GOVERNMENT OF MANIPUR

OFFICE OF THE PRINCIPAL, MANIPUR COLLGE, IMPHAL

<u>OFFICE MEMORANDUM</u>

The 6th November 2023

No. 57/07-OFM/MC: As per resolution No. 3 of the meeting of Academic Committee held on the 6th November 2023 the following teachers shall conduct classes, assessments for Value Addition Courses (VAC) shown against their names furnished below. The Coordinators of each VAC shall coordinate with concerned faculty members and relevant officials for effective teaching and assessment of their respective VACs.

Sem	VAC	Course Title	Course Code	Teacher(s) in-charge
I	VAC-1 (Mon to Wed) 8 – 9 A.M.	NSS	VAC001	Dr. Janatun Begum (Coordinator)
		NCC	VAC002	Dr. L. Bimolchand Singh (Coordinator)
		Yoga	VAC008	Purnima Haorongbam (Coordinator) Dr. N. Ibenoubi Devi
	VAC-2 (Thu To Sat) 8 – 9 A.M.	Non-Violence and World Peace	VAC013	Dr. E. Girani Singh (Coordinator) Dr. G. Anulata Devi
		Personality Development	VAC016	Dr. Soibam Birajit Singh (Coordinator)
II	VAC-3 (Mon to Wed) 3 - 4 P.M.	Interpersonal Skill Development	VAC018	Dr. S. Banamali Devi (Coordinator) S. Sobita Devi, Dr. P. Birchandra Singh Achom Marjeet Singh
		Cyber Security	VAC020	D. Soibam Birajit Singh (Coordinator)
		Financial Literacy	VAC022	Prof. A. Devidas Sharma (Coordinator)
		Art of Living and Spiritualism	VAC024	Dr. A. Bimola Devi (Coordinator) Dr. S. Banamali Devi Dr. P. Birchandra Singh, Dr. M.Sujata Devi
	VAC-4 (Thu to Sat) 3 - 4 P.M.	IPR	VAC025	Dr. Lunghim Rongmei (Coordinator)
		Women empowerment	VAC026	Dr. L. Gunabati Devi (Coordinator) Y. Nita Devi

2. The classes of VACs shall commence from 09-11-2023 (Thursday) as per time table given above. The assessments of students of the VACs shall be conducted internally by the college as per guidelines of Manipur University. The minimum for passing a VAC shall be 40% marks. The marks of the assessments of VAC should be submitted to the Convener, Examination Committee for further submission to the Controller of Examinations, Manipur University.

3. The syllabi of the above VACs are attached herewith

(Dr. W. Shambhunath Singh)

Principal

Principal
Manipur College
Imphal

Copy to

1.   The Coordinator, IQAC, Manipur College

2.   All Faculty members in charge

3.   Guard File

Course Title : NSS.
Course code: VAC001.
Credit:2.
Contact Hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
NSS	VAC001	02	30	30		20	50	

Course objectives: -
1. To understand history, aim and objectives of NSS.
2. To understand voluntarism, adopted village.
3. To help learners about NSS funding, regular activity, special camping.

Learning outcomes: -
At the end of the course, learners will able to understand
1. The knowledge about NSS aim, objective Moto, and flag.
2. The volunteerism ts roles in the field of health, hygiene, sanitation, and emergence needs so as to build a strong country.

Module – I (6 hours).
Introduction to NSS
History, philosophy, aim and objectives of NSS.

Module – II (8 hours).
Organization of NSS, funding, regular activities, special camping, adopted village, maintain records, collaboration government, agencies NGOs, NSS Moto, NSS logo, NSS day.

Module – III (8 hours).
NSS Community service; organized a social service camp in the institution campus, to understand needs of volunteerism for neat and clean, health and hygiene.

Module – IV (8 hours)
Organise an awareness camp to neighbouring village/ adopted village and write a report on that.

References: -
1. National Service Scheme Manual (Revised), (2006) Government of India, Ministry of Youth affairs and Sports ,New Delhi.
2. Dr. O. Sanajaoba Devi, (2022), NSS.
3. NSS websites.
4. NSS Diary

Course Title : National Cadet Crops (NCC)
Course code: VAC002
Credit:2
Contact Hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
NCC	VAC002	02	30	30	50	10	10	

Course Objectives:
1. To understand NCC and its History. to Manipur.
2. To understand AIM, Motto, Oath, Pledge, and Objective of NCC.
3. To understand the benefit of NCC.

