SKILL DEVELOPMENT COURSES

&

CERTIFICATE COURSES

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS)

VIJAYAWADA-520 008

MS EXCEL

CERTIFICATE COURSE

Microsoft Excel enables users to format, organize and calculate data in a spreadsheet. By organizing data using software like Excel, data analysts and other users can make information easier to view as data is added or changed.

Benefits of Microsoft Excel – Why YOU Should Learn

- Best way to store data.
- You can perform calculations.
- All the tools for data analysis.
- Easy to data visualizations with charts.
- You can print reports easily.
- So many free templates to use.
- You can code to automate.
- Transform and clean data.

Duration – 30 Hours

DEPARTMENT OF COMPUTER SCIENCE

ANDHRA LOYOLA COLLEGE (AUTONOMOUS) : VIJAYAWADA

(Affiliated to Krishna University, Machilipatnam, A.P.)

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Re-accredited At "A+" Grade With 3.66/4.00 Points"- NAAC

CERTIFICATE OF COMPLETION

This is to certify that _____ *with D.No.* _____ *has successfully completed the* MS-Excel *held during the Academic Year* 2020-21 *from Department of* Computer Science *with a grade of* [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS)

VIJAYAWADA -8

AI FOR EVERYONE

Basic Concept of Artificial Intelligence (AI)

Certificate course

Most people immediately think of robots when they hear the words artificial intelligence. Big-budget movies and literature have human-like computers wreaking devastation on the planet. Nothing, however, could be further from the truth. One method to overcome this problem is to provide a foundational understanding of these technologies and their current capabilities. Engineers aren't the only ones who can benefit from AI." If you want your organization to become better at using AI, this is the course to tell everyone--especially for non-technical persons.

SKILLS YOU WILL GAIN   **Duration – 30 Hours**

- The Necessity of Learning AI
- Components of AI
- Application of AI
- Machine Learning
- Types of Machine Learning (ML),
- Preprocessing the Data
- Labeling the Data
- Logic Programming with Python

DEPARTMENT OF COMPUTER SCIENCE

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *A.I. for Everyone* held during the Academic Year 2020-21 from Department of *Computer Science* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS)
VIJAYAWADA-520008

CERTIFICATE COURSE

C PROGRAMMING

C has been around for quite some time and it is one of the foundational languages of computer science. Most operating systems today, including the Linux Kernel, are implemented with C code. The main version of the Python programming language is named CPython because it is implemented using C. The C programming language is everywhere, learning it will help you become a better programmer ready for the next challenge in any field of computer science!

This course is a great introduction to both fundamental programming concepts and the C programming language. It will start with those fundamental programming concepts before digging deeper into the more advanced C topics, like pointers and structures.

Duration – 30 Hours

DEPARTMENT OF COMPUTER SCIENCE

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the 'C' Programming held during the Academic Year 2021-22 from Department of Computer Science with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
(AUTONOMOUS)
VIJAYAWADA-520008

CERTIFICATE COURSE

Benefits of C++ Learning

C++ is one of the world's most popular programming languages.

C++ can be found in today's operating systems, Graphical User Interfaces, and embedded systems.

C++ is an object-oriented programming language which gives a clear structure to programs and allows code to be reused, lowering development costs.

C++ is portable and can be used to develop applications that can be adapted to multiple platforms.

C++ is fun and easy to learn!

As C++ is close to C# and Java, it makes it easy for programmers to switch to C++ or vice versa.

Duration – 30 Hours

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the 'C++ Programming held during the Academic Year 2022-23 from Department of Computer Science with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS)
VIJAYAWADA -8

PYTHON
CERTIFICATE COURSE

Python is one of the most popular programming languages. Python offers both object oriented and structural programming features.

Top Reasons to Learn Python

- Data science.
- Scientific and mathematical computing.
- Web development.
- Finance and trading.
- System automation and administration.
- Computer graphics.
- Basic game development.
- Security and penetration testing.

Duration – 30 Hours

DEPARTMENT OF COMPUTER SCIENCE

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Python Programming* held during the Academic Year *2018-19* from Department of *Comp. Science* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS)
VIJAYAWADA - 520 008

DEPARTMENT OF ELECTRONICS

BASICS OF NETWORKS

This course is the first of a series that aims to prepare you for a role as an entry-level IT Support Specialist. In this course, you'll be introduced to the world of Information Technology, or IT. You'll learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. This course covers a wide variety of topics in IT that are designed to give you an overview of what's to come in this certificate program.

By the end of this course, student be able to:

- Assemble a computer from scratch
- Choose and install an operating system on a computer
- Understand what the Internet is, how it works, and the impact it has in the modern world
- Learn how applications are created and how they work under the hood of a computer
- Utilize common problem-solving methodologies and soft skills in an Information Technology setting

Duration - 45 Hours

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Basics of Networks* held during the Academic Year 2022-23 from Department of *Electronics* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS)

VIJAYAWADA - 520 008

<u>DEPARTMENT OF ELECTRONICS</u>

CONSUMER ELECTRONICS COURSE

This course will introduce the students with working principles, of consumer electronics appliances like audio-video systems, microwave oven, washing machine, air conditioners & Home/Office Digital devices.

On successful completion of this course, the candidates shall be employed as:

- Fitting, assembly and repair of various kinds of Home Appliances
- Field Technician of ACs, Washing machine & Digital Devices
- Access Control Installation Technician of biometric equipments
- Solar Panel Installation Technician
- Optical Fibre Technician

Duration - 45 Hours

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Consumer Electronics held during the Academic Year 2021-22 from Department of Electronics with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

Andhra Loyola College

(Autonomous) VIJAYAWADA-520008.
REACCREDITED AT A+ GRADE WITH 3.66/4.00 POINTS IN III CYCLE

Certificate Course in Introduction to Biostatistics

Offered by
Department of Statistics, Andhra Loyola College, Vijayawada-8

About the Course: Introduction to Biostatistics provides an introduction to selected important topics in bio statistical concepts and reasoning. This course teaches the statistical methods and principles necessary for understanding and interpreting data used in public health and policy evaluation and formation. Topics include descriptive statistics, graphical data summary, sampling, statistical comparison of groups, correlation, and regression. While there are some formulae and computational elements to the course, the emphasis is on interpretation and concepts.

Course Prerequisites: Elementary Knowledge of Mathematics and Algebra.

Course Description: This course helps the students to acquire the knowledge on collection and presentation of the data in a visual form and basic characteristics of statistical data, also to establish relationship between variables and basic knowledge on testing of hypothesis.

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

- Recognize and give examples of different types of data arising in public health and clinical studies
- Calculate and interpret the correlation between two variables.
- Calculate the simple linear regression equation for a set of data.
- Calculate and interpret confidence intervals for population means and proportions
- Perform a two-sample t-test and interpret the results; calculate a 95% confidence interval for the difference in population means
- Understand and interpret results from Analysis of Variance (ANOVA), a technique used to compare means amongst more than two independent populations
- Choose an appropriate method for comparing proportions between two groups; construct a 95% confidence interval for the difference in population proportions

Eligibility Criteria: Graduates / Interns / Post-Graduates and Ph.D. in Medical Sciences, Pharmaceutical / Paramedical / Life Sciences and Public Health / Allied Health.

Course Duration: 40 Hours

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Introduction to Biostatistics* held during the Academic Year *2021-22* from Department of *Statistics* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

Andhra Loyola College

(Autonomous) VIJAYAWADA-520008.
REACCREDITED AT A+ GRADE WITH 3.66/4.00 POINTS IN III CYCLE

Certificate Course in Statistics for Merchants

Offered by
Department of Statistics, Andhra Loyola College, Vijayawada-8

About the Course: Statistics for Merchants course is to help students understand how the methods of statistics can be applied successfully to decision-making processes under uncertainty. This is accomplished by introducing students to the subjects of data collection, data summary, analyzing the data and using the results in decision making.

Course Prerequisites: Elementary Knowledge of Mathematics and Algebra.

Course Description: This course helps the students to acquire the knowledge on collection and presentation of the data in a visual form and basic characteristics of statistical data, also to establish relationship between variables and basic knowledge on time series and index numbers.

Course Objectives: Upon completion of the course, students are able to:
- Understand the different basic concept / fundamentals of business statistics.
- Understand the importance of measures of Descriptive statistics which includes measures of central tendency, Measures of Dispersion, Time Series Analysis, Index Number, Correlation and Regression analysis and their implication on Business performance.
- Understand the practical application of Descriptive Statistics concepts and their uses for Business Analytics.

Eligibility Criteria: Candidates who want to pursue this course should have finished their 10+2 or its equivalent.

Course Duration: 40 Hours

Examination: Semester (or Final examination at the end of the Academic year)

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Statistics for Merchants* held during the Academic Year 2022-23 from Department of *Statistics* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

Dept. of English

CERTIFICATE COURSE ON
ENGLISH PROFICIENCY FOR COMMUNICATION SKILLS

EFFECTIVE COMMUNICATION

- CLARITY
- CONCISENESS
- COURTEOUS

ABOUT THE COLLEGE

The elite institution Andhra Loyola College was established in 1953 by the Society of Jesus has completed 68 years of excellence in Higher education. During the six decades, ALC has undoubtedly attained a premier position in imparting higher education. The institution prepares students with intellectually inspired learning which drives theory erudition and realistic approach that is essential to meet the challenges in every walk of their life. The college is accredited A+ grade with 3.66/4.00 in III Cycle by NAAC, the highest CGPA in Telugu states and the third highest in South India. The college was selected under the Star College Scheme by DBT and FIRST Programme of DST Government of India. Andhra Loyola College was also awarded All India 45th Rank by NIRF

ABOUT THE DEPARTMENT:

Department of English is blessed with a dedicated team of instructors with good commitment and compassion towards the 21st century learners. The Department has decades of experience in teaching Language and Literature to the students from nook and corner of the country. It lays a special emphasis on enhancing their communication skills, moral values and the essential life skills . The Department and the ELT Centre have organized various literary activities at the Regional, National and International Levels

ABOUT THE COURSE

Time: 30 Hours
Methodology: Theory, Practical, Hands on Practice, Field Work, Seminars, Quizzes, Assignment , Teacher/Student centric Activities and Online/Offline Teaching Learning Tools
Eligibility : Passed +2 level students
Examination: Semester (Or Final Examination at the end of the Academic year)

DEPARTMENT OF ENGLISH

B.A- SEMESTER II   **COURSE CODE: CC122EPC**

COURSE TITLE: CERTIFICATE COURSE- ENGLISH PROFICIENCY FOR COMMUNICATION SKILLS [EPCS]

Total Hrs/ Semester: 45   **Max Marks:100**

Hrs/Week: 3   **Credits: 3**

Methodology
Theory, Practical, Hands-on Practice, Field Work, Seminar, Quiz, Assignment Teacher / Students Centric Activities Online/Offline Teaching Learning Tools

Course Outcomes: On successful completion of the course, students will be able to:
- *Present oral reports or summaries, make announcements clearly and confidently*
- *Express and argue a point of view clearly and effectively*
- *Take active part in group discussion, showing ability to express agreement, argument*
- *Frame questions to elicit the desired response and respond appropriately to questions*
- *Participate in spontaneous spoken discourse in familiar social situations*

SYLLABUS	
UNIT 1: PHONETICS AND PRONUNCIATION	**5 Hours**
1. Phonetic Key 2. Phonetic Symbols and Sounds 3. Consonant Symbols and Sounds 4. Vowels Symbols and sounds 5. Diphthongs Symbols and Sounds [Phonemes] 6. Syllable Division – Accent	Skill Development
UNIT 2: ACADEMIC VOCABULARY IN USE	**5 Hours**
1. Words - Types and Meanings 2. Synonyms and Usage 3. Antonyms and Usage 4. Homonyms and Usage 5. One-word Substitutes and Usage 6. Idioms and Phrases and Usage	Employability
UNIT 3: GRAMMAR IN GENERAL USAGE	**5 Hours**
1. Verbs 2. BE Forms 3. Verb forms	Skill Development

4. Auxiliaries 5. Linkers 6. Transitive and Intransitive Verbs 7. Finite and Non-Finite Verbs 8. Tense	
UNIT 4: SENTENCE MAKING AND TRANSFORMATIONS [TRANSFORMATIONAL GENERATIVE GRAMMAR] **5 Hours**	
1. Types of Sentences [Functional] 2. Types of Sentences [Structural] 3. Analysis of Sentences 4. Synthesis of Sentences 5. Active and Passive Voice 6. Direct and Indirect Speech [Reported Speech] 7. Degrees of Comparison	Skill Development
UNIT 5: SYNTAX AND FUNCTIONAL ENGLISH **5 Hours**	
1. Translating Simple Sentences into English 2. Translating Telugu Idioms and Proverbs into English 3. Making Short Dialogues 4. Stock of Situational Expressions [Formal] 5. Conventional Expressions [Informal] 6. Responses to exchanges to Dialogues 7. Model Situational Dialogues	Employability
CO-CURRICULAR ACTIVITIES SUGGESTED: **5Hours**	
1. Writing short paragraphs/ short stories using the given vocabulary 2. Narrating short stories/ real life incidents using the given vocabulary 3. Translating simple sentences/ proverbs from regional language into English 4. Translating headlines/ articles from newspapers and magazines 5. Role plays on day-to-day conversations	

