



DAULAT RAM COLLEGE, UNIVERSITY OF DELHI



Skill Enhancement Courses

Orientation Program for First Year Students

Understanding SEC choices under the Undergraduate Curriculum Framework (NEP-UGCF)

Academic Session Orientation 2026-27 • Session Coordinator: Dr Divya Mathur & Dr Meghali



What is a Skill Enhancement Course?

A Practice-Oriented, Skill-Based Paper

SEC papers are part of the **NEP Undergraduate Curriculum Framework (UGCF)** and are offered from a pool of papers to students of every UG programme.

- Carries **2 credits** (typically 2L, or 1L + 1P structure)
- Focused on hands-on, practical skills, lab work, fieldwork, soft-skill development and employability-linked skills
- Distinct from your Core / Elective discipline papers
- **Chosen once per semester** from a basket of options
- **Assessment** is conducted according to the syllabus and examination scheme for the respective SEC, and may include continuous assessment, practical/project work, and an end-semester examination.

2

CREDITS PER SEC PAPER

I · II ·
III · IV ·
V · VI

SEMESTERS WHEN YOU OPT
FOR SEC

Why SEC Matters for You

Beyond your major — building skills the job market and life demand



Employability

Hands-on training in communication, digital tools, and workplace-ready skills valued by recruiters.



Holistic Growth

NEP 2020's vision of well-rounded learners — critical thinking, collaboration, and scientific temper.



Academic Flexibility

Pick a fresh domain each semester and add credits toward your degree.



Real-World Readiness

Courses like cybersecurity, finance, and data tools prepare you for a changing world.

The Four Broad Domains of SEC

Every semester's basket is drawn from these areas of skill-building



Communication & Language Skills

e.g., Communication in Everyday/Professional Life, Public Speaking & Leadership, Creative Writing, Business Communication



Digital, IT & Data Skills

e.g., Basic IT Tools, Cyber Sphere and Security, Digital Marketing, IT Skills & Data Analysis



Finance & Professional Skills

e.g., Finance for Everyone, Personality Development and Communication, Political Leadership and Communication



Applied & Domain-Specific Skills

e.g., Viewing and Capturing Diversity in Nature, Forensic Chemistry, Museum and Museology and other discipline-linked skill papers

Ground Rules Before You Opt

Read the syllabus carefully — these rules are strictly enforced

1

Check eligibility and prerequisites before selecting any SEC paper

Check the SEC Syllabus: https://dr.du.ac.in/sites/default/files/2026-07/SEC%20syllabus15-7-26_compressed_0.pdf.

2

Select the Skill Enhancement Course (SEC) you wish to opt for through the ERP portal.

The notice, along with the schedule and instructions, will be shared in your respective class WhatsApp groups.

3

Submit choices in order of preference (Preference 1, 2, 3).

Seat Matrix: Seats per course are capped. Seats fill fast!!

SEC Allocation Rule: First-cum-first-served basis as per college policy. Don't delay in your selection!!

A Glimpse of SEC Papers Offered to 1st Semester Students

- **Communication in Everyday Life**
Interpersonal skills, verbal clarity, and everyday discourse

- **Communication in Professional Life**
Corporate writing, resumes, business emails, and meeting etiquette

- **Creative Writing**
Storytelling, poetry, blogging, and content drafting

- **Personality Development & Communication**
Confidence building, body language, and self-presentation

- **Public Speaking in English Language & Leadership**
Oration, persuasive speech, and leadership communication

- **Political Leadership & Communication**
Political campaigning, public policy messaging, and media strategy

A Glimpse of SEC Papers Offered to 1st Semester Students

■ पटकथा लेखन

Scriptwriting for films, TV, and web series, storyboarding, character building, and dialogue design.

■ रंगमंच

Practical acting techniques, voice modulation, stage management, direction, and theatrical performance

■ Digital Marketing

SEO, social media marketing, Google Ads, and online brand strategies

■ Innovation & Entrepreneurship

Startup ideation, business plan creation, and funding models

■ Basic IT Tools

Data handling in MS Excel, PowerPoint, and office automation tools

■ E-Tourism

Digital tools in travel management, eco-tourism, and online hospitality analytics

A Glimpse of SEC Papers Offered to 1st Semester Students

- Viewing & Capturing Diversity in Nature
Eco-photography, biodiversity mapping, and species documentation

- Healthy & Sustainable Food Choices
Dietary planning, eco-friendly nutrition, and sustainable food systems

- Aquaculture Entrepreneurship
Commercial fish farming, hatchery management, and bio-business opportunities

- Forensic Chemistry
Crime scene analysis, chemical evidence collection, and toxicology basics

- Programming Using Python
Computational logic, basic coding, data visualization, and automation scripts

- IT Skills & Data Analysis – I
Spreadsheet computing and introductory statistical analysis

A Glimpse of SEC Papers Offered to 1st Semester Students

■ Museum & Museology

Archival management, exhibition design, and cultural heritage curation

■ Yoga in Practice

Asanas, pranayama, stress reduction, and holistic physical-mental well-being

■ Practices in Horoscopes-I

Understanding traditional astrological charts, astronomical fundamentals, and calculations

Choose Thoughtfully. Skill Up. Stand Out.

For syllabus details and the current semester's SEC basket, visit the college website: www.dr.du.ac.in

Thank You



SKILL ENHANCEMENT COURSES (SEC) 2026

1. Public Speaking in English Language and Leadership
2. Personality Development and Communication
3. Communication in Everyday Life
4. Communication in Professional Life
5. Creative Writing

**Department of English
Daulat Ram College
University of Delhi**

Public Speaking in English Language and Leadership (PSELL)

Credits: 2

Continuous Evaluation: 80 Marks



Why PSELL?

1. Humans are social animals
2. Builds Confidence
3. Personality Development
4. Attaining Fluency in English language
5. Encourages Leadership qualities
6. Learning Multiple Skills through one paper
7. Instils Teamwork

Syllabus:

SYLLABUS OF SEC-4

Theory

(8 hrs.)

UNIT 1

(1 hr.)

- Introduction to Effective Communication- Features, Advantages & Disadvantages
- Importance of Listening
- Oral communication- Meaning, Features & Importance

UNIT 2

(3 hrs.)

- Public Speaking- (2 hrs.)
 - What is Speech?, Overcoming Fear of Public Speaking, Language of Public Speech
 - Drafting a Public Speech (Reading, research, writing, Fact check, Re-writing, Delivery)
 - 3P's of Public Speaking (Preparation, Practice, Performance)
 - Rhetoric Skills, Art of Informative & Persuasive speaking, Concluding Speech with Power
- Types of Public Speaking- (1 hr.)
 - Physical & Online
 - Political, Organisational, Educational & Motivational
 - Ted Talks, Public Speaking in Media

UNIT 3

(4 hrs.)

- Leadership Skills- (2 hrs.)
 - Meaning, Features & Importance
 - Historical Overview
 - Leadership in Academic Life, Corporate Space, Public Life, Social Leadership and Political Leadership
- Leadership & Innovations- (2 hrs.)
 - Audience analysis
 - Audience Engagement & Leadership
 - Influencing through Leadership

UNIT 4

(1 hr.)

- Importance of Public Speaking in developing Leadership Skills
- Ethics in Public Speaking & Leadership

PRACTICE SESSIONS

(24 hrs.)

- Reading Public Speech- Reading documented speeches delivered in the past; Understanding the art of word play, vocabulary and putting thoughts into words (4 hrs.)
- Listening in groups and Discussion- Listening famous speeches (from history & everyday life); Analysis of its elements & classroom discussion (4 hrs.)
- Writing Public speech- Classroom Practice Sessions (4 hrs.)
- Execution & Delivery of Public Speech- Learning rhetorics through speeches in the form of Audio/ Video; Learning Body Language & Paralanguage through ICT (4 hrs.)

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- Developing leadership competence through Public Speaking- Intra-class Speech Competitions; Extempore; Group Discussion (4 hrs.)
- Mock Parliament/MUNs (2 hrs.)
- Workshop (2 hrs.)