Learning Outcomes: completion of the course, the students will be able to
1. Create a human resource of organized trained and motivated youth to provide in all works of life.
2. Develop character, discipline, comradeship, officer like quality, spirit of Sportsmanship and the ideals of selfless service among the youths to make them useful citizen.

Module –I: 6 hours.
Definition of NCC. Aim, objective and Motto of NCC. History of NCC .Oath, Pledge of NCC.

Module-II: 8 hours
Value and benefit of NCC.NCC cadet enrolment ,activities ,awards ,different certificates in NCC.

Module –III: 8 hours
Practical -1
Drill
Single line formation according to height. Triple lines formation of cadets .Kadamtal, Tham, Baiye moor, Daine moor, Daine serch, Chalte Chalte Pitche moor, Pitche moor.

Module IV: 8 hours
Practical -2
Contingent Marching, Kadam Badal, Daine dekh , Samne dekh ,Baiye Ghoom and Daine Ghoom. Learning words of command for captain and second captain.

References:
1. NCC Cadet Diary.
2. A hand Book of NCC,Kanti Prakashan, Etawah (UP) 206001.
3. R.Gupta's NCC, National Cadet Corps A concise Hand Book of NCC Cadets for 'A' 'B' & 'C' Certificate Examinations ,Including Model Papers &Solved Questions.
4. R.K Gupta(2020) ,NCC cadets for 'A' 'B' and 'C' Certificates

Course Title :Yoga
Course code: VAC008
Credit:2
Contact Hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Yoga	VAC008	02	30	30	40	20	10	

Course objectives: -
1. To understand history, aim and objectives of Yoga.
2. To understand the practice of Asthanga Yoga, Satkaram, Mudras and Banthas
3. To understand modern trends & yoga life.

Learning outcomes: -
At the end of the course, learners will able to
1. Basic Yoga practice of asanas, pranayama, satkarams, banthas and mudras
2. Application of Yogic practice in day today life.

Module – I: 6 hours
   Basic concept of Yoga:
   Meaning and definition of Yoga. History, type of yoga and importance of Yoga.

Module – II: 8 hours
   Applied yoga:
   Bhirang yoga (Yama, Niyama , Asanas, ,Pratihara) , Antarang yoga (Dharna ,Dhyana and Samadhi) .

Module – III : 8 hours.
   Practical -1
   Practice of Suriya namaskar, Asanas and Pranayama:
   Suriya namaskar 12 poses.
   Asana-
   Standing Pose: Padahasta asana, Arthachakra asana, Artha Chandra asana,
                  Trikinasana,
       Sitting Pose: Danda asasna, Bajara sanas, Pachimotana asana, Ustra asana,
                  Artha masendra asana.
       Prone Pose : Bhujanga ,Salva, Nouka,Dhanurasana.
       Supine pose: Nava asana, Setubanda asana, Halasana, Sarvanga asana.
                  Sava asana.

Module – IV: 8 hours

   Practical -2
    Practice of Pranayama, Bandha, Meditation and satkaram.

   Note: Students should wear loose and comfortable dress at the time of practice.
 References: -
1. J. Nath, 1997. Yoga for Children.
2. BKS Iyengar (2001), Light on Yoga, Harper Collins Publisher India.
3. Swami Sivananda ,(1995)Essence of Yoga ,Divine Life Society ,Yoga Vedanta Forest Academy press .Shivanandanagar.

Course title:Non violence and world peace.

Subject code:VAC013.

Credit:02.

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Non violence and world peace	VAC013	02	30	50	20	10	10	10

Internal as well as external peace is essential for individual ,family, community,society,state ,country and the world as a whole in order to create a peaceful man made environment in consonance with nature. To achieve this ,we must learn to practice non-violence means of solution with one another in our interaction with others at all levels of existence. We must have strong commitment to peace building and prevention of conflict .**Objectiv:**The learning objective is to inculcate the practice of non violence means of co-existencein young minds.

Outcome: Mastering the course and going through relevant literature , students should be able to understand the power of non violence in achieving rights of people through peaceful means.

