



ANDHRA LOYOLA COLLEGE

AUTONOMOUS :: VIJAYAWADA - 520 008

Established : 1954

A CHRISTIAN MINORITY COLLEGE WITH CONSTITUTIONALLY PROVIDED RIGHT OF ADMISSION
(AN ISO 14001 : 2015 INSTITUTION)

THE ONLY COLLEGE IN BOTH THE TELUGU STATES TO HAVE BEEN RANKED AMONG
THE TOP 150 COLLEGES BY NIRF SINCE THE INCEPTION OF THE RANKING IN 2017

SELECTED UNDER THE STAR COLLEGE SCHEME OF DBT AND FIST PROGRAMME OF DST, GOVT.OF INDIA
SELECTED FOR ENHANCEMENT OF QUALITY AND EXCELLENCE UNDER RUSA BY MHRD, GOVT.OF INDIA

5.1.2: Efforts taken by the institution to provide career counseling including e-counseling and guidance for competitive examinations during the last five years

A College Dedicated to All-Round Development of its Students





Andhra Loyola College (Autonomous)

VIJAYAWADA-520 008.

Accredited in III Cycle at A* Grade with a CGPA of 3.66 / 4.00

Web: www.andhraloyolacollege.ac.in e-mail: contactalc@gmail.com

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5.1.2: Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years

Higher education institutions have increasingly recognized the importance of career counselling and guidance for competitive examinations to support student success. Over the last five years, various efforts have been undertaken by ALC to enhance these services, including the integration of e-counselling. Here are some notable initiatives:

1. Establishment of Career Counselling Centres

The ALC has established dedicated career counselling services at the departmental level. Faculty members provide personalized career advice, conduct resume-building workshops, and offer job search strategies to students. They frequently collaborate with industry professionals to deliver insights into current job market trends and the skills in demand.

2. E-Counselling Platforms

To meet the increasing demand for remote and flexible counselling options, ALC has adopted e-counselling platforms. These platforms provide virtual one-on-one sessions through WhatsApp groups, webinars via Zoom and Google Meet, and online resources through Google Classrooms. This allows students to conveniently access career advice and counselling services from anywhere.

3. Guest Lectures, Workshops and Seminars

Guest Lectures, regular workshops and seminars are organized on various topics such as career planning, interview skills, trends in technology and workplace etiquette. These events often feature guest speakers from industry, alumni, and career experts who share their experiences and advice.

4. Guidance for Competitive Examinations

ALC launched specific programs to assist students preparing for competitive examinations such as CAT, UPSC, and other PG entrance examinations. These programs include:

Preparation Courses: Offering comprehensive preparation courses that cover syllabus, exam strategies, and practice tests.

Study Materials: Providing access to a wide range of study materials, both physical and digital, including books, mock tests, and online question banks.

Expert Guidance: Arranging sessions with experts who provide tips and strategies to excel in these examinations.

5. Internship and Placement Drives

ALC established strong linkages with industry partners to facilitate internship and placement opportunities. They organize campus recruitment drives, job fairs, and internship placements to bridge the gap between academic learning and professional requirements.

6. Alumni Networks and Mentoring

Leveraging alumni networks to offer mentoring programs is another effective strategy. Alumni who are successful in various fields can offer valuable guidance, share their career journeys, and provide mentorship to current students.

7. Online Resources and Career Portals

ALC Placement Cell developed or partnered with online career portals (like APSSDC) that provide a wealth of resources including job listings, career advice articles, industry news, and tools for career assessment. These portals often feature a personalized dashboard where students can track their job applications and career progression.

8. Collaboration with Professional Organizations

Collaborating with professional organizations and industry bodies to offer certification programs, internships, and job placements has been a significant effort. These collaborations often bring additional credibility and resources to the institution's career services.

9. Psychological Counselling and Well-being Support

Recognizing the stress associated with career planning and competitive exams, ALC is offering psychological counselling services to support student mental health and well-being.

This holistic approach ensures that students are not only academically prepared but also mentally resilient.

These comprehensive efforts reflect a commitment to student success and adaptability to the evolving educational and professional landscape. ALC continually innovating and enhancing their career counselling and guidance services to prepare students for their future careers effectively

Programmes at ALC

Career-Oriented Programs

Various training programmes, group discussions, workshops, aptitude test, skills development courses to improve communication, presentation skills as well as technical and soft skills among the students.

