

FIRST YEAR B.Sc. OPTOMETRY SYLLABUS

- Medical Biochemistry
- Human Anatomy (Sec A) & Physiology (Sec B)
- Ocular Anatomy & Ocular Physiology
- General Optics (Sec B) & Geometric Optics (Sec B)
- Basic Computer Program

MEDICAL BIOCHEMISTRY

| SL NO | TOPIC | HOURS |
|--------------|--|--------------|
| 1 | Carbohydrate Chemistry ; Definition, general classification with examples, composition, sources, properties and functions of Monosaccharides, Disaccharides, Oligosaccharides and Polysaccharides. Glycosaminoglycans(mucopolysaccharides-in detail) | 4 |
| 2 | Lipid Chemistry ; Definition, general classification Definition, classification, and functions of Fatty acids, Cholesterol, Essential fatty acids , Phospholipids and their importance | 3 |
| 3 | Amino-acid Chemistry ; Amino acid chemistry: Definition, Classification, Peptide bonds, Peptides: Definition, Biologically important peptides. Protein chemistry: Definition, Classification, Functions of proteins, Collagens, Plasma proteins, Muscle proteins | 6 |
| 4 | Enzymes ; Definition, Active site, Cofactor (Coenzyme, Activator), Proenzyme. Classification with examples, Factors effecting enzyme activity, Mechanism of enzyme action. Diagnostic enzymology (clinical significance of enzymes) | 5 |
| 5 | Nucleotide and Nucleic acid Chemistry ; Nucleotide chemistry: Nucleotide composition, functions of free nucleotides in body. Nucleic acid (DNA and RNA) chemistry: Difference between DNA and RNA, Structure of DNA (Watson and Crick model), Functions of DNA. Structure and functions of tRNA, rRNA, mRNA. | 3 |
| 6 | Digestion and Absorption ; General characteristics of digestion and absorption, | 3 |

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| | Digestion and absorption of carbohydrates, proteins and lipids. Disorders of digestion and absorption – Lactose intolerance, | |
| 7 | Fundamentals of Biological oxidative reactions-ATP formation | 3 |
| 8 | Carbohydrate Metabolism ; Introduction, Glycolysis – Aerobic, Anaerobic, Citric acid cycle, HMP Shunt pathway, | 4 |
| 9 | Lipid Metabolism ; Introduction to lipid metabolism, Lipolysis, β -oxidation of fatty acids, Ketone body metabolism: Ketone body formation (ketogenesis), utilization (ketolysis), ketosis, Rothera's test. Cholesterol metabolism: degradation, cholesterol transport Hypercholesterolemia and its effects(atherosclerosis and coronary heart diseases) Hypocholesterolemic agents, | 5 |
| 10 | Amino acid and Protein Metabolism ; Catabolism of amino acids - Introduction, transamination, deamination, Fate of ammonia, transport of ammonia, Urea cycle Specialized products formed from amino acids – from glycine, arginine, methionine, phenylalanine and tyrosine. | 3 |
| 11 | Vitamins ; Definition, classification according to solubility, Individual vitamins(Water soluble & fat soluble) - Sources, Coenzyme forms, functions, RDA,digestion, absorption and transport, deficiency and toxicity | 8 |
| 12 | Mineral Metabolism ; Definition, Sources, RDA, Digestion, absorption,transport, excretion, functions, disorder of Individual minerals - Calcium, phosphate, iron, Magnesium, fluoride, selenium, molybdenum, copper. Phosphate, calcium and iron in detail | 5 |
| 13 | Cell Biology ; Introduction, Cell structure, Cell membrane structure and function, various types of absorption. Intracellular organelles and their functions, briefly on cytoskeleton | 2 |
| 14 | Nutrition ; Introduction, Importance of nutrition Calorific values, | 8 |

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| | <p>Respiratory quotient – Definition, and its significance Energy requirement of a person - Basal metabolic rate: Definition, Normal values, factor affecting BMR Special dynamic action of food Physical activities - Energy expenditure for various activities. Calculation of energy requirement of a person Balanced diet</p> <p>Recommended dietary allowances Role of carbohydrates in diet: Digestible carbohydrates and dietary fibers Role of lipids in diet Role of proteins in diet:</p> <p>Quality of proteins - Biological value, net protein utilization, Nutritional aspects of proteins-essential and non essential amino acids. Nitrogen balance Nutritional disorders</p> | |
| 15 | Acid-Base balance ; Acids, bases and buffers, pH. Buffer systems of the body, blood buffers, mechanism of buffer action. H ⁺ and pH measurements. | 3 |
| 16 | Measles and associated eye disorders, low birth weight | 2 |
| 17 | Free radicals – Biological reactions-Oxidants- antioxidants, - diseases – Therapeutic uses of antioxidants | 3 |
| | Total | 70 |

