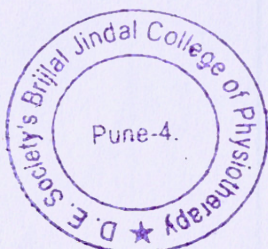


**Syllabus for the Computer Basics course that was conducted for final year
and postgraduate students in 2021**

Computer Basics for MPTs/ 4th year B.P.Th

1. Creating folders.
2. Naming files.
3. Creating word, PowerPoint files.
4. Word files:
 - a) Changing font type and size.
 - b) Changing line spacing.
 - c) Alignment of the matter left, right, centre alignment and justifying.
 - d) Appropriate use of cases: upper, lower, sentence case.
 - e) Creating page and adding margins: modifying existing margins.
 - f) Inserting pictures, image: modifying the image.
 - g) Page break.
 - h) Reviewing the document: Spell-check.
 - i) Hyper linking
 - j) Referencing programmers': how to add references in a document
 - k) Print preview, publish to Pdf, different option to printing.
 - l) Tracking and accepting changes.
5. Excel:
 - a) Creating a sheet.
 - b) Modifying cell size, shift cells.
 - c) Modifying column size; insert column.
 - d) Modifying row size; insert row.
 - e) Merging cells.



- f) Alignment of text in a cell.
- g) Borders.
- h) Font size & type modification
- i) Formatting a cell.
- j) Using filter, sort option.
- k) Inserting charts, images; appropriate chart.
- i) Inserting formulae common formulae used, how to search for a specific formula, how to create your own formula.
- m) How to enter data in cells.
- n) How to track and accept changes.
- o) Naming different sheets.
- p) Cut paste, copy- paste within and between sheets.
- q) Protecting a sheet- data sheet how to draw graph types.

6. PowerPoint:-

- a) Creating a ppt file.
- b) Slide layout, size, orientation available design background use of available design, Creating a custom design.
- c) Font size, type.
- e) Formatting a slide; applying bullets and numbers, header, footer, numbering a slides.
- f) Arranging matter on a slide.
- g) Inserting media: images, videos, links.
- h) Slideshow options.
- i) Animations

7. Google drive/ cloud accounts:

- a) Creating a cloud accounts.

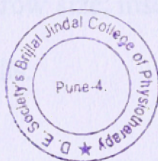


- b) Uploading and downloading files.
 - c) Backing up.
8. Mail:
- a) Mail etiquettes: Subject line, addressing a person, subject matter, signature.
 - b) Different file linking options.
9. Brief idea about security, anti-viruses, securing data and files, files and folder retrieval options.



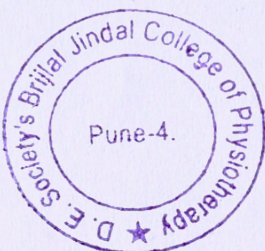
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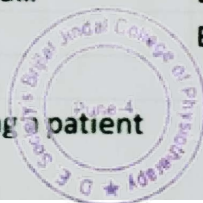


Institute of Acu-Therapy (MKSSS)Pune & ASPEUS Prayagraj

(Academic Support - AVS Pune)

Basic Acu-Therapy Course (For Physiotherapy Students)

