



Time to be more

Audit Course

SCHOOL OF LIBERAL STUDIES, PDMU

2020-24

Student Handbook Batch 2020-24



School of Liberal Studies
Pandit Deendayal Petroleum University

Table of Contents

1. Introductory Note	02
2. What is Audit Course?	03
3. Objective of Audit Course	03
4. Tentative Schedule 2020–24(Subject to change)	04
a. Warli Art	
b. Madala Art	
c. Moroccan Art	
d. Gond Art	
e. Logo Designing	
f. Data Visualization Tools & Techniques	
g. Blog Writing	
h. Chinese Brush Painting	
i. Block Printing	
j. Decoupage	
k. Clay Mosaic	
l. Rural Internship	
5. Contact Detail of Officials for Audit Course	18
6. Policy for Audit Course	20
7. Undertaking	24

Introductory Note

The Handbook Audit Course 2020–24 is designed to provide students brief information on Audit Program offered by School of Liberal Studies, Pandit Deendayal Petroleum University. Students are instructed to read it thoroughly and to retain a copy of it for future reference.

In particular, the Handbook provides a list of varied activities (subject to change) to be performed by the students throughout the year, as well as the brief details for all the activities. Policy and Contact details of the Officials for Audit Course are also provided.

The Handbook is designed and prepared by the Audit Course Team
Dr. Neeta Khurana and Ms. Khushali Purohit.

We assure you the Audit Course will accrue the knowledge and skills to develop an extraordinary talent in you.

Have an enjoyable journey with the Audit Course.

What is Audit Course?

The School of Liberal Studies (SLS) offers an Audit course especially for its first year students. The course is a step towards one of the main objectives of SLS's, of enhancing creative thinking of a student and also to foster the scholarly teaching and learning culture, based on reflective and creative independence. The Audit Courses are envisioned to impart value based education and develop a skill set amongst its students to broaden their vision and experience and enabling them to stand out amongst their competitors. The School of Liberal Studies shall also provide certificate of participation for the related program.

An Audit course though not a credit- based course, provides a student a chance to learn the basic fundamental of a subject without the risk of under-performance resulting in a poor or failing grade. It is also helpful when reviewing a long-unstudied subject, or when first beginning the study of a discipline where one has little experience or confidence. An audit class is also for enjoyment with no need or desire of academic credit and a medium of inter disciplinary exposure.

It is important to note that successful completion of Audit Courses is necessary if a student wishes to obtain the Diploma of Liberal Studies.

Objectives of Audit Course

- To provide an opportunity to learn new skills
- To explore the hidden potential
- To gain practical exposure to different activities
- To be a leader
- To manage the workshops and develop team work spirit

Tentative Schedule

(Subject to change)

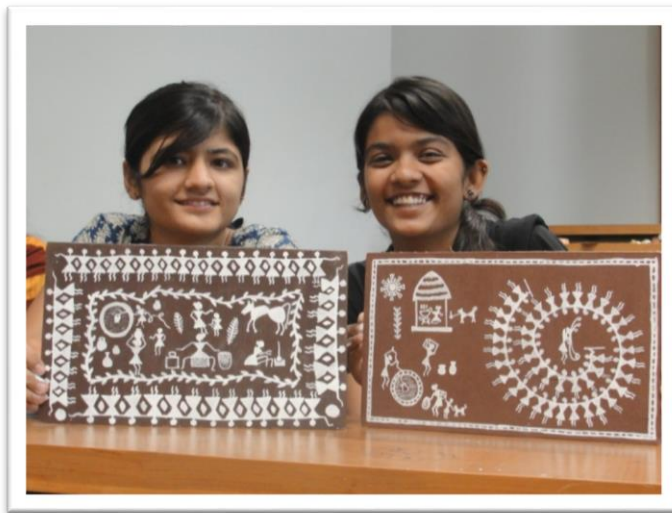
S.NO.	ACTIVITY
1	Warli Art Workshop
2	Mandala Art Workshop
3	Moroccon Art Workshop
4	Gond Art Workshop
5	Logo Designing
6	Data Visualization Tools and Techniques
7	Blog Writing
8	Chinese Brush Painting
9	Block Printing
10	Découpage
11	Clay Mosaic
12	Rural internship /AEISEC Internship