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *English Proficiency for Communication Skills* held during the Academic Year 2022-23 from Department of *English* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

Dept. of English

ANDHRA LOYOLA COLLEGE (AUTONOMOUS) VIJAYAWADA
REACCREDITED AT A + GRADE WITH 3.66/4.00 POINTS IN III CYCLE
DEPARTMENT OF ENGLISH, 2020-2021

SKILL DEVELOPMENT COURSE ON
JOURNALISTIC REPORTING

Journalism

- Investigating
- Reporting
- Editing

ABOUT THE COLLEGE

The elite institution Andhra Loyola College was established in 1953 by the Society of Jesus has completed 68 years of excellence in Higher education. During the six decades, ALC has undoubtedly attained a premier position in imparting higher education. The institution prepares students with intellectually inspired learning which drives theory erudition and realistic approach that is essential to meet the challenges in every walk of their life. The college is accredited A+ grade with 3.66/4.00 in III Cycle by NAAC, the highest CGPA in Telugu states and the third highest in South India. The college was selected under the Star College Scheme by DBT and FIRST Programme of DST Government of India. Andhra Loyola College was also awarded All India 45th Rank by NIRF

ABOUT THE DEPARTMENT:

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ABOUT THE COURSE

Time: 30 Hours

Methodology: Theory, Practical, Hands on Practice, Field Work, Seminars, Quizzes, Assignment , Teacher/Student centric Activities and Online/Offline Teaching Learning Tools

Eligibility : Passed +2 level students

Examination: Semester (Or Final Examination at the end of the Academic year)

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA DEPARTMENT OF ENGLISH
COURSE CODE: SDC121JR
COURSE TITLE: SKILL DEVELOPMENT COURSE- JOURNALISTIC REPORTING

Total Hrs/ Semester: 30   **Max Marks:100**
Hrs/Week: 2   **Credits: 2**

Course Outcomes: On successful completion of the course, students will be able to : • *Understand the evolution of journalism with a focus on its development in India reporting* • *Comprehend the role of Press in the Indian Democracy and various methods* • *Realize the ethical aspects of Journalism in India* • *Develop basic writing skills for Newspapers, Radio and Television*	

SYLLABUS	
UNIT 1:	**5 Hours**
Introduction to Journalism Nature, Growth and Development in Post-independence era, Print Media, Mass Media and Electronic Media, Press as a Fourth Estate- Role of Press in Democracy	Knowledge Oriented
UNIT 2:	**5 Hours**
Concept of News- News Values – Sources of News - News Gathering Ways: Press Conferences, Press Releases, Events, Meets	Skill Development
UNIT 3:	**5 Hours**
Interviewing – Types of Interviews and Interviewing Techniques -Methods of News Writing: Leads, News Stories and Body Development	Employability
UNIT 4:	**5 Hours**
Reporting- Kinds of Reporting -Objectives - Interpretative,Investigative, Legal, Developmental, Political, Sports, Crime, Economic, Commercial, Disaster, Technical and Scientific	Skill Development
UNIT 5:	**5 Hours**
Report-writing Special Features: Photo Features, Human Interest Features, Profiles, Column Writing, Writing for Radio and Television- Values and Ethics of Journalism	Employability
CO-CURRICULAR ACTIVITIES SUGGESTED: **5 Hours**	
1. Collection and study of various English and Telugu Newspapers 2. Invited Lecture/basic training by local experts 3. Visit to local Press Office 4. Informally attending Press Conferences and Meets and taking Notes 5. Assignments, Group discussion, Quiz, Interviews etc…..	Skill Development

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Journalistic Reporting held during the Academic Year 2020-21 from Department of English with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

Dept. of English

ANDHRA LOYOLA COLLEGE (AUTONOMOUS) VIJAYAWADA
REACCREDITED AT A + GRADE WITH 3.66/4.00 POINTS IN III
CYCLE
DEPARTMENT OF ENGLISH, 2020-2021

SKILL DEVELOPMENT COURSE ON
BUSINESS COMMUNICATION

ABOUT THE COLLEGE

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ABOUT THE COURSE

Time: 30 Hours
Methodology: Theory, Practical, Hands on Practice, Field Work, Seminars, Quizzes, Assignment , Teacher/Student centric Activities and Online/Offline Teaching Learning Tools
Eligibility : Passed +2 level students
Examination: Semester (Or Final Examination at the end of the Academic year)

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA DEPARTMENT OF ENGLISH
COURSE TITLE: SKILL DEVELOPMENT COURSE- BUSINESS COMMUNICATION

Total Hrs/ Semester: 30   **Max Marks:100**
Hrs/Week: 2   **Credits: 2**

Course Outcomes: On successful completion of the course, students will be able to:
To comprehend the processes like receiving, filing and replying   *To acquire knowledge in preparing good business communications*   *To acquaint with organizational communication requirements and presentations*   *To underline the nuances of Business communication*   *To impart the correct practices of the strategies of Effective Business writing*   *To exchange information with internal and external parties*

SYLLABUS	
UNIT 1: **5 Hours**	
Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers	Knowledge Oriented
UNIT 2: **5 Hours**	
Types of Business Communications –Categories, methods and formats - Business vocabulary - Business Idioms and Collocations	Skill Development
UNIT 3: **5 Hours**	
Organizational Hierarchy - Various levels of communication in an organization – Top-down, Bottom-up and Horizontal-Business reports, presentations	Skill Development
UNIT 4: **5 Hours**	
Online communications- Receiving business communications -Filing and processing -Sending replies. Routine cycle of communications – Writing Communications	Employability
UNIT 5: **5 Hours**	
Characteristics of a good business communication -Preparation of business meeting agenda – agenda notes - minutes – circulation of minutes – Presentations of communication using various methods	Employability
CO-CURRICULAR ACTIVITIES SUGGESTED: **5 Hours**	
1. Collection of various model business letters 2. Invited lecture/field level training by a local expert 3. Reading of various business reports and minutes and its analysis 4. Presentations of reports, charts etc 5. Assignments, Group discussion, field visit etc	Skill Development

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Business Communication held during the Academic Year 2021-22 from Department of English with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS :: VIJAYAWADA – 520008
DEPARTMENT OF ORIENTAL LANGUAGES

Skill Development Course
On
WEB DESIGNING

Open for All 1st Year Students

No.of Hours: 30   Credits:2

Course Give-Outs

Basic Knowledge on

❖ Art of Life
❖ Value of Creative Arts
❖ Acquire the basic knowledge in performing arts
❖ Manipulate text and graphics to create a balanced and focused layout.

❖ Create fliers, brochures, and multiple page documents For Detailed Syllabus
   Visit:

https://drive.google.com/file/d/15xCVWqhu8Nt6K3IPzPAQcuEkgBuNvRwi/view?usp=sharing

For Further Details Please Contact
Program Co-Ordinator
Dr. K. Sekhar
HoD, Oriental Languages
Ph:9441441097

ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA:8
DEPARTMENT OF TELUGU

CERTIFICATE COURSE
Paper Title: WEB DESIGNING

Total Hours: 45   Hrs/W: 3   Total Credits: 2   Max. Marks: 50

COURSE OUTCOMES: On successful completion of the course, students will be able to:
1. Gets familiarity with the HTML elements in designing the web pages.
2. Analyze a web page, identify its elements, attributes and the usage of CSS incustomizing the web pages.
3. Understanding of Formatting and text display on web page
4. Using basic tags like Table, list, Frames etc.
5. Able to create basic forms

SYLLABUS:

UNIT-1
OVERVIEW: -
Basic HTML Document, HTML Tags, HTML Document Structure. The <! DOCTYPE>Declaration
BASIC TAGS: - Heading Tags, Paragraph Tag Line Break Tag Centering Content HorizontalLines Preserve Formatting Nonbreaking Spaces
HTML: - ELEMENTS, HTML Tag vs. Element, Nested HTML Elements
ATTRIBUTES: -Core Attributes, Internationalization Attributes, the xml language, Attribute

UNIT-2
FORMATTING: -Bold Text, Italic Text, Underlined Text, Strike Text, Monospaced Font, Superscript Text, Subscript Text, Inserted Text Deleted Text Larger Text Smaller TextGrouping Content
COMMENTS: -Valid vs Invalid Comments, Commenting Style Sheets
HTML – IMAGES, Insert Image, Set Image Location, Set Image Width/Height, Set Image Border, Set Image Alignment
TABLES: -Table Heading, Cell padding and Cell spacing Attributes, Colspan and Rowspan Attributes Tables, Backgrounds, Table Height and Width, Table Caption, Table Header, Body,and Footer, Nested Tables
LISTS: -HTML Unordered Lists, The type Attribute, HTML Ordered Lists The type Attribute,The start Attribute, HTML Definition Lists
TEXT LINKS: -Linking Documents, The target Attribute, Use of Base Path, Linking to a PageSection, Setting Link Colors Download, Links File Download Dialog Box
IMAGE LINKS: -Mouse-Sensitive Images, Server-Side Image Maps, Client-Side Image Maps,Coordinate System

UNIT-3
FRAMES: -Disadvantages of Frames, Creating Frames, The <frameset> Tag Attributes, The
<frame> Tag Attributes, Browser Support for Frames, Frame's name and target attributesIFRAMES: - The<Iframe> Tag Attributes
BLOCKS: -Block Elements Inline Elements, Grouping HTML Elements, The <div> tag, the <span> tag

UNIT-4
BACKGROUNDS: -Html Background with Colors, Html Background with Images, Patterned& Transparent Backgrounds
COLORS: -HTML Color Coding Methods, HTML Colors - Color Names,W3C Standard 16Colors, HTML Colors - Hex Codes, HTML Colors - RGB Values Browser Safe
Colors FONTS: -Set Font Size, Relative Font Size Setting Font Face Specify alternate font faces, Setting Font Color, The <base font> Element: Example of the <base font>
Element FORMS: -Form Attributes, HTML Form Controls, Text Input, Controls, Single-line text inputcontrols, Attributes Password Input controls, Attributes, Multiple-Line
Text Input Controls Attributes, Checkbox Control Attributes, Radio Button Control, Attributes, File Upload Box Button Controls, Hidden Form Controls

UNIT-5

MARQUEES: -The<marquee> Tag Attributes

HEADER: -The HTML <title> Tag, The HTML <meta> Tag The HTML <base> Tag, TheHTML <link> Tag, The HTML <style> Tag, The HTML <script> Tag

STYLE SHEET: -External Style Sheet, Internal Style Sheet, Inline Style Sheet

LAYOUTS: -HTML Layout - Using Tables Multiple Columns Layout - Using Tables, HTMLLayouts - Using DIV, SPAN

LAB WORK:

Minimum of 6 experiments to be done and recorded

1. Create a web page to display all types of text formatting

2. Create a web page to display various levels of headings

3. Create a web page which make use of displaying different lists

4. Create a web page to display class time table using the Table tag

5. Creating an Online Resume

6. Creating an online examination layout

7. Creating a webpage to illustrate Write code by using HTML, CSS,

8. Create a web page which makes use of inline and internal style sheet

 9. Create a web page which uses external style sheet

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Web Design* held during the Academic Year *2020-21* from Department of *Oriental Languages* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS :: VIJAYAWADA – 520008
DEPARTMENT OF ORIENTAL LANGUAGES

Skill Development Course
On
DESCTOP PUBLISHING

Open for All 1st Year Students

No.of Hours: 30   Credits:2

Design & DTP Centre

Course Give-Outs

Basic Knowledge on

- ❖ Identify desktop publishing terminology and concepts.
- ❖ Manipulate text and graphics to create a balanced and focused layout.
- ❖ Create fliers, brochures, and multiple page documents.
- ❖ Printing, binding and publishing to form a full-fledged book format

For Detailed Syllabus Visit:

https://drive.google.com/file/d/15xCVWqFnxNt6K5IPzPAQeuFkgBuNvRwi/view?usp=sharing

For Further Details Please Contact
Program Co-Ordinator
Dr. K. Sekhar
HoD, Oriental Languages
Ph:9441441097

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Desktop Publishing held during the Academic Year 2018-19 from Department of Telugu with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS :: VIJAYAWADA – 520008
DEPARTMENT OF ORIENTAL LANGUAGES

Skill Development Course
On
PERFORMING ARTS

Open for All I^st Year Students

No.of Hours: 30   Credits:2

Course Give-Outs

Basic Knowledge on

❖ Art of Life
❖ Value of Ancient Arts
❖ Acquire the basic knowledge in performing arts
❖ Understand the modern stage and performance on the stage
❖ Know the modes of presentation and skills pertaining to folk arts
❖ Understand various Telugu folk arts and their significance

For Detailed Syllabus Visit:

https://drive.google.com/file/d/1EUGrZEF05rLyyyZNbNGuj8oyRvVNfAdo/view?usp=sharing

For Further Details Please Contact
Program Co-Ordinator
Dr. K. Sekhar
HoD, Oriental Languages
Ph:9441441097

Paper Title: PERFORMING ARTS

Total Hours 30   Hrs/W 02   Total Credits 02Max. Marks 50

Course Code: SDC 121   PA**COURSE OUTCOMES:**

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

1. Acquire the basic knowledge in performing arts
2. Understand the modern stage and performance on the stege
3. Know the modes of presentation and skills pertaining to folk arts
4. Understand various Telugu folk arts and their significance

SYLLABUS

Unit 1: (5 h)

   Introduction to performing Arts Arts - and its definition; Fine Arts; Arts - Learning&Imitation

Unit 2: (5 h)

   Rasaas,Bhaavas and Rasa Sutra. Dasaroopakaas; Nrittha, Nrithya, Natya; Action –Kinds of Actions; Ancient Costume style

Unit 3: (5 h)

   Performing Arts - Stage Arts Origin of Drama (Theatre); Features of Stage; Varietiesof Modern Telugu Drama; Famous Telugu Dramas. Stage performance; Dramatic Actor and its definition; Actorcharacteristics, Functions and Responsibilities.