APSSDC

The Andhra Pradesh State Skill Development Corporation (APSSDC) plays a pivotal role in enhancing the employability of students through various skill development initiatives. APSSDC works closely with APSICHE, the Commissionerate of Collegiate Education (CCE), to successfully execute ESCs. APSSDC conducts a range of skill development programs tailored to meet the current industry requirements. These programs cover various sectors such as IT, electronics, finance, and more, equipping students with relevant skills. Regular meet with corporate companies, talk with experts, live projects provide practical exposure and insight about the job market. It organises job fairs and placement drives inviting companies to recruit skilled graduates from college. Soft skill trainers train our students to enhance their communication skills, team spirit and problem-solving abilities. Technical support on advanced digital tools and technologies for digital literacy. Students get acquainted with two Common Core skills, which include English language proficiency, mastering communication, presentation skills, aptitude, general knowledge, and information on various government jobs such as UPSC, SSC, defence, research, higher education, railways, and public service commissions. Each student has a learning account to access content, take assessments, submit assignments, and be evaluated. At the end of the program certificate is provided to the students which adds value to their academic achievements.

Link: <https://alcapssdc.blogspot.com/2019/02/andhra-loyola-esc-apssdc.html>

ELT Centre

The English Language Teaching (ELT) Centre is a dedicated facility focused on enhancing students' proficiency in English. Established with the goal of improving language skills, the ELT Centre offers a comprehensive curriculum that caters to students across various disciplines. It provides specialized training in English language proficiency, including grammar, vocabulary, reading, writing, listening, and speaking skills.

The centre is equipped with modern teaching aids and resources such as audio-visual equipment, language labs, and interactive learning software. These tools help create an immersive learning environment, enabling students to practice and improve their language skills effectively.

Tailored Programs for Professional Skills

- Group discussions
- Mock interviews
- Just a Minute (JAM) sessions
- Debates
- Oral presentations
- Elocution
- Creative Writing

Skill Enhancement Courses

Skill enhancement courses are designed to equip students with essential competencies for academic and professional success. These courses include Quantitative Aptitude, which sharpens mathematical problem-solving abilities; Analytical Skills, which enhances logical reasoning and critical thinking; English for Competitive Exams, aimed at improving language proficiency and comprehension necessary for various competitive tests; and Interview Skills, which prepares students for the job market by developing effective communication and interpersonal skills. Together, these courses provide a comprehensive toolkit to boost students' confidence and performance in both academic pursuits and career opportunities.

The following Courses are part of the Curriculum

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA

DEPARTMENT OF Mathematics

SEMESTER I - Title: QUANTITATIVE APTITUDE(FOR MATHS SECTIONS)

SYLLABUS

45Hrs / Sem

UNIT 1: (10 Hrs)

Arithmetic ability: Algebraic operations (BODMAS), Fractions, Divisibility rules, LCM & GCD (HCF), Numbers, Numerical ability, Surds and Indices

UNIT 2: (9 Hrs)

Problems on Ages, Averages, Allegations and Mixtures

UNIT 3: (12 Hrs)

Business Computations: Percentages, Profit and Loss, Ratio and Proportion, Partnerships

UNIT 4: (6 Hrs)

Simple Interest and Compound Interest

UNIT 5: (8 Hrs)

Time and Work, Time-Distance- Speed

Reference Books:

1. Quantitative Aptitude for Competitive Exams – R S Agarwal
2. Objective Reasoning – Arihant Publications
3. Reasoning - Tata Macronics
4. Analytical Aptitude - Pearson
5. NSB Material – Bank Clerical Exams

EXAMINATION PATTERN:

MID 1 : 40 Questions (Multiple choice type) - Time: 45 Min

MID II : 40 Questions (Multiple choice type) - Time: 45 Min

Semester End : 60 Questions (Multiple choice type) - Time: 1 Hr

Note: The teachers/students are expected to teach /learn the contents by not converting them to the problems of algebra at the maximum possible extent, but to use analytical thinking to solve the exercises related to those topics. This is the main aim of the course

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA

DEPARTMENT OF Mathematics

SEMESTER III or IV - Title: ANALYTICAL SKILLS (Non Mathematics Students)

SYLLABUS (45 Hrs / Sem)

UNIT – 1 (9Hrs)

Data Analysis: The data given in a Table, Graph, Bar Diagram, Pie Chart, Venn diagram or a Passage is to be analyzed and the questions pertaining to the data are to be answered.