Few Optional Activities

S.N	Activity
1	Fired Material Workshop
2	Glass Etching
3	Visit at INS Valsura, Jamnagar (Selected Students Only)
4	Plantation
5	Cycle Trip (Selected Students Only)
6	Awareness Campaign
7	Heritage Site Visit
8	Visit to Artillery regiment@Dhandhuka
9	Crochet Workshop
10	Lecture by ex-Olympians

Warli Art

Warli's is a tribal community living in Dangs and Maharashtra. The Warli's, live a simple life. Most of them are farmers and hunters. The unique aspect of the Warli community is their art. The art is usually used to adorn and decorate houses.



The Warli paintings use minimal materials, simple shapes yet they express their thoughts elegantly. The lifestyle of the warli's is simple and connected to nature. They believe nature will provide them with everything when they need it. The mindset to hoard and save for the future is not prevalent.



Mandala Art



A The mandala is a centering space for the self and the soul an art therapy tool for making order out of disorder. Mandala is a Sanskrit word for “magic circle”. Nearly every culture uses mandalas or circular image in their cultural or spiritual practices.

Mandala art has been seen more than 1000 years ago. These art vary person to person, organisation to organisation. The

meaning of mandala is also different for every other person.

Mandala art helps the individual by expanding his/her self-awareness. When we are in a stressful situation where everything seems chaos or disorder, this art helps to revive from this situation and calm the person’s mental state which lets him/her to think in an ordered fashion. The individual reached the inner peace.

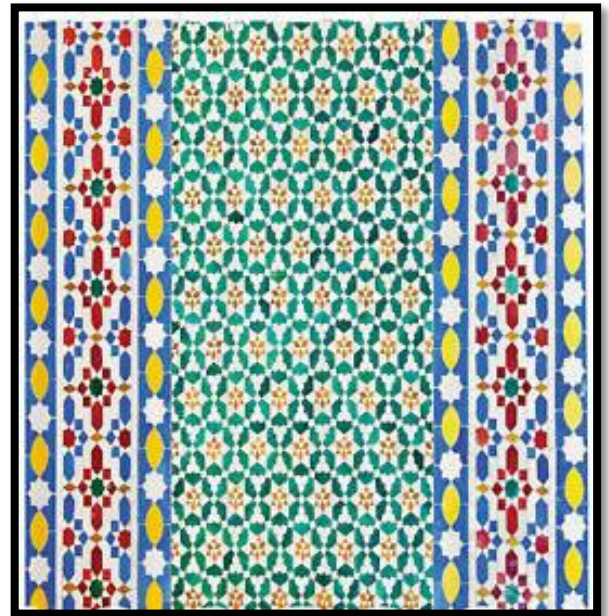


Moroccan Art

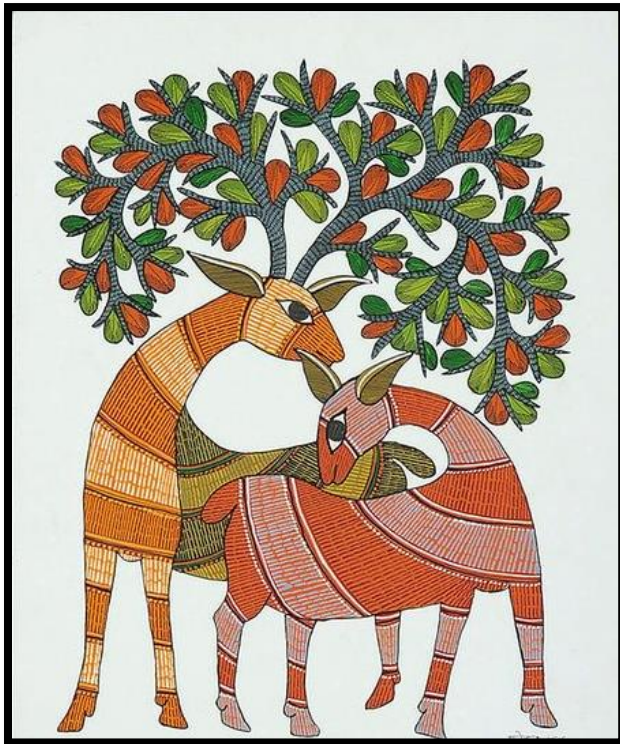
Moroccan Culture and Art has been influenced by various different cultures from North African, Mediterranean, French Colonial sources, Indian, contemporary Italian and Sweden.



