

SGRR UNIVERSITY

**Brochure of Value-Added Courses
School of Humanities & Social
Sciences
2020-2021**

ABOUT THE UNIVERSITY

Shri Guru Ram Rai University was established by a religious and philanthropic leader, Shri Mahant Devendra Dass Ji Maharaj in the year 2017. It is situated in the heart of city, Uttarakhand. We are extremely privileged to extend the values and ethos of the Shri Guru Ram Rai Education mission through SGRR University to impart quality education and in successfully placing more than 80% students in various companies across the globe. SGRR University has humongous campus spread over 80 acres of land. Its state-of-art facilities give opportunities to develop leadership skills and to achieve professional excellence. It has 7000+ students from different countries, 29 states and Union Territories and providing cultural melange and global exposure to our students. One of the biggest boosts from University is its unmatched experience of delivering quality education that helps to develop confidence and will give you more knowledge, industry exposure, building good networking and high self-esteem. This will change your overall personality and develop you into a complete professional to face any challenge.

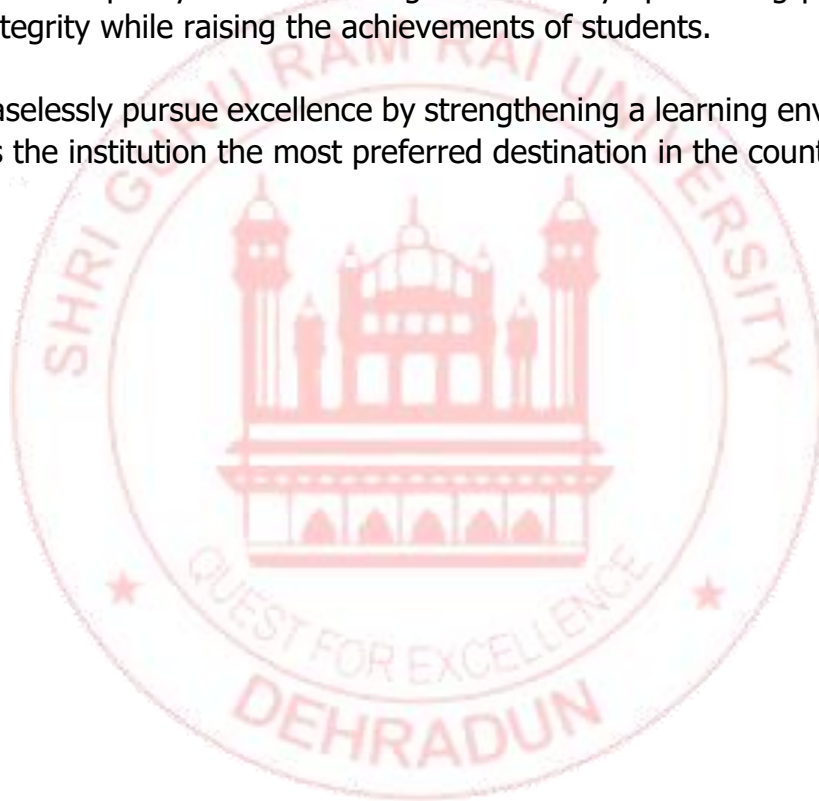
Vision

“To establish Sri Guru Ram Rai University to be a Center of Excellence in higher education, innovation and social transformation by nurturing inquisitive and creative minds and by enabling the stakeholders to become committed professionals and educators of national and global relevance.”

Mission

- ❖ To provide a comprehensive and sustainable educational experience that fosters the spirit of enquiry, scientific thinking and professional competence along with ethical and spiritual values
- ❖ To deliver a classic, well rounded learning experience that is distinctive and impactful on the young generation preparing them for a successful career
- ❖ To engage, inspire and challenge the stakeholders to become leaders with ethics and positive contributors to their chosen field and humane citizens
- ❖ To attract, train and retrain qualified staff to work efficiently to bring forth the maximum resource potential

- ❖ To develop committed and responsible professionals who work for the welfare of the society by providing innovative and efficient solutions and creating long term relationship with the stakeholders
- ❖ To create a sustainable career, by collaborating with stakeholders and participating in community partnership for life and livelihood in the local society in a responsive and dynamic way
- ❖ To make our students globally competent by introducing specialized training leading to professional capabilities and developing diverse skills in them for competitive advantage.
- ❖ To establish quality standards for generations by epitomising professionalism and integrity while raising the achievements of students.
- ❖ To ceaselessly pursue excellence by strengthening a learning environment that makes the institution the most preferred destination in the country.



