



Andhra Loyola College (Autonomous)

VIJAYAWADA-520 008.

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

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5.1.3 Following Capacity development and skills enhancement activities are organized for improving students capability

*Soft Skills

* Language and communication skills

* Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

SOFT SKILLS , LANGUAGE AND COMMUNICATION SKILLS:

The vision of Andhra Loyola College is to create an environment that supports the overall development of a learner to refine his department to succeed in his personal and professional life. Hard skills can be learnt through instruction, whereas soft skills are personal attributes. In the past when the joint family system was in existence, every individual in the family had an opportunity to experience the emotions and values. In nuclear families, where both parents are working, the children do not have ample opportunities to understand the value of teamwork, managerial skills and so on. Man is a social being; he is a part of the society. He should work with people who have more or less same attitude, emotions and excitements. To enable the students, understand the importance of soft skills, it was included in the syllabus.

A Course in Communication and Soft Skills for the first year Undergraduate students creates awareness on understanding and assessing the attitudes of different people, their emotional levels there by enabling the students to improve their emotional intelligence, learn how to handle different situations by using their managerial skills, how to cope with the different mindsets in their regular discourses, the general etiquettes to be followed and more importantly living according to the social standards improving their interpersonal skills. A

Certificate Course on *English Enrichment and Career Development Skills* [EECDS] for the first year UG students concentrates on the soft skills needed at workplace.

For the Second Year UG students a Foundation Course, *Communication and Soft Skills-II* was introduced to develop a good personality, through a special focus on Personality Development and Dimensions, Business Manners and Netiquette. This part helped the students to groom their individual personality and also learn about the etiquettes and netiquettes. For the same batch of students, to sharpen their soft skills, in the IV Semester, *Communication and Soft Skills -III [English for Empowerment]* covering different topics in soft skills were incorporated in their syllabus. Topics like Motivation, Self-Image, Goal Setting, Managing Changes, Time Management, Stress Management, Leadership Traits, Team Work, Life and Career Planning, Multiple Intelligence, Intercultural Communication, Creative and Critical Thinking, Learning Styles and Strategies helped them to analyse, assimilate and construe to live in a real world.

To communicate one should have proficiency in language. To acquire language, the role of conversational skills plays a vital role. Apart from the textual and grammar contents, topics like Conversational Skills, Group Discussions, Interview Skills, Talk Shows, Ted Talks, Pod casts, Watching Videos and so on will certainly improve the communication of the learner. They will also learn different accents of diverse countries. With this view, the II Year UG students were introduced the above topics to hone their communication skills in the IV Semester, *Communication and Soft Skills -III [English for Empowerment]*.

A Certificate Course on *English Enrichment and Career Development Skills* [EECDS] for the first year UG students is designed to address the concerns related to communication and job-oriented skills. Idioms, Phrasal Verbs, Business Grammar, One-word Substitutes help them to enrich their vocabulary and improve syntax formation. Another certificate course designed for the second semester focusses on Phonetics enabling the students to pronounce the sounds exactly and accurately. The Skill Development Course *Journalistic Reporting* improves the creative writing of the students along with a critical analysis the facts. Interviewing people, writing news articles, profiles, human interest features and so on improves their communicative and writing competencies. Another Skill Development Course *Business Communication* stresses the importance of business communication focusing on the types, categories, methods, formats and business vocabulary.

The Language Lab Syllabus for the first, second and final year Literature students is purely designed to improve their communication skills by using the recent softwares. The final year Core and Cluster Papers also cover *Language and Linguistics, English Language Teaching, Second Language Acquisition and An Introduction to Sociolinguistics* which not only help the students to acquire good communication but also helps them to clear competitive exams for their PG Entrance Examinations. They also set a platform for the students to choose their research topics in Language and Linguistics. A part from the above the department organize Workshops, Seminars and Conferences on themes related to language, literature, job skills, career development and communication to encourage, engage and empower the students to speak a foreign language with ease and enthusiasm.

