

# CERTIFICATE COURSES



**ISWAR SARAN PG COLLEGE,  
University of Allahabad  
Prayagraj**

# **Computer Awareness Programme**

## **Information Concept & Computer Fundamentals**

Definition of a computer, Computer system as information processing system, Types of Computer System, Generation of Computer, elements of digital Computer system(components), various peripheral devices and their comparison.

## **Software Concepts: Yesterday and Today**

Software concepts, Types of Software- system/ application, Software needs, Role of a System Software, Different System Software, Utilities and elements of OS, Assemblers, Compilers, interpreters, Computer languages

## **The World of Internet**

The Internet and its basic concepts, concept of world wide web, features of web, browsing, surfing, downloading and Installing applications.

## **MS OFFICE-**

### **Word Processing (MS- Word)**

Meaning and role of word processing in creation or documents, editing, formatting and printing documents, using tools such as spelling check, thesaurus etc, sorting and tables, working with graphics, Introduction to mail merge.

### **Electronic Spreadsheet (MS- Excel)**

Structure of spreadsheet and its applications to accounting, finance and marketing functions of business, concept of absolute and relative cell reference; Built- in functions- mathematical,statistical,logical and finance, using graphics and formatting of worksheet, chart features

### **Presentation with Power Point**

Power point basics, creating presentation the easy way, working with graphics in power point, show time, sound effect and animation effects.

## Syllabus of English Proficiency

**One year programme:** The Course on “English Proficiency and Personality Development” has been introduced since 2009 for all part II students of all streams to make an out - reach to almost all the students of the college with a basic objective of enhancing their communication skill as most of the students are from rural background. Since then it has been functioning successfully under the able guidance and patronage of the Principle Dr. Anand Shanker Singh on self-finance basis. This program covers the areas like grammar skills, vocabulary, listening skills, speaking skills, reading skills, writing skills, communication skills and personality development, soft skills, mock interview sessions.

**Objectives :** To give a boost in different areas –

- To enable students to get efficiency in the speech and understanding of English Language
- Enhancing receptive and productive skill in the language
- Improving better and effective communication skills and Language speaking abilities
- Identifying barrier in communication skills
- Grooming a powerful personality
- Self – motivation
- Interpersonal relationship management
- Improving soft skills
- Dealing with Stress and conflict
- Assertiveness to hit goal

### Course Module:

It is divided into three parts –

Months	Units	Contents
(August - October)	U-I U-II	<b>Basic English Grammar</b> - Articles, Auxiliaries/Helping or linking verbs/Modals, Tenses, Passive Voice, Preposition, Conjunctions.  <b>Vocabulary</b> - Synonyms, Antonyms, Homophones
(November- Dec.)	U-III U-IV	<b>Reading skills</b> - better understanding of Parts of Speech and commonly confused words, Passage Reading (prose /poetry)  • <b>Communication Skills Personality development</b> - Telephonic Etiquette, proper body posture/gesture, positive body language, eye-contact, public speaking, Presentation Skill, Interview Skill

(January - February)	U-V	<b>Speaking skills</b> – Question Hour, storytelling, group chat (2,4,8), group discussion,
	U-VI	<b>Writing skills</b> – how to write letter / application, resume / bio-data, essay, e-mail, correction and purity of language

## सामान्य अध्ययन

### राष्ट्रीय एवंअन्तर्राष्ट्रीय महत्व की सामयिक घटनायें

राष्ट्रीय व अन्तर्राष्ट्रीय महत्व की समसामयिक घटनाओंपरअभ्यर्थियोंकोजानकारी

### भारतकाइतिहास एवंभारतीय राष्ट्रीय आन्दोलन

भारतीय इतिहास के सामाजिक, आर्थिक एवंराजनीतिकपक्षों की व्यापकजानकारीपरविशेष ध्यान ।

भारतीय राष्ट्रीय आन्दोलनपरअभ्यर्थियों से स्वतंत्रताआन्दोलन की प्रकृतितथाविशेषता, राष्ट्रवादकाअभ्युदय तथा स्वतंत्रताप्राप्ति के बारेमेंसामान्य जानकारी

### भारत एवंविश्वकाभूगोल

भारत एवंविश्वकाभौतिक, सामाजिक एवंआर्थिकभूगोल

भारतीय राजनीति एवं शासन—संविधान, राजनीतिकव्यवस्था, पंचायती राज, लोकनीति, आधिकारिकप्रकरणआदि

