



# PM POLYTECHNIC

A Unit of Puran Murti Educational Society  
Approved by AICTE, Ministry of HRD, Govt. of India,  
Affiliated to State Board of Technical Education, Panchkula, Haryana

## SCHEME FOR FOURTH SEMESTER (Medical Lab Technology)

Sr. No.	Subject	Study Scheme			EVALUATION SCHEME						Total Marks
					INTERNAL ASSESSMENT		EXTERNAL ASSESMENT (EXAMINATION)				
					Theory	Practical	Written Paper		Practical		
					Max. Marks	Max. Marks	Max. Marks	Hrs.	Max. Marks	Hrs.	
4.1	Clinical Microbiology-IV	3	-	3	25	25	100	3	50	3	200
4.2	Haematology-IV	3	-	3	25	25	100	3	50	3	200
4.3	Clinical Biochemistry-IV	3	-	3	25	25	100	3	50	3	200
4.4	Histopathology and Cytology-I	3	-	3	25	25	100	3	50	3	200
4.5	Medical Laboratory Management	4	-	-	50	-	100	3	-	-	150
4.6*	Environmental Education	3	-	-	25	-	100	3	-	-	125
4.7*	Employability Skills-II	-	-	2	-	25	-	-	50	3	75
	# Student Centered Activities including personality development Awareness Camp	-	-	6	-	25	-	-	-	-	25
<b>Total</b>		<b>20</b>	<b>-</b>	<b>20</b>	<b>175</b>	<b>150</b>	<b>600</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>1175</b>

\* Common with other diploma programmes

# Student Centered Activities will comprise of co-curricular activities like extension lectures, library studies, games, Hobby clubs e.g. photography, painting, singing, seminars, declamation contests, educational field visits, N.C.C.,NSS, Cultural Activities, Civil Defence/Disaster Management activities etc.



## SYLLABUS: Polytechnic (DMLT)

Department:—Medical Lab Technology 4<sup>th</sup> Semester

Subject: Clinical Microbiology- IV (Theory)

Subject Code: 31941

### Detailed Contents

#### Unit No.1 Mycology

Topic No.1: Characteristics and classification of medically important fungi

#### Unit No.2 Fungal Culture media

Topic No.2: SDA (Sabouraud's dextrose agar) with and without antibiotics

Topic No.3: CMA (Corn meal agar)

Topic No.4: BHI (Brain Heart Infusion)

#### Unit No.3 Collection and processing of sample for fungal infection in Skin, Nail and Hair

Topic No.5: KOH preparation

Topic No.6: LCB (Lactophenol cotton blue)

Topic No.7: India ink

#### Unit No.4 Fungal Cultivation

Topic No.8: Medically important fungi - Candida, Dermatophytes

Topic No.9: Laboratory Contaminants – Penicillium, Rhizopus, Mucor, Aspergillus

#### Unit No.5 Introduction to Immunology

Topic No.10: Immunity; Innate and Acquired

#### Unit No.6 Antigens

Topic No.11: Definition, types and properties

#### Unit No.7 Antibodies

Topic No.12: Definition, types and properties

#### Unit No.8 Antigen – Antibody Reactions

Topic No.13: Principle and applications of agglutination, precipitation and flocculation reactions

#### Unit No.9 Serological tests

Topic No.14: Principle, techniques and interpretation of; Widal - Tube method/ Titre slide method Anti streptolysin O, C- reactive protein, VDRL/RPR, Rheumatoid factor (RF)

Topic No.15: Principle, techniques and application of; ELISA (direct and indirect)

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
3	-	-	25	-	100	3	-	-	125

#### RECOMMENDED BOOKS

1. Medical Laboratory Technology by Kanai Lal Mukherjee; Tata McGraw Hill Publishers, New Delhi
2. An introduction to Medical Laboratory Technology by FJ Baker; Butterworth Heinemann Oxford
3. Textbook of Microbiology by Ananthanarayan and Panikar; Orient Longman, Hyderabad
4. Practical Book of Medical Microbiology by Satish Gupta; JP Brothers, New Delhi
5. Text Book of Medical Microbiology by Satish Gupta; JP Brothers, New Delhi
6. Medical Laboratory Manual for Tropical Countries Vol. I and II by Monica Cheesberg; Cambridge University Press; UK
7. Text Book of Medical Laboratory Technology by Praful B Godkar; Bhalani Publishing House; Mumbai
8. Medical Lab Science Theory and Practice by J Ochei and A Kolhatkar
9. Text Book of Medical Microbiology by Greenwood, ELB