This almost 3000 years old culture has got interesting history, from the time Berbers lived in the deserts and mountains to the present day where it has created “An Architectural revolution” in the local as well as international markets.



Gond Art

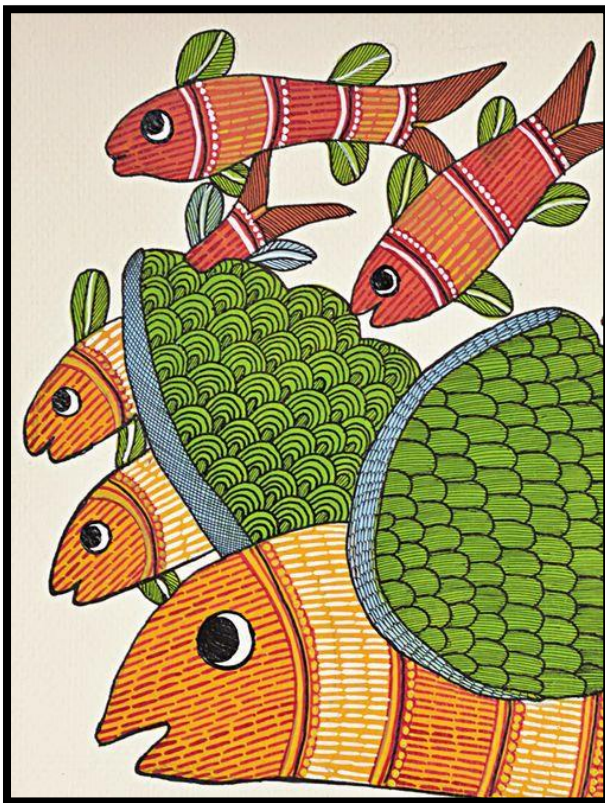


Gond art is a tribal art form practiced in Madhya Pradesh. Like Warli Art, this art form also got its name from The Gond – one of the largest tribes in India.

This tribe is basically from Madhya Pradesh but are also found in some parts of Andhra Pradesh, Maharashtra, Chhattisgarh and Odisha.

The beauty of this art form lies in its detailing, Its created by drawing fine lines. Dots and dashes are then added to the image to give them the sense of movement.

Some reference images are attached, we will be painting the wooden board inspired by Gond Art in our practical session.



Logo Design

Basics of Branding & Identity Design

- Why to have a logo and importance of the identity design

Basics of Logo Design

- Types of Logo Design
- Element of a Good logo
- Understanding the shapes
- Exploring what colors go well together
- What typographies to use when
- How to better space and align

Online tools to help you create amazing logos

- Introduction to online tools

How to present a logo

- Types of Mockups
- Online tools to create branding mockups

Data Visualization Tools & Techniques

Basics

- Basics of Data Visualization
- Types of Charts, Graphs and More
- How to make effective charts and graphs that tells a story
- Visualization through PowerPoint and Excel
- Infographical Data Representations
- Tips, Tricks and Hacks for Data Visualization
- Resources and Tools for effective data visualization
- Storytelling through data

Blog Writing

WRITOLGY (Blog, Story & Book Writing Workshop)

Objective :

1. To identify – What should I write & how should I start to write?
2. Enhanced writing skill
3. Techniques of writing (which we often overlook out of ignorance)
4. Better presentation of self through writing
5. Improved interpersonal skills
6. Stockpiling of ideas
7. Writing as mental yoga / workout

Contents :

1. What is creative writing – blogging, story writing & book writing?
2. Difference between blogging, story writing & book writing.
3. How to begin writing – Words & Sentences
4. Optical writing play (Activity)
5. Types of Words & Sentences
6. Where does the words & sentences come from?
7. Activities – Listening
 - Clustering
 - 1 minute word puzzle
 - Dictionary definition
 - Sentence Puzzle
 - Newspaper picks
8. Image Inspiration
9. Writing Game On...
10. Back & Forth Story
11. Write from the wrong
12. Motionless writing
13. Social media zombie writing
14. Basic writing strategy
15. Question & Answer round

Chinese Brush Painting

Chinese brush painting is an ancient art form that developed in China hundreds of years ago and has recently gained new popularity among artists all over the world. The style and technique of Chinese painting have varied greatly over the years – from very detailed portraits to paintings of flowers executed with large brush strokes. Such variations have given rise to a rich and broad tradition with room for personal experimentation and development.