Module-I:8 hours.
Introduction to non-violence and world peace, principles of non-violence,meaning of world peace,Types of non violence,non-violent culture.

Module-II:8 hours.

Gandhi's principle of non-violence,Inspirations from non-violent world leaders,global effect of non violence,Characteristics of non violence.

Module-III:6 hours.

Advantages of non violence,International day of non-violence,Importance of non-violence in todays world.

Module-IV:8 hours.

Non violent movement in India, Role of non-violence and peace in society, practice of non-violence speech on international day of non-violence.

References:

1.Gandhi on non-violence by Thomas Merton.

2.The power of non-violence by Richard Gregg,Edited by James Tully,Cambridge University Press.

Course title: Personality Development

Course code: VAC016

Credit:02

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Personality development	VACO16	02	30	30		50	10	10

Objectives:

- develop self-confidence, enhance self-esteem and improve overall personality,
- grooming through sensitizing about proper behaviour

Learning Outcomes: upon completion of the course, the student will be able to

- perform better in their roles as leaders based on situations,
- create awareness with regards to different aspects of interpersonal relations

Module -I

Introduction to leadership, leadership power, leadership styles

Module – II

Introduction to communication, flow of communication, listening skills, barriers of communication

Module – III

Team interactions in group, group building, group discussion and decision making, team building, interaction with team

Module – IV

Conflict: causes of conflict, managing conflict, stress, causes of stress, stress & time management

Reference:

1 .Personality Development and Soft Skills by Barun Mitra

2. Personality Development by Swami Vivekananda

Course title: Interpersonal Skill Development
Course code: VAC018
Credit:02

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Interpersonal skill development	VACO18	02	30	30		40	20	10

Course Objectives:
- understand nature of interpersonal communication,
- understand interpersonal nature of giving feedbacks, receiving criticisms, resolving conflicts,
- establish attentive listening as an assertion strategy,
- understand meeting skills as interpersonal skill

Learning Outcomes: upon completion of the course, the student will be able to

- learn interpersonal developments, proper mobilisation and utilization of resources,
- discuss learning goals, contribute to self-learning environment, learn and diagnose feedback systems,
- critical appraisal of the feedback, learn easy ways to problem-solving, try to solve conflicts,
- develop social and general awareness about things

Module -I

Pride in Indian nation, Commitment to democratic values and pluralism, secular outlook, analytical approach

Module – II

good communication skills, determination, command for language, discipline, hard work, enterprising, integrity, moral values, paying attention to others, active listening, empathy

Module – III

Perseverance, Planning, Practical approach, Promptness to take decision, sense of belongingness, sincerity, Smile, Appreciation

Module – IV

Flexible approach, sensibility, supportiveness, understanding the expectations of the others, politeness, emotional intelligence, willingness to handle with the expected risky situations

Reference:
7. Paterson, R, (2001). The assertive book. Mumbai: Magna Publishing Co.
8. Adler, R, & Elmhorst, J. (2002). Communicating at Work (7th ed.) Mc Graw-Hill
9. Effective Presentation Skills – Robert Dilts, Meta Publications

Course title: Cyber Security

Course code: VAC 020.

Credit:02

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Cyber security	VAC020	02	30	50				50

Course Objectives: Cyber Security is the study of how computer systems and networks can be protected from theft or damage to their hardware, software or electronic data, and also the disruption of the services that they provide. The study of Cyber Security plays an important

role because the use of social media is in demand these days, and there should be control over the data that is shared by people.

Outcomes:

1. To understand various types of cyber-attacks and cyber-crimes
2. To learn threats and risks within context of the cyber security
3. To have an overview of the cyber laws & concepts of cyber forensics
4. To study the defensive techniques against these attacks

Module -I: 8 hours

Introduction, Computer Security, Threats, Harm, Vulnerabilities, Controls, Authentication, Access Control and Cryptography. Web attack: Browser Attacks, Web Attacks Targeting Users, Obtaining User or Website Data, Email Attacks. Network Vulnerabilities: Overview of vulnerability scanning, Open Port / Service Identification, Banner /Version Check, Traffic Probe, Vulnerability Probe, Vulnerability Examples, OpenVAS, Metasploit. Networks Vulnerability Scanning (Netcat, Socat), Network Sniffers and Injection tools.