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INTRODUCTION

The ever-changing global scenario makes the world more modest and needs high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emergent challenges. Many a times, the defined skill sets that are being imparted to students today with Programme Specific Objectives in educational institutions become redundant sooner or later due to rapid technological advancements. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

Objectives The main objectives of the Value-Added Course are:

- ✓ To provide students an understanding of the expectations of industry.
- ✓ To improve employability skills of students.
- ✓ To bridge the skill gaps and make students industry ready.
- ✓ To provide an opportunity to students to develop inter-disciplinary skills.
- ✓ To mould students as job providers rather than job seekers.

Course Designing The department interested in designing a Value Added Course should undertake Training Need Analysis, discuss with the generic employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus.

Conduction of value added courses :

Value Added Course is not mandatory to qualify for any programme and the credits earned through the Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. It is a teacher assisted learning course open to all students without any additional fee.

Classes for a VAC are conducted during the RESERVED Time Slot in a week or beyond the regular class hours The value-added courses may be also conducted during weekends / vacation period. A student will be permitted to register only one Value Added Course in a Semester.

student will be encouraged to opt for the VAC offered by his/her parent Department/Faculty. Industry Experts / Eminent Academicians from other Institutes are eligible to offer the value-added course. The course can be offered only if there are at least 5 students opting for it. The students may be allowed to take value added courses offered by other departments after obtaining permission from Dean offering the course. The duration of value added course is 30 hours with a combination 18 hours (60%) of theory and 12 hours (40%) of practical. However, the combination of

theory and practical shall be decided by the course teacher with the approval of the Dean

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

- ❖ Value Added Course is not mandatory to qualify for any program.
- ❖ It is an instructor supported learning course open to all students without any added fee.
- ❖ Classes for VAC will be conducted during the **RESERVED** Time Slot in a week or beyond the regular class hours.
- ❖ The value-added courses may be also conducted during weekends / vacation period.
- ❖ A student will be permitted to register only one Value Added Course in a Semester.
- ❖ Students may be permitted to enrol in value-added courses offered by other departments/ Schools after obtaining permission from the Department's Head offering the course.

DURATION AND VENUE

- ❖ The duration of value-added course should not be less than 30 hours.
- ❖ The Dean of the respective School shall provide class room/s based on the number of students/batches.
- ❖ VAC shall be conducted in the respective School itself.

REGISTRATION PROCEDURE

The list of Value-Added Courses, along with the syllabus, will be available on the University Website. A student must register for a Value-Added Course offered during the semester by completing and submitting the registration form. The Department Head shall segregate according to the option chosen and send it to the Dean of the school offering the specific Value-Added Courses.

- ❖ Each faculty member in charge of a course is responsible for maintaining Attendance and Assessment Records for candidates who have registered for the course.
- ❖ The Record must include information about the students' attendance and Assignments, seminars, and other activities that were carried out.
- ❖ The record shall be signed by the Course Instructor and the Head of the Department at the end of the semester and kept in safe custody for future verification.
- ❖ Each student must have a minimum of 75% attendance in all courses for the semester in order to be eligible to take certificate.

- ❖ Attendance requirements may be relaxed by up to 10% for valid reasons such as illness, representing the University in extracurricular activities, and participation in NCC.
- ❖ The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.



Basic Law and Politics

Course Code: VAC2020-3

Course Objectives:

- Understand the Foundations of Law and Politics: Introduce students to the basic principles and concepts in law and politics.
- Analyze Political and Legal Systems: Explore the interaction between legal frameworks and political structures.
- Develop Critical Thinking: Enhance students' abilities to critically analyze laws and political theories.
- Apply Theoretical Knowledge: Encourage the application of theoretical concepts to current political and legal issues.
- Cultivate Informed Citizenship: Foster an understanding of legal rights and political responsibilities.

Course Outcomes:

- Students will gain foundational knowledge in law and political science.
- Learners will be able to critically evaluate different legal and political systems.
- Students will demonstrate an ability to apply legal and political theories to real-world scenarios.
- Graduates of the course will be well-informed and responsible citizens.