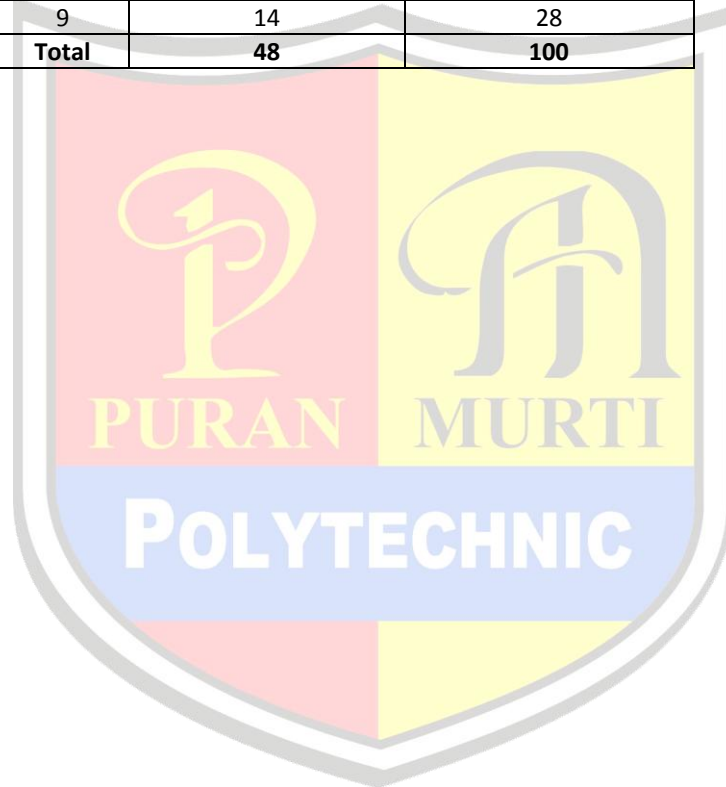
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### SUGGESTED DISTRIBUTION OF MARKS:

Unit no.	Time allotted(hours)	Marks allotted (%)
1	04	08
2	02	06
3	02	06
4	06	12
5	06	12
6	04	08
7	04	08
8	06	12
9	14	28
<b>Total</b>	<b>48</b>	<b>100</b>





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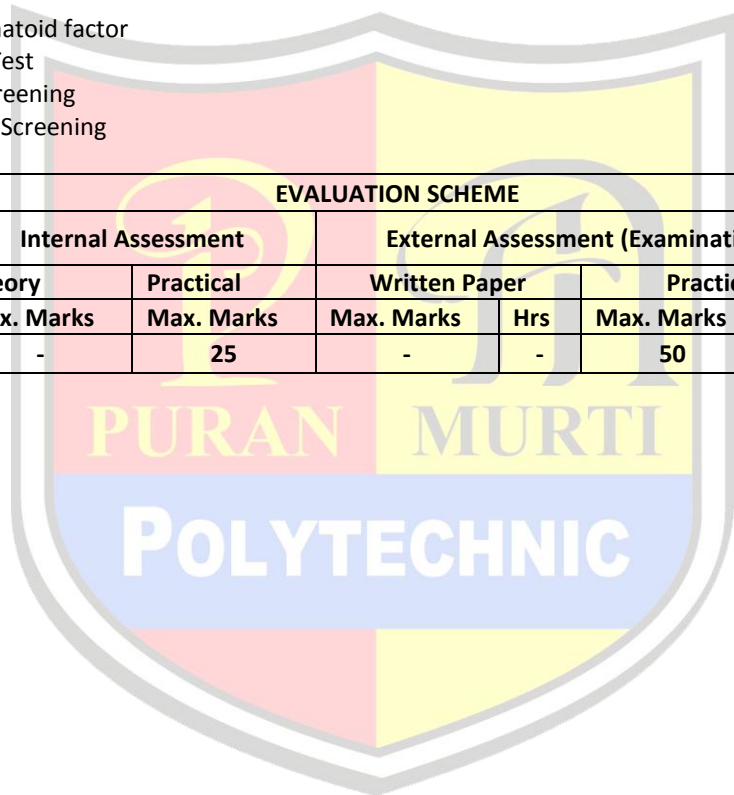
**Subject: Clinical Microbiology - IV (Practical)**

**Subject Code: 31941**

## LIST OF PRACTICALS

1. Preparation of different culture media used in mycology - Sabouraud's dextrose agar with and without antibiotics, Corn meal agar, BHI (Brain, Heart Infusion)
2. To perform wet mount techniques – KOH and LCB
3. To study characteristics of common laboratory fungal contaminants
4. Collection and processing of samples for diagnosis of fungal infections in skin, hair, nail scrapings
5. To perform serological tests
  - Widal test (Both slide and tube method)
  - ASO titre
  - CRP
  - Rheumatoid factor
  - VDRL Test
  - HIV Screening
  - HBsAg Screening