Module – II: 6 hours

Internet crime and Act: A Brief History of the Internet, Recognizing and Defining Computer Crime, Contemporary Crimes, Computers as Targets, Contaminants and Destruction of Data, Indian IT ACT 2000

Module – III: 8 hours

Cyber Crimes, Types of Cybercrime, Hacking, Attack vectors, Cyberspace and Criminal Behavior, Clarification of Terms, Traditional Problems Associated with Computer Crime, Introduction to Incident Response, Digital Forensics, Computer Language, Network Language, Realms of the Cyber world.

Module – IV: 8 hours

Firewalls and Packet Filters, password Cracking, Keyloggers and Spyware, Virus and Warms, Trojan and backdoors, Steganography, DOS and DDOS attack, SQL injection, Buffer Overflow, Attack on Wireless Networks

Reference Books: :

1. Cyber Security Essentials, James Graham, Richard Howard and Ryan Otson, CRCPress.
2. Introduction to Cyber Security, Chwan-Hwa(john) Wu,J. David Irwin, CRC Press T&FGroup.

Course title: Financial Literacy

Course code: VAC 022.

Credit:02

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Financial literacy	VAC022	02	30	50			30	20

Course Objectives: Financial literacy is essential in meeting the financial challenge of the 21st Century. The competencies, which form the basis for this course, enable students to analyze their personal financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers, and apply the knowledge learned in school to financial situations encountered later in life.

Outcomes:

It will make a more responsible individual with a disciplined approach to money and helps people from overspending and inculcates a habit of savings and investments.

Module -I: 6 hours

Basics of Savings and Investment: Why are investing and savings important? Savings Vs Investment, Power of Compounding, What should be the investment objectives? Risk and Return, Inflation effects on Investment, Investor's Age and Assets Allocation

Module – II: 8 hours

Banking Activities: Deposits and Types of Deposits-Saving Bank Accounts, Fixed Deposit Accounts, Recurring Deposit Account, Special Term Deposit Schemes, Loans and Types of loan advanced by Banks and Other secondary functions of Bank. Banking structure in India and Role of Reserve Bank of India

Module – III: 8 hours

Financial Markets: Capital Market Vs Money Market, Securities and its types, i.e., Equity, Debentures or Bonds, IPOs and FPOs, Mutual Funds, Types of Mutual Funds, Brokers, sub-brokers, Process for becoming a capital market investor

Module – IV: 8 hours

Protection Related products: Insurance Policies, Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Understanding of Ponzi Schemes

Reference Books:

1. Investment Planning by SEBI

2. Indian financial System, by T. R. Jain and R. L .Sharma, VK Global Publisher

3. Money and Banking by T. R. Jain and R. K. Kaundal, VK Global Publisher

Course title : Art of Living and Spiritualism
Course code: VAC024
Credit:2
Contact Hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Projec t work	Assignment
Art of Living and Spiritualism	VAC024	02	30	30	40	10	10	10

Course Objectives:
9. Create opportunities for youth to develop their interpersonal skills.
10. Enhance abilities of youth to handle stressful conditions.
11. Improve relationship between teachers and students.

Learning Outcomes: completion of the course, the students will be able to
1. Know the skillful communication.
2. Know the time management and goal setting.

3. Understand the responsibility to society and emotional Intelligence

Module –I: 6 hours.

   Self-Development

     Skillful communication, Breath and Emotion. Mind Management, Ego, confidence and peer pressure, time management and goal setting, stress, Nutrition and our body.

Module-II: 8 hours

   Human Value

     Responsibility to society, Leadership, Emotional Intelligence, Life style and environment, EMI-Ethics Memory and Integrity Drug abuse and Awareness**.**

   Module –III: 8 hours

   Discussion and Practice -1

1. Introduction and welcome.
2. Tips & Tricks for effective interviews
3. Types of Listening and Questioning
4. Power Breathing and Meditation.
5. Judgment and Acceptance**.**
6. Ego handling Technique.
7. To enhance learning ability.
8. Stress and Emotion

Module IV: 8 hours

   Discussion and Practice -2

1. Impact of different foods on the body, mind, and emotions.
2. Interpersonal Relations.
3. Root cause of anger and practical techniques to manage anger.
4. Drugs and Alcohol and their Effects on the Body, Mind, and Emotion.
5. Causes of youth taking to drugs: Low self-confidence, curiosity, poor relationship with parents, lack of an alternate high and academic stress.
6. Substance abuse can weaken immune function.
7. Get rid of substance-induced anxiety and insomnia with proven techniques.
8. Role of youth in being future leaders of the nation.