भारतीय राज्य व्यवस्था, अर्थव्यवस्था एवंसंस्कृति के अन्तर्गतदेश के पंचायती राज तथासामुदायिकविकाससहितराजनीतिकप्रणाली के ज्ञानतथाभारत की आर्थिकनीति के व्यापक लक्षणों एवंभारतीय संस्कृति की जानकारी ।

आर्थिक एवंसामाजिकविकास—सततविकास, गरीबीअन्तर्विष्टजनसांख्यिकीय, सामाजिक क्षेत्र के इनिशियेटिवआदि

पर्यावरण एवंपारिस्थितिकीसम्बन्धीसामान्य विषय जैवविविधता एवंजलवायुपरिवर्तन

### सामान्य विज्ञान

सामान्य विज्ञान के पप्रश्नदैनिकअनुभवतथाप्रेक्षण से सम्बन्धितविषयोंसहितविज्ञान के सामान्य परिबोध एवंजानकारीपरआधारितहोंगे, जिसकीकिसीभीसुशिक्षितव्यक्ति से अपेक्षा की जासकतीहै, जिसनेवैज्ञानिकविषयोंकाविशेष अध्ययन नहींकियाहै ।

नोट : अभ्यर्थियों से यह अपेक्षित होगा कि उत्तर प्रदेश के विशेष परिप्रेक्ष्य में उपर्युक्त विषयों का उन्हें सामान्य परिचय हो।

Entrepreneurship and Business

Objective :

The candidates would be able to acquire knowledge in the following:

- Various aspects associated with entrepreneurial development.
- Practice and procedures adopted by various agencies for promotion of entrepreneurship.
- Role of government .

Unit I. The Entrepreneurial Development Perspective

1. Concepts of Entrepreneurship Development
2. Evolution of the concept of Entrepreneur
3. Entrepreneur Vs. Intrapreneur, Entrepreneur Vs. Entrepreneurship, Entrepreneur Vs. Manager
4. Attributes and Characteristics of a successful Entrepreneur
5. Role of Entrepreneur in Indian economy
6. Entrepreneurship in Global perspective

Unit II. Creating Entrepreneurial Venture

1. Business Planning Process
2. Environmental Analysis - Search and Scanning
3. Identifying problems and opportunities
4. Defining Business Idea
5. Basic Government Procedures to be complied with

Unit III. Project Management

1. Technical, Financial, Marketing, Personnel and Management Feasibility
2. Estimating and Financing funds requirement - Schemes offered by various commercial banks and financial institutions like IDBI, ICICI, SIDBI, SFCs
3. Venture Capital Funding

Unit IV. Entrepreneurship Development and Government

1. Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available
2. Role of following agencies in the Entrepreneurship Development - District Industries Centers (DIC), Small Industries Service Institute (SISI), Entrepreneurship Development Institute of India (EDII), National Institute of Entrepreneurship & Small Business Development (NIESBUD), National Entrepreneurship Development Board (NEDB)

Unit V. Why do Entrepreneurs fail - The FOUR Entrepreneurial Pitfalls (Peter Drucker)

Unit VI. Women Entrepreneurs

1. Reasons for Low / No Women Entrepreneurs
2. Role, Problems and Prospects

## Syllabus of Certificate Course for B. C. om II students

### E-BANKING AND FINANCE

#### Objective :

The candidates would be able to acquire knowledge in the following:

- Various functions associated with banking and finance.
- Practices and procedures relating to deposit and credit, documentation, monitoring and control.
- An insight into marketing of banking services and banking technology.

#### Unit I : Indian Financial System

Recent developments in the Indian Financial System; market structure and Financial Innovation. RBI, SEBI, IRDA etc. their major functions – Role and Functions of Banks – Regulatory provisions / enactments governing Banks – Retail Banking : Approach, Products, Marketing etc., – Wholesale Banking, International Banking – Role and Functions of Capital Markets – Role and Functions of Mutual Funds – Role and Functions of Insurance Companies – Bank assurance – Importance of Risk Management in Banks – types of Risk and its Impact

#### Unit II : Functions of Banks

##### Deposits :

Banker – Customer Relations – Know your Customer [ KYC ] guidelines – Different Deposit Products – services rendered by Banks – Mandate and Power of attorney; Banker's lien – right of set off – garnishee order – Income tax attachment order etc.