Unit 4: (5 h)

   Traits of an Actor - Diction, Articulation, Dialogue modulation, Time sense, Observation, Mime, Improvisation, Commentary, Dress code, Make-up, lighting &Stage Direction.

Unit 5: (5 h)

   Folk Arts, theirnature and significance - Brief introduction to Pagativeshaalu, Bommalaatalu, Veedhinaatakaalu, Yakshagaanaalu, Harikathalu, Burrakathalu,Oggukathalu, Chindu, akshagaanam, Kolaatamand Pulivesham.

CO-CURRICULAR ACTIVITIES SUGGESTED:(5 h)

1. Collection of information on modern stage plays, natakasamajams and audio visualmaterial.
2. Providing training classes/inviting lectures with the help of local artists
3. Visit to a real time performing folk arts, if possible.
4. Mock experience classesof Stage plays and Folk arts.
5. Assignments, Group discussion, Quiz etc.

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This is to certify that _____ with D.No. _____ has successfully completed the *Programming Arts* held during the Academic Year *2021-22* from Department of *Telugu* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

DEPARTMENT OF ORIENTAL LANGUAGES

ANDHRA LOYOLA COLLEGE
AUTONOMOUS :: VIJAYAWADA – 520008
DEPARTMENT OF ORIENTAL LANGUAGES

Life Skill Course
On
HUMAN VALUES & PROFESSIONAL ETHICS

Open for All Ist Year Students

No.of Hours: 30   Credits:2

Course Give-Outs

Basic Knowledge on

❖ Value of Human Relationships
❖ Value of Time and Money
❖ Self – Discipline
❖ Value of Education

For Detailed Syllabus Visit:

https://drive.google.com/file/d/1Tk7KIh1AKi94LFD2RhFnGw8M27stxn7l/view?usp=sharing

For Further Details Please Contact
Program Co-Ordinator
Dr. K. Sekhar
HoD, Oriental Languages
Ph:9441441097

SYLLABUS OF HUMAN VALUES PROFESSIONAL ETHICS AS PART OF LIFE SKILLS COURSES
UNDER CBCS FRAMEWORK WITH EFFECTFROM 2020-21 PROGRAMME: THREE-YEAR UG PROGRAMME

Learning Outcome:

On completion of this course, the UG students will be able to

✓ Understandthesignificanceofvalueinputsinaclassroomandstartapplying them in their life and profession

✓ Distinguishbetweenvaluesandskills,happinessandaccumulationofphysical

✓ facilities,theSelfandtheBody,IntentionandCompetenceofanindividual,etc.

✓ Understandthevalueofharmoniousrelationshipbasedontrustandrespectin their life and profession

✓ Understandtheroleofahumanbeinginensuringharmonyinsocietyandnature.

✓ Distinguish between ethical and unethical practices, and start working ou tthe strategy to actualize a harmonious environment wherever they work.

Course Objectives:

✓ Tocreateawarenessandempathizethesignificanceofvaluesinlifethrough education ,for advancing social and human well being

✓ To make students aware of the importance of family relationships and society

✓ To enable students to improve their social life along with their education

✓ Toteachlifeethicsthatenhancetheprofessionaldevelopmentofstudents

✓ Topromotetheimportanceofhumanvaluesandprofessionaldevelopmentinall segments of life

UNIT:1 Introduction-Definition,Importance,Process&ClassificationsofValue Education

✓ Understanding the need, basic guidelines, content and process for Value Education

✓ Understandingthethoughtprovokingissues;needforValuesinourdailylife

✓ Choices making–Choosing, Cherishing & Acting

✓ Classification of Value Education: understanding Personal Values, Social Values, Moral Values & Spiritual Values.

UNIT: 2HarmonyintheFamily

✓ Understanding harm only in the Family-the basic unit of human interaction

✓ Understanding the set of proposals to verify the Harmony in the Family

UNIT:3 Values in Human Relationships

✓ Trust(Vishwas)andRespect(Samman)asthefoundationalvaluesofrelationship

✓ Present Scenario: Differentiation(Disrespect) in relationships on the basis of body, physical facilities, or beliefs.

✓ UnderstandingtheProblemsfacedduetodifferentiationinRelationships

UNIT:4 Values in the society

✓ Understandingtheharmonyinthesociety(societybeinganextensionoffamily): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals

✓ Visualizing a universal harmonious order in society- Undivided Society (AkhandSamaj),UniversalOrder(SarvabhaumVyawastha)-fromfamilytoworld family

UNIT:5 Professional Ethics in Education

✓ UnderstandingaboutProfessionalIntegrity,Respect&Equality,Privacy,Building

✓ Trusting Relationships.

✓ Understanding the concepts; Positive co-operation, Respecting the competence of other professions.

✓ UnderstandingaboutTakinginitiativeandPromotingthecultureofopenness.

✓ Depicting Loyalty towards Goals and objectives.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Human Values Professional Ethics held during the Academic Year 2020-21 from Department of Oriental Languages with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS:: VIJAYAWADA-520008

DEPARTMENT OF BIOTECHNOLOGY

Certificate Course

on

TECHNOLOGY IN BIOLOGY

Open for Biological Sciences Students

No. of Hours: 30hrs   Credits:2

Course Pre-requisites
- Knowledge on basic sciences
- Current updates in biotechnology sector

For further details please contact
Program Co-Ordinator
Mrs.S.Srilakshmi
HoD-Biotechnology
Ph: 9441798217

DEPARTMENT OF BIOTECHNOLOGY

SEMESTER No- I	COURSE TYPE: CC
COURSE TITLE: TECHNOLOGY IN BIOLOGY	COURSE CODE: CC111TIB

COURSE OBJECTIVE

Biotechnology is a multidisciplinary science, paving way towards research in the field of science and technology. This course emphasizes on various domains of Biotechnology and thus helps in collecting information and knowledge in this field

COURSE OUTCOMES

A student learning this course will be able
CO1: To understand various applications of Biotechnology CO2: To
learn about applications of Biotech in Pharma field
CO3: To learn technologies used to produce GM crops and thus applications in AgricultureCO4: To
understand industrial sector of biotechnology and also IPR/Patenting processes

SYLLABUS

Unit 1: Concept of Biotechnology

- Introduction to Biotechnology
- Scope and Applications of biotechnology in various fields; Biopharmaceutical, Industrial, Environmental, Marine etc

Unit 2: Red Biotechnology

- Overview of Drug Development; development of drugs such as Insulin
- Therapeutic antibodies-Monoclonal Abs, need for their production and their uses
- Gene therapy-Introduction, brief history, Speculations and Regulations involved in genetherapy

Unit 3: Green Biotechnology

- Concept of GM crops and examples of pest resistant, insect resistant plants produced forthe use of mankind
- Genetically engineered microbes and their uses for the production transgenic plants
- Germ plasm conservation- Significance and scope of germplasm conservation, Insitu andExsitu germ plasm conservations

Unit 4: White Biotechnology

- Uses and examples of living cells (yeast, moulds, bacteria and plants) and enzymes invarious industries
- Types of Industrial enzymes and their categorization in various industries
- Bioremediation- Microbes used in bioremediation, insitu and exsitu bioremediation

Unit 5: Purple Biotechnology

- Law, Ethical and philosophical issues in biotechnology
- Patents-definition, patenting rights in biotechnology invention
- Intellectual Property Rights.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Technology in Biology* held during the Academic Year 2022-23 from Department of *Bio-Technology* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS:: VIJAYAWADA-520008

DEPARTMENT OF BIOTECHNOLOGY

Certificate Course

on

TECHNOLOGY IN BIOLOGY 2

Open for Biological Sciences Students

No. of Hours: 30hrs   Credits:2

Course Pre-requisites
Technology in Biology Course-1

For further details please contact
Program Co-Ordinator
Mrs.S.Srilakshmi
HoD-Biotechnology
Ph: 9441798217

SEMESTER No- II	COURSE TYPE: CC
COURSE TITLE: TECHNOLOGY IN BIOLOGY	COURSE CODE: CC121TIB2

COURSE OBJECTIVE

Biotechnology is a multidisciplinary science, paving way towards research in the field of science and technology. This course emphasizes on various domains of Biotechnology and thus helps in collecting information and knowledge in this field

COURSE OUTCOMES

A student learning this course will be able
CO1: To understand various applications of Biotechnology in environmental pollution measurementand management
CO2: To learn about applications of Biotechnology in marine habitats and natural productsCO3: To learn biotechnology techniques required in food sector
CO4: To understand industrial sector of biotechnology and also IPR/Patenting processes

SYLLABUS

Unit 1: Grey Biotechnology(Environment)
- Environment-Basic concepts, Sources and Nature
- Pollution monitoring/measurement
- Biotechnology methods for measurement of pollution
- Biotechnology methods for management of pollution

Unit 2: Blue Biotechnology (Marine)
- Introduction and Applications of Marine Biotechnology
- Classification of marine habitats and their importance
- Introduction and importance of marine natural products

Unit 3: Yellow Biotechnology (Food and Nutrition)
- Introduction to food processing biotechnology in relation to the food industry
- nutritive value of food
- Important Microorganisms in food industry – characteristics and types

Unit 4: Dark Biotechnology (Bioterrorism)
- A brief Introduction to Dark Biotechnology
- Bioterrorism & Bioweapons
- Categories of Biological Agents

Unit 5: Brown Biotechnology (Desert and dry regions)
- Introduction to Brown biotechnology
- Deserts and arid lands, crop management in the arid lands and deserts
- Applications of Brown Biotechnology

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Technology in Biology - 2* held during the Academic Year *2018-19* from Department of *Bio-technology* with a grade of *[A / B / C / D]*

Head of the Department　　　　　College Seal　　　　　Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS:: VIJAYAWADA-520008

DEPARTMENT OF BIOTECHNOLOGY

Skill Development Course

on

BIOINFORMATICS & BIOSTATISTICS

Open for Students of Biological Sciences

No. of Hours: 30hrs   Credits:2

Course Give-outs
Basic knowledge on

❖ *Biological Databases*
❖ *Sequences Retrieval*
❖ *Sequence Alignments*
❖ *Basic Statisticsl Tools*

For detailed syllabus visit:
https://alcbiotek.blogspot.com/

For further details please contact
Program Co-Ordinator
Mrs.S.Srilakshmi
HoD-Biotechnology
Ph: 9441798217

DEPARTMENT OF BIOTECHNOLOGY

SEMESTER No- I	**COURSE TYPE: SDC**
COURSE TITLE: BIOINFORMATICS & BIOSTATISTICS	**COURSE CODE:SDC111CB**

COURSE OBJECTIVE

Bioinformatics is a very new area of biology where it seeks to build models for diverse types of experimental data (e.g., concentrations, sequences, images, etc.) and biological systems (e.g., molecules, cells, tissues, organs, etc.) Biostatistics is a branch of biology where a science enthusiast can have an understanding of designing an experiment, methodology of executing it, organize, summarize and present data. Describe the relation between two variables. Understand basic probability and probability distributions.