GENERAL BIOCHEMISTRY DEMONSTATION; -20 hours

1. Reactions of monosaccharide's-disaccharides- qualitative
2. Estimation of Glucose
3. Estimation of proteins- Ninhydrin
4. Estimation of Vitamin A
5. Estimation of Vitamin c

Total theory hours; 70

Practical- 20

Recommended Text books

1. Text book of Biochemistry Sathyanarayan
2. Text book of Biochemistry A.C Deb
3. Text book of Biochemistry S.K dasgupta
4. Biochemistry of the eye David .R .whilehart

HUMAN ANATOMY (Sec A) PHYSIOLOGY (Sec B)

| SLNO | TOPIC | HOURS |
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| 1. | <p>Introduction- Anatomy and it's sub-division, planes of the body, terms in</p> <p>relation of structures, Regional Anatomy, organ system, osteology of orbital bones</p> | |
| 2. | <p>Tissues of the body [Histology of the body tissues]</p> <p>2.1 Epithelium</p> <p>2.2 Connective tissue</p> <p>2.3 Bone and cartilage</p> <p>2.4 Muscles:Skeletal, smooth,cardiac</p> <p>2.5 Blood vessels</p> <p>2.6 Neuron, Neuroglia</p> <p>2.7 Glands, exocrine and endocrine, lacrimal gland indetail</p> <p>2.8 Skin and appendages</p> <p>2.9 Lymphoid Tissues</p> <p>2.10 Ganglian</p> | |
| 3. | <p>Organ systems:[General plan]</p> <p>3.1 Locomotor system :Bones ,muscles, joints</p> <p>3.2 Cardiovascular systems: Heart, Regional blood vessels-arteries, veins</p> <p>3.3 Lymphatic system including immune system</p> <p>3.4.Digestive system</p> <p>3.5.Respiratory system</p> <p>3.6.Reproductive system</p> <p>3.7.Endocrine system</p> | 45 |

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| | 3.8. Central nervous system- spinal and brain stem, cerebellum, cerebrum, spinal, cranial nerves 3.9 ganglia | |
| | Total | 45 |

RECOMMENDED BOOKS

1. Human anatomy B.D.Chourasia
2. Text book of human anatomy H.Gray
3. Anatomy and Physiology of the eye A.K.Khurana, Indu Khurana
4. Clinical anatomy of the eye S.Snell, A.Lemp
5. Text book of Anatomy Vishram Singh

GENERAL PHYSIOLOGY

| SLNO | TOPIC | HOURS |
|-------------|--|--------------|
| 1. | 1.1. Cell structure and organisation 1.2 Gene action 1.3. Tissue organisation – Epithelium 1.1. Connective tissue - Collagen fibers- elastic fibers- areolar fibers- cartilagebone 1.5. Contractile tissue- striated – skeletal –cardiac- non striated –plain myoepithelial 1.6. General principles of cell physiology 1.7. Electrophysiology of cells 1.8. Physiology of skeletal muscles | |

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| <p>2.</p> | <p>Blood</p> <p>2.1 Composition</p> <p>2.2 Volume measurement and variations</p> <p>2.3 Plasma proteins- classification and functions</p> <p>2.4 RBC's- development, morphology and measurement- functions and dysfunctions</p> <p>2.5 WBC's- development – classifications - morphology– functions and dysfunctions</p> <p>2.6. Platelets –morphology-development, functions and dysfunctions</p> <p>2.7 Clotting- factors- mechanism- anticoagulants- dysfunctions</p> <p>2.8. Blood grouping –classifications- importance in transfusion, Rh factor & incompatibility</p> <p>2.9. Suspension stability</p> <p>2.10. Osmotic fragility</p> <p>2.11. Reticulo endothelial system</p> <p>Spleen – lymphatic tissue</p> <p>Thymus - Bone marrow</p> <p>Immune system - cellular - humoral- autoimmune</p> | |
| <p>3.</p> | <p>Digestion</p> <p>3.1. General arrangement</p> <p>3.2. Salivary digestion – functions and regulations</p> | <p>45</p> |