Course content :

Module I: Introduction to Legal Systems

- Overview of Legal Systems (Common Law, Civil Law, Religious Law, etc.)
- Sources of Law: Constitutions, Statutes, Case Law
- The Judiciary and its Role

Module II : Basic Concepts in Political Science

- Introduction to Political Theories and Philosophies
- Structures of Government and Political Systems (Democracy, Autocracy, etc.)
- Political Parties, Elections, and Voting Behavior

Module III : Law and Society

- The Relationship between Law and Society
- Human Rights and Civil Liberties
- Legal Ethics and Professional Responsibility

Module IV : Public Policy and Administration

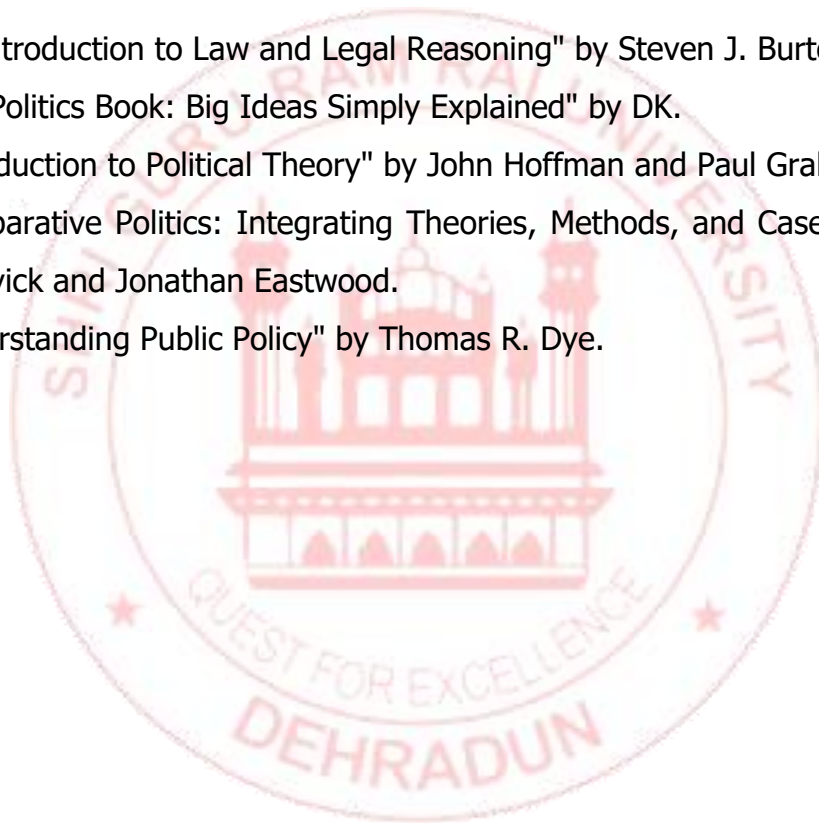
- The Process of Policy Making
- Role of Public Administration in Policy Implementation
- Impact of Politics on Public Policy

Module V : Comparative Study of Political and Legal Systems

- Comparing Different Political and Legal Systems Globally
- Case Studies of Law and Politics in Action
- International Law and Global Governance

References and Books:

- "An Introduction to Law and Legal Reasoning" by Steven J. Burton.
- "The Politics Book: Big Ideas Simply Explained" by DK.
- "Introduction to Political Theory" by John Hoffman and Paul Graham.
- "Comparative Politics: Integrating Theories, Methods, and Cases" by J. Tyler Dickovick and Jonathan Eastwood.
- "Understanding Public Policy" by Thomas R. Dye.



Yoga for Health and Wellness

Course Code: VAC2020-4

Course Objective

To turn students towards their real goals.
Promoting positive health, prevention of stress related health problems & rehabilitation through Yoga.

Course Outcome

Increase their confidence & positive self-image.
Build concentration.
Easy transformation of negative aptitude

Course content :

The course consists of theory & practical teaching on yogic lifestyle.

Module I :

Brief Introduction about Yoga, History, School of Yoga, Origin of Yoga.
Concept of Health and Wellness in Yoga.
Concept of Holistic Health and its Significant.

Module II :

Definition & Importance of Health and Fitness According to WHO.
Brief introduction about the Principles of Health and Fitness.
Importance and Role of Yoga in Maintain Holistic Health.

Module III :

Yogic Concept of Health: Meaning and definitions.
Brief Introduction of Health Management through Yoga Practices.

References :

- Singh S.P. & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.

- Swami Dharendra Bhramhachari: Yogic SukshmaVyayama, Dharendra Yoga Publications, New Delhi,1980
- Kumar Kamakhya: Super Science of Yoga.
- Dr. R. Nagarathna and Dr. H.R. Nagendra: Yoga and Health,Swami VivekanandaYoga Prakashana,2002.



