



Ballari V V Sangha's

Vijayanagar College, Hosapete

Prospectus for Certificate Courses for the Academic year 2018-19

Sl. No.	Name of the Course	Department offering the course	Max Strength	Duration
1	Mushroom Cultivation	Botany	150	30 Hrs
2	Tally ERP	Commerce	150	30 Hrs
3	Personality Development	Management	150	30 Hrs
4	Advanced Excel	Computer Science	150	30 Hrs
5	Presentation Skills	Economics	150	30 Hrs
6	Grammatical Skills	English	150	30 Hrs
7	Indian Tourism and Its Heritage Resources	History	150	30 Hrs
8	Energy Physics	Physics	150	30 Hrs
9	Democratic Core Values	Political Science	150	30 Hrs

Introduction:

Vijayanagar College in Hosapete is dedicated to providing students with a comprehensive skill set, fostering their growth in various fields. The institution places a strong emphasis on practical learning and offers a Certificate Course that equips students with a diverse range of skills.

One of the key focus areas is Mushroom Cultivation, where students gain hands-on experience in the cultivation of mushrooms. This not only imparts valuable agricultural skills but also opens up avenues for entrepreneurship in the agribusiness sector. The curriculum also emphasizes proficiency in Grammar, ensuring that students develop strong communication skills that are essential in today's professional world.

The college recognizes the importance of technical proficiency and includes courses in Tally and Excel. This ensures that students are well-versed in essential software tools widely used in various industries, enhancing their employability. Additionally, Presentation skills are honed, enabling students to effectively communicate their ideas in a professional setting.

Fish farming is another noteworthy aspect of the curriculum, providing students with insights into aquaculture practices. This knowledge is particularly relevant in regions where fisheries play a crucial role in the economy. The college also prioritizes Personality Development, fostering qualities such as leadership, teamwork, and interpersonal skills that are vital for personal and professional success.

Courses in Indian Tourism enrich students with an understanding of the country's cultural and historical diversity, preparing them for potential careers in the tourism sector. Energy Physics is also integrated into the curriculum, ensuring that students grasp the fundamental principles of energy and contribute to sustainable practices.

Upon successful completion of the Certificate Course, graduates from Vijayanagar College emerge not only academically proficient but also well-rounded individuals equipped with a diverse skill set. This holistic approach to education prepares students for a wide range of career opportunities, making them valuable contributors to society.

Medium of Instruction: Kannada and English

Contact Hours: 30

Examination:

MCQ TEST for 25 Marks

Eligibility: all the students who are enrolled to the institution.

Board of Studies for Certificate, Add-on and Value added Courses.

- | | |
|----------------------|----------|
| 1. Dr. VS Prabhaiah | Chairman |
| 2. Dr. Premalatha K | Member |
| 3. Dr. M Prabhugouda | Member |
| 4. Dr. M Govind Naik | Member |

Course Coordinator Details for enrollment:

Sl. No.	Name of the Course	Department offering the course	Course Coordinator
1	Mushroom Cultivation	Botany	Dr. Premalatha K
2	Tally ERP	Commerce	Dr. Govind Naik
3	Personality Development	Management	Sikandar Basha
4	Advanced Excel	Computer Science	Dr. Ramanagouda
5	Presentation Skills	Economics	Siddesh
6	Grammatical Skills	English	G Umamaheshwar
7	Indian Tourism and Its Heritage Resources	History	Dr. Chandrashekar Shastri
8	Energy Physics	Physics	Dr. M Prabhugouda
9	Democratic Core Values	Political Science	BS Hoovakka


Principal
VIJAYANAGAR COLLEGE
HOSAPETE - 563 201.

Syllabus

Mushroom Cultivation

Course Objective:

- To enable the students to identify the edible and poisonous mushrooms.
- To provide hands-on training on mushroom cultivation and harvesting.
- To acquaint students with diseases of mushrooms.
- To provide the students awareness about the nutritive value of mushrooms.
- To help the students to learn a means of self-employment and income generation.

Course Outcomes:

After completing the course students will be able to:

- gain knowledge of cultivation of different types of edible Mushroom
- understand the different methods of composting for Mushroom cultivation and know the methods of harvesting of Mushroom
- acquire knowledge of diseases affecting Mushroom and their control in Mushroom cultivation

Unit 1: Mushroom Morphology and Classification Different parts of a typical mushroom & variations in mushroom morphology. Key to differentiate edible from poisonous mushrooms. Classification based on occurrence- Epigenous & Hypogenous, Natural Habitats-Humicolous, Lignicolous & Coprophilous, Colour of spores- white, yellow, pink, purple brown & black, Morphology- fruiting layers exposed to air, fruiting layers not exposed to air, plants with predominantly pitted cap, cap saddled shape & saucer shape, Structure and texture of fruit bodies-gilled fungal & pore fungal, Fruit bodies and spores- Ainsworth et al (1973) classification. Recent Classification- 8th edition of Ainsworth & Bisby's 'Dictionary of Fungi'. Types of Mushrooms- Button, Straw & Oyster- General morphology, distinguishing characteristics, spore germination and life cycle.

6 hrs

Unit 2: Nutrient Profile and Health benefits of Mushroom Nutrient content - Protein, amino acids, calorific values, carbohydrates, fats, vitamins & minerals. Health benefits- Antiviral value, antibacterial effect, antifungal effect, anti-tumour effect, haematological value, cardiovascular & renal effect, in therapeutic diets, adolescence, for aged persons & diabetes mellitus.

4 hrs

Unit 3: Cultivation Techniques and Farm design Principles of mushroom cultivation- Sterilization and disinfections of substrates- Pasteurization of different substrates; Spore printing - Isolation and culture of spores, culture media preparation; Spawn production- Production of mother spawn, multiplication of spawn, pure culture and their storage and maintenance; Composting technology- Principles of composting, bed, polythene bag preparation, machinery required for compost making, materials for compost preparation. Methods of Composting-Long method of composting (LMC) & Short method of composting (SMC); Casing - Importance of casing mixture, Quality parameters of casing soil, different types of casing mixtures, commonly used materials. Structure and construction of mushroom house- layout of Traditional and Greenhouse method- maintenance of sanitation in mushroom plants. Cultivation of oyster and paddy straw mushroom - preparation of pure culture & spawn cultivation methods, harvest. Cultivation of button mushroom - morphology, raising a pure culture & spawn preparation. Preparation of compost & cultivation of *Agaricus bisporus*. Post-harvest management - Harvest - preservation of mushrooms, storage, methods; Quality assurance of mushroom. Demonstration of Mushroom cultivation. **14 hrs**

Unit 4: Microbial Diseases of Mushroom Factors influencing contamination and diseases in mushrooms in mushroom cultivation -Environmental, fungal, bacterial, viral, insect pests, nematode diseases, and competitor moulds; Diseases of mushrooms-Bacterial, Brown blotch disease, yellowing of oyster mushrooms, Bacterial soft rot- fungal-fungal brown blotch, Wet bubble, Dry bubble, Cobweb, Green blotch. Visit to relevant Labs/Field Visits. **6 hrs**

References:

1. Pathak Yadav Gour (2010), Mushroom Production and Processing Technology, Agrobios (India). Nita Bhal. (2006), Handbook on Mushrooms. Vol. I and II. (4th Ed.), Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi.
2. Suman B C. & Sharma VP. (2007), Mushroom Cultivation in India, Daya Publishing House, Delhi. Joran P. & Wheeler S. (2011), The Complete Book of Mushrooms, Anness Publishing Ltd., Leicestershire.
3. Kannaiyan S. & Ramasamy K. (1980), A hand book of edible mushroom, Today & Tomorrows Printers & Publishers, New Delhi.
4. Tripathi, D.P. (2005), Mushroom Cultivation, Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi. Ignacimuthu, S. (1997), Applied plant biotechnology, Oxford & IBH Publishing co. Pvt. Ltd., New Delhi
5. Tewari Pankaj Kapoor, S. C. (1988), Mushroom Cultivation, Mittal Publication, New Delhi. V.N. Pathak, Nagendra Yadav and Manesha Gaur (2000), Mushroom Production and Processing Technology, Vedams Ebooks Pvt Ltd., New Delhi.