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| | <p>3.3. Gastric digestion – functions and regulations</p> <p>3.4. Pancreatic digestion- functions and regulations</p> <p>3.5. Intestinal digestion – functions and regulations</p> <p>3.6. Liver and Bile</p> <p>3.7. Absorption</p> <p>3.8. Motility-deglutition-Gastric-Intestinal-Vomitting-Defecaton</p> <p>3.9. Functions of large intestine</p> <p>3.10. Neurohumoral regulations of alimentary functions, summary</p> | |
| 4. | <p>Excretion</p> <p>4.1. Body fluids – distribution , measurement and exchange</p> <p>4.2. Kidney –structure of nephron – mechanism of urine formation-composition</p> <p>of urine and abnormal constituents- urinary bladder and micturition</p> | |
| 5. | <p>Endocrine system</p> <p>5.1. Hormone mechanism – negative feedbacks- tropic action – Permissive action – cellular actions</p> <p>5.2. Hypothalamic regulation</p> <p>5.3. Hormones, Actions & Regulations of</p> <ul style="list-style-type: none"> ✓ Hypophysis ✓ Thyroid ✓ Adrenal Cortex & medulla ✓ Parathyroid ✓ Islets of pancreas ✓ Miscellaneous | |

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| | 5.4. Common clinical disorders |
| 6. | <p>Reproduction</p> <p>6.1. Male reproductive system- control and regulation-semen analysis</p> <p>6.2. Female Reproductive system- Uterus -ovaries- menstrual cycle-</p> <p>Regulation</p> <p>-Pregnancy and delivery-breast – family planning</p> |
| 7. | <p>Respiration</p> <p>7.1. Mechanics of respiration</p> <p>7.2.pulmonary function tests</p> <p>7.3.Transport of respiratory gases</p> <p>7.4.neural and chemical regulation of respiration</p> <p>7.5.hypoxia cyanosis- dyspnoea- asphyxia</p> |
| 8. | <p>Circulation</p> <p>8.1. Heart: myocardium- innervation- transmission of cardiac impulse-Events</p> <p>during cardiac cycle-cardiac output</p> <p>8.2.Peripheral circulation: Peripheral resistance- Arterial blood pressure</p> <p>measurements- factors regulating variation – capillary circulation-venous</p> <p>circulation</p> <p>8.3.Special circulation: coronary – cerebral</p> <p>4.4.miscellaneous</p> |
| 9. | Nervous system |

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| | <p>9.1. Neuron – conduction of impulse – synapse – receptor</p> <p>9.2. Sensory organisation- pathways and perception . Reflexes</p> <p>9.3. cerebral cortex – functions</p> <p>9.4. Thalamus- basal ganglia – Cerebellum – Hypothalamus</p> <p>9.5. Autonomic nervous system- motor control of movements, posture and equilibrium- conditioned reflex , Eye hand co-ordination. Sleep, consciousness, behavior , memory</p> |
| 10. | <p>Environmental Physiology</p> <p>10.1. Body temperature regulation [including skin physiology]</p> <p>10.2. Exposure to low and high atmospheric pressure</p> |
| 11. | <p>Special senses [elementary]</p> <p>11.1. Olfaction- Taste- Hearing- vision</p> |

GENERAL PHYSIOLOGY - DEMONSTRATION

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| 1. | Microscope & Haemocytometer |
| 2. | <p>Blood</p> <p>2.1. RBC count</p> <p>2.2. Hb</p> <p>2.3. WBC count</p> <p>2.4. Differential count</p> <p>2.5. Hct Demonstration</p> <p>2.6. ESR</p> |

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| | <p>2.7.Blood group and Rh type</p> <p>2.8.Bleeding time and clotting time</p> | 20 |
| 3. | Digestion – Test salivary digestion | |
| 4. | <p>Excretion</p> <p>4.1. Examination of urine</p> <ul style="list-style-type: none"> ✓ Specific Gravity ✓ Albumin ✓ Sugar ✓ Microscopic examination for cells and cyst | |
| 5. | <p>Endocrinology & Reproduction</p> <p>5.1. Dry experiments in the form of cases showing different endocrine disorders</p> | |
| 6. | <p>Respiratory system</p> <p>6.1.Clinical examination of respiratory system</p> <p>6.2.Spirometry</p> <p>6.3.Breath holding test</p> <p>6.4.endurance test</p> | |
| 7. | <p>Cardiovascular system</p> <p>7.1.Clinical examination of circulatory system</p> <ul style="list-style-type: none"> ✓ Measurement of blood pressure and pulse rate ✓ Effect of exercise on blood pressure and pulse rate | |
| 8. | <p>Central Nervous System</p> <p>8.1. Sensory system</p> <p>8.2.Motor system</p> | |