English for Career Enrichment

Course Code: VAC2020-5

Course Objective

After going through this Unit, you should be able to: · Understand the concept of career development and its need; · understand the needs, purposes, objectives, advantages and limitations of career planning; · describe the process of career planning and development; · delineate the conditions under which career planning can succeed in an organization; and · understand what succession is planning. The students will understand the basic concepts of English for **CAREER ENRICHMENT**.

- To get aware about business opportunities with good communication in career.
- To be able to analyze and evaluate the common confusions in English and how to avoid them.

Course Outcome

The students should understand the basic concepts of English for CAREER ENRICHMENT.

- To get aware about business opportunities with good communication in career.
- To be able to analyze and evaluate the common confusions in English and how to avoid them.

Module I : Defining your career

In Week 1 you will begin by considering what direction you want for your career by identifying your ideal job. Along the way you will hear from Benjamin Buzense, a fellow student, who will share how he has done the exercises you will be doing throughout the week. You'll explore the risks and benefits of having a presence online and explore what you can do to improve your online presence or make it more professional. At the end, you will find out how to articulate your career aspirations to mentors, potential employers and at networking events

Module: II : Growing your career

focus on building networks and relationships in order to develop your career. You will hear from experts about

different approaches that can be taken to do this. During the activities, you will find out how to identify key individuals, organisations and platforms for your network. You will learn about the network effect and you will hear from three professionals about developing your network. You will develop your communications skills in order to engage key leads and receive guidance on communicating across platforms such as LinkedIn, as well as for cover letters and networking events. At the end of the week you will evaluate your career strategy and explore how to use feedback constructively and look at the advantages of continuous learning for career growth.

References:

- Aswathappa, K.: "Human Resource and Personnel Management", (1999) Himalaya Publishing House, New Delhi.
- Davar, Rustom: "The Human Side of Management", (1994) Progressive Corporation. Ghosh, P.: Personnel Administration in India, (1990).
- Gupta, C.B., "Human Resource Management" (1997), Sultan Chand & Sons, New Delhi.
- Jucius Micheal, J.: "Personnel Management", (1995) Richard Irwin. Micheal, V.P.: "Human Resource Management and Human Relations" (1998), Himalaya Publishing house, New Delhi.
- Monappa, Arun and Saiyadain, Mirza S.: "Personnel Management" (1996), Tata McGraw-Hill, New Delhi. Saiyadain,
- "Human Resource Management" (3rd Ed.), 2003, Tata McGraw- Hill, New Delhi.
- Improve your Global Business English .The essential toolkit for composing powerful letters, emails and more, for today's business- Fiona Talbot

English for Media

Course Code: VAC2020-6

Course Objective

Objectives After going through this, you should be able to: · Understand the concept of media t and its need; · understand the needs, purposes, objectives, advantages and limitations of career in media ; ·be able to design and independently make news for news channels& newspapers.

Course Outcome

- Understand the concept of media t and its need.
- Understand the needs, purposes, objectives, advantages and limitations of career in media.
- Be able to design and independently make news for news channels& newspapers.

Course content:

Module I: Introduction to Media

Meaning of media, nature, scope and its different types, Function of communication, verbal, nonverbal and written communication,

Module II : Media Behavior and Communication Skills

Concept of interviews, Importance, types of interview Translation for different Communication medium concept Of personality, importance of Self-motivation.

Module III : Practical:

Print Media Writing, Writing for Newspaper, periodicals, Radio Writing ,Writing for different genre of broadcasting and Multimedia Writing, Writing for media.

References:

- Aswathappa, K.: "Human Resource and Personnel Management", (1999) Himalaya Publishing House, New Delhi.
- Davar, Rustom: "The Human Side of Management", (1994) Progressive Corporation. Ghosh, P.: Personnel Administration in India, (1990).
- Gupta, C.B., "Human Resource Management" (1997), Sultan Chand & Sons, New Delhi.

- Jucius Micheal, J.: "Personnel Management",(1995) Richard Irwin. Micheal, V.P.: "Human Resource
- Management and Human Relations" (1998), Himalaya Publishing house, New Delhi.
- Monappa, Arun and Saiyadain, Mirza S.: "Personnel Management" (1996), Tata McGraw-Hill, New Delhi. Saiyadain,
- "Human Resource Management"(3rd Ed.),2003, Tata McGraw- Hill, New Delhi.
- Improve your Global Business English .The essential toolkit for composing powerful letters, emails and more, for today's business- Fiona Talbot



Yoga as Art of Living

Course Code: VAC2020-7

Course Objective

- To turns students towards their real goals.
- Promoting positive health, prevention of stress related health problems & rehabilitation through Yoga.

