

***Capacity Development and Skills Enhancement Activities
are organised for improving students' capability
for the Academic Year 2019-20***

Soft Skills
Academic Year 2019-20



S.B.V.R. DEGREE COLLEGE

(Recognized by UGC under Section 2(f) & 12(B), Permanently Affiliated to Yogi Vemana University, Kadapa)

Mydukur Road, BADVEL - 516 227, Kadapa Dist. Andhra Pradesh, India.

Website : www.sbvrdc.ac.in e-mail : principal.sbvrdc@sbvr.in ☎ : 08569-282021, 📞 : +91 75690 34175


Career Counselling and Competitive Examinations Cell

Date : 07-09-2019

Circular

All students of this college are hereby informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Soft Skills for Success" in association with Department of English. All the Interested students are instructed to enrol their names with Head, Department of English and obtain the syllabus on or before 12-09-2019. The Programme will commence from 13-09-2019.




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Syllabus for 45 Days Soft Skills Course on "Soft Skills for Success" for the Academic Year 2019-20

Course Objectives:

1. To understand the importance of soft skills in personal and professional contexts.
2. To develop effective communication skills, including verbal, non-verbal, and written communication.
3. To enhance interpersonal skills for building positive relationships in various settings.
4. To cultivate critical thinking and problem-solving abilities.
5. To improve time management and organizational skills.
6. To foster resilience and adaptability in dealing with challenges.
7. To refine leadership and teamwork skills for collaborative success.
8. To instill self-awareness and emotional intelligence for better self-management.

Course Outcomes: By the end of this course, students will be able to:

1. Demonstrate proficient communication skills in various forms.
2. Establish and maintain positive relationships in personal and professional settings.
3. Employ critical thinking and problem-solving techniques effectively.
4. Manage time efficiently and organize tasks systematically.
5. Adapt to changing environments with resilience and flexibility.
6. Lead teams and contribute effectively to group dynamics and Exhibit self-awareness and emotional intelligence in interpersonal interactions.
7. Apply learned soft skills to enhance personal and professional growth.

Detailed Syllabus

Unit 1: Introduction to Soft Skills (5 days)

- Understanding the importance of soft skills in modern contexts
- Overview of communication, interpersonal skills, and emotional intelligence
- Self-assessment: Identifying personal strengths and areas for improvement
- Introduction to effective communication techniques

Unit 2: Communication Skills (10 days)

- Verbal communication: Speaking clearly, listening actively, and presenting confidently
- Non-verbal communication: Body language, gestures, and facial expressions
- Written communication: Crafting professional emails, reports, and documents
- Communication in diverse contexts: Tailoring messages for different audiences


Unit 3: Interpersonal Skills and Emotional Intelligence (10 days)


- Building rapport and fostering positive relationships
- Conflict resolution and negotiation techniques
- Understanding emotions and managing interpersonal conflicts
- Empathy and active listening in interpersonal interactions

Unit 4: Problem Solving and Critical Thinking (10 days)

- Analytical thinking: Identifying problems and generating solutions
- Decision-making: Evaluating options and making informed choices




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- Creative problem-solving techniques
- Applying critical thinking skills in personal and professional contexts

Unit 5: Leadership, Teamwork, and Time Management (10 days)

- Leadership styles and qualities of effective leaders
- Team dynamics: Collaboration, motivation, and conflict resolution
- Time management techniques: Setting goals, prioritizing tasks, and managing resources
- Balancing leadership responsibilities, teamwork, and personal productivity



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Competitive Examinations and Career Counselling Cell Valedictory Report of "Soft Skills for Success" on 28-10-2019

Soft skills refer to both character and interpersonal skills that will influence how well a person can work or interact with others. The term soft skills cover a wide range of skills as diverse as teamwork, time management, empathy and delegation. The importance of these soft skills is often undervalued, and there is far less training provided for them than hard skills such as coding. Organizations seem to expect people know how to behave on the job and the importance of skills such as taking initiative, communicating effectively and listening, which often is not the case.

The institution identified the importance of soft skills and organised a 45 days programme entitled "Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell in cooperation with Department of English. For this programme 160 students were enrolled.

The Valedictory function of the programme was started at 4:00 Pm on 28-10-2019 by inviting the Principal, Programme Convener and the Head Department of English on to the Dias. The Principal of the College in his inaugural speech congratulated the convener of the Programme and English Department for organising this kind of programme in the college for the benefit of students. In his speech the principal explained the importance of Soft Skills in this 21st century for securing jobs after the graduation.

The Convener of the Programme delivered an inspiring speech about the Importance of Soft Skills. The Head Department of English has assured their cooperation for conducting these kinds of programs for the benefit of the students. The students who enrolled in this programme has expressed their satisfaction towards the programme and requested the principal to organise more number of programmes of these types.

The Valedictory function concluded by distributing the certificates to the students who are enrolled for the course and the programme is concluded by the IQAC Coordinator with Vote of Thanks and followed by National Anthem.




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Language and Communication Skills
Academic Year 2019-20



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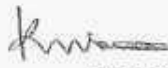
Career Counselling and Competitive Examination Cell

Date: 15-12-2019

In coordination with the Department of English, the Career Counselling and Competitive Examination Cell is going to organize 45-day course on "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*".

All the interested students of this institution are instructed to enroll their names with the Department of English and the course will commence on 28-12-2019. For further details and Course Syllabus please visit the Department of English.




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Career Counselling and Competitive Examination Cell

Report on " *Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression* " conducted from Date: 28-12-2019 to 11-02-2020 for the Academic Year 2019-20

The " *Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression* " course, conducted by the Career Counselling and Competitive Examination Cell in coordination with the Department of English, was a resounding success. It equipped participants with essential communication skills, fostering their personal and professional development. The program was well-received, and participants reported notable improvements in their communication capabilities. The Career Counselling and Competitive Examination Cell is committed to providing valuable educational programs, and " *Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression* " exemplifies this commitment.

The " *Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression* " course conducted by the Career Counselling and Competitive Examination Cell was a comprehensive program spanning 45 days with 197 students. The course commenced on 28-12-2019 and concluded on 11-02-2020. The primary objective of the course " *Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression* " is to enhance the communication skills of participants, equipping them with the tools and knowledge necessary for effective communication in both personal and professional settings. The course aimed to improve participants' verbal and non-verbal communication, active listening, and public speaking skills.

The course curriculum was designed to cover a wide range of communication topics and the course was delivered through a combination of lectures, group activities, role-play exercises, and practical assignments. The " *Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression* " course resulted in significant improvements in participants' communication abilities. Feedback from participants was overwhelmingly positive. Many participants expressed that the course had a transformative impact on their communication abilities, benefiting both their personal and professional lives.




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A Course on Language and Communication Skills entitled "Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" for the Academic Year 2019-20

Course Objectives:

1. To enhance proficiency in spoken and written communication.
2. To develop effective listening skills for better understanding and interpretation.
3. To improve grammar, vocabulary, and sentence structure for clearer expression.
4. To cultivate persuasive and engaging communication techniques.
5. To refine non-verbal communication skills for enhanced interpersonal interactions.
6. To foster cross-cultural communication competence.
7. To strengthen presentation and public speaking abilities.
8. To instill confidence in communicating effectively in various contexts.

Course Outcomes: By the end of this course, students will be able to:

1. Communicate confidently and articulately in both formal and informal settings.
2. Listen actively and empathetically, demonstrating understanding and engagement.
3. Utilize correct grammar, vocabulary, and sentence structure in written and spoken communication.
4. Employ persuasive and engaging communication techniques to influence and persuade others and Utilize non-verbal communication effectively to enhance message delivery and reception.
5. Adapt communication styles to effectively interact in diverse cultural contexts.
6. Deliver compelling presentations and speeches with confidence and clarity.
7. Apply learned language and communication skills to various personal and professional situations.

Syllabus:

Unit 1: Foundations of Language and Communication (9 days)

- Introduction to language and its importance in communication
- Understanding the components of effective communication
- Basic grammar rules and sentence structure
- Building vocabulary through reading and word exercises

Unit 2: Verbal Communication Skills (10 days)

- Developing clear and concise verbal communication skills
- Active listening techniques for better comprehension and response
- Speaking with confidence and clarity
- Practicing effective questioning and feedback techniques

Unit 3: Written Communication Skills (9 days)


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- Writing with purpose and audience in mind
- Crafting coherent and cohesive paragraphs and essays
- Enhancing writing style and tone for different contexts
- Proofreading and editing for clarity and correctness

Unit 4: Persuasion and Presentation Skills (9 days)

- Understanding the principles of persuasion and influence
- Structuring persuasive arguments and presentations
- Delivering compelling speeches and presentations
- Handling Q&A sessions and audience engagement techniques

Unit 5: Cross-Cultural Communication and Professional Etiquette (8 days)

- Recognizing and respecting cultural differences in communication
- Strategies for effective communication in diverse cultural contexts
- Developing professional etiquette in communication and interactions
- Practicing networking and communication in professional settings




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Life Skills (Yoga)
Academic Year 2019-20



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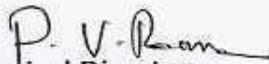
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Department of Physical Education

Circular

01-11-2019

"All students are hereby notified that the Physical Education Department will be offering a course titled 'Transform Your Life with 45 Days of Yoga Practice' For those interested, please ensure you register with the Physical Director and obtain a course syllabus copy by the 10th of November 2019. The course is scheduled to begin on the 15th of November 2019 at 8:00 AM in the Seminar Hall."


Physical Director


Principal



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A Report on "Transform Your Life with 45 Days of Yoga Practice" 15-11-2018 to 01-01-2019 for the academic year 2019-20

"The "Transform Your Life with 45 Days of Yoga Practice" program, organized by the Physical Education Department from November 15, 2019, to January 1, 2019, was a truly inspiring journey. With the participation of 168 students and 3 faculty members, the program aimed to introduce the transformative potential of yoga for improving both physical and mental well-being.

Designed to accommodate participants of all experience levels, the program featured daily sessions that included yoga poses, breathing exercises, and meditation techniques. These sessions enhanced physical fitness, mental clarity, and relaxation, and participants received personalized attention for a holistic experience.

Beyond the physical benefits, the program placed a strong emphasis on mental and spiritual growth. Participants learned mindfulness, stress management, and meditation, deepening their understanding of yoga. Nutritional guidance was also provided to encourage a balanced lifestyle.

The commitment and progress shown by the participants were truly commendable, resulting in improved fitness, reduced stress, enhanced concentration, and an overall sense of well-being. The closing ceremony provided a moment for participants to reflect on and express gratitude for their transformative experiences.

"Transform Your Life with 45 Days of Yoga Practice" had a lasting impact, introducing participants to the profound benefits of yoga and instilling a commitment to its practice. This program fostered a culture of physical and mental well-being within the institution, equipping the academic community with a valuable lifelong




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Department of Physical Education

A Course on Life Skills entitled "Transform Your Life with 45 Days of Yoga Practice" for the Academic Year 2019-20

This course is designed to provide students with a comprehensive understanding of yoga, its history, philosophy, and practical applications. Through a combination of theory and practice, students will explore various aspects of yoga, including postures, breathing techniques, meditation, and the philosophy behind this ancient practice.

Course Objectives:

- To introduce college students to the principles and practices of yoga as a holistic approach to physical and mental well-being.
- To develop an understanding of the history, philosophy, and various branches of yoga, including Hatha, Vinyasa, and Ashtanga.
- To cultivate self-awareness and mindfulness through the practice of yoga postures (asanas) and breathing techniques (pranayama).
- To provide tools for managing stress, enhancing concentration, and improving overall mental health.
- To promote physical fitness, flexibility, and strength through regular yoga practice.
- To explore the connection between yoga and a healthy lifestyle, including nutrition and stress management.