Tally ERP.

Tally ERP is Enterprise Resource Planning software (ERM) that is specially designed for Small Medium Enterprises (SMEs). Moreover, with the introduction of GST, Tally has become very prominent since then among the SMEs. Hence, the Tally ERP is being offered as a Value Added Course to the BCOM MCOM BBA students. The total duration of this course is 30 hours.

Course Objectives:

The following are the objectives of this course:

1. To provide a hands on experience to the Tally ERP software 16
2. To make the students how the Tally software supports the accounting and finance function
3. To elaborate on the application of Tally ERP in taxation,

Course Outcomes:

- After successful completion of the course, the student will be able to: differentiate the features of Tally. ERP 9
- set up a trading and service organization in Tally.ERP 9
- prepare general and statutory reports in Tally.ERP 9

Unit 1: Features of Tally.ERP 9 Introduction Features of Tally.ERP 9, Getting Started with Tally.ERP 9, Creating Company, Select, Shut & Alter Company & company details, Features & Configuration: Voucher Entry, Invoice, Payroll, Banking, Licensing. 3 hours

Unit 2: Business Organization? What is Business Organization? Process of Accounting on Computers 2 hours

Unit 3: Introduction to Tally.ERP 9 Introduction to Tally, Tally ERP 9 Start-up, Setting up of a Company in Tally. ERP 9, Creating & Altering Company, Company Features: F1: Accounting Features, F2: Inventory Features, F3: Statutory & Taxation, F4: Tally.net Features, F5: Audit Features, F6: Add-on Features F12: Configuration:- General, Numeric, Accounts, Inventory & Voucher Configuration, Setting up Account Heads, Groups & Ledgers, Voucher types (Predefined voucher types) Accounting Vouchers:- Contra Voucher, Payment Voucher, Receipt Voucher, Journal Voucher, Sales Voucher & Purchase Voucher. 5 hours

Unit 4: Introduction to Trading Organization Introduction to Trading Organization, Nature of Trading Organizations, Difference between • Trading & Service Organizations, Activities in a Trading Organization, Accounting &

Commercial Terms: - Cash & Credit Purchases, Cash & Credit Sales, Returns. Allowances, Purchase Returns, Sales Returns, Credit Period, Trade Discount & Cash Discount, Bills of Exchange, Price Levels, Cost of Goods available for sale, cost of goods sold, Gross Profit, Operating Expenses, Operating Profit (PBIT), Nett Profit, Meaning of Inventory, Inventory Valuation: - FIFO, LIFO, Weighed Average Cost, Standard Cost, Inventory Systems 6 hours

Unit 5: Setting up a Trading Organization Setup of a Trading Organization, create a new company, Enabling VAT (Value Added Tax), Recording Transactions for Trading Organizations 2.5 hours

Unit 6: Generating reports for Trading Company Generating & Printing of Reports in Tally. ERP 9, Financial Statements, Accounting Books & Registers, Inventory Books & Reports, Statement of Accounts, Statements of Inventory, MIS Reports in Tally. ERP9, Budgeting & Controls, Scenario Management, Bank Reconciliation Statement, Exception Reports, Printing of the same. Generating Statutory Reports in Tally ERP 9, VAT Reports, CST Reports, TDS Reports OSS 4.5 hours

Unit 7: Setting up of Service Organization in Tally .ERP 9 Introduction to Service Organization. Accounting for Service Organization, setting of a new Company, Recording Transactions for Service Organizations 2.5 hours

Unit 8: Generating Reports for Service Organization Generating & Printing of Reports in Service Organization. Generating Statutory Reports in Tally.ERP 9 for Service Organizations: - Service Tax Computation, Service Tax Payables, Input Credit Summary, ST-3 Returns, E-Filing, Exception Reports 4.5 hours

Reference Books:

1. Chedda, Rajesh. U. (2015). Learn Tally ERP 9. ANE Books.
2. Nadhani, A. K. (2003). Tally Tutorial Vol 1. BPB Publication.

Personality Development

Course Objective:

- To make the students to understand the larger issues of life & Living
- To introduce various skills needed for leading a life to the students

Course Outcomes:

After successful completion of the course, the student will be able to:

- Understand the personality traits required to improve one's personality.
- Know various aspects that influence personality & strategies to manage them.

Unit 1: Self Awareness and Leadership Development Meaning of self-awareness-Components-Improving Self Awareness - Benefits of understand self - Meaning and Importance - Types of Leadership Styles - Theories of Leadership 10 hrs

Unit 2: Goal Setting and Interpersonal Skills Meaning of Goal & Goal Setting - Short, Medium & Long Term Goals - Importance of goal setting - Choices/Selection of setting goals - Steps for goal setting - SMART goals. Meaning of Creativity - Difference with Innovation - Barriers to Creativity- Understanding and importance of human values - Difference with Ethics, Ideals in life- Becoming a Role Model 6 hrs

Unit 3: Interpersonal Skills Meaning of Interpersonal Skills - Need for Developing Interpersonal Skills - Components of interpersonal Skills - Techniques required to improve skills - Benefits of Effective Interpersonal Skills 4 hrs

Unit 4: Stress Management Meaning of Stress - Factors causing stress- Positive and Negative types of stress - Effects of stress on body and mind - Stress removal Techniques 3 hrs

Unit 5: Time Management What and why of Time Management - Necessity and benefits of Time Management - Tools of Time Management - How to manage time Wisely 7 hrs

References:

1. Elizabeth B. Hurlock (2007). Personality Development. Tata McGraw Hill: New Delhi.
2. R.M. Omkar (2008). Personality Development and Career Management. S.Chand & Co. Ltd.
3. Barun K. Mitra (2012). Personality Development and Soft Skills. Oxford University Press.

Advanced Excel

Course Objectives:

- To acquaint students with basic concepts in Excel.
- To introduce opening excel, cell basics, formula and functions, working with data and working with charts.

Course Outcomes:

After the completion of the VAC course the student will be able to

- Building basic worksheets by entering text, numbers, and formulas.
- Developing skills in formatting, saving, and printing accurate, readable worksheets. creating formulas using absolute and relative references, if and average functions, autoSum, and grand total. Developing skills in managing multiple-sheet worksheets.
- Generating pie and column charts by using the chart wizard.