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
-	-	2	-	25	-	-	50	3	75





## Detailed Contents

### Unit No.1 Introduction to normal haemostasis

- Topic No.1: Theories of blood coagulation
- Topic No.2: Platelets and their role in haemostasis including count
- Topic No.3: Bleeding disorders and related diseases
- Topic No.4: Principles, clinical importance, reference values and methods of: prothrombin time, prothrombin time index (PTI) International normalized ratio (INR), Activated Partial Thromboplastin time (APTT), Thrombin Time (TT), Bleeding time (BT), Hess test, clotting time (CT), and clot retraction test (CRT)

### Unit No.2 Bone – marrow

- Topic No.5: Composition and function of bone-marrow
- Topic No.6: Aspiration of bone-marrow by various methods
- Topic No.7: Preparation, staining and examination of bone-marrow smears for myelogram including M.E. Ratio
- Topic No.8: Iron staining (Perls' reaction)
- Topic No.9: Significance of bone-marrow examination

### Unit No.3 Leukemia

- Topic No.10: Definition of leukemias
- Topic No.11: (FAB) Classification
- Topic No.12: Laboratory diagnosis of various leukemias

### Unit No.4 LE Cell phenomenon

- Topic No.14: Phenomenon of LE cell, its differentiation from tart cell
- Topic No.15: Demonstration of LE cell by various methods
- Topic No.16: Clinical significance

### Unit No.5 Semen Analysis

- Topic No.17: Semen Analysis in detail

### Unit No.6 Cell counts

- Topic No.18: Cell counts of various biological fluids

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment			External Assessment (Examination)			
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
3	-	-	25	-	100	3	-	-	125

### RECOMMENDED BOOKS

1. Medical Laboratory Technology Vol. 1 by KL Mukherjee; Tata McGraw Hill Publishing Company, New Delhi
2. An Introduction to Medical Laboratory Technology by FJ Baker; Butterworth Heinemann, Oxford
3. Medical Laboratory Manual for Tropical Countries by Monica Cheesberg; Cambridge University Press; UK
4. Textbook of Medical Laboratory Technology by Praful B Godkar; Bhalani Publishing House, Mumbai
5. Practical Haematology by J.V Decie; ELBS with Churchill Living Stone, UK
6. Medical Laboratory Science Theory and Practical JO Chei and Kolhatkar, Tata McGraw Hill Publishing Company Ltd., New Delhi
7. Haematology for Medical Technologists by Charles F. Seiverd 5th Ed. 1983, Lea & Febigue Philadelphia



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### SUGGESTED DISTRIBUTION OF MARKS:

Unit no.	Time allotted(hours)	Marks allotted (%)
1	22	46
2	05	10
3	10	21
4	03	06
5	04	09
6	04	08
<b>Total</b>	<b>48</b>	<b>100</b>





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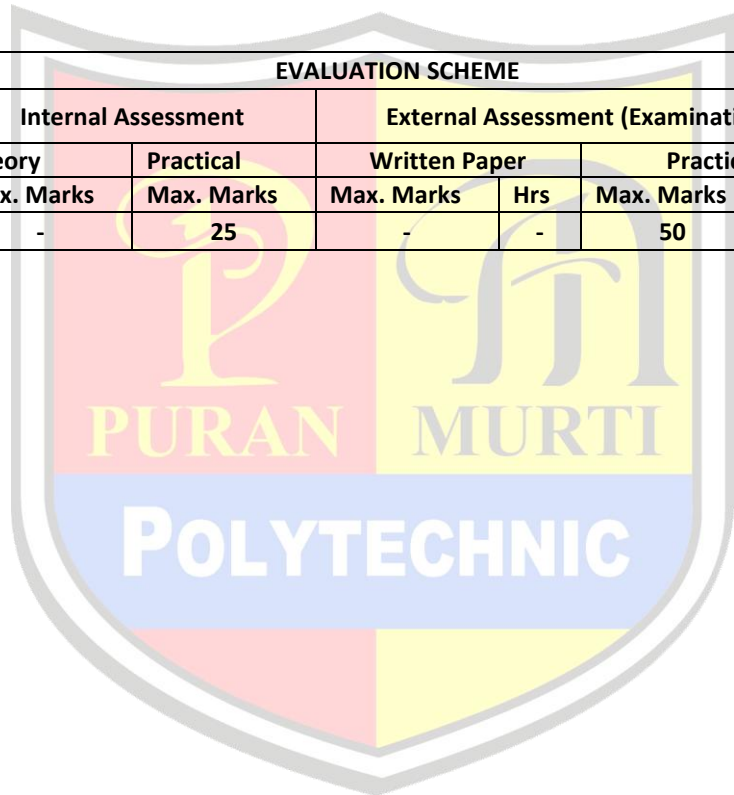
**Subject: Haematology - IV (Practical)**