Course Outcomes: By the end of this course, students will be able to:

- Demonstrate a basic understanding of the history and philosophy of yoga and its relevance in the modern world.
- Perform a variety of yoga asanas and pranayama techniques with proper alignment and breath control.
- Develop a regular yoga practice that promotes physical well-being and flexibility.
- Apply mindfulness and relaxation techniques learned in the course to reduce stress and enhance mental health.
- Describe the benefits of yoga for physical fitness, stress management, and overall well-being.
- Create a personalized yoga and wellness routine to continue their practice beyond the course.

Unit 1: Foundations of Yoga (Days 1-15) :

Introduction to Yoga: History and Philosophy of Yoga - Benefits of practicing Yoga -
Basic Principles and ethics - Asana (Yoga Poses)




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Learning and practicing foundational asanas: Proper alignment and posture - Breathing techniques (Pranayama) - Meditation and Mindfulness

Introduction to meditation: Techniques for calming the mind - Mindfulness practices - Yogic Diet and Lifestyle

Understanding a Yogic diet: Maintaining a balanced lifestyle - Importance of sleep and relaxation - Anatomy and Physiology

Basic understanding of the human body: How Yoga Affects Different Systems - Preventing injuries.

Unit 2: Intermediate Yoga Practices (Days 16-30)

Advanced Asana Practice: Progressing from basic to intermediate asanas - Holding poses and deepening stretches - Strength and flexibility training - Yoga Nidra and Deep Relaxation

Understanding Yoga Nidra: Guided sessions for deep relaxation - Stress management techniques - Pranayama and Breath Control

Advanced breathing techniques: Energy and breath control (Prana) - Breath awareness and regulation - Yogic Philosophy

Delving deeper into Yoga philosophy: The Eight Limbs of Yoga (Ashtanga Yoga) - Self-awareness and spiritual growth

Unit 3: Specialized Yoga Practices (Days 31-45)

Yoga for Health and Wellness: Targeting specific health issues with Yoga - Customized practices for participants' needs - Therapeutic Yoga - Teaching Methodology

Learning how to lead a Yoga class: Sequencing and planning sessions - Effective communication and adjustments - Yoga for Daily Life

Integrating Yoga into daily routines: Creating a personal Yoga practice - Self-discipline and commitment

D. V. Rama
Department of Physical Education



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ICT / Comuputing Skills
Academic Year 2019-20



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Career Counselling and Competitive Examination Cell

Circular

Date : 25-07-2019

All the students of the college are informed that the **"Career Counselling and Competitive Examination Cell"** is conducting 45 days capacity development and skill enhancement course on **"Information and Communication Technology"** for the Academic Year 2019-20. In this context all the interested students are instructed to register their names with Coordinator of Carrer Counselling and Competitive Examinations Cell before 01-08-2019. The Course will commence from 02-08-2019.




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Detailed Syllabus for 45 days course on “Information and Communication Technology (ICT)” for the Academic Year 2019-20

Course Description:

This course explores the fundamentals of Information and Communication Technology (ICT), covering essential tools, applications, and emerging trends. It equips learners with practical skills in productivity software, communication platforms, and cybersecurity practices. The course emphasizes ethical considerations, real-world problem-solving, and the transformative impact of ICT in various sectors. Designed for learners of all levels, it offers hands-on activities and project-based learning to enhance digital literacy and innovation.

Course Objectives

- Provide foundational knowledge of Information and Communication Technology.
- Equip learners with skills to use ICT tools effectively in personal, academic, and professional contexts.
- Foster an understanding of the ethical, legal, and societal implications of ICT.
- Introduce learners to emerging trends in ICT and their impact on various sectors.
- Enable learners to apply ICT solutions to real-world problems.

Course Outcomes

1. Understand the fundamentals of ICT and its applications.
2. Utilize productivity tools and software effectively.
3. Analyze the ethical and legal aspects of ICT usage.
4. Recognize the role of ICT in innovation and problem-solving.
5. Demonstrate practical ICT skills in a project or simulated environment.

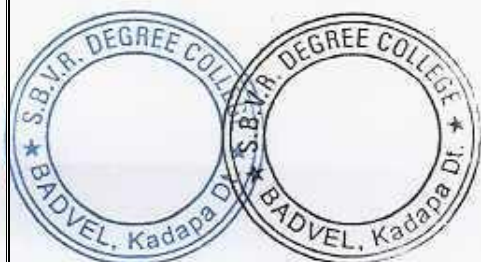
Syllabus

Unit 1: Introduction to ICT (Day 1-10)

- Overview of ICT
- Evolution of ICT and its role in society
- Basic computer hardware and software
- Internet and its services (WWW, Email, Search Engines)
- Mobile and wireless technologies
- Learning Activities

Unit 2: Productivity Tools and Software (Day 11-20)

- Word processing applications (MS Word/Google Docs)
- Spreadsheet applications (MS Excel/Google Sheets)
- Presentation software (MS PowerPoint/Google Slides)




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- Basic graphic and multimedia tools

Unit 3: ICT in Communication and Collaboration (Day 21-30)

- Online communication tools (emails, chats, video conferencing)
- Collaboration platforms (Google Workspace, MS Teams, Slack)
- Social media and digital marketing basics
- Cloud computing and file sharing

Unit 4: Ethical and Legal Issues in ICT (Day 31-37)

- Cybersecurity basics and digital safety
- Intellectual property rights and copyright issues
- Data protection and privacy laws (e.g., GDPR)
- Ethical use of ICT in society

Unit 5: Emerging Trends and ICT Applications (Day 38-45)

- Artificial Intelligence and Machine Learning basics
- Internet of Things (IoT)
- Blockchain and cryptocurrency
- ICT in education, healthcare, and business



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Valedictory Report on the Capacity Development and Skill Enhancement Course on "Information and Communication Technology" for the Academic Year 2019-20

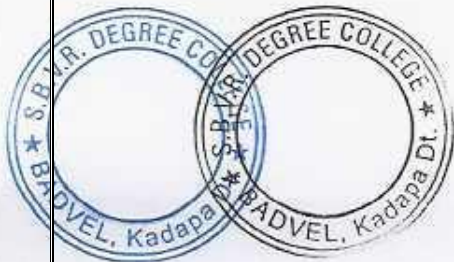
In collaboration with the Computer Science Department, the Career Counselling and Competitive Examination Cell successfully conducted a 45-day course on "Information and Communication Technology" from August 2, 2019, to September 15, 2019, with 185 students participating.


The course curriculum encompassed fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. The course was thoughtfully structured to address fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. Participants, including students, professionals, and educators, engaged actively throughout the program, demonstrating enthusiasm and a commitment to learning.


The Valedictory function was held on September 15, 2019, in the seminar hall. The Principal inaugurated the event, commending the Career Counselling and Competitive Examination Cell and the Computer Science Department for their efforts in organizing this capacity development program. Participants expressed their satisfaction with the course, with several students sharing their positive experiences. They extended heartfelt gratitude to the course instructors, organizers, and support staff for their dedication and expertise.

The course has been a resounding success, equipping participants with essential digital skills and fostering an appreciation for the role of ICT in shaping the future. We hope that the skills and knowledge gained will enable participants to excel in their respective fields and contribute to the digital transformation of society. The organizers extend their sincere gratitude to the Principal, faculty members, staff, and participants for their invaluable contributions to the success of the course.

The function concluded with the distribution of certificates to the students, followed by sweets, a vote of thanks, and the national anthem.




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***Capacity Development and Skills Enhancement Activities
are organised for improving students' capability
for the Academic Year 2020-21***

Soft Skills
Academic Year 2020-21



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Career Counselling and Competitive Examinations Cell

Date : 18-05-2021

Circular

All students of this college are here by informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Soft Skills for Success" for the Academic Year 2020-21 in association with Department of English. All the Interested students are instructed to enrol their names with Head, Department of English and obtain the syllabus on or before 25-05-2021. The Programme will commence from 26-05-2021.





Principal

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Syllabus for 45 Days Soft Skills Course on "Soft Skills for Success" for the Academic Year 2020-21

Course Objectives:

- To understand the importance of soft skills in personal and professional contexts.
- To develop effective communication skills, including verbal, non-verbal, and written communication.
- To enhance interpersonal skills for building positive relationships in various settings.
- To cultivate critical thinking and problem-solving abilities.
- To improve time management and organizational skills.
- To foster resilience and adaptability in dealing with challenges.
- To refine leadership and teamwork skills for collaborative success.
- To instill self-awareness and emotional intelligence for better self-management.

Course Outcomes: By the end of this course, students will be able to:

1. Demonstrate proficient communication skills in various forms.
2. Establish and maintain positive relationships in personal and professional settings.
3. Employ critical thinking and problem-solving techniques effectively.
4. Manage time efficiently and organize tasks systematically.
5. Adapt to changing environments with resilience and flexibility.
6. Lead teams and contribute effectively to group dynamics and Exhibit self-awareness and emotional intelligence in interpersonal interactions.
7. Apply learned soft skills to enhance personal and professional growth.

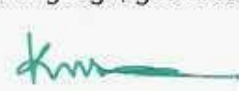
Detailed Syllabus

Unit 1: Introduction to Soft Skills (5 days)

- Understanding the importance of soft skills in modern contexts
- Overview of communication, interpersonal skills, and emotional intelligence
- Self-assessment: Identifying personal strengths and areas for improvement
- Introduction to effective communication techniques

Unit 2: Communication Skills (10 days)

- Verbal communication: Speaking clearly, listening actively, and presenting confidently
- Non-verbal communication: Body language, gestures, and facial expressions


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- Written communication: Crafting professional emails, reports, and documents
- Communication in diverse contexts: Tailoring messages for different audiences

Unit 3: Interpersonal Skills and Emotional Intelligence (10 days)

- Building rapport and fostering positive relationships
- Conflict resolution and negotiation techniques
- Understanding emotions and managing interpersonal conflicts
- Empathy and active listening in interpersonal interactions

Unit 4: Problem Solving and Critical Thinking (10 days)

- Analytical thinking: Identifying problems and generating solutions
- Decision-making: Evaluating options and making informed choices
- Creative problem-solving techniques
- Applying critical thinking skills in personal and professional contexts

Unit 5: Leadership, Teamwork, and Time Management (10 days)

- Leadership styles and qualities of effective leaders
- Team dynamics: Collaboration, motivation, and conflict resolution
- Time management techniques: Setting goals, prioritizing tasks, and managing resources
- Balancing leadership responsibilities, teamwork, and personal productivity




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Competitive Examinations and Career Counselling Cell Valedictory Report of "Soft Skills for Success" on 02-07-2021 for the Academic Year 2020-21

The institution identified the importance of soft skills and organised a 45 days programme entitled "Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell in cooperation with Department of English. For this programme 94 students were enrolled.

Soft skills refer to both character and interpersonal skills that will influence how well a person can work or interact with others. The term soft skills cover a wide range of skills as diverse as teamwork, time management, empathy and delegation. The importance of these soft skills is often undervalued, and there is far less training provided for them than hard skills such as coding. Organizations seem to expect people know how to behave on the job and the importance of skills such as taking initiative, communicating effectively and listening, which often is not the case.