Unit 1: Introduction MS Excel- Excel Basics; Introduction: opening Excel, Getting Started, The Excel Interface, The Excel Interface, The Quick Access Toolbar, Menus, Commands, Toolbars and their Icons; customizing excel: The Ribbon, customizing the Ribbon, Using and customizing Autocorrect, changing Excel's default options **06 hrs**

Unit 2: Basic Operation in a Worksheet Spreadsheet applications (elementary level), The Workbook Window: Basics concepts of spreadsheet and other features such as, The Formula Bar, The Name Box, The Backstage View, The Worksheet Views, entering text, menus, commands, To rename a worksheet, To insert a new worksheet, To delete a worksheet, To copy a worksheet, To move a worksheet, To change the worksheet color, column width, copy, paste, to insert rows/columns, formatting, formula, print, sort, filter and other basic operations
06 hrs

Unit-3: Formatting Attributes Compatibility mode, To convert a workbook, Saving and Sharing Workbooks, Save and Save As, To save a workbook, Using Save As to make a copy, Exporting workbooks, Cell Basics: Understanding Cells, Cell Content, Formatting Attributes, Formulas and Functions, To drag and drop cells, To use the fill handle, To continue a series with the fill handle
06 hrs

Unit-4: Writing Formula Formatting Cells, Wrapping text and merging cells, Formulas and Functions, Simple Formulas, To create a formula using the point-and-click method, Complex Formulas, Relative and Absolute Cell References,

Functions, Creating a function, The Function Library, SUM, COUNT, COUNTA, LEN, VLOOKUP, IF Statements, Working with Data, Freezing Panes and View Margaret Mary., Options, To split a worksheet. 06 hrs

Unit-5 Functions Mathematical functions: sum, sumif, sumifs countif, countifs, Averageif, AVERAGEIFS: protecting excel- File level protection, workbook, worksheet protection: Text functions: Upper, lower, proper, left, mid, right, Trim, concatenate, find and substitute. Working with Charts, Chart layout and style, other chart options. 06 hrs

References:

M.L. Humphrey. Excel for Beginners, Amazon Asia-Pacific Holdings Private Limited.

Professional Excel Development: The Definitive Guide to Developing Applications Using Microsoft Excel, VBA, and NET.

Presentation Skills

Course Objective:

- To provide the required knowledge to understand the importance of communication for effective Social
- Work practice.
- To inculcate communication skills among Social Work trainees.
- To understand the importance and the role of media for effective communication.
- To understand the need and importance of developmental communication

Course Outcomes:

After completing the course students will be able to:

- understand the communication process and flow
- develop communication by using various techniques

Unit 1: The Process of Communication-1 Introduction: What is Communication?, The Process of Communication, Barriers to Communication, Different Types of Communication, Written vs. Oral Communication, Different Types of Face-to-Face interaction, characteristics and conventions of conversation, conversational problems of Second/foreign language users, difference between conversation and other speech events. 10 hrs

Unit 2: Presentation Skills - I Reading: Presentation Skills, Grammar: Verbs often required in Presentations, Language Focus Listening: Importance of Body Language in Presentations, Speaking: Preparing an Outline of a Presentation Pronunciation 10 hrs

Unit 3: Presentation Skills - II Reading: Structure of Presentation, Study Skills: Visual Aids, Ending the Presentation, Language Focus: Talking about Increase and Decrease, Grammar: Prepositions, Listening: Podium Panic Speaking, Pronunciation: Emphasizing the Important Words in Context 10 hrs

References:

1. Alinsky, Saul. (1989), Rules of Radicals, Vintage Book Edition.
2. Bailey, R. and Mike Brake (eds). (1957), Radical Social Work, London: Edward Arnold.
3. Craich Robert L, Training and development, hand book McGraw Hill publishers, New Delhi.
4. Joshi Uma. (2001), Understanding Development Communication, Dominant publishers, New Delhi.

Grammatical Skills

1. Tenses Present Tense Past Tense • Future Tense
2. Agreement between subject and verb Verb patterns. To be forms of verbs • Helping verbs
3. Phrasal verbs • Transitive Phrasal verbs • Intransitive Phrasal verbs
4. The use of modals and Auxiliary Shall - should - can -could -will - would • Have - has - had
5. Use of Punctuations • Full stop - comma -semi - colon - colon Question mark - exclamatory marks etc Use of capital letters.

Reference

1. Murphy's English Grammar - Raymond Murphy - Cambridge University press
2. Essential English Grammar - Raymond Murphy - Cambridge University press
3. English phrasal verbs in use - Michael McCarthy Felicity O'Dell - Cambridge University press
4. Oxford Learner's Pocket - Verbs and Tenses- Jon Hird
5. Cambridge Grammar and Writing Skills - Learner's Book 8 - Mike Gould and Eoin Higgins
6. Collins Webster's Easy Learning Grammar and Punctuations
7. A Hand Book For Tenses and Verbs - Dr. Avinash Pratap Shrivastava- Flipkart.

Indian Tourism and Its Heritage Resources

Course Objectives:

- To study the richness and diversity of Indian cultural and heritage monuments.
- To evaluate the contemporary trends of Indian tourism.

Course Outcomes: After completing the course students will be able to:

- Understand the values of Indian Culture and heritage
- Recognize the need to preserve the heritage monuments and its contribution to the world.

Unit 1: Introduction to Indian Tourism industry Diversity of Indian tourism products, Cultural tourism- Definition, Heritage tourism- Definition. 5 hrs

Unit 2: World Heritage sites in India UNESCO- Role & Functions, Major UNESCO World Heritage Sites of India- Cultural properties, Natural properties & Mixed properties- Taj Mahal, Agra Fort, Group of Monuments at Hampi, Group of monuments at Pattadakal, Ajanta Caves, Ellora caves, Group of Monuments at Mahabalipuram, Great Living Chola Temples, Churches and Convents of Goa, Kaziranga National Park, Western Ghats etc. 13 hrs

Unit 3: Archaeological Sites in India Archaeological survey of India, Major Archaeological sites of South India - Aihole, Halebidu, Badami Cave Temples, Gol Gumbaz, Mysore Palace, Mattancherry Palace etc, Ancient monuments- Conservation & protection. 12 hrs

References:

1. Miluwi, Joshua(2016), Tourism and Travel Management, Manglam Publishers.
2. Geetanjali. (2016), Tourism Management. ABD Publication
3. Jacob Robinet, P Mahadevan, Joseph Sindhu (2012). Tourism Products of India, Abhijeet Publications
4. Percy Brown: (2010). Indian Architecture Hindu and Buddhist period, Read Books Desi

Energy Physics

Course Objective:

- To make the students acquire an understanding the qualitative ideas about solar energy, Physical principle of conversion of solar energy into heat energy solar energy.

Course Outcomes:

After completing this course, the student will be able to:

- understand basic principle of wind energy conversion and basic components of wind energy conversion systems
- Learn elementary idea of Geothermal energy sources, its applications and method of obtaining energy from biomass.
- Know about other non-conventional energy sources like Ocean Thermal Energy Resources, Wind energy and Chemical energy resources.

Unit 1: Renewable Energy Sources solar energy - nature of solar radiation - components - solar heaters solar ponds, solar cookers - photovoltaic generation basics - merits and demerits of solar energy. 6 hrs

Unit 2: Biomass Energy Biomass energy - classification - photosynthesis - biomass conversion process - Geothermal energy - wind energy. 6 hrs

Unit 3: Ocean Thermal Energy Ocean thermal energy conversion (OTEC) - energy from waves and tides Basic ideas. 6 hrs

Unit 4: Energy consumption Conversion of energy - patterns of energy consumption in domestic, industrial, transportation, agricultural sectors. 6 hrs

Unit 5 : Sustainable Energy Energy options for the developing countries - energy storage and hydrogen as a fuel (basics) - impact due to non-conventional energy sources - global warming. 6 hrs

Reference Books:

1. Solar Energy by G.D. Rai, Ed. V, 1995.
2. Solar energy by S.P. Sukhatme, Tata McGraw-Hill Publishing Company, Ed. II, 1997.
3. Non Conventional Energy Sources, G.D. Rai, 4th Edition, 1997.
4. Energy Technology by S. Rao and Dr. B.B. Parulekar 2nd Edition, 1997.
5. Power Plant technology by A.K. Wahil 1993
6. Renewable Energy: Power for a sustainable Future by G. Boyle, A. Oess Ltd., Oxford, 1996

Democratic Core Values

Course Objective:

- To understand the basic concepts relating to democratic values.
- To understand the civic duties and responsibilities.
- To understand the electoral process.