Payment and Collection of Cheque – duties and responsibilities of paying and collecting banker – protection available to paying and collecting banker under NI Act – endorsements – forged instruments – bouncing of cheques and their implications Opening of accounts for various types of customers – minors – joint account holders – HUF – firms – companies – trusts – societies – Government and public bodies Importance of AML

##### Credit :

Principles of lending – various credit Products/ Facilities – working capital and term loans NPA Management. Different types of documents; Documentation Procedures;

#### Agriculture / SMEs / SHGs / SSI / Tiny Sector Financing

New Products & Services – Factoring, Securitization, Bank assurance, Mutual Funds etc. Debit cards/Credit cards / Home Loans/ Personal Loans/ Consumer Loans – Brief outline of procedures and practices. Remittances, Safe Deposit lockers etc.

#### Unit III : Banking Technology

Electronic Banking – Core Banking – Electronic Products Banking Technology – Distribution Channels – Teller Machines at the Bank Counters – Cash Dispensers – ATMs – Anywhere Anytime Banking – Home Banking ( Corporate and Personal ) Electronic Payment Systems. On line Banking – Online enquiry and update facilities – Personal identification numbers and their use in conjunction with magnetic cards of both credit and debit cards, smart cards, Note and coin counting devices. Electronic funds transfer systems – plain messages ( Telex or data communication ) – structured messages ( SWIFT, etc.. ) – RTGS, Mobile Phone Banking.



# ISWAR SARAN DEGREE COLLEGE, ALLAHABAD

## E-COMMERCE CERTIFICATE COURSE

### Unit-I (4 Credit Points)

#### INTRODUCTION

What is E-Commerce. Forces behind E-Commerce, E-Commerce Industry Framework, Brief History of E-Commerce.

Inter Organizational E-Commerce, Intra Organizational E-Commerce and Consumer to Business E-Commerce, Architectural Framework.

#### NETWORK INFRASTRUCTURE FOR E-COMMERCE

Network Infrastructure for E-Commerce, Market forces behind I-way, Component of I Way. Access Equipment, Global Information Distribution Network. Broad Band Telecommunication.

### Unit-II (4 Credit Points)

#### MOBILE COMMERCE

Introduction to Mobile Commerce, Mobile Computing Application, Wireless Application, Wireless Application Protocols, Wap Technology, Mobile Information Devices.

#### WEB SECURITY

Introduction to Web Security, Firewalls & Transaction Security, Client Server Network, Emerging Client Server Security Threats, Firewalls & Network security, Digital Signature.

### Unit-III (4 Credit Points)

#### ENCRYPTION

World Wide Web & Security, Encryption, Intersection Security, Secret Key Encryption, Public Key Encryption. Virtual Private Network (VPM), Implementation Management Issues.

### Unit-IV (4 Credit Points)

#### ELECTRONIC PAYMENTS

Overview of Electronics payments, Digital Token based Electronics Payment System, Smart Cards, Credit Card/Debit Card based EPS, Emerging financial instruments, Home Banking, Online Banking.

### Unit-V (4 Credit Points)

#### NET COMMERCE

EDI, EDI Application in Business, Legal requirement in E-Commerce, Introduction to Supply Chain Management, CRM, issues in Customer Relationship Management.

#### REFERENCES :

1. Greenstein and Feinman E-Commerce TMH
2. Denial Amor "The E-Business Revolution" Addison Wesley
3. Diwan, Sharma "E-Commerce" Excel
4. Asset Interactional "Net Commerce" TMH
5. Bajaj and NAG "E-Commerce : the Cutting Edge of Business" TMH

**Objective :**

The candidates would be able to acquire knowledge in the following:

- Various aspects associated with securities and stock exchanges.
- Practice and procedures relating to stock exchange and its monitoring and control.
- An analysis of portfolios for investment purpose.

**Unit – 1. Introduction**

Stock Exchanges in India – Evolution, Regulation and Supervision, Role of SEBI, Membership, Listing, Types of exchanges – National, Regional and Local. Social responsibility of exchanges. Corporate governance and stock exchange. Management of mutual funds. Study of functions of BSE and NSE Role of RBI as controller of money market, Share index,

**Unit - II. Nature and Scope of Investment Management**

What is investment?, Financial and economic meaning of investment, Investment and speculation, investment and gambling, Why investments are important? Factors favorable for Investment, Investment media, Features of an investment programme, The investment process.

