain data based on specified criteria
- c) Deletes all data
- d) Changes the color of the text

13. Which software is commonly used to create presentations?

- a) Microsoft Word
- b) Microsoft PowerPoint
- c) Microsoft Excel
- d) Google Docs

14. To add a video to a slide in PowerPoint, you should use which tab?

- a) Design
- b) Insert
- c) Review
- d) View

15. Which of the following is essential for safe email usage?

- a) Sharing your password with friends
- b) Using strong, unique passwords
- c) Clicking on all links in emails
- d) Ignoring security warnings


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Conflict Resolution

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To understand the nature and dynamics of conflict.
2. To develop skills for effective conflict resolution.
3. To learn techniques for mediating and negotiating conflicts.
4. To foster a positive approach to conflict management.
5. To apply conflict resolution strategies in various contexts.

Course Structure

Module 1: Introduction to Conflict (4 Hours)

- Definition and Types of Conflict (interpersonal, intrapersonal, organizational)
- Causes and Consequences of Conflict
- Stages of Conflict (latent, perceived, felt, manifest, aftermath)
- Conflict Styles (avoidance, accommodation, competition, compromise, collaboration)

Module 2: Theoretical Frameworks and Approaches (4 Hours)

- Theories of Conflict (Realistic Conflict Theory, Social Identity Theory)
- Approaches to Conflict Resolution (interest-based, rights-based, power-based)
- Emotional Intelligence in Conflict Resolution
- Cultural Perspectives on Conflict

Module3: Communication Skills for Conflict Resolution (6 Hours)

- Active Listening and Empathy
- Effective Verbal and Non-Verbal Communication
- Managing Emotions and Staying Calm
- Assertiveness vs. Aggressiveness

Module 4: Conflict Resolution Techniques (6 Hours)

- Negotiation Skills and Strategies
- Mediation Processes and Techniques
- Collaborative Problem-Solving
- Third-Party Interventions and Facilitation

Module 5: Conflict Resolution in Specific Contexts (4 Hours)

- Workplace Conflict Resolution
- Family and Relationship Conflicts



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- Community and Social Conflicts
- International and Cross-Cultural Conflicts

Module 6: Practical Application and Case Studies (3 Hours)

- Analyzing Conflict Scenarios
- Role-Playing Exercises
- Case Study Discussions
- Conflict Mapping and Analysis Tools

Module 7: Developing a Conflict Resolution Plan (3 Hours)

- Identifying Conflict Resolution Goals
- Designing Conflict Resolution Strategies
- Implementing Conflict Resolution Plans
- Monitoring and Evaluating Conflict Resolution Efforts


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Conflict Resolution

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following is NOT a type of conflict?

- a) Intrapersonal
- b) Interpersonal
- c) Organizational
- d) Extraterrestrial

2. The stage of conflict where parties recognize the existence of a conflict but do not feel its impact is called:

- a) Latent
- b) Perceived
- c) Felt
- d) Manifest

3. According to Realistic Conflict Theory, conflicts arise due to:

- a) Miscommunication
- b) Competing interests
- c) Social identity differences
- d) Power imbalances

4. Which conflict style involves a high level of concern for both self and others?

- a) Avoidance
- b) Competition
- c) Compromise
- d) Collaboration

5. Interest-based approach to conflict resolution focuses on:



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- a) Enforcing rights
- b) Exerting power
- c) Addressing underlying needs
- d) Compromising positions

6. Emotional intelligence in conflict resolution primarily involves:

- a) Avoiding conflict situations
- b) Managing one's own emotions and understanding others' emotions
- c) Using logic to resolve conflicts
- d) Being assertive in all situations

7. In conflict resolution, active listening is best described as:

- a) Waiting for your turn to speak
- b) Listening with the intent to respond
- c) Paying full attention and understanding the speaker's message
- d) Ignoring non-verbal cues

8. The difference between assertiveness and aggressiveness is:

- a) Assertiveness respects others' rights; aggressiveness does not
- b) Assertiveness is passive; aggressiveness is active
- c) Assertiveness is indirect; aggressiveness is direct
- d) There is no difference

9. Mediation differs from negotiation in that:

- a) Mediation involves a neutral third party
- b) Mediation is more adversarial
- c) Mediation focuses on power dynamics
- d) Mediation is the same as negotiation

10. Which of the following is a key strategy in collaborative problem-solving?

- a) Avoiding confrontation
- b) Imposing solutions
- c) Generating options together
- d) Winning at all costs

11. In the context of workplace conflict, what is a common cause?

- a) Misalignment of values
- b) Similar personality traits
- c) Excessive collaboration
- d) Lack of conflict


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12. Conflict mapping is used for:

- a) Visualizing the parties and issues involved in a conflict
- b) Navigating a physical space
- c) Scheduling meetings
- d) Tracking time spent on conflicts

13. A key characteristic of power-based approaches to conflict resolution is:

- a) Mutual satisfaction
- b) Use of authority or force
- c) Focus on interests
- d) Equal power distribution

14. Which is NOT a technique in third-party intervention?

- a) Facilitation
- b) Arbitration
- c) Aggression
- d) Mediation

15. Evaluating the effectiveness of a conflict resolution plan involves:

- a) Designing strategies
- b) Implementing interventions
- c) Monitoring outcomes
- d) Identifying goals


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Time Management

Course Duration: 1 Month (34Hrs)

Course Learning Outcomes

1. To understand the importance of time management in personal and professional life.
2. To identify and eliminate time-wasting habits.
3. To learn and apply various time management techniques and tools.
4. To enhance productivity and efficiency.
5. To achieve a balanced life through effective time management.

Course Structure

Module 1: Introduction to Time Management (4 Hours)

- Definition and Importance of Time Management
- Benefits of Effective Time Management
- Common Time Management Challenges
- Self-Assessment: Understanding Your Time Management Style

Module 2: Goal Setting (5 Hours)

- Importance of Setting Goals
- SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- Long-term vs. Short-term Goals
- Aligning Goals with Personal and Professional Life
- Action Plan for Achieving Goals

Module 3: Planning and Prioritizing (5 Hours)

- The Planning Process
- Daily, Weekly, and Monthly Planning
- Prioritization Techniques (Eisenhower Matrix, ABC Method)
- Dealing with Urgent vs. Important Tasks
- Creating and Using To-Do Lists Effectively

Module 4: Time Management Techniques (6 Hours)

- Pomodoro Technique
- Time Blocking
- Task Batching
- The Two-Minute Rule
- The 80/20 Rule (Pareto Principle)



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- Overcoming Procrastination

Module 5: Tools and Technology (4 Hours)

- Digital Tools for Time Management (Trello, Asana, Google Calendar)
- Time Tracking Apps
- Project Management Software
- Benefits and Drawbacks of Digital vs. Analog Tools
- Customizing Tools to Fit Individual Needs

Module 6: Managing Distractions and Interruptions (3 Hours)

- Identifying Common Distractions
- Techniques to Minimize Interruptions
- Creating a Productive Environment
- Strategies for Staying Focused
- Managing Digital Distractions

Module 7: Work-Life Balance (3 Hours)

- Understanding Work-Life Balance
- Strategies for Balancing Personal and Professional Life
- Importance of Breaks and Downtime
- Stress Management Techniques
- Setting Boundaries

Module 8: Review and Continuous Improvement (4 Hours)

- Review of Key Concepts
- Self-Reflection and Assessment
- Developing a Personal Time Management Plan
- Implementing Changes and Monitoring Progress
- Continuous Improvement Strategies



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Time Management

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following is NOT considered a common challenge in time management?

- a) Procrastination
- b) Lack of goals
- c) Overplanning
- d) Distractions

2. SMART goals are essential in time management. What does "M" stand for in SMART?

- a) Manageable
- b) Measurable
- c) Motivational
- d) Methodical

3. The Eisenhower Matrix is used to:

- a) Plan long-term goals
- b) Categorize tasks based on urgency and importance
- c) Create detailed daily schedules
- d) Track time spent on tasks

4. Which time management technique involves working in short, focused intervals, typically 25 minutes, followed by a short break?

- a) Time Blocking
- b) Task Batching
- c) Pomodoro Technique
- d) The Two-Minute Rule



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5. The 80/20 Rule, also known as the Pareto Principle, suggests that:

- a) 80% of results come from 20% of efforts
- b) 20% of tasks are unimportant
- c) 80% of time should be spent planning
- d) 20% of tasks should be prioritized

6. Digital tools like Trello and Asana are primarily used for:

- a) Goal setting
- b) Managing time-wasting habits
- c) Project management and task organization
- d) Tracking physical activities

7. Which method helps in quickly handling tasks that take two minutes or less?

- a) Task Batching
- b) Pomodoro Technique
- c) The Two-Minute Rule
- d) Time Blocking

8. What is the primary purpose of using a time tracking app?

- a) To schedule meetings
- b) To monitor how time is spent on tasks
- c) To set long-term goals
- d) To reduce screen time

9. Managing digital distractions can best be achieved by:

- a) Multitasking with multiple devices
- b) Frequently checking notifications
- c) Using apps that block distracting websites
- d) Ignoring emails altogether

10. In the context of work-life balance, setting boundaries typically involves:

- a) Prioritizing work over personal life
- b) Separating work and personal time
- c) Scheduling work during leisure time
- d) Taking on more responsibilities

11. Stress management techniques contribute to time management by:

- a) Increasing workload
- b) Improving focus and productivity



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- c) Eliminating the need for breaks
- d) Reducing the importance of deadlines

12. Which of the following is a key benefit of daily planning?

- a) Reduces the need for long-term goals
- b) Helps in immediate prioritization of tasks
- c) Eliminates the need for weekly reviews
- d) Allows complete avoidance of unexpected tasks

13. A productive environment for effective time management typically includes:

- a) Frequent interruptions
- b) Cluttered workspace
- c) Clear and organized surroundings
- d) Noisy background

14. Continuous improvement in time management involves:

- a) Setting new goals every day
- b) Regularly reflecting on and adjusting time management strategies
- c) Relying on a single time management tool
- d) Avoiding changes to existing plans

15. Which strategy is most effective for achieving work-life balance?

- a) Focusing solely on professional life
- b) Ignoring personal responsibilities
- c) Integrating breaks and downtime into your schedule
- d) Working longer hours



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Digital Marketing

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To provide a comprehensive understanding of digital marketing principles.
2. To equip students with practical skills in various digital marketing tools and techniques.
3. To understand how to create, implement, and measure effective digital marketing strategies.
4. To explore current trends and best practices in digital marketing.

Course Structure

Module 1: Introduction to Digital Marketing (3 Hours)

- Definition and Importance of Digital Marketing
- Traditional Marketing vs. Digital Marketing
- Components of Digital Marketing
- Current Trends in Digital Marketing

Module 2: Search Engine Optimization (SEO) (5 Hours)


- Basics of SEO
- On-Page SEO Techniques
- Off-Page SEO Techniques
- Keyword Research and Analysis
- SEO Tools and Analytics
- Best Practices and Case Studies

Module 3: Content Marketing (4 Hours)

- Importance of Content Marketing
- Content Creation and Strategy
- Blogging and Guest Posting
- Video Content and Podcasts
- Content Promotion and Distribution
- Measuring Content Effectiveness

Module 4: Social Media Marketing (5 Hours)

- Overview of Social Media Platforms (Facebook, Instagram, Twitter, LinkedIn, etc.)
- Developing a Social Media Strategy


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- Creating Engaging Content for Social Media
- Social Media Advertising (Paid Campaigns)
- Analytics and Measuring Social Media Success
- Social Media Management Tools

Module 5: Email Marketing (3 Hours)

- Basics of Email Marketing
- Building and Segmenting Email Lists
- Crafting Effective Email Campaigns
- Email Marketing Tools
- Analyzing Email Marketing Performance

Module 6: Pay-Per-Click (PPC) Advertising (4 Hours)

- Introduction to PPC Advertising
- Google Ads: Setting Up and Managing Campaigns
- Keyword Bidding Strategies
- Creating Effective Ad Copy
- Measuring and Optimizing PPC Performance
- Other PPC Platforms (Bing Ads, Social Media Ads)

Module 7: Analytics and Data-Driven Marketing (3 Hours)

- Importance of Data in Digital Marketing
- Google Analytics: Overview and Key Metrics
- Setting Up and Interpreting Reports
- Conversion Tracking and Attribution
- Using Data to Optimize Marketing Efforts

Module 8: Digital Marketing Strategy and Planning (3 Hours)

- Creating a Digital Marketing Plan
- Integrating Various Digital Marketing Channels
- Budgeting and Resource Allocation
- Measuring ROI and KPIs
- Adapting to Market Changes

Digital Marketing

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following is NOT a component of digital marketing?

- a) Search Engine Optimization (SEO)
- b) Social Media Marketing
- c) Television Advertising
- d) Email Marketing

2. What is the main difference between traditional marketing and digital marketing?

- a) Digital marketing is more expensive
- b) Traditional marketing uses digital platforms
- c) Digital marketing allows for real-time customer interaction
- d) Traditional marketing is more measurable

3. On-page SEO primarily involves:

- a) Building backlinks
- b) Optimizing website content and structure
- c) Running social media ads
- d) Analyzing competitors' websites

4. Which of the following tools is commonly used for keyword research in SEO?

- a) Google Analytics
- b) Mailchimp
- c) Ahrefs
- d) Canva

5. What is the primary purpose of content marketing?

- a) To sell products directly
- b) To create engaging content for social media



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- c) To attract and retain a clearly defined audience
- d) To manage PPC campaigns

6. Which platform is NOT typically used for social media marketing?

- a) LinkedIn
- b) Twitter
- c) Google Ads
- d) Instagram

7. In social media marketing, what does "engagement" refer to?

- a) The number of ads clicked
- b) Interactions like likes, comments, shares, and follows
- c) The total number of followers
- d) The amount spent on ads

8. Email marketing campaigns are most effective when:

- a) Emails are sent without segmentation
- b) Emails are personalized and targeted
- c) Emails are sent randomly
- d) Emails are not tracked or analyzed

9. What is PPC (Pay-Per-Click) advertising?

- a) A strategy where advertisers pay for each impression
- b) A form of advertising where payment is made only when an ad is clicked
- c) A technique for organic traffic generation
- d) A social media marketing strategy

10. In a PPC campaign, what does CPC stand for?

- a) Cost Per Click
- b) Click Per Conversion
- c) Cost Per Conversion
- d) Conversion Per Click

11. Google Analytics is primarily used to:

- a) Create social media content
- b) Track and analyze website traffic
- c) Design email templates
- d) Manage PPC campaigns

12. Conversion tracking in digital marketing refers to:

- a) Monitoring the number of website visits
- b) Measuring the percentage of visitors who complete a desired action
- c) Analyzing competitors' strategies
- d) Tracking the number of social media likes

13. Which of the following is a key metric to measure the success of an email marketing campaign?

- a) Bounce Rate
- b) Click-Through Rate (CTR)
- c) Cost Per Click (CPC)
- d) Page Views

14. When integrating various digital marketing channels, what is a crucial factor?

- a) Ensuring consistent messaging across channels
- b) Using only one channel at a time
- c) Ignoring data and analytics
- d) Focusing solely on paid advertising

15. What does ROI stand for in digital marketing?

- a) Return on Interest
- b) Rate of Interaction
- c) Return on Investment
- d) Reach of Influence


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Data Analysis and Visualization

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes

1. To introduce the principles of data analysis and visualization.
2. To develop skills in using software tools for data analysis and visualization.
3. To learn techniques for cleaning, processing, and analyzing data.
4. To understand best practices in creating effective data visualizations.
5. To apply data analysis and visualization skills to real-world scenarios.

Course Structure

Module 1: Introduction to Data Analysis and Visualization (4 Hours)

- Importance of Data Analysis and Visualization
- Types of Data (qualitative vs. quantitative)
- Overview of Data Analysis Process
- Introduction to Data Visualization Principles

Module 2: Data Collection and Cleaning (5 Hours)

- Data Collection Methods
- Understanding Data Sources
- Data Cleaning Techniques (handling missing data, outliers)
- Data Preprocessing (normalization, encoding)

Module 3: Exploratory Data Analysis (5 Hours)

- Descriptive Statistics (mean, median, mode, standard deviation)
- Data Summarization Techniques
- Identifying Patterns and Trends
- Introduction to Data Visualization Tools (Excel, Tableau, Python libraries)

Module 4: Data Visualization Basics (4 Hours)

- Types of Visualizations (bar charts, histograms, scatter plots, line graphs)
- Principles of Effective Visualization (clarity, simplicity, accuracy)
- Using Color, Shapes, and Sizes in Visualization
- Introduction to Data Visualization Software (Tableau, Power BI)

Module 5: Advanced Data Analysis Techniques (5 Hours)

- Introduction to Statistical Analysis (correlation, regression)
- Time Series Analysis



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- Clustering and Classification
- Using Python/R for Advanced Data Analysis

Module 6: Advanced Data Visualization Techniques (4 Hours)

- Interactive Visualizations
- Dashboards and Storytelling with Data
- Geospatial Visualizations
- Best Practices in Dashboard Design

Module 7: Data Analysis and Visualization Project (3 Hours)

- Project Planning and Execution
- Data Collection and Cleaning for Project
- Data Analysis and Visualization Development
- Presentation of Project Findings



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Data Analysis and Visualization

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following best describes the importance of data visualization?

- a) It helps in creating complex data models
- b) It converts raw data into actionable insights by making data easier to understand
- c) It eliminates the need for data cleaning
- d) It increases the amount of data that can be stored

2. Qualitative data is best described as:

- a) Numerical data that can be measured
- b) Data that involves categories or descriptions
- c) Data collected through experiments
- d) Data that always contains errors

3. What is the primary purpose of data cleaning?


- a) To add more data to the dataset
- b) To remove irrelevant data and correct errors
- c) To visualize data
- d) To generate data summaries

4. Which of the following is a common technique for handling missing data?

- a) Increasing the dataset size
- b) Deleting the entire dataset
- c) Imputing missing values with the mean or median
- d) Ignoring the missing data

5. Descriptive statistics are used in exploratory data analysis (EDA) to:

- a) Predict future trends
- b) Summarize and describe the main features of a dataset



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- c) Visualize data using complex charts
- d) Replace the need for data collection

6. In which scenario would a scatter plot be most appropriate?

- a) To show the distribution of a single categorical variable
- b) To compare two continuous variables and identify relationships
- c) To visualize the frequency distribution of a dataset
- d) To show the change in a variable over time

7. What is the primary principle of effective data visualization?

- a) Complexity
- b) Simplicity and clarity
- c) Use of multiple colors
- d) Inclusion of as much data as possible

8. Which software tool is commonly used for creating interactive dashboards?

- a) Excel
- b) Power BI
- c) Notepad
- d) Google Docs

9. Correlation analysis is primarily used to:

- a) Establish cause-and-effect relationships
- b) Measure the strength of the relationship between two variables
- c) Classify data into different categories
- d) Visualize data using bar charts


10. Which of the following best describes time series analysis?

- a) Analyzing data that varies with time to identify patterns
- b) Clustering data into groups
- c) Visualizing categorical data
- d) Cleaning and preprocessing data

11. In data visualization, the use of color is important because:

- a) It decorates the visualization
- b) It helps to distinguish between different data points or categories
- c) It complicates the interpretation
- d) It has no impact on the effectiveness of the visualization

12. What is a key advantage of using Python or R for advanced data analysis?


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- a) They are graphical design tools
- b) They provide powerful libraries and frameworks for statistical analysis and machine learning
- c) They require no prior programming knowledge
- d) They are limited to basic data processing tasks

13. Geospatial visualizations are used to:

- a) Represent data that is related to geographic locations
- b) Analyze time-based data
- c) Visualize categorical data
- d) Create 3D models of data

14. In a data analysis and visualization project, which step typically comes first?

- a) Data visualization development
- b) Data cleaning and preprocessing
- c) Presentation of findings
- d) Dashboard design

15. What is the primary goal of using dashboards in data visualization?

- a) To provide a static report of data
- b) To create complex, multi-layered visualizations
- c) To present key metrics and trends in an interactive, user-friendly format
- d) To display raw data

Cyber-Security Basics

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. Introduce participants to the fundamentals of cyber-security.
2. Equip participants with essential knowledge and skills to recognize and mitigate common cyber threats.
3. Provide an overview of key cyber-security principles, practices, and technologies.
4. Foster an understanding of cyber-security ethics and responsibilities.
5. Prepare participants to adopt cyber-security best practices in their personal and professional lives.

Module 1: Introduction to Cyber-security (5 hours)

- Understanding the importance of cyber-security
- Exploring the history and evolution of cyber-security
- Identifying common cyber threats and attack vectors
- Introducing cyber-security frameworks and standards

Module 2: Basic Concepts of Information Security (5 hours)

- Defining information security principles
- Explaining confidentiality, integrity, and availability (CIA) triad
- Discussing the principles of least privilege and defense-in-depth
- Introducing encryption and its role in information security

Module 3: Cyber Hygiene and Best Practices (5 hours)

- Promoting good cyber hygiene habits
- Exploring password management and authentication methods
- Understanding the importance of software updates and patches
- Introducing concepts of safe browsing and email practices

Module 4: Understanding Malware (5 hours)

- Defining malware and its types (viruses, worms, trojans, etc.)
- Exploring common malware delivery methods
- Recognizing signs of malware infection
- Discussing strategies for malware prevention and removal

Module 5: Network Security Basics (5 hours)

- Introducing network security fundamentals
- Explaining network threats (eavesdropping, man-in-the-middle attacks, etc.)
- Discussing firewall and intrusion detection/prevention systems (IDS/IPS)
- Exploring secure network protocols and encryption techniques

Module 6: Introduction to Cyber-security Ethics and Compliance (5 hours)

- Understanding the ethical implications of cyber-security
- Discussing legal and regulatory compliance requirements
- Exploring professional responsibilities in cyber-security
- Introducing cyber-security career pathways and opportunities


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Cyber-Security Basics

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
- Each question carries 2 marks.
- Choose the correct answer from the given options.