Ser No	Time	Net Min	Subject / Title	Remarks / Ref material	By
Day 1 (08 Jan 2023)					
1	9.15 to 10.00	15	Registration & Issue of Course Kit		NS
2	10.00 to 11.00	60	Acu-Therapy, Awareness Programme. Handling Emergencies, Enhancing Immunity	Book 'Happiness Through Health'	SBP/PVK
3	11.15 to 12.30	75	Standard Correspondence (SuJok)	Precis Pg 1-12	PVK/SBP
4	12.30 to 1.00	30	Lunch Break		
5	1.00 to 2.45	105	Practical of Sujok	Precis Pg 19-25	PVK/All
6	2.45 to 3.30	45	Introduction to TCM	Precis Pg 27-32	SBP
7	3.30 to 4.00	30	Tea Break		
8	4.00 to 4.45	45	Introduction to TCM	Precis Pg 27-32	PVK
9	4.45 to 5.30	45	Acu Implements, NaturoMedicine, DO's & Dont's	Precis Pg 13-18	PVK
Day 2 (22 Jan 2023)					
1	10.00 to 10.30	30	Revision		SBP
2	10.30 to 12.30	120	Meridian Concept, Yin Meridians	Precis pg 33 onwards	SBP/PVK
3	12.30 to 1.00	30	Lunch Break		
4	1.00 to 2.30	90	Yin Meridians - Acu Points Practical	SPT 1	PVK/All
5	2.30 to 3.30	60	Yang Meridians	Precis pg 33 onwards	PVK/SBP
6	3.30 to 4.00	30	Tea Break		
7	4.00 to 5.00	60	Yang Meridians	Precis pg 33 onwards	PVK/SBP
8	5.00 to 5.30	30	Q&A, Assignment 1 Distribution		PVK/SBP
Day 3 (05 Feb 2023)					
1	10.00 to 10.30	30	Revision		PVK
2	10.30 to 12.30	120	Yang Meridians - AcuPoints Practical	SPT 1	PVK/All
3	12.30 to 1.00	30	Lunch Break		
4	1.00 to 2.30	90	Practical Combo Protocols	Precis Pg 53	PVK/All
5	2.30 to 3.30	60	TCM Diagnosis, 5 Element Chart	Precis Pg 47-48	SBP
6	3.30 to 4.00	30	Tea Break		
7	4.00 to 4.30	30	Handling Infections & Primary Treatments of Gynec Disorders	Precis Pg 52 & 54	PVK
8	4.30 to 5.00	30	Children Treatments by Colour	Precis Pg __	PVK
9	5.00 to 5.30	30	Q&A, Assignment 1 collection		PVK/All
Day 4 (12 Feb 2023)					
1	10.00 to 10.30	30	Revision		SBP
2	10.30 to 12.00	90	Ayu 10-O Diagnostic Table	Precis Pg__	SBP/PVK
3	12.00 to 12.30	30	Seed Therapy	Book Seed Therapy	PVK/SBP
4	12.30 to 1.00	30	Lunch Break		
5	1.00 to 2.00	30	Seed Therapy Contd...	Book Seed Therapy	PVK/SBP
6	2.30 to 3.30	60	Magnet Therapy	Book Magnet Therapy	PVK/SBP
7	3.30 to 4.00	30	Tea Break		
8	4.00 to 4.30	30	Approach in treating a patient		PVK



[Handwritten Signature]
PVK

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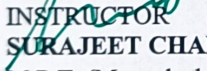
Regd.office:- #302(C-2), Oliver Park Apts.,Kaprigudda, Mangalore.

This certificate is awarded to

SHIRIN S KUNTE

In recognition of the satisfactory completion of the Workshop of
Aerobics/Group Fitness Instructor Training

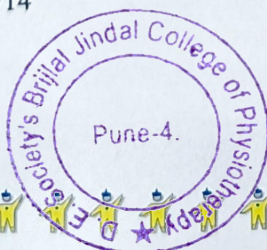
The Indian Academy of Fitness Training hereby confers this award with all honors and privileges.


INSTRUCTOR
SURAJEET CHAKRABARTY
M.P.T. (Musculoskeletal and Sports), Ph.D.
Master Trainer
Fitness Nutrition Specialist
Advanced Pilates Instructor
Pregnancy Exercise Instructor
President of I.A.F.T.


GENERAL SECRETARY
DARSHAN TALREJA



Reg-IAFTPU714



CONTACT HOURS- 24

WORKSHOP DATE

16th Feb to 19th Feb '2023



Indian Academy of Fitness Training®

Leaders in Authentic Fitness Education

TRANSCRIPT

Ref: IAFT/Tr/PU 714/2022 -2023.

19/02/2023

TO WHOM IT MAY CONCERN

This is to certify that Shirin S Kunte has successfully completed the workshop of **Aerobics/Group fitness instructor training**, from 16th Feb to 19th Feb'2023, at **Pune**. The following are the details of the workshop:-

Cardiovascular fitness and Energy system.