COURSES

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA

DEPARTMENT OF ENGLISH

(Revised CBCS 2020-21 Batch onwards)

SEMESTER IV

COURSE CODE: ENG 244EFE

COURSE TITLE: ENGLISH FOR EMPOWERMENT-IV [CSS-III]

Total Hrs/ Semester: 60

Max Marks:100

Hrs/Week: 4

Credits: 3

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

- ✓ *Demonstrate critical and creative thinking*
- ✓ *Display competence in oral and written communication*
- ✓ *Understand the importance and opportunities in the field of communication*
- ✓ *Develop awareness of appropriate communication strategies*
- ✓ *Understand the concepts related to high communicative approach*
- ✓ *Participate in discussions, ted talks, talk shows and live shows*
- ✓ *Reduces the phobia by 'learning by doing' technique through reading newspapers, drafting news articles and so on*
- ✓ *Familiarize with varieties of spoken language and interact in various situations like Group Discussions, interviews and making presentations*
- ✓ *Upgrade their personality and presentation skills*

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- ✓ *Demonstrate critical and creative thinking*

- ✓ *Display competence in oral and written communication*
- ✓ *Understand the importance and opportunities in the field of communication*
- ✓ *Develop awareness of appropriate communication strategies*
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- ✓ *Upgrade their personality and presentation skills*

SYLLABUS

UNIT 1: LISTENING AND SPEAKING SKILLS

5 Hours

1. *Conversational Skills- Introducing oneself and others*
2. *Conversational Skills- Complaining and Apologizing, persuading people to do something, Taking the Initiative, Seeking Permission*
3. *Conversational Skills- Inviting Friends and Colleagues, Praising and Complimenting People, Expressing Sympathy, Using the Telephone*
4. *Listening to Group Discussions, Interview Skills*
5. *Talk Shows*
6. *Ted Talks, Pod casts*
7. *Watching videos on interesting events on You tube*

UNIT 2: READING AND WRITING SKILLS

5 Hours

1. *Reading Skills*
2. *Reading Newspapers/Journals/Magazines*
3. *Analysing and interpreting the news articles*
4. *Writing Job Applications, Cover Letters and Resume*
5. *Letter Writing- Formal and Informal*
6. *E-mail Writing and Blogs*
7. *Memorandum and Report Writing*
8. *Writing for Publications*

UNIT 3: ENGLISH FOR NATIONAL, INTERNATIONAL EXAMINATIONS AND PLACEMENTS

5 Hours

1. *Synonyms*
2. *Antonyms*
3. *One-word substitutes*
4. *Idioms and Phrases*
5. *Verbal Analogy*
6. *Reading Comprehension*
7. *Sentence Fillers*
8. *Restructuring Sentences*

UNIT 4: SOFT SKILLS-I

5 Hours

1. *Motivation*
2. *Self-image*
3. *Goal Setting*
4. *Managing Changes*
5. *Time Management*

6. <i>Stress Management</i> 7. <i>Leadership Traits</i> 8. <i>Team Work</i> 9. <i>Life and Career Planning</i>	
UNIT 4: SOFT SKILLS-I 5 Hours	
10. <i>Motivation</i> 11. <i>Self-image</i> 12. <i>Goal Setting</i> 13. <i>Managing Changes</i> 14. <i>Time Management</i> 15. <i>Stress Management</i> 16. <i>Leadership Traits</i> 17. <i>Team Work</i> 18. <i>Life and Career Planning</i>	
UNIT 5: SOFT SKILLS-II 5 Hours	
1. Multiple Intelligence 2. Emotional Intelligence 3. Intercultural Communication 4. Creative Thinking and Critical Thinking 5. Learning Styles and Strategies	Employability
REFERENCE BOOKS:	
1. <i>Communication and Soft Skills</i> , G.M.Sundaravalli, A.S. Kamalakar, P.KusumaHarinath (Orient Blackswan) 2. <i>Soft Skills</i> , Dr.Alex(New Delhi: S. Chand & Company Ltd) 2009. 3. <i>Interpersonal Skills Training</i> , Philip Burnard (New Delhi: Viva Books Private Limited) 2009 4. <i>Soft Skills for Everyone</i> , Jeff Butterfield (New Delhi: Cengage Learning India private Limited) 2012 5. <i>Emotional Intelligence</i> , Daniel Goleman (London: Bloomsbury Publishing) 1996 6. Heta A, Murphy <i>Effective Business Communication</i> (McGraw Hill, 2000) 7. <i>A Handbook for English Language Laboratories</i> , E. Suresh Kumar, P.Sreehari 8. <i>Objective General English</i> , Dr. R.S. Aggarwal, VikasAggarwal 9. <i>Objective English</i> , Edgar Thorpe, Showick Thorpe 10. <i>Objective English for Competitive Examinations</i> , Hari Mohan Prasad, Uma Rani Sinha 11. <i>A Course of English Structure, Usage and Composition</i> , NDV PrasadaRao 12. IELTS, GRE material 13. <i>Developing Language skills</i> 14. <i>Communication for Technical Students</i> , Farhathullah 15. <i>Developing Communication Skills</i> 16. Internet sources 17. Newspapers & Magazines	
WEB RESOURCES:	
➤ https://www.youtube.com/watch?v=YY2yjEEoB3U&ab_channe ➤ https://www.ted.com/talks/fariel_salahuddin_goats_blockchain_and_the_futu ➤ https://www.youtube.com/watch?v=d4ekWpgkT1g&ab_channel=Com	

