



# **ST. JOSEPH'S GIRLS DEGREE (P.G.) COLLEGE**

**Sardhana (Meerut) U.P.**



## **Hand Book of Add On Courses**

*St. Claudine Chevenet-Foundress  
Congregation of  
Jesus & Mary*



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## **Hand Book of Add On Courses**

**Prof. Sr. Christina Louis  
Principal**



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## *Principal's Message*

Dear students

The college has initiated these Add on courses so that besides the regular degree you will be able to acquire knowledge in various skills like computer, journalism, cookery, sports, English speaking, personality development, Yoga and Art and Aesthetic through these certificate courses. The vision and the mission of this Institute is provide opportunities for the over all development of our college girls. May they be good citizens of our country and learn and develop the skills in various fields for job opportunity. May God bless our students to excel in life in any given circumstance of life. May our college girls build self confidence through these skill based courses.

Thank you.

**Prof. Sr. Christina**

# सन्त जोसफ्स गर्ल्स डिग्री कॉलिज

सरधना, मेरठ फोन : (01237) 237845

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## सामान्य परिचय

सन्त जोसफ्स गर्ल्स डिग्री कॉलिज, सरधना (मेरठ) चौ० चरण सिंह विश्वविद्यालय मेरठ से स्थाई रूप से सम्बद्ध एक अल्पसंख्यक अनुदानित कॉलिज है।

सन् 1818 में 'जीजस एण्ड मेरी' धर्मसंघ की स्थापना फ्रांस में की गई जिसकी संस्थापिका सन्त क्लोडिन थेवने थीं। फ्रांस से प्रारम्भ होकर इस धर्मसंघ की धर्म बहनें सम्पूर्ण भारत में फैल गई। सन् 1848 में इस संस्था की धर्म बहनें सरधना पहुँची। जिन्होंने अपने कठिन परिश्रम द्वारा तथा कई समस्याओं का सामना करते हुए विद्यालय की स्थापना की। छात्राओं की आवश्यकता के अनुसार इनके भविष्य को देखते हुए क्रमशः शिक्षा का स्तर ऊँचा उठाने के लिए सतत् प्रयास किया गया।

आज के प्रगतिशील युग को दृष्टिगत करके संस्था की धर्मबहनों ने यह आवश्यकता अनुभव की कि स्कूली शिक्षा के पश्चात् सरधना की बालिकाओं को उच्च शिक्षा प्रदान की जाये। ताकि वे अपनी प्रतिभा का समुचित विकास कर परिवार व समाज दोनों को उन्नति के शिखर पर ले जा सकें। अतः सन् 1981 में सन्त जोसफ्स गर्ल्स डिग्री कॉलिज की स्थापना हुई। इसके बाद सरधना की बालिकाओं की योग्यता व आत्मनिर्भरता बढ़ाने की दिशा में बी०एड० जैसा व्यावसायिक कोर्स प्रारम्भ किया गया।

हमारे धर्मसंघ की संस्थापिका की दृष्टि एवं लक्ष्य—मूल्यों पर आधारित शिक्षा के द्वारा समाज के हर परिवेश में युवाओं को विशेषकर गरीब युवाओं को प्रमुखता देते हुए उन में ईश—ज्ञान एवं ईश्वर के प्रति प्रेम जगाना था।

उनका कहना था कि :

“गरीबों की ओर से अपनी नज़र मत फेरो,

ईश्वर अपनी नज़रें तुम्हारी ओर से नहीं फेरेगा।”

“सेवा और प्रेम की भावना अपने अन्दर ऐसे बसाओ।

जैसे आँखों में पुतली।”

# पाठ्यक्रम

# शिक्षक

English Speaking

प्रो० सि० क्रिस्टीना

Art and Aesthetic

डॉ० शुचि प्रकाश

Journalism

डॉ० महेश पालीवाल

Culinary

श्रीमती रंजना सिंह

Computer Course

मिस आंचल

Hand Ball Coaching

मिस मनु सिरौही

Yoga Course

रेवती शरण

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**English Speaking Course**  
**Coordinator - Prof. Sr. Christina Louis**  
**Duration : 3 months**

English is important language as it helps in gaining the knowledge and career. After learning English language one can converse in this language fluently. It also provides job opportunity and helps in understanding the literature written in English language and also helps in translation. So English speaking add on course in this college will help the students to learn to read and write and converse in English fluently.

