

SKILL ENHANCEMENT COURSES (SEC)

SPORTS AND PHYSICAL EDUCATION COURSES

Aims and Objectives:

- Promote physical fitness and health by providing opportunities for regular physical activity.
- Develop motor skills and moral development.
- Enhance social skills and teamwork.
- demonstrate knowledge of fitness concepts, principles, and strategies.
- Develop self-confidence and self-esteem.

Course Outcomes: A physically educated person is one who has mastered the necessary movement skills to participate confidently in many different forms of physical activity; one who values physical fitness and understands that both are related to health and well-being

- Improved understanding of the importance of maintaining a healthy lifestyle
- Improved knowledge of rules and strategies of particular games and sports
- Self-confidence and self-worth as they relate to physical education recreation programs
- Acquire comprehensive knowledge and sound understanding of fundamentals of physical education
- Develop practical, theoretical skills in physical education

UNIT I Physical Education, Physical Fitness, Health Wellness and Lifestyle –

1 Meaning, Aims & Objectives of Physical Education,

2 Meaning and Importance of Physical Fitness, Health, Wellness & Lifestyle

3 Growth and development of Physical Education in India

1. Contribution of H.C.Buck and Buchanan for promotion of Physical Education.

UNIT -2. Sports Training and Sports Training Cycle

1. Concept, aims and Principles of Sports Training,

2. Significance of Sports Training.

Basic Principles of Sports Training. Definition of a coach, qualities of a good coach, duties and responsibilities of a good coach.

1. Physical fitness and its components, different exercises for developing the various components of physical fitness.

2. Types & Method to Develop Strength, Endurance and Speed,

UNIT 3 Sports & Nutrition, Psychology & Sports, Rehabilitation & Treatment

1. Concept/Importance of balance diet and nutrition,
 1. Personal Health Programme: Personal cleanliness- care of mouth, teeth, eyes, ears, nose, skin, nails, clothing and its importance.
 2. Psychological Attributes in Sports – Self Esteem, Mental Imagery, Self Talk, Goal Setting
 3. Food and Nutrition: Principles of nutrition, balance diet, diet for athletes, water and electrolyte balance.
 4. Drug and Health: effect of tobacco, alcohol and drugs on health. Doping methods, effects on health.
 5. Practical – Taekwondo

Suggested Readings

1. Prof. Ajmer Singh, Dr JagdishBains, Dr.Jagtar Singh Gill, Dr,R,SBrar – Essentials of Physical Education.
2. .Dr.AbhayN.Buchha - Contemporary Issues in Physical Education, Fitness and Wellness, Health Education & Sports Nutrition
3. .Dr. Ajay Vasant Rao Gulhane - Athletic Care & Rehabilitation
4. Dr M.L Kamlesh - Psychology in Physical education and Sport
5. Goel, R.G. and Goel, V.: Encyclopedia of Sports and Games. Vikas Publication.
6. Gangopadhaya, S.R.: Sports Psychology. S.R. Gangopadhaya.
7. Kamlesh, M.L.: Psychology in Physical Education and Sports. Metropolotan book Co. Pvt. Ltd.
8. Kirtani, R.: Physical Fitness. Khel Sahity Kendra, Delhi
9. Rai, B.C.: Health Education and Hygiene. Prakashan Kendra
10. Singh, H.: Sports Training, Kalyani Publication, Kolkata
11. Sreedhar, K.: Sports Training Method. Sowmi Publications. Chidambaram.
12. Wuest and Bucher: Foundations of Physical Education and Sports. B.I. Publication. Pvt. Ltd

BEAUTY AND WELLNESS

1. To understand the basic concept of Beauty and Wellness.
2. The students will be able to understand a comprehensive understanding of fundamentals of Beauty therapy and its management.
3. To understand Anatomy & Physiology with the particular functioning of system of the human body.
4. To practice Beauty therapy and physical wellness/fitness.

Learning Outcomes:

1. Understanding the relationship between physical Beauty and Wellness.
2. The course will enable the students to understand and practice the basic art of make-up.
3. Economic importance of beauty & wellness.
4. Role of skill in Art of physical beauty & wellness to promote the vocational career amongst the students.

Unit :I Introduction to Human Body Anatomy and physiology related to Human body:

- Skin

Understand the basic structure and function of the skin and characteristics:- skin types, effect of the natural ageing process on skin and muscle tone, Identify allergies, common skin problems, root causes of skin problems, pH, Sun Protecting Factor.

- Hair

Hair Structure, function of hair, hair growth cycle, types of hair, common hair problems.

- Nail

Nail Structure, function, characteristics of nail and nail growth, nail diseases.

- Bones, Muscles and Circulatory System

Brief description about the bones, muscles and blood circulation related to the hand, foot, lower arm and lower leg.