- <https://www.youtube.com/watch?v=fBnAMUkNM2k>
- https://www.youtube.com/watch?v=ERCIHCOF14c&ab_channel=BenLionelScott
- https://www.youtube.com/watch?v=2g_o-hRBeMA&ab_channel=UBengineering

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA

DEPARTMENT OF ENGLISH

(Revised CBCS 2020-21 Batch onwards)

SEMESTER I

COURSE CODE: ENG111ACS

COURSE TITLE: ENGLISH PRAXIS COURSE -1- A COURSE IN COMMUNICATION AND SOFT SKILLS

Total Hours / Semester: 60

Max Marks:100

Hours /Week: 4

Credits: 3

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

- Use reading skills effectively
- Demonstrate the use of good vocabulary
- Demonstrate an understanding of writing skills
- Acquire ability to use Soft Skills in professional and daily life
- Confidently use the tools of communication skills
- Discuss the importance of effective communication
- Understand the role of communication in personal and professional
- Develop awareness of appropriate communication strategies
- Prepare and present messages with a specific intent

SYLLABUS

UNIT 1: LISTENING SKILLS

12 Hours

1. Importance of Listening
2. Types of Listening
3. Barriers to Listening
4. Effective Listening

Knowledge
Oriented

UNIT 2: SPEAKING SKILLS

12 Hours

1. Sounds of English
2. Vowels and Consonants
3. Word Accent
4. Intonation

Knowledge
Oriented

UNIT 3: GRAMMAR

12Hours

1. Concord
2. Modals
3. Tenses [Present/Past/Future]
4. Articles
5. Prepositions
6. Question Tags
7. Sentence Transformation [Voice, Reported Speech & Degrees of Comparison]
8. Error Correction

Skill Development

UNIT 4: WRITING	12 Hours
1. Punctuation 2. Spelling 3. Paragraph Writing	Skill Development
UNIT 5: SOFT SKILLS	12 Hours
1. SWOC 2. Attitude 3. Emotional Intelligence 4. Telephone 5. Etiquette 6. Interpersonal-Skills	Employability
REFERENCE BOOKS:	
1. <i>Soft Skills</i> , Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009. 2. <i>Interpersonal Skills Training</i> , Philip Burnard (New Delhi: Viva Books Private Ltd) 3. <i>Soft Skills for Everyone</i> , Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012 4. <i>Emotional Intelligence</i> , Daniel Goleman (London: Bloomsbury Publishing) 1996 5. <i>A Text Book of English Phonetics for Indian Students</i> , Balasubramanian 6. <i>A Handbook for English Language Labor</i> , E. Suresh Kumar, P. Sreehari	
WEB RESOURCES:	
<ul style="list-style-type: none"> • https://www.thebalancecareers.com/types-of-listening-skills-with-examples-2063759 • https://scholar.harvard.edu/files/adam/files/phonetics.ppt.pdf • https://pestleanalysis.com/what-is-swoc-analysis/ • https://www.thebalancecareers.com/interpersonal-skills-list-2063724 • https://www.insperity.com/blog/soft-skills/ 	
MODEL QUESTION PAPER FORMAT	
Time: 3 Hours Marks: 100 Marks <p style="text-align: center;">PART-I 4 out of 5 questions 4x15=60M PART-II 4 out of 5 questions 4x10=40M</p>	