1. What is the primary goal of cyber-security?

- a) To maximize the speed of internet connections
- b) To protect information systems and data from unauthorized access, damage, and theft
- c) To monitor employee activities
- d) To increase the size of a database

2. Which of the following is NOT a common cyber threat?

- a) Phishing
- b) DDoS attacks
- c) Hardware malfunction
- d) Ransomware

3. The CIA triad in information security stands for:


- a) Cyber, Internet, Access
- b) Confidentiality, Integrity, Availability
- c) Central Intelligence Agency
- d) Control, Integrity, Authentication

4. What does the principle of least privilege refer to?

- a) Giving users only the access necessary to perform their jobs
- b) Providing everyone with full access to all data
- c) Restricting access to top management only
- d) Allowing only external parties to access sensitive data

5. Which of the following best describes encryption?

- a) A process of converting data into a code to prevent unauthorized access
- b) A method of data deletion


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- c) A technique for data storage
- d) A way to increase network speed

6. Cyber hygiene refers to:

- a) The practice of keeping your computer clean
- b) Maintaining basic security practices to protect your digital life
- c) Avoiding the use of public Wi-Fi
- d) Regularly changing your hardware

7. What is the purpose of software updates and patches?

- a) To add new features to the software
- b) To fix security vulnerabilities and improve software performance
- c) To delete old files from the system
- d) To increase the file size of the software

8. Which of the following is NOT a type of malware?

- a) Trojan
- b) Worm
- c) Phishing
- d) Virus

9. A common sign of malware infection is:

- a) Increased computer speed
- b) Unusual pop-up messages and frequent crashes
- c) More free space on the hard drive
- d) Improved internet connectivity

10. A firewall is used to:

- a) Increase internet speed
- b) Monitor and control incoming and outgoing network traffic based on predetermined security rules
- c) Replace antivirus software
- d) Store backup data

11. Man-in-the-middle (MitM) attacks occur when:

- a) A hacker physically accesses your device
- b) An attacker intercepts and potentially alters the communication between two parties
- c) A computer is infected by a virus
- d) Data is encrypted using a weak algorithm


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12. What is the role of Intrusion Detection Systems (IDS)?

- a) To encrypt data
- b) To detect and alert on unauthorized access or abnormal activities within a network
- c) To prevent software updates
- d) To scan for hardware malfunctions

13. Which of the following is a secure network protocol?

- a) HTTP
- b) FTP
- c) HTTPS
- d) Telnet

14. Cyber-security ethics primarily involve:

- a) Maximizing profits through cyber activities
- b) Ensuring the responsible use of technology and data while respecting privacy and confidentiality
- c) Creating as much data as possible
- d) Avoiding software updates

15. Legal and regulatory compliance in cyber-security is important because:

- a) It helps organizations avoid fines and legal issues
- b) It increases the speed of network connections
- c) It reduces the need for data backups
- d) It simplifies the encryption process



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Resume Writing and Interview Skills

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

By the end of this course, participants will be able to:

1. Understand the purpose and importance of resumes and interviews in the job application process.
2. Identify and analyze various resume formats and structures.
3. Develop tailored resumes that effectively highlight their skills, experiences, and achievements.
4. Acquire strategies for optimizing resume content, including language, formatting, and design.
5. Demonstrate effective interview preparation techniques, including researching the company and practicing responses to common interview questions.
6. Enhance non-verbal communication skills to convey professionalism and confidence during interviews.
7. Apply STAR (Situation, Task, Action, Result) technique to answer behavioral interview questions.
8. Receive constructive feedback on their resumes and interview performance through peer review and instructor evaluation.

Course Outline:

Module 1: Introduction to Resume Writing (5 hours)

- Understanding the purpose of a resume
- Exploring different types of resumes (chronological, functional, combination)
- Analyzing resume components: contact information, summary/objective, work experience, education, skills, etc.

Module 2: Resume Content and Formatting (5 hours)

- Crafting compelling summary/objective statements
- Highlighting key skills and accomplishments
- Utilizing effective formatting techniques: font styles, bullet points, white space, etc.

Module 3: Tailoring Your Resume (5 hours)

- Customizing resumes for specific job applications
- Matching qualifications to job requirements



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- Incorporating keywords and industry-specific terminology

Module 4: Introduction to Interview Skills (5 hours)

- Understanding the interview process
- Types of interviews: phone, video, in-person
- Preparing for interviews: research, attire, logistics

Module 5: Interview Preparation (5 hours)

- Researching the company and industry
- Anticipating and preparing responses to common interview questions
- Conducting mock interviews and receiving feedback

Module 6: Mastering the Interview (5 hours)

- Developing effective communication skills: tone, clarity, confidence
- Demonstrating professionalism through body language and demeanor
- Using the STAR technique to structure answers to behavioral questions


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Resume Writing and Interview Skills

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is the primary purpose of a resume?

- a) To provide a detailed history of your entire life
- b) To showcase your skills, experiences, and achievements relevant to the job
- c) To list all your hobbies and interests
- d) To provide your personal opinions on various topics

2. Which of the following is a common type of resume format?

- a) Annual resume
- b) Functional resume
- c) Global resume
- d) Monthly resume

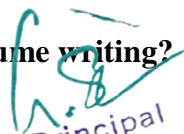
3. In which section of the resume would you typically find your name, phone number, and email address?

- a) Work Experience
- b) Education
- c) Contact Information
- d) Summary/Objective

4. What is the key purpose of the summary/objective statement on a resume?

- a) To describe your hobbies
- b) To provide a brief overview of your career goals and qualifications
- c) To list your references
- d) To give detailed information about your family background

5. Which of the following formatting techniques is recommended for resume writing?


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- a) Using a variety of fonts and colors to stand out
- b) Keeping font styles consistent and using bullet points for clarity
- c) Writing long paragraphs to explain every detail
- d) Including graphics and images to make the resume attractive

6. Why is it important to tailor your resume for each job application?

- a) To impress the hiring manager with your creativity
- b) To match your qualifications and experiences with the specific job requirements
- c) To make your resume look different each time
- d) To reduce the length of your resume

7. What should you avoid when crafting a resume?

- a) Highlighting your skills and achievements
- b) Including irrelevant personal information
- c) Using keywords related to the job
- d) Structuring the resume clearly and concisely

8. What is one of the most effective ways to prepare for a job interview?

- a) Arriving at the interview without researching the company
- b) Practicing responses to common interview questions
- c) Wearing casual attire to show your personality
- d) Avoiding any preparation to appear spontaneous

9. Which type of interview is conducted over a video call?

- a) In-person interview
- b) Panel interview
- c) Phone interview
- d) Video interview

10. What is the STAR technique used for in interviews?

- a) To evaluate the interviewer's skills
- b) To structure answers to behavioral interview questions
- c) To summarize the company's history
- d) To list the benefits of the job offer

11. Which of the following is NOT a recommended strategy for effective interview communication?

- a) Speaking clearly and confidently
- b) Maintaining eye contact and good posture


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- c) Interrupting the interviewer to show enthusiasm
- d) Listening carefully to the questions

12. What should you do when asked a behavioral interview question?

- a) Give a general answer without details
- b) Use the STAR technique to describe a specific situation
- c) Respond with irrelevant information
- d) Avoid answering and change the topic

13. Why is it important to research the company before an interview?

- a) To determine the company's exact revenue
- b) To align your answers with the company's values and culture
- c) To find reasons to criticize the company during the interview
- d) To negotiate a higher salary

14. Which of the following is considered good interview etiquette?

- a) Arriving late to show you're busy
- b) Wearing casual clothes to feel comfortable
- c) Sending a thank-you email after the interview
- d) Checking your phone frequently during the interview

15. What is a key element of non-verbal communication during an interview?

- a) The content of your answers
- b) Your body language and facial expressions
- c) The length of your resume
- d) The number of references you provide

Career Counseling and Planning

Course Duration: 1 Month (30)

Course Learning Outcomes:

1. To provide students with an understanding of the importance of career planning and counseling in personal and professional development.
2. To familiarize students with various career assessment tools and techniques.
3. To equip students with the skills necessary to explore different career options and make informed decisions.
4. To help students develop strategies for setting and achieving career goals.
5. To introduce students to resources and networks that can support their career development.
6. To enhance students' self-awareness and confidence in their career choices.

Module 1: Introduction to Career Counseling (5 hours)

- Overview of career counseling: Definition, importance, and benefits.
- Historical perspectives and theoretical frameworks in career counseling.
- Ethical considerations in career counseling practice.
- Introduction to career assessment tools and techniques.

Module 2: Self-Assessment and Career Exploration (5 hours)

- Understanding personal values, interests, skills, and personality traits.
- Introduction to self-assessment tools such as MBTI, Holland Codes, and StrengthsFinder.
- Exploring career options based on self-assessment results.
- Identifying potential career paths and industries of interest.

Module 3: Goal Setting and Action Planning (5 hours)

- Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) career goals.
- Developing action plans to achieve career goals.
- Overcoming obstacles and barriers in goal pursuit.
- Time management and prioritization techniques for career planning.

Module 4: Career Decision Making (5 hours)

- Decision-making models and processes.
- Evaluating and comparing different career options.



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- Considering factors such as salary, work-life balance, job stability, and personal values in career decision making.
- Strategies for making confident career decisions.

Module 5: Job Search Strategies and Networking (5 hours)

- Resume writing, cover letter writing, and job application tips.
- Effective job search strategies, including online job boards, networking events, and informational interviews.
- Building and maintaining professional networks.
- Utilizing social media platforms for job search and career advancement.

Module 6: Career Development and Lifelong Learning (5 hours)

- Strategies for career advancement and progression.
- Continuing education options, including graduate school, certifications, and professional development courses.
- Adapting to changes in the job market and industry trends.
- Maintaining career resilience and flexibility.

Career Counseling and Planning

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is the primary purpose of career counseling?

- a) To assist individuals in making informed career decisions
- b) To provide financial advice
- c) To plan social events
- d) To evaluate personal relationships

2. Which of the following is a widely used career assessment tool?

- a) Myers-Briggs Type Indicator (MBTI)
- b) SWOT Analysis
- c) PEST Analysis
- d) Gantt Chart

3. What does the "SMART" acronym in goal setting stand for?

- a) Simple, Measurable, Achievable, Realistic, Timely
- b) Specific, Measurable, Achievable, Relevant, Time-bound
- c) Specific, Meaningful, Actionable, Realistic, Timely
- d) Simple, Meaningful, Attainable, Reasonable, Time-bound

4. Which of the following is NOT a factor to consider when making a career decision?

- a) Salary
- b) Work-life balance
- c) Personal values
- d) Favorite color

5. In career counseling, what is the Holland Code used for?

- a) To diagnose mental health disorders
- b) To identify personality traits related to career preferences



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- c) To develop a financial plan
- d) To design a business strategy

6. What is the importance of networking in career development?

- a) To gather information and opportunities
- b) To avoid work responsibilities
- c) To find friends
- d) To share personal information

7. Which of the following is a recommended job search strategy?

- a) Applying to any job randomly
- b) Tailoring your resume to match job requirements
- c) Avoiding social media
- d) Ignoring job descriptions

8. What is the main focus of lifelong learning in career development?

- a) Learning for personal growth only
- b) Continuously updating skills to remain competitive in the job market
- c) Attending social events regularly
- d) Avoiding any form of formal education

9. Which of the following is a key component of a resume?

- a) Hobbies
- b) Personal anecdotes
- c) Work experience
- d) Favorite books

10. Why is self-assessment important in career planning?

- a) To understand personal values, skills, and interests
- b) To determine how much money you need
- c) To find out your favorite hobbies
- d) To assess the strengths of your friends

11. What is the role of ethics in career counseling?

- a) To provide guidelines for financial investments
- b) To ensure that counselors act in the best interest of their clients
- c) To dictate personal behavior at work
- d) To make decisions for the client

12. What does the term "career resilience" refer to?



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- a) The ability to recover from job loss and adapt to changes in the job market
- b) The ability to stay in the same job for many years
- c) The willingness to work extra hours
- d) The skill to avoid challenges at work

13. What is an informational interview?

- a) A casual chat with friends about careers
- b) A formal job interview with a potential employer
- c) A meeting to gather information about a career from someone in the field
- d) An interview with a career counselor

14. Which of the following is a benefit of setting career goals?

- a) It creates confusion about the future
- b) It helps you focus and stay motivated
- c) It allows you to procrastinate
- d) It makes decision-making more difficult

15. Which of the following is a sign of good time management in career planning?

- a) Consistently missing deadlines
- b) Prioritizing tasks and managing time effectively
- c) Ignoring important tasks
- d) Working without any plan

Theatre and Drama

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

By the end of this course, students will be able to:

1. Understand the foundational principles of theatre and drama.
2. Develop basic acting skills and techniques.
3. Analyze dramatic texts and identify key elements of storytelling.
4. Demonstrate proficiency in stagecraft and production processes.
5. Engage effectively with an audience through performance.
6. Gain insight into the historical and cultural significance of theatre.

Module 1: Introduction to Theatre (5 hours)

- Understanding the origins and evolution of theatre.
- Exploring different forms of theatrical expression.
- Introduction to key terminology and concepts in theatre.
- Discussion on the role of theatre in society.

Module 2: Acting Fundamentals (5 hours)

- Exploring the principles of character development.
- Physical and vocal warm-up exercises.
- Techniques for embodying a character.
- Scene study and improvisation exercises.

Module 3: Script Analysis (5 hours)

- Introduction to script analysis techniques.
- Identifying dramatic structure and themes.
- Analyzing character motivations and relationships.
- Exploring subtext and symbolism in scripts.

Module 4: Stagecraft and Production (5 hours)

- Overview of stagecraft elements: set design, lighting, sound, and costumes.
- Practical exercises in stage management.
- Introduction to technical theatre skills.
- Collaborative project: designing and staging a scene.

Module 5: Performance Skills (5 hours)

- Understanding stage presence and audience engagement.

- Techniques for effective communication on stage.
- Rehearsal strategies and performance preparation.
- Feedback and self-assessment exercises.

Module 6: Theatre in Context (5 hours)

- Exploring the cultural and historical context of theatre.
- Discussion on contemporary issues in theatre.
- Analysis of influential theatre movements and practitioners.
- Reflective discussion on personal growth and learning outcomes.



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Theatre and Drama

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following is considered the birthplace of Western theatre?

- a) Ancient Egypt
- b) Ancient Greece
- c) Medieval Europe
- d) Renaissance Italy

2. In theatre terminology, what does the term "proscenium" refer to?

- a) The area backstage where actors prepare
- b) A type of stage with audience on all sides
- c) The arch or frame surrounding the stage opening
- d) A circular performance space

3. Which acting technique focuses on an actor's emotional memory to portray a character authentically?

- a) Method Acting
- b) Classical Acting
- c) Physical Theatre
- d) Improvisation

4. What is the primary purpose of vocal warm-up exercises for actors?

- a) To memorize lines faster
- b) To improve diction, projection, and vocal range
- c) To develop character backstories
- d) To practice stage movements

5. In script analysis, the term "protagonist" refers to:

- a) The main character driving the story forward
- b) The character opposing the main character


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- c) A minor character providing comic relief
- d) The narrator of the story

6. Which element of a play's structure introduces the central conflict?

- a) Exposition
- b) Rising Action
- c) Climax
- d) Resolution

7. In stagecraft, what is the function of a "gobo"?

- a) A device used to control sound levels
- b) A stencil placed in front of a light to project shapes
- c) A type of stage curtain
- d) A tool for building set pieces

8. Which of the following is NOT typically considered a responsibility of a stage manager?

- a) Coordinating rehearsals
- b) Managing technical cues during performances
- c) Designing costumes for the production
- d) Maintaining communication between the director and cast

9. What does "breaking the fourth wall" mean in theatre?

- a) Physically damaging the set during a performance
- b) An actor addressing or acknowledging the audience directly
- c) Performing in an outdoor venue
- d) Ignoring stage directions during a scene

10. Which technique is effective for engaging an audience during a performance?

- a) Avoiding eye contact with the audience
- b) Delivering lines in a monotone voice
- c) Using dynamic gestures and expressive facial expressions
- d) Standing still throughout the performance

11. The theatre movement known for its focus on realistic and everyday life scenarios is:

- a) Expressionism
- b) Absurdism
- c) Realism
- d) Surrealism



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12. Who is considered the "Father of Modern Drama" and known for plays like "A Doll's House"?

- a) William Shakespeare
- b) Anton Chekhov
- c) Henrik Ibsen
- d) Bertolt Brecht

13. In improvisational theatre, the primary rule of "Yes, and..." encourages actors to:

- a) Reject and change their scene partner's ideas
- b) Accept and build upon their scene partner's contributions
- c) Ignore their scene partner's input
- d) Prepare scripted responses in advance

14. Which component is essential in creating effective stage lighting?

- a) Random placement of lights
- b) Consistent brightness throughout the performance
- c) Use of lighting to set mood and focus attention
- d) Reliance solely on natural light

15. The term "blocking" in theatre refers to:

- a) Memorizing lines
- b) Planning and coordinating actors' movements on stage
- c) Designing the set
- d) Selecting costumes for the characters


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Human Rights and Social Justice

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To introduce students to the concept of human rights and its significance in promoting social justice.
2. To examine the historical development of human rights frameworks and international instruments.
3. To analyze contemporary human rights issues and challenges from a global perspective.
4. To foster empathy and understanding towards marginalized groups and individuals.
5. To equip students with the skills to advocate for human rights and social justice in their communities.
6. To encourage critical reflection on personal values and ethical responsibilities towards human rights issues.

Module 1: Introduction to Human Rights (5 hours)

- Overview of human rights principles
- Historical evolution of human rights
- Universal Declaration of Human Rights (UDHR)
- Key concepts: equality, dignity, freedom

Module 2: International Human Rights Law (5 hours)

- Overview of international human rights treaties and conventions
- The role of international organizations (UN, ICC, etc.) in promoting human rights
- Enforcement mechanisms and challenges

Module 3: Social Justice and Equality (5 hours)

- Defining social justice
- Intersectionality: understanding multiple forms of discrimination
- Economic, social, and cultural rights
- Case studies on social justice movements

Module 4: Contemporary Human Rights Issues (5 hours)

- Human rights violations in conflict zones
- Refugee rights and migration
- Indigenous rights and environmental justice



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- LGBTQ+ rights and gender equality

Module 5: Advocacy and Activism (5 hours)

- Strategies for effective advocacy
- Grassroots movements and community organizing
- Role of media and technology in promoting human rights
- Ethical considerations in activism

Module 6: Empowerment and Reflection (5 hours)

- Personal values and ethical dilemmas in human rights work
- Self-care and burnout prevention
- Action planning: applying knowledge to promote social justice in personal and professional spheres
- Final reflection and feedback


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Human Rights and Social Justice

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following documents is considered the cornerstone of modern human rights?

- a) The Magna Carta
- b) The Universal Declaration of Human Rights (UDHR)
- c) The U.S. Constitution
- d) The Geneva Conventions

2. What is the primary principle underlying the concept of human rights?

- a) Economic prosperity
- b) National security
- c) Equality and dignity for all individuals
- d) Political power

3. Which international body is primarily responsible for promoting and protecting human rights worldwide?

- a) World Trade Organization (WTO)
- b) United Nations (UN)
- c) International Monetary Fund (IMF)
- d) World Health Organization (WHO)

4. The term "social justice" refers to:

- a) The equal distribution of resources and opportunities in a society
- b) The enforcement of laws without bias
- c) The punishment of social offenders
- d) The maintenance of social order

5. What does "intersectionality" mean in the context of social justice?


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- a) The study of road intersections in urban planning
- b) The overlapping and interconnected nature of social identities and related systems of oppression
- c) The division of society into different classes
- d) The merging of different cultures

6. Which of the following is NOT considered an economic, social, and cultural right?

- a) Right to education
- b) Right to a fair trial
- c) Right to health
- d) Right to work

7. The Universal Declaration of Human Rights was adopted by the United Nations General Assembly in:

- a) 1945
- b) 1948
- c) 1950
- d) 1965

8. Which of the following is a key challenge in enforcing international human rights law?

- a) The lack of international organizations
- b) The voluntary nature of treaty participation by states
- c) The abundance of enforcement mechanisms
- d) The uniformity of legal systems worldwide

9. The concept of "refugee rights" primarily deals with:

- a) The right to free speech
- b) The protection and assistance of individuals fleeing persecution
- c) The right to own property
- d) The enforcement of international trade agreements

10. What is the primary goal of social justice movements?

- a) To increase political power for a particular group
- b) To advocate for the fair treatment and equality of all individuals
- c) To promote specific religious ideologies
- d) To maintain traditional social structures

11. Which of the following best describes "environmental justice"?



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- a) Protecting the environment for future generations
- b) Ensuring equal access to a healthy environment for all communities, particularly marginalized groups
- c) Preserving endangered species
- d) Promoting eco-friendly products

12. The term "LGBTQ+ rights" refers to:

- a) The rights of the elderly
- b) The rights of minority religious groups
- c) The rights of individuals who identify as lesbian, gay, bisexual, transgender, queer, and others
- d) The rights of political refugees

13. What is a common strategy used in advocacy and activism?

- a) Lobbying government officials
- b) Promoting violent protests
- c) Ignoring public opinion
- d) Avoiding media coverage

14. Grassroots movements are typically characterized by:

- a) Top-down leadership
- b) Community-based, bottom-up organization
- c) Corporate sponsorship
- d) Government funding

15. The ethical responsibility in human rights advocacy includes:

- a) Prioritizing personal gain over public interest
- b) Ensuring the protection of those being advocated for
- c) Ignoring the cultural context of the issue
- d) Pursuing advocacy with little regard for consequences


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Environmental Ethics

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

By the end of this course, students should be able to:

1. Understand the foundational concepts of environmental ethics.
2. Analyze and evaluate different ethical theories and frameworks in the context of environmental issues.
3. Apply ethical reasoning to real-world environmental challenges.
4. Critically evaluate case studies to identify ethical dilemmas and potential solutions.
5. Develop a personal ethical framework for environmental stewardship.
6. Communicate effectively about environmental ethics and engage in constructive dialogue with others.