Unit : II Fundamentals of Beauty Therapy:

- Therapeutics skills:

Yoga-therapy

Spa-therapy

Aroma-therapy

- Improve and maintain facial Skin Condition:

Basics of skin care, brief introduction to facial massage, skin type analysis, client consultation, equipments and skin care products, preparing the client, Cleansing, Toning, Exfoliation, Moisturising, Mask treatment, basic and deep cleansing, Facial, Skin Treatments – Acne treatment, pigmentation treatment, skin brightening treatment, anti tanning treatment, under-eye dark circles treatment, anti-wrinkle treatment, safety precautions, after care & advice.

- Hair:

Client consultation, hair care, head massage, shampooing, spa treatments, hair treatments, knowledge of face shapes, sectioning, tools knowledge, hair cutting techniques, hair styling techniques: straightening, perming, curling etc. Hair colorings, safety precautions, basics of blow dry, knowledge of hair styling products.

Unit :III The Art of Make-up:

- Removal of Superfluous Hair (Threading, Tweezing, Waxing):

Superfluous hair-- definition and methods of epilation and depilation, preparation of the work area, product knowledge, allergy test, procedure, safety precaution. Brief concept and application of threading, tweezing & waxing.

- Eyelash Maintenance:

Eyelash extension, eyelash lifting and tint etc.

- Applying the Make-up: Introduction to makeup products and their role, Day make up, Evening party make up, Bridal make up. Application of false eye lashes: techniques and care, after care & advice, air brush, artificial eyelashes, home care techniques, uses of products.

- Nail Art, Manicure and Pedicure:

Manicure and pedicure significance, tools, equipments & product knowledge. Application process of gel polish, consultation, contra-indications, preparing the client, contra –action, safety precautions, after care & advice.

Practical

1. Demonstration of the processes of beauty therapies on human body.
2. Field Visit of beauty parlours to study salon management.
3. Demonstration of different make-ups, tools and application of different techniques of make-ups, hair-dressing, nail arts, removal of superfluous hair etc.
4. Identifying various electrical/electronic machines equipment for beauty service correctly.

Suggested Readings:

Anatomy and Physiology, "Human Anatomy" by Alice Roberts

Cosmetic Science and Technology: Theoretical Principles and Applications Mar 2017 by Kazutami Sakamoto (Editor)

TEXTBOOK of Cosmetics Paperback –2009 by Nema

Cosmetic Formulation of Skin Care Products (Cosmetic Science and Technology Series Vol.30) by Zoe Diana Draelos (Editor), Lauren A. Thaman (Editor)

The beauty book by Dr. Bharti Taneja

Miladys hair removal techniques

The world of skin care by Dr John Gray

Start hairdressing by Pat Dixon

BASICS OF TAILORING

Course Objectives:

1. To introduce the basic techniques of tailoring.
2. To provide knowledge and training of basic tailoring skills.

Course Learning Outcomes:

1. Developing the basic skills of tailoring.
2. Be familiar with the use of tools & equipment used in tailoring trade.
3. Have knowledge of taking correct body measurements.
4. Learn basic hand stitching techniques.

UNIT I: Introduction to Tailoring

Tailoring as a trade; Utility and scope; Essential terminology: Fabric, Selvedge, Sloper, Bodice block, Pattern, Grain, On grain, Off grain, Bias, Arm scye, Crotch, Ease, Fit, Inseam.

UNIT II: Tools and Equipments Used in Tailoring

Measuring tools - Measuring tape, L-scale, Metre scale; Marking tools – Tracing wheel, Tailor's chalk; Cutting tools - scissors, dress maker's shears, electrical, Scissors.

UNIT III: Measurement taking and basic stitching

Measuring techniques; Importance of taking measurements; Definition of stitching; Types of stitches- temporary and permanent stitches.

Practicum:

1. Field visit to an established training centre.
2. Making sample pieces using hand stitching skills.
3. Observation of tailoring and garment making in local boutiques.

References:

Apparel Made-ups and Home Furnishing Sector Skill Council. (2016). *Self-employed tailor: Participant Handbook*. 1st edition. New Delhi: RachnaSagar Pvt. Ltd.

ELECTRICAL HOUSE WIRING

Course Learning Outcomes: On completion of this course, student will be able:

1. To handle basic electrical and electronics equipment's.
2. To do staircase wiring.
3. To understand domestic wiring procedures practically.
4. To install inverter.
5. To install all the domestic electronics appliances.

Unit 1:

Electricity, Charge, Electric Potential, Potential Difference, Electric Current, Resistance and Resistivity, Electric Power, Electrical Energy, Ohm's Law, Kirchhoff's Laws, Direct Current (DC) and Alternating Current (AC), Types of Circuit, Why Parallel Connection is Mostly Preferred over Series Connection?

Basic Symbols of Electricity, Electrical Devices, Electrical Tools, Load, Type of breakers, Working Principle of MCB, Poly Vinyl Chloride (PVC) Wires, Choosing Electrical Wire Size, India Color Code for Electrical Wiring, Electrical Wire Joints and Soldering of Joints, Devices of measuring of Electricity.