DEPARTEMENT OF MCA

SOFTSKILLS SYLLABUS

ENGLISH

The emphasis on English Language is enormously increasing as an effective medium of communication in all sectors the world over. As a consequence of this, the acquisition of effective communication skills in English has become most important to the students to flourish in their careers. In this connection there is a need to train the students to equip themselves with the necessary skills required for effective communication in English thereby enabling them to get a good placement immediately after the completion of their undergraduate courses. To meet the objectives of developing proficiency in English

communication skills and developing Listening, Speaking, Reading and Writing (LSRW) skills. The following curriculum is designed.

CURRICULUM : THEORY AND PRACTICE (LANGUAGE LAB)

1. A TEXT WITH FOCUS ON SKILLS APPROACH

Intended to develop the language skills of Listening, Speaking, Reading and Writing.

2. VOCABULARY:

a) One - Word Substitutes.

b) Words often Confused - Pairs of Words.

c) Synonyms and Antonyms.

d) Foreign Phrases .

e) Phrasal verbs derived from the following dynamic verbs

___ Go, Get, Run, Take, Look, Hold, Put, Stand Etc.

f) Idioms and phrases.

3. GRAMMAR:

a) Error Analysis

- Correction of Errors in a given sentence - errors in the use of words
- errors of Indianisms - use of slang - errors in punctuation

b) Concord

c) Articles, Prepositions and words followed by prepositions.

d) Tenses.

4. Writing skills:

1. Precis writing

2. Note Making

3. Letter writing.

4. Technical Report Writing.

5. Preparation of C.V and Resume writing.

6. Reading Comprehension.
7. Memo.
8. Notices/Circulars Agenda and Minutes of a Meeting.
9. E-Mail etiquette
10. Essay writing.

Text Book Prescribed :

In order to improve the proficiency of the student in the acquisition .of the above mention skills, the following texts and course content is prescribed

LEARNING ENGLISH: A Communicative Approach, Hyderabad: Orient Long man. (selected lessons)

The following lessons are proscribed from above text :

- I. Astronomy (1)
- II. Travel and Transport (3)
- III. Humour (4)
- IV. Environment (6)
- V. Inspiration (7)
- VI. Human Interest (8)

Reference Books Prescribed:

1. Sharma, G.V.L.N.,English for Engineering Students.
2. Margaret M Maison, Examine your English, Orient Longman
3. Krishnaswami,N and Sriraman, T., Current English for Colleges, Macmillan.
4. Krishnaswami, N. and Sriraman, T., Creative Englishfor Communication, Macmillan.
5. Rizvi, MAshraf. Effective Technical Communication. McGraw - Hill.
6. English for Technical Communication K.R Lakshminarayana, SCITECH

RELATED ACTIVITIES

*The Department of English organized a National Webinar on *Post Covid-19 Pedagogy: Incorporating Digital Resources for an Enhanced Student Engagement and Participation* on 29th and 30th May 2020.

*The Department of English organized an International Webinar on *Teaching Language and Literature Components through Online Tools* from 15th to 17th June 2020.

*The Department of English organized a National Webinar on *Building the Gap between Learning and Career Development - A Platform for Launching a Career* on 08.07.2020.

*The Department of English organized a National Webinar for Students on *Advanced Online Tools for Effective Learning of English - A Rich Platform for sharing Knowledge and Information* on 20.11.2020.

Life skills (Yoga, physical fitness, health and hygiene ,self-employment and entrepreneurial skills)

A college is a home away from home. Much of the time is spent at college. So, the management of Andhra Loyola College had concentrated on providing a healthy diet for the needy children, yoga for balancing their mind and body, physical fitness for a healthy body and hygiene for sustaining in a healthy environment. The International Yoga Day was celebrated with a vision of promoting the importance of yoga and meditation. The students who were good at yoga were asked to train their peers and were also paid for it. Yoga classes brought a lot of change in the physical and psychological state of the students. During pandemic, the students who were in regular practice of yoga and meditation were free from the traumas of the virus. Workshops were organized to create awareness on eating healthy food including millets, cereals, pulses, fruits and vegetables.