Course Outcome

- Increase their confidence & positive self-image.
- Build concentration.
- Easily transformation of negative aptitude

Course content:

The course consists of theory & practical teaching on yogic lifestyle.

Module I:

- Introduction of Yoga, History, and its Origin.
- Meaning and Definition of Lifestyle.
- Significant of Healthy Lifestyle.

Module II :

- Definition & Importance of Lifestyle Disorders.
- Brief introduction about the Principles of Life Disorders.
- Dimensions of Lifestyle Disorders: Physical, Mental, Social and Spiritual.

Module III :

- Yogic Concept of Lifestyle: Meaning and definitions.
- Brief Introduction of Lifestyle Disorders Management through Yoga Practices.

References:

- Kumar Kamakhya: Super Science of Yoga.
- Dr. R. Nagarathna and Dr. H.R. Nagendra: Yoga and Health, Swami Vivekananda Yoga Prakashana, 2002.
- Swami Satyananda Saraswati: Asana, Pranayama, Bandha, Mudra, Bihar School of Yoga, Munger, 2006.

Indian History for Competitive Exams

Course Code: VAC2020-8

Course Objective:

- To provide an understanding of the History as a discipline and its evolution for the assessment of Indian History as a subject.
- To understand the nature of Indian freedom struggle.
- To provide an insight into various forms of resistances to the British colonial rule.
- To develop an overall understanding of the modern Indian History through different ideological views.

Course outcome:

- The student will be able to answer the factual questions on modern Indian history frequently asked in competitive examinations.
- The student will be able to understand the nature of Indian national movement.
- The student will be able to answer various analytical questions on modern Indian history.

Module I: Consolidation of British power and forms of Indian resistance

- Strategies of British Consolidation:
- Military Superiority & Doctrine of Divide and Rule
- Economic Control & Administrative Expansion
- Forms of Indian Resistance:
- Armed Rebellions & Non-violent Protests
- Intellectual Discourse

Module II: Economic consequences of the colonial rule and socio-religious reform movements

- Rural Indebtedness
- Destruction of indigenous industries
- Socio-religious reform movements

Module III: Indian Nationalism and birth of Indian National Congress

- Causes for the growth of Nationalism in India
- Growth of Political Ideas and Political Associations
- Foundation of Indian National Congress

Module IV: Swadeshi/Boycott Movement and the rise of revolutionary nationalism

- Moderate and extremist era
- Revolutionary Nationalism

Module V: Gandhian era and the attainment of Independence

- Initial phase of Gandhian era
- Gandhian Movements and II phase of revolutionary nationalism
- INA and attainment of Independence
- Making of Indian Constitution

References:

- NCERT History textbooks from Class 6 to 12
- Reference books by Romila Thapar, Bipin Chandra, Irfan Habib, Sumit Sarkar
- Online resources like IGNOU's Open Course Ware,
- Mock tests and previous year papers of relevant competitive exams

Travel and Tourism

Course Code: VAC2020-9

Course Objectives:

- To understand the fundamental concepts and elements of the travel and tourism industry.
- To develop knowledge in tourism geography, destination management, and planning.
- To gain insights into the operations and management of tour and hospitality services.
- To learn effective tourism marketing strategies and promotional techniques.
- To appreciate the cultural, ethical, and sustainable aspects of tourism.

Course Outcomes:

- Comprehend the structure and significance of the travel and tourism industry.
- Analyze the dynamics of tourism destinations and their geographical importance.
- Apply management and operational skills in tour and hospitality services.
- Develop effective marketing strategies tailored to the tourism sector.
- Embrace and advocate for sustainable and responsible tourism practices.

Course content:

Module I : Introduction and Overview of the Travel and Tourism Industry

- Understanding the travel and tourism industry
- Historical and contemporary perspectives

Module II : Tourism Geography and Destination Management

- Key concepts in tourism geography
- Destination development, branding, and management