The Valedictory function of the course was started at 3:00 Pm on 02-07-2021 by inviting the Principal, Programme Convener and the Head Department of English on to the Dias. The Principal of the College in his inaugural speech congratulated the convener of the Programme and English Department for organising this kind of programme in the college for the benefit of students. In his speech the principal explained the importance of Soft Skills in this 21st century for securing jobs after the graduation.

The Convener of the Programme delivered an inspiring speech about the Importance of Soft Skills. The Head Department of English has assured their cooperation for conducting these kinds of programs for the benefit of the students. The students who enrolled in this programme has expressed their satisfaction towards the programme and requested the principal to organise more number of programmes of these types.

The Valedictory function concluded by distributing the certificates to the students who are enrolled for the course and the programme is concluded by the IQAC Coordinator with Vote of Thanks and followed by National Anthem.




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Language and Communication Skills
Academic Year 2020-21



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Career Counselling and Competitive Examination Cell

Date: 08-03-2021

In coordination with the Department of English, the Career Counselling and Competitive Examination Cell is going to organize 45-day course on "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*". All the interested students of this institution are instructed to enroll their names with the Department of English and the course will commence on 15-03-2021. For further details and Course Syllabus please visit the Department of English.

Note: As COVID-19 is prevailing, hence all the students are instructed to maintain social distancing in the college premises and classrooms.




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Career Counselling and Competitive Examination Cell


"Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" conducted from 15-03-2021 to 29-04-2021
for the Academic Year 2020-21 – A Report

The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course, conducted by the Career Counselling and Competitive Examination Cell in coordination with the Department of English, was a resounding success. It equipped participants with essential communication skills, fostering their personal and professional development. The program was well-received, and participants reported notable improvements in their communication capabilities. The Career Counselling and Competitive Examination Cell is committed to providing valuable educational programs, and "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" exemplifies this commitment.

The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course conducted by the Career Counselling and Competitive Examination Cell was a comprehensive program spanning 45 days with 67 students. The course commenced on 15-03-2021 and concluded on 29-04-2021. The primary objective of the course "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" is to enhance the communication skills of participants, equipping them with the tools and knowledge necessary for effective communication in both personal and professional settings. The course aimed to improve participants' verbal and non-verbal communication, active listening, and public speaking skills.

The course curriculum was designed to cover a wide range of communication topics and the course was delivered through a combination of lectures, group activities, role-play exercises, and practical assignments. The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course resulted in significant improvements in participants' communication abilities. Feedback from participants was overwhelmingly positive. Many participants expressed that the course had a transformative impact on their communication abilities, benefiting both their personal and professional lives.




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A Course on Language and Communication Skills entitled "Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" for the Academic Year 2020-21

Course Objectives:

1. To enhance proficiency in spoken and written communication.
2. To develop effective listening skills for better understanding and interpretation.
3. To improve grammar, vocabulary, and sentence structure for clearer expression.
4. To cultivate persuasive and engaging communication techniques.
5. To refine non-verbal communication skills for enhanced interpersonal interactions.
6. To foster cross-cultural communication competence.
7. To strengthen presentation and public speaking abilities and to instil confidence in communicating effectively in various contexts.

Course Outcomes: By the end of this course, students will be able to:

1. Communicate confidently and articulately in both formal and informal settings.
2. Listen actively and empathetically, demonstrating understanding and engagement.
3. Utilize correct grammar, vocabulary, and sentence structure in written and spoken communication.
4. Employ persuasive and engaging communication techniques to influence and persuade others and Utilize non-verbal communication effectively to enhance message delivery and reception.
5. Adapt communication styles to effectively interact in diverse cultural contexts.
6. Deliver compelling presentations and speeches with confidence and clarity.
7. Apply learned language and communication skills to various personal and professional situations.

Syllabus:

Unit 1: Foundations of Language and Communication (9 days)

- Introduction to language and its importance in communication
- Understanding the components of effective communication
- Basic grammar rules and sentence structure
- Building vocabulary through reading and word exercises

Unit 2: Verbal Communication Skills (10 days)

- Developing clear and concise verbal communication skills
- Active listening techniques for better comprehension and response
- Speaking with confidence and clarity
- Practicing effective questioning and feedback techniques


Unit 3: Written Communication Skills (9 days)


- Writing with purpose and audience in mind
- Crafting coherent and cohesive paragraphs and essays
- Enhancing writing style and tone for different contexts
- Proofreading and editing for clarity and correctness

Unit 4: Persuasion and Presentation Skills (9 days)

- Understanding the principles of persuasion and influence
- Structuring persuasive arguments and presentations
- Delivering compelling speeches and presentations
- Handling Q&A sessions and audience engagement techniques




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Unit 5: Cross-Cultural Communication and Professional Etiquette (8 days)

- Recognizing and respecting cultural differences in communication
- Strategies for effective communication in diverse cultural contexts
- Developing professional etiquette in communication and interactions
- Practicing networking and communication in professional settings



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Life Skills (Yoga)
Academic Year 2020-21



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Department of Physical Education

Circular

20-02-2021

All the students are informed that the Physical Education Department is offering a new course called "Enhance Your Life with 45 Days of Yoga Practice." If you're interested, please register with the Physical Director and pick up a copy of the course syllabus by 28-02-2021. The course starts on 01-03-2021 at 8:00 AM in the Seminar Hall.

P. V. Ram
Physical Director

K. V. S. R.
Principal



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Department of Physical Education

A Course on Life Skills entitled “Transform Your Life with 45 Days of Yoga Practice” for the Academic Year 2020-21

This course is designed to provide students with a comprehensive understanding of yoga, its history, philosophy, and practical applications. Through a combination of theory and practice, students will explore various aspects of yoga, including postures, breathing techniques, meditation, and the philosophy behind this ancient practice.

Course Objectives:

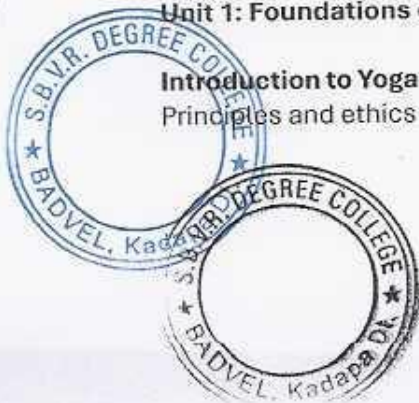
- To introduce college students to the principles and practices of yoga as a holistic approach to physical and mental well-being.
- To develop an understanding of the history, philosophy, and various branches of yoga, including Hatha, Vinyasa, and Ashtanga.
- To cultivate self-awareness and mindfulness through the practice of yoga postures (asanas) and breathing techniques (pranayama).
- To provide tools for managing stress, enhancing concentration, and improving overall mental health.
- To promote physical fitness, flexibility, and strength through regular yoga practice.
- To explore the connection between yoga and a healthy lifestyle, including nutrition and stress management.

Course Outcomes: By the end of this course, students will be able to:

- Demonstrate a basic understanding of the history and philosophy of yoga and its relevance in the modern world.
- Perform a variety of yoga asanas and pranayama techniques with proper alignment and breath control.
- Develop a regular yoga practice that promotes physical well-being and flexibility.
- Apply mindfulness and relaxation techniques learned in the course to reduce stress and enhance mental health.
- Describe the benefits of yoga for physical fitness, stress management, and overall well-being.
- Create a personalized yoga and wellness routine to continue their practice beyond the course.

Unit 1: Foundations of Yoga (Days 1-15):

Introduction to Yoga: History and Philosophy of Yoga - Benefits of practicing Yoga - Basic Principles and ethics - Asana (Yoga Poses)




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Learning and practicing foundational asanas: Proper alignment and posture - Breathing techniques (Pranayama) - Meditation and Mindfulness

Introduction to meditation: Techniques for calming the mind - Mindfulness practices - Yogic Diet and Lifestyle

Understanding a Yogic diet: Maintaining a balanced lifestyle - Importance of sleep and relaxation - Anatomy and Physiology

Basic understanding of the human body: How Yoga Affects Different Systems - Preventing injuries.

Unit 2: Intermediate Yoga Practices (Days 16-30)

Advanced Asana Practice: Progressing from basic to intermediate asanas - Holding poses and deepening stretches - Strength and flexibility training - Yoga Nidra and Deep Relaxation

Understanding Yoga Nidra: Guided sessions for deep relaxation - Stress management techniques - Pranayama and Breath Control

Advanced breathing techniques: Energy and breath control (Prana) - Breath awareness and regulation - Yogic Philosophy

Delving deeper into Yoga philosophy: The Eight Limbs of Yoga (Ashtanga Yoga) - Self-awareness and spiritual growth

Unit 3: Specialized Yoga Practices (Days 31-45)

Yoga for Health and Wellness: Targeting specific health issues with Yoga - Customized practices for participants' needs - Therapeutic Yoga - Teaching Methodology

Learning how to lead a Yoga class: Sequencing and planning sessions - Effective communication and adjustments - Yoga for Daily Life

Integrating Yoga into daily routines: Creating a personal Yoga practice - Self-discipline and commitment

P. V. Ramana
Department of Physical Education



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A Report on "Transform Your Life with 45 Days of Yoga Practice" 01-03-2021 to 14-04-2021 for the academic year 2020-21

The "Transform Your Life with 45 Days of Yoga Practice" program, organized by the Physical Education Department from 01-03-2021 to 14-04-2021, was a truly inspiring journey. With the participation of 64 students and 2 faculty members, the program aimed to introduce the transformative potential of yoga for improving both physical and mental well-being.

Designed to accommodate participants of all experience levels, the program featured daily sessions that included yoga poses, breathing exercises, and meditation techniques. These sessions enhanced physical fitness, mental clarity, and relaxation, and participants received personalized attention for a holistic experience.


Beyond the physical benefits, the program placed a strong emphasis on mental and spiritual growth. Participants learned mindfulness, stress management, and meditation, deepening their understanding of yoga. Nutritional guidance was also provided to encourage a balanced lifestyle.

The commitment and progress shown by the participants were truly commendable, resulting in improved fitness, reduced stress, enhanced concentration, and an overall sense of well-being. The closing ceremony provided a moment for participants to reflect on and express gratitude for their transformative experiences.

"Transform Your Life with 45 Days of Yoga Practice" had a lasting impact, introducing participants to the profound benefits of yoga and instilling a commitment to its practice. This program fostered a culture of physical and mental well-being within the institution, equipping the academic community with a valuable lifelong tool.




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ICT / Computing Skills
Academic Year 2020-21



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Career Counselling and Competitive Examination Cell


Circular

Date : 10-04-2021

All the students of the college are informed that the “**Career Counselling and Competitive Examination Cell**” is conducting 45 days capacity development and skill enhancement course in coordination with computer science department on “**Information and Communication Technology**” for the Academic Year 2020-21.

In this connection all the interested students are instructed to register their names with Coordinator of Carrer Counselling and Competitive Examinations Cell on or before 15-04-2021. The Course will commence from 16-04-2021.




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Detailed Syllabus for 45 days course on “Information and Communication Technology (ICT)” for the Academic Year 2020-21

Course Description:

This course explores the fundamentals of Information and Communication Technology (ICT), covering essential tools, applications, and emerging trends. It equips learners with practical skills in productivity software, communication platforms, and cybersecurity practices. The course emphasizes ethical considerations, real-world problem-solving, and the transformative impact of ICT in various sectors. Designed for learners of all levels, it offers hands-on activities and project-based learning to enhance digital literacy and innovation.

Course Objectives

- Provide foundational knowledge of Information and Communication Technology.
- Equip learners with skills to use ICT tools effectively in personal, academic, and professional contexts.
- Foster an understanding of the ethical, legal, and societal implications of ICT.
- Introduce learners to emerging trends in ICT and their impact on various sectors.
- Enable learners to apply ICT solutions to real-world problems.