Module 1: Introduction to Environmental Ethics (5 hours)

- Overview of environmental ethics
- Historical perspectives and key figures
- Ethical theories and their relevance to environmental ethics

Module 2: Anthropocentrism vs. Ecocentrism (5 hours)

- Anthropocentric ethics: human-centered approaches
- Ecocentric ethics: nature-centered approaches
- Critiques and debates between anthropocentrism and ecocentrism

Module 3: Rights, Duties, and Responsibilities (5 hours)

- Rights-based approaches to environmental ethics
- Duty-based approaches: obligations to future generations and non-human entities
- Environmental justice and distributive justice

Module 4: Environmental Virtue Ethics (5 hours)

- Virtue ethics and its application to environmental issues
- Development of environmental virtues and character traits
- Practical implications for environmental decision-making

Module 5: Case Studies in Environmental Ethics (5 hours)

- Analysis of case studies from various environmental contexts
- Identification of ethical dilemmas and stakeholders' perspectives
- Ethical decision-making frameworks and strategies



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Module 6: Developing a Personal Environmental Ethic (5 hours)

- Reflective exercises and discussions on personal values and beliefs
- Integration of ethical principles into environmental behavior and decision-making
- Strategies for promoting environmental ethics in personal and professional contexts



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Environmental Ethics

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Environmental ethics primarily deals with:

- a) The technical aspects of environmental science
- b) The moral relationship between humans and the environment
- c) The economic benefits of environmental conservation
- d) The legal regulations governing environmental policies

2. Which of the following is a key figure in the development of environmental ethics?

- a) Sigmund Freud
- b) Aldo Leopold
- c) Adam Smith
- d) Karl Marx

3. Anthropocentrism is an ethical perspective that:

- a) Places humans at the center of moral consideration
- b) Considers all living beings as morally significant
- c) Focuses solely on the welfare of plants
- d) Advocates for the intrinsic value of non-human entities

4. Ecocentrism is best described as:

- a) An approach that values ecosystems and the environment as a whole
- b) A focus on the economic development of human societies
- c) A philosophy that prioritizes individual animal rights
- d) An anthropocentric view of environmental issues

5. The concept of environmental justice focuses on:



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- a) Equal access to environmental resources and fair treatment of all people
- b) The rights of animals over human interests
- c) The preservation of endangered species only
- d) Legal enforcement of environmental laws

6. Which ethical approach emphasizes duties and obligations to future generations?

- a) Rights-based ethics
- b) Duty-based ethics
- c) Utilitarian ethics
- d) Consequentialist ethics

7. Virtue ethics in the context of environmental ethics is concerned with:

- a) Maximizing economic benefits from environmental resources
- b) Developing moral character traits that promote environmental stewardship
- c) Enforcing environmental laws and regulations
- d) Ensuring technological advancement in environmental conservation

8. Which of the following is an example of an environmental virtue?

- a) Greed
- b) Patience
- c) Care for nature
- d) Indifference

9. The debate between anthropocentrism and ecocentrism is primarily about:


- a) The economic impact of environmental policies
- b) Whether humans or ecosystems should be the primary focus of ethical consideration
- c) The role of technology in environmental conservation
- d) The legal aspects of environmental protection

10. In environmental ethics, the concept of "intrinsic value" refers to:

- a) The economic value of natural resources
- b) The inherent worth of non-human entities, independent of their utility to humans
- c) The legal status of endangered species
- d) The aesthetic value of landscapes

11. Which of the following best describes a rights-based approach to environmental ethics?

- a) Focuses on the economic use of environmental resources
- b) Emphasizes the moral rights of humans and non-human entities to exist and flourish


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- c) Concentrates on technological solutions to environmental problems
- d) Advocates for government intervention in environmental issues

12. An ethical dilemma in environmental ethics often involves:

- a) Clear-cut decisions with no moral implications
- b) Conflicting values and interests between different stakeholders
- c) Simple choices between right and wrong
- d) Decisions that only affect a small group of people

13. Which of the following frameworks is commonly used in ethical decision-making for environmental issues?

- a) SWOT Analysis
- b) Cost-Benefit Analysis
- c) Ethical Decision-Making Models
- d) Project Management Frameworks

14. The principle of "distributive justice" in environmental ethics is concerned with:

- a) The equitable distribution of environmental benefits and burdens across society
- b) The punishment of environmental offenders
- c) The commercialization of natural resources
- d) The enforcement of environmental laws

15. Developing a personal environmental ethic involves:

- a) Ignoring the ethical implications of environmental actions
- b) Reflecting on personal values and incorporating them into environmental decisions
- c) Focusing solely on economic gains from the environment
- d) Relying entirely on government policies for environmental protection

Mental Health Awareness

Course Duration: 1 Month (32Hrs)

Course Learning Outcomes:

1. Understand the concept of mental health and its importance in overall well-being.
2. Identify common mental health disorders, their symptoms, and prevalence.
3. Recognize stigma associated with mental illness and its impact on individuals and communities.
4. Explore factors contributing to mental health issues, including biological, psychological, and environmental factors.
5. Develop empathy and sensitivity towards individuals experiencing mental health challenges.
6. Learn effective communication strategies for discussing mental health and providing support to others.
7. Acquire knowledge of available resources and services for mental health support and treatment.
8. Explore self-care practices and strategies for maintaining mental well-being.

Syllabus:

Module 1: Introduction to Mental Health (4 hours)

- Understanding mental health and its significance
- Historical perspectives and societal attitudes towards mental illness
- Overview of the biopsychosocial model of mental health

Module 2: Common Mental Health Disorders (6 hours)


- Depression: Symptoms, causes, and treatment options
- Anxiety disorders: Types, prevalence, and management strategies
- Bipolar disorder and schizophrenia: Understanding symptoms and interventions

Module 3: Stigma and Mental Health (3 hours)

- Exploring stigma and discrimination associated with mental illness
- Impact of stigma on individuals seeking help and accessing treatment
- Strategies for reducing stigma and promoting mental health awareness

Module 4: Factors Influencing Mental Health (4 hours)

- Biological factors: Genetics, brain chemistry, and neurobiology of mental illness
- Psychological factors: Stress, trauma, and coping mechanisms
- Environmental factors: Socioeconomic status, culture, and community support


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Module 5: Communication and Support (5 hours)

- Effective communication skills for discussing mental health issues
- Active listening techniques and empathy building
- Providing support to individuals with mental health challenges

Module 6: Resources and Services (4 hours)

- Overview of mental health services and treatment options
- Role of mental health professionals: Psychiatrists, psychologists, counselors, etc.
- Accessing community resources, helplines, and online support groups

Module 7: Self-care and Well-being (4 hours)

- Importance of self-care in maintaining mental well-being
- Stress management techniques: Mindfulness, relaxation exercises, and time management
- Building resilience and coping skills for managing life's challenges

Module 8: Case Studies and Application (2 hours)

- Analysis of real-life case studies related to mental health issues
- Application of knowledge and skills acquired throughout the course
- Group discussions and reflection on personal learning outcomes



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Mental Health Awareness

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Mental health is important for:

- a) Only physical well-being
- b) Overall well-being and quality of life
- c) Academic performance only
- d) Financial stability

2. Which model of mental health considers biological, psychological, and social factors?

- a) Biomedical Model
- b) Biopsychosocial Model
- c) Cognitive Model
- d) Behavioral Model

3. Depression is characterized by:

- a) Elevated mood and high energy
- b) Persistent sadness and loss of interest
- c) Hallucinations and delusions
- d) Excessive worry and panic attacks

4. What is a common symptom of anxiety disorders?

- a) Increased appetite
- b) Reduced social interactions
- c) Persistent worry and fear
- d) Enhanced focus and concentration

5. Stigma related to mental illness often leads to:

- a) Increased access to mental health services
- b) Reduced chances of recovery



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- c) Greater social support
- d) Improved treatment outcomes

6. Biological factors influencing mental health include:

- a) Social support networks
- b) Genetics and brain chemistry
- c) Coping mechanisms
- d) Cultural beliefs

7. The impact of trauma on mental health can lead to:

- a) Enhanced resilience
- b) Decreased risk of mental illness
- c) Development of psychological disorders
- d) Improved coping skills

8. Effective communication with individuals experiencing mental health challenges involves:

- a) Giving unsolicited advice
- b) Active listening and empathy
- c) Avoiding discussion of their issues
- d) Redirecting the conversation to other topics

9. Self-care strategies include:

- a) Ignoring signs of stress
- b) Engaging in relaxation exercises and mindfulness
- c) Avoiding time management practices
- d) Focusing only on professional responsibilities

10. What is a common treatment option for bipolar disorder?

- a) Only talk therapy
- b) Medication and therapy
- c) Self-diagnosis
- d) Avoiding all social interactions

11. Accessing community resources for mental health might involve:

- a) Visiting local libraries only
- b) Contacting helplines and support groups
- c) Avoiding professional help
- d) Relying solely on social media

12. Empathy in mental health support means:



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- a) Offering solutions immediately
- b) Understanding and sharing the feelings of another person
- c) Judging the person's situation
- d) Focusing on one's own experiences

13. Psychological factors influencing mental health include:

- a) Brain chemistry
- b) Socioeconomic status
- c) Stress and coping mechanisms
- d) Community support

14. A common strategy for reducing stigma around mental illness is:

- a) Promoting secrecy and silence
- b) Public awareness and education
- c) Avoiding discussions about mental health
- d) Disregarding mental health issues as non-serious

15. Which of the following is NOT a component of effective self-care?

- a) Mindfulness and relaxation exercises
- b) Ignoring personal boundaries
- c) Building resilience and coping skills
- d) Time management and stress management

Stress Management Techniques

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the concept of stress and its impact on physical and mental health.
2. To identify common stressors in personal and professional life.
3. To learn various coping strategies and techniques to manage stress effectively.
4. To develop mindfulness and relaxation skills for stress reduction.
5. To explore the role of lifestyle changes in stress management.
6. To create personalized stress management plans for long-term well-being.

Module 1: Understanding Stress (4 hours)

- Introduction to stress: definition, types, and causes
- The physiological and psychological effects of stress
- Stressors in modern life: work, relationships, finances, etc.
- Assessing personal stress levels

Module 2: Coping Strategies (4 hours)

- Cognitive-behavioral techniques for stress reduction
- Time management and organization skills
- Assertiveness training and effective communication
- Problem-solving strategies

Module 3: Relaxation Techniques (4 hours)

- Introduction to relaxation and its benefits
- Progressive muscle relaxation
- Deep breathing exercises
- Guided imagery and visualization

Module 4: Mindfulness Practices (4 hours)

- Understanding mindfulness and its role in stress management
- Mindful meditation techniques
- Mindful eating and walking
- Cultivating present-moment awareness

Module 5: Lifestyle Changes (4 hours)

- The impact of diet and nutrition on stress levels
- Importance of regular exercise for stress relief



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- Sleep hygiene and its role in stress management
- Balancing work and leisure activities

Module 6: Building Resilience (4 hours)

- Definition and components of resilience
- Developing a positive mindset
- Building social support networks
- Learning from setbacks and challenges

Module 7: Self-Care Practices (4 hours)

- Importance of self-care in stress management
- Identifying personal self-care needs
- Implementing self-care rituals and routines
- Setting boundaries and saying no

Module 8: Creating a Stress Management Plan (2 hours)

- Review of course content and key takeaways
- Designing a personalized stress management plan
- Setting SMART goals for long-term stress reduction
- Resources and support networks for ongoing stress management


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Stress Management Techniques

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is stress?

- a) A physical injury
- b) A state of mental relaxation
- c) A physiological and psychological response to perceived challenges or threats
- d) An external environmental condition only

2. Which of the following is NOT a common stressor in modern life?

- a) Work-related pressures
- b) Relationship issues
- c) Financial difficulties
- d) Regular exercise

3. What is the purpose of cognitive-behavioral techniques in stress management?

- a) To improve physical fitness
- b) To change negative thought patterns and behaviors
- c) To avoid stressors completely
- d) To increase social interactions

4. Progressive muscle relaxation involves:

- a) Visualizing peaceful scenes
- b) Tensing and then relaxing different muscle groups
- c) Practicing deep breathing exercises
- d) Using assertiveness training

5. What is mindfulness?



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- a) A form of physical exercise
- b) A technique to manage stress through present-moment awareness
- c) An approach to avoid dealing with stress
- d) A diet plan for stress reduction

6. Which relaxation technique focuses on slowly breathing in and out to reduce tension?

- a) Progressive muscle relaxation
- b) Deep breathing exercises
- c) Guided imagery
- d) Mindful eating

7. What is a key benefit of mindfulness practices?

- a) Enhanced physical strength
- b) Improved ability to multitask
- c) Increased present-moment awareness and stress reduction
- d) Better organizational skills

8. How can assertiveness training help in stress management?

- a) By reducing the need for social interactions
- b) By enhancing communication skills and setting boundaries
- c) By increasing work-related stress
- d) By eliminating personal self-care routines

9. Which lifestyle change is important for managing stress?

- a) Ignoring sleep hygiene
- b) Avoiding physical exercise
- c) Balanced diet and regular exercise
- d) Excessive work hours

10. What is the role of sleep hygiene in stress management?

- a) To increase stress levels
- b) To ensure adequate and restful sleep, reducing stress
- c) To avoid sleep altogether
- d) To enhance cognitive-behavioral techniques

11. Building resilience involves:

- a) Ignoring setbacks and challenges
- b) Developing a positive mindset and learning from challenges
- c) Avoiding social support networks
- d) Focusing solely on personal weaknesses



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12. Which of the following is a self-care practice for stress management?

- a) Setting personal boundaries
- b) Increasing work hours
- c) Ignoring personal needs
- d) Avoiding self-care routines

13. What is the primary goal of creating a personalized stress management plan?

- a) To eliminate all stressors
- b) To set SMART goals for long-term stress reduction
- c) To avoid self-care practices
- d) To increase the amount of work done

14. How can deep breathing exercises help in managing stress?

- a) By enhancing physical strength
- b) By increasing tension in the body
- c) By promoting relaxation and reducing physiological stress responses
- d) By avoiding relaxation techniques

15. Which of the following is NOT a component of stress management?

- a) Identifying personal self-care needs
- b) Implementing relaxation techniques
- c) Increasing stressors
- d) Developing resilience


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Nutrition and Wellness

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the fundamentals of nutrition and its impact on overall health.
2. To identify essential nutrients and their roles in the body.
3. To explore the relationship between diet, lifestyle, and wellness.
4. To develop skills for making informed dietary choices.
5. To learn about the prevention and management of common nutrition-related health issues.
6. To create personalized wellness plans that incorporate nutrition and lifestyle modifications.

Module 1: Introduction to Nutrition (4 hours)

- Basic concepts of nutrition and wellness
- The six essential nutrients: carbohydrates, proteins, fats, vitamins, minerals, and water
- Understanding calorie needs and energy balance
- Dietary guidelines and recommendations

Module 2: Macronutrients and Micronutrients (4 hours)

- In-depth look at macronutrients: carbohydrates, proteins, and fats
- Functions and sources of vitamins and minerals
- Understanding nutrient deficiencies and toxicities
- Reading and interpreting food labels

Module 3: Nutrition Across the Lifespan (4 hours)

- Nutritional needs during different life stages: infancy, childhood, adolescence, adulthood, and elderly
- Special considerations for pregnancy and lactation
- Addressing the nutritional needs of athletes and active individuals
- Role of nutrition in aging and longevity

Module 4: Diet and Chronic Diseases (4 hours)

- The role of nutrition in the prevention and management of chronic diseases
- Dietary approaches for heart disease, diabetes, and hypertension
- Understanding the impact of obesity on health and wellness
- Anti-inflammatory diets and their benefits



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Module 5: Wellness and Lifestyle (4 hours)

- Integrating nutrition with other aspects of wellness: physical activity, sleep, and mental health
- The importance of hydration and its effects on wellness
- Stress management and its relationship with nutrition
- Building healthy habits and breaking unhealthy ones

Module 6: Food Safety and Culinary Skills (4 hours)

- Principles of food safety and hygiene
- Meal planning and preparation tips for balanced diets
- Cooking techniques that preserve nutrient content
- Understanding and managing food allergies and intolerances

Module 7: Special Diets and Trends (4 hours)

- Overview of popular diets: vegetarian, vegan, ketogenic, Mediterranean, etc.
- Evaluating the benefits and risks of dietary trends
- Understanding cultural and ethical considerations in diet choices
- Personalized nutrition and the future of dietary recommendations

Module 8: Creating a Personal Wellness Plan (2 hours)

- Review of key concepts and takeaways from the course
- Assessing personal dietary habits and wellness goals
- Developing a personalized nutrition and wellness plan
- Setting realistic and sustainable goals for long-term health



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Nutrition and Wellness

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following is NOT considered an essential nutrient?

- a) Carbohydrates
- b) Vitamins
- c) Water
- d) Sugar

2. What is the primary function of proteins in the body?

- a) Providing energy
- b) Building and repairing tissues
- c) Regulating body temperature
- d) Acting as an energy reserve

3. Which nutrient is most directly associated with energy production?

- a) Proteins
- b) Carbohydrates
- c) Vitamins
- d) Minerals

4. What does the term "calorie balance" refer to?

- a) The ratio of fats to proteins in a diet
- b) The balance between calorie intake and expenditure
- c) The balance between different types of vitamins
- d) The total number of carbohydrates in a diet

5. Which of the following is a micronutrient?

- a) Carbohydrates
- b) Protein



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c) Calcium

d) Water

6. What is the primary role of dietary fiber in nutrition?

a) Providing energy

b) Assisting with digestion and preventing constipation

c) Building muscles

d) Regulating blood sugar levels

7. Which stage of life requires increased caloric intake for growth and development?

a) Infancy

b) Adulthood

c) Elderly

d) Pregnancy

8. Which dietary approach is commonly recommended for managing hypertension?

a) High-protein diet

b) Low-carbohydrate diet

c) DASH (Dietary Approaches to Stop Hypertension) diet

d) Ketogenic diet

9. What is the main concern with excessive intake of trans fats?

a) Improved heart health

b) Increased risk of cardiovascular disease

c) Enhanced brain function

d) Increased energy levels

10. How does hydration impact wellness?

a) It does not impact wellness

b) It helps in digestion and regulates body temperature

c) It increases calorie intake

d) It has no effect on stress levels

11. Which of the following is a common feature of the Mediterranean diet?

a) High consumption of processed meats

b) High intake of whole grains and healthy fats

c) Low intake of fruits and vegetables

d) High sugar consumption

12. What is a primary benefit of meal planning and preparation?


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- a) Increased food waste
- b) Greater control over nutrient intake and portion sizes
- c) Reduced food variety
- d) Decreased meal satisfaction

13. What is a key consideration for individuals with food allergies?

- a) Including allergens in the diet
- b) Identifying and avoiding allergenic foods
- c) Increasing allergen consumption
- d) Ignoring allergy symptoms

14. Which practice is essential for preserving nutrient content during cooking?

- a) Boiling vegetables in excess water
- b) Cooking at high temperatures for long periods
- c) Using minimal water and avoiding overcooking
- d) Microwaving food only

15. What should be the focus when creating a personalized wellness plan?

- a) Ignoring personal dietary habits
- b) Setting realistic and sustainable goals
- c) Eliminating all unhealthy foods
- d) Following a generic diet plan without modification

Physical Fitness and Yoga

Course Duration: 1 Month(30Hrs)

Course Learning Outcomes:

1. To understand the principles and benefits of physical fitness and yoga.
2. To learn and practice various physical fitness exercises.
3. To understand and practice fundamental yoga postures (asanas) and breathing techniques (pranayama).
4. To develop a routine that combines physical fitness and yoga for overall well-being.
5. To improve flexibility, strength, balance, and mental focus.
6. To promote long-term health and wellness through sustainable practices.

Module 1: Introduction to Physical Fitness and Yoga (3 hours)

- Overview of physical fitness: definitions and components (cardiovascular fitness, muscular strength, endurance, flexibility, and body composition)
- Introduction to yoga: history, philosophy, and benefits
- Setting personal fitness and wellness goals

Module 2: Cardiovascular Fitness (5 hours)

- Understanding cardiovascular fitness and its importance
- Aerobic exercises: types and techniques (running, cycling, swimming, etc.)
- Designing a cardiovascular exercise routine
- Monitoring heart rate and progress

Module 3: Strength Training (5 hours)

- Principles of strength training: benefits and safety
- Resistance exercises: techniques and variations (bodyweight, free weights, machines)
- Creating a balanced strength training program
- Importance of rest and recovery

Module 4: Flexibility and Mobility (4 hours)

- Understanding flexibility and its role in overall fitness
- Stretching techniques: static, dynamic, and PNF stretching
- Yoga for flexibility: key poses and sequences
- Incorporating flexibility exercises into daily routines

Module 5: Fundamental Yoga Postures (Asanas) (5 hours)

- Introduction to basic yoga postures: standing, seated, and lying postures


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- Proper alignment and breathing techniques
- Sun Salutation (Surya Namaskar) sequence
- Benefits and modifications for each pose

Module 6: Breathing Techniques (Pranayama) (3 hours)

- Introduction to pranayama: benefits and practices
- Basic pranayama techniques: diaphragmatic breathing, Kapalabhati, Anulom Vilom, Bhramari
- Integrating pranayama into yoga practice and daily life
- Relaxation and stress management through pranayama

Module 7: Mind-Body Connection and Meditation (3 hours)

- Understanding the mind-body connection in fitness and yoga
- Introduction to meditation: techniques and benefits
- Guided meditation practices
- Incorporating mindfulness into fitness and yoga routines

Module 8: Designing a Personalized Fitness and Yoga Plan (2 hours)

- Reviewing key concepts and techniques from the course
- Creating a balanced fitness and yoga plan tailored to individual needs
- Setting SMART goals for ongoing practice
- Resources and support for maintaining long-term fitness and wellness



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Physical Fitness and Yoga

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is the primary benefit of cardiovascular fitness?