Many other workshops and Seminars were organized to sensitize the students on sensitive issues. A Dispensary was opened on 01.08.2014 with a doctor and nurse to provide medical care at free of cost for all the students and staff. The dispensary is continuing its services from 9 AM to 5 PM on all working days. The Women Cell also organizes workshops and seminars on health and hygiene for the girl students. Gynecologists visit the campus and explain the importance of nutritious diet, consciousness and cleanliness for many women issues. The Women Cell Coordinator along with some women faculty organize meetings every fortnight and address the various issues related to their health. Mega Vaccination drives were conducted for the staff , students and civilians.

COURSES

ANDHRA LOYOLA COLLEGE (AUTONOMOUS), VIJAYAWADA-8

Zoology Semester-II

Skill Development Course

TITLE: POULTRY FARMING [w.e.f 2021-22]

Total: 30hrs (02h/wk) 02 Credits Max Marks:50

Learning Outcomes:

By successful completion of the course, students will be able to;

1. Understand the poultry scenario in India, and various poultry systems, poultry farming.
2. Have knowledge of management of broilers, growers, chicks and also about banking insurance.
3. know about feed management, various diseases occur in poultry industry and their management and also about product harvesting.

SYLLABUS:

UNIT I - Introduction to Poultry Farming: **06Hrs**

- 1.1 General introduction to poultry farming -Definition of Poultry; Past and present scenario of poultry industry in India.
- 1.2 Principles of poultry housing. Poultry houses.
- 1.3 Systems of poultry farming.

UNIT II – Poultry Management: **06 Hrs**

1. Management of chicks, growers and layers.
- 2.2 Management of Broilers.
- 2.3 Preparation of project report for banking and insurance

UNIT III– Poultry Feed Management: **06 Hrs**

1. Poultry feed management – Principles of feeding,
2. Nutrient requirements for different stages of layers and broilers.
3. Feed formulation and Methods of feeding.

UNIT IV – Poultry Diseases and Sanitation: **05 Hrs**

- 4.1 Poultry diseases – viral, bacterial, fungal and parasitic(two each); symptoms, control and management; Vaccination programme.
- 4.2 Farm and Water Hygiene, Recycling of poultry waste.

UNITV- Harvesting of Eggs: **07 Hrs**

1. Selection, care and handling of hatching eggs. Egg testing. Methods of hatching.
2. Brooding and rearing. Sexing of chicks.

Co-curricular Activities Suggested: (4 hrs)

1. Group discussion & SWOT analysis
2. Visit to a poultry farm

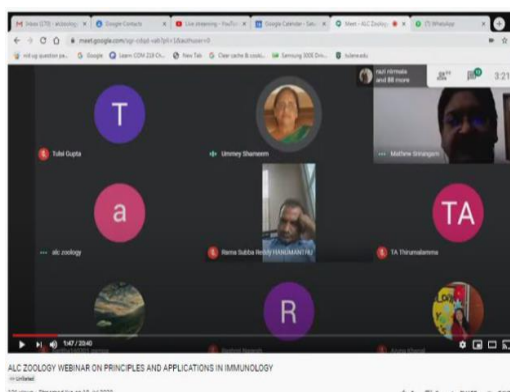
3. Invited Lectures by Concerned officers of government or private farms
4. Cheap and Healthy Feed preparation by students based on government standards
5. Market study and Survey (Monitoring of daily price hike in poultry market and analysis)
6. Online SwayamMoocs course on poultry farming.

RELATED ACTIVITIES:

*The Department of Botany (U.G & P.G) organized a National Webinar on *Biodiversity Conservation during Covid-19* on 13th June 2020.