UNIT – 2 (8Hrs)

Coding and Decoding, Directions, Sequence and Series: Analogies of numbers and alphabets completion of blank spaces following the pattern in A: B::C: D relationship odd thing out; Missing number in a sequence or a series, Blood Relationship

UNIT – 3 (8Hrs)

Arithmetic ability: Algebraic operations (BODMAS), Fractions, Divisibility rules, LCM and GCD (HCF). Date, Time and Arrangement Problems, Calendar Problems, Clock Problems,

UNIT – 4 (12 Hrs)

Quantitative aptitude: Averages, Ratio and Proportion, Partnerships, Problems on ages, Time and Work, Time-distance – speed

UNIT – 5 (8 Hrs)

Business Computations: Percentages, Profit & loss, Simple and compound interest.

Reference Books:

1. Quantitative Aptitude for Competitive Examination by R S Agrawal, S.Chand publications.
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
3. QuantAptitude: Numerical Ability (Fully Solved) Objective Questions, KiranPrakashan,
4. Quant Aptitude for Competitive Examination by AbhijitGuha, Tata Mc Graw hill publications.
5. Old question Paper of the exams conducted by (Wipro, TCS, Infosys, Etc) at their recruitment process, source-Internet.

Note: The teachers/students are expected to teach /learn the contents by not converting them to the problems of algebra at the maximum possible extent, but to use analytical thinking to solve the exercises related to those topics. This is the main aim of the course

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA

DEPARTMENT OF Mathematics

SEMESTER IV - Title: ANALYTICAL SKILLS (ADVANCED LEVEL)

(MATHS SECTIONS)

SYLLABUS

52 Hrs / Sem

UNIT – 1

(8 Hrs)

Directions, Coding and Decoding, Logical Venn Diagrams

UNIT – 2

(8 Hrs)

Series Completion, Analogy, Classification, Seating arrangement,

UNIT – 3

(8 Hrs)

Blood relations, Numbers, Ranking, Time sequence, Cubes and Dice

UNIT – 4

(15Hrs)

Clocks and Calendars, Area and Volumes, Permutations and Combinations, Probability, Analytical Reasoning

UNIT – 5

(13 Hrs)

Data Sufficiency, Data Interpretation, Tabulation, Bar graphs, Pie graphs, Line graphs, Statements – Arguments, Assumptions, Courses of action, Syllogisms (4 types)

Reference Books:

1. Reasoning for Competitive Exams – R S Agarwal
2. Objective Reasoning – Arihant Publications
3. Reasoning – Tata Macronics
4. Analytical Aptitude – Pearson

EXAMINATION PATTERN:

MID 1 : 40 Questions (Multiple choice type) - Time: 45 Min

MID II : 40 Questions (Multiple choice type) - Time: 45 Min

Semester End : 60 Questions (Multiple choice type) - Time: 1 Hr

Note: The teachers/students are expected to teach /learn the contents by not converting them to the problems of algebra at the maximum possible extent, but to use analytical thinking to solve the exercises related to those topics. This is the main aim of the course

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA
DEPARTMENT OF ENGLISH
2018-2019, 2019-2020

SEMESTER I & II

COURSE CODE: FOU111CSS

COURSE TITLE: COMMUNICATION AND SOFT SKILLS -I

Total Hrs/ Semester: 45
Hrs/Week: 3

Max Marks:100
Credits: 2

- Course Outcomes:** *On successful completion of the course, students will be able to:*
- *Distinguish and enunciate voiced and voiceless sounds with increasing intelligibility*
 - *Develop an individual pronunciation style using appropriate stress, rhythm and intonation*
 - *Recognize the correspondence between English spelling and pronunciation*
 - *Use the appropriate paralinguistic cues of communication*
 - *Develop coherence, cohesion and competence in oral discourse*
 - *Communicate fluently and present effective presentations*
 - *Understand and draw inferences relying on the context*

SYLLABUS

UNIT 1 COMMUNICATION SKILLS	5 Hours
<ol style="list-style-type: none"> 1. Meaning of Communication 2. Defining Communication 3. Process of Communication 4. Types of Communication 5. Barriers to Communication 6. Tips for Effective Communication 	Skill Development
UNIT 2: LISTENING SKILLS	5 Hours
<ol style="list-style-type: none"> 1. The Listening Process 2. Types of Listening 3. Barriers to effective Listening 4. Traits of a good Listener 	Skill Development
UNIT 3: ORAL COMMUNICATION	5 Hours
<ol style="list-style-type: none"> 1. Importance of Oral Communication 2. Basics of Spoken English 	Skill Development
UNIT 4: STRESS AND INTONATION	5 Hours
<ol style="list-style-type: none"> 1. Word Stress 2. Rules for marking stress 3. Sentences Stress and Intonation 4. Intonation 5. Exercises 	Skill Development
UNIT 5: WORD BUILDING & VOCABULARY	5 Hours
<ol style="list-style-type: none"> 1. Affixes 2. One-word Substitutes 3. Foreign Languages and their influence of English 4. Idioms and Phrases 5. Words often confused 6. Homonyms, Homophones and Homographs 7. Synonyms and Antonyms 	Skill Development