Learning through Activities:

1. Group Discussions
2. Turncoat Events
3. Campaigns
4. Public Speeches
5. Pictionary
6. Introduction Sessions
7. Structuring Speeches
8. Word associations
9. And many more...



PERSONALITY DEVELOPMENT AND COMMUNICATION (PDC)

Credits: 2

Evaluation
(100 marks)

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graph TD; A["Evaluation<br/>(100 marks)"] --- B["Internal<br/>Assessment<br/>(10 marks)"]; A --- C["End Term<br/>Theory Exam<br/>(30 marks)"]; A --- D["Continuous<br/>Assessment<br/>(10 marks)"]; A --- E["End Term<br/>Practical Exam<br/>(30 marks)"];
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**Internal
Assessment
(10 marks)**

**End Term
Theory Exam
(30 marks)**

**Continuous
Assessment
(10 marks)**

**End Term
Practical Exam
(30 marks)**

Learning Objectives:

- To develop inter-personal and effective communication skills.
- To develop problem solving skills and understand its influence on behavior and attitudes of individuals.
- Understanding of the importance of oral and written communication in day-to-day working of the organization.
- Understanding of the role of body language in effective communication.

COURSE CONTENTS:

Unit 1

- Introduction
- Communication- Need, Process, and Types
- Business letter writing
- Silence as a mode of communication
- Communication through questionnaire

Unit 2

- Business Cases and Presentations
- Letter Writing
- Circulars and Memos
- Report writing
- Use of audio-visual aids

Unit 3

- Barriers to Communication
- Non-verbal communication- Body language, body posture, gestures, value of time.
- Listening skills
- Emotional Intelligence
- Leadership skills, teamwork, and team building
- Conflict Management

Unit 4

- Negotiation skills
- Selling skills

RESULTS:



Communication in Everyday Life (CEL)

- **Evaluation Criteria:**
- Continuous Assessment during class hours – 80 Marks
- No End of the Term Theory Examination

Rationale:

- Do we actually need a course on everyday use of English when we have been using it already?

This entails an introspection –

- Even when we are proficient users of English, do we always become successful in conveying what we want to express?

Why do miscommunications happen?

- Do I want to improve my persuasive skills, discourse strategies, politeness practices and social behaviour that finally create my professional as well as personal self?

Course Content:

- What is Communication?
- 3 Forms of Communication
- Written, Oral, Sign Language
- Use of the forms in Everyday Life - Oral and Written
- Honing the Four skills - Listening, Speaking, Reading, Writing

Course Objectives:

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

- Effectively communicate with confidence
- Understand and Use Communicative Language Teaching (CLT)
- Smoothly transit from monologue to dialogue to multilogue (Group Discussion)

Learning Outcomes:

- Improve on/Develop fluency in speaking
- Enhance writing skills through reading skills
- Hone inter-personal speaking skills through listening skills
- Express opinion politely and firmly
- Effectively communicate in formal and informal everyday environment
- Enhance cooperative learning through group discussions
- Understand the importance of peer group interaction

Communication in Professional Life (CPL)

Credits: 2

Continuous Evaluation: 80 Marks

Objectives of the course:

- To prepare students for their upcoming professional fields.
- To inculcate the fundamentals of Professional and business communication.
- To learn aspects of global communication.
- To enhance employability skills of the learners by enabling them to write an effective Resume and face Interviews with Confidence.

Syllabus:

UNIT 1 – Theory

- Theory of Business Communication (1 hr.) - Introduction
- What is Business Communication? Language of Business
- Communication Cultural Components – Cross-Cultural
- Communication, Cultural Shock, Stereotyping, Ethnocentrism
- Miscommunication & Effective Communication (1hr.)

Unit 2

- Listening Skills (5 hrs.)
- Netiquettes (1 hr.)
- Audio-book Listening & Discussions
(3 hrs.)
- Note-taking (1 hr.)

Unit 3

- Speaking Skills: Presentation Skills- Oral
- Presentation, Ppt. Preparation, Ppt.
- Presentation (3 hrs.) Group Discussion (3 hrs)
- Talks- Domain-specific, Ted-Talks, Business
- Meets, Motivational Talks (2 hrs.) Telephonic
- Skills (1 hr.) Persuasion Skills (1 hr.) Meeting
- & Negotiation (1 hr.) Interview- Promotion
- Interview, Job Interview, Business Interview
- (2 hrs.) Functions and activities of PR (1 hr.)

Unit 4

- Writing Skills
- Summarising & Paraphrasing (1 hr.) Job-Oriented Skills- CV, Resume & Bio-
- Data, Job Application Letter (1hr.) Documentation (1) Advertisements &
- Invitation (1 hr.) Letter Writing- Applications, Business Letters (1 hr.)
- Report- Analytical Report, Project Report (1 hr.) Digital Communication in
- Social Space- Social Media Posts (Twitter, Facebook), Blog Writing, Review
- Writing (2 hrs.) Advertisement/Invitation/Poster Designing- Canva/MS
- Word/Coral (1 hr.) Memo, Office Order, Minutes (1 hr.) Making Online
- Academic/Work Profile- LinkedIn (1 hr.)

Updated Syllabus - Relevance of DigCom Skills !

Syllabus		
Unit	Contents	Hours
I	Theory of Business Communication Introduction to Business Communication, Language of Business Communication, Cultural Components, Cultural Shock, Stereotyping, Ethnocentrism, Miscommunication & Effective Communication	08
II	Listening Skills Audiobook Listening & Discussions Ted-Talks, Motivational Talks Note-making	14
III	Speaking Skills Presentation Skills- Oral Presentation, PowerPoint Presentation Group Discussion (Persuasion Skills, Meeting & Negotiation) Interview- Job Interview, Academic Interview	18
IV	Writing Skills Summarizing & Paraphrasing Job-Oriented Skills- CV, Resume, Job Application Letter/ SOP Letter of Invitation using Canva/MS Word Letter Writing- Applications, Business Letters Review writing	20
V	Digital Communication Skills • Netiquettes • Digital Communication in Social Space- Social Media Posts (Twitter, Facebook), Blog • Making Online Academic/Work Profile- LinkedIn	
	Total	60

Outcomes of the course:

- Improve presentation skills by effective use of verbal and non-verbal communication for the professional field.
- Acquire practical employability skills to be disseminated through focused sessions on practical employable knowledge.
- Students will be able to enhance professional communication.
- Improve persuasion and negotiation skills which will be useful for the professional field.

Some Fun Activities along the course!

- Group Discussion
- Presentation
- Interview
- Debates
- Public Speeches
- Book Review
- Movie Review
- Report Writing
- Interactive Class Discussions



Creative Writing (CW)

Credits: 2

Continuous Evaluation: 80 Marks



Course Objective:

- To build creative writing skills of students through a critical study of poetry, fiction (novel, short stories), non-fiction (life narratives, autobiographies and biographies) and drama.
- To inculcate practical skills in students by mapping their creative talent, which is beneficial for employability.
- To perform hands-on activities for students to develop their creative skills through practical sessions.

Learning Outcomes

- To be sensitive to the literary language.
- To develop craft in creative writing.
- To be able to develop a sense of expression through poetry/short story/biography.
- To develop an understanding of the relationship between an individual and society.
- To develop an understanding of theatre and performance through drama will also help them to develop observational and behavioural skills.
- To develop a critical thought process
- Skills: Editing, Proofreading, formulation of draft (s), etc.

UNIT 1

- Introduction to Creative Writing- Meaning, Importance
- Imagination & Writing- Peer-interaction, Activities on Imagination
- Tropes, Motifs and Figures- Learning tropes, motifs and figures through videos, Discussion on the findings
- Craft of Writing- Figure of Speech, Word Play, Character Creation
- Character Creation- Dialogue Enaction, Learning Characters through discussion on famous writings, Character Analysis, Writing activities on creating different types of characters (gender/social background/ethnicity etc.)

