

1. Certificate in Information Technology (CIT- 6 months)

This programme aims to introduce the concepts of Hardware, Software, Multimedia and Internet technologies. Also, included is a laboratory course where the student gets hands on experience in C language Linux, creation of data bases and design of webpages.

CIT - 001	Fundamentals of Computer Systems
CIT - 002	Introduction to Information Technology
CIT - 003	Web-based Technology & Multimedia Applications
CITL - 001	Laboratory Course

2. Certificate in Environmental Studies (CES- 6 months)

The course aims at creating environmental consciousness among professionals, academicians and other members of society who can play an active part in opinion making within the society so that corrective environmental action could be encouraged.

AHE-01	Human Environment
TS-5	Ecology, Environment and Tourism
PES-01	Project Work

3. Certificate in Tourism Studies (CTS- 6 months)

In recent years tourism has developed as an industry employing large number of people. Numerous operational areas in tourism also offer immense opportunities for entrepreneurs to establish their own business – big or small. This programme has been developed keeping in mind people who in future intend to make their career in some branch of tourism, or are already working in tourism related areas at various levels.

TS-1	Foundation Course in Tourism
TS-2	Tourism Development : Products, Operations and Case Studies

4. Certificate in Business Skills (CBS- 6 months)

This programme has been developed jointly by IGNOU, Rajiv Gandhi Foundation (RGF) and Commonwealth of Learning (COL) Canada, with an aim to develop business skills. This certificate programme makes the learners competent in the areas of business communication, entrepreneurship, basic computer knowledge, business organisation and accounting. This is a vocational programme, as it gives more emphasis to self-employment.

ECO-01	Business Organisation
PCO-1	Preparatory Course In Commerce
BCOA-001	Business Communication & Entrepreneurship
CIC-05	MS-Office

5. Certificate in Functional English (Basic level) (CFE- 6 months)

The Programme will improve the communicative and study skills of students. The objective of the Programme is to give the learners practice and offer tips in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that they can use English effectively in social and academic spheres.

Course 1:	English in Daily Life
Course 2:	English in Education
Course 3:	Joining the Work Force

6. Certificate in Food and Nutrition(CFN- 6 months)

The focus of the programme is to enable you to make the best possible choice for meeting the nutritional needs of your family. At the same time it aims at helping you choose an adequate variety of foods to suit the taste of each individual in your family. In addition, you will learn about the nature of food-borne diseases and the importance of good food habits in preventing them. You will also be acquainted with schemes of quality control, consumer rights, etc.

CFN-1 You and Your Food
CFN-2 Your Food and Its Utilization
CFN-3 Economics of Food

7. Diploma in Creative writing in English (DCE- 1 year)

The Diploma Programme in Creative Writing in English provides understanding, skills and professional knowledge about the art of writing and develops the creative ability of those interested in a professional career as a freelance writer.

DCE 01 General Principles of Writing
DCE 06 Project
DCE 02 Feature Writing
DCE 03 Short Story
DCE 04 Writing for Media: Radio and Television
DCE 05 Writing Poetry

Non Credit Programmes (3 months)

These are basic level participatory programmes. Candidates may acquire higher skills in the same by joining the next level programme. Certificates will be given by the college.

8. **Certificate in Computer Literacy Programme** – MS-word excel, powerpoint, internet
9. **Certificate in Desktop Publishing** – basics of DTP,page making, page designing
10. **Certificate in Communication Skills** –basic grammar, listening and reading skills, verbal and non-verbal communications

11. MSW (2 years)

LIST OF COMPULSARY COURSES

First Year

MSW-001 Origin and Development of Social Work (Theory) - 4 credits
MSW-002 Professional Social Work : Indian Perspectives (Theory)- 4 credits
MSW-003 Basic Social Science Concepts- 4 credits
MSW-004 Social Work and Social Development (Theory) – 4 credits
MSW-005 Social Work Practicum and Supervision (Theory) – 4 credits
MSW-006 Social Work Research (Theory) – 6 credits

Second Year

MSW-007 Case Work and Counselling : Working with individuals - 4 credits

MSW-008 Social Group Work : Working with groups – 4 credits

MSW-009 Community Organization Management for Community Development – 4 credits

MSWE-001 HIV/AIDS : Stigma, Discrimination and Prevention – 4 credits

MSWP-001 Dissertation (Project Work) - 4 credits

The third component of the MSW programme is the Field Work Practicum. The University has prepared two Field Work Journals for the 1st and 2nd year separately. Each year you are expected to successfully complete 10 credits of Field Work Practicum under the guidance of a professionally qualified Social Worker.

Completion of Field Work in MSW 1st year is mandatory for starting social work practicum of second year.

List of Field Work Components

MSWL-001 1st year Social Work Practicum-I (Practical)

MSWL-002 2nd year Social Work Practicum-II (Practical)