**Subject Code: 31942(P)**

### LIST OF PRACTICALS

1. Determination of bleeding time by Ivy's and Dukes method
2. Determination of clotting time by Lee and White method
3. Determination of prothrombin time, index and INR (International Normalised Ratio)
4. Determination of Activated Partial thrombo platin time (APTT)
5. Demonstration of Hess test
6. Performance of Clot retraction test
7. Demonstration of LE Cell
8. Cell counts of biological fluids
9. Semen analysis

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
-	-	2	-	25	-	-	50	3	75





## Detailed Contents

### Unit No.1 Urine Analysis

- Topic No.1: Normal composition of urine
- Topic No.2: Clinical importance of urine analysis
- Topic No.3: Qualitative analysis of proteins, sugar, bile salts, bile pigments, urobilinogen and blood.
- Topic No.4: Detailed discussion on glycosuria and albuminuria
- Topic No.5: Ketone bodies
- Topic No.6: Urinary electrolytes estimation (Na, K and Cl)

### Unit No.2 Stool Chemistry

- Topic No.7: Physical characteristics and chemical composition of stool
- Topic No.8: Significance of presence of blood and excess fat in stool
- Topic No.9: Occult blood detection

### Unit No.3 Cerebrospinal Fluid

- Topic No.10: Composition of CSF and its functions
- Topic No.11: Methods of determination of proteins, sugar and chloride in CSF
- Topic No.12: Reference Values
- Topic No.13: Clinical importance

### Unit No.4 Biological fluids

- Topic No.14: Formation, composition and significance of biological fluids (peritoneal, pleural, synovial, ascitic fluid)

### Unit No.5 Electrophoresis

- Topic No.15: Theory
- Topic No.16: Principle and procedure of paper, gel electrophoresis, method of elution
- Topic No.17: Clinical importance

### Unit No.6 Chromatography

- Topic No.18: Theory of Chromatography, separation between stationary and mobile Phases
- Topic No.19: Principle and procedure of Paper chromatography
- Topic No.20: Importance of chromatography

### Unit No.7 Automation in Biochemistry

- Topic No.21: Classification and types of Auto analyzer

### Unit No.8 Thyroid function tests

- Topic No.22: Clinical importance of T3, T4 and TSH

### Unit No.9 Introduction to Tumor markers

- Topic No.23: Commonly used Tumor Markers (Cancer Markers)

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week	Theory	Practical	Written Paper		Practical				
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
3	-	-	25	-	100	3	-	-	125

## RECOMMENDED BOOKS

1. A Procedure Manual for Routine Diagnostic Tests, Vol. I, II and III by KL Mukherjee; Tata McGraw Hill Publishers, New Delhi
2. Practical Clinical Biochemistry by Varley; Heinmann Publishers, Oxford
3. A Text Book of Medical laboratory Technology by P Godkar; Bhalani Publishers, Mumbai
4. Medical Laboratory Science Theory and Practice by J Ochaie and A Kolhatkar, Tata McGraw Hill





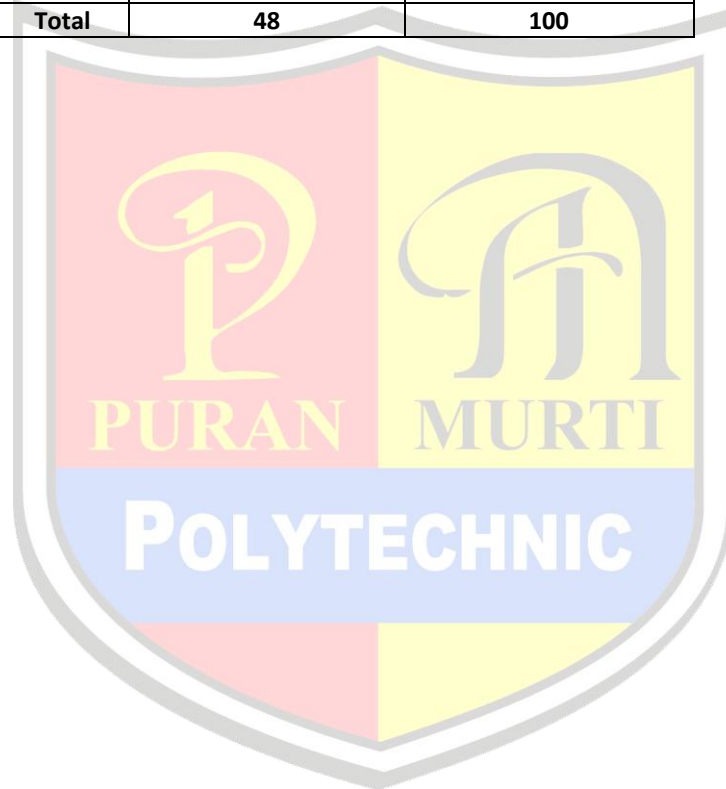
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Unit no.	Time allotted(hours)	Marks allotted (%)
1	22	46
2	05	10
3	10	21
4	03	06
5	04	09
6	04	08
7	05	10
8	04	10
9	02	04
<b>Total</b>	<b>48</b>	<b>100</b>