Course Outcomes:

After completing the course students will be able to:

- Understand the benefits of citizenship.
- Understand the significance of voting.
- Understand civic duties and responsibilities.

Unit 1: Citizenship Meaning, Types, Methods of acquiring and loosing citizenship, Benefits of Citizenship. 8 hrs

Unit 2: Voting Meaning, Types - Fair, Negative, Proxy, Anti-voting. Methods of Voting - Paper based method, machine voting, online voting, postal voting and open ballot voting. 8 hrs

Unit 3: Civic duties and Responsibilities Nature and Duties of Citizens, Citizenship, Rights and Responsibilities. 7 hrs

Unit 4: Electoral System Meaning of Electoral System, Types of Electoral System, Qualification and Disqualification to contest in election, Types of Election. 7 hrs

References:

1. Sanjay Singh - Basic principles of Political Science - 2017.
2. JC Johari-principles of Political science- 2016.
3. S.Chand-Principles of Political Science- 2016.
4. A.C.Kapur- Principles of Political Science - 2011.
5. B.K.Gokale- Political science- theory and government machinery -2008.
6. Anupama Roy-Citizenship in India.
7. Niraja Gopal Jayal-Citizenship and its discontents


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6 hrs

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5. Tewari Pankaj Kapoor, S. C. (1988), Mushroom Cultivation, Mittal Publication, New Delhi. V.N. Pathak, Nagendra Yadav and Manesha Gaur (2000), Mushroom Production and Processing Technology, Vedams Ebooks Pvt Ltd., New Delhi.

Tally ERP.

Tally ERP is Enterprise Resource Planning software (ERM) that is specially designed for Small Medium Enterprises (SMEs). Moreover, with the introduction of GST, Tally has become very prominent since then among the SMEs. Hence, the Tally ERP is being offered as a Value Added Course to the BCOM MCOM BBA students. The total duration of this course is 30 hours.

Course Objectives:

The following are the objectives of this course:

1. To provide a hands on experience to the Tally ERP software 16
2. To make the students how the Tally software supports the accounting and finance function
3. To elaborate on the application of Tally ERP in taxation,

Course Outcomes:

- After successful completion of the course, the student will be able to: differentiate the features of Tally. ERP 9
- set up a trading and service organization in Tally.ERP 9
- prepare general and statutory reports in Tally.ERP 9

Unit 1: Features of Tally.ERP 9 Introduction Features of Tally.ERP 9, Getting Started with Tally.ERP 9, Creating Company, Select, Shut & Alter Company & company details, Features & Configuration: Voucher Entry, Invoice, Payroll, Banking, Licensing. 3 hours

Unit 2: Business Organization? What is Business Organization? Process of Accounting on Computers 2 hours

Unit 3: Introduction to Tally.ERP 9 Introduction to Tally, Tally ERP 9 Start-up, Setting up of a Company in Tally. ERP 9, Creating & Altering Company, Company Features: F1: Accounting Features, F2: Inventory Features, F3: Statutory & Taxation, F4: Tally.net Features, F5: Audit Features, F6: Add-on Features F12: Configuration:- General, Numeric, Accounts, Inventory & Voucher Configuration, Setting up Account Heads, Groups & Ledgers, Voucher types (Predefined voucher types) Accounting Vouchers:- Contra Voucher, Payment Voucher, Receipt Voucher, Journal Voucher, Sales Voucher & Purchase Voucher. 5 hours

Unit 4: Introduction to Trading Organization Introduction to Trading Organization, Nature of Trading Organizations, Difference between • Trading & Service Organizations, Activities in a Trading Organization, Accounting &

Commercial Terms: - Cash & Credit Purchases, Cash & Credit Sales, Returns. Allowances, Purchase Returns, Sales Returns, Credit Period, Trade Discount & Cash Discount, Bills of Exchange, Price Levels, Cost of Goods available for sale, cost of goods sold, Gross Profit, Operating Expenses, Operating Profit (PBIT), Nett Profit, Meaning of Inventory, Inventory Valuation: - FIFO, LIFO, Weighed Average Cost, Standard Cost, Inventory Systems 6 hours

Unit 5: Setting up a Trading Organization Setup of a Trading Organization, create a new company, Enabling VAT (Value Added Tax), Recording Transactions for Trading Organizations 2.5 hours

Unit 6: Generating reports for Trading Company Generating & Printing of Reports in Tally. ERP 9, Financial Statements, Accounting Books & Registers, Inventory Books & Reports, Statement of Accounts, Statements of Inventory, MIS Reports in Tally. ERP9, Budgeting & Controls, Scenario Management, Bank Reconciliation Statement, Exception Reports, Printing of the same. Generating Statutory Reports in Tally ERP 9, VAT Reports, CST Reports, TDS Reports OSS 4.5 hours

Unit 7: Setting up of Service Organization in Tally .ERP 9 Introduction to Service Organization. Accounting for Service Organization, setting of a new Company, Recording Transactions for Service Organizations 2.5 hours

Unit 8: Generating Reports for Service Organization Generating & Printing of Reports in Service Organization. Generating Statutory Reports in Tally.ERP 9 for Service Organizations: - Service Tax Computation, Service Tax Payables, Input Credit Summary, ST-3 Returns, E-Filing, Exception Reports 4.5 hours

Reference Books:

1. Chedda, Rajesh. U. (2015). Learn Tally ERP 9. ANE Books.
2. Nadhani, A. K. (2003). Tally Tutorial Vol 1. BPB Publication.

Personality Development

Course Objective:

- To make the students to understand the larger issues of life & Living
- To introduce various skills needed for leading a life to the students

Course Outcomes:

After successful completion of the course, the student will be able to:

- Understand the personality traits required to improve one's personality.
- Know various aspects that influence personality & strategies to manage them.

Unit 1: Self Awareness and Leadership Development Meaning of self-awareness-Components-Improving Self Awareness - Benefits of understand self - Meaning and Importance - Types of Leadership Styles - Theories of Leadership 10 hrs

Unit 2: Goal Setting and Interpersonal Skills Meaning of Goal & Goal Setting - Short, Medium & Long Term Goals - Importance of goal setting - Choices/Selection of setting goals - Steps for goal setting - SMART goals. Meaning of Creativity - Difference with Innovation - Barriers to Creativity- Understanding and importance of human values - Difference with Ethics, Ideals in life- Becoming a Role Model 6 hrs

Unit 3: Interpersonal Skills Meaning of Interpersonal Skills - Need for Developing Interpersonal Skills - Components of interpersonal Skills - Techniques required to improve skills - Benefits of Effective Interpersonal Skills 4 hrs

Unit 4: Stress Management Meaning of Stress - Factors causing stress- Positive and Negative types of stress - Effects of stress on body and mind - Stress removal Techniques 3 hrs

Unit 5: Time Management What and why of Time Management - Necessity and benefits of Time Management - Tools of Time Management - How to manage time Wisely 7 hrs

References:

1. Elizabeth B. Hurlock (2007). Personality Development. Tata McGraw Hill: New Delhi.
2. R.M. Omkar (2008). Personality Development and Career Management. S.Chand & Co. Ltd.
3. Barun K. Mitra (2012). Personality Development and Soft Skills. Oxford University Press.

Advanced Excel

Course Objectives:

- To acquaint students with basic concepts in Excel.
- To introduce opening excel, cell basics, formula and functions, working with data and working with charts.