Module III : Tour and Hospitality Operations Management

- Principles of tour operations
- Hospitality management in the tourism sector

Module IV : Marketing in Travel and Tourism

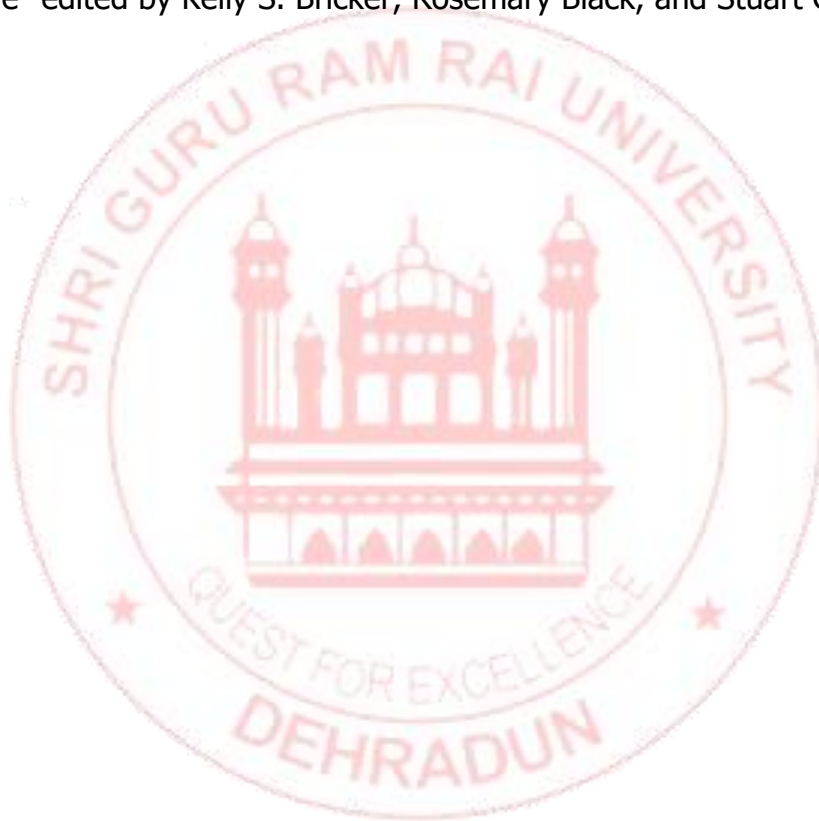
- Marketing strategies specific to tourism
- Digital marketing and its impact on the tourism industry

Module V : Sustainable Tourism and Cultural Sensitivity

- Principles of sustainable tourism
- Cultural impacts and ethical tourism practices

References:

- "Tourism: Principles, Practices, Philosophies" by Charles R. Goeldner and J.R. Brent Ritchie.
- "Global Tourism" by William F. Theobald.
- "Tourism Management: Managing for Change" by Stephen J. Page.
- "Marketing for Hospitality and Tourism" by Philip Kotler, John T. Bowen, and James Makens.
- "Sustainable Tourism & The Millennium Development Goals: Effecting Positive Change" edited by Kelly S. Bricker, Rosemary Black, and Stuart Cottrell.



Patrakarita

Course Code: VAC2020-10

Course Objectives:

- To understand the principles and ethics of journalism.
- To learn about various forms of journalistic writing and reporting.
- To gain practical skills in news gathering, editing, and dissemination.
- To study the impact of digital media on journalism.
- To develop critical thinking and analytical skills in news analysis.

Course Outcomes:

- Demonstrate knowledge of journalistic principles and ethics.
- Effectively write and report in various journalistic styles.
- Utilize skills in news gathering, editing, and digital media tools.
- Understand the role of journalism in society and its impact on public opinion.
- Critically evaluate news for accuracy, bias, and ethical standards.

Course content:

Module 1: Introduction to Journalism

- History and evolution of journalism
- Principles and ethics of journalism

Module 2: Forms of Journalistic Writing

- News reporting and writing
- Feature, editorial, and opinion writing

Module 3: Reporting and News Gathering

- Techniques of interviewing and news gathering
- Investigative and beat reporting

Module 4: Editing and Newsroom Operations

- Basics of editing and headline writing
- Role and structure of the newsroom

Module 5: Digital Journalism and Future Trends

- Impact of digital media on journalism
- Emerging trends and challenges in journalism

References:

- "Introduction to Journalism: Essential techniques and background knowledge" by Richard Rudin and Trevor Ibbotson.
- "The Elements of Journalism: What Newspeople Should Know and the Public Should Expect" by Bill Kovach and Tom Rosenstiel.
- "Journalism Next: A Practical Guide to Digital Reporting and Publishing" by Mark Briggs.
- "Writing and Reporting News: A Coaching Method" by Carole Rich.
- "The News Manual: A professional resource for journalists and the media" by David Conley and Stephen Lambie.