- a) Increased muscle strength
- b) Improved flexibility
- c) Enhanced heart and lung function
- d) Better body composition

2. Which exercise is considered an aerobic exercise?

- a) Weight lifting
- b) Yoga
- c) Running
- d) Stretching


3. What does the term "strength training" refer to?

- a) Exercises designed to improve cardiovascular health
- b) Techniques to increase flexibility
- c) Exercises aimed at building muscle strength
- d) Practices to enhance mental focus

4. Which of the following is NOT a component of physical fitness?

- a) Cardiovascular fitness
- b) Muscular strength
- c) Flexibility
- d) Balance of mind

5. Which yoga posture is commonly used as a foundational sequence in yoga practice?


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- a) Warrior Pose
- b) Sun Salutation (Surya Namaskar)
- c) Tree Pose
- d) Cobra Pose

6. What is the purpose of stretching exercises in physical fitness?

- a) To increase muscle strength
- b) To enhance cardiovascular endurance
- c) To improve flexibility and range of motion
- d) To build aerobic capacity

7. Which breathing technique is also known as "skull shining breath"?

- a) Diaphragmatic breathing
- b) Kapalabhati
- c) Anulom Vilom
- d) Bhramari

8. What is the main focus of the practice of pranayama in yoga?

- a) Building muscle strength
- b) Improving flexibility
- c) Regulating breath and energy flow
- d) Enhancing cardiovascular endurance

9. Which of the following is an example of static stretching?

- a) High knees
- b) Lunges
- c) Holding a hamstring stretch
- d) Arm circles

10. How often should one incorporate rest and recovery into a strength training program?

- a) Daily
- b) Once a week
- c) After every workout session
- d) As needed, typically 48 hours between sessions

11. What is a primary benefit of integrating yoga into a fitness routine?

- a) Decreased muscle strength
- b) Improved flexibility and balance


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- c) Increased risk of injury
- d) Reduced cardiovascular fitness

12. Which yoga posture is typically used to improve balance and stability?

- a) Downward Dog
- b) Plank Pose
- c) Tree Pose
- d) Child's Pose

13. What is the main goal of the "Mind-Body Connection" in yoga and fitness?

- a) To increase muscle mass
- b) To improve mental focus and awareness
- c) To enhance cardiovascular endurance
- d) To reduce flexibility

14. Which technique involves breathing in through the nose and out through the mouth, focusing on diaphragmatic movement?

- a) Kapalabhati
- b) Anulom Vilom
- c) Diaphragmatic breathing
- d) Bhramari

15. When designing a personalized fitness and yoga plan, what should be the primary focus?

- a) Following a generic plan
- b) Setting unrealistic goals
- c) Tailoring the plan to individual needs and goals
- d) Avoiding any changes to current routines


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Fundamentals of Insurance

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the basic principles and concepts of insurance.
2. To explore different types of insurance and their purposes.
3. To learn about the insurance market and regulatory environment.
4. To analyze risk management and the role of insurance in mitigating risks.
5. To develop knowledge about the claims process and policyholder rights.
6. To gain insights into the financial aspects of insurance companies.

Module 1: Introduction to Insurance (4 hours)

- Definition and importance of insurance
- History and evolution of insurance
- Basic principles of insurance: indemnity, insurable interest, utmost good faith, contribution, subrogation, and proximate cause
- Roles and responsibilities of insurers and policyholders

Module 2: Types of Insurance (4 hours)

- Life insurance: types, benefits, and policy structure
- Health insurance: types, coverage, and policy terms
- Property and casualty insurance: home, auto, and liability insurance
- Specialty insurance: travel, pet, and business insurance

Module 3: The Insurance Market (4 hours)

- Structure of the insurance market: insurers, intermediaries, and regulators
- Key players in the insurance industry
- Distribution channels: agents, brokers, direct sales, and online platforms
- Insurance market cycles and trends

Module 4: Risk Management and Insurance (4 hours)

- Understanding risk and its types
- Risk assessment and analysis
- Risk management techniques: avoidance, reduction, retention, and transfer
- Role of insurance in risk management

Module 5: Insurance Policy and Contracts (4 hours)

- Structure and components of an insurance policy
- Policy terms and conditions


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- Policy endorsements and riders
- Legal and regulatory aspects of insurance contracts

Module 6: The Claims Process (4 hours)

- Steps in the claims process: notification, assessment, and settlement
- Types of claims: first-party and third-party claims
- Role of claims adjusters and investigators
- Policyholder rights and obligations during the claims process

Module 7: Financial Aspects of Insurance (4 hours)

- Premium calculation and underwriting process
- Reserves and loss ratios
- Financial statements of insurance companies
- Regulatory requirements for financial stability

Module 8: Emerging Trends in Insurance (2 hours)

- Impact of technology on the insurance industry: InsurTech
- Trends in insurance product innovation
- The role of data analytics and artificial intelligence
- Future challenges and opportunities in the insurance sector


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Fundamentals of Insurance

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is the primary purpose of insurance?

- a) To provide loans
- b) To protect against financial loss
- c) To invest in the stock market
- d) To pay for legal fees

2. Which principle of insurance ensures that the insured is not able to profit from a loss?

- a) Insurable interest
- b) Utmost good faith
- c) Indemnity
- d) Subrogation

3. What does 'subrogation' in insurance refer to?

- a) The process of paying claims
- b) The right of an insurer to pursue a third party
- c) The creation of insurance policies
- d) The calculation of premiums

4. Which type of insurance provides coverage for death benefits and savings?

- a) Health insurance
- b) Property insurance
- c) Life insurance
- d) Auto insurance

5. What is typically covered under health insurance?



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- a) Property damage
- b) Travel expenses
- c) Medical expenses
- d) Business liabilities

6. What does the term 'underwriting' refer to in the insurance industry?

- a) The process of selling insurance policies
- b) The process of evaluating risk and determining premium
- c) The process of adjusting claims
- d) The process of investing insurance funds

7. In the insurance market, who is responsible for selling insurance products and advising clients?

- a) Insurers
- b) Regulators
- c) Intermediaries
- d) Policyholders

8. What is a common technique used in risk management to transfer risk?

- a) Risk avoidance
- b) Risk reduction
- c) Risk retention
- d) Insurance

9. What does the term 'premium' refer to in insurance?

- a) The amount paid for coverage
- b) The amount of loss covered
- c) The deductible amount
- d) The policy limit

10. Which document outlines the terms and conditions of an insurance contract?

- a) Insurance policy
- b) Claims report
- c) Risk assessment
- d) Financial statement

11. What role do claims adjusters play in the claims process?

- a) Selling insurance policies
- b) Evaluating and settling claims


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- c) Underwriting insurance policies
- d) Marketing insurance products

12. What is a 'rider' in an insurance policy?

- a) An additional coverage added to a policy
- b) A discount offered on premiums
- c) A type of insurance policy
- d) The policyholder's financial statement

13. What is the main focus of the 'financial stability' regulation for insurance companies?

- a) Ensuring customer satisfaction
- b) Preventing fraud
- c) Maintaining sufficient reserves to cover claims
- d) Promoting new insurance products

14. How does 'InsurTech' impact the insurance industry?

- a) By increasing paper-based transactions
- b) By slowing down the claims process
- c) By leveraging technology for innovation and efficiency
- d) By reducing the need for customer service

15. What is typically included in an insurance company's financial statements?

- a) Policyholder rights
- b) Claims process details
- c) Premium calculation methods
- d) Reserves and loss ratios

Investment Management

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the fundamentals of investment management.
2. To learn about different types of investment vehicles and their characteristics.
3. To gain knowledge on risk management and portfolio diversification.
4. To develop skills in analyzing financial statements and market indicators.
5. To explore strategies for long-term investment success.
6. To create a personal investment plan tailored to individual financial goals.

Module 1: Introduction to Investment Management (4 hours)

- Overview of investment management
- Role of investment management in financial planning
- Basic financial concepts: time value of money, compounding, and discounting
- Setting financial goals and investment objectives

Module 2: Financial Markets and Instruments (5 hours)

- Types of financial markets: stock, bond, money, and derivatives markets
- Investment vehicles: stocks, bonds, mutual funds, ETFs, real estate, commodities
- Understanding market indices and benchmarks
- Primary vs. secondary markets

Module 3: Risk and Return (5 hours)


- Understanding risk and return trade-off
- Types of investment risks: market, credit, liquidity, operational, etc.
- Measuring risk: standard deviation, beta, Value at Risk (VaR)
- Risk management strategies

Module 4: Portfolio Management (5 hours)

- Principles of portfolio construction
- Diversification and asset allocation
- Modern Portfolio Theory (MPT) and Efficient Frontier
- Performance evaluation: Sharpe ratio, Treynor ratio, Jensen's alpha

Module 5: Fundamental and Technical Analysis (5 hours)

- Fundamental analysis: financial statements, ratios, valuation models
- Technical analysis: chart patterns, trend analysis, indicators (RSI, MACD)


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- Comparative analysis: choosing stocks and bonds
- Case studies and practical applications

Module 6: Investment Strategies (4 hours)

- Active vs. passive investment strategies
- Growth vs. value investing
- Income-focused investment strategies
- Ethical and socially responsible investing

Module 7: Creating a Personal Investment Plan (2 hours)

- Synthesizing course concepts to create a personalized plan
- Setting realistic and measurable investment goals
- Balancing short-term needs and long-term objectives
- Regular monitoring and rebalancing of the investment portfolio


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Investment Management

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is the primary purpose of investment management?

- a) To increase expenses
- b) To maximize financial returns and achieve financial goals
- c) To manage day-to-day operations of a company
- d) To provide loans to businesses

2. Which of the following is a characteristic of a mutual fund?

- a) Direct ownership of physical assets
- b) Diversified portfolio managed by professionals
- c) Limited liquidity
- d) High transaction costs

3. What does the term 'time value of money' refer to?

- a) The value of money in the past
- b) The idea that money today is worth more than the same amount in the future
- c) The interest rate applied to savings accounts
- d) The historical value of an investment

4. Which financial market is characterized by buying and selling of shares and bonds?

- a) Money market
- b) Stock market
- c) Bond market
- d) Derivatives market

5. What is 'beta' a measure of in investment management?

- a) Total return of an investment
- b) The risk of an investment relative to the market



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- c) The liquidity of an asset
- d) The duration of an investment

6. Which investment vehicle is known for providing regular income and lower risk?

- a) Stocks
- b) Bonds
- c) Real estate
- d) Commodities

7. What does 'diversification' aim to achieve in portfolio management?

- a) Maximizing returns from a single asset
- b) Spreading investments across various asset classes to reduce risk
- c) Concentrating investments in high-risk assets
- d) Minimizing the number of assets in a portfolio

8. What is the primary focus of fundamental analysis?

- a) Analyzing historical price movements
- b) Examining financial statements and valuation models
- c) Studying chart patterns
- d) Evaluating market trends

9. What does the Sharpe ratio measure in portfolio performance?

- a) Risk-adjusted return
- b) Total return
- c) Liquidity
- d) Market volatility


10. Which strategy involves buying undervalued stocks with the expectation that their value will increase?

- a) Growth investing
- b) Value investing
- c) Income investing
- d) Speculative investing

11. In Modern Portfolio Theory (MPT), what is the 'Efficient Frontier'?

- a) The portfolio that offers the highest risk
- b) The portfolio with the lowest return
- c) The set of optimal portfolios that offer the highest return for a given level of risk
- d) The minimum variance portfolio

12. Which of the following is a technical analysis indicator?



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- a) Price-to-earnings ratio
- b) Moving Average Convergence Divergence (MACD)
- c) Dividend yield
- d) Debt-to-equity ratio

13. What does 'Value at Risk (VaR)' measure?

- a) The average return of an investment
- b) The maximum potential loss over a given time period at a specified confidence level
- c) The total return on investment
- d) The average volatility of an asset

14. What is a key feature of passive investment strategies?

- a) Frequent buying and selling of assets
- b) Attempting to outperform the market through active trading
- c) Investing in a broad market index with minimal trading
- d) Focus on high-risk, high-return investments

15. When creating a personal investment plan, which factor is essential to consider?

- a) Investment trends of other individuals
- b) Personal financial goals and risk tolerance
- c) Investment performance of companies
- d) Recent changes in market regulations

Disaster Management

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the fundamental concepts and types of disasters.
2. To analyze the impact of disasters on communities and infrastructure.
3. To study the disaster management cycle and its phases.
4. To learn techniques for disaster preparedness, response, recovery, and mitigation.
5. To explore the roles and responsibilities of different stakeholders in disaster management.
6. To develop skills for creating effective disaster management plans.

Module 1: Introduction to Disaster Management (4 hours)

- Definition and types of disasters: natural and man-made
- Historical overview of significant disasters
- Impact of disasters on society, economy, and environment
- Key concepts and terminology in disaster management

Module 2: Disaster Preparedness (5 hours)

- Importance of disaster preparedness
- Risk assessment and vulnerability analysis
- Early warning systems and communication strategies
- Disaster preparedness plans for communities, businesses, and individuals

Module 3: Disaster Response (5 hours)

- Immediate response actions during disasters
- Emergency services and first responder roles
- Search and rescue operations
- Coordination among agencies and stakeholders

Module 4: Disaster Recovery (5 hours)

- Phases of disaster recovery
- Short-term and long-term recovery strategies
- Reconstruction and rehabilitation efforts
- Psychological and social aspects of recovery

Module 5: Disaster Mitigation (4 hours)

- Principles and strategies of disaster mitigation



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- Structural and non-structural measures
- Land-use planning and building codes
- Community-based disaster risk reduction

Module 6: Roles and Responsibilities in Disaster Management (4 hours)

- Government agencies and their roles in disaster management
- Non-governmental organizations (NGOs) and community groups
- International organizations and disaster relief
- Public-private partnerships in disaster management

Module 7: Disaster Management Planning (3 hours)

- Developing comprehensive disaster management plans
- Case studies and best practices in disaster management
- Simulation exercises and drills
- Evaluation and improvement of disaster management plans


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Disaster Management

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What are the two main categories of disasters?

- a) Economic and Environmental
- b) Natural and Man-made
- c) Social and Technological
- d) Human and Physical

2. Which of the following is a primary impact of disasters on communities?

- a) Increased economic growth
- b) Improved infrastructure
- c) Disruption of normal life and services
- d) Strengthened social bonds

3. What is the purpose of an early warning system in disaster management?

- a) To assess damage after a disaster
- b) To provide financial aid to affected individuals
- c) To alert and prepare communities before a disaster occurs
- d) To conduct post-disaster recovery activities

4. Which phase of disaster management focuses on immediate actions to save lives and protect property?

- a) Preparedness
- b) Response
- c) Recovery
- d) Mitigation

5. What is a key component of disaster preparedness plans for communities?


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- a) Post-disaster economic development
- b) Long-term recovery strategies
- c) Risk assessment and vulnerability analysis
- d) Reconstruction of infrastructure

6. Who are typically the first responders during a disaster?

- a) Government officials
- b) Emergency services and trained personnel
- c) Non-governmental organizations
- d) International relief teams

7. What is the focus of disaster recovery efforts?

- a) Immediate response actions
- b) Reconstruction and long-term rehabilitation
- c) Developing early warning systems
- d) Risk assessment and planning

8. Which of the following is an example of a structural mitigation measure?

- a) Public awareness campaigns
- b) Strengthening building codes and regulations
- c) Community education programs
- d) Emergency response drills

9. What is the main goal of disaster risk reduction (DRR)?

- a) To provide financial support to affected regions
- b) To completely eliminate the risk of disasters
- c) To minimize the impact and reduce vulnerability to disasters
- d) To rebuild infrastructure after a disaster

10. In disaster management, what does 'land-use planning' involve?

- a) Rebuilding damaged buildings
- b) Creating evacuation routes
- c) Designing and implementing land-use policies to reduce risk
- d) Distributing relief supplies

11. Which organization is known for providing international disaster relief and coordination?

- a) World Health Organization (WHO)
- b) International Red Cross and Red Crescent Societies


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- c) World Trade Organization (WTO)
- d) United Nations Educational, Scientific and Cultural Organization (UNESCO)

12. What is the role of public-private partnerships in disaster management?

- a) To exclusively focus on recovery efforts
- b) To facilitate communication among disaster response teams
- c) To combine resources and expertise for more effective disaster management
- d) To develop individual disaster preparedness plans

13. What is 'vulnerability analysis' used for in disaster preparedness?

- a) To assess the financial stability of affected regions
- b) To identify and understand weaknesses that could be exposed by disasters
- c) To evaluate the effectiveness of disaster response teams
- d) To create disaster recovery plans

14. What type of disaster mitigation measure involves creating community awareness and education?

- a) Structural measures
- b) Non-structural measures
- c) Emergency response
- d) Reconstruction

15. Which of the following best describes the purpose of simulation exercises in disaster management planning?

- a) To provide entertainment for community members
- b) To test and refine disaster management plans and response strategies
- c) To assess financial damage from previous disasters
- d) To design new infrastructure projects

Life Skill Training

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To enhance essential life skills for personal and professional success.
2. To develop effective communication and interpersonal skills.
3. To foster critical thinking and problem-solving abilities.
4. To cultivate emotional intelligence and stress management techniques.
5. To improve time management and organizational skills.
6. To encourage responsible decision-making and ethical behavior.
7. To build self-awareness and self-confidence.

Module 1: Communication Skills (5 hours)

- Understanding verbal and non-verbal communication
- Active listening techniques
- Effective public speaking and presentation skills
- Writing clear and concise emails and reports
- Interpersonal communication in diverse settings

Module 2: Emotional Intelligence (5 hours)

- Introduction to emotional intelligence and its importance
- Recognizing and managing one's emotions
- Empathy and understanding others' emotions
- Building and maintaining healthy relationships
- Conflict resolution and negotiation skills

Module 3: Critical Thinking and Problem-Solving (5 hours)

- Fundamentals of critical thinking
- Techniques for analyzing and evaluating information
- Creative problem-solving strategies
- Decision-making processes
- Case studies and practical exercises

Module 4: Time Management and Organization (4 hours)

- Prioritization techniques and setting goals
- Creating effective to-do lists and schedules
- Overcoming procrastination
- Balancing work, study, and personal life



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- Tools and apps for better time management

Module 5: Stress Management and Resilience (4 hours)

- Understanding stress and its impact
- Identifying stressors and coping mechanisms
- Relaxation techniques and mindfulness practices
- Building resilience and adapting to change
- Developing a personal stress management plan

Module 6: Financial Literacy (4 hours)

- Basics of personal finance
- Budgeting and managing expenses
- Understanding credit and loans
- Savings and investment options
- Planning for future financial security

Module 7: Self-Awareness and Personal Development (3 hours)

- Reflecting on personal strengths and weaknesses
- Setting personal and professional goals
- Building self-confidence and self-esteem
- Continuous learning and self-improvement
- Developing a personal development plan

Life Skill Training

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. What is the primary goal of active listening?

- a) To interrupt the speaker
- b) To plan your response while the other person is speaking
- c) To fully understand and engage with the speaker's message
- d) To avoid eye contact and show disinterest

2. Which of the following is a key component of non-verbal communication?

- a) Email writing
- b) Tone of voice
- c) Memorizing speeches
- d) Using technical jargon

3. Emotional intelligence primarily involves which of the following skills?

- a) Solving mathematical problems quickly
- b) Recognizing and managing one's own emotions and understanding others' emotions
- c) Programming computers
- d) Memorizing factual information

4. Which of the following is an effective conflict resolution strategy?

- a) Ignoring the conflict and hoping it resolves itself
- b) Blaming the other party for the issue
- c) Engaging in open and respectful communication to find a mutually beneficial solution
- d) Avoiding the person you are in conflict with

5. Critical thinking involves which of the following?

- a) Accepting all information without questioning
- b) Making decisions based on intuition alone



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- c) Analyzing and evaluating information to make informed decisions
- d) Relying solely on others' opinions

6. What is the primary purpose of a to-do list?

- a) To procrastinate important tasks
- b) To organize and prioritize tasks to manage time effectively
- c) To avoid doing any work
- d) To create a list of things you want to avoid

7. Which technique is most effective for managing stress?

- a) Ignoring stress and hoping it goes away
- b) Using relaxation techniques like deep breathing and mindfulness
- c) Increasing your workload
- d) Avoiding any form of physical activity

8. What is the first step in developing a personal budget?

- a) Spending money without tracking it
- b) Listing all your sources of income and expenses
- c) Borrowing money to meet your needs
- d) Ignoring financial planning altogether

9. Which of the following best describes self-awareness?

- a) Knowing how others perceive you
- b) Recognizing your own strengths, weaknesses, and emotions
- c) Having a strong opinion on every topic
- d) Focusing solely on external achievements

10. What is the role of empathy in emotional intelligence?

- a) Ignoring others' feelings
- b) Understanding and sharing the feelings of others
- c) Controlling others' emotions
- d) Avoiding emotional situations

11. How can procrastination be effectively overcome?

- a) By delaying tasks as long as possible
- b) By prioritizing tasks and setting deadlines
- c) By avoiding making any plans
- d) By constantly changing your goals

12. What is a key benefit of setting SMART goals?

- a) Ensuring goals are vague and unattainable
- b) Creating clear, realistic, and achievable goals
- c) Avoiding the need for goal-setting
- d) Making goals that are impossible to measure

13. Which of the following practices contributes to building self-confidence?

- a) Focusing on your failures and weaknesses
- b) Acknowledging your successes and setting achievable goals
- c) Avoiding challenges and risks
- d) Relying solely on others for approval

14. Why is financial literacy important in life skill training?

- a) To learn how to spend money recklessly
- b) To manage personal finances, budget effectively, and plan for future financial security
- c) To avoid any financial planning
- d) To rely on others for financial support

15. What is the purpose of creating a personal development plan?

- a) To ignore self-improvement efforts
- b) To outline goals and strategies for continuous personal and professional growth
- c) To avoid setting any goals
- d) To focus only on short-term achievements


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Yoga & Nutrition

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the principles and practices of yoga and its benefits for physical and mental health.
2. To explore the fundamentals of nutrition and its impact on overall well-being.
3. To integrate yoga and nutritional practices for a holistic approach to health.
4. To develop personalized yoga routines and nutrition plans.
5. To cultivate mindfulness and healthy eating habits.
6. To promote a balanced lifestyle through the synergy of yoga and nutrition.