Course Outcomes:

After the completion of the VAC course the student will be able to

- Building basic worksheets by entering text, numbers, and formulas.
- Developing skills in formatting, saving, and printing accurate, readable worksheets. creating formulas using absolute and relative references, if and average functions, autoSum, and grand total. Developing skills in managing multiple-sheet worksheets.
- Generating pie and column charts by using the chart wizard.

Unit 1: Introduction MS Excel- Excel Basics; Introduction: opening Excel, Getting Started, The Excel Interface, The Excel Interface, The Quick Access Toolbar, Menus, Commands, Toolbars and their Icons; customizing excel: The Ribbon, customizing the Ribbon, Using and customizing Autocorrect, changing Excel's default options **06 hrs**

Unit 2: Basic Operation in a Worksheet Spreadsheet applications (elementary level), The Workbook Window: Basics concepts of spreadsheet and other features such as, The Formula Bar, The Name Box, The Backstage View, The Worksheet Views, entering text, menus, commands, To rename a worksheet, To insert a new worksheet, To delete a worksheet, To copy a worksheet, To move a worksheet, To change the worksheet color, column width, copy, paste, to insert rows/columns, formatting, formula, print, sort, filter and other basic operations
06 hrs

Unit-3: Formatting Attributes Compatibility mode, To convert a workbook, Saving and Sharing Workbooks, Save and Save As, To save a workbook, Using Save As to make a copy, Exporting workbooks, Cell Basics: Understanding Cells, Cell Content, Formatting Attributes, Formulas and Functions, To drag and drop cells, To use the fill handle, To continue a series with the fill handle
06 hrs

Unit-4: Writing Formula Formatting Cells, Wrapping text and merging cells, Formulas and Functions, Simple Formulas, To create a formula using the point-and-click method, Complex Formulas, Relative and Absolute Cell References,

Functions, Creating a function, The Function Library, SUM, COUNT, COUNTA, LEN, VLOOKUP, IF Statements, Working with Data, Freezing Panes and View Margaret Mary., Options, To split a worksheet. 06 hrs

Unit-5 Functions Mathematical functions: sum, sumif, sumifs countif, countifs, Averageif, AVERAGEIFS: protecting excel- File level protection, workbook, worksheet protection: Text functions: Upper, lower, proper, left, mid, right, Trim, concatenate, find and substitute. Working with Charts, Chart layout and style, other chart options. 06 hrs

References:

M.L. Humphrey. Excel for Beginners, Amazon Asia-Pacific Holdings Private Limited.

Professional Excel Development: The Definitive Guide to Developing Applications Using Microsoft Excel, VBA, and NET.

Presentation Skills

Course Objective:

- To provide the required knowledge to understand the importance of communication for effective Social
- Work practice.
- To inculcate communication skills among Social Work trainees.
- To understand the importance and the role of media for effective communication.
- To understand the need and importance of developmental communication

Course Outcomes:

After completing the course students will be able to:

- understand the communication process and flow
- develop communication by using various techniques

Unit 1: The Process of Communication-1 Introduction: What is Communication?, The Process of Communication, Barriers to Communication, Different Types of Communication, Written vs. Oral Communication, Different Types of Face-to-Face interaction, characteristics and conventions of conversation, conversational problems of Second/foreign language users, difference between conversation and other speech events. 10 hrs

Unit 2: Presentation Skills - I Reading: Presentation Skills, Grammar: Verbs often required in Presentations, Language Focus Listening: Importance of Body Language in Presentations, Speaking: Preparing an Outline of a Presentation Pronunciation 10 hrs

Unit 3: Presentation Skills - II Reading: Structure of Presentation, Study Skills: Visual Aids, Ending the Presentation, Language Focus: Talking about Increase and Decrease, Grammar: Prepositions, Listening: Podium Panic Speaking, Pronunciation: Emphasizing the Important Words in Context 10 hrs

References:

1. Alinsky, Saul. (1989), Rules of Radicals, Vintage Book Edition.
2. Bailey, R. and Mike Brake (eds). (1957), Radical Social Work, London: Edward Arnold.
3. Craich Robert L, Training and development, hand book McGraw Hill publishers, New Delhi.
4. Joshi Uma. (2001), Understanding Development Communication, Dominant publishers, New Delhi.

Grammatical Skills

1. Tenses Present Tense Past Tense • Future Tense
2. Agreement between subject and verb Verb patterns. To be forms of verbs • Helping verbs
3. Phrasal verbs • Transitive Phrasal verbs • Intransitive Phrasal verbs
4. The use of modals and Auxiliary Shall - should - can -could -will - would • Have - has - had
5. Use of Punctuations • Full stop - comma -semi - colon - colon Question mark - exclamatory marks etc Use of capital letters.

Reference

1. Murphy's English Grammar - Raymond Murphy - Cambridge University press
2. Essential English Grammar - Raymond Murphy - Cambridge University press
3. English phrasal verbs in use - Michael McCarthy Felicity O'Dell - Cambridge University press
4. Oxford Learner's Pocket - Verbs and Tenses- Jon Hird
5. Cambridge Grammar and Writing Skills - Learner's Book 8 - Mike Gould and Eoin Higgins
6. Collins Webster's Easy Learning Grammar and Punctuations
7. A Hand Book For Tenses and Verbs - Dr. Avinash Pratap Shrivastava- Flipkart.

Indian Tourism and Its Heritage Resources

Course Objectives:

- To study the richness and diversity of Indian cultural and heritage monuments.
- To evaluate the contemporary trends of Indian tourism.

Course Outcomes: After completing the course students will be able to:

- Understand the values of Indian Culture and heritage
- Recognize the need to preserve the heritage monuments and its contribution to the world.

Unit 1: Introduction to Indian Tourism industry Diversity of Indian tourism products, Cultural tourism- Definition, Heritage tourism- Definition. 5 hrs

Unit 2: World Heritage sites in India UNESCO- Role & Functions, Major UNESCO World Heritage Sites of India- Cultural properties, Natural properties & Mixed properties- Taj Mahal, Agra Fort, Group of Monuments at Hampi, Group of monuments at Pattadakal, Ajanta Caves, Ellora caves, Group of Monuments at Mahabalipuram, Great Living Chola Temples, Churches and Convents of Goa, Kaziranga National Park, Western Ghats etc. 13 hrs

Unit 3: Archaeological Sites in India Archaeological survey of India, Major Archaeological sites of South India - Aihole, Halebidu, Badami Cave Temples, Gol Gumbaz, Mysore Palace, Mattancherry Palace etc, Ancient monuments- Conservation & protection. 12 hrs

References:

1. Miluwi, Joshua(2016), Tourism and Travel Management, Manglam Publishers.
2. Geetanjali. (2016), Tourism Management. ABD Publication
3. Jacob Robinet, P Mahadevan, Joseph Sindhu (2012). Tourism Products of India, Abhijeet Publications
4. Percy Brown: (2010). Indian Architecture Hindu and Buddhist period, Read Books Desi

Energy Physics

Course Objective:

- To make the students acquire an understanding the qualitative ideas about solar energy, Physical principle of conversion of solar energy into heat energy solar energy.

Course Outcomes:

After completing this course, the student will be able to:

- understand basic principle of wind energy conversion and basic components of wind energy conversion systems
- Learn elementary idea of Geothermal energy sources, its applications and method of obtaining energy from biomass.
- Know about other non-conventional energy sources like Ocean Thermal Energy Resources, Wind energy and Chemical energy resources.