Course Outcomes

6. Understand the fundamentals of ICT and its applications.
7. Utilize productivity tools and software effectively.
8. Analyze the ethical and legal aspects of ICT usage.
9. Recognize the role of ICT in innovation and problem-solving.
10. Demonstrate practical ICT skills in a project or simulated environment.

Syllabus


Unit 1: Introduction to ICT (Day 1-10)


- Overview of ICT
- Evolution of ICT and its role in society
- Basic computer hardware and software
- Internet and its services (WWW, Email, Search Engines)
- Mobile and wireless technologies
- Learning Activities:

Unit 2: Productivity Tools and Software (Day 11-20)

- Word processing applications (MS Word/Google Docs)
- Spreadsheet applications (MS Excel/Google Sheets)
- Presentation software (MS PowerPoint/Google Slides)




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- Basic graphic and multimedia tools

Unit 3: ICT in Communication and Collaboration (Day 21-30)

- Online communication tools (emails, chats, video conferencing)
- Collaboration platforms (Google Workspace, MS Teams, Slack)
- Social media and digital marketing basics
- Cloud computing and file sharing


Unit 4: Ethical and Legal Issues in ICT (Day 31-37)

- Cybersecurity basics and digital safety
- Intellectual property rights and copyright issues
- Data protection and privacy laws (e.g., GDPR)
- Ethical use of ICT in society

Unit 5: Emerging Trends and ICT Applications (Day 38-45)

- Artificial Intelligence and Machine Learning basics
- Internet of Things (IoT)
- Blockchain and cryptocurrency
- ICT in education, healthcare, and business




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Valedictory Report on the Capacity Development and Skill Enhancement Course on "Information and Communication Technology" for the Academic Year 2020-21

The above course has been a resounding success, equipping participants with essential digital skills and fostering an appreciation for the role of ICT in shaping the future. We hope that the skills and knowledge gained will enable participants to excel in their respective fields and contribute to the digital transformation of society. The organizers extend their sincere gratitude to the principal, faculty members, staff, and participants for their invaluable contributions to the success of the course.

In collaboration with the Computer Science Department, the Career Counselling and Competitive Examination Cell successfully conducted a 45-day course on "Information and Communication Technology" from 16-04-2021, to 31-05-2021, with 129 students participating.

The course curriculum encompassed fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. The course was thoughtfully structured to address fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. Participants, including students, professionals, and educators, engaged actively throughout the program, demonstrating enthusiasm and a commitment to learning.

The Valedictory function was held on 04-10-2021, in the seminar hall. The principal inaugurated the event, commending the Career Counselling and Competitive Examination Cell and the Computer Science Department for their efforts in organizing this capacity development program. Participants expressed their satisfaction with the course, with several students sharing their positive experiences. They extended heartfelt gratitude to the course instructors, organizers, and support staff for their dedication and expertise.

The function concluded with the distribution of certificates to the students, followed by sweets, a vote of thanks, and the national anthem.




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***Capacity Development and Skills Enhancement Activities
are organised for improving students' capability
for the Academic Year 2021-22***

Soft Skills
Academic Year 2021-22



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Mydukur Road, BADVEL - 516 227, Kadapa Dist. Andhra Pradesh, India.

Website : www.sbvrdc.ac.in e-mail : principal.sbvrdc@sbvr.in ☎ : 08569-282021, 📞 : +91 75690 34175

Career Counselling and Competitive Examinations Cell

Date : 02-01-2022

Circular

It is informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Mastering Soft Skills for Success" for the Academic Year 2021-22 in association with Department of English.

All the Interested students are informed to register their names with Head, Department of English and obtain the syllabus on or before 01-01-2022. The Programme will commence from 04-01-2022.



Km Principal

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Syllabus for 45 Days Soft Skills Course on "Mastering Soft Skills for Success" for the Academic Year 2021-22

Course Objectives:

- To understand the importance of soft skills in personal and professional contexts.
- To develop effective communication skills, including verbal, non-verbal, and written communication.
- To enhance interpersonal skills for building positive relationships in various settings.
- To cultivate critical thinking and problem-solving abilities.
- To improve time management and organizational skills.
- To foster resilience and adaptability in dealing with challenges.
- To refine leadership and teamwork skills for collaborative success.
- To instill self-awareness and emotional intelligence for better self-management.

Course Outcomes: By the end of this course, students will be able to:

8. Demonstrate proficient communication skills in various forms.
9. Establish and maintain positive relationships in personal and professional settings.
10. Employ critical thinking and problem-solving techniques effectively.
11. Manage time efficiently and organize tasks systematically.
12. Adapt to changing environments with resilience and flexibility.
13. Lead teams and contribute effectively to group dynamics and Exhibit self-awareness and emotional intelligence in interpersonal interactions.
14. Apply learned soft skills to enhance personal and professional growth.

Detailed Syllabus


Unit 1: Introduction to Soft Skills (5 days)


Understanding the importance of soft skills in modern contexts

Overview of communication, interpersonal skills, and emotional intelligence

- Self-assessment: Identifying personal strengths and areas for improvement
- Introduction to effective communication techniques




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Unit 2: Communication Skills (10 days)

- Verbal communication: Speaking clearly, listening actively, and presenting confidently
- Non-verbal communication: Body language, gestures, and facial expressions
- Written communication: Crafting professional emails, reports, and documents
- Communication in diverse contexts: Tailoring messages for different audiences

Unit 3: Interpersonal Skills and Emotional Intelligence (10 days)

- Building rapport and fostering positive relationships
- Conflict resolution and negotiation techniques
- Understanding emotions and managing interpersonal conflicts
- Empathy and active listening in interpersonal interactions

Unit 4: Problem Solving and Critical Thinking (10 days)

- Analytical thinking: Identifying problems and generating solutions
- Decision-making: Evaluating options and making informed choices
- Creative problem-solving techniques
- Applying critical thinking skills in personal and professional contexts

Unit 5: Leadership, Teamwork, and Time Management (10 days)

- Leadership styles and qualities of effective leaders
 - Team dynamics: Collaboration, motivation, and conflict resolution
 - Time management techniques: Setting goals, prioritizing tasks, and managing resources
- Balancing leadership responsibilities, teamwork, and personal productivity




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Competitive Examinations and Career Counselling Cell Valedictory Report of "Mastering Soft Skills for Success" on 18-02-2022 for the Academic Year 2021-22

Number of Students participated	: 168
Duration of the course	: 45 days
Dates	: 04-01-2022 to 18-02-2022

The Valedictory function of the course began at 3:00 PM on 18-02-2022, with the Principal, Programme Convener, and Head of the Department of English invited to the dais. The principal congratulated the convener and the English Department for organizing the program, highlighting the significance of soft skills in the 21st century for securing jobs after graduation. The Programme Convener delivered an inspiring speech on the importance of soft skills, and the Head of the Department of English pledged continued support for such initiatives.


The institution recognized the importance of soft skills and organized a 45-day program from 04-01-2022 to 18-02-2022 titled "Mastering Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell, in collaboration with the Department of English. A total of 167 students enrolled in the program.


Soft skills encompass both character and interpersonal abilities that affect how well a person can work or interact with others. These skills include teamwork, time management, empathy, and delegation. Despite their importance, soft skills often receive less training compared to hard skills like coding. Many organizations assume employees already possess these skills, such as taking initiative, effective communication, and active listening, which is not always the case.

Students expressed their satisfaction and some students given their testimonials regarding the program and requested more similar opportunities to enhance their abilities.

The function concluded with the distribution of certificates and sweets to the participants, followed by a vote of thanks from the IQAC Coordinator and the National Anthem.




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Language and Communication Skills
Academic Year 2021-22



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Career Counselling and Competitive Examination Cell

Date: 21-08-2021

In coordination with the Department of English, the Career Counselling and Competitive Examination Cell is going to organize 45-day course on "**Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression**". All the interested students of this institution are instructed to enroll their names with the Department of English and the course will commence on 26-08-2021. For further details and Course Syllabus please visit the Department of English.




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Report on

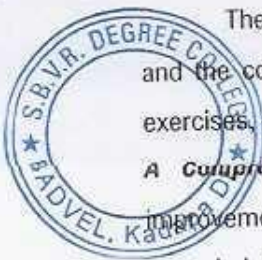
"Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" conducted from Date: 26-08-2021 to 10-10-2021 for the Academic Year 2021-22


by Career Counselling and Competitive Examination Cell


The "**Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression**" course, conducted by the Career Counselling and Competitive Examination Cell in coordination with the Department of English, was a resounding success. It equipped participants with essential communication skills, fostering their personal and professional development. The program was well-received, and participants reported notable improvements in their communication capabilities. The Career Counselling and Competitive Examination Cell is committed to providing valuable educational programs, and "**Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression**" exemplifies this commitment.

The "**Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression**" course conducted by the Career Counselling and Competitive Examination Cell was a comprehensive program spanning 45 days with 198 students. The course commenced on August 26, 2021, and concluded on October 10, 2021. The primary objective of the course "**Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression**" is to enhance the communication skills of participants, equipping them with the tools and knowledge necessary for effective communication in both personal and professional settings. The course aimed to improve participants' verbal and non-verbal communication, active listening, and public speaking skills.

The course curriculum was designed to cover a wide range of communication topics and the course was delivered through a combination of lectures, group activities, role-play exercises, and practical assignments. The "**Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression**" course resulted in significant improvements in participants' communication abilities. Feedback from participants was overwhelmingly positive. Many participants expressed that the course had a transformative impact on their communication abilities, benefiting both their personal and professional lives.




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A Course on Language and Communication Skills entitled "Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" for the Academic Year 2021-22

Course Objectives:

1. To enhance proficiency in spoken and written communication.
2. To develop effective listening skills for better understanding and interpretation.
3. To improve grammar, vocabulary, and sentence structure for clearer expression.
4. To cultivate persuasive and engaging communication techniques.
5. To refine non-verbal communication skills for enhanced interpersonal interactions.
6. To foster cross-cultural communication competence.
7. To strengthen presentation and public speaking abilities.
8. To instill confidence in communicating effectively in various contexts.

Course Outcomes: By the end of this course, students will be able to:

1. Communicate confidently and articulately in both formal and informal settings.
2. Listen actively and empathetically, demonstrating understanding and engagement.
3. Utilize correct grammar, vocabulary, and sentence structure in written and spoken communication.
4. Employ persuasive and engaging communication techniques to influence and persuade others and Utilize non-verbal communication effectively to enhance message delivery and reception.
5. Adapt communication styles to effectively interact in diverse cultural contexts.
6. Deliver compelling presentations and speeches with confidence and clarity.
7. Apply learned language and communication skills to various personal and professional situations.