COURSE OUTCOMES

A student learning this course will be able

CO1: To understand various databases
CO2: To efficiently access the common scientific databases, search for information, retrieve and store it in the required formats for further uses
CO3: To learn terminologies used to refer while designing an experiment and various methodologies to execute it
CO4: To understand how to organise data and retrieve information that can validate to a central value

SYLLABUS

UNIT I: (4 hours)

Goal, Scope and Applications of Bioinformatics, Structure and functions of DNA, RNA and proteins

UNIT II: (6 hours)

Concept of Central Dogma and Genetic Code, Bioinformatics programmes in India, BTIS(Biotechnology Information System)-A National Bioinformatics Network

UNIT III: (8 hours)

Biological Databases (Protein Databases—Eg PIR,SWISS-PROT, Nucleic Acid Databases- EgGenBank, EMBL and DDBJ

UNIT IV:

Population, Sample, Variable, Primary & secondary data, Screening & representation of data Measures of central tendency: Mean, Median, Mode, Quartiles & percentiles(Definition, formula,Advantages and Disadvantages)

UNIT V

Designing and methodology of an experiment, Applications of Biostatistics

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Bioinformatics & Biostatistics* held during the Academic Year *2021-22* from Department of *Biotechnology* with a grade of *[A /B /C /D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS:: VIJAYAWADA-520008
DEPARTMENT OF BIOTECHNOLOGY

Skill Development Course

on

COMPUTATIONAL BIOLOGY

Open for Students of
Biological Sciences

No. of Hours: 30hrs   Credits:2

Course Give-outs
Basic knowledge on

❖ *Biological Databases*
❖ *Sequences Retrieval*
❖ *Sequence Alignments*
❖ *Human Genome Project*

For detailed syllabus visit:
https://alcbiotek.blogspot.com/

For further details please contact
Program Co-Ordinator
Mrs.S.Srilakshmi
HoD-Biotechnology
Ph: 9441798217

DEPARTMENT OF BIOTECHNOLOGY

SEMESTER No- I	COURSE TYPE: SDC
COURSE TITLE: COMPUTATIONAL BIOLOGY	COURSE CODE: SDC111CB

COURSE OBJECTIVE

Computational biology is a very broad discipline, in that it seeks to build models for diverse types of experimental data (e.g., concentrations, sequences, images, etc.) and biological systems (e.g., molecules, cells, tissues, organs, etc.), and that it uses methods from a wide range of mathematicaland computational fields (e.g., complexity theory, algorithms, machine learning, robotics, etc.) Computational Biologists inhabit and expand the interface of computation and biology, making them integral to the future of biology and medicine.

COURSE OUTCOMES

A student learning this course will be able

CO1: To understand various databases
CO2: To efficiently access the common scientific databases, search for information, retrieve and store it inthe required formats for further uses
CO3: To compare sequences of different specieCO4: To establish a phylogenetic relationship

SYLLABUS

UNIT I: **(4 hours)**
Goal, Scope and Applications of Computational Biology, Structure and functions of DNA, RNAand proteins
UNIT II: **(6 hours)**
Concept of Central Dogma and Genetic Code, Bioinformatics programmes in India, BTIS(Biotechnology Information System)-A National Bioinformatics Network
UNIT III: **(8 hours)**
Biological Databases (Protein Databases—Eg PIR,SWISS-PROT, Nucleic Acid Databases- EgGenBank, EMBL and DDBJ
UNIT IV: **(8 hours)**
Sequence Alignments-Pairwise Alignment and Multiple Sequence Alignment PhylogeneticAnalysis
UNIT V: **(4 hours)**
Omics and various fields in Omics Eg Genomics, Proteomics, Metabolomics etc and theirapplications, Human Genome Project
Practicals
- Overview of Biological Databases: NCBI and EMBL **2hours**
- BLAST: Basic Local Alignment Search Tool: Nucleotide BLAST, Protein BLAST, Blastn,Blastp, Blastx, tBlastn, tBlastx
- Pairwise Alignment- MSA using conserved domain and local sequence similarityinformation
- CLUSTAL Omega

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has

successfully completed the *Genomics & Proteomics* held during the Academic Year

2020-21 from Department of *Bio-technology* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS:: VIJAYAWADA-520008

DEPARTMENT OF BIOTECHNOLOGY

Skill Development Course

on

Food Biotechnology

Open for Biological Sciences Students

No. of Hours: 30hrs   Credits:2

Course Pre-requisites
- Knowledge on Structure and Functions of Biomolecules
- Microbial Sterlisations
- Fermentation technology

Course Give-outs
- *Food sterilisation*
- *Food preservation*
- *Food processing*
- *Food fermentation*

For detailed syllabus visit:
https://alcbiotek.blogspot.com/

For further details please contact
Program Co-Ordinator
Mrs.S.Srilakshmi
HoD-Biotechnology
Ph: 9441798217

DEPARTMENT OF BIOTECHNOLOGY

SEMESTER No- IV	**COURSE TYPE: SDC**
COURSE TITLE: FOOD BIOTECHNOLOGY	**COURSE CODE: SDC241FB**

COURSE OBJECTIVE

Food biotechnology uses modern biotechnological techniques to improve the production, nutritional value, safety, and taste of food. It can also benefit the environment by improving crops so that they need fewer pesticides. It summarizes fundamentals and innovations in food science and applied biotechnology. The journal focuses on food science and technology, food quality, food chemistry, natural antioxidants in food, applied biochemistry, biochemical analysis, molecular biology, photochemistry, food microbiology, industrial microbiology, food safety, applied ecology, food-drug interaction; pesticide residue analysis, waste and biomass, food toxicology, food process engineering, food physics, biotechnology, applied biotechnology and bioprocess engineering, enzymology and enzyme engineering, biotechnological production systems, genomics and proteomics, metagenomics, aquaphotomics, metabolic engineering, bioenergetics, bioinformatics, food and nutrition, dietetics, catering

COURSE OUTCOMES

A student learning this course will be able to learn about food preservation, processing, sterilisation and food fermentation technologies.

SYLLABUS

UNIT I: (6 hours)
Introduction to food processing biotechnology in relation to the food industry, nutritive value of food, Important Microorganisms in food industry – characteristics and types

UNIT II: (6 hours)
Types of contamination (biological, physical, chemical and cross contamination), Contamination and spoilage of different kinds of food (vegetables and fruits, meat products and milk products)

UNIT III: (6 hours)
Sterilization by physical agents- Dry Heat, Moist heat, Sterilization using radiation, chemical sterilization

UNIT IV: (6 hours)
General principles of food preservation – maintenance & methods (High, low, drying and by using food additives), Biochemical engineering of flavor for food production, Cryopreservation, irradiated foods

UNIT V: (6 hours)
Production of culture for food fermentations- General principles and Maintenance, Food fermentations- Bread/malt/wine/vinegar/fermented dairy products, Food from microorganisms-single cell proteins (SCP)/fats

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Food Biotechnology held during the Academic Year 2022-23 from Department of Biotechnology with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

<div align="center">

DEPARTMENT OF BIOTECHNOLOGY

</div>

II B.Sc BIOTECHNOLOGY	SEMESTER No- IV	PAPER No-- SDC
PAPER TITLE: FORENSIC SCIENCE		

COURSE OBJECTIVE

Biotechnologists can work in forensic science through a field called forensic biotechnology, which combinestechniques from both disciplines to analyze biological evidence in criminal investigations. Forensic biotechnology uses DNA and autosomal SNPs to help identify individuals at crime scenes, solve crimes, and identify deceased people with degraded DNA

COURSE OUTCOMES

Biotechnology is root of any DNA Forensics (Identification) application. It helps in following:

1. Identify potential suspects whose DNA may match evidence left at crime scene
2. Identify exonerate persons wrongly accused of crimes
3. Identify crime and catastrophe victims
4. Establish paternity and other family relationship

SYLLABUS 2023-2024

UNIT I: INTRODUCTION TO FORENSIC SCIENCE (5 hours)

- Introduction and history of Forensic Science; Role in crime investigation; Basic terminologyand principles of Forensic Science.
- Allied institutions and laboratories; Criminal Justice system in India and worldwide.
- Case Study on List of authorized personnel to deal with the various types of cases.

UNIT II: CRIMINALISTICS   (5 hours)

- Types of Crime scene. Processing and searching of crime scene for collection of physicalevidence. Reconstruction of scene of crime for investigation.
- Chain of custody. Probative value of physical evidence. Witnesses and court TestimonyIntroduction and Admissibility.
- Case study on Sketching of crime scene with collection of evidence

UNIT III: SCREENING & DETECTION

- Narco & psychotropic drug -analysis. Chemical screening of drugs , detection of poisons andother foreign elements in the victim's body
- Lie Detector Test (Polygraph); Questioning techniques & Limitations; Admissibility in thecourt of law (NHRC guidelines). Fingerprinting & Brain-Mapping.

UNIT IV: FORENSIC SEROLOGY & TOXICOLOGY

- Extraction, quality check and quantitation of DNA;
- RFLP, DNA Fingerprinting & Paternity testing.
- Case study on various drugs & chemicals and their permissible levels.

UNIT V: INSTRUMENTAL TECHNIQUES IN FORENSIC MEDICINE (5 hours)

- Personal identification of living and dead. Postmortem examination (autopsy), changes andtheir importance in determination of time after death. Evidence Collection using various kits and techniques- Microscopy, Spectroscopy,Separation/Extraction techniques and Biochemical Analysis.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Forensic Science* held during the Academic Year *2021-22* from Department of *Biotechnology* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS::VIJAYAWADA – 520008

Department of Zoology

Skill Development Course
on

"MEDICAL LAB TECHNOLOGY"

Open for Students of Biological Sciences

No. of. Hours: 30hrs   Credits:2

Course Objectives
Basic knowledge on
1. Basic Haematological tests and Blood banking.
2. Basic Biochemical tests
3. Basic Clinical and Microbiological tests

Contact details:
Dr. A.R. S Badari Nath
      Mobile 9966227008
G. Mathew SriRangam
      Mobile 9490978796

DMLT – Certificate Course

Unit-1: Haematology

Blood collection techniques. Composition of Blood its functions, Origin and development of blood cells, common anticoagulants, mechanism of action, Storage of blood and its effects. Haemoglobin (Hb), types and its Estimation, total counts of WBC, RBC & platelets & fluids used, determination of Basic principles of semi and automated blood cell counters. Peripheral blood smear preparation, Staining and stain preparation. Bone marrow aspiration s and staining, Introduction of biopsy. Differential leukocyte count, Reticulocyte staining and count and its stain preparation. ESR and its diagnostic importance. Basics of coagulopathy Bleeding time, clotting time, P-time, APTT, Concepts of Haematological disorders. QC methods and laboratory accreditations. Bio safety measures and disposal of laboratory waste Immunology and blood banking techniques

Unit-2: Biochemistry

Laboratory hazards, lab safety procedures. different types of body fluids collection, Storage of different samples and transportation. Clinical laboratory instrumentation. Chemistry of Carbohydrates, Lipids, enzymes, Amino acids Proteins, nucleic acids and nucleotides. Concepts of solute, solvent, Normal solution, Molar solution, Molal solution, Osmolar solution, Electrolytes. Water and its metabolism, Acid-base theories, Buffers, pH, pK. Electrophoresis - Serum and Hb electrophoresis. Blood glucose regulation

Unit -3: Introduction to Clinical pathology and microbiology

Reception of patients, microscopy, Examination of urine, CSF, Pleural. Peritoneal, pericardial, Broncho-alveolar lavage fluid. Semen examination Basic concepts of Jaundice Physiology and growth requirements of bacteria, Sterilization techniques, Preparation of culture media, Bacterial staining techniques. Methods of colony count and species identification. Antibiotic sensitivity tests. Collection of specimens and identification. Methods of inoculation for different samples Antigens-antibodies, preparation, preservation. Antigen- Antibody reactions

Unit 4: Blood banking

Blood group (ABO & Rh) methods of grouping and reverse grouping Basic blood banking procedures Collection of blood, anticoagulants, cross matching. Different screening tests, Coomb's test for incomplete antibodies, preparation of red cell suspensions, Blood transfusion and hazards, record keeping of blood banks and blood disposal

Unit - 4: Microbiology

Diagnostic serology methods, Concepts of ELISA, RIA widal test, VDRL test. ASO titre, C-reactive Protein, Rheumatoid factor, HBsAg, Anti HCV, Anti HIV, Stool examination. Bio safety measures

Unit-5: Disorders of carbohydrate metabolism and disorders. Nutritional disorders Blood urea, creatinine, KFT, LFT, RIT, Gastric Function tests. Disorders of cardiovascular systems, Thyrold function tests.
Ethical and Legal Issues, laboratory set-up requirements. Basic Life Support techniques. Classification of fires. Different departments in hospitals. NABL and NABH accreditations

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Medical Lab Technology* held during the Academic Year 2020-21 from Department of *Zoology* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS::VIJAYAWADA – 520008

Department of Zoology

SKILL DEVELOPMENT COURSE
on

"DAIRY TECHNIQUES"

Open for Students of Biological Sciences

No. of. Hours: 30hrs   Credits:2

Course Objectives
Basic knowledge on
1. Establishment of Dairy Farm
2. Livestock Management
3. Identificayion and selection of Dairy breeds

Scan this

1. G. Mathew SriRangam
   Mobile 9490978796
2. P.Geetha Madhurya
   Mobile 7013896028

ZOOLOGY SEMESTER-II   SKILL DEVELOPMENT COURSE
TITLE: DAIRY TECHNOLOGY
(SYLLABUS)

Learning Outcomes:

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

1. Understand the pre-requisites for starting a Dairy farm
2. Recognize different breeds of Cows & buffaloes following safety precautions.
3. Prepare and give recommended feed and water for livestock
4. Maintain health of livestock along with productivity
5. Vaccination of cattle, nutrients requirements
6. Entrepreneurship i.e., Effectively market dairy products
7. Ensure safe and clean dairy farm and Standard safety measures to be taken in establishing am industry
8. Efficiently start and manage to establish or develop a Dairy Industry

UNIT I - Introduction and Establishment of a Dairy Farm: 05 Hrs

1. Dairy development in India – Dairy Cooperatives (NDRI, NDDB, TCMPF)
2. Constraints Of Present Dairy Farming And Future Scope of Dairy Farmer.
3. Selection of site for dairy farm; Systems of housing – Loose housing system, Conventional Dairy Farm;
4. Records to be maintained in a dairy farm.