**Importance of English speaking course -**

- English communication increases income.
- English skills get more respect and builds confidence.
- English gets you more knowledge.
- English makes travel easier.
- Biggest books are in English.
- Knowledge of English helps make career based on journalism and reporters.
- English communication gives power & influence.

**Syllabus -**

- Letters





- Greetings
- Manners
- Numerals & Their Pronunciations
- Punctuation Marks
- Seven Days of a Week
- Twelve Months of a year
- Few Basics of English
- Pronunciation
- Vocabulary & Pronunciation Exercise
- Parts of Speech
- Noun (and its parts)
- Pronoun
- Adjective
- Verbs
- Adverbs
- Interjection
- Articles
- Prepositions
- Determiners
- Tense
- Imperative Sentences
- Active & Passive Voice
- Sentence Correction Exercises



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## Art and Aesthetic

**Coordinator** - Dr. Shuchi Goel


**Duration** - 15 days

The need to integrate arts and aesthetics in the formal education of the students is to retain our unique cultural identity in all diversity and richness. The National Curriculum Framework (2005) reminds us that the educational curriculum must integrate various domains of knowledge with a deep relationship between head, heart & hand so that the curriculum encompasses all and is not separated from the curricular & extra curricular activities. The new education policy (2020) also envisioned the promotion of arts & aesthetics for the revival and upliftment of dying local arts & crafts.

### **Advantages:**

To help students to -

1. Gain direct experiences
2. Develop motor skill
3. Make students believe & understand the dignity of labour
4. To nurture creativity and aesthetic sensibilities
5. Enhance imaginative & perception capacities

- 
6. Promotes experiential learning.
  7. Develop the potential & skill

**Syllabus :**

1. Pot decoration
2. Paper bag making
3. Wal hanging
4. Bouquet
5. Flower making
6. Stitching
7. Knitting
8. Embroidery
9. Tie & Dye
10. Clay work
11. Blue pottery
12. Stone art
13. Rangoli
14. Poster making
15. Making of puppets
16. Tie & Dye
17. Cushion Cover making
18. Table cloth
19. Table mats
20. Coasters

## पत्रकारिता प्रशिक्षण

- प्रशिक्षक** — श्री लोकेश शर्मा (पत्रकार)  
**संयोजक** — श्री महेश पालीवाल  
**समयावधि** — तीन माह का सर्टिफिकेट कोर्स

- (i) प्रस्तावना — पत्रकारिता का स्वरूप  
(अ) प्राचीन भारत में पत्रकारिता का स्वरूप  
(आ) आधुनिक भारत में पत्रकारिता का प्रारम्भ  
(इ) विश्व पत्रकारिता
- (ii) पत्रकारिता के घटक  
(क) पत्रकार (ख) समाचार  
(ग) कार्टून (घ) रेखाचित्र  
(ङ) ग्राफिक्स (ड़) फीचर  
(ढ़) लेख (य) फोटो पत्रकारिता  
(र) साक्षातकार (ल) भेंटवार्ता  
(व) पुस्तक समीक्षा (श) खोजी पत्रकारिता  
(स) पीत पत्रकारिता (ष) प्रूफ शोधन  
(ह) पृष्ठ सज्जा (क्ष) ले आउट  
(त्र) विज्ञापन (स) मुक्त प्रेस
- (iii) प्रिण्ट पत्रकारिता :  
मोबाइल, टैबलेट, कम्प्यूटर, दूरदर्शन, समाचार पत्र,  
पत्रिकाएँ, उदघोषणाएँ
- (iv) सम्पादन कला :  
1. विलोम स्तूपी लेखन पद्धति