Module 1: Introduction to Yoga (4 hours)

- History and philosophy of yoga
- Different styles of yoga (Hatha, Vinyasa, Ashtanga, etc.)
- Basic yoga postures (asanas) and their benefits
- Breath control (pranayama) and its importance

Module 2: Yoga Practice and Techniques (6 hours)

- Detailed practice of foundational yoga postures
- Alignment and modifications for different body types
- Developing a personal yoga routine
- Introduction to meditation and relaxation techniques

Module 3: Basics of Nutrition (4 hours)

- Overview of macronutrients (carbohydrates, proteins, fats)
- Importance of micronutrients (vitamins, minerals)
- Hydration and its role in health
- Reading and understanding nutrition labels

Module 4: Nutrition for Yoga Practitioners (4 hours)

- Nutritional needs for active individuals
- Pre- and post-yoga nutrition
- Foods that enhance flexibility, strength, and endurance
- Importance of a balanced diet for energy and recovery

Module 5: Mindful Eating and Lifestyle (4 hours)

- Principles of mindful eating
- Recognizing hunger and satiety cues



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- Creating a balanced meal plan
- Integrating mindfulness into daily activities

Module 6: Yoga and Nutrition for Specific Goals (4 hours)

- Yoga and nutrition for weight management
- Enhancing athletic performance through diet and yoga
- Stress reduction and mental clarity
- Yoga and nutrition for immune support

Module 7: Developing a Holistic Health Plan (4 hours)

- Combining yoga routines with nutritional plans
- Setting realistic and achievable health goals
- Creating a sustainable lifestyle change plan
- Resources and support for ongoing practice


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Yoga & Nutrition

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following is a key benefit of practicing Hatha Yoga?

- a) Increased heart rate
- b) Enhanced muscular strength and flexibility
- c) Rapid weight loss
- d) Decreased bone density

2. What does the term "Pranayama" refer to in yoga?

- a) Body postures
- b) Meditation techniques
- c) Breath control
- d) Dietary restrictions


3. Which of the following is a macronutrient?

- a) Vitamin C
- b) Iron
- c) Carbohydrates
- d) Fiber

4. What is the primary function of proteins in the body?

- a) Provide insulation
- b) Supply energy
- c) Build and repair tissues
- d) Store vitamins

5. Which yoga style is known for its continuous flow of movements and synchronized breathing?


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- a) Ashtanga
- b) Bikram
- c) Vinyasa
- d) Kundalini

6. What is the significance of reading nutrition labels?

- a) To compare the packaging of different products
- b) To understand the nutritional content and make informed food choices
- c) To find out the brand of the product
- d) To see the expiry date only

7. Which of the following foods is recommended for pre-yoga nutrition?

- a) Heavy, oily foods
- b) A small, light meal rich in carbohydrates
- c) Sugary snacks
- d) Processed foods

8. Mindful eating primarily involves:

- a) Eating quickly without thinking
- b) Focusing on the experience of eating and listening to the body's hunger and satiety signals
- c) Ignoring hunger cues
- d) Eating only at specific times

9. Which vitamin is crucial for the absorption of calcium in the body?

- a) Vitamin A
- b) Vitamin B12
- c) Vitamin C
- d) Vitamin D

10. How does yoga contribute to mental clarity?

- a) By increasing stress levels
- b) Through relaxation and meditation techniques that reduce mental clutter and improve focus
- c) By promoting sleep deprivation
- d) By focusing solely on physical fitness

11. Which of the following best describes a balanced diet?

- a) A diet consisting mostly of fats
- b) A diet that includes all food groups in the right proportions

- c) A diet high in sugar and low in protein
- d) A diet that eliminates all carbohydrates

12. Which yoga posture is specifically beneficial for improving digestion?

- a) Tree Pose (Vrikshasana)
- b) Child's Pose (Balasana)
- c) Seated Forward Bend (Paschimottanasana)
- d) Downward-Facing Dog (Adho Mukha Svanasana)

13. Which nutrient is essential for maintaining healthy skin and eyes?

- a) Vitamin E
- b) Vitamin A
- c) Vitamin K
- d) Vitamin B12

14. What is the role of hydration in maintaining overall health?

- a) Hydration is not important
- b) Only athletes need to stay hydrated
- c) Hydration supports digestion, circulation, and temperature regulation
- d) Hydration slows down metabolism

15. How can combining yoga and nutrition support stress reduction?

- a) By focusing only on physical aspects of health
- b) Through mindful practices and a balanced diet that nourishes the body and calms the mind
- c) By neglecting mental health
- d) By following a rigid and restrictive diet

Theatre and Stagecraft

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To introduce the fundamentals of theatre and stagecraft.
2. To explore the history and evolution of theatre.
3. To develop skills in acting, directing, and production.
4. To understand the technical aspects of stagecraft including lighting, sound, set design, and costumes.
5. To provide practical experience in creating and performing theatrical pieces.
6. To foster an appreciation for the collaborative nature of theatre.

Module 1: Introduction to Theatre (4 hours)

- Overview of theatre history and its evolution
- Different types and genres of theatre
- The role of theatre in society
- Key terms and concepts in theatre

Module 2: Acting Techniques (6 hours)

- Basics of acting: voice, movement, and expression
- Character development and analysis
- Improvisation and scene work
- Monologues and dialogues
- Acting exercises and games

Module 3: Directing and Playwriting (4 hours)

- Fundamentals of directing: vision, interpretation, and staging
- The director's role and responsibilities
- Basics of playwriting: structure, dialogue, and character
- Developing a director's concept
- Script analysis and development

Module 4: Set Design and Construction (4 hours)

- Introduction to set design principles
- Creating a set design plan
- Materials and techniques for set construction
- Safety procedures in set building



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- Practical workshop: building a basic set

Module 5: Lighting and Sound Design (4 hours)

- Basics of stage lighting: types, functions, and design
- Lighting techniques and effects
- Introduction to sound design: equipment and effects
- Creating soundscapes for theatre
- Practical workshop: setting up lighting and sound for a scene

Module 6: Costume and Makeup (4 hours)

- Basics of costume design: history, styles, and materials
- Designing costumes for different characters and periods
- Introduction to stage makeup techniques
- Practical workshop: costume fitting and makeup application

Module 7: Production and Performance (4 hours)

- Putting it all together: from rehearsal to performance
- The rehearsal process and timelines
- Roles of the production team
- Final performance: presenting a short play or scene
- Post-performance discussion and feedback



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Theatre and Stagecraft

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following best describes the role of theatre in society?

- a) To provide a form of entertainment only
- b) To serve as a platform for social commentary and reflection
- c) To solely showcase historical events
- d) To create confusion among audiences

2. What is the primary purpose of improvisation in acting?

- a) To memorize scripts
- b) To develop spontaneity and creativity in actors
- c) To avoid rehearsals
- d) To restrict actors to specific roles

3. Which of the following is a fundamental element of set design?


- a) Scriptwriting
- b) Material selection and layout
- c) Costume design
- d) Makeup application

4. The term "blocking" in theatre refers to:

- a) The process of memorizing lines
- b) The positioning and movement of actors on stage
- c) The design of costumes
- d) The sound design process

5. Which lighting technique is often used to create dramatic effects on stage?

- a) Front lighting
- b) Backlighting


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- c) Ambient lighting
- d) Natural lighting

6. In sound design, what is the primary purpose of a soundscape?

- a) To provide visual effects
- b) To enhance the auditory experience and support the play's atmosphere
- c) To replace the script
- d) To design the set

7. Which of the following is a key aspect of character development in acting?

- a) Costume selection
- b) Understanding the character's backstory and motivation
- c) Designing the set
- d) Applying makeup

8. What is the function of a director in a theatrical production?

- a) To design costumes
- b) To interpret the script and oversee the artistic vision of the production
- c) To manage ticket sales
- d) To build the set

9. Which of the following is NOT a type of stage makeup?

- a) Prosthetic makeup
- b) Illusion makeup
- c) Landscape makeup
- d) Character makeup

10. The "proscenium arch" is associated with which type of theatre?

- a) Arena theatre
- b) Thrust stage
- c) Proscenium stage
- d) Black box theatre

11. Which of the following is a genre of theatre that often includes singing and dancing?

- a) Tragedy
- b) Comedy
- c) Musical theatre
- d) Farce

12. In the context of directing, what is a "director's concept"?



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- a) The director's personal opinion about the play
- b) A unified vision that guides all aspects of the production
- c) The technical design of the set
- d) The process of writing the script

13. What is the significance of a "dress rehearsal"?

- a) To practice only the lines
- b) To rehearse the play with all technical elements, including costumes and makeup, before the final performance
- c) To decide the ticket prices
- d) To finalize the script

14. Which of the following is considered a technical aspect of stagecraft?

- a) Character analysis
- b) Scene work
- c) Lighting design
- d) Dialogue delivery

15. The collaborative nature of theatre refers to:

- a) The ability of actors to perform solo
- b) The requirement for multiple people to work together, including actors, directors, designers, and crew members, to create a successful production
- c) The focus on individual performance over team effort
- d) The audience's role in directing the play


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Event Management

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the fundamentals of event management and its scope.
2. To learn the planning and execution process for various types of events.
3. To develop skills in budgeting, marketing, and risk management for events.
4. To gain knowledge about event logistics and operations.
5. To understand the importance of stakeholder and team management in events.
6. To acquire practical skills through project-based learning and case studies.

Module 1: Introduction to Event Management (4 hours)

- Definition and scope of event management
- Types of events: corporate, social, cultural, sports, etc.
- Role and responsibilities of an event manager
- Event management as a profession and industry overview

Module 2: Event Planning and Design (6 hours)

- Understanding client requirements and event objectives
- Concept development and theme creation
- Event planning process and timelines
- Venue selection and site inspection
- Creating an event proposal and blueprint

Module 3: Budgeting and Financial Management (4 hours)

- Importance of budgeting in event management
- Components of an event budget
- Cost estimation and allocation
- Revenue generation: sponsorship, ticket sales, and fundraising
- Financial tracking and reporting

Module 4: Event Marketing and Promotion (4 hours)

- Marketing strategies for events
- Digital marketing and social media promotion
- Public relations and media planning
- Creating marketing materials: brochures, flyers, and advertisements
- Engaging with target audiences and stakeholders



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Module 5: Event Logistics and Operations (6 hours)

- Event scheduling and timelines
- Supplier and vendor management
- Equipment and technology requirements
- On-site management and coordination
- Health, safety, and security considerations

Module 6: Risk Management and Legal Considerations (4 hours)

- Identifying potential risks in events
- Risk assessment and mitigation strategies
- Insurance requirements for events
- Legal and ethical considerations in event management
- Crisis management and contingency planning

Module 7: Post-Event Evaluation and Reporting (2 hours)

- Importance of post-event evaluation
- Methods for collecting feedback from attendees and stakeholders
- Analyzing event success and areas for improvement
- Creating post-event reports and documentation
- Strategies for maintaining client relationships and securing future business

Event Management

MCQ Exam

Duration: 30 Minutes

Total Marks: 30

Instructions:

- All questions are compulsory.
 - Each question carries 2 marks.
 - Choose the correct answer from the given options.
-

1. Which of the following best describes the scope of event management?

- a) Organizing only social events
- b) Managing corporate, social, cultural, and sports events
- c) Coordinating small-scale personal gatherings
- d) Focusing solely on wedding planning

2. What is the primary role of an event manager?

- a) To create marketing materials
- b) To oversee all aspects of an event from planning to execution
- c) To manage the catering services only
- d) To perform at the event

3. Which of the following is a crucial step in the event planning process?

- a) Ignoring client requirements
- b) Selecting a venue without inspection
- c) Creating a detailed event proposal and timeline
- d) Starting promotion before understanding the event objectives

4. What is the main purpose of budgeting in event management?

- a) To limit the number of attendees
- b) To ensure the event is financially viable and cost-effective
- c) To avoid financial tracking
- d) To restrict marketing activities

5. Which of the following is NOT a component of an event budget?



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- a) Venue costs
- b) Travel expenses
- c) Sponsorship opportunities
- d) Lighting design

6. In event marketing, which of the following strategies is used to reach a larger audience?

- a) Ignoring digital marketing channels
- b) Relying solely on word of mouth
- c) Utilizing social media promotion and digital marketing
- d) Avoiding public relations

7. Which aspect of event logistics is critical for smooth event execution?

- a) Ignoring supplier contracts
- b) Proper scheduling and on-site coordination
- c) Delaying equipment setup
- d) Minimizing communication with vendors

8. What is the importance of supplier and vendor management in event logistics?

- a) To reduce the number of vendors
- b) To ensure timely delivery of goods and services
- c) To increase event costs
- d) To handle post-event feedback

9. What does risk management in event management primarily involve?

- a) Increasing ticket prices
- b) Identifying and mitigating potential risks to ensure event safety and success
- c) Avoiding insurance coverage
- d) Overlooking legal considerations

10. Why is insurance important in event management?

- a) To avoid budgeting
- b) To cover potential liabilities and unforeseen events
- c) To increase event costs
- d) To limit the number of attendees

11. Which of the following is a legal consideration in event management?

- a) Selecting the cheapest venue
- b) Obtaining necessary permits and licenses


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- c) Ignoring contractual obligations
- d) Overlooking health and safety regulations

12. What is the purpose of post-event evaluation?

- a) To conclude the event without feedback
- b) To assess the event's success and identify areas for improvement
- c) To avoid future events
- d) To finalize the event budget

13. Which method is commonly used for collecting feedback after an event?

- a) Ignoring attendee opinions
- b) Sending out surveys to attendees and stakeholders
- c) Not documenting feedback
- d) Avoiding communication post-event

14. How can an event manager maintain client relationships after an event?

- a) By disregarding the client's feedback
- b) By providing detailed post-event reports and discussing future opportunities
- c) By ignoring communication
- d) By reducing service quality

15. What is a key strategy for securing future business after an event?

- a) Ignoring post-event follow-up
- b) Maintaining a positive relationship with clients through effective post-event reporting and communication
- c) Reducing event costs to the minimum
- d) Over-promising and under-delivering

Financial Literacy

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the basics of personal finance and its importance.
2. To learn how to create and manage a budget.
3. To gain knowledge about saving, investing, and managing debt.
4. To understand the fundamentals of credit scores and credit management.
5. To explore the concepts of insurance and retirement planning.
6. To develop skills for making informed financial decisions.
7. To create a personal financial plan for achieving financial goals.

Module 1: Introduction to Financial Literacy (4 hours)

- Understanding financial literacy and its importance
- Overview of personal finance
- Key financial concepts and terminology
- Setting financial goals

Module 2: Budgeting and Money Management (6 hours)

- Creating a personal budget
- Tracking income and expenses
- Strategies for managing cash flow
- Tools and apps for budgeting
- Case studies and practical exercises

Module 3: Saving and Investing (5 hours)

- Importance of saving and building an emergency fund
- Different types of savings accounts
- Basics of investing: stocks, bonds, mutual funds, and ETFs
- Understanding risk and return
- Introduction to retirement accounts (401(k), IRA, etc.)

Module 4: Understanding Credit and Debt (5 hours)

- Credit scores and reports: how they work and why they matter
- Types of credit: credit cards, loans, and lines of credit
- Strategies for managing and reducing debt
- Understanding interest rates and fees



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- Tips for improving credit scores

Module 5: Insurance and Risk Management (4 hours)

- Different types of insurance: health, auto, home, life, etc.
- Understanding insurance policies and premiums
- The role of insurance in financial planning
- Assessing personal insurance needs
- Case studies and practical examples

Module 6: Retirement and Estate Planning (4 hours)

- Importance of retirement planning
- Different retirement savings options
- Understanding Social Security benefits
- Basics of estate planning: wills, trusts, and beneficiary designations
- Strategies for long-term financial security

Module 7: Creating a Personal Financial Plan (2 hours)

- Integrating all course concepts into a comprehensive plan
- Setting SMART financial goals
- Developing action steps to achieve financial objectives
- Reviewing and adjusting the plan as needed
- Resources and tools for ongoing financial education


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Financial Literacy

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Each question carries 2 marks. Choose the most appropriate answer.

1. What is the primary purpose of financial literacy?

- a) To learn complex economic theories
- b) To understand and manage personal finances
- c) To become a financial analyst
- d) To prepare tax returns for others

2. Which of the following is a key component of a personal budget?

- a) Investment portfolios
- b) Tax deductions
- c) Income and expenses
- d) Loan agreements

3. What is an emergency fund?

- a) A fund used to purchase luxury items
- b) Savings set aside for unforeseen expenses
- c) Money invested in stocks and bonds
- d) A type of retirement account

4. Which of the following investments is generally considered the safest?

- a) Stocks
- b) Mutual funds
- c) Savings account
- d) Real estate

5. What is the primary purpose of a credit score?

- a) To measure a person's intelligence
- b) To determine eligibility for social security benefits
- c) To assess the risk of lending money to an individual
- d) To calculate income tax liability

6. Which type of insurance is mandatory for vehicle owners in most countries?


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- a) Life insurance
- b) Health insurance
- c) Auto insurance
- d) Travel insurance

7. What is a common strategy to manage debt effectively?

- a) Ignoring debt collectors
- b) Taking more loans to pay off old debts
- c) Prioritizing high-interest debt payments
- d) Paying the minimum amount on all debts

8. What is the main advantage of having a diversified investment portfolio?

- a) Guaranteed high returns
- b) Increased risk of losing money
- c) Reduced risk through asset allocation
- d) Ability to invest in only one type of asset

9. What is a 401(k) plan?

- a) A type of health insurance
- b) A retirement savings plan sponsored by an employer
- c) A loan option for homebuyers
- d) A type of credit card

10. Which of the following is a key feature of a good financial plan?

- a) Unrealistic financial goals
- b) Frequent changes based on market trends
- c) Clear and measurable objectives
- d) High dependency on credit

11. Which of these is an example of a fixed expense?

- a) Groceries
- b) Entertainment
- c) Rent or mortgage payment
- d) Dining out

12. Why is it important to understand interest rates when managing debt?

- a) To ignore them while budgeting
- b) To calculate how much interest can be earned
- c) To understand the cost of borrowing
- d) To avoid paying taxes


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13. What is estate planning primarily concerned with?

- a) Planning vacations
- b) Managing investments in real estate
- c) Distributing assets after death
- d) Setting up an emergency fund

14. What does the term "SMART" in SMART financial goals stand for?

- a) Specific, Measurable, Achievable, Relevant, Time-bound
- b) Simple, Manageable, Attainable, Realistic, Tactical
- c) Strategic, Motivational, Adaptable, Responsible, Tested
- d) Short-term, Medium-term, Actionable, Resourceful, Targeted

15. What is the best way to ensure long-term financial security?

- a) Spend more than you earn
- b) Regularly review and adjust your financial plan
- c) Invest only in high-risk ventures
- d) Avoid saving and rely on credit


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Basics of Yoga

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To introduce the foundational concepts and history of yoga.
2. To teach basic yoga postures (asanas) and their benefits.
3. To develop understanding and practice of breath control (pranayama).
4. To explore relaxation and meditation techniques.
5. To understand the principles of alignment and safety in yoga practice.
6. To foster the integration of yoga into daily life for overall well-being.

Module 1: Introduction to Yoga (4 hours)

- History and philosophy of yoga
- Different styles of yoga (Hatha, Vinyasa, Ashtanga, etc.)
- The eight limbs of yoga (Ashtanga Yoga)
- Benefits of yoga for physical and mental health

Module 2: Basic Asanas (8 hours)

- Introduction to fundamental yoga postures
 - Standing poses: Mountain pose, Warrior poses, Tree pose
 - Seated poses: Easy pose, Staff pose, Seated forward bend
 - Balancing poses: Tree pose, Eagle pose
 - Supine poses: Bridge pose, Reclining hand-to-big-toe pose
 - Prone poses: Cobra pose, Locust pose
- Alignment principles and modifications
- Use of props for support and enhancement
- Practicing asanas with awareness and breath

Module 3: Pranayama (4 hours)

- Importance of breath control in yoga
- Basic pranayama techniques
 - Diaphragmatic breathing
 - Ujjayi breath
 - Nadi Shodhana (alternate nostril breathing)
 - Kapalabhati (skull shining breath)
- Benefits and contraindications of pranayama practices

Module 4: Relaxation Techniques (4 hours)


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- Understanding relaxation and its benefits
- Practice of Savasana (corpse pose) for deep relaxation
- Guided relaxation techniques
- Yoga Nidra (yogic sleep)

Module 5: Introduction to Meditation (4 hours)

- Definition and purpose of meditation
- Basic meditation techniques
 - Mindfulness meditation
 - Loving-kindness meditation
 - Body scan meditation
- Developing a personal meditation practice
- Benefits of regular meditation

Module 6: Principles of Alignment and Safety (4 hours)

- Understanding body mechanics and safe practice
- Importance of proper alignment in asanas
- Common mistakes and how to avoid them
- Listening to your body and practicing mindfully

Module 7: Integrating Yoga into Daily Life (2 hours)

- Creating a personal yoga routine
- Setting realistic goals for regular practice
- Incorporating yoga principles into daily activities
- Resources for continuing yoga practice (books, online classes, local studios)


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Basics of Yoga

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Each question carries 2 marks. Choose the most appropriate answer.

1. Which of the following best describes the eight limbs of yoga?

- a) Eight different styles of yoga
- b) A system of yoga philosophy outlined in the Yoga Sutras
- c) Eight types of yoga postures
- d) A series of advanced breathing techniques

2. Which yoga style is known for its focus on breath control and synchronized movements?

- a) Hatha Yoga
- b) Vinyasa Yoga
- c) Bikram Yoga
- d) Kundalini Yoga

3. Which of the following is a standing yoga pose?

- a) Mountain pose
- b) Cobra pose
- c) Bridge pose
- d) Easy pose

4. What is the main purpose of practicing Savasana (corpse pose)?

- a) To increase flexibility
- b) To build strength
- c) To promote deep relaxation
- d) To improve balance

5. Ujjayi breath is often referred to as:

- a) Skull shining breath
- b) Alternate nostril breathing
- c) Victorious breath


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- d) Diaphragmatic breathing

6. Which yoga posture is commonly used as a balancing pose?

- a) Bridge pose
- b) Tree pose
- c) Cobra pose
- d) Staff pose

7. What is the main benefit of practicing Nadi Shodhana (alternate nostril breathing)?

- a) Increasing lung capacity
- b) Enhancing focus and mental clarity
- c) Improving digestion
- d) Building muscle strength

8. What is the purpose of practicing mindfulness meditation?

- a) To induce deep sleep
- b) To increase physical endurance
- c) To cultivate present-moment awareness
- d) To enhance physical flexibility

9. Which of the following is a seated yoga posture?

- a) Warrior pose
- b) Locust pose
- c) Seated forward bend
- d) Eagle pose

10. In yoga, what is the main focus of alignment principles?


- a) Increasing the duration of poses
- b) Ensuring correct body posture to prevent injury
- c) Enhancing the intensity of the practice
- d) Achieving a deeper state of meditation

11. Which pranayama technique is known as the "skull shining breath"?

- a) Ujjayi
- b) Nadi Shodhana
- c) Kapalabhati
- d) Diaphragmatic breathing

12. Which of the following is an important principle for safe yoga practice?

- a) Pushing beyond physical limits
- b) Ignoring discomfort in poses


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- c) Listening to your body and practicing mindfully
- d) Holding the breath during difficult poses

13. What is the primary benefit of practicing Yoga Nidra?

- a) Improving cardiovascular health
- b) Enhancing muscle strength
- c) Achieving a state of deep relaxation
- d) Increasing flexibility

14. Which of the following is a key element in integrating yoga into daily life?

- a) Practicing only on weekends
- b) Setting realistic goals for regular practice
- c) Relying solely on studio classes
- d) Focusing only on physical postures

15. What is the benefit of using props in yoga practice?

- a) To increase the difficulty of poses
- b) To support and enhance alignment in poses
- c) To avoid practicing meditation
- d) To speed up the practice session


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Information Management

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the principles and importance of information management in various contexts.
2. To learn about information systems and technologies used for managing information.
3. To explore strategies for data collection, storage, and retrieval.
4. To gain skills in data analysis and interpretation for decision-making.
5. To understand information security and privacy issues.
6. To develop the ability to manage information projects and systems effectively.
7. To apply information management practices in real-world scenarios.