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| | 8.3.Cranial system | |
| | 8.4.Superficial and deep reflexes | |
| | 8.5.Test for hearing | |

RECOMMENDED BOOKS

1. Text book of medical physiology Guyton
2. Human physiology AK Jain, Indu Khurana
3. Human physiology Chatterjee
4. Adler's physiology of the eye Robert.A.Moses, William.M.Hart.Jr
5. Text book ocular anatomy & physiology AK Khurana

OCULAR ANATOMY

| SL NO | TOPIC | HOURS |
|----------|---|-------|
| 1 | 1.1 Introduction to anatomical terminologies – cross section of eyeball 1.2 Ocular Adnexa a. Eye Brows b. Eyelids – Structure, Facial spaces, Arterial supply, nerve supply, venous & lymphatic drainage c. Conjunctiva – general arrangements, structure, glands, arteries, veins, caruncle, plica semilunaries 1.3 Lacrimal System – Lacrimal Gland, Drainage, Tear film 1.4 Extraocular Muscles - anatomy, innervations, actions | 30 |
| 2 | Cornea: layers, cellular structures, refractive properties | |
| 3 | Coats of eye ball Sclera (Episclera & Sclera) Choroid, Ciliary body, Iris Retina (Detailed anatomy, cellular structure, blood supply and nerve supply) | |
| 4 | Aqueous, anterior chamber, Intraocular pressure, vitreous body | |
| 5 | Pupil & Pupillary pathway and its lesions | |
| 6 | Crystalline lens – structure, suspension, accommodation | |
| 7 | Orbit | |

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| | Orbital margin, Walls of orbital cavity Orbital structure & Foramen Surface anatomy, Relations of bony orbit, Orbital Muscles | |
| 8 | Cranial Nerves 1. Optic nerve 2. Oculomotor nerve 3. Trochlear Nerve 4. Abducent nerve 5. Facial Nerve (Nuclei, course, relationship with brain, ocular contribution in detail) | |
| 9 | Visual Pathway – Definition, anatomy of visual pathway, visual reflexes, Lesions of visual pathway | |
| 10 | Ocular Embryology | |
| | Demonstration 3.1. Practical dissection of Bull's eye 3.2. Practical demonstration of orbital structures | |

OCULAR PHYSIOLOGY

| SLNO | TOPIC | HOURS |
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| 1 | Protective mechanisms in the eye. | |

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| 2 | Precorneal tear film and lacrimation |
| 3 | Extrinsic ocular muscles, their action and control of their movements. |
| 4 | Coats of the eyeball |
| 5 | Corneal physiology – Hydration, Metabolism, Corneal wound healing, Transparency, Permeability |
| 6 | Aqueous Humour - Production, Circulation, Drainage and Intra ocular pressure |
| 7 | Vitreous Humour |
| 8 | Iris – pupil reaction |
| 9 | Crystalline Lens |
| 10 | Retina – Physiology of RPE, Scotopic & Photopic vision, neural signal, retinal synapses, Photo transduction, Information processing, Retinal metabolism |
| 11 | Pigments of the eye and photo chemistry |
| 12 | Vision- general aspects of sensation |

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| 13 | The visual stimulus, refractive errors |
| 14 | Visual acuity and its principle of measurements |
| 15 | Visual perception- binocular vision, stereoscopic vision, optical illusion |
| 16 | Visual pathway, central & cerebral connections, lesions of pathways & effects |
| 17 | Colour vision, Colour vision defects and diagnostic tests |

RECOMMENDED BOOKS

Adler's physiology of the eye

Robert.A.Moses, William.M.Hart.Jr

Ocular Anatomy & Physiology

A.K.Khurana

General Optics & GEOMETRIC OPTICS

Sec (A) Physical Optics

| SLNO | TOPIC | HOURS |
|------|---|-------|
| 1 | Light – Nature & Properties - :An overview Corpuscular Theory, Wave Theory, quantum theory and dual Nature | 02 |
| | Simple Harmonic Motion Definition, Mathematical representation, energy in SHM, Combination of two SHMs (along a line and at right angles). Waves : Transverse and Longitudinal, mathematical representation of a wave, wave fronts, path difference and phase difference, coherent waves, Numerical. | 10 |