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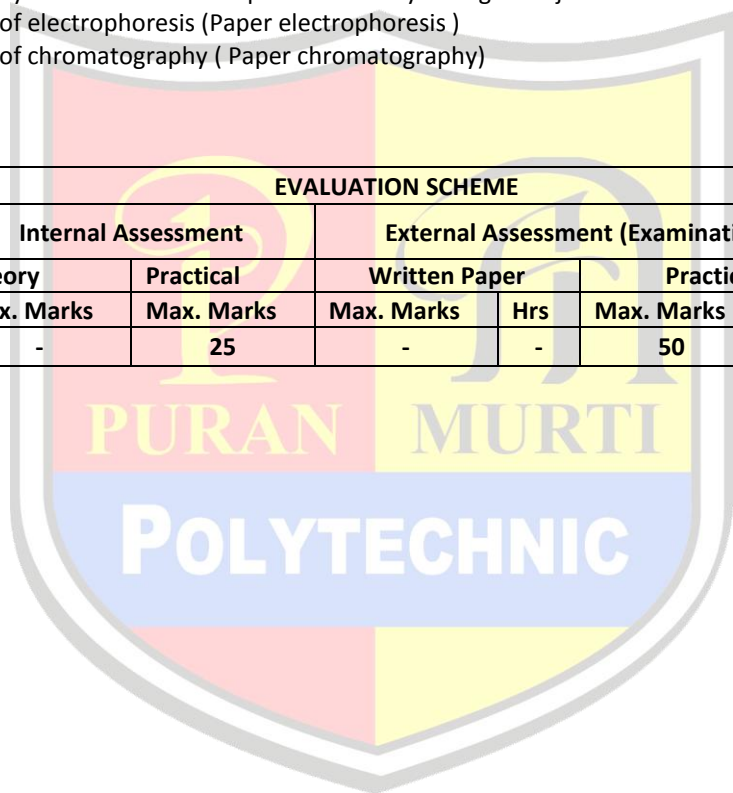
**Subject: Clinical Biochemistry IV (Practical)**

**Subject Code: 031943(P)**

### LIST OF PRACTICALS

1. Analysis of urine for sugar and proteins (qualitative and quantitative)
2. Detection of ketone bodies in urine
3. Detection of haematuria
4. Detection of bile pigments, bile salts and urobilinogen
5. Occult blood test for stool specimen
6. Estimation of glucose in CSF
7. Estimation of total proteins and globulins in CSF
8. Estimation of chloride in CSF
9. Titration for acidity determination and qualitative analysis of gastric juice
10. Demonstration of electrophoresis (Paper electrophoresis )
11. Demonstration of chromatography ( Paper chromatography)

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
-	-	2	-	25	-	-	50	3	75





## Detailed Contents

### **Unit No.1 Light Microscope**

- Topic No.1: Principles of light microscope
- Topic No.2: Various parts of microscope
- Topic No.3: Uses of microscope
- Topic No.4: Cleaning and maintenance of microscope
- Topic No.5: Various attachments of compound microscope (principle only) Polarizing microscopy, Dark field Microscopy, Phase contrast microscopy, Fluorescent microscopy, Electron microscopy,

### **Unit No.2 Special stains**

- Topic No.6: Principle, significance and interpretation of different types of stains, PAS (Periodic Acid Schiff's Reagent) Silver impregnation stain – Reticulin fibre, Ziehl Neelson's – for AFB and Leprae, Masson's trichrome Stain, Oil Red O – fat, Gram's stain – Gram +ve and Gram –ve

### **Unit No.3 Decalcification**

- Topic No.7: Process of decalcification
- Topic No.8: Various types of decalcifying methods
- Topic No.9: Their mechanism, advantage, disadvantage and applications
- Topic No.10: Assessment of decalcification