UNIT II

- Close Reading
- Analysis and Interpretation- Reading different works in Literature, Discussion in small groups, Practice Writing Session
- Proofreading & Editing- Practice sessions on Proofreading & Editing of different types of writing

UNIT III

- Steps of Creative Writing- Pre-Writing, Writing, Post-Writing/Final Draft
- Types of Creative Writing- Poetry, Fiction, Non-Fiction (Life Narratives), Drama
- Creative Writing & Media- Film Review, Book Review, Other Writings in Media, Submission, Publication
- Learning to write Poetry- Reading & understanding Poetry; Practising tone, rhyme, metre, verses; Writing sessions
- Learning to write Fiction- Reading & understanding Fiction; Practicing different elements of fiction (Short story, Novella, Novel); Writing sessions
- Learning to write Non-Fiction- Reading & understanding Non-Fiction (Biographies & Autobiographies); Practicing different elements of non-fiction; Writing sessions
- Learning to write Drama- Reading & understanding Drama; Practicing different elements (plot, character, climax, verbal & non-verbal cues) of Drama; Writing sessions
- Submission & Publication (in Print & Digital) - Discussions over how & where to submit and publish (online/offline), Hands-on activities

Benefits of Creative Writing:

- Creativity helps one excel in all fields and careers.
- The Art of Articulation is a skill integral to our career advancement.
- Learn how to structure your Imagination and express yourself cohesively.
- Observing the World through your Mind's Eye can take you places!
- An important Aid to enhancing your emotional intelligence.
- Possible Career Paths: Writers/Poets/Dramatists, Editors, Proof-Readers, Literary Agents, Creative Developers (Advertisement, Business Proposals), Virtual Artists, Social-Media Influencers, Content Creators, Social Platform Developers etc.



THANK YOU

कौशल संवर्धन पाठ्यक्रम (एस ई सी)

SKILL ENHANCEMENT COURSE (SEC)

CREDIT : 2

रंगमंच

इकाई 1

- भरतमुनि कृत नाट्यशास्त्र (संक्षिप्त परिचय)
- हिन्दी का पारंपरिक रंगमंच (संक्षिप्त परिचय)

इकाई 2

- प्रस्तुति-प्रक्रिया: आलेख का चयन, अभिनेताओं का चयन, दृश्य-परिकल्पना (ध्वनि-संगीत-नृत्य-प्रकाश), पूर्वाभ्यास

इकाई 3

- अभिनय की तैयारी: वाचिक, आंगिक, आहार्य, सात्विक

इकाई 4

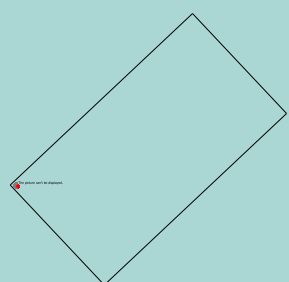
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इकाई 5

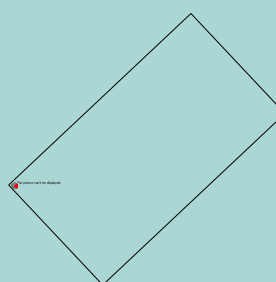
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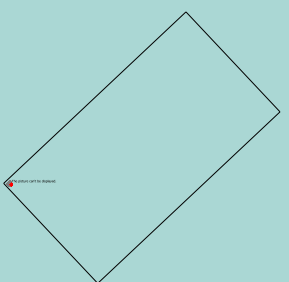
पाठ्यक्रम उद्देश्य



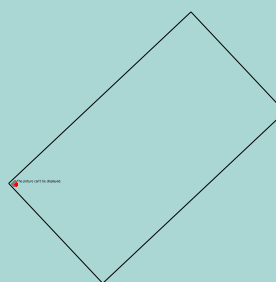
हिन्दी रंगमंच का सामान्य परिचय कराना ।



अभिनय के विभिन्न पक्षों से अवगत कराना ।



नाट्य-प्रस्तुति की प्रक्रिया की जानकारी देना ।



रंगमंच के खेलों और गतिविधियों से अवगत कराना ।

पटकथा लेखन

यूनिट 1

पटकथा लेखन: परिचय
पटकथा के तत्व
पटकथा के प्रकार
पटकथा की शब्दावली

यूनिट 2

पटकथा लेखन में शोध का महत्व
चरित्र की निर्मिति और विकास
एक दृश्य का लिखा जाना
तीन अंक (थ्री एक्ट) और पाँच
अंक (फाइव एक्ट) को समझना

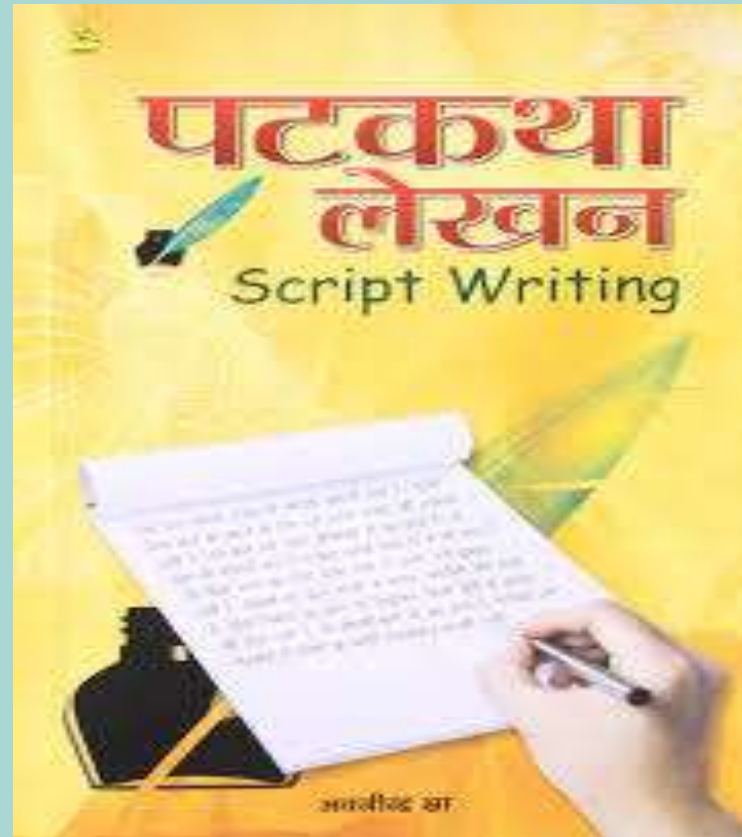
यूनिट 3

वेबसीरीज के लिए पटकथा
लेखन
लघु फ़िल्म के लिए पटकथा
लेखन
वृत्तचित्र के लिए पटकथा लेखन
विज्ञापन फ़िल्म के लिए पटकथा
लेखन

यूनिट 4

पटकथा का पाठ और विश्लेषण
किसी आईडिया को स्क्रीन प्ले
के तौर पर विकसित करना

पाठ्यक्रम उद्देश्य



- पटकथा लेखन का परिचय कराना ।
- विद्यार्थी की लेखन-क्षमता और भाषा-कौशल को बढ़ावा देना ।
- विद्यार्थी को लेखन में रोजगार सम्बन्धी क्षेत्रों के लिए तैयार करना ।

ધન્યવાદ



SEC-4 Viewing and Capturing Diversity in Nature



8/17/2024

DRC BOTANY DEPARTMENT

Academic Year 2026-27

Course Distribution, Eligibility and Pre-requisite of the Course

Course Title & Code	Credits	Eligibility Criteria	Pre-requisite of Course	Ideal students for us?
SEC-4 Viewing And Capturing Diversity In Nature	2 Credits: 2 Credits Practical = Total 2 Credits TT: 4 Classes (4 P) Per Week	12th Pass	Nil	Any student of all courses

Learning Objectives:

- Understand fundamentals of digital cameras and smartphone photography technology.
- Develop a working knowledge of digital image analysis and processing.
- Understand the importance and use of Nature photography in business and as career goal.
- Enhance appreciation for the tremendous aesthetics inherent in nature.