Electricity Supply Specifications (Single and three phases), General Rules for Wiring, Types of Electrical Wiring Systems, Estimating and Costing of Electrical Installation, Calculation of Current and Selection of Items, Electricity Bill Calculation, Electrical Hazards, Earthing, Lightning protection, Safety precautions.

Unit 2:

1. Prepare electrical wire joints and carry out soldering.
2. Connect one bulb by one switch.
3. Connect three bulbs by three switches as a parallel.
4. Connect one switch and three bulbs by series connection.
5. Connect three bulbs with one switch by parallel.
6. Connect 5 amp four two-pin sockets with one switch.
7. Connect one ceiling fan with one switch.
8. Connect one bulb with one switch, one ceiling fan with one switch, two two-pin sockets with one switch.
9. Connect one calling bell controlled with one push switch.
10. Connect 15 Amp socket with 15 Amp switch and circuit breaker.
11. Connect one tube light with one switch and one bulb with bed switch.

Unit 3:

1. Prepare wiring for a stair case arrangement using a two-way switch.
2. Prepare extension board with 3 sockets (5A) and 3 switches (5A) - 4 meter long wire power strip with 5A 3 pin plug.
3. Prepare house wiring switch board connection.
4. Practice testing / fault detection of domestic wiring installation and repair.
5. Install single phase electrical house wiring for 5 rooms.
6. Install single phase with a number of sub-distribution boards having a common main switch fuse. 24 Skill Enhancement Courses Submitted by Different Colleges.

7. Install single phase with a number of sub-distribution boards each connected to the mains through a separate fuse.
8. Install inverter connection in board.

Recommended Books:

1. *Electrician, Craftsmen Training Scheme (CTS), NSQF Level-5*, Central Staff Training and Research Institute, Kolkata.
2. *Electrician, NSQF Level-5, 2nd Semester*, National Instructional Media Institute, Chennai.
3. M.V. Roa, *Text Book of Electrical Sciences*, Subhas Store.
4. K. Mehta and G.V. RamanaMurthy, *Electrician 3-In-1*, Computech Publications Limited.
5. *Guidelines for Electrical Wiring in Residential Buildings*, Suruhanjaya Tenaga.
6. Barrie Rigby, *Design of Electrical Services for Buildings, 4th Edition*, Spon Press.
7. Darrell Locke IEng MIEE ACIBSE, Electrical Contractors' Association, *Guide to the Wiring Regulations, 17th Edition IEE Wiring Regulations (BS 7671: 2008)*, John Wiley & Sons, Ltd.
8. *Electrical Workshop Practice (3037)*, Ma'din Polytechnic College.
9. Lab-Volt Systems, Inc. Tech-Design Residential Wiring Module Guide
10. *Electrical Installation Guide 2013 According to IEC International Standards*, Schneider Electric S.A.

MUSIC : A LEARNER'S GUIDE

OBJECTIVES :

1. To impart basic knowledge in theory of Music.
2. To possess the knowledge of Music developments and practices in Mizoram
3. To acquaint the students with basic skills in Music.

UNIT I : MUSIC THEORY

1. Concept of Music.
2. Different kinds of Musical Instruments.
3. Melody, Harmony, Rhythm, Tone.
4. Musical Terms – Dynamic, Articulation, Colour, Tempo.

UNIT II : MUSIC PRODUCTION

1. Development of growth of Music in Mizoram.
2. .Stages and means of Music Production in Mizoram.

UNIT III :

Practical 1 : MUSICAL INSTRUMENTS

1. Guitar : Chord – major, minor, seventh, beat and bar.
2. Keyboard : Chord – major, minor, seventh, beat and bar.
3. Percussion – Beat and bar, Rudiments.

Practical 2 : TONIC SOLFA

1. Modulation.
2. Beat.
3. Bars.

Suggested books :

1. A Handbook Knowledge – James Brown.
2. The AB Guide to Music Theory – Part 1 - Eric Taylor.
3. The Arts of MUSIC – Alan Blackwood.
4. Rock School Popular Music Theory Guide Book Debut to Grade 5.
5. How to play Keyboard – Mystique Publication.
6. How to play Guitar – Mystique Publication.
7. Chord Book – Mystique Publication.

SAFETY AND EMERGENCY PREPAREDNESS

Objectives :

Understanding disaster management

To learn basic fire-fighting techniques and self-defense strategies

Learn essential first aid skills

Unit I: Basic Self-Defense

Physical techniques for self defense

Verbal defense

Personal safety tools

Unit -II: Fire Fighting and Disaster Management

Emergency Response

Search and rescue techniques

Fire fighting tools (e.g. Helmets, Clothing) and safety in different environments (home, workplace, etc.)

Unit III: First Aid

Injury assessment and management (fractures, burns, wounds)

Emergency (Heart attack, Stroke, Allergy)

Integrated first aid scenarios (Injection, Thermometer, BP Measurement, etc.)

Practicum:

Practical class with professional experts.

Suggested books

Jeff Cooper- Principles of personal defense

Bob Francis- Verbal self defense

B.K. Singh – Handbook on disaster management techniques and guidelines