Unit 1: Renewable Energy Sources solar energy - nature of solar radiation - components - solar heaters solar ponds, solar cookers - photovoltaic generation basics - merits and demerits of solar energy. 6 hrs

Unit 2: Biomass Energy Biomass energy - classification - photosynthesis - biomass conversion process - Geothermal energy - wind energy. 6 hrs

Unit 3: Ocean Thermal Energy Ocean thermal energy conversion (OTEC) - energy from waves and tides Basic ideas. 6 hrs

Unit 4: Energy consumption Conversion of energy - patterns of energy consumption in domestic, industrial, transportation, agricultural sectors. 6 hrs

Unit 5 : Sustainable Energy Energy options for the developing countries - energy storage and hydrogen as a fuel (basics) - impact due to non-conventional energy sources - global warming. 6 hrs

Reference Books:

1. Solar Energy by G.D. Rai, Ed. V, 1995.
2. Solar energy by S.P. Sukhatme, Tata McGraw-Hill Publishing Company, Ed. II, 1997.
3. Non Conventional Energy Sources, G.D. Rai, 4th Edition, 1997.
4. Energy Technology by S. Rao and Dr. B.B. Parulekar 2nd Edition, 1997.
5. Power Plant technology by A.K. Wahil 1993
6. Renewable Energy: Power for a sustainable Future by G. Boyle, A. Oess Ltd., Oxford, 1996

Democratic Core Values

Course Objective:

- To understand the basic concepts relating to democratic values.
- To understand the civic duties and responsibilities.
- To understand the electoral process.

Course Outcomes:

After completing the course students will be able to:

- Understand the benefits of citizenship.
- Understand the significance of voting.
- Understand civic duties and responsibilities.

Unit 1: Citizenship Meaning, Types, Methods of acquiring and loosing citizenship, Benefits of Citizenship. 8 hrs

Unit 2: Voting Meaning, Types - Fair, Negative, Proxy, Anti-voting. Methods of Voting - Paper based method, machine voting, online voting, postal voting and open ballot voting. 8 hrs

Unit 3: Civic duties and Responsibilities Nature and Duties of Citizens, Citizenship, Rights and Responsibilities. 7 hrs

Unit 4: Electoral System Meaning of Electoral System, Types of Electoral System, Qualification and Disqualification to contest in election, Types of Election. 7 hrs

References:

1. Sanjay Singh - Basic principles of Political Science - 2017.
2. JC Johari-principles of Political science- 2016.
3. S.Chand-Principles of Political Science- 2016.
4. A.C.Kapur- Principles of Political Science - 2011.
5. B.K.Gokale- Political science- theory and government machinery -2008.
6. Anupama Roy-Citizenship in India.
7. Niraja Gopal Jayal-Citizenship and its discontents



Ballari V V Sangha's

Vijayanagar College, Hosapete

Internal Quality Assurance Cell (IQAC)

Prospectus for Certificate Courses for the Academic year 2022-23

Sl. No.	Name of the Course	Department offering the course	Max Strength	Duration
1	Mushroom Cultivation	Botany	150	30 Hrs
2	Tally ERP	Commerce	150	30 Hrs
3	Personality Development	Management	150	30 Hrs
4	Advanced Excel	Computer Science	150	30 Hrs
5	Presentation Skills	Economics	150	30 Hrs
6	Grammatical Skills	English	150	30 Hrs
7	Indian Tourism and Its Heritage Resources	History	150	30 Hrs
8	Energy Physics	Physics	150	30 Hrs
9	Democratic Core Values	Political Science	150	30 Hrs

Introduction:

Vijayanagar College in Hosapete is dedicated to providing students with a comprehensive skill set, fostering their growth in various fields. The institution places a strong emphasis on practical learning and offers a Certificate Course that equips students with a diverse range of skills.

One of the key focus areas is Mushroom Cultivation, where students gain hands-on experience in the cultivation of mushrooms. This not only imparts valuable agricultural skills but also opens up avenues for entrepreneurship in the agribusiness sector. The curriculum also emphasizes proficiency in Grammar, ensuring that students develop strong communication skills that are essential in today's professional world.

The college recognizes the importance of technical proficiency and includes courses in Tally and Excel. This ensures that students are well-versed in essential software tools widely used in various industries, enhancing their employability. Additionally, Presentation skills are honed, enabling students to effectively communicate their ideas in a professional setting.

Fish farming is another noteworthy aspect of the curriculum, providing students with insights into aquaculture practices. This knowledge is particularly relevant in regions where fisheries play a crucial role in the economy. The college also prioritizes Personality Development, fostering qualities such as leadership, teamwork, and interpersonal skills that are vital for personal and professional success.

Courses in Indian Tourism enrich students with an understanding of the country's cultural and historical diversity, preparing them for potential careers in the tourism sector. Energy Physics is also integrated into the curriculum, ensuring that students grasp the fundamental principles of energy and contribute to sustainable practices.

Upon successful completion of the Certificate Course, graduates from Vijayanagar College emerge not only academically proficient but also well-rounded individuals equipped with a diverse skill set. This holistic approach to education prepares students for a wide range of career opportunities, making them valuable contributors to society.

Medium of Instruction: Kannada and English

Contact Hours: 30

Examination:

MCQ TEST for 25 Marks

Eligibility: all the students who are enrolled to the institution.

Board of Studies for Certificate, Add-on and Value added Courses.

- | | |
|-----------------------------|-------------------------|
| 1. Dr. VS Prabhaiah | Chairman |
| 2. Sri Ravi Kiran D | IQAC Coordinator |
| 3. Dr. Premalatha K | Member |
| 4. Dr. M Prabhugouda | Member |
| 5. Dr. M Govind Naik | Member |

Course Coordinator Details for enrollment:

Sl. No.	Name of the Course	Department offering the course	Course Coordinator
1	Mushroom Cultivation	Botany	Dr. Premalatha K
2	Tally ERP	Commerce	Dr. Govind Naik
3	Personality Development	Management	Sikandar Basha
4	Advanced Excel	Computer Science	Dr. Ramanagouda
5	Presentation Skills	Economics	Siddesh
6	Grammatical Skills	English	G Umamaheshwar
7	Indian Tourism and Its Heritage Resources	History	Dr. Chandrashekar Shastri
8	Energy Physics	Physics	Dr. M Prabhugouda
9	Democratic Core Values	Political Science	BS Hoovakka


IQAC CO-ORDINATOR
VIJAYANAGARA COLLEGE,
HOSAPETE - 583 201


Principal
VIJAYANAGAR COLLEGE
HOSAPETE - 583 201.

Syllabus

Mushroom Cultivation

Course Objective:

- To enable the students to identify the edible and poisonous mushrooms.
- To provide hands-on training on mushroom cultivation and harvesting.
- To acquaint students with diseases of mushrooms.
- To provide the students awareness about the nutritive value of mushrooms.
- To help the students to learn a means of self-employment and income generation.

Course Outcomes:

After completing the course students will be able to:

- gain knowledge of cultivation of different types of edible Mushroom
- understand the different methods of composting for Mushroom cultivation and know the methods of harvesting of Mushroom
- acquire knowledge of diseases affecting Mushroom and their control in Mushroom cultivation

Unit 1: Mushroom Morphology and Classification Different parts of a typical mushroom & variations in mushroom morphology. Key to differentiate edible from poisonous mushrooms. Classification based on occurrence- Epigenous & Hypogenous, Natural Habitats-Humicolous, Lignicolous & Coprophilous, Colour of spores- white, yellow, pink, purple brown & black, Morphology- fruiting layers exposed to air, fruiting layers not exposed to air, plants with predominantly pitted cap, cap saddled shape & saucer shape, Structure and texture of fruit bodies-gilled fungal & pore fungal, Fruit bodies and spores- Ainsworth et al (1973) classification. Recent Classification- 8th edition of Ainsworth & Bisby's 'Dictionary of Fungi'. Types of Mushrooms- Button, Straw & Oyster- General morphology, distinguishing characteristics, spore germination and life cycle. **6 hrs**

Unit 2: Nutrient Profile and Health benefits of Mushroom Nutrient content - Protein, amino acids, calorific values, carbohydrates, fats, vitamins & minerals. Health benefits- Antiviral value, antibacterial effect, antifungal effect, anti-tumour effect, haematological value, cardiovascular & renal effect, in therapeutic diets, adolescence, for aged persons & diabetes mellitus.