*The Department of Microbiology in collaboration with FosTaC India Pvt Ltd organized a National Webinar on *Covid 19-Household Food Safety Guidelines* on 13th July 2020

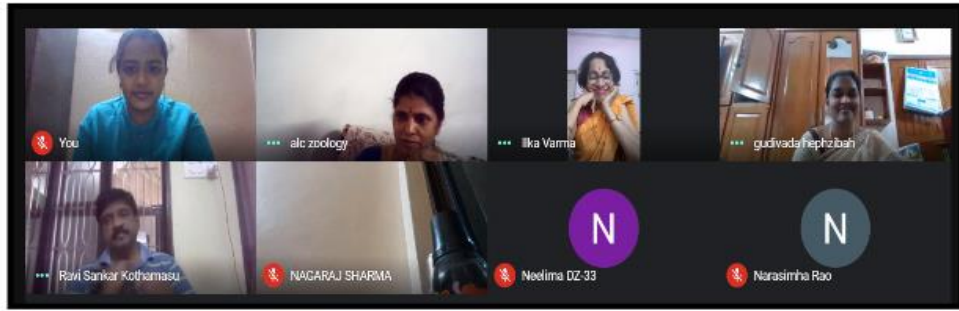
*The Department of Zoology organized a Webinar on *Principles and Applications in Immunology* on 18th July 2020



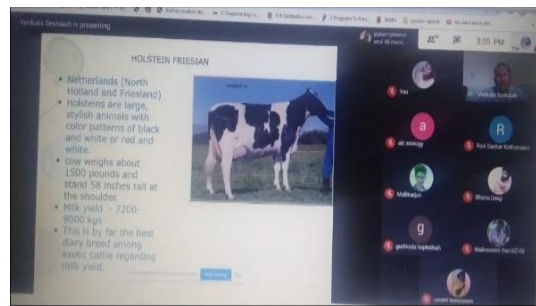
*The Department of Microbiology organized a National Webinar on *Covid-19- Household Food Safety Guidelines* on 29th August 2020



*The Departments of Zoology, Paramedical and Hospital Administration organized a Webinar on *Covid 19 - A Few Observations* on 12th September 2020 with Dr. Ilka Maria Varma (Gynaecologist) as the Resource Person.

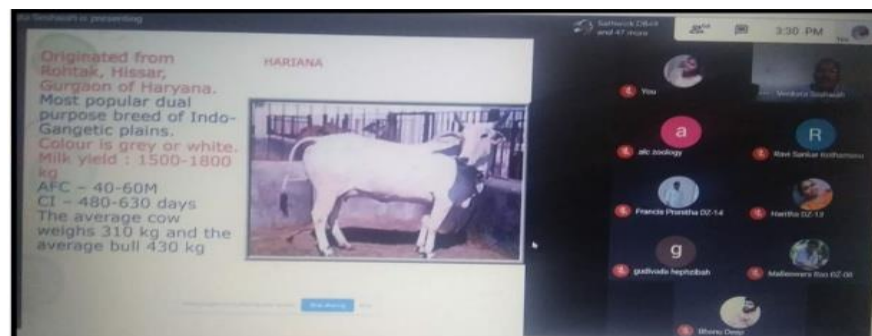


*The Department of Zoology organized an Online Seminar for the students of the host Department on *Dairy Technology*



*The Department of Biotechnology organized a National Webinar on *Role of Biological Clock in Health and Diseases* on 10.08.2020.

*The Department of Zoology organized a webinar on *Dairy Management* on



03.12.2020.

*The Department of MBA organized a National Webinar on *Entrepreneurship Opportunities in Indian Stock Market* on 21.07.2020

ANDHRA LOYOLA COLLEGE
All India 50th Rank in NIRF-2020/MBR/DGCI
Autonomous, Vijayawada-08
Approved At
III Cycle NAAC A+ Grade with 3.66/4.00 CGPA
Department of MBA
Presents
National Webinar
By

Mr.S.Alaudeen Basha,M.E (Ph.D)
Managing Director, ALBN Securities Pvt.Ltd,
Chennai.

Topic
"Entrepreneurship Opportunities
in Indian Stock Markets"

Organizing Committee

PATRON
Rev.Fr.P.Bala Showry,S.J (Rector)

CHAIRMAN
Rev.Fr.Dr.M.Sagayaraj,S.J (Correspondent)

CONVENOR
Rev.Fr.G.M.Victor Emmanuel,S.J (Principal)

CO-CONVENOR
Rev.Fr.S.Raju,S.J (Vice Principa)

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Mrs.N.Bharathi,
Mrs.Ch.Vara Lakshmi,
Mrs.S.V.G.Apoorva,
Mr.K.Srinivasa Reddy,
Mr.Ajay Kumar.Tadanki.