Learning Outcomes:

After completion of this course, students will be able to:

- Describe and use the digital camera and smartphone camera functions and their applications
- employ different photographic equipment to enhance their photographic skills and create digital resources.
- discriminate between the photographic variables with reference to weather and season.
- employ the photographic skills in various professions and for entrepreneurship





Highlights of Syllabus



Practical Component

- To study the parts, principle and working of digital camera/ smartphone camera.
- Working and handling of light microscopes (Dissection and Compound).
- Study of plant forms through microscopic lens
- Outdoor/ Campus Photography: Plants, Environment, Landscapes and Cityscape.

Essential Readings

- Ang., T. (2008). Fundamentals of modern Photography. London, Mitchell.
- Freeman Patterson "The Art of Seeing" by Key Porter Books.
- Tim Fitzharris "Landscape Photography" Firefly Books. 4. Kelby, S. (2012). The digital photography book. Peachpit Press.
- Langford, M., Fox, A., and Smith, R.S. (2013). Langford basic photography:the guide for serious photographers. Amsterdam: Focal Press/Elsevier.

Advantages of studying Botany SEC - Viewing and Capturing Diversity in Nature

The future scope of this field is immense!

- Exposure to a new discipline/ subject
- Understanding of diversity of organisms and their interactions in Nature
- Gaining knowledge of basic photography techniques for capturing Natural Diversity
- Provide real-time hands-on training in Photography using smartphone and Digital Camera
- Provides basic information to have a career in photography.



8/17/2024

**Lets Capture !
Enroll Now !**

DRC_BOTANY DEPARTMENT



DEPARTMENT CHEMISTRY

The picture can't be displayed.

Use skills in chemistry to solve evidence-based mysteries



Chemical Aspects of Forensic Science

Skill Enhancement Course Forensic Chemistry

Work in laboratories, use skills to analyze samples and test the accuracy and plausibility of theories

Use chemical knowledge to assist in the investigation and prosecution of criminals



Looking for a job that
involves Chemistry, Life
Sciences and Criminal
investigations?

Forensic chemistry is for
you!!

This SEC course "Forensic Chemistry" is your gateway to higher education in Forensic Sciences

Looking for a job that involves Chemistry, Life Sciences and Criminal investigations?

Forensic chemistry is for you!!



This SEC course "Forensic Chemistry" is your gateway to higher education in Forensic Sciences

Scope & Techniques Forensic Chemistry

- Analyze **drugs/controlled substances** taken from scenes and people
- Understand the chemical makeup of a sample and its history.
- Encompasses a wide range of techniques to study the chemical properties of materials
- Use a variety of techniques, including **microscopy, optical analysis (such as UV, infrared, X-ray), gas chromatography and other technologies.**
- Evidence include **DNA samples** from substances such as **hair and blood** and rubble collected from a crime scene, such as **soil, paint chips, and broken glass.**
- Writing laboratory reports and summarizing the results of evidence analysis





Career Opportunities in Forensic Chemistry

JOB PROFILE

- Crime scene investigator
- Legal counsellors
- Forensic expert
- Forensic scientist
- Teacher/Professor
- Crime reporter

EMPLOYERS

- Directorate of Forensic Science Services
- Intelligence Bureau (IB)
- Central Bureau of Investigation (CBI)
- Defence/ Army
- Central Government Forensic Labs
- Private Detective Agencies
- Police Department
- Quality Control Bureau
- Law firms
- Universities and research laboratories

UNIVERSITIES

- Institute of Forensic Sciences, Mumbai
- Amity Institute of Forensic Sciences, Noida
- National Forensic Sciences University, Delhi
- National Forensic Sciences University, Gujarat
- IFS Education Department, Pune
- Lok Nayak Jayaprakash Narayan National Institute of Criminology and Forensic Science, Delhi



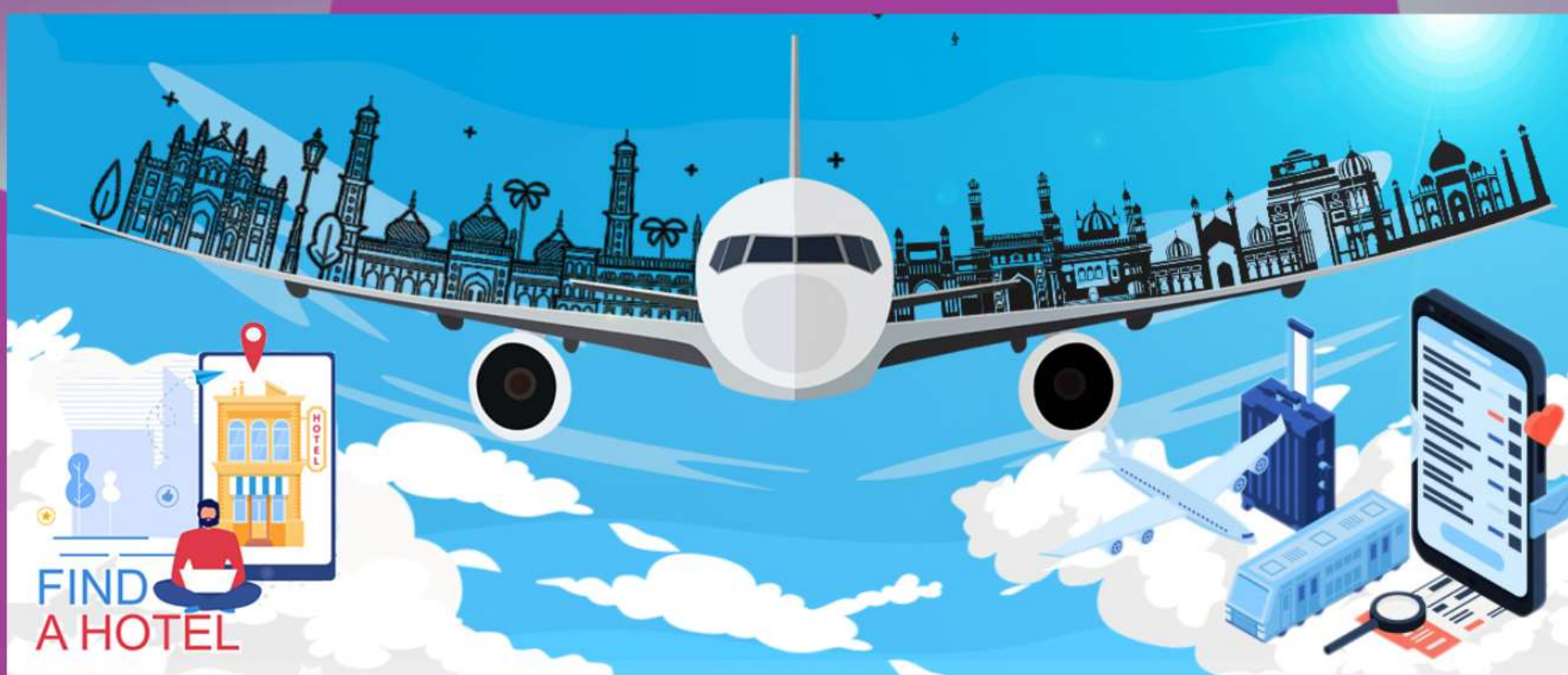
Forensic Chemistry is an interesting and challenging field offering an array of opportunities for those looking to make this skill set their career path.

Eligibility : Science in Class 12th

Credit : 2 (Theory and Hands-on Experience)

With plenty of room for growth in the industry, now is an ideal time to join and be part of this dynamic field.

JOIN " Forensic Chemistry SEC by Chemistry Department



Skill Enhancement Course

E-Tourism

What you will study in E-tourism?

Information on destinations, facilities, availabilities, prices, geography & climate

E-commerce strategies in tourism industry and more services in the form of online hotel booking, flight booking, car booking, bus booking came into forefront as online services provided by the big

Travelers have wide option of exploring details of hotels, flights, cars, buses and other allied services.