2. स्तूपी लेखन

3. पहलदार हीरा पद्धति

4. संरचना समाचार

स्थानीय समाचार

प्रान्तीय समाचार

राष्ट्रीय समाचार

5. शीर्षक लेखन

6. आमुख

7. स्तम्भ

8. पृष्ठ विन्यास

(v) भारत में पत्रकारिता का विकास क्रम

(i) प्रथम उत्थान

(ii) द्वितीय उत्थान

(iii) तृतीय उत्थान

(iv) आजतक की यात्रा

(3) उपसंहार : पत्रकारिता अध्ययन से लाभ

प्रत्येक व्यक्ति के जीवन के लिए आवश्यक

आधुनिक युग : मीडिया युग

एक नजर : जीवन जीना और तालमेल

पत्रकारिता

## Culinary

**Coordinator** - Miss. Jyoti Taliyan  
Mrs. Ranjana Singh

**Duration** - 15 days

### **Importance of Cooking Food :-**

1. Cooking makes food easy to digest.
2. Cooking improves the appearance, texture, colour, flavour and taste of food.
3. Cooking of food adds variety to the our meals

### **Advantages of cooking**

1. Cooking makes the food easy to chew.
2. Cooking makes the complex food split into simpler substances.
3. Cooking Preserves the food.
4. Cooking increases palatability. It improves taste and enhances the flavour.
5. A wide variety of dishes can be made by different method of cooking i.e. boiling, frying, roasting, microwaving, baking, smoking etc.
6. Cooking makes the dish more colorful. It develops flavour in food.
7. Cooking makes food more appetizing.
8. Cooking provides balanced meal.
9. Cooking adds more nutritive value of food.

## **Aims and Objectives of cooking food**

1. Cooking increases palatability, pleases the eye and receptive to the palate and helps to stimulate the digestive juices, thereby creating an appetite.
2. Cooking helps to provide a balanced meal. The different ingredients combined together in one dish make it easier to provide a balanced meal.
3. Cooking sterilizes the food partially. Cooked food can be stored for a longer time and it prevents food poisoning and diseases. Some of the diseases producing germs is killed by cooking. They are killed because of high temperature during the cooking process. A temperature of  $600^{\circ}\text{C}$  or over 30 or more minutes, kills the most Pathogenic germs.
4. Cooking retains, as far as possible, the nutritive and flavouring ingredients. The flavour depends upon the amount and kind of extractive present and the acids developed. While cooking, the nutrition could be preserved by using the cooking liquor.

### **Cooking syllabus :-**

- |                         |                         |
|-------------------------|-------------------------|
| 1. Continental food     | 2. Party vegetable      |
| 3. Snacks               | 4. Ice cream            |
| 5. Chinese Food         | 6. Low fat food         |
| 7. North Indian Cuisine | 8. South Indian Cuisine |

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## **Basics of Computer**

**Coordinator** - Mr. Rohan Waltor  
Ms. Anchal

**Duration** - 5 months

Computer as a revolution left no area of life untouched in the present world. It has transformed our simple manual works to sophisticated life of automated works to meet the global demand for the higher productivity and increased efficiency with high precision. It has become apparent, that in whatever discipline or working sector, the computer is now a very vital tool for efficiency improvement and precision of job or task execution. Hence, the knowledge of computer is a necessity for existence of everybody in this global village.

### **Objectives of computer course -**

1. To understand fundamentally the general scope of computer
2. To interact effectively with the computer
3. To understand the uses of basic components of computer
4. To stay updated with the entire world
5. To get any information at a single click





## Advantage -

1. It improves employability
2. It increase productivity
3. It helps in career advancement
4. It saves time
5. It helps gather information at a click

1. Introduction to Computer

- ✦ Introduction
- ✦ What is computer ?
- ✦ History of computer
- ✦ Basic application of computer

2. Components of Computer system

- ✦ Central processing unit
- ✦ Keyboard, mouse etc.
- ✦ Other input devices
- ✦ Other output devices
- ✦ Computer memory

3. Concept of Hardware and Software

- ✦ Hardware
- ✦ Software
- ✦ Application Software

4. Introduction GUI basic operating system

- ✦ Basics of operating system
- ✦ Task Bar
- ✦ Icons



- ✦ Start menu
- 5. Operating system simple setting
  - ✦ Changing system Date and time
  - ✦ Types of files
  - ✦ Menu bar
- 6. Opening and closing documents
  - ✦ Save and save as
  - ✦ Page setup
  - ✦ Print preview
- 7. Text creation and manipulation
  - ✦ Editing text
  - ✦ Copy, cut and paste etc.
- 8. Web browsers
  - ✦ Local Area Network (LAN)
- 9. Ms - Office
  - Ms - Word
  - Ms - Excel
  - Ms - Power point
- 10. Internet
  - ✦ email
  - Downloading
  - Online work
  - Online Application etc



## **Handball Coaching**

**Coordinator** - Ms. Manu Sirohi

**Duration** - 1 month

**Coach** - Mr. Sonu Kumar (National Gold Medalist)

Handball coaching Handball is a team sport with a long and fascinating history and numerous benefits to overall fitness and health. Forms of team handball have been played for thousands of years in various parts of the world. Handball was popular in Ancient Greece, where it was mentioned in Homer's "Odyssey" under the name of "Urania." The Roman Empire was also fond of handball, where their form of the game was called "Harpaston."