References:

8. Motivating UG Students Towards Studies, Rajeev Sangal, IITBHU Varanasi, Gautam Biswas, IIT Guwahati, Timothy Gonsalves, IIT Mandi, Pushpak Bhattacharya, IIT Patna, (Committee of IIT Directors), 31 March 2016, IIT Directors' Secretariat, IIT Delhi.
9. INSTITUTIONAL PROGRAMS, NTC Desk .The Art of Living 21 km Kanakapura Rd, Udayapura, Bangalore 560082 inst.collabs@in.artofliving.org 702211987

Course Title:IPR

Course code:VAC025.

Credit:02

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
IPR	VAC025	02	30	50	20	10	10	10

Intellectual property right(IPR) protects the legal right of an individual for their industrially useful innovation and many other unique invention and discoveries that leads to the economic development of a country.

Objective:Learning objective is to provide the basics of IPR to protect innovative ideas of intellectuals.

Learning Outcome: On completion of IPR courses, learning fosters students to generate innovative ideas and their protection rights as enshrined in Indian IPR Act.

Module-I:8 hours.

Introduction to Intellectual property rights (IPR),History of IPR, Types of IPR.

Module-II:8 hours.

 Benefits of IPR, Examples of IPR:. GI Tags crop of Manipur(Tamelong orange,Wangkhei phee, Moirang phee,Kachai lemon,etc), Protection of IPR.

Module-III:6 hours.

IPR Acts and developments of IPR Acts in India.

Module-IV:8 hours.

IPR Registration, Patent Registration procedures,Copy right.

References:

1. V. K. Ahuja,2009. Intellectual Property Rights in India.

2.Janice M Muller,2010.The tiger awakens:The tumultuous transformation of India's patent system and the rise of Indian pharmaceutical innovation.

3.P.Narayanan,Patent law 7(3ʳᵈ edition 1998,Eastern law house,New Delhi.

4.Amiya KumarBagchi,Indian Patents Act and its relation to Technological developmentin India:A preliminary investigation,Econ & pol.Wkly at 287(Feb 18,1984).

Course title: Women Empowerment

Course code: VAC026

Credit:02

Contact hours:30.

Course title	Course code	Total credits	Contact hours	Assessment weightage(%)				
				Written	Practical/ Demonstration	Laboratory/ Presentation	Field work/ Project work	Assignment
Women empowerment	VACO26	02	30	40		50	10	

Course Objectives:

- promoting women's sense of self-worth, ability to determine own choices, and right to influence social change for themselves and others.
- To think, behave, manage, take action and make decisions toward empowerment of women.

Learning Outcomes: At the end of the course, students will be able to

- raise self -esteem and self- confidence of women.
- eliminate discrimination and all forms of violence against women and girl child.
- understand constitutional and legal provisions and safeguarding rights of women.

Module -I: 6 hours

Meaning, concept, nature, objectives & target of women empowerment. History of women movement in Manipur.

Module – II: 8 hours

Determinants of women empowerment: Education, health, social life, economic status, communications skills, political life, cultural life, and decision making.

Module – III: 8 hours

Women activism, protest and civil society organisations for women, Indian Constitution and Women Rights, National Commission for Women

Module – IV: 8 hours

Main problems of Manipuri women and suggestions for solving the problems. Women empowerment through Panchayati Raj, Central Social Welfare Board, State Social Welfare Board for Women Empowerment.

Reference:

Maithreyi Krishna Raj, (1986): Women Studies in India: Some Perspectives. Popular Prakashan Mumbai

Mies, Maria. (1980). "Indian Women and Patriarchy. Concept Publishing Company, New Delhi

Basu, Aparna (1990): The Role of Women in the Indian Struggle for Freedom

R. Nanda, "Indian Women: From Purdah to Modernity"