Syllabus:

Unit 1: Foundations of Language and Communication (9 days)


- Introduction to language and its importance in communication
- Understanding the components of effective communication
- Basic grammar rules and sentence structure
- Building vocabulary through reading and word exercises


Unit 2: Verbal Communication Skills (10 days)

- Developing clear and concise verbal communication skills
- Active listening techniques for better comprehension and response
- Speaking with confidence and clarity
- Practicing effective questioning and feedback techniques

Unit 3: Written Communication Skills (9 days)




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- Writing with purpose and audience in mind
- Crafting coherent and cohesive paragraphs and essays
- Enhancing writing style and tone for different contexts
- Proofreading and editing for clarity and correctness


Unit 4: Persuasion and Presentation Skills (9 days)

- Understanding the principles of persuasion and influence
- Structuring persuasive arguments and presentations
- Delivering compelling speeches and presentations
- Handling Q&A sessions and audience engagement techniques

Unit 5: Cross-Cultural Communication and Professional Etiquette (8 days)

- Recognizing and respecting cultural differences in communication
- Strategies for effective communication in diverse cultural contexts
- Developing professional etiquette in communication and interactions
- Practicing networking and communication in professional settings




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Life Skills (Yoga)
Academic Year 2021-22



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Department of Physical Education

Circular

01-08-2022

The Physical Education Department is pleased to announce the availability of a course named 'Transform Your Life with 45 Days of Yoga Practice.' If you wish to participate, kindly register with the Physical Director and collect a copy of the course syllabus no later than 17-04-2022.

The course is set to commence on 18-4- 2022, at 8:00 AM in the Seminar Hall."

P. V. Ravman
Physical Director

Km...
Principal

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Department of Physical Education

A Course on Life Skills entitled “Transform Your Life with 45 Days of Yoga Practice” for the Academic Year 2021-22

This course is designed to provide students with a comprehensive understanding of yoga, its history, philosophy, and practical applications. Through a combination of theory and practice, students will explore various aspects of yoga, including postures, breathing techniques, meditation, and the philosophy behind this ancient practice.

Course Objectives:

- To introduce college students to the principles and practices of yoga as a holistic approach to physical and mental well-being.
- To develop an understanding of the history, philosophy, and various branches of yoga, including Hatha, Vinyasa, and Ashtanga.
- To cultivate self-awareness and mindfulness through the practice of yoga postures (asanas) and breathing techniques (pranayama).
- To provide tools for managing stress, enhancing concentration, and improving overall mental health.
- To promote physical fitness, flexibility, and strength through regular yoga practice.
- To explore the connection between yoga and a healthy lifestyle, including nutrition and stress management.

Course Outcomes: By the end of this course, students will be able to:

- Demonstrate a basic understanding of the history and philosophy of yoga and its relevance in the modern world.
- Perform a variety of yoga asanas and pranayama techniques with proper alignment and breath control.
- Develop a regular yoga practice that promotes physical well-being and flexibility.
- Apply mindfulness and relaxation techniques learned in the course to reduce stress and enhance mental health.
- Describe the benefits of yoga for physical fitness, stress management, and overall well-being.
- Create a personalized yoga and wellness routine to continue their practice beyond the course.

Unit 1: Foundations of Yoga (Days 1-15) :

Introduction to Yoga: History and Philosophy of Yoga - Benefits of practicing Yoga - Basic Principles and ethics - Asana (Yoga Poses)




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Learning and practicing foundational asanas: Proper alignment and posture - Breathing techniques (Pranayama) - Meditation and Mindfulness

Introduction to meditation: Techniques for calming the mind - Mindfulness practices - Yogic Diet and Lifestyle

Understanding a Yogic diet: Maintaining a balanced lifestyle - Importance of sleep and relaxation - Anatomy and Physiology

Basic understanding of the human body: How Yoga Affects Different Systems - Preventing injuries.

Unit 2: Intermediate Yoga Practices (Days 16-30)

Advanced Asana Practice: Progressing from basic to intermediate asanas - Holding poses and deepening stretches - Strength and flexibility training - Yoga Nidra and Deep Relaxation

Understanding Yoga Nidra: Guided sessions for deep relaxation - Stress management techniques - Pranayama and Breath Control

Advanced breathing techniques: Energy and breath control (Prana) - Breath awareness and regulation - Yogic Philosophy

Delving deeper into Yoga philosophy: The Eight Limbs of Yoga (Ashtanga Yoga) - Self-awareness and spiritual growth

Unit 3: Specialized Yoga Practices (Days 31-45)

Yoga for Health and Wellness: Targeting specific health issues with Yoga - Customized practices for participants' needs - Therapeutic Yoga - Teaching Methodology

Learning how to lead a Yoga class: Sequencing and planning sessions - Effective communication and adjustments - Yoga for Daily Life

Integrating Yoga into daily routines: Creating a personal Yoga practice - Self-discipline and commitment



P. V. Raman
Department of Physical Education

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A Report on "Transform Your Life with 45 Days of Yoga Practice" 18-04-2022 to 02-05-2022 for the academic year 2021-22



The 45-day yoga program organized by the Physical Education Department in 2022 was a transformative experience for the 185 students and 7 faculty members who participated. The program was designed to introduce the benefits of yoga for both physical and mental well-being, and it included daily sessions of yoga poses, breathing exercises, and meditation.

Participants of all experience levels were welcome, and the program provided personalized attention to ensure that everyone had a holistic experience. Beyond the physical benefits of increased fitness, mental clarity, and relaxation, the program also emphasized mental and spiritual growth. Participants learned mindfulness, stress management, and meditation, and they received nutritional guidance to encourage a balanced lifestyle.

The commitment and progress shown by the participants were commendable, and the program resulted in significant improvements in fitness, stress levels, concentration, and overall well-being. The closing ceremony provided a moment for participants to reflect on their transformative experiences and express gratitude.

"Transform Your Life with 45 Days of Yoga Practice" had a lasting impact on the participants, introducing them to the profound benefits of yoga and instilling a commitment to its practice. The program also fostered a culture of physical and mental well-being within the institution, equipping the academic community with a valuable lifelong tool.




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ICT / Comuputing Skills
Academic Year 2021-22



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Career Counselling and Competitive Examination Cell

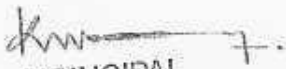
Circular

Date : 10-08-2021

All the students of the college are informed that the "**Career Counselling and Competitive Examination Cell**" is conducting 45 days capacity development and skill enhancement course in coordination with computer science department on "**Information and Communication Technology**" for the Academic Year 2021-22.

In this connection all the interested students are instructed to register their names with Coordinator of Carrer Counselling and Competitive Examinations Cell on or before 18-08-2021. The Course will commence from 20-08-2021.




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Detailed Syllabus for 45 days course on "Information and Communication Technology (ICT)" for the Academic Year 2021-22

Course Description:

This course explores the fundamentals of Information and Communication Technology (ICT), covering essential tools, applications, and emerging trends. It equips learners with practical skills in productivity software, communication platforms, and cybersecurity practices. The course emphasizes ethical considerations, real-world problem-solving, and the transformative impact of ICT in various sectors. Designed for learners of all levels, it offers hands-on activities and project-based learning to enhance digital literacy and innovation.

Course Objectives

- Provide foundational knowledge of Information and Communication Technology.
- Equip learners with skills to use ICT tools effectively in personal, academic, and professional contexts.
- Foster an understanding of the ethical, legal, and societal implications of ICT.
- Introduce learners to emerging trends in ICT and their impact on various sectors.
- Enable learners to apply ICT solutions to real-world problems.

Course Outcomes

11. Understand the fundamentals of ICT and its applications.
12. Utilize productivity tools and software effectively.
13. Analyze the ethical and legal aspects of ICT usage.
14. Recognize the role of ICT in innovation and problem-solving.
15. Demonstrate practical ICT skills in a project or simulated environment.

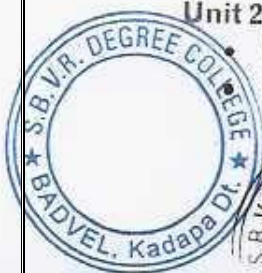
Syllabus

Unit 1: Introduction to ICT (Day 1-10)

- Overview of ICT
- Evolution of ICT and its role in society
- Basic computer hardware and software
- Internet and its services (WWW, Email, Search Engines)
- Mobile and wireless technologies
- Learning Activities:

Unit 2: Productivity Tools and Software (Day 11-20)

- Word processing applications (MS Word/Google Docs)
- Spreadsheet applications (MS Excel/Google Sheets)




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- Presentation software (MS PowerPoint/Google Slides)
- Basic graphic and multimedia tools

Unit 3: ICT in Communication and Collaboration (Day 21-30)

- Online communication tools (emails, chats, video conferencing)
- Collaboration platforms (Google Workspace, MS Teams, Slack)
- Social media and digital marketing basics
- Cloud computing and file sharing

Unit 4: Ethical and Legal Issues in ICT (Day 31-37)

- Cybersecurity basics and digital safety
- Intellectual property rights and copyright issues
- Data protection and privacy laws (e.g., GDPR)
- Ethical use of ICT in society

Unit 5: Emerging Trends and ICT Applications (Day 38-45)

- Artificial Intelligence and Machine Learning basics
- Internet of Things (IoT)
- Blockchain and cryptocurrency
- ICT in education, healthcare, and business



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Valedictory Report on the Capacity Development and Skill Enhancement Course on "Information and Communication Technology" for the Academic Year 2021-22

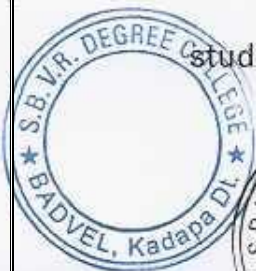
The above course has been a resounding success, equipping participants with essential digital skills and fostering an appreciation for the role of ICT in shaping the future. We hope that the skills and knowledge gained will enable participants to excel in their respective fields and contribute to the digital transformation of society. The organizers extend their sincere gratitude to the principal, faculty members, staff, and participants for their invaluable contributions to the success of the course.


In collaboration with the Computer Science Department, the Career Counselling and Competitive Examination Cell successfully conducted a 45-day course on "Information and Communication Technology" from 20-08-2021, to 04-10-2021, with 109 students participating.


The course curriculum encompassed fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. The course was thoughtfully structured to address fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. Participants, including students, professionals, and educators, engaged actively throughout the program, demonstrating enthusiasm and a commitment to learning.

The Valedictory function was held on 04-10-2021, in the seminar hall. The principal inaugurated the event, commending the Career Counselling and Competitive Examination Cell and the Computer Science Department for their efforts in organizing this capacity development program. Participants expressed their satisfaction with the course, with several students sharing their positive experiences. They extended heartfelt gratitude to the course instructors, organizers, and support staff for their dedication and expertise.

The function concluded with the distribution of certificates to the students, followed by sweets, a vote of thanks, and the national anthem.




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***Capacity Development and Skills Enhancement Activities
are organised for improving students' capability
for the Academic Year 2022-23***

Soft Skills
Academic Year 2022-23



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Career Counselling and Competitive Examinations Cell

Date : 09-10-2022

Circular

It is informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Mastering Soft Skills for Success" for the Academic Year 2022-23 in association with Department of English.

All the Interested students are informed to register their names with Head, Department of English and obtain the syllabus on or before 15-10-2022. The Programme will commence from 16-10-2022.



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Principal

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Syllabus for 45 Days Soft Skills Course on "Mastering Soft Skills for Success" for the Academic Year 2022-23

Course Objectives:

- To understand the importance of soft skills in personal and professional contexts.
- To develop effective communication skills, including verbal, non-verbal, and written communication.
- To enhance interpersonal skills for building positive relationships in various settings.
- To cultivate critical thinking and problem-solving abilities.
- To improve time management and organizational skills.
- To foster resilience and adaptability in dealing with challenges.
- To refine leadership and teamwork skills for collaborative success.
- To instill self-awareness and emotional intelligence for better self-management.

Course Outcomes: By the end of this course, students will be able to:

1. Demonstrate proficient communication skills in various forms.
2. Establish and maintain positive relationships in personal and professional settings.
3. Employ critical thinking and problem-solving techniques effectively.
4. Manage time efficiently and organize tasks systematically.
5. Adapt to changing environments with resilience and flexibility.
6. Lead teams and contribute effectively to group dynamics and Exhibit self-awareness and emotional intelligence in interpersonal interactions.
7. Apply learned soft skills to enhance personal and professional growth.