It is believed that many modern sports, including modern handball, tennis, lacrosse, volleyball and basketball all owe their origins in some part to ancient handball. Modern handball became an international Olympic sport in 1936 in Munich, Germany and consists of a competition between two teams of seven players each (including one goalie), where the aim is to bounce and pass a ball up a 131 x 66 foot (40 x 20 meter) court and to throw it into a defended net. Olympic

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competition matches consist of two intensive 30 minute halves, and it's usual for 40 goals or more to be scored total in each match.

Handball is a great form of exercise, for both men and women. Principally a form of aerobic exercise, handball helps to enhance agility and flexibility, muscle tone, stamina, burn calories and fat and promote cardiovascular health. With intermittent high-intensity moments during competition, handball also has anaerobic and musculoskeletal benefits. As with most team sports, handball also builds a sense of community and aids in confidence and overall mental well-being.

1. Basics
2. Shooting
3. Passing
4. Defence
5. Attack
6. Exercise
7. Fitness
8. Dribbling
9. Throw
10. Stretching

## Yoga Course

<b>Instructor</b>	-	Mr. Revthi Sharan
<b>Coordinator</b>	-	Dr. Shuchi Goel Ms. Ranjana

### Introduction to Yoga :-

The word yoga literally means "to yake" or "Union". More than just a practice of physical exercises, yoga is the coming together of the individual self or consciousness with the Infinite universal consciousness or spirit. Yoga is the method of inquiry into the nature of the mind, which emphasizes practice and direct experience.

### Main practices of yoga :-

1. **Asana** :- Help creates lightness in the physical body and correct imbalances in the physiological body.
2. **Meditation** :- Inspires the intellect and engages the mind.
2. **Pranayama** :- The mind regulates the movement of Prana, Life, Force and energy.
3. **Chanting** :- Penetrates all over the bodies and

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Sheaths Koshas, illuminates every part of our being creating transparency so the light of the soul 'atman' can shine brightly though.


### **Yoga Philosophy : The 4 Paths**

1. Raja Yoga: Path of Self - Discipline
2. Bhakti Yoga: Path of Self - Surrender
3. Jnana Yoga: Path of Self - Awareness
4. Karma Yoga: Path of Selfless Action

### **The Practice : Asana**

Hatha Yoga (Ha = sun, the moon) is an umbrella term for the systems of Physical Postures that our culture today has come to associate the term yoga.

**Surya Namaskar** : Sun salutations or Surya Namaskar is a specific sequence of 12 or so, poses linked in a series to lengthen and strengthen, flex and extend the spine and many of the main muscles of the body while distributing the Prana flow throughout the body's systems. Sun salutations mobilize the spine in all directions strengthening hundreds of muscles, stretching and



enhancing flexibility of the entire body increasing the respiratory capacity of the lungs rhythmically stimulating and relaxing the nervous system, eliminating a lot of stress and leaving us feeling more Vibrant and healthy. Sun salutations can be taken as a complete asana practice in and of itself and in an excellent starting point for creating your own home practice.

### **Yoga Asanas and their benefits**

1. Sukhasana or Easy Pose
2. Naukasana or Boat Pose
3. Dhanurasana or Bow Pose
4. Vakrasana or Twisted Pose
5. Bhujangasana or Cobra Pose
6. Sheeshasana or Head Stand
7. Gomukhasana or Cow face Pose
8. Kakasana or Crow Pose
9. Halasana or Plough Pose
10. Sarvangasana or Shoulder Pose
11. Ustrasana
12. Shavasana





**English Speaking**



**Art and Aesthetic**



**Journalism**



**Culinary**



**Computer Course**



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**Yoga Course**