UNIT II - Livestock Identification: 05 Hrs

Breeds of Dairy Cattle and Buffaloes

2.1 Identification of Indian cattle breeds

2.2 Identification of Indian buffalo breeds

2.3 Identification of Exotic breeds.

2.4 Methods of selection of Dairy animals.

UNIT III – Livestock Management: 05 Hrs

3.1 Systems of inbreeding and crossbreeding.

3.2 Weaning of calf, Castration, Dehorning, Deworming and Vaccination programme.

UNIT IV – Livestock management, Cleaning and Sanitation.   05 Hrs

4.1 Care and management of calf, heifer, milk animal, dry and pregnant animal, bulls and bullocks.

4.2 Cleaning and sanitation of dairy farms – Safety precautions to prevent accidents in an industry.

UNITV - Feed Management, Dairy Management   05 Hrs

3.1 Basic Principles of Feed, Important Feed Ingredients, Feed formulation and Feed Mixing.

3.2 Operation Flood –Definition of Milk and Nutritive value of milk and ICMR recommendation of nutrients –Per Capita Milk production and availability in India and Andhra Pradesh -Methods of Collection and Storage of Milk–Labeling and Storage of milk products

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This is to certify that _____ with D.No. _____ has successfully completed the Dairy Technology held during the Academic Year 2022-23 from Department of Zoology with a grade of [A / B / C / D]

Head of the Department　　　　　College Seal　　　　　Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS::VIJAYAWADA – 520008

Department of Zoology

CERTIFICATE COURSE
on
"VERMICOMPOST"

Open for Students of Biological Sciences

No. of. Hours: 30hrs   Credits:2

Course Objectives
Basic knowledge on
For VermiTechnology
1. Vermiculturing
2. Vermicomposting technology
3. Vermicompost

Scan this

Certificate Course: <u>VERMITECHNOLOGY</u>

Course Outcomes
CO1: Student learn about technique of vermiculturing and various earthworm species used
CO2: Students can understand scope and technology of Vermicomposting
CO3: Students learn about importance and marketing of Vermicompost.

Unit I: Introduction&Vermiculture: (8 hrs)
Definition, scope and importance of vermiculture, Types of soil.
Collection and Preservation of Earthworms.
Endemic and exotic species of earthworms. Ecological classification of earthworms based on Habitat - epigeic, anecic and endogeic forms.
Uses of earthworms in food and medicine - ayurvedic and unani. Economic importance of earthworms.
Vermiculture techniques
Problems in vermiculture and remedial solutions.

Unit II: Vermicomposting Technology: (12 hrs)
Steps in vermicomposting
Vermicomposting materials
Vermicomposting Types &methods.
Factors affecting vermicomposting - pH, moisture, temperature.
Maintenance of Vermicomposting.
Recycling of food wastes in vermitechnology.

Unit III: Vermicompost: (10 hrs)
Worm casts.
Production and characteristics of vermicompost.
Harvesting of vermicompost - Good quality, Advantages over chemical fertilizers, Uses &Economic importance of vermicompost.
Pests and diseases of Vermicompost.
Nutritive value of Vermicompost.
Packaging and marketing of Vermicompost.
Vermiwash and its applications.
Financial Supporting by Governments, NGO's for Vermiculture.

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from Department of *Zoology* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
AUTONOMOUS::VIJAYAWADA – 520008

Department of Zoology

LIFE SKILL COURSE
on
"HELATH AND HYGINE"

Open for Students of Biological Sciences

No. of. Hours: 30hrs   Credits:2

Course Objectives

Basic knowledge on
1. Basics of Nutrition
2. Basics of Health Policies,Missions, Schemes and Organizations
3. Basics of Hygiene programs and Awareness

TITLE: Health and Hygiene
(SYLLABUS)

Course Outcomes: On completion of this course, the students will be able to understand -
- what is a healthy diet and how nutritious diet is used for healthy life.
- how can we use available information to optimize our diet?
- the importance of health and hygiene in life
- the importance of nutrition for a healthy life
- different health care programs of India
- basic concept of health impact assessment as a means of assessing the policies, plans and projects using quantiative and qualitative techniques
- importance of community and personal health & hygiene measures
- Importance of food, social tenets, mental condition, physical activity on health

Unit I: Basics of Nutrition and Macronutrients   6 Hrs.
1. Nutrition – definition, importance, good nutrition and malnutrition;
   Balanced Diet: Basics of Meal Planning
2. Carbohydrates –functions, dietary sources, effects of deficiency.
3. Lipids –functions, dietary sources, effects of deficiency.
4. Proteins –functions, dietary sources, effects of deficiency.

Unit II: Water and Micronutrients   4 Hrs.
1. Importance of water– functions, sources, requirement and effects of deficiency.
2. Brief account of Vitamins- functions, food sources, effects of deficiency,
3. Macro and micro minerals –functions, effects of deficiency; food sources of Calcium, Potassium and Sodium; food sources of Iron, Iodine and Zinc

Unit III: Health-I   5 Hrs.
1. Health - Determinants of health, Key Health Indicators, Environment health & Public health; Health-Education: Principles and Strategies.
2. Health Policy: Health Indicators and National Health Policy of Govt. of India-2017;
3. Health Organisations: Functioning of various nutrition and health organizations in India viz., NIN (National Institution of Nutrition), FNB (Food and Nutrition Board), ICMR (Indian Council of Medical Research), IDA (Indian Dietetics Association), WHO-India, UNICEF-India.

Unit IV: Health-II   5 Hrs.
1. National Health Mission: National Rural Health Mission (NRHM) Framework, National Urban Health Mission (NUHM) Framework
2. Women & Child Health Care Schemes: Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCH+);Janani Shishu Suraksha Karyakaram (JSSK); Rashtriya Bal Swasthya Karyakram(RBSK); India Newborn Action Plan (INAP);
   Adolecent Heatlh- Rashtriya Kishor Swasthya Karyakram (RKSK)
3. Disaster Management – Containment, Control and Prevention of Epidemics and Pandemics – Acts, Guidelines and Role of Government and Public

Unit V: Hygiene   10 Hrs.
1. Hygiene – Definition; Personal, Community, Medical and Culinary hygiene; WASH (Water, Sanitation and Hygiene) programme.
2. Rural Community Health: Village health sanitation & Nutritional committee (Roles & Responsibilities); About Accredited Social Health Activist (ASHA); Village Health Nutrition Day, Rogi Kalyan Samitis.
3. Community & Personal Hygiene: Environmental Sanitation and Sanitation in Public places
4. Public Awareness through Digital Media - An Introduction to Mobile Apps of Government of India: NHP, Swasth Bharat, No More Tension, Pradhan Mantri Surakshit Mantritva Abhiyan (PM Suman Yojana), My Hospital (Mera aspataal),
5. India fights Dengue, JSK Helpline, Ayushman Bhava, Arogya Setu, Covid 19 AP.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Health and Hygiene* held during the Academic Year *2019-20* from Department of *Zoology* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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Department of Zoology

SKILL DEVELOPMENT COURSE
on

"POULTRY"

Open for Students of Biological Sciences

No. of. Hours: 30hrs   Credits:2

Course Objectives

Basic knowledge on
1. Poultry farming Systems
2. Poultry Farms Management
3. Poultry farm Harvesting

Zoology Semester-III   Skill Development Course
TITLE: POULTRY FARMING

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 oflayers 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.
Brooding andrearing. Sexing of chicks.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Poultry* held during the Academic Year *2022-23* from Department of *Zoology* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
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Department of
Visual Communication and Electronic Media

VISCOMM
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Skill Development Course

Year – 1st   Sem – 01   No.of hours – 3   Credits – 2   Batch – 2020-22

Course code– SDC111VC(P)   **Course name –** Visual Communication

About the Course:

"Visual Communication: A Skill Development Course" aims to cultivate proficiency in visual literacy and communication, empowering students to articulate ideas visually with clarity, creativity, and impact. Through hands-on projects and creative assignments, students learn to harness visual elements effectively to communicate concepts across various platforms and media.

Course Objectives:

The course objective is to learn how the communication process happens through visual message in different aspects like Light, Colour, Typography, Cartoon, Motion Picture etc. And also helps to analyses any visual message in six deferent perspectives like Personal, Historical, Technical, Ethical, Cultural and Critical.

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

1. Students will learn how the light works with camera. Students will learn how the color theory works.

2. Students will able to analyze visual message in six different perspectives like Personal, Historical, Technical, Ethical, Cultural and Critical.

3. Students will able to create Ideas for Visual ads, TV ads etc.

4. Students will able to work in industries like Graphic Designing, Television, Film etc.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Visual Communication* held during the Academic Year 2021-22 from Department of *Visual Communication* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
(AUTONOMOUS) VIJAYAWADA - 520008

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Department of
Visual Communication and Electronic Media

Skill Development Course

Year - 1ˢᵗ **Sem -** 01 **No.of hours -** 4 **Credits -** 2 **Batch -** 2020-23

Course code- SDC112DSP (P)   **Course name -** Digital Still Photography

About the Course:

"Digital Still Photography: A Skill Development Course" is tailored to provide students with comprehensive expertise in the art and technical aspects of photography using digital tools and techniques. Through hands-on assignments and projects, students learn to capture and edit images effectively, honing their ability to convey narratives, emotions, and concepts through visual storytelling.

Course Objectives:

This course provides hands-on experience that approaches aspects of advanced digital photography from an artistic, historic, and craft-oriented perspective. All aspects of digital photography will be considered, from exposure of images in the camera, to the presentation the finished image. Special attention will be paid to self-expression, based on an understanding of aesthetic principles and graphic design. Historical approaches and contemporary issues concerning the art of photography will be discussed. Students' abilities will be developed through regular photographic assignments and critical evaluations

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

1. An understanding of the industrial and commercial applications of photographic technique
2. Functional knowledge of photographic history and theory, the relationship of photography to the visual disciplines, and its influence on culture.
3. The ability to work in experimental and manipulative techniques, candid and contrived imagery, documentary photography, archival processing, and interpretive studies.
4. The ability to work and study independently.
5. A familiarity with and command of materials, equipment, and library resources related to the study of photography.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Digital Still Photography* held during the Academic Year *2020-21* from Department of *Viscomm* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

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Skill Development Course

Year - 1st   Sem - 01   No.of hours - 03   Credits - 2   Batch - 2020-23

Course code- SDC113GD (P)   Course name - Graphic Designing – 1

About the Course:

"Graphic Designing: A Skill Development Course" is structured to immerse students in the dynamic field of visual communication and design.They engage in hands-on projects that range from designing logos and posters to crafting digital interfaces and multimedia presentations. Practical assignments encourage creativity while fostering proficiency in industry-standard design software and tools.

Course Objectives:

Graphic design is the creative planning and execution of visual communication & print journalism. One learns to create a combination of shapes and forms, words and images, in order to reproduce them in some flat medium (two dimensional - paper, cardboard, cloth, plastic, video, computer, or projection screen, on poster, billboard, or other signage) or in a three-dimensional form (fabricated or manufactured) in order to convey information to a targeted audience. All graphic design has a purpose or function. Usually its purpose is commercial to explain aesthetically something -- to express, inform, and influence the thoughts and actions of its audience.

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

1. They will demonstrate skills necessary for effective preparation of artwork for public presentation, using a variety of materials and techniques.

2. Students will demonstrate an effective knowledge of visual vocabulary appropriate for careers in the visual arts, architecture, visual studies, and the media

3. The students will employ both analog media (drawing with pencil and paper, etc.) and digital media -- using up-to-date computer tools (graphics hardware and software - for drawing, painting, layout, typography)

4. Apply graphic design principles in the ideation, development, and production of visual messages.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Graphic Designing-1 held during the Academic Year 2020-21 from Department of Visual Communication with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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Skill Development Course

Year – 1st **Sem – 01 No.of hours –03 Credits – 1 Batch –2020-21**

Course code- SDC114SW(P)   **Course name –** Screen Writing

About the Course:

"Screen Writing: A Skill Development Course" is designed to immerse students in the art and craft of storytelling through the medium of film and television. This program focuses on developing proficiency in writing scripts that captivate audiences and effectively convey narratives across visual media platforms. The course covers fundamental elements of screenwriting, including character development, plot structure, dialogue, and screenplay formatting. Students learn to conceptualize and outline compelling stories, while also mastering techniques for creating tension, pacing scenes, and building emotional depth.

Course Objectives:

The purpose of the course is to learn about film and television screenplay structure, analyze dramatic strategies in film and television, learn and apply correct script form, and creatively engage in the various stages of original scriptwriting. ... Your screenwriting will carefully present expressive visual elements.

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

1. To learn the fundamental principles of screenwriting and apply them to your own work in progress.
2. To complete the first half of a feature length screenplay (approx20 pages) over the course.
3. To learn how to read and analyze your own work and the work of others as a screenwriter.
4. To gain an understanding of the business side of screenwriting.

