

PANDIT DEENDAYAL PETROLEUM UNIVERSITY

CAPSULE COURSES

No.	Offered by	Title of the course	Duration	Coordinator	Deliverables	Modules	Month of offering	Venue
1	FOLS/FOET	Accounting for Managerial Decisions	20 Hours	Dr. Ashvin Dave/ Dr DM Parikh	At the end of this course student will learn the management accounting related aspects. The students will be able to study budgeting including cash budget. Analysis and interpretation of variance analysis and responsibility accounting. The Activity based costing will also cover suitable case studies and allied techniques.	Role of financial accounting and cost accounting for management in decision making, as internal control tools, understanding the budget and types of budget, responsibility accounting, activity based costing.	September	DLT 5
2	FOLS/FOET	Fundamentals of Finance	20 Hours	Dr. Ashvin Dave/ Dr DM Parikh	At the end of this course a student will learn Fundamental principles of financial management, basic techniques for financial decision making and valuation of securities.	Time value of money – Basic concepts, importance of time value of money, compounding and discounting techniques, Loan authorization schedule, difference between nominal interest rate and effective interest rate. Valuation of Shares and Debentures – Features of equity shares and preference shares, features of debenture, valuation of equity shares and its techniques, valuation of debentures and its techniques.	October	DLT 5
3	FOLS	Public Service Delivery	20 Hours	Dr. Sriram Divi	At the end of this course a student will learn to improve the delivery of vital services – such as education, health, and social support – in low- and middle-income countries which often depends on understanding the chain of relationships between politicians, bureaucrats, and citizens at different levels of governing hierarchies – and designing interventions with those complex networks of governance in mind. the Public Service Delivery Initiative brings together leaders from the fields of political economy, development and behavioral economics, public policy, education, business, and public health to promote an interdisciplinary approach to issues surrounding public service delivery.	Introduction to Public Service Delivery- Public Service Delivery Chain, Stake Holders, Delivering Physical and Social Infrastructure - People Expectations, Different sections of society (3 sections Model) Issues in Public Service Delivery - Problems, Emergency and Disaster management, Financial Problems, Political Issues, and Capacity building, Reforms in Public Service Delivery, Role of NGOs and PPPs - Modern Techniques, Private Parties Citizen Charters, Use of ICT in Service Delivery – 3e services, Feedback.	November	DLT 5
4	FOLS	Business Etiquette & Social Etiquette Performance Enhancement Course	20 Hours	Ms. Neeta Khurana	At the completion of this course, the student will be equipped with soft skills pertinent to a business and industry environment. Students core competence will get enhanced by learning ways to present his/her ideas across effectively. The course will enhance the possibility of getting good placements.	The course includes topics like - Goal Setting, Presentation skills, Winning Attitude & Assertiveness, Business Writing, Decision making, creativity and problem solving. Networking and leadership skills. Effective verbal and written communication.	January	DLT 5
5	FOET	Total Quality Management (TQM) and Lean Six Sigma	20 Hours	Dr. Anirbid Sirkar	Customised training in all areas of TQM, SPC, ISO 9000, TS 16949, ISO 14001 (EMS), OHSAS 18001, IMS, HACCP, Lab Accreditation, SEI-CMM. These programmes are tailored to meet the specific needs of the organizations.	Quality System, Tools and Techniques for Organizational Excellence, Six Sigma and Related Areas, HR and Soft Skills, Sector Specific Programmes, Business Excellence.	September	
6	FOET	Foundry and Forge Material Technology	20 Hours	Dr. Anirbid Sirkar		The course includes topics like – mechanical and non - destructive testing, metal and material shaping processes, casting techniques and production, metrology and quality control etc.	October	DLT5
7	FOET	Lean Systems	20 Hours	Dr. M.B.Kiran	Awareness about lean systems, Understanding of tools and techniques.	Module 1: Introduction, background and lean thinking -World class Manufacturing, Order winners and qualifiers, Agile Manufacturing, JIT, 5S Principal, Standard work, continuous improvement, TPM, SMED, Total cost of quality, push and pull system of production, Kanban, single and dual card system, CONWIP, Employee involvement, lean production preparation: System assessment, Process and value-stream mapping – Sources of waste. Waste elimination – Muda -7 types etc. Module 2: Toyota Production System -Toyota Production System: Importance of philosophy, strategy, culture, alignment, focus and systems view. Discussion of Toyota Production Systems, poke yoke, heijunka, etc. Module 3: Lean production processes Lean production processes, approaches and techniques Workplace Organization Stability, One-piece flow, Cellular systems. Total productive maintenance. Quality improvement. Standards. Leveling. Visual management.	November	DLT5

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8	FOET	Project Management	20 Hours	Dr. M.B.Kiran	Awareness about lean system, Understanding of tools and techniques.	<p>Module 1: Project initiation, planning Justifying Project Management, Projects – Definitions, The Project Management Triangle, Scope, Time and Cost, What is Project Management, Projects & Operations, The Project Life Cycle, Project Stakeholders, Project Management Process Groups, Project Management Knowledge Areas Project Network Representations, Activity Parameter Estimation, Time, Cost and Resources, Project Time Schedule, Gantt Charts, CPM and PERT, Activity and Project Crashing, Resources Scheduling.</p> <p>Module 2: Execution, Monitoring Quality Specifications, Quality Control Tools, Resources, Procurement and Allocation, Systems and Processes, Communications and Documentation, Managing Teams, Resources Demobilization, Project Simulation and Risk Assessment, Use of IT tools. Project Work Measurement, Performance Measurement, Earned Value Management, Estimate Revision. Module 3: Project closure Performance Evaluation Scope, Time and Cost, Performance of Teams, Lessons Learnt, Project Closure Report.</p>	January	DLT5
9	FOET	Introduction to Python Programming	20 Hours	Dr. Samir Patel, Dr. Reema Patel, Mr. Santosh Kumar Bharti	At the end of this course a student will be able to 1. Differentiate procedure programming paradigm and object oriented paradigm. 2. Use various libraries to implement applications easily. 3. To draw various types of graphs using MATPLOTT and NumPy. 4. Use python for statistical data analysis. 5. Use python related to web mining and scientific applications.	<ul style="list-style-type: none"> • Introduction to Python • Structured Types, Mutability • Higher-order Functions • Classes and Object-Oriented Programming • Plotting and more about Classes 	October	DLT5
10	FOET	Principles and Practice of Management	20 Hours	Dr. D.M.Parikh	Participants will be aware about generic principles of management & will be able to practice the same while performing different roles.	<p>Principles of Management (10 Hours)</p> <ul style="list-style-type: none"> • Planning & Decision Making • Organizing; directing; coordinating • Leadership & motivation • Communication <p>Practice of Management (10 Hours)</p> <ul style="list-style-type: none"> • Event Management • Corporate Governance & Business Ethics • Strategic Business Unit (SBU) • From IQ to EQ 	November	DLT5
11	FOET	Supply Chain Management	20 Hours	Prof Manish Mishra	<ul style="list-style-type: none"> • Awareness about Supply chain management • Understanding of tools and techniques 	<p>Module 1: Understanding the supply chain</p> <p>Module 2: Globalization of SC networks</p> <p>Module 3: Transportation in SC, characteristics of transport modes</p>	January-February	DLT5

NOTE;

1. A student has to enroll for minimum three courses in the duration of the entire degree program to earn a degree. It is compulsory for UG students registered in 2018. For other students it is optional.
2. All capsule courses are audit courses and don't entail any credits on the transcript.
3. Above course offering, month of offering, venue and time may change based on the availability of experts.
4. Course registration can only be done through filling up the form on the google doc on the website.