Online travel industries like TravelChaCha, Makemytrip.com, Yatra.com, Cleartrip.com, Ezeego1.com, Arzoo.com, Travelguru.com, Travel.indiatimes.com, ixigo.com, travelocity.co.in etc.



Future Career Prospects

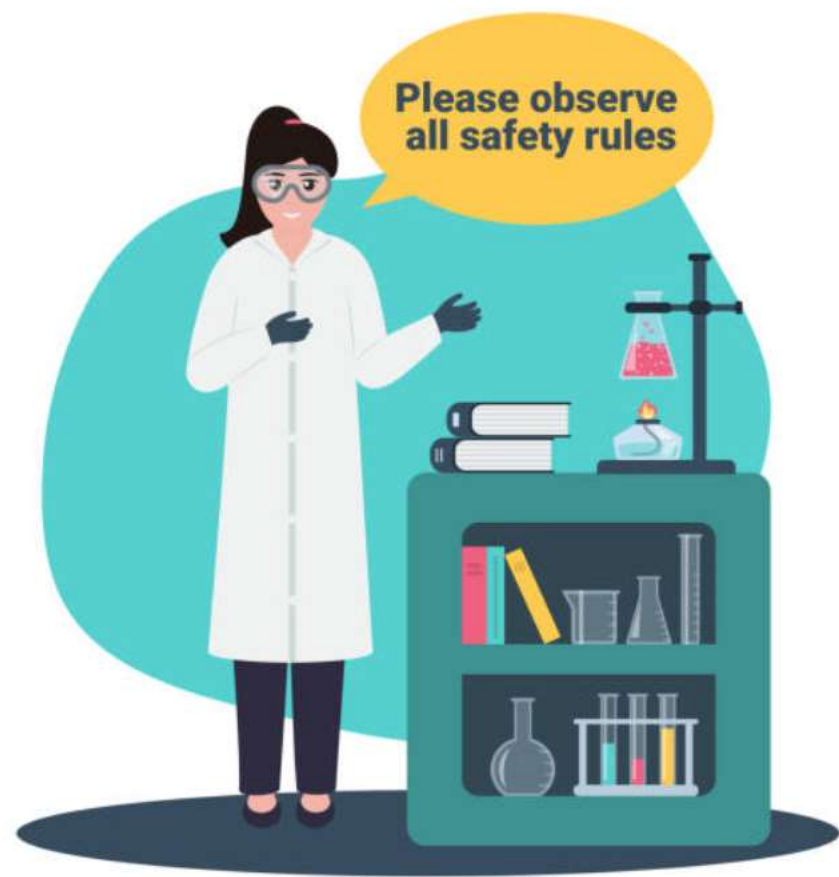
Employers

Job Profiles

Holiday/Travel Agent
Travel Executive
Tourism Manager
Travel Officer/Coordinator
Airlines/Ground Staff
Tourist Guide, etc.

Government Ministry of tourism, Hotels, Motels, Resorts, Cox & Kings Ltd, Thomas Cook (India) Ltd, MakeMyTrip (and Golbibo), Balmer Lawrie Travel & Vacations, Yatra, ClearTrip, Jet Airways, India Healthcare Tourism (IHCT), Flying Fox, SOTC India





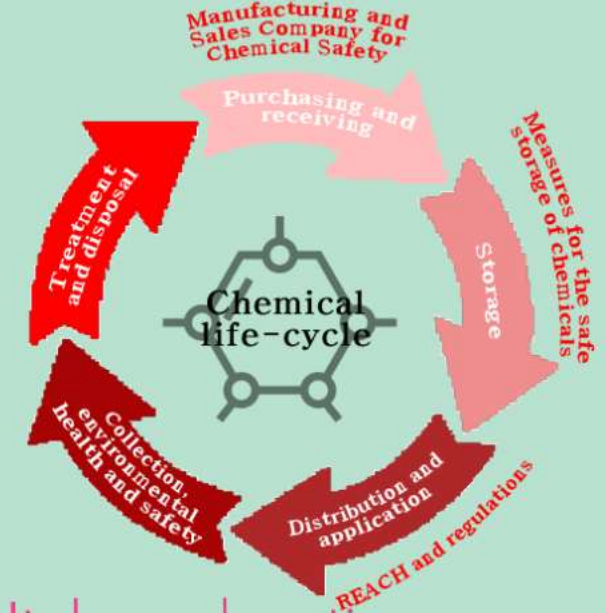
SEC-Chemistry Lab Operations and Safety Measures by Chemistry Department

SCOPE & OPPORTUNITIES

Chemical Safety provides a strong focus on prevention from chemical hazards, toxic substances & physical hazards and use of green chemistry.

Techniques for problem solving, risk analysis as well as managerial and practical application

How to prevent ourselves from hazardous chemicals and what & which equipment should be used for various types of chemicals.



► Road Ahead: Higher education

Master's degree in environmental health, waste management, toxicology or related field
M.Sc Occupational Health & Industrial Safety



Future Career Prospects

Job Profiles

Occupational Health and Safety (OHS) Specialist/ Inspector
Health and Safety Practitioner
Industrial Hygienist
Environmental Protection Officer
Environmental Health and Safety Advisor
Compliance Officer
Chief Safety Officer



Employers

Government agencies, Pharmaceutical and Healthcare sector, Industries such R&D, Production and engineering

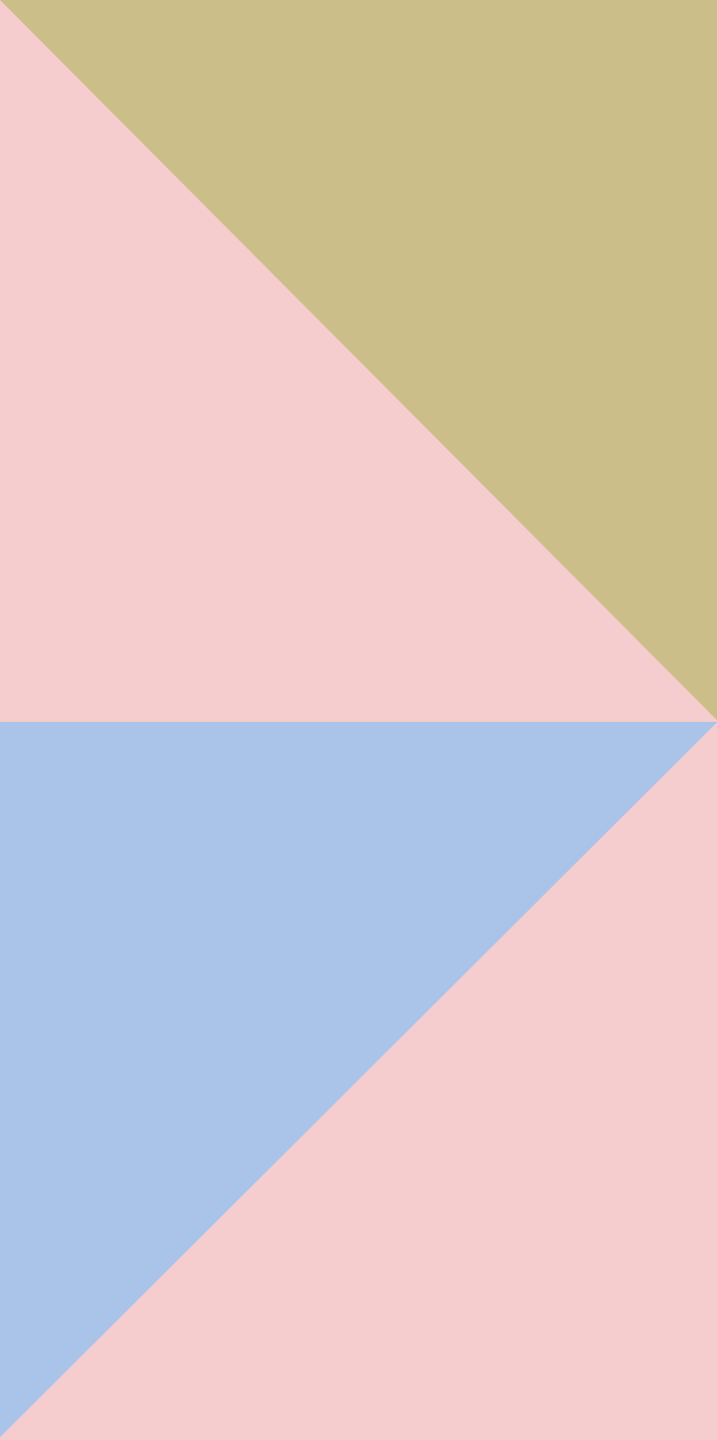


ISO 45001:2018

Benefits to Certification

By following a systematic standard for your occupational health & safety protection, risks can be identified and eliminated or minimized before they can become hazards.