Detailed Syllabus

Unit 1: Introduction to Soft Skills (5 days)

- Understanding the importance of soft skills in modern contexts
- Overview of communication, interpersonal skills, and emotional intelligence
- Self-assessment: Identifying personal strengths and areas for improvement
- Introduction to effective communication techniques

Unit 2: Communication Skills (10 days)



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- Verbal communication: Speaking clearly, listening actively, and presenting confidently
- Non-verbal communication: Body language, gestures, and facial expressions
- Written communication: Crafting professional emails, reports, and documents
- Communication in diverse contexts: Tailoring messages for different audiences

Unit 3: Interpersonal Skills and Emotional Intelligence (10 days)

- Building rapport and fostering positive relationships
- Conflict resolution and negotiation techniques
- Understanding emotions and managing interpersonal conflicts
- Empathy and active listening in interpersonal interactions

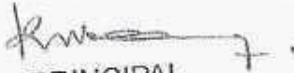
Unit 4: Problem Solving and Critical Thinking (10 days)

- Analytical thinking: Identifying problems and generating solutions
- Decision-making: Evaluating options and making informed choices
- Creative problem-solving techniques
- Applying critical thinking skills in personal and professional contexts

Unit 5: Leadership, Teamwork, and Time Management (10 days)

- Leadership styles and qualities of effective leaders
- Team dynamics: Collaboration, motivation, and conflict resolution
- Time management techniques: Setting goals, prioritizing tasks, and managing resources
- Balancing leadership responsibilities, teamwork, and personal productivity




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Competitive Examinations and Career Counselling Cell

Valedictory Report on "Mastering Soft Skills for Success" on 30-11-2022 for the Academic Year 2022-23

Number of Students participated	: 189
Duration of the course	: 45 days
Dates	: 16-10-2022 to 30-11-2022

Investing in soft skills training can significantly contribute to personal development and organizational success. By improving communication, productivity, customer service, team dynamics, adaptability, job satisfaction, leadership skills, and self-confidence, soft skills training provides a comprehensive approach to enhancing workplace effectiveness. The institution recognized the importance of soft skills and organized a 45-day program from 16-10-2022 to 30-11-2022 titled "Mastering Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell, in collaboration with the Department of English. A total of 189 students enrolled in the program.

The Valedictory function of the course began at 3:00 PM on 30-11-2022, with the Principal, Programme Convener, and Head of the Department of English invited to the dais. The principal congratulated the convener and the English Department for organizing the program, highlighting the significance of soft skills in the 21st century for securing jobs after graduation. The Programme Convener delivered an inspiring speech on the importance of soft skills, and the Head of the Department of English pledged continued support for such initiatives.

Students expressed their satisfaction and some students given their testimonials regarding the program and requested more similar opportunities to enhance their abilities. The function concluded with the distribution of certificates and sweets to the participants, followed by a vote of thanks from the IQAC Coordinator and the National Anthem.




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Language and Communication Skills
Academic Year 2022-23



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Career Counselling and Competitive Examination Cell

Date: 21-11-2022

In coordination with the Department of English, the Career Counselling and Competitive Examination Cell is going to organize 45-day course on "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*". All the interested students of this institution are instructed to enroll their names with the Department of English and the course will commence on 25-10-2022. For further details and Course Syllabus please visit the Department of English.




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Career Counselling and Competitive Examination Cell

"Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" conducted from 25-10-2022 to 09-12-2022
for the Academic Year 2022-23 – A Report

The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course, conducted by the Career Counselling and Competitive Examination Cell in coordination with the Department of English, was a resounding success. It equipped participants with essential communication skills, fostering their personal and professional development. The program was well-received, and participants reported notable improvements in their communication capabilities. The Career Counselling and Competitive Examination Cell is committed to providing valuable educational programs, and "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" exemplifies this commitment.

The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course conducted by the Career Counselling and Competitive Examination Cell was a comprehensive program spanning 45 days with 215 students. The course commenced on 25-10-2022 and concluded on 09-12-2022. The primary objective of the course "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" is to enhance the communication skills of participants, equipping them with the tools and knowledge necessary for effective communication in both personal and professional settings. The course aimed to improve participants' verbal and non-verbal communication, active listening, and public speaking skills.

The course curriculum was designed to cover a wide range of communication topics and the course was delivered through a combination of lectures, group activities, role-play exercises, and practical assignments. The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course resulted in significant improvements in participants' communication abilities. Feedback from participants was overwhelmingly positive. Many participants expressed that the course had a transformative impact on their communication abilities, benefiting both their personal and professional lives.




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A Course on Language and Communication Skills entitled "Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" for the Academic Year 2022-23

Course Objectives:

1. To enhance proficiency in spoken and written communication.
2. To develop effective listening skills for better understanding and interpretation.
3. To improve grammar, vocabulary, and sentence structure for clearer expression.
4. To cultivate persuasive and engaging communication techniques.
5. To refine non-verbal communication skills for enhanced interpersonal interactions.
6. To foster cross-cultural communication competence.
7. To strengthen presentation and public speaking abilities.
8. To instill confidence in communicating effectively in various contexts.

Course Outcomes: By the end of this course, students will be able to:

1. Communicate confidently and articulately in both formal and informal settings.
2. Listen actively and empathetically, demonstrating understanding and engagement.
3. Utilize correct grammar, vocabulary, and sentence structure in written and spoken communication.
4. Employ persuasive and engaging communication techniques to influence and persuade others and Utilize non-verbal communication effectively to enhance message delivery and reception.
5. Adapt communication styles to effectively interact in diverse cultural contexts.
6. Deliver compelling presentations and speeches with confidence and clarity.
7. Apply learned language and communication skills to various personal and professional situations.

Syllabus:

Unit 1: Foundations of Language and Communication (9 days)

- Introduction to language and its importance in communication
- Understanding the components of effective communication
- Basic grammar rules and sentence structure
- Building vocabulary through reading and word exercises

Unit 2: Verbal Communication Skills (10 days)

- Developing clear and concise verbal communication skills
- Active listening techniques for better comprehension and response
- Speaking with confidence and clarity
- Practicing effective questioning and feedback techniques

Unit 3: Written Communication Skills (9 days)

- Writing with purpose and audience in mind
- Crafting coherent and cohesive paragraphs and essays
- Enhancing writing style and tone for different contexts
- Proofreading and editing for clarity and correctness




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Unit 4: Persuasion and Presentation Skills (9 days)

- Understanding the principles of persuasion and influence
- Structuring persuasive arguments and presentations
- Delivering compelling speeches and presentations
- Handling Q&A sessions and audience engagement techniques

Unit 5: Cross-Cultural Communication and Professional Etiquette (8 days)

- Recognizing and respecting cultural differences in communication
- Strategies for effective communication in diverse cultural contexts
- Developing professional etiquette in communication and interactions
- Practicing networking and communication in professional settings




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Life Skills (Yoga)
Academic Year 2022-23



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Department of Physical Education

Circular

01-08-2022

The Physical Education Department is pleased to announce the availability of a course named 'Transform Your Life with 45 Days of Yoga Practice.' If you wish to participate, kindly register with the Physical Director and collect a copy of the course syllabus no later than 19-08-2022. The course is set to commence on 20-08-2022, at 8:00 AM in the Seminar Hall."

P. V. Ramu
Physical Director

Principal

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**A Course on Life Skills entitled
“Transform Your Life with 45 Days of Yoga Practice”
for the Academic Year 2022-23
organized by the Department of Physical Education**

This course is designed to provide students with a comprehensive understanding of yoga, its history, philosophy, and practical applications. Through a combination of theory and practice, students will explore various aspects of yoga, including postures, breathing techniques, meditation, and the philosophy behind this ancient practice.

Course Objectives:

- To introduce college students to the principles and practices of yoga as a holistic approach to physical and mental well-being.
- To develop an understanding of the history, philosophy, and various branches of yoga, including Hatha, Vinyasa, and Ashtanga.
- To cultivate self-awareness and mindfulness through the practice of yoga postures (asanas) and breathing techniques (pranayama).
- To provide tools for managing stress, enhancing concentration, and improving overall mental health.
- To promote physical fitness, flexibility, and strength through regular yoga practice.
- To explore the connection between yoga and a healthy lifestyle, including nutrition and stress management.

Course Outcomes: By the end of this course, students will be able to:

- Demonstrate a basic understanding of the history and philosophy of yoga and its relevance in the modern world.
- Perform a variety of yoga asanas and pranayama techniques with proper alignment and breath control.
- Develop a regular yoga practice that promotes physical well-being and flexibility.
- Apply mindfulness and relaxation techniques learned in the course to reduce stress and enhance mental health.
- Describe the benefits of yoga for physical fitness, stress management, and overall well-being.
- Create a personalized yoga and wellness routine to continue their practice beyond the course.

Unit 1: Foundations of Yoga (Days 1-15) :

Introduction to Yoga: History and Philosophy of Yoga - Benefits of practicing Yoga - Basic Principles and ethics - Asana (Yoga Poses)



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Learning and practicing foundational asanas: Proper alignment and posture - Breathing techniques (Pranayama) - Meditation and Mindfulness

Introduction to meditation: Techniques for calming the mind - Mindfulness practices - Yogic Diet and Lifestyle

Understanding a Yogic diet: Maintaining a balanced lifestyle - Importance of sleep and relaxation - Anatomy and Physiology

Basic understanding of the human body: How Yoga Affects Different Systems - Preventing injuries.

Unit 2: Intermediate Yoga Practices (Days 16-30)

Advanced Asana Practice: Progressing from basic to intermediate asanas - Holding poses and deepening stretches - Strength and flexibility training - Yoga Nidra and Deep Relaxation

Understanding Yoga Nidra: Guided sessions for deep relaxation - Stress management techniques - Pranayama and Breath Control

Advanced breathing techniques: Energy and breath control (Prana) - Breath awareness and regulation - Yogic Philosophy

Delving deeper into Yoga philosophy: The Eight Limbs of Yoga (Ashtanga Yoga) - Self-awareness and spiritual growth

Unit 3: Specialized Yoga Practices (Days 31-45)

Yoga for Health and Wellness: Targeting specific health issues with Yoga - Customized practices for participants' needs - Therapeutic Yoga - Teaching Methodology

Learning how to lead a Yoga class: Sequencing and planning sessions - Effective communication and adjustments - Yoga for Daily Life

Integrating Yoga into daily routines: Creating a personal Yoga practice - Self-discipline and commitment

P. V. Rama
Department of Physical Education



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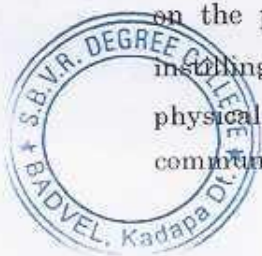
A Report on "Transform Your Life with 45 Days of Yoga Practice" from 20-08-2022 to 04-10-2022 for the academic year 2022-23

The 45-day yoga program organized by the Physical Education Department in 2022 was a transformative experience for the 198 students and 6 faculty members who participated. The program was designed to introduce the benefits of yoga for both physical and mental well-being, and it included daily sessions of yoga poses, breathing exercises, and meditation.

Participants of all experience levels were welcome, and the program provided personalized attention to ensure that everyone had a holistic experience. Beyond the physical benefits of increased fitness, mental clarity, and relaxation, the program also emphasized mental and spiritual growth. Participants learned mindfulness, stress management, and meditation, and they received nutritional guidance to encourage a balanced lifestyle.