Cardiovascular health and fitness, Various changes resulting from cardiovascular conditioning, Concept of fitness, Energy system, Aerobic and Anaerobic system

Flexibility and Stretching

Introduction to various forms of stretching, Specific Stretching for Flexibility, Factors affecting Flexibility, Areas of Flexibility, Injury prevention Stretching routine.

Aerobic Exercise

What is Aerobic exercise? What is aerobics?, Aerobic dance, Aerobic exercise program design, Important tips for an instructor.

Cueing and Music

Introduction to cueing, Explanation of various types of cueing, Non verbal Cueing and its Advantages, Verbal Cueing and its Advantages, Understanding Music, Moves based on Music, Role of an instructor.

Strength training

Guidelines, types, Phases of training, Precautions to be taken.

Aerobics for Special population

Diabetes mellitus, Hypertension, Cancer, osteoporosis, Arthritis, Asthma, Exercise in elderly, Pre and Post natal exercises.

Choreography and formation of Combos.

Aerobic moves-Heel digs, Step touch, V box step, V cha cha cha, Box step jump back, Knee lifts, Knee lift SSD, Lunges, Repeater Knees, Grapevine, Half star, Hamstring curls, Hamstring curls SSD, Step touch pony, Grapevine turn in the middle, Step touch Half Diamond, Step touch full Diamond, Kosack, Thunder and Lightning

P.T.O. Page 1 of 2

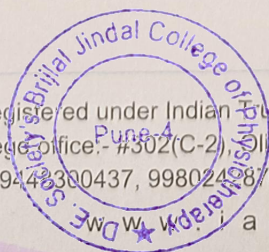


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www.iaftworld.com





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Detailed study of Thera band usage technique.

Physioball workouts

Total number of hours

Theory	04
Practical	20
Total	24

Workshop score card of Registration number-IAFTPU 714

	Marks scored	Full marks	Remarks
Examination I	81	100	Pass

Shirun S Kunte was found to be sincere and hard working during the workshop. He/She took keen interest both during the theory as well as the practice sessions.

Instructor

Surajēt Chakrabarty

M.P.T. (Musculoskeletal and Sports), Ph.D.

Master Trainer

Fitness Nutrition Specialist

Advanced Pilates Instructor

Pregnancy Exercise Instructor

President of I.A.F.T.

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This certificate is awarded to

JAYA P PATHAK

In recognition of the satisfactory completion of the Workshop of
Basic & Advance Pilates Instructor Training

The Indian Academy of Fitness Training hereby confers this award with all honors and privileges.


INSTRUCTOR
SURAJEET CHAKRABARTY
M.P.T. (Musculoskeletal and Sports), Ph.D.
Master Trainer
Fitness Nutrition Specialist
Advanced Pilates Instructor
Pregnancy Exercise Instructor
President of I.A.F.T.


GENERAL SECRETARY
DARSHAN TALREJA



Reg-IAFTPU740



CONTACT HOURS- 24
WORKSHOP DATE
16th Feb to 19th Feb '2023





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TRANSCRIPT

Ref:IAFT/Tr/PU 740 2022-2023

19/02/2023

TO WHOM IT MAY CONCERN

This is to certify that Jaya P Pathak has successfully completed the workshop of **Primary and Advanced Pilates instructor training**, from 16th Feb to 19th Feb, 2023, at **Pune**. The following are the details of the workshop:-

Definition of pilates-

Definition purpose, Founder and its History, Benefits of Pilates, who it is for?

Principles of pilates-

Concentration, Control, Centering, Fluidity of Movement, Precision, Breathing, Important Terminology.

Pilates mat work program-

Body awareness-Pilates stance, Breathing, Foot work, Scooping up the abs, Pelvic Bowl, Cervical Nod, Bridging.

Introduction moves-

The Hundred, The Roll Up, One leg Circle, Rolling Back, Single Leg stretch, Double leg Stretch, Spine Stretch.

Beginners moves-

The Hundred, The Roll Up, One leg Circle, Rolling Back, Single Leg stretch, Double leg Stretch, Spine Stretch, Side Kick (up and down), Side Kicks (small circles), Seal, The Beginner Format.