DEPARTMENT COMMERCE

DIGITAL MARKETING

Skill Enhancement Course



What is Digital Marketing.

Digital marketing, also called online marketing, is the promotion of brands to connect with potential customers using the internet and other forms of digital communication. This includes not only email, social media, and web-based advertising, but also text and multimedia messages as a marketing channel.

It teaches you how to build, scale up, and sustain your Brand's online reputation across all relevant Digital platforms (which is known as Online Reputation Management). Nowadays, businesses thrive on online presence, reviews, and customer testimonials.

Learning Objectives:

To acquaint the knowledge of growing interaction between the traditional and digital marketing concepts and practices in the digital era.

To familiarize with the tools and techniques by the digital marketers.

Learning Outcomes:

Better understanding about the concept of digital marketing and its integration with traditional marketing.

Understanding about customer value journey in digital context and behavior of online consumers.

Get knowledge about different tools and tactics for enhancing a website's position and ranking with search engines.

Course Structure

(2 Credit Course)

Unit 1: Marketing in the digital Marketing

Unit 2: Content and Email Marketing

Unit 3: Social Media marketing and Display Marketing

Unit 4: Search Engine Marketing

Digital Marketing Career Opportunities

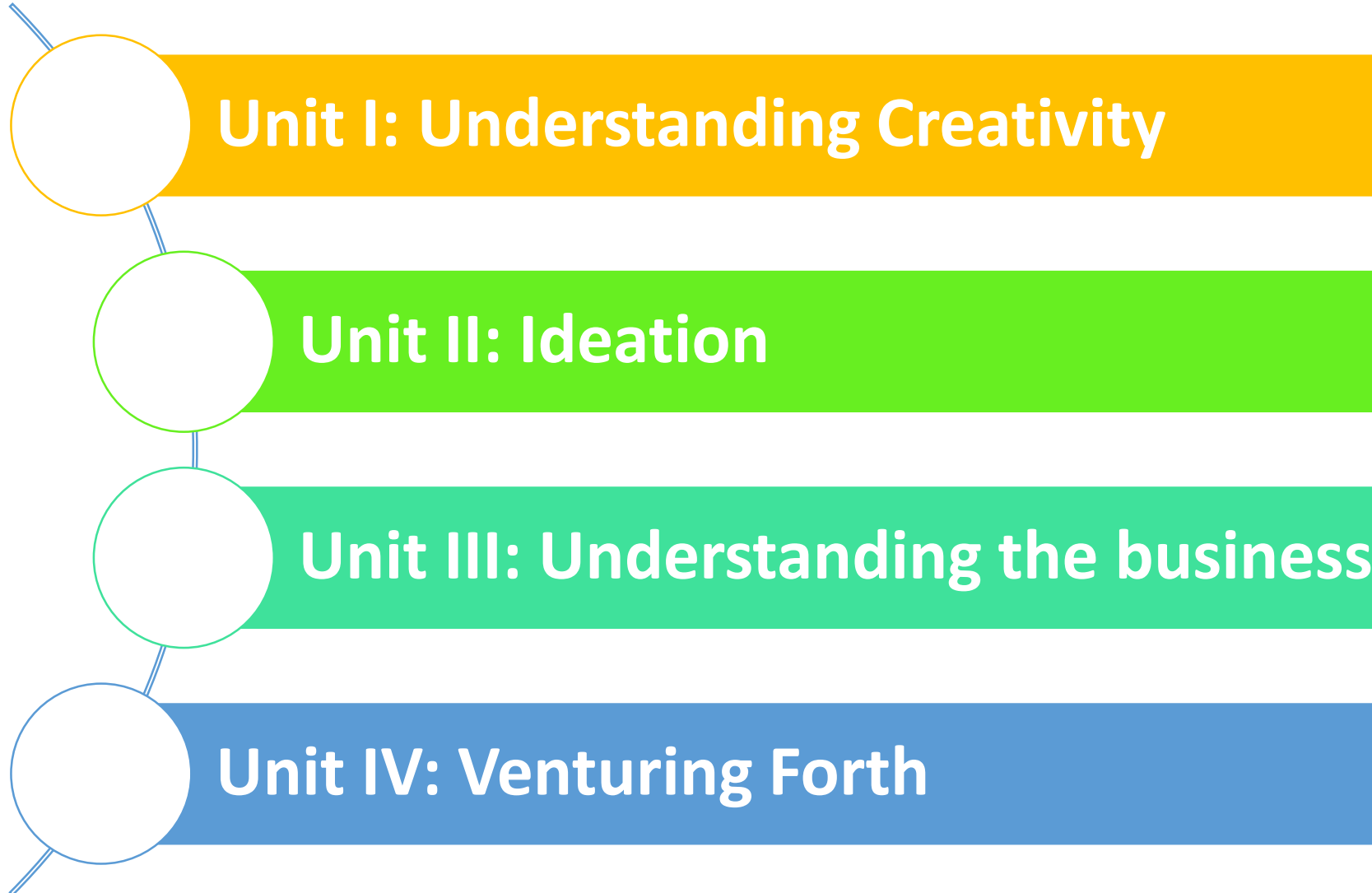
One of the reasons a digital marketing career is so exciting is that because the field is constantly evolving as different platforms are introduced. A digital marketing manager is always scoping out trends and seeing how they impact discoverability.

Building experience in digital marketing encompasses just about every facet of a brand's presence online. As search engines roll out new updates, digital marketing managers determine how they impact website rankings. From there, the entire marketing team works together to create a strategy.

Thank You

Presentation on
Innovation and Entrepreneurship
(SEC Paper)

Syllabus



DEPARTMENT ECONOMICS

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BASIC IT TOOLS

Course Outcome

Hands-on training and in-depth knowledge of Microsoft Office Softwares: MS Word, MS Excel and MS Access.

IMPORTANCE OF THIS PAPER

MS word is essential for submission of assignments and projects in higher education.

Learning MS EXCEL is vital for data analysis, interpretation and visualization,

Database management (MS ACCESS) has direct linkage with your future prospects in the job market as we all know “data is the new oil”.



Microsoft®
Access 2016

LEARNING OUTCOME

Enhanced knowledge about the tools used In every Sector for Maintaining Data Files, Documenting Information, Formatting, Protecting, Presenting And Analyzing Data.

The aura of Information Technology (IT) can be seen in almost all fields including work, learning, leisure, and health. This paper will enhance the employability skills of the students.



WHO SHOULD STUDY THIS PAPER



- This course is essential for students who have no or very less knowledge about the MS Office Suites.
- Basic understanding of MS Excel and Word is a pre-requisite for studying some of the other advanced SEC papers.

JOB
OPPORTUNITIES

Data Analyst

Database Administrator

Project Manager

Business Analysts

Secretary

Financial Analysts

Accountants

Typist

Retail Store
Managers

Court Reporter

DEPARTMENT MATHS

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SKILL ENHANCEMENT COURSE (SEC) UGCF-2022

IT SKILLS AND DATA ANALYSIS-I



s licensed under BY-

LEARNING OBJECTIVES

- Familiarize the student with the quantitative skills required for representing and interpreting data for the purpose of decision making.
- Equip the student with some fundamental concepts, which play a critical role in understanding and visualizing real world data.
- Enable the student to analyze data and problem situations using relevant IT tools.