The commitment and progress shown by the participants were commendable, and the program resulted in significant improvements in fitness, stress levels, concentration, and overall well-being. The closing ceremony provided a moment for participants to reflect on their transformative experiences and express gratitude.

"Transform Your Life with 45 Days of Yoga Practice" had a lasting impact on the participants, introducing them to the profound benefits of yoga and instilling a commitment to its practice. The program also fostered a culture of physical and mental well-being within the institution, equipping the academic community with a valuable lifelong tool.



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ICT / Comuputing Skills
Academic Year 2022-23



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Career Counselling and Competitive Examination Cell

Circular

Date : 09-01-2023

All the students of the college are informed that for the for the Academic Year 2022-23 the "Career Counselling and Competitive Examination Cell" is conducting 45 days capacity development and skill enhancement course in coordination with computer science department on "Information and Communication Technology". In this connection all the interested students are instructed to register their names with Coordinator of Carrer Counselling and Competitive Examinations Cell on or before 14-01-2023. The said Course will commence from 15-01-2023.




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Detailed Syllabus for 45 days course on "Information and Communication Technology (ICT)" for the Academic Year 2022-23

Course Description:

This course explores the fundamentals of Information and Communication Technology (ICT), covering essential tools, applications, and emerging trends. It equips learners with practical skills in productivity software, communication platforms, and cybersecurity practices. The course emphasizes ethical considerations, real-world problem-solving, and the transformative impact of ICT in various sectors. Designed for learners of all levels, it offers hands-on activities and project-based learning to enhance digital literacy and innovation.

Course Objectives

- Provide foundational knowledge of Information and Communication Technology.
- Equip learners with skills to use ICT tools effectively in personal, academic, and professional contexts.
- Foster an understanding of the ethical, legal, and societal implications of ICT.
- Introduce learners to emerging trends in ICT and their impact on various sectors.
- Enable learners to apply ICT solutions to real-world problems.

Course Outcomes

16. Understand the fundamentals of ICT and its applications.
17. Utilize productivity tools and software effectively.
18. Analyze the ethical and legal aspects of ICT usage.
19. Recognize the role of ICT in innovation and problem-solving.
20. Demonstrate practical ICT skills in a project or simulated environment.

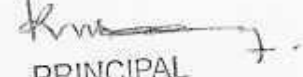
Syllabus

Unit 1: Introduction to ICT (Day 1-10)

- Overview of ICT
- Evolution of ICT and its role in society
- Basic computer hardware and software
- Internet and its services (WWW, Email, Search Engines)
- Mobile and wireless technologies
- Learning Activities:

Unit 2: Productivity Tools and Software (Day 11-20)


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- Word processing applications (MS Word/Google Docs)
- Spreadsheet applications (MS Excel/Google Sheets)
- Presentation software (MS PowerPoint/Google Slides)
- Basic graphic and multimedia tools

Unit 3: ICT in Communication and Collaboration (Day 21-30)

- Online communication tools (emails, chats, video conferencing)
- Collaboration platforms (Google Workspace, MS Teams, Slack)
- Social media and digital marketing basics
- Cloud computing and file sharing

Unit 4: Ethical and Legal Issues in ICT (Day 31-37)

- Cybersecurity basics and digital safety
- Intellectual property rights and copyright issues
- Data protection and privacy laws (e.g., GDPR)
- Ethical use of ICT in society

Unit 5: Emerging Trends and ICT Applications (Day 38-45)

- Artificial Intelligence and Machine Learning basics
- Internet of Things (IoT)
- Blockchain and cryptocurrency
- ICT in education, healthcare, and business




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Valedictory Report on The Capacity Development and Skill Enhancement Course on "Information and Communication Technology" for the Academic Year 2022-23

In collaboration with the Computer Science Department, the Career Counselling and Competitive Examination Cell successfully conducted a 45-day course on "Information and Communication Technology" from 15-01-2023, to 01-03-2023, with 185 students participating. The course has been a resounding success, equipping participants with essential digital skills and fostering an appreciation for the role of ICT in shaping the future. We hope that the skills and knowledge gained will enable participants to excel in their respective fields and contribute to the digital transformation of society. The organizers extend their sincere gratitude to the principal, faculty members, staff, and participants for their invaluable contributions to the success of the course.

The course curriculum encompassed fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. The course was thoughtfully structured to address fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. Participants, including students, professionals, and educators, engaged actively throughout the program, demonstrating enthusiasm and a commitment to learning.

The Valedictory function was held on 01-03-2023, in the seminar hall. The principal inaugurated the event, commending the Career Counselling and Competitive Examination Cell and the Computer Science Department for their efforts in organizing this capacity development program. Participants expressed their satisfaction with the course, with several students sharing their positive experiences. They extended heartfelt gratitude to the course instructors, organizers, and support staff for their dedication and expertise.




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***Capacity Development and Skills Enhancement Activities
are organised for improving students' capability
for the Academic Year 2023-24***

Soft Skills
Academic Year 2023-24



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Career Counselling and Competitive Examinations Cell

Date : 15-11-2023

Circular

It is informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Mastering Soft Skills for Success" for the Academic Year 2023-24 in association with Department of English. All the Interested students are informed to register their names with Head, Department of English and obtain the syllabus on or before 21-11-2023. The Programme will commence from 21-11-2023.



Principal

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Syllabus for 45 Days Soft Skills Course on "Mastering Soft Skills for Success" for the Academic Year 2023-24

Course Objectives:

- To understand the importance of soft skills in personal and professional contexts.
- To develop effective communication skills, including verbal, non-verbal, and written communication.
- To enhance interpersonal skills for building positive relationships in various settings.
- To cultivate critical thinking and problem-solving abilities.
- To improve time management and organizational skills.
- To foster resilience and adaptability in dealing with challenges.
- To refine leadership and teamwork skills for collaborative success.
- To instill self-awareness and emotional intelligence for better self-management.

Course Outcomes: By the end of this course, students will be able to:

15. Demonstrate proficient communication skills in various forms.
16. Establish and maintain positive relationships in personal and professional settings.
17. Employ critical thinking and problem-solving techniques effectively.
18. Manage time efficiently and organize tasks systematically.
19. Adapt to changing environments with resilience and flexibility.
20. Lead teams and contribute effectively to group dynamics and Exhibit self-awareness and emotional intelligence in interpersonal interactions.
21. Apply learned soft skills to enhance personal and professional growth.

Detailed Syllabus

Unit 1: Introduction to Soft Skills (5 days)

- Understanding the importance of soft skills in modern contexts
- Overview of communication, interpersonal skills, and emotional intelligence
- Self-assessment: Identifying personal strengths and areas for improvement
- Introduction to effective communication techniques

Unit 2: Communication Skills (10 days)




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- Verbal communication: Speaking clearly, listening actively, and presenting confidently
- Non-verbal communication: Body language, gestures, and facial expressions
- Written communication: Crafting professional emails, reports, and documents
- Communication in diverse contexts: Tailoring messages for different audiences

Unit 3: Interpersonal Skills and Emotional Intelligence (10 days)

- Building rapport and fostering positive relationships
- Conflict resolution and negotiation techniques
- Understanding emotions and managing interpersonal conflicts
- Empathy and active listening in interpersonal interactions

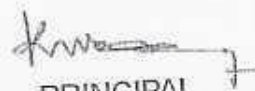
Unit 4: Problem Solving and Critical Thinking (10 days)

- Analytical thinking: Identifying problems and generating solutions
- Decision-making: Evaluating options and making informed choices
- Creative problem-solving techniques
- Applying critical thinking skills in personal and professional contexts

Unit 5: Leadership, Teamwork, and Time Management (10 days)

- Leadership styles and qualities of effective leaders
- Team dynamics: Collaboration, motivation, and conflict resolution
- Time management techniques: Setting goals, prioritizing tasks, and managing resources
- Balancing leadership responsibilities, teamwork, and personal productivity




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Competitive Examinations and Career Counselling Cell

Valedictory Report on "Mastering Soft Skills for Success" on 05-01-2024 for the Academic Year 2023-24

Number of Students participated	: 203
Duration of the course	: 45 days
Dates	: 22-11-2023 to 05-01-2024

Investing in soft skills training can significantly contribute to personal development and organizational success. By improving communication, productivity, customer service, team dynamics, adaptability, job satisfaction, leadership skills, and self-confidence, soft skills training provides a comprehensive approach to enhancing workplace effectiveness. The institution recognized the importance of soft skills and organized a 45-day program from 22-11-2023 to 05-01-2023 titled "Mastering Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell, in collaboration with the Department of English. A total of 203 students enrolled in the program.

The Valedictory function of the course began at 3:00 PM on 05-01-2024, with the Principal, Programme Convener, and Head of the Department of English invited to the dais. The principal congratulated the convener and the English Department for organizing the program, highlighting the significance of soft skills in the 21st century for securing jobs after graduation. The Programme Convener delivered an inspiring speech on the importance of soft skills, and the Head of the Department of English pledged continued support for such initiatives.

Students expressed their satisfaction and some students given their testimonials regarding the program and requested more similar opportunities to enhance their abilities. The function concluded with the distribution of certificates and sweets to the participants, followed by a vote of thanks from the IQAC Coordinator and the National Anthem.




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Language and Communication Skills
Academic Year 2023-24



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Career Counselling and Competitive Examination Cell

Date: 01-09-2023

In coordination with the Department of English, the Career Counselling and Competitive Examination Cell is going to organize 45-day course on "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*". All the interested students of this institution are instructed to enroll their names with the Department of English and the course will commence on 05-09-2023. For further details and Course Syllabus please visit the Department of English.




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Career Counselling and Competitive Examination Cell

Report on "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" conducted from 05-09-2023 to 20-11-2023 for the Academic Year 2023-24

The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course, conducted by the Career Counselling and Competitive Examination Cell in coordination with the Department of English, was a resounding success. It equipped participants with essential communication skills, fostering their personal and professional development. The program was well-received, and participants reported notable improvements in their communication capabilities. The Career Counselling and Competitive Examination Cell is committed to providing valuable educational programs, and "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" exemplifies this commitment.

The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course conducted by the Career Counselling and Competitive Examination Cell was a comprehensive program spanning 45 days with 185 students. The course commenced on 05-09-2023 and concluded on 20-11-2023. The primary objective of the course "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" is to enhance the communication skills of participants, equipping them with the tools and knowledge necessary for effective communication in both personal and professional settings. The course aimed to improve participants' verbal and non-verbal communication, active listening, and public speaking skills.

The course curriculum was designed to cover a wide range of communication topics and the course was delivered through a combination of lectures, group activities, role-play exercises, and practical assignments. The "*Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression*" course resulted in significant improvements in participants' communication abilities. Feedback from participants was overwhelmingly positive. Many participants expressed that the course had a transformative impact on their communication abilities, benefiting both their personal and professional lives.




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A Course on Language and Communication Skills entitled "Mastering Language and Communication Skills: A Comprehensive Course for Effective Expression" for the Academic Year 2023-24

Course Objectives:

1. To enhance proficiency in spoken and written communication.
2. To develop effective listening skills for better understanding and interpretation.
3. To improve grammar, vocabulary, and sentence structure for clearer expression.
4. To cultivate persuasive and engaging communication techniques.
5. To refine non-verbal communication skills for enhanced interpersonal interactions.
6. To foster cross-cultural communication competence.
7. To strengthen presentation and public speaking abilities.
8. To instill confidence in communicating effectively in various contexts.