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successfully completed the *Screen Writing* held during the Academic Year 2021-22

from Department of *Visual Communication* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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Skill Development Course

Year – **1**st **Sem –** **01** **No.of hours –03** **Credits – 1** **Batch –2020-21**

Course code – SDC115TA (P)   **Course name –** Theatre Arts

About the Course:

"Theatre Arts: A Skill Development Course" immerses students in the rich and diverse world of theatrical performance and production. Throughout the course, students engage in a variety of disciplines essential to theatre arts, including acting, stagecraft, directing, costume and dramatic literature. They explore different theatrical styles and traditions, from classical to contemporary, while learning to interpret scripts and embody characters with authenticity and depth.

Course Objectives:

Demonstrate knowledge of theatre and dance history and literature and draw connections between theatrical practices and social contexts in both modern and pre modern periods. Practice collaborative skills in various theatrical contexts. Develop and apply process skills in rehearsal, production and classroom settings.

Course Outcomes:

Demonstrate understanding of the social and artistic movements that have shaped theatre and dance as we know it today. Apply discipline-specific skills to the creation of performance. Analyze, and interpret texts and performances both in writing and orally.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Theatre Arts* held during the *Academic Year 2020-21* from *Department of Visual Communication* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

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Skill Development Course

Year - 1ˢᵗ   Sem - 02   No.of hours -03   Credits - 2   Batch -2020-23

Course code – SDC121GD (P)   Course name – Graphic Design – 2

About the Course:

"Graphic Designing: A Skill Development Course" is tailored for students who have a solid foundation in graphic design and wish to deepen their expertise in this dynamic field. This program builds upon fundamental skills and knowledge, focusing on advanced techniques, industry trends, and creative problem-solving strategies. They explore contemporary design movements, ethical considerations in design practice, and the evolving role of graphic design in global markets and digital landscapes.

Course Objectives:

Graphic Design II is a continuation of Graphic Design I and the course explores fullythe interaction of text and image. You will become more independent in your use of fundamental components of graphic communication. You will create independent and creative solutions to a series of design problems.To familiarize the student with basic principles and fundamentals in visual art and design. To develop basic skills using tools and theory used in design process.

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

1. Analyze, synthesize, and utilize design processes and strategy from concept to delivery to creatively solve communication problems. Create communication solutions that address audiences and contexts, by recognizing the human factors that determine design decisions.

2. Utilize relevant applications of tools and technology in the creation, reproduction, and distribution of visual messages. Apply graphic design principles in the ideation, development, and production of visual messages

3. Identify and utilize design history, theory, and criticism from a variety of perspectives, including: art history, communication/information theory, and the social/cultural use of design objects.

4. confidently participate in professional design practice and management within a collaborative work environment. Employ best practices and management in the design profession and within a collaborative work environment.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Graphic Designing-2 held during the Academic Year 2021-22 from Department of Visual Communication with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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Visual Communication and Electronic Media

Skill Development Course

Year - 1st **Sem - 02** **No.of hours -04** **Credits - 2** **Batch -2020-22**

Course code - SDC122DVE(P) **Course name - Digital Video Editing**

About the Course:

"Digital Video Editing: A Skill Development Course" immerses students in the art and technical craft of editing digital video content. This academic program focuses on equipping learners with the essential skills and techniques required to edit videos effectively for various media platforms including film, television, online streaming, and social media.

Course Objectives:

1. Mastering Editing Software: Equip students with proficiency in industry-standard digital video editing software, enabling them to navigate tools for cutting, trimming, transitions, color correction, and audio editing.

2. Technical Skills Development: Develop technical competence in manipulating digital video content, including understanding file formats, resolutions, and optimizing media for various platforms.

3. Portfolio Development: Support students in building a comprehensive portfolio showcasing their proficiency in digital video editing, ready for future career pursuits or further academic endeavors.

4. Creative Storytelling: Cultivate students' ability to effectively edit video sequences to enhance storytelling, focusing on narrative pacing, continuity, and visual coherence.

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

1. Learn how to combine basic design principles in video editing.

2. Application of video software to edit and produce.

3. Learn Adobe Premiere Pro & Final Cut Pro software in basic level.

4. Able to learn techniques of handling the different types edit setup.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Digital Video Editing* held during the Academic Year *2021-22* from Department of *Visual Communication* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

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Skill Development Course

Year – 1ˢᵗ   **Sem – 02**   **No.of hours –04**   **Credits – 2**   **Batch –2020-21**

Course code – SDC123DAP (P)   **Course name –** Digital Audio Production

About the Course:

"Digital Audio Production: A Skill Development Course" is designed to equip students with the essential skills and knowledge required to excel in the field of audio production using digital technologies. Throughout the course, students delve into fundamental concepts of digital audio, including recording techniques, editing, mixing, and mastering. They gain proficiency in industry-standard software and hardware used for audio production, learning to manipulate audio elements to achieve desired artistic and technical outcomes.

Course Objectives:

1. Technical Proficiency: Equip students with the technical skills to operate digital audio recording and editing equipment/software proficiently, ensuring they can capture, manipulate, and enhance audio effectively.

2. Sound Design Principles: Introduce students to principles of sound design, including sound theory, acoustics, and spatial audio, enabling them to create immersive and impactful audio experiences.

3. Creative Audio Editing: Develop students' ability to edit audio recordings and create compositions that align with specific project requirements, focusing on clarity, balance, and artistic expression.

4. Post-Production Techniques: Teach advanced post-production techniques such as mixing, mastering, and audio restoration, preparing students to deliver high-quality audio for various media formats.

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

1. Learn fundamental knowledge of how sound is digitally produced and recorded.

2. An understanding of how the digital and the analog protocols differ and the relative advantages of each.

3. Ability to work at a basic level in the Presonus Studio 5 live recording from multiple sources.

4. Hands on experience with live recording, from concept, mixing, and then to mastering a CD.

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Head of the Department   College Seal   Principal

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Skill Development Course

Year – 1st Sem – 02 No.of hours – 06 Credits – 3 Batch – 2020-22

Course code – SDC124FAP (P) Course name –Folk arts of Andhra Pradesh

About the Course:

"Folk Arts of Andhra Pradesh: A Skill Development Course" immerses students in the rich cultural heritage and traditional art forms specific to the region of Andhra Pradesh. This program is designed to preserve, promote, and perpetuate the diverse folk arts that embody the state's unique cultural identity.Throughout the course, students explore various folk art forms such as Kuchipudi dance, Bommala Koluvu (puppetry), Burrakatha (oral storytelling), Dhimsa dance, and Perini Shivatandavam (classical dance form). They delve into the historical, social, and cultural contexts of these art forms, studying their origins, evolution, and significance within Andhra Pradesh's cultural landscape.

Course Objectives:

1. To make the student to present to a group, company and individual, learn to visual aids.
2. Smart way of presenting materials to the public, to understand the nuances of presentation
3. To gain confidence in whatever one presents to the other.

Course Outcomes:

1. To strengthen the indigenous culture to face the challenges of globalization effectively.
2. To study folklore on multidisciplinary and interdisciplinary base and to promote research at higher levels.

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This is to certify that _____ with D.No. _____ has successfully completed the Folk Arts of Andhra Pradesh held during the Academic Year 2020-21 from Department of Visual Communication with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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Skill Development Course

Year - 2nd **Sem -** 03 **No.of hours -** 03 **Credits -** 2 **Batch -** 2020-22

Course code - SDC232PJ (P)   **Course name -** Print Journalism

About the Course:

"Print Journalism: A Skill Development Course" is designed to equip students with the fundamental skills and knowledge necessary to excel in the field of print media reporting and storytelling. This academic program focuses on cultivating the essential competencies required for researching, writing, editing, and producing news content for newspapers, magazines, and online publications. Throughout the course, students delve into the core principles of journalism, including news gathering, interviewing techniques, fact-checking, and ethical considerations.

Course Objectives:

1) Analyse different types of print media and different forms of writing
2) Practice different forms of writing for print media.
3) To equip students with the knowledge and essential skills required for working in various media organizations with different mass communication apparatuses and varied audiences need.
4) To instil knowledge and fundamentals of communication in the students and hone written and spoken communication skills essential for various media platforms.

Course Outcomes:

1) Students will acquire a functional knowledge of the underlying principles and recent emerging trends of the media industry.
2) Students will develop communication skills, appreciation for creativity, critical thinking, and analytical approach.
3) Students will be equipped to conceptualize, create, design, and strategies high-quality media content for print, TV, radio, films and various digital platforms like social media, mobile etc.
4) Students will appreciate and demonstrate the ability to produce reliable outcomes firmly founded on socially responsible framework, backed with decent knowledge of media ethics and law.

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Head of the Department   College Seal   Principal

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Skill Development Course

Year - 2nd **Sem -** 03 **No.of hours -** 03 **Credits -** 2 **Batch -** 2020-23

Course code - SDC231BJ (P)　　**Course name -** Broadcast Journalism

About the Course:

"Broadcast Journalism: A Skill Development Course" prepares students to excel in the fast-paced and dynamic field of news reporting and storytelling through broadcast media. This program focuses on developing the essential skills and knowledge required to gather, analyze, and present news effectively across various platforms including television, radio, and online broadcasting.

Course Objectives:

1. To train students in the basic skills which will enable them to perform entry-level jobs in various broadcast media institutions, radio, Doordarshan news and advertising units, satellite and cable television networks etc.

2. To expose students to the basic concepts, characteristics of Indian society to enable them to plan suitable programmes on current political, economic, environmental and rural Problems.

3. To understand the responsibilities and ethics of broadcast media for Indian society.

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

- Understand radio as a medium its role and functions in convergent media epoch
- Acquire skills in writing scripts for various radio programs
- Learn to take up various roles in radio
- Handle production equipment- software and hardware needed for radio production
- Able to produce indoor and outdoor programs
- Follow program production and evaluation procedures for radio stations
- Write proposals for Radio program
- Independently produce their own program

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Head of the Department   College Seal   Principal

Skill Development Course

Year - 2nd Sem - 03 No.of hours - 04 Credits - 3 Batch - 2020-21

Course code - SDC233TP (P)   **Course name –**Television Production – 1

About the Course:

"Television Production - 1: A Skill Development Course" introduces students to the fundamental principles and techniques essential for producing television content across various genres and formats. Throughout the course, students learn about the different roles and responsibilities within a television production team, including producers, directors, camera operators, editors, and production assistants. They gain hands-on experience with industry-standard equipment and software used in television studios and on location.

Course Objectives:

Television Production 1 is a hands-on course teaching the basics of video production. Skills learned over the course of the year can be applied to video production and editing for broadcast television as well as personal video production. TV Production 1 is also a prerequisite for TV 2.

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

1) Operate the basic functions of a video camera.
2) Execute basic camera shots using appropriate composition methods.
3) Create clean and usable video footage while applying basic camera techniques.
4) Utilize Adobe Premiere at a basic level to edit video footage.
5) Enterprise story ideas to create video packages.
6) Apply the production planning process of story boards, content outline, storytelling and execution.
7) Practice basic audio and lighting techniques.
8) Import and export video content in the correct format to use on different media outlets.

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Skill Development Course

Year - 2nd Sem - 03 No.of hours - 03 Credits - 2 Batch - 2020-23

Course code - SDC234POD (P) Course name - Principles of Design

About the Course:

"Principles of Design: A Skill Development Course" is designed to provide students with a comprehensive understanding of the fundamental principles and concepts that govern visual design across various disciplines. Throughout the course, students explore key principles such as balance, proportion, rhythm, emphasis, contrast, unity, and hierarchy.

Course Objectives:

1. Understanding Fundamental Principles: Gain a comprehensive understanding of the core principles of design such as balance, contrast, emphasis, rhythm, and unity.

2. Application of Design Principles: Develop the ability to apply these principles effectively in various design contexts including graphic design, industrial design, architecture, and interior design.

3. Hands-on Practical Experience: Gain hands-on experience through practical exercises and projects that involve applying principles of design to real-world design problems.

4. Critical Analysis: Learn to critically analyze designs based on established principles, identifying strengths and weaknesses to improve design outcomes.

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

1. To gain a control of representational drawing skills and To understand and manipulate proportional relationships from actual objects.

2. To manipulate the formal elements and principles to achieve better design solutions. To understand the importance and control of good craftsmanship and presentation skills.

3. To gain a basic understanding of the concepts of drawing and a working knowledge of the media and techniques basic to drawing. To develop the vocabulary necessary for critical analysis of drawing as a visual art.

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Skill Development Course

Year – 2nd **Sem –** 03   **No.of hours –** 04 **Credits –** 2 **Batch –** 2020-23

Course code – SDC235EM (P)   **Course name –** Event Management

About the Course:

"Event Management" - A Skill Development course is designed to equip students with the skills and knowledge necessary to plan, organize, and execute successful events across diverse industries. Participants will learn the systematic approach to event planning, including budgeting, venue selection, logistics, vendor management, and on-site coordination, preparing them for dynamic roles in the event management field.

Course Objectives:

1. To understand the basics of Event
2. To apply the techniques in Event Management
3. To solve practical problems in real life situations.