4 hrs

Unit 3: Cultivation Techniques and Farm design Principles of mushroom cultivation- Sterilization and disinfections of substrates- Pasteurization of different substrates; Spore printing - Isolation and culture of spores, culture media preparation; Spawn production- Production of mother spawn, multiplication of spawn, pure culture and their storage and maintenance; Composting technology- Principles of composting, bed, polythene bag preparation, machinery required for compost making, materials for compost preparation. Methods of Composting-Long method of composting (LMC) & Short method of composting (SMC); Casing - Importance of casing mixture, Quality parameters of casing soil, different types of casing mixtures, commonly used materials. Structure and construction of mushroom house- layout of Traditional and Greenhouse method- maintenance of sanitation in mushroom plants. Cultivation of oyster and paddy straw mushroom - preparation of pure culture & spawn cultivation methods, harvest. Cultivation of button mushroom - morphology, raising a pure culture & spawn preparation. Preparation of compost & cultivation of *Agaricus bisporus*. Post-harvest management - Harvest - preservation of mushrooms, storage, methods; Quality assurance of mushroom. Demonstration of Mushroom cultivation. **14 hrs**

Unit 4: Microbial Diseases of Mushroom Factors influencing contamination and diseases in mushrooms in mushroom cultivation -Environmental, fungal, bacterial, viral, insect pests, nematode diseases, and competitor moulds; Diseases of mushrooms-Bacterial, Brown blotch disease, yellowing of oyster mushrooms, Bacterial soft rot- fungal-fungal brown blotch, Wet bubble, Dry bubble, Cobweb, Green blotch. Visit to relevant Labs/Field Visits. **6 hrs**

References:

1. Pathak Yadav Gour (2010), Mushroom Production and Processing Technology, Agrobios (India). Nita Bhal. (2006), Handbook on Mushrooms. Vol. I and II. (4th Ed.), Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi.
2. Suman B C. & Sharma VP. (2007), Mushroom Cultivation in India, Daya Publishing House, Delhi. Joran P. & Wheeler S. (2011), The Complete Book of Mushrooms, Anness Publishing Ltd., Leicestershire.
3. Kannaiyan S. & Ramasamy K. (1980), A hand book of edible mushroom, Today & Tomorrows Printers & Publishers, New Delhi.
4. Tripathi, D.P. (2005), Mushroom Cultivation, Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi. Ignacimuthu, S. (1997), Applied plant biotechnology, Oxford & IBH Publishing co. Pvt. Ltd., New Delhi
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Commercial Terms: - Cash & Credit Purchases, Cash & Credit Sales, Returns. Allowances, Purchase Returns, Sales Returns, Credit Period, Trade Discount & Cash Discount, Bills of Exchange, Price Levels, Cost of Goods available for sale, cost of goods sold, Gross Profit, Operating Expenses, Operating Profit (PBIT), Nett Profit, Meaning of Inventory, Inventory Valuation: - FIFO, LIFO, Weighed Average Cost, Standard Cost, Inventory Systems 6 hours

Unit 5: Setting up a Trading Organization Setup of a Trading Organization, create a new company, Enabling VAT (Value Added Tax), Recording Transactions for Trading Organizations 2.5 hours

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Unit 7: Setting up of Service Organization in Tally .ERP 9 Introduction to Service Organization. Accounting for Service Organization, setting of a new Company, Recording Transactions for Service Organizations 2.5 hours

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Unit 1: Self Awareness and Leadership Development Meaning of self-awareness-Components-Improving Self Awareness - Benefits of understand self - Meaning and Importance - Types of Leadership Styles - Theories of Leadership 10 hrs

Unit 2: Goal Setting and Interpersonal Skills Meaning of Goal & Goal Setting - Short, Medium & Long Term Goals - Importance of goal setting - Choices/Selection of setting goals - Steps for goal setting - SMART goals. Meaning of Creativity - Difference with Innovation - Barriers to Creativity- Understanding and importance of human values - Difference with Ethics, Ideals in life- Becoming a Role Model 6 hrs

Unit 3: Interpersonal Skills Meaning of Interpersonal Skills - Need for Developing Interpersonal Skills - Components of interpersonal Skills - Techniques required to improve skills - Benefits of Effective Interpersonal Skills 4 hrs

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- To introduce opening excel, cell basics, formula and functions, working with data and working with charts.

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After the completion of the VAC course the student will be able to

- Building basic worksheets by entering text, numbers, and formulas.
- Developing skills in formatting, saving, and printing accurate, readable worksheets. creating formulas using absolute and relative references, if and average functions, autoSum, and grand total. Developing skills in managing multiple-sheet worksheets.
- Generating pie and column charts by using the chart wizard.

Unit 1: Introduction MS Excel- Excel Basics; Introduction: opening Excel, Getting Started, The Excel Interface, The Excel Interface, The Quick Access Toolbar, Menus, Commands, Toolbars and their Icons; customizing excel: The Ribbon, customizing the Ribbon, Using and customizing Autocorrect, changing Excel's default options **06 hrs**

Unit 2: Basic Operation in a Worksheet Spreadsheet applications (elementary level), The Workbook Window: Basics concepts of spreadsheet and other features such as, The Formula Bar, The Name Box, The Backstage View, The Worksheet Views, entering text, menus, commands, To rename a worksheet, To insert a new worksheet, To delete a worksheet, To copy a worksheet, To move a worksheet, To change the worksheet color, column width, copy, paste, to insert rows/columns, formatting, formula, print, sort, filter and other basic operations
06 hrs

Unit-3: Formatting Attributes Compatibility mode, To convert a workbook, Saving and Sharing Workbooks, Save and Save As, To save a workbook, Using Save As to make a copy, Exporting workbooks, Cell Basics: Understanding Cells, Cell Content, Formatting Attributes, Formulas and Functions, To drag and drop cells, To use the fill handle, To continue a series with the fill handle
06 hrs

Unit-4: Writing Formula Formatting Cells, Wrapping text and merging cells, Formulas and Functions, Simple Formulas, To create a formula using the point-and-click method, Complex Formulas, Relative and Absolute Cell References,

Functions, Creating a function, The Function Library, SUM, COUNT, COUNTA, LEN, VLOOKUP, IF Statements, Working with Data, Freezing Panes and View Margaret Mary., Options, To split a worksheet. 06 hrs

Unit-5 Functions Mathematical functions: sum, sumif, sumifs countif, countifs, Averageif, AVERAGEIFS: protecting excel- File level protection, workbook, worksheet protection: Text functions: Upper, lower, proper, left, mid, right, Trim, concatenate, find and substitute. Working with Charts, Chart layout and style, other chart options. 06 hrs

References:

M.L. Humphrey. Excel for Beginners, Amazon Asia-Pacific Holdings Private Limited.

Professional Excel Development: The Definitive Guide to Developing Applications Using Microsoft Excel, VBA, and NET.