Typical motifs in Chinese brush painting include flowers, birds, animals and landscapes. The mastery of Chinese Brush Painting requires many years of dedication, serious study and self-discipline. It is one of the world's most demanding art forms. Chinese brush painting presents a particularly interesting challenge due to its unique

elements – the ink, paper and brush.

We will be working on a canvas board provided in your art kit. Materials required;

Sketchbook, Paper Folder, C-18 Cake colors, Brushes & Color Palate, Rough cloth to wipe the brush, OHP Marker

Block Printing

Block printing is one of the oldest techniques used to create imprints and marks on fabric to create splendid fabrics. Block printed fabrics from India have been and continue to be the country's most popular exports to the world. It is a technique which allows you to reproduce an image on paper, textile, or fabric.



During these workshops students will develop their skills in block printing and also gain experience by learning and working alongside skilled craftspeople. It is very interesting to see how the prints are handmade with small wooden blocks, usually with different colors extracted from nature as well as Pigment dye colour with Binder.

We will be working on a Fabric bag provided in your art kit. Materials required;

Fabric Bag, Wooden Block, Sponge, Acrylic paints, Brushes & Color palate, Container for water, Medium size potato/Onion, Knife/cutter.

Découpage

The word Découpage comes from Middle French word "découper", meaning to cut out or cut from something. The origin of decoupage is thought to be East Siberian tomb art. Nomadic tribes used cut out felts to decorate the tombs. It spread throughout Europe and in the 18th, century became a fashionable pastime, especially at the Italian, French, and English courts.



This art form was also referred as poor man's alternative to painted furniture. This older technique was already used to produce articles such as furniture, frames for paintings, and even tooled leather book covers.

This technique involves gluing colored paper cutouts to a surface or an object to create a layered effect.

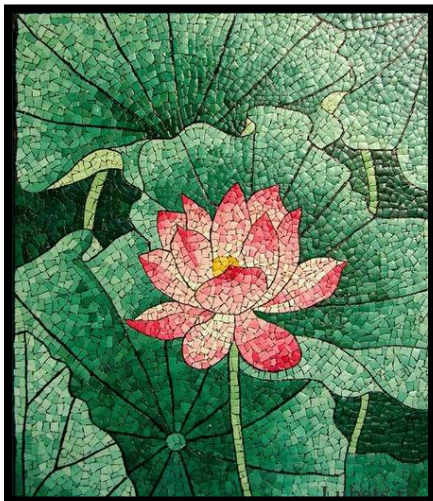
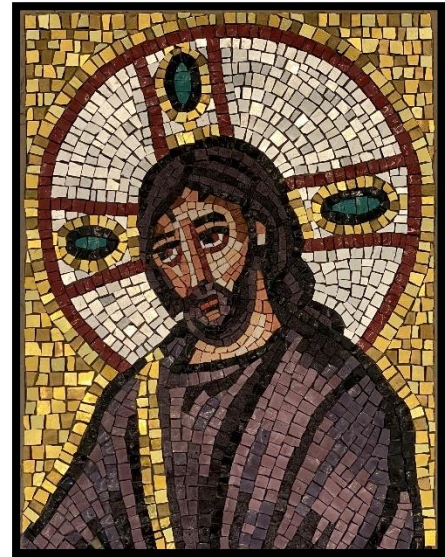
We will be working on a canvas board provided in your art kit. Materials required:

Canvas board, Pencil and eraser, Scissors, Modge Podge, Acrylic paints, Paint Brushes, Foam piece, Container for water, Rag.