LEARNING OUTCOMES

- Represent and interpret data in tabular and graphical forms.
- Understand and interpret the measures of central tendency and dispersion.
- Use IT tools such as spreadsheets to visualize and analyze data.



CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course	Total Credits	Components	Eligibility criteria	Pre-requisite of the course
		Practical		
IT Skills & Data Analysis-I	2	4	Nil	Nil

IT SKILLS & DATA ANALYSIS-II

- Extension of the course IT SKILLS & DATA ANALYSIS-I.
- Students will learn about advanced skills of analyzing data for the purpose of decision making.
- Use of advanced features in spreadsheets to visualize and analyze data.



Thank
you



DEPARTMENT PHYSICS

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Python

(*Skill Enhancement Course*)

SEC Courses Available on Python In DRC:

Programming with Python

What is Python ?



- Python: A computer programming language often used for data analysis , to build websites & softwares and automate various tasks.
- One of the most popular programming language in recent years.
- Platform independent code.

What is Python ?



- Extremely versatile language.
- Syntax is clear, easy to read and learn (beginner friendly);
- Open source software
- Simply extendable via C/C++, wrapping of C/C++ libraries.
- Comprehensive standard library for many tasks.
- Large and active community.

Python SECs : Objective and Eligibility



Objective of Courses

- Learn basic program -solving Techniques using Computers
- Develop logical thinking ability to propose novel solutions for real world problems through programming.
- Deepen the empirical knowledge on applying programming on business domains

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Programming with Python	2	0	0	2	12 th Pass	NIL



DEPARTMENT ZOOLOGY

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Aquaculture Entrepreneurship

SEC PAPER OFFERED BY DEPARTMENT OF ZOOLOGY
SEMESTER-1

Introduction

This paper offers following learning opportunities to the students

1. To give first hand training on traditional and modern aquaculture practices.
2. To understand variety of aquaculture crops and their requirements.
3. To understand the technique required for management of aquaculture ponds .
4. To learn the water quality management for optimum fish production systems.
5. To understand variety of methods to enhance the aquacrops and increase its productivity .
6. It's an important paper to understand the basics of next paper offered in Semester 2 ie Ornamental fish culture .
7. Gives hands on training in fish handling.

Learning outcomes

By the end of the course students will be well versed with:

1. Understanding of sustainable aquaculture farms.
2. To be able to identify profitable and economical aquaculture crops.
3. To understand the role of aquaculture in nutrition security, poverty elevation and employment generation.
4. Students get a wide knowledge of aquaculture related businesses like Prawn and fish farm
5. Students can start their own enterprise.

Target audience

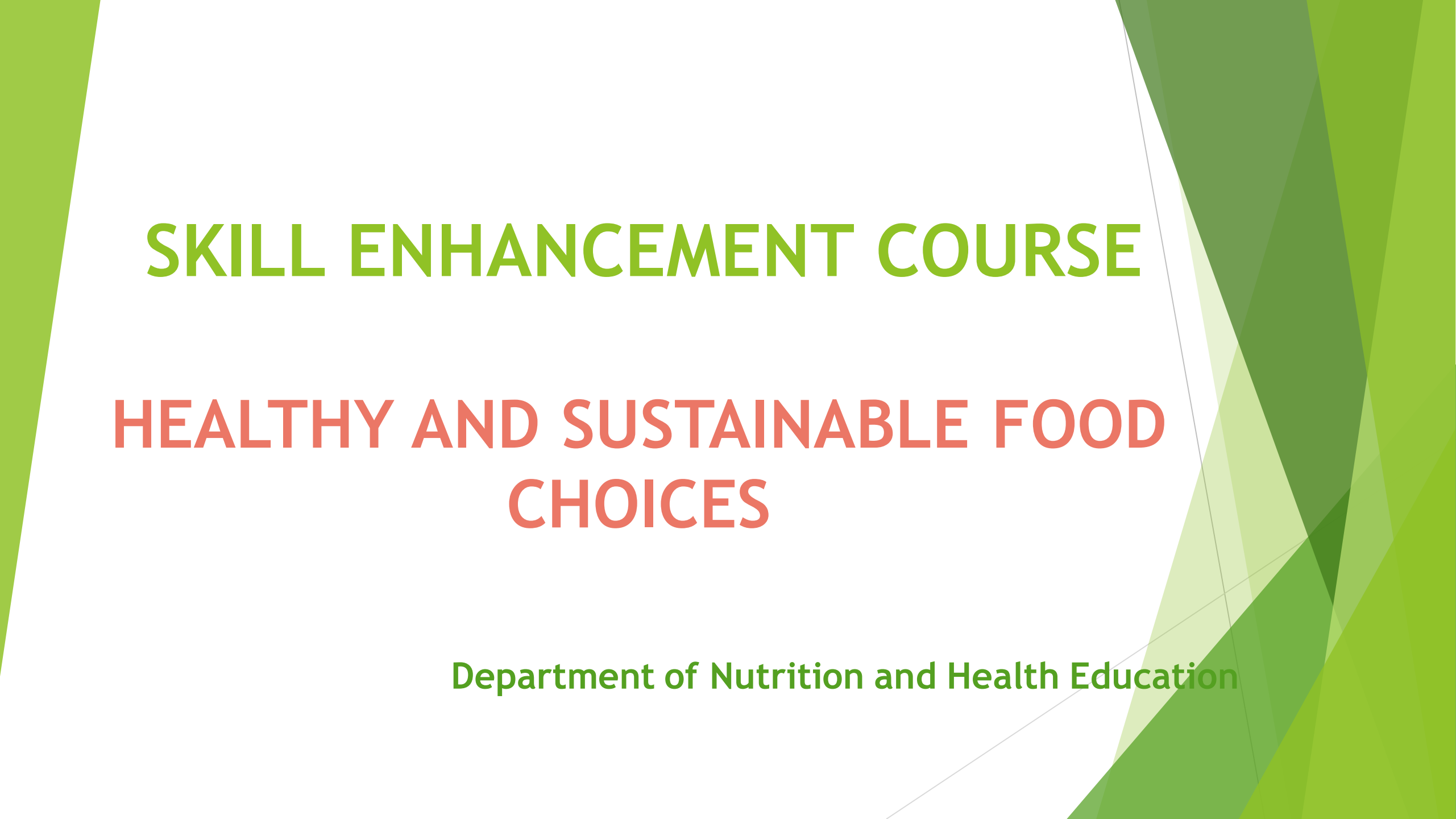
Any students who has keen interest in:

- Fish and Aquatic animals.
- Who wants employment opportunities in this sector.
- Wants to have first hand experience in fish handling and understanding.
- Wants to build a skill in fish biology ,it's a base paper for further papers offered in Next semesters (SEMESTER-2 -ornamental fish culture,SEMESTER-3 -formulation of fish feed SEMESTER-4, Fish breeding and larviculture

Eligibility

Student should be enrolled for first year undergraduate course in Delhi University

THANK YOU

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic feel. The shapes are primarily located on the left and right sides of the slide, framing the central text.

SKILL ENHANCEMENT COURSE

HEALTHY AND SUSTAINABLE FOOD CHOICES

Department of Nutrition and Health Education

Credit distribution

Lecture	Tutorial	Practical	Total
0	0	2	2

Learning Objectives

- ▶ To identify healthier food options
- ▶ To understand portion control for foods
- ▶ To demonstrate skill for preparing healthy and nutritious dishes
- ▶ To link sustainability with healthy food choices

Syllabus

- ▶ **Unit 1: Healthy food choices** 12 hours
 - ▶ Food labels and basics of nutrient profiling models to classify foods as HFSS
 - ▶ Nutrient profiling of commonly consumed food items
 - ▶ Exploring the food environment by mapping the food outlets and food available near home and college
- ▶ **Unit 2: Food portion sizes and related factors** 12 hours
 - ▶ The concept of portion/serving sizes and portion control
 - ▶ Estimation of energy and nutrient density of selected food products using nutrient composition database.