### **Unit No.4 Handling of fresh histological tissues (Frozen Section)**

- Topic No.11: Reception and processing of frozen tissue
- Topic No.12: Freezing microtome and cryostat
- Topic No.13: Advantages and dis-advantages of freezing microtome and cryostat
- Topic No.14: Working, care, maintenance of freezing microtome and cryostat
- Topic No.15: Frozen section cutting
- Topic No.16: Staining, Rapid H&E, Fat stain
- Topic No.17: Mounting of frozen section

### **Unit No.5 Museum Technique**

- Topic No.18: Introduction to museum with emphasis on importance of museum
- Topic No.19: Reception, fixation and processing of various museum specimens
- Topic No.20: Cataloguing of museum specimen

### **Unit No.6 Autopsy**

- Topic No.21: Introduction to autopsy technique (Care and maintenance of autopsy area, autopsy instruments, handling of dead bodies)
- Topic No.22: Use of autopsy

### **Unit No.7 Malignant Cells**

- Topic No.23: Characteristics
- Topic No.24: Differences from normal cell

### **Unit No.8 Harmonal Assessment**

- Topic No.25: Importance of HCG
- Topic No.26: Use of Harmonal Assessment (Pregnancy Test)

### **Unit No.9 Aspiration Cytology**

- Topic No.27: Principle of FNAC (Fine Needle Aspiration Cytology)
- Topic No.28: Indications of FNAC
- Topic No.29: Uses of FNAC
- Topic No.30: Staining Techniques, PAP Stain, MGG (May-Grunwald – Giemsa), H&E (Haematoxylin & Eosin Stain)

### **Unit No.10 Cytological special stains**

- Topic No.31: Principle, Technique & Interpretation of : PAS ( Periodic Acid Schiffs reagent Stain) Zeihl Neelson's (ZN) Stain (AFB)

### **Unit No.11 Advancements in Cytology**

- Topic No.32: Automation in Cytology, Use of Cytospin



STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
3	-	-	25	-	100	3	-	-	125

## RECOMMENDED BOOKS

1. An Introduction to Medical Laboratory Technology by FJ Baker; Butterworths Scientific, London
2. Carleton's Histological Technique by RAB, Drury, MADM (OXON), FRC Path, Northwick Paru Hospital, Harrow, Middlesex
3. Theory and Practice of Histological Technique by John D. Bancroft, Churchill Livingstone, London 81
4. Cellular Pathology Techniques by CFA Culling, Butterworths, London
5. Medical Lab Technology by Dr. Ramnik Sood, MD, Maulana Azad College, New Delhi
6. Diagnostic Cytology and its Histopathology Basis by Leo Pold G.Koss; JB Lupein, Philadelphia

## SUGGESTED DISTRIBUTION OF MARKS:

Unit no.	Time allotted(hours)	Marks allotted (%)
1	22	46
2	05	10
3	10	21
4	03	06
5	04	09
6	04	08
7	05	10
8	04	10
9	02	04
10	04	06
11	02	04
<b>Total</b>	<b>48</b>	<b>100</b>



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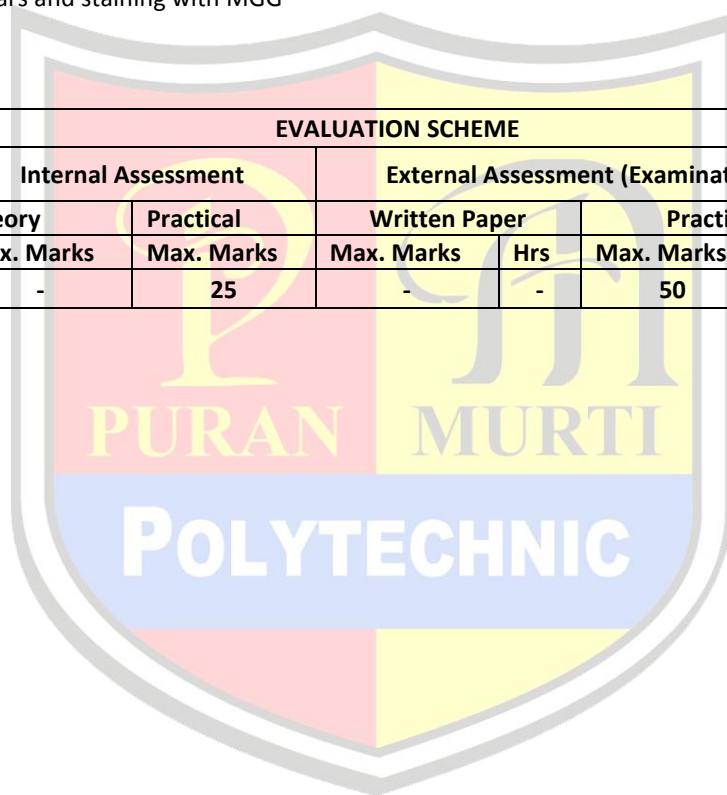
**Subject: Histopathology and Cytology - II (Theory)**