Clay Mosaic

Mosaic is the decorative art of creating pictures and patterns on a surface by setting small coloured pieces of glass, marble or other materials in a bed of cement, plaster or adhesive.

The earliest known examples of mosaics made of different materials were found at a temple building in Abra, Mesopotamia, and are dated to the second half of 3rd millennium BC. They consist of pieces of colored stones, shells and ivory.



Employed as a form of interior or exterior decoration, and originally developed in ancient Greece, mosaics were developed extensively by Roman craftsmen, mostly in the form of pavements. Mosaic today includes not just murals and pavements, but also artwork, hobby crafts, and industrial and construction forms. Modern mosaics are made by artists and craftspeople around the world. Many materials other than traditional stone, ceramic tesserae,

Clay and Stained glass may be employed, including shells, beads, charms, chains, gears, coins, and pieces of costume jewelry.

We will be working on a Wooden board provided in your art kit. Materials required;

Wooden Board, Sand paper & Scissors, Clay Mix & Glue, Mixing Bowl, Popsicle sticks, Vaseline, Acrylic paints, Brushes & Color Palate, Container for water.

RURAL INTERNSHIP

It is a **compulsory** internship which is to be completed at the end of 1ST Semester.

A GLIMPSE OF RURAL INTERNSHIP





Contact Details of Officials for Audit Program

(In case of emergency)

No.	Name	Designation	Contact Number
1	Dr. Neeta Khurana	Overall Coordinator and Advisor	23275227, 9825234042
2	Lt. Khushali Purohit	Audit Course	23275242, 9925598980
3	Dr. Nigam Dave	Dean, SLS	23275223, 9825351700

Student Mentors

No.	Name	Contact Number
1	Vidhi Sharma	9112250350
2	Dhrumi Patel	9638383523

Contact Details of Student Coordinators

Chirasvi Desai	19BABBA019	9601899704	Suman Shingala	19BABBA218	8200584054
Girjaba Jadav	19BCO091	8320220420	Sharan Kothari	19BCO040	9429007080
Sejal Singh	19BABBA280	8128797636	Ana Dhamani	19BABBA223	9371733033
Dishan Jain	19BCO047	9574598000	Yash Maheshwari	19BABBA176	8160570659
Kathit Gheewala	19BCO003	9723534940	Jigar Sarang	19BABBA179	9601907646
Jesleen Ahuja	19BCO-028	7600111941	Paramvirsinh Vanzara	19BABBA180	7016447785
Divyang Vanjani	19BCO037	9081649864	Karnaraj Solanki	19BABBA229	9726875375
Anupriya Toshniwal	19BABBA252	8529169291	Prisha Rohan	19BABBA027	7016151388
Patel Neel	19BCO052	8200521689	Varun Yadav	19BABBA028	9664999686
Aakash Sethi	19BCO048	9510955700	Shriya Ruparelia	19BABBA325	7383054702
Meenal Jha	19BABBA296	9352168831	Anoushka Rungta	19BABBA141	9429171646
Vignesh Kenny	19BCO029	7046580642	Madhuja Joshi	19BABBA279	9969478416
Himanshu Kankaria	19BCO043	8200729544	Bhavesh Vasnani	19BABBA040	7226805451

POLICY FOR AUDIT COURSE

1. RULES & REGULATIONS

- All weekends are earmarked for Audit Course and students should be prepared to attend the same at short notice as the scheduling depends heavily on the availability and time of the resource persons.
- A student attending an audit course is required to participate in all the audit programs including compulsory program during the year.
- Resource people for any activities are subject to change.
- Date & Time of the program are subject to change in case of unavoidable situations.

1.1 CONDUCT

- 1.1.1 Students have to follow all the rules & regulations of PDPU during the workshop either on the campus or off the campus.
- 1.1.2 Alleged misconduct and violations of University policies and practices will be forwarded to the University's Disciplinary Committee for necessary actions.
- 1.1.3 Students must carry their I-cards with them during all workshops and out-station tours.
- 1.1.4 If a student has any concerns regarding the resource person or his/her team, he/she should convey it to the Project officer/PDPU faculty/staff present during the workshop/trip, rather than react or address the situation on his/her own. In case he/she fails to do so then the responsibility will lie on the individual concerned.
- 1.1.5 Resource person will be the authority during the workshop and students will have to follow the instruction given by the resource person for the effective execution of the workshop.
- 1.1.6 Student must submit a Questionnaire form (standard format for the same will be given from the school) for each activity they took part in.