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| | <p>Interference of light</p> <p>Theory of interference-Conditions for interference, Young's double slit experiment, Expression for fringe width, Intensity distribution of the double slit interference pattern, condition for good contrast.</p> | 05 |
| | <p>Interference in thin films: Reflection phase shifts, optical path length. Interference in thin parallel films of uniform thickness, variable thickness (air wedge, Newton's rings), their applications</p> <p>to antireflection coatings, optical flatness of reflecting surfaces, determination of : wavelength, refractive index, thickness of thin films, radius of curvature, Michelson interferometer, Numerical</p> | 05 |
| 2 | <p>Diffraction – Introduction, Fresnel and Fraunhofer diffraction.</p> <p>Fresnel diffraction: Rectilinear propagation of light, Zone plate, Theory of Fresnel's half period zone. Numerical.</p> <p>Fraunhofer Diffraction: Diffraction pattern from single slit, Double slit. Diffraction pattern due to N slits-Theory of plane</p> | 05 |

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| | <p>transmission grating. Resolving power of the diffraction grating.</p> <p>Numerical.</p> | |
| 3 | <p>Polarization –</p> <p>Review of light as a transverse wave. Polarization phenomenon due to reflection, refraction and scattering Brewster's and Malus' laws. Polaroids. Double refraction, retardation plates, Nicol prism as a device to produce polarized light, dichroism, equation to polarization ellipse, elliptical, circular and linear polarizations, their production and detection</p> <p>Optical activity, Lorentz half shade polarimeter, determination of specific rotation</p> | 05 |
| 4 | <p>Absorption and scattering : General and selective absorption, Distinction between absorption and scattering, absorption by solids, liquids and gases, scattering : Rayleigh, Mie and Raman Scattering.</p> | 05 |
| 5 | <p>Radiometry and Photometry – Electromagnetic spectrum, Radiometry, Photometry, sources of optical radiation and detectors of radiation.</p> | 05 |
| 6 | <p>Laser basics : Introduction, Einstein quantum theory of radiation,</p> | 04 |

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| | Essentials of a laser, Ruby laser, Holography, Numerical | |
| 7 | Fiber Optics :Structure, Optics of propagation, Attenuation, Distortion, Numerical. | 03 |
| 8 | The particle nature of radiation :Photoelectric effect, Compton effect(no derivation of compton shift equation), Numerical | 04 |
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PHYSICAL OPTICS - PRACTICAL

Any 10 of the following experiments

| SLNO | TOPIC | HOURS |
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| | EXPERIMENTS | 30 |
| | 1. Air wedge | |
| | 2. Newton's rings | |
| | 3. Biprism | |
| | 4. Michelson's interferometer | |
| | 5. Refractive index of a liquid using a hollow prism | |
| | 6. Refractive indices of an anisotropic crystal | |

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| | <p>7. Variation of refractive index with wavelength</p> <p>8. Diffraction grating – minimum deviation/normal incidence method</p> <p>9. Resolving power of a telescope</p> <p>10. Polarimeter</p> <p>11. Photo diode characteristics</p> <p>12. Ultrasonic interferometer</p> <p>13. Numerical aperture of optical fibres</p> <p>14. Wave length of a laser light using grating.</p> <p>15. Photoelectric effect.</p> <p>16. Planck's constant</p> | |
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Sec (B) GEOMETRICAL OPTICS – THEORY

| SL NO | TOPICS | HOURS |
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| 1 | <p>Properties of light :Classification of optics based on the nature and properties of light.</p> <p>The rectilinear propagation of light, Umbra and Penumbra, Speed of light in vacuum and in a stationary media, Beam, pencil and ray of light, Laws of reflection and refraction, Refractive index, Optical path, Graphical construction for refraction, Principle of reversibility, Fermat's principle (only qualitative discussion), Colour dispersion.Numerical</p> | 08 |
| 2 | <p>Plane surfaces and Prisms : Parallel beam, The critical angle and total reflection, Plane parallel plate, Refraction by a prism, Minimum deviation, Thin prisms, Graphical method of ray tracing, Direct vision prisms, Reflection of divergent rays,Refraction of divergent rays, Images formed by paraxial rays.opthalmic prisms.Numerical.</p> | 08 |
| 3 | <p>Spherical surfaces : Introduction, Focal points and focal lengths, Image formation, Virtual images, conjugate points and planes, Convention of signs,</p> <p>Graphical constructions(parallel ray method only), Magnification, Vergence and reduced vergence, Gaussian formula. Numerical.</p> | 06 |
| 4 | <p>Spherical mirrors – focal points, focal lengths, image formation, mirrors and vergence, reflection matrix, aspheric mirrors</p> | 02 |
| 5 | <p>Thin lenses :Lenses, Focal points and focal lengths,Image formation : graphical method(parallel ray and oblique ray</p> | 08 |