Module 1: Introduction to Information Management (4 hours)

- Definition and scope of information management
- Importance of information management in organizations
- Key concepts: data, information, knowledge, and wisdom
- Overview of the information life cycle

Module 2: Information Systems and Technologies (5 hours)

- Types of information systems: Transaction Processing Systems (TPS), Management Information Systems (MIS), Decision Support Systems (DSS), etc.
- Overview of database management systems (DBMS)
- Cloud computing and its impact on information management
- Emerging technologies: AI, Big Data, IoT

Module 3: Data Collection and Storage (4 hours)

- Methods of data collection: surveys, interviews, observations, etc.
- Data storage solutions: relational databases, data warehouses, data lakes
- Data quality management: accuracy, completeness, consistency, and timeliness
- Data governance and metadata management

Module 4: Data Retrieval and Analysis (4 hours)

- Querying databases using SQL
- Data mining and data warehousing concepts
- Business Intelligence (BI) tools and techniques
- Interpreting and visualizing data for decision-making



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Module 5: Information Security and Privacy (5 hours)

- Importance of information security and privacy
- Common threats and vulnerabilities
- Security measures: encryption, access controls, firewalls, etc.
- Legal and ethical considerations in information management

Module 6: Information Management Strategies (4 hours)

- Strategic planning for information management
- Knowledge management practices
- Document and content management systems (CMS)
- Best practices for managing digital and physical information

Module 7: Managing Information Projects (4 hours)

- Project management fundamentals
- Planning and executing information management projects
- Risk management and contingency planning
- Evaluating and closing information management projects



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Information Management

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Each question carries 2 marks. Choose the most appropriate answer. Attempt all questions.

1. What is the primary objective of information management?

- a) To store large amounts of data
- b) To ensure the effective and efficient use of information within an organization
- c) To collect as much information as possible
- d) To reduce the cost of information systems

2. Which of the following best defines the term "information life cycle"?

- a) The process of information becoming obsolete
- b) The stages through which information passes from creation to disposal
- c) The duration for which information is relevant
- d) The management of information in digital formats only

3. Which type of information system is primarily used for day-to-day transactions in an organization?

- a) Decision Support Systems (DSS)
- b) Management Information Systems (MIS)
- c) Transaction Processing Systems (TPS)
- d) Executive Information Systems (EIS)

4. Cloud computing impacts information management by:

- a) Eliminating the need for data storage
- b) Providing scalable and flexible storage solutions
- c) Replacing all traditional information systems
- d) Reducing the need for data analysis

5. Which of the following is a method of data collection?

- a) Data mining
- b) Metadata management
- c) Observations



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- d) Data encryption

6. What is the primary function of a Database Management System (DBMS)?

- a) To manage and organize data in databases
- b) To provide internet access
- c) To control data security exclusively
- d) To visualize data through graphs

7. SQL is primarily used for:

- a) Data storage
- b) Data collection
- c) Querying and managing databases
- d) Encrypting sensitive data

8. Which of the following best describes data mining?

- a) The process of storing data
- b) The extraction of useful information from large datasets
- c) The collection of data from various sources
- d) The visualization of data in charts

9. In the context of information security, encryption is used to:

- a) Increase data storage capacity
- b) Speed up data retrieval
- c) Protect data by converting it into a secure format
- d) Improve the accuracy of data analysis

10. What is a primary concern when managing digital information?

- a) Minimizing the number of backups
- b) Ensuring that all data is stored in the cloud
- c) Maintaining information security and privacy
- d) Increasing the volume of data collected

11. Which of the following is an example of a content management system (CMS)?

- a) Microsoft Excel
- b) WordPress
- c) SQL Server
- d) Tableau

12. A key aspect of strategic planning for information management is:

- a) Focusing solely on short-term goals
- b) Ignoring technological advancements



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- c) Aligning information management with organizational objectives
- d) Avoiding investment in new information technologies

13. What is the role of risk management in information management projects?

- a) To eliminate all project risks
- b) To identify and mitigate potential risks that could impact the project
- c) To ensure that the project is completed as quickly as possible
- d) To reduce the project budget

14. Which of the following technologies is associated with the analysis of large volumes of data to uncover patterns and trends?

- a) Internet of Things (IoT)
- b) Big Data
- c) Cloud Computing
- d) Artificial Intelligence (AI)

15. What is the main purpose of a post-project evaluation in information management?

- a) To immediately start a new project
- b) To document lessons learned and assess the success of the project
- c) To discard any remaining project data
- d) To reduce the overall project costs


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Security in E-Banking

Course Duration: 1 Month (30 Hrs)

Course Learning Outcomes:

1. To understand the fundamentals of e-banking and its security challenges.
2. To identify common threats and vulnerabilities in e-banking systems.
3. To learn about various security measures and technologies used in e-banking.
4. To develop skills for implementing and managing e-banking security.
5. To explore regulatory and compliance requirements related to e-banking security.
6. To analyze case studies of e-banking security breaches and their mitigation.

Module 1: Introduction to E-Banking and Security (4 hours)

- Overview of e-banking: definition, services, and benefits
- Evolution of e-banking and current trends
- Introduction to e-banking security: importance and scope
- Basic concepts of cybersecurity and information security

Module 2: Threats and Vulnerabilities in E-Banking (5 hours)

- Common threats: phishing, malware, hacking, and social engineering
- Vulnerabilities in e-banking systems and applications
- Security risks associated with mobile banking and online transactions
- Case studies of e-banking security breaches

Module 3: Security Technologies in E-Banking (5 hours)

- Encryption and cryptography: principles and applications
- Secure communication protocols: SSL/TLS
- Authentication mechanisms: passwords, OTPs, biometrics, and multi-factor authentication
- Security of e-payment systems

Module 4: Implementing E-Banking Security (4 hours)

- Designing secure e-banking systems: best practices
- Network security: firewalls, intrusion detection/prevention systems (IDS/IPS)
- Application security: secure coding practices and vulnerability assessment
- Data protection and privacy measures

Module 5: Regulatory and Compliance Requirements (4 hours)

- Overview of regulatory frameworks: PCI DSS, GDPR, and local regulations
- Compliance requirements for financial institutions


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- Risk management and assessment methodologies
- Reporting and incident response protocols

Module 6: Security Management and Monitoring (4 hours)

- Security governance and policy development
- Security information and event management (SIEM) systems
- Continuous monitoring and auditing
- Incident response and recovery planning

Module 7: Future Trends and Emerging Technologies (4 hours)

- Emerging threats and security challenges in e-banking
- Advances in cybersecurity technologies: AI and machine learning in fraud detection
- Blockchain and its applications in e-banking security
- Future of secure digital banking


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Security in E-Banking

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Each question carries 2 marks. Choose the most appropriate answer. All questions compulsory.

1. What is the primary benefit of e-banking?

- a) Reduced need for physical bank branches
- b) Increased transaction costs
- c) Limited access to financial services
- d) Higher vulnerability to fraud

2. Which of the following best describes a common threat in e-banking?

- a) Phishing
- b) Secure coding
- c) Data encryption
- d) Regulatory compliance

3. What is the role of encryption in e-banking security?

- a) To speed up transaction processing
- b) To protect data by converting it into a secure format
- c) To create a user-friendly interface
- d) To manage customer relationships

4. Multi-factor authentication in e-banking typically involves:

- a) Using a single password for all transactions
- b) Combining two or more authentication methods
- c) Disabling security features for faster access
- d) Storing passwords in plain text

5. Which security protocol is commonly used to secure communication in e-banking?

- a) HTTP
- b) SSL/TLS
- c) FTP
- d) SMTP

6. What is a major vulnerability in mobile banking?



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- a) Lack of user-friendly interfaces
- b) Inadequate encryption of data
- c) Over-reliance on physical branches
- d) High transaction fees

7. The primary focus of PCI DSS regulations is:

- a) Enhancing user experience
- b) Securing payment card transactions
- c) Promoting mobile banking
- d) Reducing bank profits

8. A key aspect of implementing e-banking security is:

- a) Ignoring network security measures
- b) Designing secure systems and applications
- c) Eliminating customer service channels
- d) Reducing investment in cybersecurity

9. Which of the following technologies is used for real-time monitoring and detection of security events in e-banking?

- a) SIEM systems
- b) Spreadsheet software
- c) Content management systems (CMS)
- d) Social media platforms

10. What is the primary purpose of a firewall in e-banking security?

- a) To provide customer support
- b) To monitor and control incoming and outgoing network traffic
- c) To process transactions more quickly
- d) To increase the complexity of the user interface

11. What is a key feature of secure e-payment systems?

- a) Automatic logging of user activity
- b) High transaction fees
- c) Strong encryption and authentication measures
- d) Limited transaction options

12. In the context of e-banking, GDPR primarily deals with:

- a) Enhancing transaction speed
- b) Data protection and privacy for individuals
- c) Promoting mobile payments

- d) Reducing regulatory requirements

13. A case study of an e-banking security breach typically helps to:

- a) Identify vulnerabilities and improve security measures
- b) Promote new e-banking services
- c) Increase customer engagement
- d) Reduce the number of online transactions

14. What emerging technology is increasingly used for fraud detection in e-banking?

- a) AI and machine learning
- b) Traditional databases
- c) Static passwords
- d) Paper-based ledgers

15. Blockchain technology in e-banking security is primarily used for:

- a) Improving customer service
- b) Securing and verifying digital transactions
- c) Slowing down transaction processing
- d) Reducing the need for encryption


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Introduction to Vedic Math

Course Duration: 1 Month (30 hours)

Course Learning Outcomes:

1. To understand the fundamental principles of Vedic Mathematics.
2. To learn and apply various Vedic Math techniques for rapid calculations.
3. To enhance mathematical problem-solving skills.
4. To increase speed and accuracy in arithmetic and algebra.
5. To appreciate the historical and cultural significance of Vedic Mathematics.
6. To apply Vedic Math techniques in academic and competitive exams.

Module 1: Introduction to Vedic Mathematics (4 hours)

- Overview of Vedic Mathematics: history and origins
- Basic principles and concepts
- Benefits of learning Vedic Math
- Structure of the Vedic Math sutras

Module 2: Basic Arithmetic Operations (5 hours)

- Addition and subtraction techniques
- Multiplication methods (e.g., vertically and crosswise)
- Division techniques (e.g., Nikhilam method)
- Practice exercises and applications

Module 3: Advanced Multiplication and Division (5 hours)

- Special cases in multiplication (e.g., squaring numbers, numbers close to base)
- Division by numbers ending in 9 and 1
- Division by large numbers
- Practice problems and speed drills

Module 4: Algebraic Applications (4 hours)

- Solving equations using Vedic Math
- Factorization techniques
- Algebraic identities and their applications
- Practice exercises and real-world applications

Module 5: Fractions and Decimals (4 hours)

- Simplification of fractions
- Conversion between fractions and decimals



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- Operations with fractions using Vedic methods
- Practice problems and speed drills

Module 6: Square Roots and Cube Roots (4 hours)

- Finding square roots using the Vedic method
- Finding cube roots using the Vedic method
- Application in solving higher-degree equations
- Practice exercises and applications

Module 7: Applications in Competitive Exams (4 hours)

- Applying Vedic Math techniques in competitive exams
- Strategies for quick problem-solving
- Common types of problems in exams and their solutions
- Practice test and review


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Introduction to Vedic Math

MCQ Exam

- **Total Marks:** 30

Time Duration: 30 Minutes

Instructions: Answer all the questions.

Each question carries 2 marks.

Choose the most appropriate answer.

1. What is the primary benefit of learning Vedic Mathematics?

- a) Understanding Western mathematical concepts
- b) Slowing down calculations
- c) Enhancing speed and accuracy in mathematical calculations
- d) Increasing reliance on calculators

2. The structure of Vedic Math is based on how many main sutras?

- a) 8
- b) 12
- c) 16
- d) 18

3. Which of the following is a technique for multiplication in Vedic Mathematics?

- a) Nikhilam method
- b) Factorization method
- c) Cross-multiplication method
- d) Vertically and crosswise method

4. The Nikhilam Sutra is primarily used for which mathematical operation?

- a) Addition
- b) Subtraction
- c) Multiplication
- d) Division

5. In Vedic Math, which sutra is commonly used for squaring numbers close to a base (e.g., 10, 100)?

- a) Urdhva-Tiryagbhyam
- b) Nikhilam Navatashcaramam Dashatah
- c) Ekadhikena Purvena
- d) Anurupye Shunyamanyat


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6. Which Vedic Math technique is suitable for quickly multiplying numbers like 98×97 ?

- a) Base method
- b) Vertically and crosswise
- c) Nikhilam method
- d) Urdhva-Tiryagbhyam

7. The Vedic method for finding square roots is based on which of the following principles?

- a) Digit by digit calculation
- b) Approximation
- c) Repeated subtraction
- d) Urdhva-Tiryagbhyam

8. Which of the following is a correct application of the Vedic Math technique for factorization?

- a) Splitting the middle term
- b) Using cross-multiplication
- c) Using the vertically and crosswise method
- d) All of the above

9. How does Vedic Mathematics simplify the conversion between fractions and decimals?

- a) By using calculators
- b) By using algebraic identities
- c) By employing specific sutras
- d) By relying on memorization

10. What is the primary use of the Vedic method for cube roots?

- a) Solving simple arithmetic problems
- b) Estimating large numbers
- c) Solving higher-degree equations
- d) Converting fractions to decimals

11. Which of the following Vedic Math techniques is commonly applied in competitive exams for quick problem-solving?

- a) Division by large numbers
- b) Addition of large numbers
- c) Use of calculators



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- d) Long division method

12. Vedic Mathematics originated from which of the following ancient texts?

- a) Upanishads
- b) Rigveda
- c) Atharvaveda
- d) Yajurveda

13. The method "Vertically and Crosswise" in Vedic Math is most effective in:

- a) Subtraction
- b) Addition
- c) Multiplication
- d) Division

14. Which of the following is NOT a benefit of using Vedic Math techniques in exams?

- a) Increased reliance on calculators
- b) Faster calculations
- c) Higher accuracy
- d) Simplified problem-solving

15. The concept of "Ekadhikena Purvena" is mainly associated with which type of calculation in Vedic Mathematics?

- a) Division
- b) Multiplication
- c) Square roots
- d) Squaring numbers ending in 5


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English for Daily Life

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To improve basic English communication skills for everyday situations.
2. To enhance vocabulary related to daily activities and common interactions.
3. To develop listening and speaking skills for practical communication.
4. To practice reading and writing in real-life contexts.
5. To build confidence in using English in social and professional settings.
6. To familiarize students with cultural nuances and etiquette in English-speaking environments.

Module 1: Basic Communication Skills (5 hours)

- Greetings and introductions
- Asking and answering questions
- Expressing likes, dislikes, and preferences
- Basic telephone etiquette

Module 2: Daily Activities and Routines (5 hours)

- Talking about daily schedules and routines
- Describing household chores and responsibilities
- Discussing hobbies and leisure activities
- Vocabulary for common household items and activities

Module 3: Shopping and Transactions (4 hours)

- Vocabulary for shopping and money
- Phrases for buying and selling
- Role-playing different shopping scenarios
- Understanding product descriptions and prices

Module 4: Food and Dining (4 hours)

- Vocabulary related to food and meals
- Ordering food and drinks at restaurants
- Describing recipes and cooking methods
- Discussing dietary preferences and restrictions

Module 5: Travel and Transportation (4 hours)

- Vocabulary for different modes of transportation
- Asking for and giving directions



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- Booking tickets and making travel arrangements
- Talking about travel plans and experiences

Module 6: Health and Wellness (4 hours)

- Vocabulary related to health and medicine
- Describing symptoms and illnesses
- Making appointments and visiting the doctor
- Discussing healthy lifestyle habits

Module 7: Social Interactions and Etiquette (4 hours)

- Making small talk and engaging in conversations
- Understanding and using polite expressions
- Cultural norms and etiquette in English-speaking countries
- Practicing social scenarios (invitations, apologies, compliments)

English for Daily Life

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which of the following is the correct way to introduce yourself in a formal setting?

- a) "Hey, what's up?"
- b) "Hi, I am Khushboo. Nice to meet you."
- c) "Yo, how's it going?"
- d) "What's your name?"

2. If you want to ask someone about their preference, which of the following questions is appropriate?

- a) "Do you like coffee or tea?"
- b) "Give me your favorite."
- c) "What do you hate?"
- d) "You must like tea, right?"

3. Which phrase would you use to politely decline an invitation?

- a) "No way, I'm not coming."
- b) "I'm busy. I can't come."
- c) "I'm sorry, I have other plans."
- d) "I don't want to come."

4. What is the proper response when answering the telephone?

- a) "Who's this?"
- b) "What do you want?"
- c) "Hello, this is [Your Name]. How may I help you?"
- d) "Speak up!"

5. How would you describe your daily routine in the morning?

- a) "I wake up, brush my teeth, and have breakfast."
- b) "Morning is sleepy time."
- c) "I sometimes eat and sometimes don't."
- d) "I wake up whenever I want."


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6. What is the correct way to ask for directions to the nearest bus stop?

- a) "Where is the bus stop?"
- b) "Can you tell me where the nearest bus stop is?"
- c) "Show me the way to the bus."
- d) "Which way bus stop?"

7. When buying something in a store, what is the appropriate question to ask the salesperson?

- a) "I'll take this. How much?"
- b) "Can I have a discount?"
- c) "How much does this cost?"
- d) "Is this free?"

8. Which phrase is appropriate when ordering food in a restaurant?

- a) "Give me a burger."
- b) "I want a burger now."
- c) "Could I please have a burger?"
- d) "I'll eat a burger."

9. How would you describe a cooking method for making soup?

- a) "You have to fry it."
- b) "Boil the ingredients together until cooked."
- c) "Put everything in the oven."
- d) "Just mix and eat."

10. What is the correct phrase to use when booking a train ticket?


- a) "I need a train."
- b) "Can I book a ticket to Delhi ?"
- c) "Give me a train ride."
- d) "I'm going on a train."

11. Which of the following phrases would you use to describe an illness to a doctor?

- a) "I think I'm sick."
- b) "My head is killing me, and I feel dizzy."
- c) "I don't feel so good."
- d) "Something's wrong with me."

12. What is a polite way to start a conversation with someone you just met at a party?

- a) "What's your problem?"
- b) "Hi, how are you enjoying the party?"


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- c) "Why are you here?"
- d) "I don't know you."

13. When making an apology, which phrase would be most appropriate?

- a) "I didn't do it!"
- b) "I'm sorry for the inconvenience."
- c) "It's not my fault."
- d) "Whatever."

14. How would you describe your travel plans in English?

- a) "I think I'm going somewhere."
- b) "I'm traveling to Shimla next week."
- c) "Maybe I'll go on a trip."
- d) "I'm not sure what to do."

15. What phrase would you use to describe a healthy lifestyle habit?

- a) "I don't care about health."
- b) "Eating vegetables and exercising regularly."
- c) "Only eat junk food."
- d) "Sitting all day long."


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Herbal Beauty Care

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the principles and benefits of herbal beauty care.
2. To identify and use various herbs for skin, hair, and overall beauty treatments.
3. To learn how to prepare and apply herbal beauty products.
4. To gain knowledge about the properties of different herbs and their effects on beauty and health.
5. To develop practical skills in creating personalized herbal beauty regimens.
6. To understand the importance of natural and sustainable beauty practices.

Module 1: Introduction to Herbal Beauty Care (4 hours)

- Overview of herbal beauty care: history and benefits
- Understanding the skin and hair: structure and functions
- Common herbs used in beauty care and their properties
- Safety and hygiene in herbal beauty practices

Module 2: Herbal Skin Care (6 hours)

- Herbal cleansers, toners, and moisturizers
- Preparation and application of herbal face masks and scrubs
- Treatments for common skin issues: acne, pigmentation, aging
- Herbal remedies for different skin types: oily, dry, combination

Module 3: Herbal Hair Care (6 hours)

- Herbal shampoos and conditioners
- Preparation and application of herbal hair masks and oils
- Treatments for common hair issues: dandruff, hair loss, dryness
- Herbal remedies for different hair types: straight, curly, wavy

Module 4: Herbal Body Care (4 hours)

- Herbal body scrubs and wraps
- Preparation and application of herbal bath salts and oils
- Treatments for common body skin issues: dryness, cellulite, stretch marks
- Herbal remedies for overall body care and relaxation

Module 5: Herbal Makeup and Cosmetics (4 hours)

- Basics of natural and herbal makeup

- Preparation and application of herbal lip balms, blushes, and eyeshadows
- Creating personalized herbal makeup products
- Safety and longevity of herbal cosmetics

Module 6: Holistic Beauty and Wellness (4 hours)

- The connection between diet, lifestyle, and beauty
- Herbal teas and supplements for beauty from within
- Stress management and its impact on beauty
- Incorporating yoga and meditation for overall wellness

Module 7: Creating Personalized Herbal Beauty Regimens (2 hours)

- Review of course content and key takeaways
- Designing personalized herbal beauty care plans
- Setting realistic beauty goals using herbal treatments
- Resources and support for ongoing herbal beauty care


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Herbal Beauty Care

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which of the following best describes the main benefit of herbal beauty care?