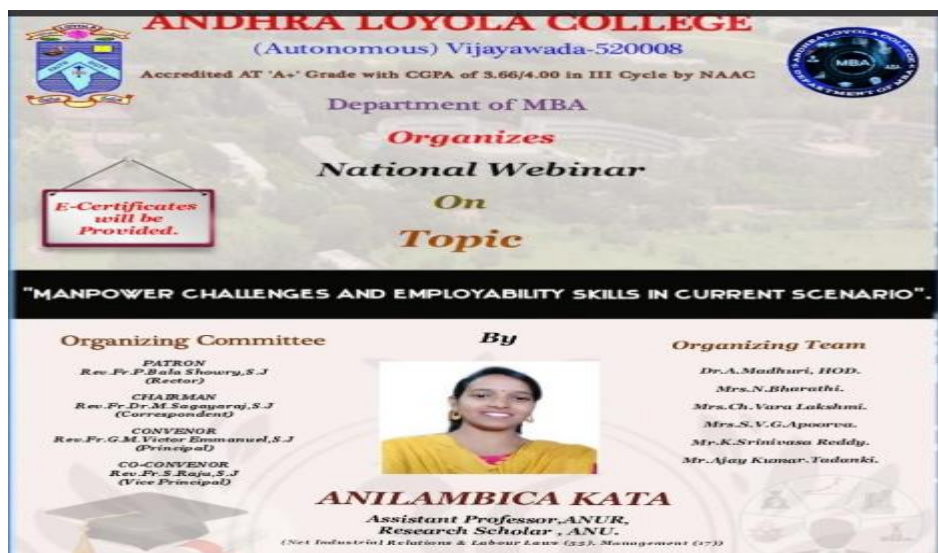
E-certificates
will be
Provided

WHATSAPP
<https://chat.whatsapp.com/112HXFwM5EFTVyKRroCoM>

Tuesday 21st Jul 2020 Join 6pm to 7:30 pm Google Meet
Registration Link : <https://forms.gle/39JeV5nJG8TLshpa6>

*The Department of MBA organized a National Webinar on *Entrepreneurship Opportunities in Indian Stock Market* on 21.07.2020

*The Department of MBA organized a webinar on *Manpower Challenges and Employability Skills* on 24.07.2020.



*The Department of Biotechnology organized a Sensitization Programme on *Stress Management* for its First Year U.G. Students on 04.11.2020.

***International Women's Day 2021:** The Women's Cell in collaboration with the A.P. State Council of Science & Technology and Dept. of Education, Krishna Dist. organized "International Women's Day 2021" celebrations with the theme *Choose to Challenge* on 08.03.2021.

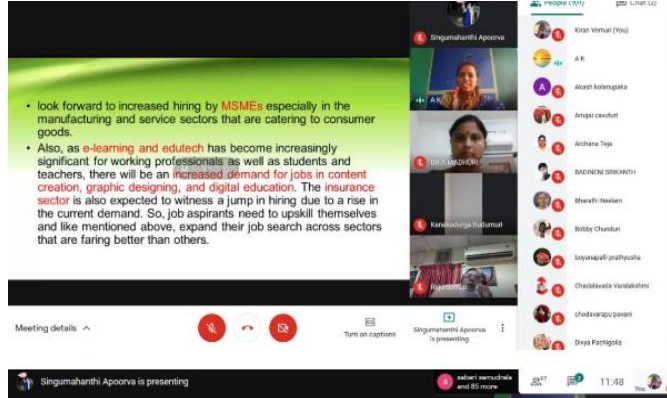
***College Dispensary:** Established on the Campus from 01.08.2014 with a qualified doctor and an auxiliary nurse to provide medical care to the students and staff, the Dispensary continues to provide medical services and Generic Medicines to the students and staff, free of cost, on all Working Days.

***Conduct of Covid 19 Test for**

- a) The Members of Management and Staff of the College from 6th to 10th August 2020
- b) The staff (including their family members) of Andhra Loyola Institutions on 29th September 2020

c) The students of the College on 23rd and 24th November 2020

*The Department of MBA organized a webinar on *Post Covid19: Shift in the Skillset Needed for Business Management* on 17th July 2020



Beidharaj
PRINCIPAL
ANDHRA LOYOLA COLLEGE
VIJAYAWADA-8