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| | methods) and derivation of lens formula, conjugate points and planes. Lateral magnification, Virtual images, Lens makers' formula, Power of a thin lens, Thin lenses in contact, without contact. Numerical. | |
| 6 | Thick lenses :Image formation : graphical method(both parallel ray and oblique ray methods), Focal points, principal points, nodal points and optical centre, thick lens formulas(no derivation). Numerical | 08 |
| 7 | Matrix methods in paraxial optics :Introduction, Translation matrix, Refraction matrix, Reflection matrix and Thick lens and thin lens matrices. Numerical. | 06 |
| 8 | Aberration theory :Spherical (coma, astigmatism, curvature of field and distortion) and chromatic aberrations and their minimization including GRIN systems(qualitative description only). | 06 |
| 9 | Optics of the Eye :Biological structure of the eye, Optical representation of the eye, Functions of the eye, Errors of refraction and their correction, Laser therapy for ocular defects. Depth of focus | 06 |
| 10 | Aperture and stops :Field stop and Aperture stop, Entrance and exit pupils, chief ray, Front stop, stop between two lenses, two lenses with no stop, field of view | 08 |
| 11 | Optical Instruments – The Camera, eye and its refractive anomalies, simple magnifier, compound microscope and telescopes. | 08 |
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RECOMMENDED BOOKS

1. Fundamentals of Optics – 4th edition – Francis.A.Jenkins and Harvey.E.White.
2. A textbook of Optics – N.Subrahmanyam and Brij Lal.
3. Introduction to optics – Frank.L.Pedrotti and Leno.S.Pedrotti
4. Optics and Refraction – A.K.Khurana

Sec (c) PRINCIPLES OF LIGHTING

| SLNO | TOPIC | HOURS |
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| 1. | Visual tasks: factors affecting visual tasks | 02 |
| 2. | Modern theory on light & colour: synthesis of light | 02 |
| 3. | Additive & subtractive synthesis of colour | 02 |
| 4. | Light sources: Modern light sources – spectral energy distribution – luminous efficiency – colour temperature – colour rendering] | 02 |
| 5. | Illumination: Luminous flux, candela, solid angle, illumination, utilization factor, depreciation factors, illumination laws | 02 |
| 6. | Lighting installation: glare, luminaries, lighting fixtures, types of lighting | 02 |
| 7. | Photometry: measurement of illumination, photometers and filters | 02 |
| 8. | Eye care and Lighting – special care with V D U . | 02 |

RECOMMENDED BOOKS

1. Fundamentals of Optics – 4th edition – Francis.A.Jenkins and Harvey.E.White.
2. A textbook of Optics – N.Subrahmanyam and Brij Lal.
3. Introduction to optics – Frank.L.Pedrotti and Leno.S.Pedrotti.
4. Physics for scientists and Engineers with modern Physics, Vol 2, 6th Edition, Serway and Jewett
5. Introductory lighting (Illuminating engineering society of North America)
6. Environmental vision (Pitts)

Computer Basis Program

| SLNO | TOPICS | HOURS |
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| 1 | Introduction to computers | |
| 2 | Definition ✓ Input ✓ Output ✓ CPU | |
| 3 | Input output devices (types) | |
| 4 | Basis of computer system ✓ Switching computer on & off ✓ What is bias? ✓ Computer generations | |
| 5 | Keyboard practices | |
| 6 | Definitions of terms ✓ Desktop ✓ Software | |
| 7 | Computer systems: Hardware & software definitions | |
| 8 | Windows'98 ✓ Definition & Why ✓ Calculator - Word pad - Short cuts - Start menu - Media player - Note pad - Win amp – Paint - Control panel | |
| 9 | Microsoft word ✓ Opening, saving, deleting, typing, print , Page border, spelling, table, | |

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| | <p>grammar, margin, Clip art, BIU, word art, Colour text & background,</p> <p>Picture drawing using word</p> | |
| 10 | <p>Excel</p> <p>✓ Formulas - Design charts- Format tables</p> | |
| 11 | <p>PowerPoint</p> <p>✓ Designing a presentation - Inserting some animation with sound</p> | |
| 12 | <p>Internet & its applications</p> <p>✓ Interconnection to HTML</p> <p>✓ E- mailing – Browsing – Chatting</p> | |
| | TOTAL | 30 |