- a) Cost-effectiveness
- b) Use of synthetic ingredients
- c) Natural and sustainable beauty practices
- d) Rapid results without side effects

2. What is the primary function of a herbal cleanser in skincare?

- a) To moisturize the skin
- b) To remove makeup
- c) To cleanse and purify the skin
- d) To exfoliate the skin

3. Which herb is commonly used for its anti-aging properties?

- a) Basil
- b) Turmeric
- c) Mint
- d) Aloe vera

4. When preparing a herbal face mask for dry skin, which of the following ingredients is most beneficial?

- a) Lemon juice
- b) Honey
- c) Tea tree oil
- d) Witch hazel

5. Which of the following is a common herbal remedy for dandruff?

- a) Coconut oil
- b) Neem oil
- c) Almond oil
- d) Lavender oil


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6. Which herb is often used in herbal shampoos to promote hair growth?

- a) Rosemary
- b) Chamomile
- c) Sage
- d) Peppermint

7. Which herbal remedy is suitable for treating oily skin?

- a) Jojoba oil
- b) Rosewater
- c) Aloe vera
- d) Cocoa butter

8. Which of the following is a key component of a herbal body scrub?

- a) Sugar or salt
- b) Milk or cream
- c) Essential oils
- d) All of the above

9. How often should herbal hair masks typically be applied for best results?

- a) Daily
- b) Once a week
- c) Twice a month
- d) Once a month

10. Which of the following is essential for ensuring the safety of herbal beauty products?

- a) Storing in sunlight
- b) Using expired ingredients
- c) Following proper hygiene practices
- d) Ignoring skin patch tests

11. Which herb is widely recognized for its ability to soothe sunburns and skin irritations?

- a) Lavender
- b) Mint
- c) Aloe vera
- d) Sage

12. What is the purpose of incorporating herbal teas and supplements into a beauty regimen?

- a) To enhance external beauty treatments


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- b) To provide hydration
- c) To support beauty from within
- d) To replace meals

13. Which of the following is a natural ingredient commonly used in herbal lip balms?

- a) Beeswax
- b) Petroleum jelly
- c) Mineral oil
- d) Parabens

14. In holistic beauty, what is the impact of stress on one's appearance?

- a) No impact
- b) Enhances beauty
- c) Causes skin issues and aging
- d) Improves hair texture

15. Which of the following should be considered when designing a personalized herbal beauty regimen?

- a) Skin and hair type
- b) Budget constraints
- c) Seasonal changes
- d) All of the above


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Creative Art and Craft

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To explore various forms of creative art and craft techniques.
2. To develop skills in using different materials and tools for art and craft projects.
3. To enhance creativity and imagination through practical art and craft activities.
4. To understand the cultural and historical significance of different art forms.
5. To create personalized art and craft projects.
6. To promote relaxation and stress relief through engaging in creative activities.

Module 1: Introduction to Creative Art and Craft (4 hours)

- Overview of creative art and craft: history and significance
- Basic principles of design and composition
- Introduction to various materials and tools
- Safety and best practices in art and craft

Module 2: Drawing and Painting Techniques (6 hours)

- Basics of drawing: lines, shapes, shading, and perspective
- Introduction to different painting mediums: watercolors, acrylics, oils
- Techniques for blending, layering, and texturing
- Creating a simple drawing and painting project

Module 3: Paper Craft and Origami (4 hours)

- Basics of paper craft: cutting, folding, and gluing
- Introduction to origami: history and basic folds
- Creating decorative and functional paper craft items
- Designing and making origami figures

Module 4: Fabric and Textile Art (4 hours)

- Basics of fabric art: dyeing, printing, and stitching
- Introduction to textile art forms: embroidery, quilting, weaving
- Techniques for creating fabric-based art pieces
- Designing and creating a simple textile art project

Module 5: Clay and Sculpture (6 hours)

- Basics of working with clay: hand-building and sculpting techniques
- Introduction to different types of clay and sculpting tools



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- Techniques for modeling, carving, and finishing
- Creating a small clay sculpture project

Module 6: Mixed Media and Collage (4 hours)

- Basics of mixed media art: combining different materials and techniques
- Introduction to collage: history and methods
- Techniques for layering, texturing, and assembling
- Creating a mixed media collage project

Module 7: Personal Art and Craft Project (2 hours)

- Review of course content and key takeaways
- Planning and designing a personalized art and craft project
- Execution and presentation of the final project
- Feedback and discussion on individual projects



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Herbal Beauty Care

MCQ Exam

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Time Duration: 30 Minutes

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- a) Skin and hair type
- b) Budget constraints
- c) Seasonal changes
- d) All of the above


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Human Rights in India

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the concept, history, and evolution of human rights.
2. To explore the constitutional framework of human rights in India.
3. To analyze the role of national and international human rights organizations.
4. To examine specific human rights issues and challenges in India.
5. To develop critical thinking on human rights advocacy and enforcement.
6. To understand the legal mechanisms available for the protection of human rights in India.

Module 1: Introduction to Human Rights (4 hours)

- Definition and scope of human rights
- Historical development of human rights
- Universal Declaration of Human Rights (UDHR)
- Core international human rights treaties

Module 2: Constitutional Framework of Human Rights in India (6 hours)

- Fundamental Rights enshrined in the Indian Constitution
- Directive Principles of State Policy and their significance
- Fundamental Duties of citizens
- Key amendments and landmark judgments related to human rights

Module 3: National Human Rights Institutions (5 hours)

- National Human Rights Commission (NHRC): role and functions
- State Human Rights Commissions
- Role of the judiciary in protecting human rights
- Human rights NGOs and civil society organizations

Module 4: Specific Human Rights Issues in India (5 hours)

- Rights of marginalized communities: SCs, STs, OBCs
- Women's rights and gender equality
- Child rights and protection
- Rights of persons with disabilities
- LGBTQ+ rights

Module 5: Human Rights and Law Enforcement (4 hours)


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- Human rights in the context of police and custodial violence
- Legal provisions against torture and inhumane treatment
- Role of law enforcement agencies in safeguarding human rights
- Case studies on human rights violations and redressal

Module 6: Human Rights and Development (4 hours)

- Right to education and health
- Right to work and labor rights
- Environmental rights and sustainable development
- Balancing development and human rights

Module 7: Advocacy and Future Directions (2 hours)

- Strategies for human rights advocacy
- Role of media in promoting human rights awareness
- Emerging human rights challenges in India
- Future directions and global trends in human rights protection



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Human Rights in India

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which document is considered the foundational international instrument for human rights?

- a) International Covenant on Civil and Political Rights (ICCPR)
- b) Universal Declaration of Human Rights (UDHR)
- c) Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)
- d) International Convention on the Elimination of All Forms of Racial Discrimination (ICERD)

2. Which part of the Indian Constitution primarily deals with Fundamental Rights?

- a) Part I
- b) Part II
- c) Part III
- d) Part IV

3. The Directive Principles of State Policy in the Indian Constitution are:

- a) Justiciable and enforceable by law
- b) Non-justiciable but fundamental in the governance of the country
- c) Optional guidelines for states
- d) Equivalent to Fundamental Rights

4. Which of the following is a Fundamental Duty under the Indian Constitution?

- a) Right to equality
- b) Right to free speech
- c) To protect and improve the natural environment
- d) Right to constitutional remedies

5. What is the primary role of the National Human Rights Commission (NHRC) in India?

- a) To pass laws related to human rights


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- b) To investigate human rights violations
- c) To represent India in international human rights forums
- d) To amend the Indian Constitution

6. The role of NGOs in human rights advocacy primarily includes:

- a) Making laws on human rights
- b) Supporting the government in suppressing dissent
- c) Raising awareness and providing legal aid
- d) Implementing government policies

7. Which group is specifically protected under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989?

- a) Women and children
- b) LGBTQ+ individuals
- c) Scheduled Castes (SCs) and Scheduled Tribes (STs)
- d) Persons with disabilities

8. Which of the following is a significant issue concerning women's rights in India?

- a) Lack of voting rights
- b) Child labor
- c) Gender equality and violence against women
- d) Discrimination based on caste

9. Which right is crucial for children and is emphasized in the Right to Education Act, 2009?


- a) Right to work
- b) Right to free and compulsory education
- c) Right to property
- d) Right to vote

10. The Protection of Children from Sexual Offences (POCSO) Act, 2012, was enacted to safeguard which group?

- a) Women
- b) Elderly citizens
- c) Children
- d) LGBTQ+ community

11. Which Indian law focuses on the rights of persons with disabilities?

- a) The Mental Healthcare Act, 2017
- b) The Rights of Persons with Disabilities Act, 2016


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- c) The Juvenile Justice Act, 2015
- d) The Protection of Human Rights Act, 1993

12. In the context of human rights, police and custodial violence are issues that:

- a) Are fully resolved in India
- b) Do not involve any legal provisions
- c) Remain significant human rights concerns
- d) Are unrelated to human rights

13. Which right is associated with the protection of the environment and sustainable development?

- a) Right to life
- b) Right to property
- c) Right to work
- d) Right to freedom of expression

14. How does the media contribute to promoting human rights awareness?

- a) By suppressing information
- b) By covering up human rights violations
- c) By reporting and educating the public on human rights issues
- d) By ignoring human rights topics

15. Which of the following is an emerging human rights challenge in India?

- a) Caste-based discrimination
- b) Right to property
- c) Cybersecurity and digital privacy
- d) Freedom of movement


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Understanding Psychology of Women

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To explore the unique psychological experiences and development of women.
2. To understand the impact of biological, social, and cultural factors on women's psychology.
3. To examine the psychological theories and research related to women's mental health and well-being.
4. To discuss the challenges and issues faced by women at different stages of life.
5. To foster a deeper understanding of gender differences and their implications.
6. To promote strategies for empowering women and enhancing their psychological resilience.

Module 1: Introduction to Psychology of Women (4 hours)

- Overview of the field: history and key concepts
- Feminist psychology and its significance
- Gender socialization and its impact on psychological development
- Intersectionality: understanding the diverse experiences of women

Module 2: Biological and Developmental Perspectives (6 hours)

- The role of biology in women's psychological development
- Puberty, menstruation, and menopause: psychological implications
- Reproductive health and mental health
- Pregnancy, childbirth, and postpartum experiences

Module 3: Social and Cultural Influences (6 hours)

- The impact of family, peers, and media on women's psychology
- Cultural norms and their effect on women's self-concept and identity
- Gender roles and stereotypes
- The influence of education and career on women's psychological well-being

Module 4: Mental Health and Well-being (4 hours)

- Common mental health issues in women: depression, anxiety, eating disorders
- The impact of trauma and abuse on women's mental health
- Coping mechanisms and resilience
- Access to mental health care and support systems for women


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Module 5: Relationships and Sexuality (4 hours)

- Psychological aspects of romantic relationships and partnerships
- Parenting and its psychological impact on women
- Understanding women's sexuality and sexual health
- The role of intimacy and communication in women's relationships

Module 6: Empowerment and Advocacy (4 hours)

- Strategies for empowering women and promoting psychological well-being
- The role of self-esteem and self-efficacy in women's lives
- Advocacy for women's rights and mental health
- Building supportive communities and networks for women

Module 7: Challenges and Issues in Contemporary Society (2 hours)

- The impact of work-life balance on women's psychology
- Addressing issues of discrimination and inequality
- Women's experiences in different sectors: education, politics, business
- Future directions and research in the psychology of women



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Understanding Psychology of Women

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which branch of psychology specifically focuses on understanding women's psychological experiences and development?

- a) Clinical Psychology
- b) Feminist Psychology
- c) Developmental Psychology
- d) Cognitive Psychology

2. What concept refers to the overlapping and intersecting social identities that contribute to the unique experiences of women?

- a) Gender Socialization
- b) Intersectionality
- c) Gender Roles
- d) Identity Formation

3. Which life stage is particularly associated with significant hormonal changes that impact women's psychological well-being?


- a) Adolescence
- b) Middle Age
- c) Menopause
- d) Infancy

4. How does the media most commonly influence women's self-concept and identity?

- a) By promoting diverse and inclusive representations
- b) By reinforcing gender stereotypes
- c) By ignoring gender differences
- d) By offering mental health resources

5. Which of the following is a common mental health issue that disproportionately affects women?

- a) Schizophrenia


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- b) Depression
- c) Autism Spectrum Disorder
- d) Bipolar Disorder

6. What is a key factor in the development of eating disorders in women?

- a) Genetic predisposition
- b) Media portrayal of ideal body image
- c) Lack of education
- d) Economic status

7. Which psychological phenomenon is linked to trauma and abuse in women's mental health?

- a) Narcissism
- b) Post-Traumatic Stress Disorder (PTSD)
- c) Obsessive-Compulsive Disorder (OCD)
- d) Attention-Deficit/Hyperactivity Disorder (ADHD)

8. In the context of women's mental health, what is resilience?

- a) A mental disorder
- b) The ability to recover from adversity
- c) A form of therapy
- d) An educational program

9. Which of the following best describes the psychological impact of romantic relationships on women?

- a) Always positive and fulfilling
- b) Highly variable and dependent on individual circumstances
- c) Entirely detrimental to mental health
- d) Unrelated to psychological well-being

10. What is the primary role of intimacy and communication in women's relationships?

- a) To create distance and independence
- b) To strengthen emotional bonds and understanding
- c) To avoid conflict and maintain peace
- d) To assert dominance

11. Which concept is crucial for empowering women and enhancing their psychological resilience?

- a) Conformity
- b) Self-esteem and self-efficacy


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- c) Dependence on others
- d) Isolation

12. Advocacy for women's rights and mental health primarily involves:

- a) Promoting traditional gender roles
- b) Suppressing discussions about women's issues
- c) Raising awareness and fighting for equality
- d) Ignoring gender disparities

13. Which issue is a major challenge for women in balancing their work and personal life?

- a) Lack of education
- b) Work-life balance
- c) Access to social media
- d) Technological advancements

14. Discrimination and inequality in which sector are significant concerns for women's psychological well-being?

- a) Agriculture
- b) Education
- c) Mining
- d) Transportation

15. Which of the following is a focus area for future research in the psychology of women?

- a) Technological advancements
- b) The role of artificial intelligence
- c) Gender equality and mental health
- d) Space exploration


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Certificate Course in Retail Marketing

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the fundamentals of retail marketing and its importance in the business world.
2. To explore various retail formats and the evolution of retailing.
3. To learn about consumer behavior and its impact on retail strategies.
4. To develop skills in merchandising, pricing, and promotion strategies.
5. To gain knowledge about digital marketing and e-commerce in retail.
6. To understand retail operations, supply chain management, and customer service.
7. To create and implement effective retail marketing plans.

Module 1: Introduction to Retail Marketing (4 hours)

- Overview of retail marketing: definition and significance
- Evolution of retailing: traditional vs. modern retail formats
- Types of retail formats: supermarkets, specialty stores, online retail, etc.
- The role of a retail marketer

Module 2: Consumer Behavior in Retail (4 hours)

- Understanding consumer behavior: factors influencing purchase decisions
- The consumer decision-making process
- Customer segmentation and targeting
- Developing customer loyalty and retention strategies

Module 3: Merchandising and Product Management (5 hours)

- Principles of merchandising: product assortment and inventory management
- Category management and product positioning
- Pricing strategies: psychological pricing, discounting, and competitive pricing
- Visual merchandising and store layout design

Module 4: Retail Promotion Strategies (4 hours)

- Integrated marketing communications in retail
- Advertising and sales promotion techniques
- Digital marketing and social media strategies for retail
- Public relations and event marketing

Module 5: E-commerce and Digital Retailing (4 hours)



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- Overview of e-commerce: trends and growth
- Setting up an online retail presence: website design and user experience
- Digital marketing tactics: SEO, SEM, email marketing, and social media
- Omnichannel retailing: integrating online and offline experiences

Module 6: Retail Operations and Supply Chain Management (5 hours)

- Key components of retail operations
- Supply chain management in retail: procurement, logistics, and inventory control
- Technology in retail operations: POS systems, ERP, and CRM
- Enhancing customer service and experience

Module 7: Developing a Retail Marketing Plan (4 hours)

- Elements of a retail marketing plan
- Market analysis and setting objectives
- Developing strategies for product, price, place, and promotion
- Implementing and evaluating the marketing plan


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Certificate Course in Retail Marketing

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. What is the primary role of retail marketing in the business world?

- a) To focus on production efficiency
- b) To connect consumers with products and services
- c) To improve financial accounting processes
- d) To develop technological innovations

2. Which of the following best describes a traditional retail format?

- a) Online retail stores
- b) Specialty stores
- c) E-commerce websites
- d) Mobile apps for shopping

3. What does the consumer decision-making process typically begin with?

- a) Purchase
- b) Information search
- c) Problem recognition
- d) Post-purchase behavior

4. What is the main objective of customer segmentation in retail?

- a) To increase the product assortment
- b) To target different customer groups effectively
- c) To reduce marketing costs
- d) To simplify inventory management

5. Which pricing strategy involves setting prices just below a round number to make them appear cheaper?

- a) Competitive pricing
- b) Psychological pricing
- c) Cost-plus pricing
- d) Penetration pricing



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6. Which of the following is a key aspect of visual merchandising?

- a) Advertising on social media
- b) Creating appealing store layouts and displays
- c) Managing inventory levels
- d) Conducting market research

7. Integrated marketing communications in retail involve:

- a) Coordinating all promotional tools and strategies
- b) Focusing exclusively on digital marketing
- c) Reducing advertising costs
- d) Eliminating traditional marketing methods

8. Which digital marketing tactic is focused on improving a website's visibility on search engines?

- a) Email marketing
- b) Search Engine Optimization (SEO)
- c) Social media advertising
- d) Public relations

9. What is the primary advantage of omnichannel retailing?

- a) Reducing production costs
- b) Integrating online and offline shopping experiences
- c) Limiting customer choices
- d) Focusing solely on online sales

10. What technology is commonly used in retail operations to process transactions?

- a) Enterprise Resource Planning (ERP) systems
- b) Point of Sale (POS) systems
- c) Customer Relationship Management (CRM) software
- d) Supply Chain Management (SCM) tools

11. Supply chain management in retail primarily involves:

- a) Creating social media campaigns
- b) Managing the flow of goods from suppliers to customers
- c) Designing store layouts
- d) Setting product prices

12. Which component of a retail marketing plan involves analyzing the competition and market trends?

- a) Setting objectives


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- b) Market analysis
- c) Product development
- d) Public relations

13. In retail promotion strategies, which method focuses on building long-term brand relationships through non-paid media coverage?

- a) Sales promotion
- b) Public relations
- c) Digital advertising
- d) Direct marketing

14. What does ERP stand for in the context of retail operations?

- a) Electronic Retail Pricing
- b) Enterprise Resource Planning
- c) Efficient Retail Planning
- d) Environmental Retail Policy

15. Which of the following is a critical step in implementing a retail marketing plan?

- a) Conducting a financial audit
- b) Evaluating the effectiveness of the plan
- c) Developing new technology solutions
- d) Ignoring market trends


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Aptitude and Career Enhancement Course

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To develop essential aptitude skills for academic and career success.
2. To enhance problem-solving, logical reasoning, and analytical abilities.
3. To improve verbal and quantitative aptitude.
4. To prepare for competitive exams and job interviews.
5. To develop effective communication and interpersonal skills.
6. To create a career plan and understand various career opportunities.
7. To build confidence and self-presentation skills.

Module 1: Quantitative Aptitude (6 hours)

- Basic arithmetic: addition, subtraction, multiplication, division
- Number systems and number series
- Fractions, decimals, and percentages
- Ratios, proportions, and averages
- Simple and compound interest
- Time, speed, and distance

Module 2: Logical Reasoning (6 hours)

- Introduction to logical reasoning
- Syllogisms and logical deductions
- Blood relations and direction sense
- Coding-decoding and series completion
- Puzzles and seating arrangement
- Data interpretation and analysis

Module 3: Verbal Aptitude (6 hours)

- Reading comprehension strategies
- Vocabulary building and word usage
- Sentence correction and error spotting
- Synonyms, antonyms, and analogies
- Para jumbles and paragraph completion
- Critical reasoning and argument analysis

Module 4: Communication Skills (4 hours)

- Effective verbal communication



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- Public speaking and presentation skills
- Non-verbal communication: body language, eye contact, gestures
- Listening skills and feedback
- Writing skills: emails, reports, and resumes

Module 5: Career Planning and Development (4 hours)

- Self-assessment and understanding strengths and weaknesses
- Exploring career options and opportunities
- Setting SMART career goals
- Building a professional network
- Utilizing career resources and support systems

Module 6: Interview Skills and Resume Building (2 hours)

- Preparing an effective resume and cover letter
- Interview preparation: common questions and responses
- Dressing for success and professional etiquette
- Mock interviews and feedback
- Following up after an interview

Module 7: Soft Skills and Personal Development (2 hours)

- Time management and organizational skills
- Stress management and coping strategies
- Teamwork and collaboration
- Leadership and decision-making skills
- Building self-confidence and motivation



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Aptitude and Career Enhancement Course

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which of the following is NOT a basic arithmetic operation?