Syllabus continued

- ▶ **Unit 3: Basics of food preparation** 20 hours
- ▶ Planning and preparation of the following:
 - Snacks - Soups and Salads - Desserts - Meal combinations

- ▶ **Unit 4: Sustainability and healthy food** 16 hours
- ▶ Identification of nutritious food sources which have minimal impact on the environment
- ▶ Case study on understanding food supply chain and carbon footprints of any commonly consumed foods

Who benefits?

Every health-conscious student who wishes to learn the skill of cooking and eating healthy, with minimum impact on the environment

THANK YOU



Yoga in Practice - SEC Paper - 2 Credits - 4 Hours (Per week)

DR. CHANDAN KUMAR PANDEY
ASSISTANT PROFESSOR
DEPT. OF PHILOSOPHY
DAULAT RAM COLLEGE

Course Objectives & Outcomes



Learning Objectives

To understand the true meaning and roots of Yoga from old texts.

To make Yoga a part of daily routine for better health and peace of mind.



Learning Outcomes

Students will know the basic rules and philosophy of Yoga.

Students will understand the science behind different Yoga poses.

Students will understand the value of healthy living and self-discipline. As well as students can practice Asanas and Pranayamas in daily life.

Unit I: Fundamentals of Yoga



Defination & Types of Yoga

Encompasses various paths including Karma (action), Gyana (knowledge), Bhakti (devotion), Laya, Raja, Hatha, Mantra, and Kundalini Yoga.



Ashtanga (8 Limbs)

The structured path featuring Yama, Niyam, Asan, Pranayam, Pratyahara, Dharana, Dhyana, and ultimate Samadhi.



Shat Chakra

The 6 Psychic Centres: Mooladhara, Swadhishtana, Manipur, Anahata, Vishudha, and Aagya Chakra & Sahasradhara Chakra



Unit II: Practical Asanas & Pranayama



Standing Positions Surya Namaskara, Tadasana, Padahastasana, Garudasana, Natarajasana, Cakrasana.



Sitting Positions Padmasana, Vajrasana, Siddhasana, Bhadrasana, Gomukhasana, Shashankasana, Mandukasana, Kukkutasana.



Prone & Supine (Stomach/Backbone) Dhanurasana, Bhujangasana, Mayurasana, Marjarasana, Makrasana, Uttanapadasana, Naukasana, Sarvangasana, Sheershasana, Savasana.



Pranayama Practice Breathing techniques focusing on Purak (Inhale), Rechak (Exhale), and Kumbhaka (Retention).



Thank You!

*Yoga is the journey of the self, through the self,
to the self.*



Note for Students: Regular attendance and practical participation are mandatory for internal assessment.



Department of Political Science
Daulat Ram College, University of Delhi



Political Leadership and Communication

Skill Enhancement Course Paper Structure

Offered by Daulat Ram College under University of Delhi

Credit Distribution & Syllabus Snapshot

Course basics

Credits	2
Lecture	1
Tutorial	0
Practical / Practice	1
Eligibility	12th Pass
Pre-requisite	NIL

Total Marks: 100

Syllabus: 5 units × 3 weeks each

- I Explaining Political Communication**
Meaning, nature, scope; evolution and transformation
- II Exploring Leadership**
Themes, theories, typologies; participation and performance
- III Expanding Communication & Leadership**
Research orientation; strengthening communication techniques
- IV Research Issues and Challenges**
Surveys, opinion polls, exit polls; contemporary challenges
- V Empirical and Professional Implications**
Psephology as art and vocation; career options

How this Paper is Helpful to Students

1

Career orientation

Connects classroom learning with roles such as media manager, journalist, political analyst and PR officer.

2

Leadership confidence

Builds participation, performance and communication skills for public engagement.

3

Research readiness

Introduces surveys, opinion polls and exit polls as tools for political analysis.

4

Policy and civic insight

Helps students understand campaigns, public opinion and contemporary challenges.

What Students Will Learn



Understand linkages

Cross-cutting, multi-disciplinary connections in political communication.

Review key concepts

Core ideas, debates and election campaign studies.

Connect leadership with communication

How leadership performance shapes public participation and messaging.

Use research tools

Conceptual frameworks, qualitative skills, surveys and public opinion methods.

Key methods: class participation • assignments • projects • field work • presentations



Thank You

Department of Political Science

Daulat Ram College, University of Delhi

Museums & Museology

SEC Paper offered by Department of History,
Daulat Ram College, University of Delhi



What is a Museum?



Museum

Not-for-profit, permanent institution that researches, collects, conserves, interprets & exhibits heritage; fosters diversity & sustainability and operates ethically with community participation.



Museology

The study of museums, exploring their history, roles in society and activities such as curating, preservation, public programming & education.



New Museology

Post-1950s movement advocating ecomuseums & community control, challenging traditional practices and redefining the museum's social role.

History of Museums in India

1796–1858

Formative phase: Asiatic Society founded; Indian Museum (1814) launches the museum movement.

1858–1899

Growth & consolidation: new museums established with support from British & princely patrons.

1899–1928

Era of Curzon & Marshall: reforms, archaeological surveys & conservation initiatives.

1928–1947+

Pre- & post-Independence: professionalisation and proliferation of national & regional museums.

Research Projects

Choose any two to explore heritage and curatorial narratives:

- Indian Museum (Kolkata, 1814): earliest & largest multi-purpose museum
- National Museum (Delhi, 1949/1960): India's national museum of art & history
- Salar Jung Museum (Hyderabad, 1951): vast private collection of art & manuscripts
- CSMVS (Mumbai, 1922): Prince of Wales Museum renamed after Shivaji

Functions & Types of Museums



Collection

Curate objects for research, education & exhibition.



Documentation

Maintain manual, digital & photographic records to ensure accessibility.



Conservation

Control environment, manage pests & prepare for disasters to preserve artifacts.



Exhibition

Design engaging displays with inclusive interpretation & interactive media.

Types of Museums

- Historical – preserves artifacts from specific events & periods
- Archaeological – displays relics from excavations
- General – multidisciplinary collections across art, history & science
- Military – weapons, uniforms & documents about warfare
- Fine Arts – visual arts such as painting & sculpture
- Science & Technology – scientific discoveries & innovations
- National – preserves a nation's cultural & historical heritage

Projects & Practical Experience



Research Projects

Select any two museums for in-depth study and analysis of collections, curatorial practices & public engagement:

- Indian Museum, Kolkata
- National Museum, Delhi
- Salar Jung Museum, Hyderabad
- CSMVS, Mumbai



Museum Visits & Field Work

3–5 days of immersive study; individual or group assignments; 50 % practical component. Choose one:

- National Museum, Delhi
- Red Fort Archaeological Museum
- Craft Museum & Hastkala Academy
- National Gallery of Modern Art
- National Science Centre
- Gandhi Smriti Museum
- Sulabh International Museum of Toilet
- Sanskriti Kendra

Thank you!

We look forward to exploring museums with you.

ORIENTATION FOR SEC

Department of Sanskrit

Practices in Horoscope- I

2 Credits

2 Practicals

Eligibility Criteria

12 Passed

Medium

Hindi & English

Objective and Outcomes of the Course



Altering perception and attitude towards Jyotish

Understanding the overall environment – Individual as well as cosmic through Jyotish

Adopting remedial practices of Jyotish (Panchanga, Graha, Rash, Samay Gyan, etc), to maintain holistic well-being.

Creating awareness regarding the role of Jyotish in maintain Community and individual Well-being.

Solar System

(सौर परिवार)



Panchang (पंचांग)



Time Tnowledge

(समय ज्ञान)



Planetary form (ग्रह स्वरूप)



Local Sunrise and Sunset (स्थानीय सूर्योदय एवं सूर्यास्त)



Thank You