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

a. Communication-Written communications (preparation official & semi-official) orders
b. Concept based Exhibition.
c. Event planning & developing a mission
d. Image & Branding Preparing event proposal
e. Dress codes, staging & staffing.
f. Event Production & Logistics-Concept & theme
g. light, sound & handling Venders.

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This is to certify that _____ with D.No. _____ has successfully completed the *Event Management* held during the Academic Year *2020-21* from Department of *Visual Communication* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

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Skill Development Course

Year – 2ⁿᵈ Sem – 04 No.of hours – 04 Credits – 2 Batch – 2020-23

Course code – : VIS241AD (P)   Course name – Advertising

About the Course:

"Advertising" - A Skill Development course is designed to immerse students in the dynamic world of advertising, equipping them with the knowledge and skills essential for creating effective advertising campaigns. Participants will explore the fundamentals of advertising strategy, creative concept development, media planning, and campaign execution across various platforms.

Course Objectives: Upon completion of this course, the successful student should be able to:

Upon completion of this course, the successful student should be able to:

1. Understand the concept of Integrated Marketing Communication.
2. Understand the concept of advertising.
3. Discuss the basic economic impact of advertising.
4. Explain the different job functions and responsibilities of those employed in advertising.
5. Recognize some of the social and ethical implications of advertising.

Course Outcomes:

1) Be informed of, both practically and conceptually, in the field of public relations, advertising, brand communication, marketing communication, persuasive communication, communication management, corporate communication which were equipped lesson materials which included newest information and other resources.

2) Have the ability to explain and identify problems associated with area.

3) Plan and manage events as a member of a team and individually for the professional development in the areas of public relations, advertising, brand communication, marketing communication, persuasive communication, communication management, and corporate communications.

4) Critically evaluate their own knowledge and skills in the areas.

5) Use advanced level of conceptual and practical information in the areas

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the **Advertising** *held during the Academic Year* **2020-21** *from Department of* **Visual Communication** *with a grade of* **[A / B / C / D]**

Head of the Department   College Seal   Principal

Skill Development Course

Year – 2nd **Sem –** 04 **No.of hours –** 04 **Credits –** 2 **Batch –** 2020-21

Course code – SDC242IDM (P) **Course name –** Introduction to Digital Marketing

About the Course:

"Integrated Digital Marketing" - A Skill Developement course offers a comprehensive exploration of digital marketing strategies and techniques, aiming to equip participants with the skills needed to plan, execute, and optimize integrated digital marketing campaigns across various platforms. This course integrates key elements such as search engine optimization (SEO), social media marketing, content marketing, email marketing, and analytics to drive cohesive and effective digital marketing strategies

Course Objectives:

The objectives of the course is to make the students acquainted with the various methodologies which are used by digital marketers across industry verticals to create brand awareness for which they are custodians for, in the B2B or B2C space.It will also give them a better perspective into using content as a potent tool for creating an amplified brandawareness. Learn the tricks and tips of the trade to stay ahead of the curve in using popular social media platforms

Course Outcomes:

On successful completion of this module, the learner will be able to: 1.Explain the role and importance of digital marketing in a rapidly changing business landscape 2.Discuss the key elements of a digital marketing strategy 3.Illustrate how the effectiveness of a digital marketing campaign can be measured 4.Demonstrate advanced practical skills in common digital marketing tools such as SEO, SEM, Social Media and Blogs.

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This is to certify that _____ with D.No. _____ has successfully completed the *Introduction to Digital Marketing* held during the Academic Year *2020-21* from Department of *Visual Communication* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

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Skill Development Course

Year – 2nd Sem – 04 No.of hours – 04 Credits – 2 Batch – 2020-23

Course code – SDC243AN (P)   Course name – Anchoring

About the Course:

"Anchoring" - A Skill Developement course focuses on developing the essential skills and techniques required for effective public speaking and hosting events as an anchor. Participants will learn the art of engaging and captivating an audience, mastering the dynamics of live presentations, and creating memorable experiences through confident and professional anchoring.

Course Objectives:

The course will focus on the psychological determinants of effective communication, basic Pronunciation and diction, voice modulation, camera friendliness and script writing. Students will get grounding in Communications theory, after which they will learn to face the camera with confidence. Students will be taught different anchoring techniques. They will be taught toCover/conduct events in a variety of situations and environments such as political news coverage, celebrity events, sports, and crime and entertainment events. Students will be taught to write scripts, use teleprompter, and take confidence building exercises.

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

1) TV Presenting Tips & Techniques
2) Teleprompter Training
3) Vocal Delivery
4) Approach to the Perfect Presentation
5) Interview/Screen-test Technique
6) Studio & Location Anchoring
7) Script Writing

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Anchoring held during the Academic Year 2021-22 from Department of Visual Communication with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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Skill Development Course

Year - 2nd **Sem -** 04 **No.of hours -** 04 **Credits -** 2 **Batch -** 2022-23

Course code - SDC241SMOJ (P) **Course name -** Socoal Media & Online Journalism

About the Course:

"Social Media and Online Journalism"- A Skill Development course explores the dynamic intersection of journalism and digital platforms, equipping participants with the skills needed to produce compelling content, engage audiences effectively, and navigate ethical challenges in the digital age. Participants will learn to harness the power of social media for journalistic purposes while maintaining journalistic standards and credibility.

Course Objectives:

1. Digital Journalism Fundamentals: Gain an understanding of digital journalism principles, including news gathering, writing, editing, and publishing for online platforms.

2. Social Media Strategies: Develop skills in using social media platforms (e.g., Twitter, Facebook, Instagram) to source news, promote content, and engage with audiences.

3. Audience Engagement: Learn techniques to foster audience interaction, build communities, and manage feedback on digital platforms.

4. Ethics and Integrity: Understand ethical considerations and best practices in online journalism, including accuracy, verification, and responsible reporting on social media.

5. Data Literacy: Acquire basic data analysis skills to interpret online metrics, monitor trends, and optimize conten

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

1) Understand the concept of new media and its characteristics,

2) Understand and explain its roles and functions

3) Determine the use of social media as tool for effective communication

4) Identify its role and use it effectively for personal development and socialcause

5) Connect it for effective media work

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CERTIFICATE OF COMPLETION

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Head of the Department   College Seal   Principal

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Life Skill Course

Year - 1st **Sem -** 02 **No.of hours -** 2 **Credits -** 2 **Batch -** 2020-23

Course code - LSC121PSP(P)   **Course name -** Public Speaking & Presentation

About the Course:

This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations.

Course Objectives:

1. To make the student to present to a group, company and individual, learn to speak to the public

2. Smart way of presenting materials to the public, to understand the nuances of presentation

3. To gain confidence in whatever one presents to the other

Course Outcomes:

Speak more confidently in front of an audience utilizing a variety of delivery skills such as eye contact, gestures, movement & vocal variety. Develop Informative and Persuasive speeches through research, audience analysis, etc. ... Critically assess their own speaking, and that of others.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Public Speaking & Presentation* held during the Academic Year *2020-21* from Department of *Visual Communication* with a grade of *[A/B/C/D]*

Head of the Department   College Seal   Principal

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Life Skill Course

Year - 2nd **Sem -** 03 **No.of hours -** 03 **Credits -** 2 **Batch -** 2020-23

Course code - LSC231CINA(P) **Course name -** Contemporary Issues & News Analysis

About the Course:

"Contemporary Issues & News Analysis" - A Life Skill course provides participants with the skills and knowledge necessary to critically analyze current events, understand their implications, and engage in informed discussions about global and local issues. Through exploration of various media sources and analytical frameworks, participants will develop a nuanced understanding of contemporary topics shaping societies today.

Course Objectives:

1) To analyze social issues and become aware of their implications for a society
2) To understand the nature of an issue that affects people locally and nationally
3) To learn the tool of social analysis
4) To critically evaluate news channels of local, national and international concerns
5) To apply mass communication theories to news analysis of TV news channels in India

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

1) Identify an issue and argue from certain ideological perspective
2) Apply a range of theoretical perspectives to interpret social problems associated with gender, race and ethnicity.
3) Identify the major social problems evident in contemporary Indian society at micro and macro level and interpret it using semiotics and hermeneutics.
4) Critically evaluate social problems in terms of the organization and structure of contemporary Indian society.
5) Evaluate social issues and find solutions for the society

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Contemporary Issues & News Analysis* held during the Academic Year *2020-21* from Department of *Visual Communication* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
VIJAYAWADA-520008
DEPARTMENT OF COMMERCE
SKILL DEVELOPMENT COURSE-121 AD ADVERTISING

YEAR-I	SEMESTER-II
CREDITS-2	BATCH 2020-202_

COURSE OBJECTIVES

This COURSE helps students to become more aware of the language and techniques used in print advertising, as well as the impact of advertising on their daily lives. This SDC will focus on three key media literacy concepts: construction of reality, representation, and audience.

- analyze the format and structure of advertisements.
- differentiate between information and selling.
- recognize the codes and conventions of different categories of advertisements.
- distinguish between fantasy and reality.
- become aware of their own reactions as consumers.
- learn about target audiences.

COURSE OUTCOMES

After completing the course, the student shall be able to:

- Understand the communication objectives behind advertising and promotions.
- Understand the various advertising and media elements in the advertising decisions.
- Identify the ethical and legal issues of advertising.
- Comprehend the importance and role of personal selling
- Understand the process of personal selling

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Advertising* held during the Academic Year *2020-21* from Department of *Commerce* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
VIJAYAWADA-520008
DEPARTMENT OF COMMERCE
SKILL DEVELOPMENT COURSE-111 ERP
ENTREPRENEURSHIP DEVELOPMENT

YEAR-I   SEMESTER-II

CREDITS-2   BATCH 2022-23

COURSE OBJECTIVES

TThe objective of this SDC is to motivate the students to choose the entrepreneurship as a career and to prepare them to exploit the market opportunities for own business successfully.

In the short-term, the individuals are trained to be an entrepreneur and made competent enough to scan the existing market situation and environment. The person, who would be the future entrepreneur, should first set the goal as an entrepreneur. The information related to the existing rules and regulations is essential at this stage.

The ultimate objective is that the trained individuals successfully establish their own business and they should be equipped with all the required skills to run their business smoothly.

The overall objectives of EDP are mainly to help in the rapid growth of the economy by supplying skilled entrepreneurs. This programme primarily aims at providing self-employment to the young generatio

COURSE OUTCOMES

- Opportunity to sharpen entrepreneurial competencies
- Project selection criteria
- Clarity about the business idea
- Market potential for the product or service
- Skills in preparing business plan
- Conducting project feasibility study
- Role and assistance by various promotional organizations
- Abilities that contribute to top performance
- Understanding of the intricacies of managing a small enterprise

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This is to certify that _____ with D.No. _____ has successfully completed the *Entrepreneurship Development* held during the Academic Year 2022-23 from Department of Commerce with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
VIJAYAWADA-520008
DEPARTMENT OF COMMERCE
SKILL DEVELOPMENT COURSE-111 ERP
ENTREPRENEURSHIP DEVELOPMENT
YEAR-I   **SEMESTER-II**
CREDITS-2   **BATCH 2020-202**

COURSE OBJECTIVES

TThe objective of this SDC is to motivate the students to choose the entrepreneurship as a career and to prepare them to exploit the market opportunities for own business successfully.

In the short-term, the individuals are trained to be an entrepreneur and made competent enough to scan the existing market situation and environment. The person, who would be the future entrepreneur, should first set the goal as an entrepreneur. The information related to the existing rules and regulations is essential at this stage.

The ultimate objective is that the trained individuals successfully establish their own business and they should be equipped with all the required skills to run their business smoothly.

The overall objectives of EDP are mainly to help in the rapid growth of the economy by supplying skilled entrepreneurs. This programme primarily aims at providing self-employment to the young generatio

COURSE OUTCOMES

- Opportunity to sharpen entrepreneurial competencies
- Project selection criteria
- Clarity about the business idea
- Market potential for the product or service
- Skills in preparing business plan
- Conducting project feasibility study
- Role and assistance by various promotional organizations
- Abilities that contribute to top performance
- Understanding of the intricacies of managing a small enterprise

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Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
VIJAYAWADA-520008
DEPARTMENT OF COMMERCE
SKILL DEVELOPMENT COURSE-108
INSURANCE PROMOTION

YEAR-II   SEMESTER-III

CREDITS-2   BATCH 2022-23

COURSE OBJECTIVES

In addition to general customer acquisition and retention, the objectives of insurance marketing also include the promotion of insurance products that meet the needs of the target group. This Course aims at

Evaluating the growth and Development of Insurance Business

Understanding the working and functioning of the Insurance Sector

Studying the inter-relationship between Insurance & Risk Management

Analyzing the Role of Insurance Business Intermediaries

Through this course students will be able understand the various nuances and interrelationship between the Insurance and risk management Sector.

It will also enable students to analyze and obtain insights into the practical working of the Insurance Sector.

