

**POST GRADUATE DIPLOMA (SAFETY MANAGEMENT- INDUSTRY) – PART ONE**

**Optional Early Certificate: - N/A**

**Syllabus:-**

Sr. No.	Module Code	Name of Module	Credits	Total Marks
1	PDIS111	Safety Management Systems	5	100
2	PDIS112	Accident Prevention Techniques	5	100
3	PDIS113	Fundamental of Information Technology	5	100
4	PDIS114	Communication & Soft Skills	5	100
5	PDIS115	Industry Risk Assessment	4	100

**Module Name: SAFETY MANAGEMENT SYSTEM**

1. Introduction
2. Safety Inspection
3. Risk Management
4. Safety Auditing
5. Safety Management System
6. The Elements of a Safety Management System
7. Case Studies Using the D&S Audit Method
8. Case Studies Using the MISHA Method

**Module Name: ACCIDENT PREVENTION TECHNIQUES**

1. Accident Prevention Fundamentals
2. Motivating Safety and Health
3. General Safety Rules
4. Accident Causation and Prevention
5. Construction Safety Management
6. Emergency Management

7. Emergency Management Key Components
8. Functions of an Emergency Management Programme
9. Roles of Key Participants in Emergency Management
10. Work Health and Safety Consultation, Co-Operation and Coordination
11. Planning and Coordination

**Module Name: FUNDAMENTAL OF INFORMATION TECHNOLOGY**

1. **Information Technology (IT) & Society:** Information, information processing & Information Technology. Evolution of IT. IT business and entrepreneurship, education, communication, entertainment, healthcare, agriculture, and its contribution to India's development. Government Initiatives: Particular initiatives – AADHAR, E-Panchayat, National Knowledge Network.
2. **Information Handling:** Devices assisting IT with special focus on Computers and Mobiles. Components of computer: Hardware and Software. Connecting and Configuring External Devices – like Printer, scanner, projectors etc. Hardware Connectivity Options – Ports, Wi-Fi, Bluetooth etc.
3. **Document Preparation & Presentation:** Document preparation and presentations using tables, pictures, graphs, animations, audio and video contents. Use of shortcut keys. Ways to make effective presentations. Use of references and citations. Document format and their conversion.
4. **Internet, Security & Legal Aspects:** WWW, Basics of webpage, Social network sites. Effective Searching. Popular Online Applications - e-ticketing, e-payment. Email & internet Forums. Issues – virus, malware, spam, phishing, copyright, plagiarism, cybercrime; Protective measures: password, https; Cyber Laws – IT Act. Open source philosophy. Licensing and domain of open source technology. Open source software development. Commonly used open source technologies.
5. **Library and Information Resource Centers:** E-Information Resources: Concept and types (e-books, e-journals, on-line databases: subscribed, free and open access databases). Institutional Repository: concepts, components. Library Systems – Introduction to library, Library and Information sciences (User and reference services , Current Awareness Service, Selective Dissemination of Information, Online Information Bulletin Board), Call Number (Class Number, Book Number, Location Number). Arrangement of Information Resources: Call Number (Class Number, Book Number, Location Number), On-line Public Access Catalogue (Data Fields and elements, search options, Reservation facilities). Bibliographic Standards for Citation – Modern Language Association Style, American Psychology Association style. Article Reference, Book Reference, Conference Reference, Web Resource Reference.

**Module Name: COMMUNICATION & SOFT SKILLS**

**UNIT-I**

**Essentials of Grammar:**

- Parts of speech
- Vocabulary Building
- Phonetics

#### **UNIT-II**

##### **Office Management:**

- Writing Business letters: Quotation, Orders, Enquiry, Complaint, Circular Memorandum
- Receipt and Dispatch of Mail
- Filing Systems
- Classification of Mail
- Role & Function of Correspondence

#### **UNIT-III**

##### **Letter & resume Writing:**

- Practice of writing various types of Letters-Formal / Informal emphasizing the following elements:
- Importance and Function
- Drafting the Applications
- Elements of Structure

Preparing the Resume emphasizing the following:

- Do's & Don'ts of Resume
- Helpful Hints

#### **UNIT-IV**

##### **Presentation Skills Emphasizing the:**

- Importance of Presentation Skills
- Capturing Data
- Voice & Picture Integration
- Guidelines to make Presentation Interesting
- Body Language
- Voice Modulation
- Audience Awareness
- Presentation Plan
- Visual Aids
- Forms of Layout
- Styles of Presentation

#### **UNIT-V**

##### **Interview Preparation:**

- Types of Interview
- Preparing for the Interviews
- Attending the Interview

- Interview Process
- Employers Expectations
- General Etiquette
- Dressing Sense
- Postures & Gesture

#### **UNIT-VI**

##### **Group discussion & Presentation:**

- Definition
- Process
- Guidelines
- Helpful Expressions
- Evaluation

##### **Reference Books:**

1. Business Communication-K.K. Sinha.
2. Business Communication-Pal & Koriahalli
3. Basic Grammar- Wren & Martin

##### **Module Name: INDUSTRY RISK ASSESSMENT**

1. System Safety versus Safety Management System
2. Risk Assessment Methodologies
3. Identifying Risk in a System
4. Risk Analysis Model
5. Risk Acceptance and Risk Management
6. Hazard Identification and Control
7. Leading and Lagging Safety Performance Indicators
8. Standards of Safety- Government and Industry