Presentation Skills

Course Objective:

- To provide the required knowledge to understand the importance of communication for effective Social
- Work practice.
- To inculcate communication skills among Social Work trainees.
- To understand the importance and the role of media for effective communication.
- To understand the need and importance of developmental communication

Course Outcomes:

After completing the course students will be able to:

- understand the communication process and flow
- develop communication by using various techniques

Unit 1: The Process of Communication-1 Introduction: What is Communication?, The Process of Communication, Barriers to Communication, Different Types of Communication, Written vs. Oral Communication, Different Types of Face-to-Face interaction, characteristics and conventions of conversation, conversational problems of Second/foreign language users, difference between conversation and other speech events. 10 hrs

Unit 2: Presentation Skills - I Reading: Presentation Skills, Grammar: Verbs often required in Presentations, Language Focus Listening: Importance of Body Language in Presentations, Speaking: Preparing an Outline of a Presentation Pronunciation 10 hrs

Unit 3: Presentation Skills - II Reading: Structure of Presentation, Study Skills: Visual Aids, Ending the Presentation, Language Focus: Talking about Increase and Decrease, Grammar: Prepositions, Listening: Podium Panic Speaking, Pronunciation: Emphasizing the Important Words in Context 10 hrs

References:

1. Alinsky, Saul. (1989), Rules of Radicals, Vintage Book Edition.
2. Bailey, R. and Mike Brake (eds). (1957), Radical Social Work, London: Edward Arnold.
3. Craich Robert L, Training and development, hand book McGraw Hill publishers, New Delhi.
4. Joshi Uma. (2001), Understanding Development Communication, Dominant publishers, New Delhi.

Grammatical Skills

1. Tenses Present Tense Past Tense • Future Tense
2. Agreement between subject and verb Verb patterns. To be forms of verbs • Helping verbs
3. Phrasal verbs • Transitive Phrasal verbs • Intransitive Phrasal verbs
4. The use of modals and Auxiliary Shall - should - can -could -will - would • Have - has - had
5. Use of Punctuations • Full stop - comma -semi - colon - colon Question mark - exclamatory marks etc Use of capital letters.

Reference

1. Murphy's English Grammar - Raymond Murphy - Cambridge University press
2. Essential English Grammar - Raymond Murphy - Cambridge University press
3. English phrasal verbs in use - Michael McCarthy Felicity O'Dell - Cambridge University press
4. Oxford Learner's Pocket - Verbs and Tenses- Jon Hird
5. Cambridge Grammar and Writing Skills - Learner's Book 8 - Mike Gould and Eoin Higgins
6. Collins Webster's Easy Learning Grammar and Punctuations
7. A Hand Book For Tenses and Verbs - Dr. Avinash Pratap Shrivastava-Flipkart.

Indian Tourism and Its Heritage Resources

Course Objectives:

- To study the richness and diversity of Indian cultural and heritage monuments.
- To evaluate the contemporary trends of Indian tourism.

Course Outcomes: After completing the course students will be able to:

- Understand the values of Indian Culture and heritage
- Recognize the need to preserve the heritage monuments and its contribution to the world.

Unit 1: Introduction to Indian Tourism industry Diversity of Indian tourism products, Cultural tourism- Definition, Heritage tourism- Definition. 5 hrs

Unit 2: World Heritage sites in India UNESCO- Role & Functions, Major UNESCO World Heritage Sites of India- Cultural properties, Natural properties & Mixed properties- Taj Mahal, Agra Fort, Group of Monuments at Hampi, Group of monuments at Pattadakal, Ajanta Caves, Ellora caves, Group of Monuments at Mahabalipuram, Great Living Chola Temples, Churches and Convents of Goa, Kaziranga National Park, Western Ghats etc. 13 hrs

Unit 3: Archaeological Sites in India Archaeological survey of India, Major Archaeological sites of South India - Aihole, Halebidu, Badami Cave Temples, Gol Gumbaz, Mysore Palace, Mattancherry Palace etc, Ancient monuments- Conservation & protection. 12 hrs

References:

1. Miluwi, Joshua(2016), Tourism and Travel Management, Manglam Publishers.
2. Geetanjali. (2016), Tourism Management. ABD Publication
3. Jacob Robinet, P Mahadevan, Joseph Sindhu (2012). Tourism Products of India, Abhijeet Publications
4. Percy Brown: (2010). Indian Architecture Hindu and Buddhist period, Read Books Desi

Energy Physics

Course Objective:

- To make the students acquire an understanding the qualitative ideas about solar energy, Physical principle of conversion of solar energy into heat energy solar energy.

Course Outcomes:

After completing this course, the student will be able to:

- understand basic principle of wind energy conversion and basic components of wind energy conversion systems
- Learn elementary idea of Geothermal energy sources, its applications and method of obtaining energy from biomass.
- Know about other non-conventional energy sources like Ocean Thermal Energy Resources, Wind energy and Chemical energy resources.

Unit 1: Renewable Energy Sources solar energy - nature of solar radiation - components - solar heaters solar ponds, solar cookers - photovoltaic generation basics - merits and demerits of solar energy. 6 hrs

Unit 2: Biomass Energy Biomass energy - classification - photosynthesis - biomass conversion process - Geothermal energy - wind energy. 6 hrs

Unit 3: Ocean Thermal Energy Ocean thermal energy conversion (OTEC) - energy from waves and tides Basic ideas. 6 hrs

Unit 4: Energy consumption Conversion of energy - patterns of energy consumption in domestic, industrial, transportation, agricultural sectors. 6 hrs

Unit 5 : Sustainable Energy Energy options for the developing countries - energy storage and hydrogen as a fuel (basics) - impact due to non-conventional energy sources - global warming. 6 hrs

Reference Books:

1. Solar Energy by G.D. Rai, Ed. V, 1995.
2. Solar energy by S.P. Sukhatme, Tata McGraw-Hill Publishing Company, Ed. II, 1997.
3. Non Conventional Energy Sources, G.D. Rai, 4th Edition, 1997.
4. Energy Technology by S. Rao and Dr. B.B. Parulekar 2nd Edition, 1997.
5. Power Plant technology by A.K. Wahil 1993
6. Renewable Energy: Power for a sustainable Future by G. Boyle, A. Oess Ltd., Oxford, 1996

Democratic Core Values

Course Objective:

- To understand the basic concepts relating to democratic values.
- To understand the civic duties and responsibilities.
- To understand the electoral process.

Course Outcomes:

After completing the course students will be able to:

- Understand the benefits of citizenship.
- Understand the significance of voting.
- Understand civic duties and responsibilities.

Unit 1: Citizenship Meaning, Types, Methods of acquiring and loosing citizenship, Benefits of Citizenship. 8 hrs

Unit 2: Voting Meaning, Types - Fair, Negative, Proxy, Anti-voting. Methods of Voting - Paper based method, machine voting, online voting, postal voting and open ballot voting. 8 hrs

Unit 3: Civic duties and Responsibilities Nature and Duties of Citizens, Citizenship, Rights and Responsibilities. 7 hrs

Unit 4: Electoral System Meaning of Electoral System, Types of Electoral System, Qualification and Disqualification to contest in election, Types of Election. 7 hrs

References:

1. Sanjay Singh - Basic principles of Political Science - 2017.
2. JC Johari-principles of Political science- 2016.
3. S.Chand-Principles of Political Science- 2016.
4. A.C.Kapur- Principles of Political Science - 2011.
5. B.K.Gokale- Political science- theory and government machinery -2008.
6. Anupama Roy-Citizenship in India.
7. Niraja Gopal Jayal-Citizenship and its discontents


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