

DIPLOMA (SAFETY MANAGEMENT- INDUSTRY) – PART TWO

Optional Early Certificate: - N/A

Syllabus:-

Sr. No.	Module Code	Name of Module	Credits	Total Marks
1	DISM121	Hazards in Work Place	5	100
2	DISM122	Fundamental of Information Technology	5	100
3	DISM123	Entrepreneurship Development	5	100
4	DISM124	Practical & Project Work	5	100
5	DISM125	Industry Risk Assessment	4	100

Module Name: HAZARDS IN WORK PLACE

1. Job Hazard Analysis
2. Respirators and Breathing Apparatus
3. Respiratory Diseases
4. Control of Dust Transmission and Air Contaminant
5. Lighting and Vision
6. Illumination – Need and Adequacy
7. Noise and Related Disease
8. Heat – Comfort and Discomfort
9. Room Temperature & Thermal
10. Hygiene Hazards

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: ENTREPRENEURSHIP DEVELOPMENT

1. ENTREPRENEURIAL BEHAVIOUR

- Programme Clarity-Sharing Expectations and Unfreezing
- Data Collection about self
- Introduction to Need System and Motivational Pattern of Entrepreneur
- Risk Taking Behavior
- Analyzing Motive Strength
- Personal Efficacy
- Conceptualizing Entrepreneurial Values
- Achievement Planning
- Tolerance to ambiguities and commitment to entrepreneurial goal
- Leadership and Influencing ability entrepreneurial confidence
- Entrepreneurial goal setting

2. ENTERPRISE LAUNCHING

- Environmental Analysis and Market Study
- Project Selection/Formulation and Presentation

- Project Appraisal
- Financial Analysis
- Forms of Enterprise
- Foreign Collaboration

3. ENTERPRISE MANAGEMENT

- Basic Management Concepts
- Production Management
- Materials Management
- Financial Management Including Costing and Accounting Practices
- Marketing Management
- Personnel Management
- Problem Solving and Innovation
- Business Laws

Module Name: PRACTICAL & PROJECT WORK

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