- a) Addition
- b) Subtraction
- c) Multiplication
- d) Estimation

2. What is the sum of the first ten positive integers?

- a) 45
- b) 55
- c) 60
- d) 50

3. In logical reasoning, a syllogism typically involves:

- a) A puzzle and its solution
- b) A comparison between two items
- c) A sequence of logical statements
- d) A conclusion drawn from two premises


4. Which of the following is a type of series in logical reasoning?

- a) Alphabetic series
- b) Geometric series
- c) Arithmetic series
- d) All of the above

5. The word 'benevolent' is closest in meaning to:

- a) Hostile
- b) Kind
- c) Angry
- d) Ambitious

6. Which of the following involves rearranging sentences to form a coherent paragraph?


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- a) Synonyms
- b) Antonyms
- c) Para jumbles
- d) Analogies

7. What is the main purpose of a resume?

- a) To showcase academic achievements
- b) To summarize work experience and skills
- c) To display personal interests
- d) To list hobbies and pastimes

8. Which of the following is NOT considered effective body language during an interview?

- a) Maintaining eye contact
- b) Crossing arms over the chest
- c) Nodding occasionally
- d) Sitting upright

9. A SMART goal is characterized by being:

- a) Specific, Measurable, Achievable, Relevant, Time-bound
- b) Simple, Motivational, Attainable, Reasonable, Tangible
- c) Strategic, Meaningful, Accurate, Realistic, Tactical
- d) Straightforward, Memorable, Attainable, Real, Timeless

10. The effective interest rate when calculated with compounding is known as:

- a) Simple Interest
- b) Compound Interest
- c) Nominal Interest
- d) Effective Interest Rate

11. In the context of data interpretation, which chart is most commonly used to compare parts of a whole?

- a) Line chart
- b) Pie chart
- c) Bar chart
- d) Scatter plot

12. Which of the following skills is crucial for successful teamwork?

- a) Dominating discussions
- b) Active listening


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- c) Ignoring team members' ideas
- d) Working independently without input

13. In public speaking, which element is most important for engaging an audience?

- a) Using technical jargon
- b) Maintaining a monotone voice
- c) Making eye contact and varying tone
- d) Reading directly from notes

14. The term 'SWOT' in career planning stands for:

- a) Strengths, Weaknesses, Opportunities, Threats
- b) Strategies, Work, Objectives, Tactics
- c) Skills, Work, Optimization, Training
- d) Success, Work, Optimization, Talent

15. Which of the following is an effective strategy for stress management?

- a) Ignoring stress until it goes away
- b) Practicing relaxation techniques
- c) Taking on additional responsibilities
- d) Avoiding physical activity


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Career Counselling

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the fundamentals and importance of career counselling.
2. To learn various theories and models of career development.
3. To develop skills in assessment and career guidance techniques.
4. To explore different career options and pathways.
5. To gain knowledge about the current job market and future trends.
6. To create effective career plans and strategies for clients.
7. To develop ethical and professional standards in career counselling.

Module 1: Introduction to Career Counselling (4 hours)

- Definition and scope of career counselling
- Importance of career counselling in personal and professional development
- Roles and responsibilities of a career counsellor
- Ethical considerations in career counselling

Module 2: Theories and Models of Career Development (6 hours)

- Overview of major career development theories (Holland, Super, Krumboltz, etc.)
- Application of career theories in counselling practice
- Understanding career decision-making processes
- Integrating career development theories into counselling sessions

Module 3: Assessment and Evaluation (6 hours)

- Introduction to career assessment tools and techniques
- Conducting career interest, aptitude, and personality assessments
- Interpreting assessment results and providing feedback
- Developing individual career profiles and action plans

Module 4: Career Exploration and Planning (4 hours)

- Exploring various career options and industries
- Researching educational and training pathways
- Setting career goals and objectives
- Creating personalized career development plans

Module 5: Job Market and Employment Trends (4 hours)

- Understanding the current job market and employment trends


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- Identifying high-demand industries and job roles
- Networking and job search strategies
- Preparing for job interviews and career transitions

Module 6: Career Counselling Techniques (4 hours)

- Effective communication and counselling skills
- Building rapport and trust with clients
- Motivational interviewing and coaching techniques
- Addressing career-related challenges and obstacles

Module 7: Professional Development and Ethics (2 hours)

- Maintaining professional competence and continuing education
- Adhering to ethical standards and guidelines
- Reflective practice and supervision in career counselling
- Resources and support for career counsellors



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Career Counselling

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. What is the primary goal of career counselling?

- a) To help individuals choose a career path that aligns with their interests and skills
- b) To find the highest-paying job available
- c) To teach clients how to negotiate salaries
- d) To offer therapy for personal issues

2. Which of the following is NOT a major theory in career development?

- a) Holland's Theory of Vocational Personalities
- b) Super's Life-Span, Life-Space Theory
- c) Piaget's Cognitive Development Theory
- d) Krumboltz's Social Learning Theory

3. What is the role of a career counsellor in the career decision-making process?

- a) To make decisions for the client
- b) To provide insights and support to help clients make informed decisions
- c) To discourage risky career choices
- d) To match clients with pre-selected careers

4. Which of the following is an ethical consideration in career counselling?

- a) Promoting a specific career based on personal bias
- b) Ensuring confidentiality of client information
- c) Pushing clients toward high-paying careers
- d) Sharing client information with potential employers

5. What is a key aspect of Super's Life-Span, Life-Space Theory?

- a) Career choice is primarily determined by personality
- b) Career development is a lifelong process
- c) People are best suited to careers that match their interests
- d) Career decisions are mostly influenced by external factors

6. Which tool is commonly used to assess career interests?



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- a) Myers-Briggs Type Indicator (MBTI)
- b) Strong Interest Inventory
- c) Wechsler Adult Intelligence Scale (WAIS)
- d) Rorschach Inkblot Test

7. In career planning, what is the purpose of setting SMART goals?

- a) To ensure goals are vague and flexible
- b) To create a clear, actionable plan with specific objectives
- c) To make goals abstract and broad
- d) To prioritize long-term goals only

8. What is a current trend in the job market?

- a) Decreasing demand for technology-related jobs
- b) Increasing emphasis on soft skills
- c) Declining importance of education and training
- d) Rising number of manual labor jobs

9. Which technique is effective for building rapport with clients?

- a) Using complex jargon to sound professional
- b) Actively listening and showing empathy
- c) Giving quick, one-size-fits-all advice
- d) Maintaining a distant and formal tone

10. Which of the following is a responsibility of a career counsellor when conducting assessments?


- a) Manipulating results to fit client preferences
- b) Objectively interpreting and discussing results with the client
- c) Avoiding any discussion about the assessment outcomes
- d) Using only one type of assessment for all clients

11. Which industry is currently identified as high-demand in the job market?

- a) Agriculture
- b) Information Technology
- c) Traditional Manufacturing
- d) Retail

12. What is the purpose of motivational interviewing in career counselling?

- a) To pressure clients into making quick decisions
- b) To help clients explore and resolve ambivalence about career choices
- c) To provide direct advice and instructions


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- d) To focus on the counsellor's goals for the client

13. What is a key component of effective career exploration?

- a) Relying on one source of information
- b) Exploring a variety of career options and industries
- c) Focusing solely on high-income careers
- d) Ignoring personal interests and focusing on job availability

14. In the context of ethical standards, what is the importance of reflective practice for a career counsellor?

- a) It allows counsellors to avoid difficult clients
- b) It helps counsellors maintain and improve their skills
- c) It encourages counsellors to rely on past practices without change
- d) It discourages continuing education and growth

15. Which of the following best describes the concept of 'continuing education' for career counsellors?

- a) A one-time certification process
- b) Ongoing learning to stay updated with the latest trends and practices
- c) Avoiding new techniques and sticking to traditional methods
- d) A requirement only for new counsellors

Soft Skills and English Communication

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To enhance interpersonal and communication skills in English.
2. To develop critical soft skills required for personal and professional success.
3. To improve confidence and effectiveness in public speaking and presentations.
4. To refine listening and comprehension skills for better interaction.
5. To foster teamwork, leadership, and problem-solving abilities.
6. To prepare for professional environments through practical communication exercises.

Module 1: Introduction to Soft Skills and Communication (4 hours)

- Overview of soft skills: definition and importance
- Elements of effective communication
- Barriers to communication and how to overcome them
- Introduction to verbal and non-verbal communication

Module 2: Interpersonal Skills (5 hours)

- Building positive relationships
- Active listening and empathy
- Giving and receiving constructive feedback
- Conflict resolution and negotiation skills

Module 3: Public Speaking and Presentation Skills (5 hours)

- Fundamentals of public speaking
- Structuring a presentation
- Techniques for engaging an audience
- Overcoming public speaking anxiety

Module 4: Professional Writing Skills (5 hours)

- Principles of clear and concise writing
- Email etiquette and professional correspondence
- Writing reports and proposals
- Common grammatical errors and how to avoid them

Module 5: Teamwork and Leadership (5 hours)

- Dynamics of effective teams
- Roles and responsibilities in a team



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- Leadership styles and their impact
- Building and leading successful teams

Module 6: Problem-Solving and Decision-Making (4 hours)

- Critical thinking and its importance
- Problem-solving frameworks and techniques
- Decision-making processes
- Case studies and practical exercises

Module 7: Interview Skills and Career Preparation (2 hours)

- Preparing for job interviews
- Common interview questions and how to answer them
- Professional etiquette and grooming
- Mock interviews and feedback sessions



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Soft Skills and English Communication

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. What are soft skills primarily related to?

- a) Technical abilities
- b) Interpersonal and communication skills
- c) Physical strength
- d) Academic knowledge

2. Which of the following is a key element of effective communication?

- a) Use of complex language
- b) Active listening
- c) Speaking louder than others
- d) Avoiding eye contact

3. What is a common barrier to effective communication?

- a) Clear pronunciation
- b) Active listening
- c) Noise and distractions
- d) Maintaining eye contact

4. Which of the following is a non-verbal communication method?

- a) Writing an email
- b) Speaking over the phone
- c) Facial expressions
- d) Using social media

5. In interpersonal communication, what does active listening involve?

- a) Interrupting the speaker to share your opinion
- b) Paying full attention to the speaker and understanding their message
- c) Ignoring the speaker's tone and body language
- d) Waiting for your turn to speak without focusing on the speaker

6. What is the purpose of giving constructive feedback?


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- a) To criticize the person without offering solutions
- b) To express your dissatisfaction bluntly
- c) To help the person improve by offering positive suggestions
- d) To avoid addressing issues directly

7. What is a key strategy for overcoming public speaking anxiety?

- a) Avoid practicing your speech
- b) Focus on negative outcomes
- c) Visualize success and practice regularly
- d) Ignore the audience's reactions

8. What is an important aspect of structuring a presentation?

- a) Including as much information as possible
- b) Using complicated language to impress the audience
- c) Having a clear introduction, body, and conclusion
- d) Avoiding the use of visuals

9. In professional writing, why is concise writing important?

- a) It makes the message harder to understand
- b) It helps to convey the message clearly and efficiently
- c) It reduces the credibility of the message
- d) It is less engaging for the reader

10. What is considered good email etiquette?

- a) Using informal language
- b) Sending emails without a subject line
- c) Proofreading your email before sending it
- d) Writing long and detailed emails without breaks

11. What is a critical component of effective teamwork?

- a) Dominating the discussion
- b) Clear communication and collaboration
- c) Working independently without consulting others
- d) Avoiding feedback from team members

12. Which leadership style involves making decisions without consulting others?

- a) Democratic leadership
- b) Autocratic leadership
- c) Transformational leadership
- d) Laissez-faire leadership


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13. What is the first step in the problem-solving process?

- a) Implementing a solution
- b) Ignoring the problem
- c) Identifying and defining the problem
- d) Evaluating all possible solutions

14. During a job interview, how should you handle a question you don't know the answer to?

- a) Make up an answer to avoid silence
- b) Admit that you don't know, and offer to learn more about it
- c) Ignore the question and move to the next one
- d) Change the topic to something you are comfortable with

15. What is the purpose of a mock interview?

- a) To relax and have fun with friends
- b) To prepare for real interview scenarios and receive feedback
- c) To practice giving incorrect answers
- d) To avoid thinking about the actual interview


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Communication Technologies in Education

Course Duration: 1 Month (30Hrs)

Course Learning Outcomes:

1. To understand the role and importance of communication technologies in modern education.
2. To explore various communication tools and platforms used in educational settings.
3. To develop skills in integrating communication technologies into teaching and learning processes.
4. To evaluate the effectiveness of different communication technologies in enhancing educational outcomes.
5. To address challenges and best practices related to the use of communication technologies in education.
6. To create a strategic plan for implementing communication technologies in educational environments.

Module 1: Introduction to Communication Technologies in Education (4 hours)

- Overview of communication technologies: past, present, and future
- Importance of communication technologies in education
- Types of communication technologies: synchronous vs. asynchronous
- The digital divide and its impact on education

Module 2: Online Learning Platforms and Tools (6 hours)

- Learning Management Systems (LMS): Moodle, Canvas, Google Classroom
- Virtual classrooms: Zoom, Microsoft Teams, Google Meet
- Discussion forums and collaboration tools: Slack, Trello, Padlet
- Assessment and feedback tools: Kahoot, Quizlet, Mentimeter

Module 3: Multimedia and Interactive Content (5 hours)

- Creating and using multimedia content: videos, podcasts, infographics
- Interactive tools for engagement: Nearpod, Pear Deck, Edpuzzle
- Augmented Reality (AR) and Virtual Reality (VR) in education
- Gamification and educational games

Module 4: Mobile Learning and Apps (4 hours)

- Mobile learning: concepts and benefits
- Educational apps for different subjects and skills



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- Strategies for effective mobile learning integration
- Evaluating the effectiveness of mobile learning apps

Module 5: Social Media and Communication (4 hours)

- Using social media for educational purposes: Facebook, Twitter, Instagram
- Building online communities and networks
- Managing digital identity and online presence
- Ethical considerations and digital citizenship

Module 6: Data Security and Privacy (4 hours)

- Understanding data security and privacy concerns in education
- Best practices for protecting student data
- Legal frameworks and regulations: FERPA, GDPR
- Implementing secure communication practices

Module 7: Implementation and Evaluation (3 hours)

- Developing a strategic plan for integrating communication technologies
- Training and professional development for educators
- Evaluating the impact of communication technologies on learning outcomes
- Case studies and best practices


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Communication Technologies in Education

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which of the following best describes synchronous communication technology in education?

- a) Communication that occurs in real-time, such as video conferencing
- b) Communication that occurs at different times, such as emails
- c) Communication that involves physical interaction
- d) Communication that does not involve technology

2. What is one of the main challenges associated with the digital divide in education?

- a) Equal access to all types of educational technology
- b) Lack of technological skills among students and teachers
- c) Excessive use of social media in education
- d) The presence of too many online learning platforms

3. Which of the following is an example of an asynchronous communication tool used in education?

- a) Zoom
- b) Google Meet
- c) Email
- d) Live chat

4. Which Learning Management System (LMS) is known for being open-source and widely used in educational institutions?

- a) Canvas
- b) Google Classroom
- c) Moodle
- d) Blackboard

5. Which virtual classroom tool is commonly used for conducting live online classes and meetings?

- a) Trello
- b) Zoom


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- c) Kahoot
- d) Quizlet

6. How do augmented reality (AR) and virtual reality (VR) contribute to education?

- a) By providing real-time communication
- b) By offering immersive and interactive learning experiences
- c) By simplifying administrative tasks
- d) By reducing the need for teachers

7. What is the primary purpose of gamification in education?

- a) To reduce student engagement
- b) To make learning more enjoyable and motivating
- c) To replace traditional teaching methods
- d) To discourage competition among students

8. Which of the following best describes mobile learning?

- a) Learning that takes place in a traditional classroom setting
- b) Learning that occurs through the use of mobile devices, such as smartphones and tablets
- c) Learning that involves physical textbooks only
- d) Learning that excludes the use of the internet

9. What is a key benefit of using educational apps in the classroom?


- a) They are expensive and difficult to use
- b) They promote passive learning
- c) They provide interactive and personalized learning experiences
- d) They limit the teacher's role in the learning process

10. Which social media platform is often used to create educational communities and share academic content?

- a) Instagram
- b) Facebook
- c) Snapchat
- d) TikTok

11. Why is digital citizenship important in the context of using communication technologies in education?

- a) It promotes the illegal sharing of resources
- b) It helps users navigate online environments responsibly and ethically
- c) It discourages the use of technology in education


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- d) It focuses on offline communication skills

12. What is FERPA, and why is it important in educational settings?

- a) A social media platform for students
- b) A law that protects the privacy of student education records
- c) A software for creating online assessments
- d) A communication tool used in virtual classrooms

13. Which of the following is a best practice for ensuring data security in educational environments?

- a) Sharing student passwords publicly
- b) Using strong passwords and encryption
- c) Avoiding the use of any online platforms
- d) Ignoring privacy policies of software tools

14. What is the primary focus when developing a strategic plan for integrating communication technologies in education?

- a) Maximizing the use of traditional teaching methods
- b) Ensuring that all stakeholders are involved and trained
- c) Reducing the use of technology in the classroom
- d) Ignoring student feedback

15. Which of the following is a key aspect of evaluating the effectiveness of communication technologies in education?

- a) Counting the number of tools used
- b) Assessing the impact on student learning outcomes
- c) Ignoring teacher and student feedback
- d) Focusing only on cost reduction

Stress and Anxiety management thorough Yoga

Course Duration: 1 Month (32Hrs)

Course Learning Outcomes:

1. To understand the impact of stress and anxiety on physical and mental health.
2. To learn the principles and philosophy of yoga in relation to stress and anxiety management.
3. To practice yoga postures, breathing techniques, and meditation for stress and anxiety relief.
4. To develop skills for integrating yoga into daily routines for long-term well-being.
5. To explore the role of lifestyle changes and holistic practices in managing stress and anxiety.

Module 1: Understanding Stress and Anxiety (4 hours)

- Introduction to stress and anxiety: definitions and causes
- The physiological and psychological effects of stress and anxiety
- Assessing personal stress and anxiety levels
- Overview of how yoga can help manage stress and anxiety

Module 2: Yoga Philosophy and Principles (4 hours)

- The history and philosophy of yoga
- Key principles of yoga related to stress and anxiety management
- Understanding the mind-body connection in yoga
- The role of mindfulness and awareness in yoga practice

Module 3: Yoga Postures (Asanas) for Stress and Anxiety Relief (6 hours)

- Introduction to basic yoga postures
- Asanas specifically beneficial for stress and anxiety management
- Proper alignment and modifications for different levels of practitioners
- Creating a sequence of postures for relaxation and stress relief

Module 4: Breathing Techniques (Pranayama) (6 hours)

- The importance of breath in managing stress and anxiety
- Basic pranayama techniques: deep breathing, alternate nostril breathing, and more
- Practicing pranayama for calming the mind and body
- Integrating pranayama into daily routines

Module 5: Meditation and Mindfulness Practices (6 hours)



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- Introduction to meditation and its benefits
- Different types of meditation: guided, mindfulness, and mantra meditation
- Practicing meditation for stress and anxiety reduction
- Techniques for developing a regular meditation practice

Module 6: Lifestyle and Holistic Practices (4 hours)

- The role of diet and nutrition in managing stress and anxiety
- Importance of sleep hygiene and relaxation techniques
- Incorporating yoga into a balanced lifestyle
- Holistic practices: aromatherapy, journaling, and nature walks

Module 7: Creating a Personalized Yoga Plan (2 hours)

- Review of course content and key takeaways
- Designing a personalized yoga plan for stress and anxiety management
- Setting realistic and achievable goals for a regular yoga practice
- Resources and support for ongoing yoga practice


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Stress and Anxiety Management through Yoga

MCQ Exam

Total Marks: 30

Time Duration: 30 Minutes

Instructions: Answer all the questions. Each question carries 2 marks. Choose the most appropriate answer.

1. Which of the following is a common physiological effect of stress?

- a) Improved concentration
- b) Increased heart rate
- c) Enhanced immune function
- d) Decreased blood pressure

2. How can yoga help in managing stress and anxiety?

- a) By increasing physical strength alone
- b) By promoting a mind-body connection and relaxation
- c) By encouraging competitiveness
- d) By focusing solely on intense physical workouts

3. What is the main focus of yoga philosophy in stress and anxiety management?

- a) Accumulating wealth and material success
- b) Balancing the mind and body through mindfulness
- c) Encouraging aggressive behavior to release tension
- d) Ignoring emotional well-being

4. Which of the following yoga postures is particularly beneficial for stress relief?


- a) Warrior Pose (Virabhadrasana)
- b) Tree Pose (Vrikshasana)
- c) Corpse Pose (Savasana)
- d) Crow Pose (Bakasana)

5. What is the primary benefit of practicing pranayama?

- a) Building muscle strength
- b) Improving cardiovascular endurance
- c) Calming the mind and reducing stress
- d) Enhancing speed and agility

6. Which pranayama technique involves alternating the breath between nostrils?

- a) Deep breathing


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- b) Bhramari
- c) Kapalbhata
- d) Nadi Shodhana

7. How does meditation contribute to stress and anxiety management?

- a) By increasing physical activity levels
- b) By promoting a sense of calm and mental clarity
- c) By enhancing competitive behavior
- d) By focusing on external achievements

8. Which type of meditation focuses on being present and aware of the moment?

- a) Guided meditation
- b) Mindfulness meditation
- c) Mantra meditation
- d) Transcendental meditation

9. What is the role of diet and nutrition in managing stress and anxiety?

- a) Diet has no impact on stress levels
- b) A balanced diet supports mental and physical well-being
- c) Overeating helps in stress management
- d) Skipping meals reduces anxiety

10. Which of the following practices can help improve sleep hygiene?

- a) Watching TV before bed
- b) Practicing deep breathing before sleeping
- c) Consuming caffeine late at night
- d) Staying up late with electronics

11. How does journaling contribute to stress management?

- a) It increases stress levels by focusing on problems
- b) It helps in organizing thoughts and reflecting on emotions
- c) It is unrelated to stress management
- d) It discourages self-reflection

12. Which holistic practice involves the use of essential oils for relaxation?

- a) Aromatherapy
- b) Journaling
- c) Vigorous exercise
- d) Digital detoxing


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13. What should be the key focus when designing a personalized yoga plan for stress management?

- a) Intense physical exertion
- b) A balanced approach that includes asanas, pranayama, and meditation
- c) Focusing solely on difficult postures
- d) Ignoring breath control techniques

14. What is a realistic goal for someone starting a regular yoga practice?

- a) Practicing for several hours daily from the beginning
- b) Integrating short, manageable sessions regularly
- c) Competing in yoga tournaments immediately
- d) Focusing only on advanced postures

15. Why is it important to incorporate holistic practices like nature walks into a stress management routine?

- a) They are a substitute for all other stress management techniques
- b) They complement yoga by promoting relaxation and mental clarity
- c) They are the only effective method for stress management
- d) They replace the need for a balanced diet and sleep hygiene


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