8. Exercises

REFERENCE BOOKS:

1. *Soft Skills*, Dr. Alex (New Delhi: S.Chand&Company Ltd) 2009.
2. *Interpersonal Skills Training*, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. *Soft Skills for Everyone*, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. *Emotional Intelligence*, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. *A Text Book of English Phonetics for Indian Students*, T.Balasubramanian
6. *A Handbook for English Language Labor*, E.Suresh Kumar, P.Sreehari
7. *Objective General English*, Dr. R.S. Agrawal, Vikas Agrawal
8. *Objective English*, Edgar Thorpe, Showick Thorpe
9. *Objective English for Competitive Examinations*, Hari Mohan Prasad, Uma Rani Sinha
10. Heta A, Murphy *Effective Business Communication* (Mc Graw Hill, 2000), E.Suresh Kumar, P.Sreehari

WEB RESOURCES:

<https://www.englishclub.com/pronunciation/phonemic-chart.htm>

<https://www.learning-english-online.net/pronunciation/stress-and-intonation/>

<https://www.thebalancecareers.com/communication-skills-list-2063779>

<https://www.thebalancecareers.com/types-of-listening-skills-with-examples-2063759>

<https://www.dictionary.com/e/borrowed-words/>

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA

DEPARTMENT OF ENGLISH

B. A, B.SC, B.COM- SEMESTER III & IV

COURSE CODE: FOU244CSS2

COURSE TITLE: FOUNDATION COURSE- COMMUNICATION & SOFT SKILLS [CSS-2]

Total Hrs/ Semester: 45

Max Marks:100

Hrs/Week: 3

Credits: 3

Course Outcomes: On successful completion of the course, students will be able to:

- Understand the differences between spoken and written English
- Understand the factors that influence use of grammar and vocabulary in speech and writing
- Improve their speaking ability in English both in terms of fluency and writing
- Increase their reading and writing speed of academic articles, essays and summaries
- produce small articles and analysis as critical readers

SYLLABUS

UNIT 1:

7 Hours

- | | |
|---|-------------------|
| 1. Basic Grammar Terminology
2. Analysis and Synthesis of Sentences [like Simple, Compound and Complex sentences]
3. Transformation of Sentences [Affirmative, Negative, Interrogative and Interrogative Sentences] | Skill Development |
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UNIT 2:

7 Hours

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| 1. Verbs
2. Strong Verbs and Weak Verbs
3. Auxiliaries [Primary and Secondary Auxiliary Verbs]
4. Punctuation | Skill Development |
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UNIT 3:

7 Hours

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| 1. Formal and Informal Letters
2. E-correspondence | Skill Development |
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UNIT 4:

7 Hours

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| 1. Personality Development and Dimensions | Employability |
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UNIT 5:

7 Hours

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|--------------------------------------|---------------|
| 1. Business Manners
2. Netiquette | Employability |
|--------------------------------------|---------------|

CO-CURRICULAR ACTIVITIES SUGGESTED:

7 Hours

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|--|-------------------|
| 1. Collection of various model formal and informal letters
2. Invited lecture/field level training by a local expert
3. Observing various personalities and analysing the manners
4. Gathering information related to Netiquettes | Skill Development |
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REFERENCE BOOKS:

1. *Broaden Your Language Horizons*, Ed. By Department of English, Andhra Loyola College, Vijayawada
2. W.W.S. Bhasker & N.S Prabhu *English through Reading*, Macmillan Publishers India Limited

3. T.M. Farhathullah, *Communication Skills for Technical Students*, Orient Blackswan, Hyderabad
4. *A Spectrum of Language Skills*, Ed. Prof. K. Venkata Reddy, Maruthi Publications, Guntur

WEB RESOURCES:

- <https://www.grammarly.com/blog/category/handbook/dictionary.cambridge.org>
- <https://www.kaspersky.com/resource-center/preemptive-safety/what-is-netiquette>
- <https://www.smartcompany.com.au/people-human-resources/business-etique>
- https://www.youtube.com/watch?v=962eYqe--Yc&ab_channel=Motivation2Study


PRINCIPAL
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