**Subject Code: 31944(P)**

## LIST OF PRACTICALS

1. Demonstration of various parts of light microscope (Mechanical & Optical)
2. Demonstration of cryostat (brochures and charts can be used)
3. Processing of tissue for frozen section
4. Staining and mounting of frozen section using H&E stain (rapid method), Oil Red "O".
5. Preparation of various mounting reagents for museum specimens
6. Demonstration and care of autopsy instruments
7. Demonstration of malignant cell
8. Preparation of dry smear and wet smear
9. To perform Pap stain
10. Fixation of smears and staining with MGG

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
-	-	2	-	25	-	-	50	3	75





## Detailed Contents

### **Unit No.1 Introduction, Layout, Facility of clinical Laboratory**

Topic No.1: Role of medical laboratory technology in total health care, principles of management, techniques of planning, physical facilities/equipments – layout and design

### **Unit No.2 Laboratory Organization and Layout**

Topic No.2: Laboratory organization, operation, job description, evaluation, performance

Topic No.3: Layout of clinical laboratories

Topic No.4: Layout of Blood Bank

### **Unit No.3 Material Required**

Topic No.5: Material management, procurement, financial resources, importing, inventory, control and analysis, Inspection, storage etc.

### **Unit No.4 Quality Assurance**

Topic No.6: Analytical control, Internal and external quality assurance in clinical laboratories, precision, accuracy, Standard deviation as per national standards

### **Unit No.5 Safety Precautions**

Topic No.7: Safety measures in clinical laboratories (microbiology, haematology, biochemistry, histopathology and Cytology, transfusion medicine), Disposal of Biomedical waste.

### **Unit No.6 First Aid in Clinical Laboratory:**

Topic No.8: Acid burn/Alkali burn

Topic No.9: Accidental trauma

Topic No.10: Gas/Toxic inhalation

Topic No.11: Spillage

### **Unit No.7 Medical Ethics and Code of Conduct**

Topic No.12: Ethics and code of conduct - legal aspects – confidentiality malpractice/negligence; legal implications, law suits, consumer protection and insurance for professional health hazards

### **Unit No.8 Laboratory Equipment - Care and Maintenance**

Topic No.13: Preventive maintenance and care of various laboratory equipment

### **Unit No.9 Role of Computer in Lab services**

Topic No.14: Storage and retrieval of laboratory data manually and with help of computers

### **Unit No.10 Laboratory Accreditation**

Topic No.15: Laboratory Accreditation – Introduction

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment			External Assessment (Examination)			
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
3	-	-	25	-	100	3	-	-	125

### **RECOMMENDED BOOKS**

1. Medical Laboratory Technology by Praful B Godkar; Bhalani Publishing House, Mumbai (India)
2. Text Book of Medical Laboratory Technology by FJ Baker; Butterworths Heinmann Publishers, Oxford
3. Text Book of Medical Laboratory Technology by KL Mukherjee Vol I, II and III Tata McGraw Hill Publishers, New Delhi
4. Medical Lab Technology by Ramnik Sood, Jay Pee Brothers, New Delhi
5. District Laboratory Practice in Tropical Countries by Monica Chesbrough, Churchill Livingstone.
6. Laboratory Management by Puthwilliams



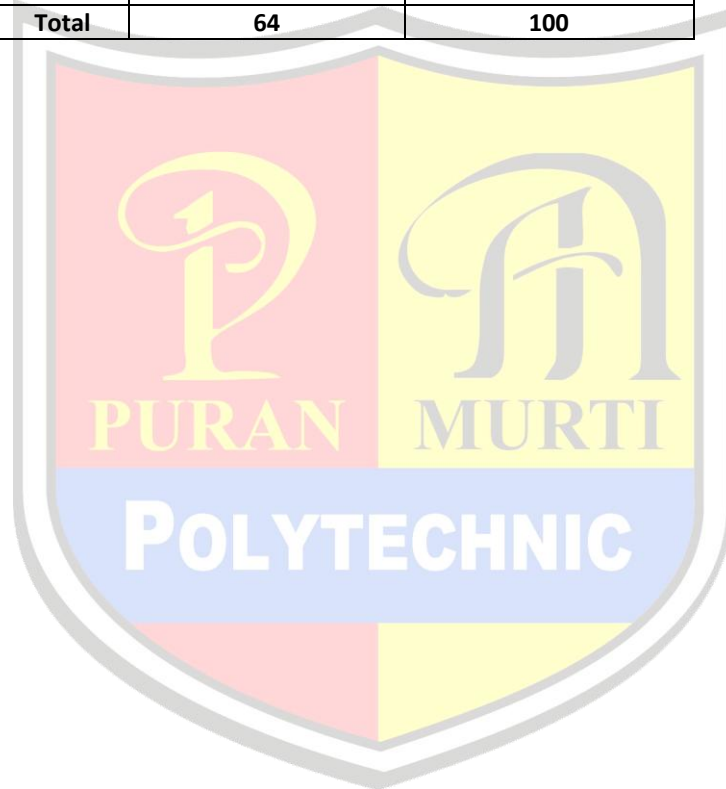
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### SUGGESTED DISTRIBUTION OF MARKS:

Unit no.	Time allotted(hours)	Marks allotted (%)
1	08	12
2	08	12
3	06	10
4	10	14
5	05	08
6	09	16
7	08	14
8	05	07
9	03	05
10	02	02
<b>Total</b>	<b>64</b>	<b>100</b>





## Detailed Contents

### Unit No.1 Introduction

Topic No.1: Definition, Scope and Importance of Environmental Education

### Unit No.2 Basics of ecology

Topic No.2: Basics of ecology, biodiversity, eco system and sustainable development

### Unit No.3 Sources of pollution

Topic No.3: Sources of pollution - natural and manmade, causes, effects and control measures of pollution (air, Water, noise, soil, radioactive and nuclear) and their units of measurement

### Unit No.4 Solid waste management

Topic No.4: Solid waste management – Causes, effects and control measures of urban and industrial waste

### Unit No.5 Mining and deforestation – Causes, effects and control measures

Topic No.5: Mining and deforestation – Causes, effects and control measures

### Unit No.6 Environmental Legislation

Topic No.8: Environmental Legislation - Water (prevention and control of pollution) Act 1974, Air (Prevention and Control of Pollution) Act 1981 and Environmental Protection Act 1986, Role and Function of State Pollution Control Board, Environmental Impact Assessment (EIA)

### Unit No.7 Role of Non-conventional Energy Resources

Topic No.12: Role of Non-conventional Energy Resources (Solar Energy, Wind Energy, Bio Energy, Hydro Energy)

### Unit No.8 Current Issues in Environmental Pollution

Topic No.13: Current Issues in Environmental Pollution – Global Warming, Green House Effect, Depletion of Ozone Layer, Recycling of Material, Environmental Ethics, Rain Water Harvesting, Maintenance of Groundwater, Acid Rain, Carbon Credits

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment			External Assessment (Examination)			
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
3	-	-	25	-	100	3	-	-	125

### RECOMMENDED BOOKS

1. Environmental Engineering and Management by Suresh K Dhameja; SK Kataria and Sons, New Delhi.
2. Environmental Science by Dr. Suresh K Dhameja; SK Kataria and Sons, New Delhi.
3. Environmental and Pollution Awareness by Sharma BR; Satya Prakashan, New Delhi.
4. Environmental Protection Law and Policy in India by Thakur Kailash; Deep and Deep Publications, New Delhi.
5. Environmental Science by Deswal and Deswal; Dhanpat Rai and Co. (P) Ltd. Delhi.
6. Engineering Chemistry by Jain and Jain; Dhanpat Rai and Co. (P) Ltd. Delhi.
7. Environmental Studies by Erach Bharucha; UGC University Press.

### SUGGESTED DISTRIBUTION OF MARKS:

Unit no.	Time allotted(hours)	Marks allotted (%)
1	02	04
2	03	06
3	12	24
4	06	12
5	04	10
6	10	20
7	04	10
8	07	14
<b>Total</b>	<b>48</b>	<b>100</b>





Subject: Employability Skills – II (Practical)

Subject Code: EMP SKLL

## Detailed Contents

### Unit 1. Oral Practice

- Topic No.1: Mock interview
- Topic No.2: Preparing for meeting
- Topic No.3: Group discussion
- Topic No.4: Seminar presentation
- Topic no. 5: Making a presentation
  - 5.1) Elements of good presentation
  - 5.2) Structure and tools of presentation
  - 5.3) Paper reading
  - 5.4) Power point presentation

STUDY SCHEME			EVALUATION SCHEME						Total Marks
			Internal Assessment		External Assessment (Examination)				
Hrs/week			Theory	Practical	Written Paper		Practical		
L	T	P	Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
-	-	2	-	25	-	-	50	3	75