- 1.1.7 During outdoor trips boys and girls will remain in separate quarters and behave decently and respectfully with each other in public and private spaces. They will strictly follow the instructions of the faculty and /or in charge official accompanying them.
- 1.1.8 Students are responsible to keep the working tables and surroundings clean after the completion of the workshop.
- 1.1.9 Students are require to bring/submit the art work as and when required by the Audit Course office

1.2 ATTENDANCE

- 1.2.1 Students will have to reach to the workshop venue 10 min before the commencement of the workshop.

1.3 PENALTY

- 1.3.1 If a student fails to reach to the class or the workshop venue on time (on the beginning and after the break), he/she will be considered absent and will have to pay fine of Rs. 1000/-
- 1.3.2 In case of unavoidable situation, student will have to take prior permission from the Program Coordinator to drop the program & he/she will have to attend the optional program to meet the requirement as directed by the Program Coordinator.
- 1.3.3 Any student who refrains to pay the penalty charges due on him/her, the degree certificate of the said student shall be withheld till the penalty charges are cleared.

1.4 LIABILITY

- 1.4.1 The University will not be responsible for any loss or damage made by the student during the course of this workshop may it be, in or off the campus.

- 1.4.2 The University will not be held responsible for any mishap(s)/accident(s) or any medical problem related to student in and out of the campus.
- 1.4.3 The student who gets him/her self-enrolled for the outdoor course shall bear their own liability related to health and safety.
- 1.4.4 Any program/event may be cancelled/postponed/modified at the discretion of the Audit program Coordinator.
- 1.4.5 Any loss of property or tangible structures/objects by the student within the university premises or outside the premises shall be borne completely by student himself/herself. If found necessary, strict actions for the said loss/ damage/ accident will be taken, on the discretion of the Audit Program Coordinator.

1.5 PROPRIETORSHIP

- 1.5.1 The student acknowledges that she/he makes no claim of any outcome in any form/design/photos/movies/clips during the course tenure till the period of 1 year from the date of the commencement of that particular program.
- 1.5.2 The student if required can take prior permission from the Audit Program Coordinator for the use of the design/movie/photos/clips etc before its public use.
- 1.5.3 The Audit Program Coordinator holds the power to reject the use of the particular property if the public use of the same is against the benefit of the University.

1.6 CERTIFICATES

- 1.6.1 The Audit Program completion will be mentioned on the degree certificate of the student.

1.7 FEES

The University shall charge no extra fees for the Audit Course.

(All the necessary requirements and miscellaneous costs related to the project/Assignments etc undertaken during the course in and off the campus will be provided by the School.)

2. DISCLAIMER

- Audited courses will appear on the Pandit Deendayal Petroleum University transcript with an indication that the courses were audited.
- The student during the Audit Course shall be subjected to the Rules & Regulations of the PDU including the activities included outside the campus.

Policy has been prepared by Ms. Kritika Pande, Law Executive, PDU

UNDERTAKING

I, Roll number _____, certify that I shall follow all the required guidelines, code of conduct, and safety instructions and practices for me and my peers.

I have read and understood the policy for Audit Courses and I hereby irrevocably and unconditionally undertake and agree to abide by and be bound by the terms and conditions well mentioned in the policy of Audit Course.

Now in consideration of the foregoing, I hereby declare and agree as follows:

I will not earn any credit for the course on the basis of the attendance or from work done during the term of the Audit course.

I will solely be responsible for any damage or loss of property or tangible structures/objects by me within the university premises or outside the premises and hence shall bear its cost as required.

The University shall hold the proprietorship of the outcome of this course in any form (design/photos/movies/clips etc) for the period of one year from the commencement of that particular program. Hence, I will be presenting them whenever demanded by University.

Name of the Student

Student's Signature

Date:

Parent's/Gaurdian's Signature

Date:

Parents' / Guardians' Feedback (if any):

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Thank You