COURSE OUTCOMES

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

1. Understand the field level structure and functioning of insurance sector and it's role in protecting the risks

2. Comprehend pertaining skills and their application for promoting insurance coverage

3. Prepare better for the Insurance Agent examination conducted by IRDA

4. Plan 'promoting insurance coverage practice' as one of the career options.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Insurance Promotion* held during the Academic Year *2022-23* from Department of *Commerce* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
VIJAYAWADA-520008
DEPARTMENT OF COMMERCE
SKILL DEVELOPMENT COURSE-111 OS
OFFICE SECRETARYSHIP

YEAR-I   **SEMESTER-II**
CREDITS-2   **BATCH 2020-202**

COURSE OBJECTIVES

This SDC aims at:
1. The acquaint the student with modern office procedures and practice.
2. The provide skills for preparation, maintenance and handing of office records and information.
3. The train the students in the skill of drafting various kinds of business and official letters and notes.

COURSE OUTCOMES

By the successful completion of course, the student will be able to;
1. Understand the organizational hierarchy and outlines of functioning
2. Comprehend the role of office secretaryship in a small and medium organization
3. Acquire knowledge on office procedures and interpersonal skills
4. Apply the skills in preparing and presenting notes, letters, statements, reports in different situations.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Office Secretary ship held during the Academic Year 2020-21 from Department of Commerce with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

Dept. of Commerce

ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
VIJAYAWADA-520008
DEPARTMENT OF COMMERCE
SKILL DEVELOPMENT COURSE-121 TAL
TALLY ACCOUNTING SOFTWARE

YEAR-II   **SEMESTER-III**
CREDITS-2   **BATCH 2020-202**

COURSE OBJECTIVES

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.

2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.

3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

COURSE OUTCOMES

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9

2. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

3. Students will possess required skill and can also be employed as Tally data entry operator.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Tally Accounting* held during the Academic Year *2020-21* from Department of *Commerce* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS) VIJAYAWADA-520008

Department of Economics

SKILL DEVELOPMENT COURSE

- Duration-30 hrs
- Credits 2
- Course Title: Survey & Reporting
- Course Code: SDC104

Course Objectives

The objective of a survey and reporting course is to provide participants with the essential skills and knowledge required to design, conduct, and analyze surveys effectively. The course covers best practices for creating survey questions, selecting appropriate sampling methods, and ensuring data reliability and validity.

Course Outcomes

Upon completion of the survey and reporting course, participants will possess the essential skills to design, conduct, and analyze surveys proficiently. They will be adept at creating unbiased survey questions, selecting appropriate sampling methods, and ensuring data accuracy and reliability.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Survey & Reporting* held during the Academic Year 2022-23 from Department of *Economics* with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS) VIJAYAWADA-520008

Department of Economics

SKILL DEVELOPMENT COURSE

- Duration-30 hrs
- Credits 2
- Course Title: Insurance Promotion
- Course Code: SDC108

Course Objectives

The objectives of an Insurance promotion course are to equip participants with the knowledge and skills necessary to effectively market and sell insurance products. The course aims to develop a thorough understanding of various insurance types, the needs and preferences of potential customers, and the latest trends in the insurance industry.

Course Outcomes

By the end of the insurance promotion course, participants will be able to effectively market and sell insurance products by understanding their various types and benefits. They will be skilled in identifying customer needs and preferences, applying marketing and sales strategies, and utilizing digital tools to enhance promotions.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Insurance Promotion* held during the Academic Year *2020-21* from Department of *Economics* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMCUS) VIJAYAWADA-620008

Department of Economics

SKILL DEVELOPMENT COURSE

- Duration-30 hrs
- Credits 2
- Course Title: Financial Markets
- Course Code: SDC24

Course Objectives

The objective of a financial markets course is to provide participants with a foundational understanding of how financial markets operate. The course covers the key concepts and functions of various financial instruments, including stocks, bonds, and derivatives.

Course Outcomes

By the end of the financial markets course, participants will have a comprehensive understanding of various financial instruments, including stocks, bonds, and derivatives. They will be able to analyze market structures and trading mechanisms, understand the role of financial institutions and regulatory environments, and interpret market trends.

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CERTIFICATE OF COMPLETION

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Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS) VIJAYAWADA 520008

Department of Business Administration

SKILL DEVELOPMENT COURSE

- Duration–30 hrs
- Credits–2
- Course Title: Public Relations
- Course Code: SDC102PR

Course Objectives

A public relations (PR) course teaches students about PR fundamentals, effective communication skills, managing media relations and crises, using digital platforms and social media for PR campaigns, conducting research for strategies, and ethical considerations in the field.

Course Outcomes

Upon completing a public relations (PR) course, students typically emerge with a robust skill set essential for success in the field. They gain proficiency in crafting effective communication strategies, managing media relations, and navigating crisis situations adeptly. Additionally, students develop a strong understanding of digital PR and social media tactics, coupled with the ability to conduct thorough research and analyze data for strategic decision-making.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Public Relations held during the Academic Year 2022-23 from Department of BBA with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS) VIJAYAWADA 520008

Department of Business Administration

SKILL DEVELOPMENT COURSE

- Duration–30 hrs
- Credits–2
- Course Title: Retailing
- Course Code: SDC232RT

Course Objectives

A course in retailing focuses on equipping students with the necessary skills and knowledge to excel in the retail industry. Key objectives include understanding retail management principles, customer service strategies, and merchandising techniques. Students learn about inventory management, pricing strategies, and the importance of maintaining a competitive edge in the market. The curriculum often covers retail analytics, consumer behavior analysis, and the impact of digital technology on retail operations.

Course Outcomes

Upon completing a retailing course, students typically emerge with a solid foundation of skills and knowledge essential for success in the retail industry. Graduates are equipped with expertise in retail management, customer service, merchandising, and inventory control. They understand the dynamics of consumer behavior, pricing strategies, and the implementation of effective promotional tactics.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Retailing* held during the Academic Year *2021-22* from Department of *BBA* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

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Department of Business Administration

CERTIFICATE COURSE

- Duration-30 hrs
- Credits-2
- Course Title: Tourism Management
- Course Code: CC121TM

Course Objectives

A tourism management course aims to provide students with a comprehensive understanding of the tourism industry and its management principles. Key objectives include equipping students with knowledge of destination marketing, tourism economics, and sustainable tourism practices. Students learn about hospitality operations, tour management, and event planning within the context of tourism.

Course Outcomes

Upon completing a tourism management course, students typically emerge with a versatile skill set and deep knowledge of the tourism industry. Graduates are equipped with expertise in destination marketing, tourism economics, and sustainable tourism practices, enabling them to contribute effectively to tourism development and management.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the Tourism Management held during the Academic Year 2020-21 from Department of BBA with a grade of [A / B / C / D]

Head of the Department   College Seal   Principal

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(AUTONOMOUS) VIJAYAWADA 520008

Department of Business Administration

CERTIFICATE COURSE

- Duration—30 hrs
- Credits—2
- Course Title: Event Management
- Course Code: CC231EM

Course Objectives

An event management course aims to equip students with the skills and knowledge necessary to plan, organize, and execute successful events across various industries. Key objectives include understanding event logistics, budgeting, and risk management.

Course Outcomes

Upon completing an event management course, students typically emerge with a diverse skill set and practical experience essential for success in the field. Graduates are proficient in planning, organizing, and executing a wide range of events, from corporate meetings to large-scale festivals.

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CERTIFICATE OF COMPLETION

This is to certify that _____ *with D.No.* _____ *has*

successfully completed the **Event Management** *held during the Academic Year*

2019-20 from Department of **BBA** *with a grade of* [A / B / C / D]

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS) VIJAYAWADA 520008

Department of Business Administration

LIFE SKILL COURSE

- Duration–30 hrs
- Credits 2
- Course Title: Entrepreneur Development
- Course Code: LSC121FD

Course Objectives

The Entrepreneur Development Course aims to equip aspiring entrepreneurs with the essential skills and knowledge needed to launch and grow their businesses successfully. Through a blend of theoretical insights and practical applications, the course covers key areas such as business planning, financial management, marketing strategies, and innovative thinking.

Course Outcomes

Upon completing the Entrepreneur Development Course, participants will be able to effectively create and implement business plans, manage financial resources, and develop innovative marketing strategies. They will have honed their problem-solving and decision-making skills, enabling them to tackle entrepreneurial challenges with confidence.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Entrepreneur Development* held during the Academic Year *2018-19* from Department of *BBA* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE

(AUTONOMOUS) VIJAYAWADA 520008

Department of Business Administration

LIFE SKILL COURSE

- Duration-30 hrs
- Credits 2
- Course Title: Personality Development & Leadership
- Course Code: LSC24PDL

Course Objectives

A personality development and leadership course aims to enhance students' personal effectiveness and leadership capabilities. Key objectives include fostering self-awareness, confidence, and interpersonal skills essential for effective communication and collaboration.

Course Outcomes

Upon completing a personality development and leadership course, students typically emerge with enhanced personal effectiveness and strong leadership capabilities. Graduates exhibit increased self-awareness, confidence, and improved interpersonal skills, enabling them to communicate effectively and collaborate successfully in diverse settings.

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CERTIFICATE OF COMPLETION

This is to certify that _____ with D.No. _____ has successfully completed the *Personality Development & Leadership* held during the Academic Year *2021-22* from Department of *BBA* with a grade of *[A / B / C / D]*

Head of the Department   College Seal   Principal

ANDHRA LOYOLA COLLEGE
(AUTONOMOUS) VIJAYAWADA-520008
Department of Business Administration

SKILL DEVELOPMENT COURSE

- Duration-30 hrs
- Credits 2
- Course Title: Business Communication
- Course Code: SDC122BC

Course Objectives

A business communication course aims to equip students with essential skills for effective communication in professional environments. Key objectives include developing proficiency in written and oral communication, with an emphasis on clarity, conciseness, and professionalism.

Course Outcomes

Upon completing a business communication course, students typically emerge with enhanced communication skills essential for success in professional settings. Graduates demonstrate proficiency in both written and oral communication, capable of crafting clear and persuasive messages tailored to different audiences.

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CERTIFICATE OF COMPLETION

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Head of the Department   College Seal   Principal

NPTEL Online Certification

(Funded by the MoE, Govt. of India)

This certificate is awarded to

GUNJI KAVYA

for successfully completing the course

Data Base Management System

with a consolidated score of **48** %

Online Assignments	17.58/25	Proctored Exam	30/75

Total number of candidates certified in this course: **3518**

Jan-Mar 2023

(8 week course)

Prof. Debjani Chakraborty
Coordinator, NPTEL
IIT Kharagpur

Indian Institute of Technology Kharagpur

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swayam
शिक्षित भारत, उन्नत भारत

Roll No: NPTEL23CS41S35860476

To validate the certificate

No. of credits recommended: 2 or 3

Elite

NPTEL Online Certification

(Funded by the MoE, Govt. of India)

This certificate is awarded to

GUNJI KAVYA

for successfully completing the course

Programming in Java

with a consolidated score of **69** %

Online Assignments	22.59/25	Programming Assignment	25/25	Proctored Exam	21.09/50

Total number of candidates certified in this course: **6899**

Jul-Oct 2022

(12 week course)

Prof. Debjani Chakraborty
Coordinator, NPTEL
IIT Kharagpur

Indian Institute of Technology Kharagpur

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Elite

NPTEL Online Certification

(Funded by the MoE, Govt. of India)

This certificate is awarded to

PILLI PRAVALLIKA

for successfully completing the course

Cloud Computing

with a consolidated score of **69** %

Online Assignments	25/25	Proctored Exam	44.14/75

Total number of candidates certified in this course: **11454**

Jan-Apr 2023

(12 week course)

Prof. Debjani Chakraborty
Coordinator, NPTEL
IIT Kharagpur

Indian Institute of Technology Kharagpur

Elite

NPTEL Online Certification

(Funded by the MoE, Govt. of India)

This certificate is awarded to

PILLI PRAVALLIKA

for successfully completing the course

Programming In Java

with a consolidated score of **68** %

Online Assignments	24.84/25	Proctored Exam	42.75/75

Total number of candidates certified in this course: **9357**

Jan-Apr 2023

(12 week course)

Prof. Debjani Chakraborty
Coordinator, NPTEL
IIT Kharagpur

Indian Institute of Technology Kharagpur

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This certificate is computer generated and can be verified by scanning the QR code given below.

Roll No: NPTEL22CS08S24412093

To
ETTIKUPPAM DEVARAJULU
KATHERAPALLE VILLAGE
KARVETINAGARAM MANDAL CHITTOOR DIST
VIJAYAWADA
ANDHRAPRADESH - 520008
PH. NO :7674803715

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

NPTEL Online Certification

(Funded by the MoE, Govt. of India)

This certificate is awarded to

ETTIKUPPAM DEVARAJULU

for successfully completing the course

Data Analytics with Python

with a consolidated score of **53** %

Online Assignments	23.44/25	Proctored Exam	30/75

Total number of candidates certified in this course: **6359**

Prof. Sanjeev Manhas
Coordinator, Continuing Education Centre
IIT Roorkee

Jan-Apr 2022
(12 week course)

Prof. Priti Maheshwari
NPTEL Coordinator
IIT Roorkee

Indian Institute of Technology Roorkee

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