**New issue Market and Stock exchange in INDIA**

The Relationship of the new issue market and stock exchange, Role of the new issue market, Mechanics of floating new Issues, Mechanics of security trading in Stock Exchanges, Kinds of trading activity, Membership rules in Stock Exchange, Listing of securities, Legal control of stock exchanges in India, Capital issues control.

**Unit - III. Security Valuation**

Elements of Investment, Approaches to Investment Basic valuation models, Bonds, Preference shares, Common stock, Rating of companies.

**Returns**

Measurement, Traditional technique, Holding period, Yield, Probability Distributions,

**Risk**

Risk classification, Systematic, Unsystematic risk measurement, Investor's attitude towards return and risk.

**Unit - IV. The Investment Alternatives**

Investor classification, Corporate bonds Features of bonds, Types of bonds. Evaluation and analysis of preference shares and equity Shares,

**Alternative Forms of Investment**

Government Securities, Life Insurance Policies, Investment in Units, New schemes of UTI, Tax Benefits, provident Funds, Post Office Scheme, National Saving Schemes, Post office Savings, Investments in Land, Gold, Silver, Diamonds, Stamps, Antiques.

**Dividend Policies and the Investor**

Kinds of dividends, Dividend policies, Factors affecting dividend decisions of firms, Limitations on dividend payment,

**Unit - V. Portfolio Analysis**

**Performance measurements of Managed Portfolio**

Classification of Investment Companies, Management Performance Evaluation, Mutual Fund



## Certified Tally Associate Course (CTAC)

### CURRICULUM/SYLLABUS

This program is aimed at training candidates for the job of a "Associate — Transactional F & A", in the "IT-ITeS" Sector/Industry and aims at building the following key competencies amongst the learner

1. Awareness about accounting terms & procedures	6. Proficiency in performing simple & advanced transactions recording
2. Ability to perform accounting process	7. Proficiency in performing financial analysis
3. Ability to identify meaningful & relevant accounting transactions having money value	8. Ability to manage inventory/stock and perform inventory analysis
4. Awareness about computerized accounting terms	9. Well-versed with health and safety measures to be followed while working
5. Awareness about different financial statements & documents	10. Ability to plan and organize work

This course encompasses 12 out of 12 National Occupational Standards (NOS) of "Associate — Transactional F & A SSC/Q2301" Qualification Pack issued by "IT-ITeS SSC NASSCOM".

S. No	Topic/Module	Duration (in Hours)	Key Learning Outcomes	Corresponding NOS Code
1	Business Accounting	48	<ul style="list-style-type: none"> <li>• Basic concepts &amp; convention</li> <li>• Source documents &amp; accounting equations</li> <li>• Process of accounting</li> <li>• Accounting for cash, subsidiary books</li> <li>• Ledger accounts, Trial Balance</li> <li>• Errors &amp; Rectification</li> <li>• Preparation of final accounts (Trading, Profit &amp; Loss, Balance sheet)</li> <li>• Billing terms</li> </ul>	
2	Basics of Computerized Accounting	24	<ul style="list-style-type: none"> <li>• Concept of computerized accounting</li> <li>• Introduction to Tally.ERP9</li> <li>• Company creation &amp; management</li> <li>• Groups &amp; Ledgers</li> <li>• Vouchers</li> <li>• Recording transactions</li> </ul>	SSC/N 2305
3	Advanced transaction recording using Tally.ERP9	12	<ul style="list-style-type: none"> <li>• Recording advanced transactions</li> <li>• Sale, purchase discounts, payment, receiving, bad debts, advance payment, advance receiving, payment/receiving through bank, cheque, DD</li> <li>• Difference between trading &amp; non trading</li> </ul>	SSC/N 2302 SSC/N 2307