Statistical Methods for Data Analysis

Course Code: VAC2020-11

Course Objectives:

- Understand the fundamental concepts of statistics and their application in data analysis.
- Learn various statistical techniques for summarizing and interpreting data.
- Develop skills in hypothesis testing and statistical inference.
- Explore multivariate statistical methods for analyzing complex data sets.
- Gain proficiency in using statistical software for data analysis.

Course Outcomes:

- Demonstrate a solid understanding of statistical concepts and their real-world applications.
- Apply various statistical techniques to analyze and interpret data effectively.
- Conduct hypothesis testing and make informed statistical inferences.
- Utilize multivariate statistical methods for comprehensive data analysis.
- Proficiently use statistical software for accurate and efficient data analysis.

Course content :

Module I : Introduction to Statistics

- Overview of statistics and its relevance in data analysis
- Descriptive statistics: Measures of central tendency and dispersion

Module II: Statistical Inference

- Probability distributions and sampling distributions
- Confidence intervals and hypothesis testing

Module III : Analysis of Variance (ANOVA)

- One-way and two-way ANOVA
- Post-hoc tests and multiple comparisons

Module IV : Regression Analysis

- Simple and multiple regression
- Model fitting, diagnostics, and interpretation

Module V : Multivariate Data Analysis

- Principal Component Analysis (PCA) and Factor Analysis

- Cluster analysis and discriminant analysis

References and Books:

- "Statistics" by Robert S. Witte and John S. Witte.
- "Statistics for Business and Economics" by Paul Newbold, William L. Carlson, and Betty Thorne.
- "An Introduction to Statistical Learning" by Gareth James, Daniela Witten, Trevor Hastie, and Robert Tibshirani.
- "Applied Multivariate Statistical Analysis" by Richard A. Johnson and Dean W. Wichern.
- "Using R for Data Analysis and Graphics" by John Maindonald and John Braun.



Water Resource Management

Course Code: VAC2018-12

Course Objectives:

- Understand the Fundamentals of Water Resources: To provide a comprehensive understanding of the hydrological cycle and watershed management.
- Analyze Water Resource Distribution and Management in India: To explore the distribution, challenges, and policies related to water resources in India.
- Identify and Address Hydro-meteorological Hazards: To understand and assess the impact of various hydro-meteorological hazards and their management.
- Learn Integrated Watershed Management Techniques: To impart knowledge on the integrated approaches for effective watershed management.
- Promote Community Involvement in Water Management: To understand the role of communities in sustainable water resource management.

Course Outcomes:

- Students will gain a thorough understanding of water resources development and management.
- Learners will be able to critically analyze water resource distribution and its challenges.
- Students will develop skills to assess and respond to hydro-meteorological hazards.
- Ability to understand and apply concepts of integrated watershed management.
- Recognition of the importance of community involvement in sustainable water management.

Course content:

Module I : Introduction to Water Resources Development

- Hydrological Cycle, Watershed Definitions and Classification
- Inter-relation of Water Resources with Other Natural Resources
- Sustainable Water Resources Development
- Water Resources Development Needs in India

Module II : Water Resources Distribution

- Different Types of Water Resources
- Importance and Distribution of Water Resources

- Inter-State Water Sharing Issues and Policies in India
- Linking Rivers of India: Problems and Prospects

Module III : Hydro-meteorological Hazards and Disasters

- Types: Floods, Droughts, Storms, Heat and Cold Waves
- Causes, Effects, and Impacts
- Hazard Monitoring, Risk Assessment, and Socioeconomic Responses
- Community Resilience: Adaptation and Mitigation Measures

Module IV : Integrated Watershed Management

- Role of Remote Sensing in Watershed Management
- Soil and Water Conservation
- Water Conservation Methods and Integrated Water Resource Management (IWRM)
- Wetland Management

Module V : Community Involvement in Water Management

- Sustainable Development Goal 6 (SDG) and Water Access Equity
- Urban-Rural and Gender Dimensions in Water Scarcity
- Stakeholder Involvement in Water Management

References and Books:

- "Integrated Water Resource Management" by Peter P. Mollinga.
- "Water Resources Systems Planning and Management" by S. K. Jain and V. P. Singh.
- "Hydrology and Floodplain Analysis" by Philip B. Bedient and Wayne C. Huber.
- "Remote Sensing for Water Resources Management: Current Practices and Future Opportunities" by Prashant K. Srivastava et al.
- "Water Wars: Privatization, Pollution, and Profit" by Vandana Shiva.