Course Outcomes: By the end of this course, students will be able to:

1. Communicate confidently and articulately in both formal and informal settings.
2. Listen actively and empathetically, demonstrating understanding and engagement.
3. Utilize correct grammar, vocabulary, and sentence structure in written and spoken communication.
4. Employ persuasive and engaging communication techniques to influence and persuade others and Utilize non-verbal communication effectively to enhance message delivery and reception.
5. Adapt communication styles to effectively interact in diverse cultural contexts.
6. Deliver compelling presentations and speeches with confidence and clarity.
7. Apply learned language and communication skills to various personal and professional situations.

Syllabus:

Unit 1: Foundations of Language and Communication (9 days)

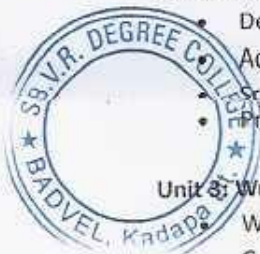
- Introduction to language and its importance in communication
- Understanding the components of effective communication
- Basic grammar rules and sentence structure
- Building vocabulary through reading and word exercises


Unit 2: Verbal Communication Skills (10 days)

- Developing clear and concise verbal communication skills
- Active listening techniques for better comprehension and response
- Speaking with confidence and clarity
- Practicing effective questioning and feedback techniques

Unit 3: Written Communication Skills (9 days)

- Writing with purpose and audience in mind
- Crafting coherent and cohesive paragraphs and essays
- Enhancing writing style and tone for different contexts




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- Proofreading and editing for clarity and correctness

Unit 4: Persuasion and Presentation Skills (9 days)

- Understanding the principles of persuasion and influence
- Structuring persuasive arguments and presentations
- Delivering compelling speeches and presentations
- Handling Q&A sessions and audience engagement techniques

Unit 5: Cross-Cultural Communication and Professional Etiquette (8 days)

- Recognizing and respecting cultural differences in communication
- Strategies for effective communication in diverse cultural contexts
- Developing professional etiquette in communication and interactions
- Practicing networking and communication in professional settings



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Life Skills (Yoga)
Academic Year 2023-24



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Department of Physical Education


Circular

18-10-2023

All the students are informed that the Physical Education Department is conducting a course on Yoga entitled "Transform Your Life with 45 Days of Yoga Practice". In this connection, all the interested students are instructed to enroll their names with Physical Director on or before 28-10-2023 and collect the syllabus copy of the course. The said course will commence from 01-11-2023 at 8:00 AM in the Seminar Hall.


Physical Director




Principal

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Department of Physical Education

A Course on Life Skills entitled "Transform Your Life with 45 Days of Yoga Practice" for the Academic Year 2023-24

This course is designed to provide students with a comprehensive understanding of yoga, its history, philosophy, and practical applications. Through a combination of theory and practice, students will explore various aspects of yoga, including postures, breathing techniques, meditation, and the philosophy behind this ancient practice.

Course Objectives:

- To introduce college students to the principles and practices of yoga as a holistic approach to physical and mental well-being.
- To develop an understanding of the history, philosophy, and various branches of yoga, including Hatha, Vinyasa, and Ashtanga.
- To cultivate self-awareness and mindfulness through the practice of yoga postures (asanas) and breathing techniques (pranayama).
- To provide tools for managing stress, enhancing concentration, and improving overall mental health.
- To promote physical fitness, flexibility, and strength through regular yoga practice.
- To explore the connection between yoga and a healthy lifestyle, including nutrition and stress management.

Course Outcomes: By the end of this course, students will be able to:

- Demonstrate a basic understanding of the history and philosophy of yoga and its relevance in the modern world.
- Perform a variety of yoga asanas and pranayama techniques with proper alignment and breath control.
- Develop a regular yoga practice that promotes physical well-being and flexibility.
- Apply mindfulness and relaxation techniques learned in the course to reduce stress and enhance mental health.
- Describe the benefits of yoga for physical fitness, stress management, and overall well-being.
- Create a personalized yoga and wellness routine to continue their practice beyond the course.

Unit 1: Foundations of Yoga (Days 1-15) :

Introduction to Yoga: History and Philosophy of Yoga - Benefits of practicing Yoga - Basic Principles and ethics - Asana (Yoga Poses)



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Learning and practicing foundational asanas: Proper alignment and posture - Breathing techniques (Pranayama) - Meditation and Mindfulness

Introduction to meditation: Techniques for calming the mind - Mindfulness practices - Yogic Diet and Lifestyle

Understanding a Yogic diet: Maintaining a balanced lifestyle - Importance of sleep and relaxation - Anatomy and Physiology

Basic understanding of the human body: How Yoga Affects Different Systems - Preventing injuries.

Unit 2: Intermediate Yoga Practices (Days 16-30)

Advanced Asana Practice: Progressing from basic to intermediate asanas - Holding poses and deepening stretches - Strength and flexibility training - Yoga Nidra and Deep Relaxation

Understanding Yoga Nidra: Guided sessions for deep relaxation - Stress management techniques - Pranayama and Breath Control

Advanced breathing techniques: Energy and breath control (Prana) - Breath awareness and regulation - Yogic Philosophy

Delving deeper into Yoga philosophy: The Eight Limbs of Yoga (Ashtanga Yoga) - Self-awareness and spiritual growth

Unit 3: Specialized Yoga Practices (Days 31-45)

Yoga for Health and Wellness: Targeting specific health issues with Yoga - Customized practices for participants' needs - Therapeutic Yoga - Teaching Methodology

Learning how to lead a Yoga class: Sequencing and planning sessions - Effective communication and adjustments - Yoga for Daily Life

Integrating Yoga into daily routines: Creating a personal Yoga practice - Self-discipline and commitment



P. V. Raman
Department of Physical Education



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A Report on “Transform Your Life with 45 Days of Yoga Practice” from 01-11-2023 to 15-12-2023 for the academic year 2023-24 organized by the Physical Education Department

The “Transform Your Life with 45 Days of Yoga Practice” course, conducted by the Physical Education Department from 01-11-2023, for 45 days and conducted valedictory on 15-12-2023, proved to be an inspiring journey. With 155 students and 5 faculty members in attendance, the course aimed to introduce the transformative power of yoga to enhance physical and mental well-being.

Structured for participants of all experience levels, daily sessions were conducted. These sessions included asanas, pranayama, and meditation techniques, improving physical fitness, mental clarity, and relaxation. Participants received individualized attention, ensuring a holistic experience.

Beyond physical benefits, the course emphasized mental and spiritual growth. Participants learned mindfulness, stress management, and meditation, deepening their understanding of yoga. Nutritional guidance was also offered to promote a balanced lifestyle.

The commitment and progress of participants were truly commendable. Improved fitness, reduced stress, enhanced concentration, and overall well-being were the rewards of their dedication. The closing ceremony was a moment of reflection and gratitude, with participants sharing their transformative experiences.

“Transform Your Life with 45 Days of Yoga Practice” left a lasting impact. It introduced the participants to the profound benefits of yoga, instilling a commitment to its practice. The course fostered a culture of physical and mental well-being within the institution, equipping the academic community with a valuable tool for life.




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ICT / Comuputing Skills
Academic Year 2023-24



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The function concluded with the distribution of certificates to the students, followed by sweets, a vote of thanks, and the national anthem.

Career Counselling and Competitive Examination Cell

Circular

Date : 08-09-2023

All the students of the college are informed that the "**Career Counselling and Competitive Examination Cell**" is conducting 45 days capacity development and skill enhancement course for the Academic Year 2023-24, in coordination with computer science department on "**Information and Communication Technology**". In this connection all the interested students are instructed to register their names with Coordinator of Career Counselling and Competitive Examinations Cell on or before 18-09-2023. The said Course will commence from 20-09-2023.




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Detailed Syllabus for 45 days course on "Information and Communication Technology (ICT)" for the Academic Year 2023-24

Course Description:

This course explores the fundamentals of Information and Communication Technology (ICT), covering essential tools, applications, and emerging trends. It equips learners with practical skills in productivity software, communication platforms, and cybersecurity practices. The course emphasizes ethical considerations, real-world problem-solving, and the transformative impact of ICT in various sectors. Designed for learners of all levels, it offers hands-on activities and project-based learning to enhance digital literacy and innovation.

Course Objectives

- Provide foundational knowledge of Information and Communication Technology.
- Equip learners with skills to use ICT tools effectively in personal, academic, and professional contexts.
- Foster an understanding of the ethical, legal, and societal implications of ICT.
- Introduce learners to emerging trends in ICT and their impact on various sectors.
- Enable learners to apply ICT solutions to real-world problems.

Course Outcomes


21. Understand the fundamentals of ICT and its applications.
22. Utilize productivity tools and software effectively.
23. Analyze the ethical and legal aspects of ICT usage.
24. Recognize the role of ICT in innovation and problem-solving.
25. Demonstrate practical ICT skills in a project or simulated environment.


Syllabus

Unit 1: Introduction to ICT (Day 1-10)

- Overview of ICT
 - Evolution of ICT and its role in society
 - Basic computer hardware and software
 - Internet and its services (WWW, Email, Search Engines)
 - Mobile and wireless technologies
- Learning Activities:

Unit 2: Productivity Tools and Software (Day 11-20)


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- Word processing applications (MS Word/Google Docs)
- Spreadsheet applications (MS Excel/Google Sheets)
- Presentation software (MS PowerPoint/Google Slides)
- Basic graphic and multimedia tools

Unit 3: ICT in Communication and Collaboration (Day 21-30)

- Online communication tools (emails, chats, video conferencing)
- Collaboration platforms (Google Workspace, MS Teams, Slack)
- Social media and digital marketing basics
- Cloud computing and file sharing


Unit 4: Ethical and Legal Issues in ICT (Day 31-37)

- Cybersecurity basics and digital safety
- Intellectual property rights and copyright issues
- Data protection and privacy laws (e.g., GDPR)
- Ethical use of ICT in society

Unit 5: Emerging Trends and ICT Applications (Day 38-45)

- Artificial Intelligence and Machine Learning basics
- Internet of Things (IoT)
- Blockchain and cryptocurrency
- ICT in education, healthcare, and business




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Report on the Capacity Development and Skill Enhancement Course on "Information and Communication Technology" for the Academic Year 2023-24 on 04-11-2023


In collaboration with the Computer Science Department, the Career Counselling and Competitive Examination Cell successfully conducted a 45-day course on "Information and Communication Technology" from 20-09-2023, to 04-11-2023, with 214 students participating. The course has been a resounding success, equipping participants with essential digital skills and fostering an appreciation for the role of ICT in shaping the future. We hope that the skills and knowledge gained will enable participants to excel in their respective fields and contribute to the digital transformation of society. The organizers extend their sincere gratitude to the principal, faculty members, staff, and participants for their invaluable contributions to the success of the course.


The course curriculum encompassed fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. The course was thoughtfully structured to address fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. Participants, including students, professionals, and educators, engaged actively throughout the program, demonstrating enthusiasm and a commitment to learning.

The Valedictory function was held on 04-11-2023, in the seminar hall. The principal inaugurated the event, commending the Career Counselling and Competitive Examination Cell and the Computer Science Department for their efforts in organizing this capacity development program. Participants expressed their satisfaction with the course, with several students sharing their positive experiences. They extended heartfelt gratitude to the course instructors, organizers, and support staff for their dedication and expertise.

The function concluded with the distribution of certificates to the students, followed by sweets, a vote of thanks, and the national anthem.




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