			<ul style="list-style-type: none"> <li>• sale/purchase</li> <li>• Payment/receiving in instalments</li> <li>• Cost centres</li> </ul>	
4	Inventory Management	06	<ul style="list-style-type: none"> <li>• Inventory creation</li> <li>• Stock group, categories, items</li> <li>• Unit of measure &amp; Goods</li> <li>• Book of Inventory-group, category item</li> <li>• Reorder level</li> <li>• Inventory vouchers</li> </ul>	
5	Invoicing & Order Processing	24	<ul style="list-style-type: none"> <li>• Sales &amp; Purchase invoices</li> <li>• Formats, rules, validity</li> <li>• Generating sales &amp; purchase invoices</li> <li>• Payment against purchase invoices</li> <li>• Receiving against sales invoices</li> <li>• Claims</li> <li>• Sales &amp; purchase order creating</li> <li>• Generating credit notes against sales orders</li> <li>• Generating debit notes against purchase orders</li> <li>• Payment against debit notes</li> <li>• Receiving against credit notes</li> <li>• Adjustment entries</li> <li>• Returning against credit notes and debit notes</li> <li>• Returning against sale/purchase invoices</li> </ul>	SSC/N 2302 SSC/N 2303 SSC/N 2304 SSC/N 2306 SSC/N 2307 SSC/N 2309
6	Financial Statement analysis	20	<ul style="list-style-type: none"> <li>• Scope of finance, financial goals</li> <li>• Firms objectives &amp; mission</li> <li>• Financial analysis techniques (statement of change in financial position, working capital, cash flow)</li> <li>• Financial statement analysis (balance sheet, trading, P &amp; L ration analysis, cost-volume profit analysis, break even analysis)</li> </ul>	
7	Work and Client Management	04	<ul style="list-style-type: none"> <li>• Organization policies, priorities and procedures</li> <li>• Dealing with organization's confidential information</li> <li>• Understanding the role of Associate - Accountant,</li> <li>• Responsibilities of Associate - Accountant</li> <li>• Interaction with other team members/departments</li> <li>• Organization's resource management</li> <li>• Decision Management</li> <li>• Maintaining decorum</li> <li>• Familiarization with organization</li> </ul>	SSC/N 9001
8	Communication	04	<ul style="list-style-type: none"> <li>• Basics of effective communication</li> </ul>	SSC/N 9002



	Skills		<ul style="list-style-type: none"> <li>• Barriers to communication</li> <li>• Effective Reading, Writing &amp; Oral Skills</li> <li>• Interpersonal Skills</li> <li>• Team Working</li> <li>• Problem solving &amp; Decision Making</li> <li>• Thinking, Planning &amp; Organizing</li> </ul>	
9	Health, Safety & Environment	04	<ul style="list-style-type: none"> <li>• Accidents and emergency exit procedures</li> <li>• Safety precautions, Electrical Safety</li> <li>• Security alarm &amp; fire safety procedures</li> <li>• Basic first-Aid procedures</li> </ul> <p><b>Occupational Hazards</b></p> <ul style="list-style-type: none"> <li>• Stress development because of cramped room, ill light etc.</li> <li>• Proper sitting posture</li> <li>• Proper lifting posture of heavy components, machineries</li> </ul> <p><b>Environment Hazards</b></p> <ul style="list-style-type: none"> <li>• Pollution through e-waste</li> <li>• Disposal System</li> </ul>	SSC/N 9003
10	Presentation of Data and information	02	<ul style="list-style-type: none"> <li>• Understanding Organization's policies &amp; procedures</li> <li>• Understanding techniques used to obtain data/information and its applications</li> <li>• Understanding customer's requirement</li> <li>• Sample structure of CRM Database &amp; its usage</li> </ul>	SSC/ N 9004
11	Knowledge, skills and competence	02	<ul style="list-style-type: none"> <li>• Why Self Development?</li> <li>• Skill Matrix of Organization &amp; Self</li> <li>• Importance of Goal Setting</li> <li>• Managing &amp; monitoring self learning</li> </ul>	SSC/N 9005

Total Programme Duration: **150 Hours**

(This syllabus/ curriculum has been approved by \_\_\_\_\_ (name of relevant Sector Skill Council or NSDC designated authority).

## COURSE ON COMPUTER CONCEPTS & OPERATIONS (CCCO)

### CURRICULUM/SYLLABUS

This program is aimed at training candidates for the job of a "Domestic Data Entry Operator", in the "IT-ITeS" Sector/Industry and aims at building the following key competencies amongst the learner

1. Knowledge and ability to enter electronic data efficiently	5. Efficiently create daily work reports
2. Proficiency in the office suite	6. Ability to plan and organize work
3. Well versed in computer communication and internet	7. Well-versed with health and safety measures to be followed while working
4. Well versed in elementary hardware & networking trouble shooting	8. Ability to smoothly manage work and client interaction

This course encompasses 03 out of 03 National Occupational Standards (NOS) of "Domestic Data Entry Operator SSC/Q2212" Qualification Pack issued by "IT-ITeS SSC NASSCOM".