Statistical Package for Social Sciences

Course Code: VAC2020-50

Course Objective:

The objective of this course is to understand the features of statistical softwares and data management. This course addresses the usage of SPSS software and the incorporated statistical methods for analysis and interpretation.

Course Outcome:

To understand the statistical data analysis using SPSS.

To become aware of the various statistical parameters and data incorporation in SPSS.

To attain the skills of data arrangement and management.

Course content :

Module I

Features and requirements of software, data management, IBM SPSS Statistics.

Module II

Data arrangement to analyse, Application of SPSS Statistical procedures to analyze data, types of outcomes

Module III

Interpretation of results and presentation of finding

Module IV

The efficiency of SPSS, availability, economics, problems

References:

- HOW TO USE SPSS ® A Step-By-Step Guide to Analysis and Interpretation, Brian C. Cronk, Tenth edition published in 2018 by Routledge.
- SPSS for Intermediate Statistics: Use and Interpretation, Nancy L. Leech et al., Second edition published in 2005 by Lawrence Erlbaum Associates, Inc.
- Using IBM SPSS statistics for research methods and social science statistics, William E. Wagner, Fifth edition published in 2015 by SAGE Publications, Inc.

Data Analysis Using Statistical Tools

Course Code: VAC2020-51

Course Objective:

This course is an introduction to academic data analysis skills. Students focus on the data collection and analysis and develop skills for the presentation.

Course Outcome:

- To be able to collect the data and tabulation more clearly and understandably.
- To be able to analyse the collected data and interpretation of analyse data.
- To be able to identify and apply various statistical tools for data analysis.
- To understand the analyse data and its relevance to research.

Module I

Introduction to statistics, frequency distribution, graphical representation of data, measure of central tendency, various methods for central tendency such as mean, median and mode.

Module II

Descriptive analysis; collection of data, data collection techniques, quartile deviation. Mean deviation, standard deviation and coefficient of variance.

Module III

Analysis; application of correlation, regression and rank correlation, time series, forecasting.

Module IV

Testing of Hypothesis, sampling techniques, ANOVA, t-test, chi-square test, and its application.

References:

- HOW TO USE SPSS ® A Step-By-Step Guide to Analysis and Interpretation, Brian C. Cronk, Tenth edition published in 2018 by Routledge.
- SPSS for Intermediate Statistics: Use and Interpretation, Nancy L. Leech et al., Second edition published in 2005 by Lawrence Erlbaum Associates, Inc.
- Using IBM SPSS statistics for research methods and social science statistics, William E. Wagner, Fifth edition published in 2015 by SAGE Publications, Inc.

Project Proposal and Professional Report Writing

Course Code: VAC2020-52

Course Objective:

This course imparts training on enhancing the ability of students to develop highly competitive project proposals for EMR grants. To improve the ability of trainees to generate and compile high quality project reports. To inculcate the scientific proposal writing process and generate innovative project ideas.

Course Outcome:

- Explain the basic concepts that are applied in the writing of project proposals and reports
- Enhance the capacity of students to develop highly competitive project proposal for EMR grants.
- To understand the problem identification, understanding the cause-effect, and means-ends relationships.
- To understand the components of effective report writing.

Module 1

Introduction to resource mobilization principles and practices. A snapshot of the current funding environment for non-profit organizations. Relevance of strong proposals and quality reports in a competitive scenario. Basic proposal elements, proposal formats, and proposal summary.

Module II

Call analysis, project concept development, formulation of the project objectives and a preliminary work plan. Needs assessment, project design frameworks, problem statement, problem justification, project goals and objectives setting.

Module III

Defining the work packages developing a Gantt chart and a PERT diagram, establishing a proof of concept and societal relevant issues. Importance of quality reporting in a competitive business environment.

Module IV

Key elements of technical reporting. Monthly progress reports, activity reports, routine reports, field trip reports, meetings reports. Elements of a good budget.

References:

- Project Proposal Writing. <https://ngosindia.com/wp-content/uploads/2015/05/writing-project-proposal.pdf>
- Handbook for How to Write a Project Proposal. https://www.wpi.edu/sites/default/files/docs/Student-Experiences/How_to_Write_a_Project_Proposal.pdf
- Kumar, R (2014). Research Methodology: A step by step guide for beginners- SageCooper D, Schindler PS & Sharma JK (2014) Business Research Methods- Mc Graw Hill Education.
- Chawla D and Sondhi N (2018) Research Methodology: Concepts and Cases- Vi