Intermediate moves-

Single Straight Leg Stretch, Double straight Leg Stretch, Criss cross, Rocker with Open Legs, The Cork Screw, The Saw, The One Leg Kick, The Double Leg Kick, The Neck Pull, Side Kick (front/back), Side Kick (side passé), Side Kick (inner thigh lift), Teaser I. Intermediate Format.

P.T.O. Page 1 of 2



Jaya



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TRANSCRIPT

Ref: IAFT/Tr/PV537/2019-2020.

23/02/2020

TO WHOM IT MAY CONCERN

This is to certify that ABHA DHUPKAR has successfully completed the workshop of **Child and Adolescent fitness instructor training**, from 22nd & 23rd Feb '2020 at PUNE. The following are the details of the workshop:-

Child and adolescents fitness program

1-Entire children exercise physiology, their cardiovascular response to exercises Exercise, ventilation responses, Energy demands to weight bearing exercises, Aerobic activities, muscle Strength, Thermoregulation, Problems of this age group.

2-Physical activity intervention in Children and Adolescents.

3-Movements games- Partner games, Trust games, Cooperation games, Games of tag, Their importance for children, Skills developed by various games

4-Dancing games- Puzzles with your muscles, Concentration dances , Imagination dances.

5-Yoga for children and Youth. use of yoga for various problems related to youth. Various asanas and their therapeutic modifications for children and adolescents.

6-The revolution of the dynamic stretches(introduced for first time in India).

7- Using the accessories – bands , balls, and weights.

8-Childrens aerobics. differences between normal form of aerobics and methods to present it to children.

9- Dietics for this age group-Dental carries, Diarrhoea, Intestinal worms, Common cold, Tonsilitis, Mumps.



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ABHA DHUPKAR was found to be sincere and hard working during the workshop.
 She took keen interest both during the theory as well as the practice sessions.

Instructor

Surajeet Chakrabarty

M.P.T. (Musculoskeletal and Sports), MIAP

CERTIFIED AEROBIC INSTRUCTOR AND PERSONAL TRAINER (I.F.A.)

(Step-Kick boxing-Group exercises)

INDOOR CYCLING SPECIALIST (FITOUR)

BLS(C.P.R.+A.E.D.) - A.H.A.

MEMBER OF N.F.T.A.

PRESIDENT OF I.A.F.T.



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TRANSCRIPT

Ref: IAFT/Tr/PU520/2019-2020

21-2-2020

TO WHOM IT MAY CONCERN

This is to certify that Abha Dhupkar has successfully completed the workshop of **Pre and Post natal fitness instructor training**, from 20-2-2020 to 21-2-2020, at Pune. The following are the details of the workshop:-

- Detail study of various changes occurring during Pregnancy in the mother's body
- The methods of using Theraband to train Pre and postnatal patients
- The art of using the Physioball to train Pre and Post natal patients
- The science of utilizing Yoga in training a maternity condition.
- The art of utilizing Asanas and Breathing techniques during various phases of delivery
- Various methods used for treatment of Menstrual disorders
- The art of giving Chair aerobics to Pregnant ladies in group
- The art of using Pilates technique to train Maternity condition
- An overview of Dietics for managing various problems of Pregnancy
- Methods used to assist the foetus to change position
- Self exercise Program
- Various stretching and strength training program.
- Mothers Aerobics and Mother and baby care.



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Total number of hours

2.5 hours

Abha Dhulkar was found to be sincere and hard working during the workshop. He/She took keen interest both during the theory as well as the practice sessions.

S

Instructor

Surjeet Chakrabarty

M.P.T. (Musculoskeletal and Sports), MIAP

MASTER PRACTITIONER

CERTIFIED AEROBIC INSTRUCTOR AND PERSONAL TRAINER (I.F.A.)

(Step-Back-kick boxing-Group exercises)

INDOOR CYCLING SPECIALIST (FITCOUR)

BASIC P.R. (A.E.D.) - A.H.A

MEMBER OF N.F.T.A.

PRINCIPAL OF I.A.F.T.

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