S. No	Topic/Module	Duration (in Hours)	Key Learning Outcomes	Corresponding NOS Code
1	Introduction to Computer	07	<ul style="list-style-type: none"> <li>• What is Computer?</li> <li>• Components of Computer System</li> <li>• Concept of Hardware and Software</li> <li>• Representation of Data/Information</li> <li>• Concept of Data processing</li> <li>• Applications of IECT</li> </ul>	SSC/N 3022
2	Introduction to GUI Based Operating System	11	<ul style="list-style-type: none"> <li>• Basics of Operating System</li> <li>• The User Interface</li> <li>• Operating System Simple Setting</li> <li>• File and Directory Management</li> <li>• Types of Files</li> </ul>	SSC/N 3022
3	Elements of Word Processing	16	<ul style="list-style-type: none"> <li>• Word Processing Basics</li> <li>• Opening and closing Documents</li> <li>• Text Creation and manipulation</li> <li>• Formatting the Text</li> <li>• Table Manipulation</li> </ul>	SSC/N 3022
4	Spreadsheets	16	<ul style="list-style-type: none"> <li>• Elements of Electronics Spread Sheet</li> <li>• Manipulation of Cells</li> <li>• Functions of Chart</li> </ul>	SSC/N 3022
5	Database Management	10	<ul style="list-style-type: none"> <li>• Introduction to DBMS</li> <li>• Understanding databases</li> <li>• Creating databases</li> <li>• Creating tables</li> </ul>	SSC/N 3022

			<ul style="list-style-type: none"> <li>• Adding, Editing and Viewing, Sorting Data</li> <li>• Query</li> <li>• Creating reports</li> </ul>	
6	Computer communication and Internet	09	<ul style="list-style-type: none"> <li>• Basics of Computer Networks</li> <li>• Internet</li> <li>• Services of Internet</li> <li>• Preparing Computer for Internet Access</li> </ul>	SSC/N 3022
7	WWW and Web browsers	05	<ul style="list-style-type: none"> <li>• Web Browsing Software</li> <li>• Configuring Web Browser</li> <li>• Search Engines</li> </ul>	SSC/N 3022
8	Communication and Collaboration	04	<ul style="list-style-type: none"> <li>• Basics of E-mail</li> <li>• Using E-mails</li> <li>• Advance email features</li> <li>• Instant Messaging and Collaboration</li> </ul>	SSC/N 3022
9	Making small presentations	12	<ul style="list-style-type: none"> <li>• Basics</li> <li>• Creation of Presentation</li> <li>• Preparation of Slides</li> <li>• Providing Aesthetics</li> <li>• Presentation of Slides</li> <li>• Slide Show</li> </ul>	SSC/N 3022
10	Data Entry Practice on Computer	16	<ul style="list-style-type: none"> <li>• English typing software</li> <li>• Data Entry Practices (Numeric &amp; Alpha numeric) on typing software</li> </ul>	SSC/N 3022
11	Communication Skills	06	<ul style="list-style-type: none"> <li>• Basics of English Grammar</li> <li>• Reading, writing and oral skill</li> <li>• Customer interaction skills</li> <li>• Helpdesk procedures</li> </ul>	SSC/N 3022
12	Work and Client Management	04	<ul style="list-style-type: none"> <li>• Organization policies, priorities and procedures</li> <li>• Dealing with organization's confidential information</li> <li>• Understanding the role of Data Entry Operator</li> <li>• Responsibilities of Data Entry Operator</li> <li>• Interaction with other team members/departments</li> <li>• Organization's resource management</li> <li>• Decision Management</li> <li>• Maintaining decorum</li> <li>• Familiarization with organization</li> </ul>	SSC/N 9001
13	Health, Safety & Environment	04	<ul style="list-style-type: none"> <li>• Accidents and emergency exit procedures</li> <li>• Safety precautions, Electrical Safety</li> <li>• Security alarm &amp; fire safety procedures</li> <li>• Basic first-Aid procedures</li> </ul>	SSC/N 9003



			<p><b>Occupational Hazards</b></p> <ul style="list-style-type: none"> <li>• Stress development because of cramped room, ill light etc.</li> <li>• Proper sitting posture</li> <li>• Proper lifting posture of heavy components, machineries</li> </ul> <p><b>Environment Hazards</b></p> <ul style="list-style-type: none"> <li>• Pollution through e-waste</li> <li>• Disposal System</li> </ul>	
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Total Programme Duration: 120 Hours

(This syllabus/ curriculum has been approved by \_\_\_\_\_ (name of relevant Sector Skill Council or NSDC designated authority).