



BHAVAN'S VIVEKANANDA COLLEGE
OF SCIENCE, HUMANITIES AND COMMERCE
(Accredited with 'A' Grade by NAAC)
Autonomous College – Affiliated to Osmania University

VALUE ADDED COURSES LIST 2016-2017

Sl.No.	Course Name
1	Softskills (CRT)
2	Softskills
3	Solar Food Processing Technology- Entrepreneurship Opportunities
4	Computer Skills
5	Java and Data Structures
6	Clinical Laboratory Diagnostics
7	Data Analysis and Advanced Excel
8	Basic MS-Office
9	Genetic Counselling
10	E-Business
11	Interview Self Selling
12	Project Mangement

Bhavan's Vivekananda College
of Science, Humanities and Commerce
Sainikpuri, Secunderabad - 500094
(Accredited with 'A' Grade by NAAC)
Autonomous College–Affiliated to Osmania University

Softskills (CRT)

Organised by
(Career Guidance and Placement Cell)



To
The Principal
Bhavan's Vivekananda College
Of Science, Humanities and Commerce,
Sainikpuri, Secunderabad.

Sub: Proposal for conducting - Enhancing Employability Skills- Training
Module - Final Years - Reg.

Dear Sir

We would like to bring to your kind notice that Career Guidance and Placement Cell (CGPC) of our college has conducted online Placement Eligibility Test for all the final year students of our college on 24th and 25th June 2016. A total of 806 students have appeared for the test and 561 students have qualified for the test, CGPC strongly feels there is a need for skill development (for placements) of those 245 students who could not qualify the PET. Apart from the UG students, we also feel that around 87 MBA students require the training.

In this regard we have approached the following agencies for providing training module.

1. TIME
2. Talent Beacon
3. Abigya Training and Consulting

Comparative statement for training module of Enhancing Employability Skills

	TIME	Talent Beacon	Abigya Training & Consulting
Cost	Rs.1,500	Rs. 2700	Rs.1,700
No. of Hours per Student	48	60	45
No of Students per Batch	60	60	60
Effective Cost per Student Hour	31.25	45	37.78
Additional Benefit	Free Workshops for II and III year Students		




emaqash


Based on the discussion with them, cost associated with the programme and the track record, we would like to recommend TIME for the training module. The college has to provide infrastructure facilities for conducting the programme. In this regard we would like to suggest that we can charge Rs.100 extra per student in order to meet our infrastructure and other expenses. A total amount of Rs.1600 will be paid by the student who undergo the training module.


Hope you will do the needful.

Thanking You

With Regards


Dr. M V S Mahendra
CGPC Coordinator.

Accepted.

28/7/16

Permitted
Time institute may be given the contract. CGPC co-ordinator may submit a review report after the training module.


ANNEXURE 2 :**Course Structure for the Student Development Program (SDP)**

PROGRAM COVERAGE - (15 SESSIONS)	Approximate no. of sessions
Quantitative ability: <ul style="list-style-type: none"> • Numbers, Number Systems • Percentage, Profit and Loss, Partnership • Average, Mixtures and Alligations; • Simple Interest & Compound Interest • Time and Work & Time and Distance 	5
Verbal Ability: <ul style="list-style-type: none"> • Paragraph formation • Sentence Correction • Reading Comprehension 	3
Reasoning: <ul style="list-style-type: none"> • Series, Analogies, Odd Man Out, Coding-Decoding • Blood Relations, Direction sense, Symbols & Notations • Distribution, Binary Logic, Puzzles • Cubes, Venn Diagrams 	4
Evaluation mechanism: The mock tests will help the students analyze their performance in each area. <ul style="list-style-type: none"> • Comprehensive (Company Specific / General) • Doubt Clarifying Sessions on the tests taken 	2
Basic Communication Skills: <ul style="list-style-type: none"> • Writing Skills - Sentences, Paragraphs, Outlines etc.; Resumes and Applications; E-mail writing and other Correspondence - Formal and informal letters 	1
Value Added Services: <ul style="list-style-type: none"> • Workshop on industry scenario and employability (the required skills to gain a better job). 	
Note: Each session comprises of 1:30 hours to 1:45 hours Maximum no. of hours spent on the program would be 30 hours	

Course Outcomes:

- 1.** Be prepared for the personal interview through mock interviews while being aware of the various kinds of interviews.
- 2.** Develop thinking ability and polish his expression in group discussions.
- 3.** Students will demonstrate effective oral and written communication skills in the professional context.
- 4.** Students will enhance their logical reasoning and qualitative ability techniques.

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Softskills

Organised by
(Career Guidance & Placement Cell)



175

(Soft skills) (PG)

2016-17

Bhavan's Vivekananda College of
Science, Humanities & Commerce,
Sainikpuri, Secunderabad - 500 094.

Date: 29 Jul'16

506/BVC/Contract 2016

To
The Vice-Chairman
BVB Kendra
Sainikpuri.

Sub: Personality Development and Communication classes-reg.

As the Postgraduate students of final year are on the verge of going for placements/higher studies. It is proposed to conduct softskill classes for them on various aspects to increase their employability after completion of their course.

2. Mrs. Sudha Gorthi is Professional Trainer on personality development and communication. She has been taking softskill classes in Bhavan's Vivekananda College, Sainikpuri since 2008. Hence, she is requested to continue to take classes for PG students for this year also. (2016-17). The details of the programme schedule is enclosed for your perusal please.

Particulars of class :

S.No.	Name /Particulars	Class	Duration	Fee charged	Amt. Payable
1.	Mrs. Sudha Gorthi	M.Sc. a. Biochemistry b. Microbiology, c. Comp. Sc. M. Com.	25/07/2016 to 06/09/2016	120 sessions @650/- per hour	Rs. 78000/-

3. Payment Details:

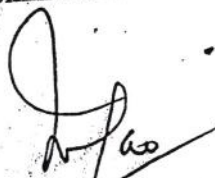
- a. 1st installment cheque for Rs. 39,000/- (Rupees Thirty nine thousand only.) may be issued in favour of Mrs. Sudha Gorthi and amount may be debited towards Students Welfare A/c. The Cheque may be issued on 11th Aug' 2016.
- b. 2nd Installment cheque for Rs. 39,000/- (Rupees Thirty nine thousand only.) may be issued on 6th Sep' 2016.

Yours Sincerely,



PRINCIPAL

Recommended/Not Recommended



Hon. Director, BVC

APPROVED/NOT APPROVED

Ju sashy
02/8/2016

Vice-Chairman
BVB Sainikpuri Kendra.

Softskills

Personality Development and Communication classes

Syllabus:

1. Preparing for interviews, facing interviews, reviewing performance, participating in mock interviews.
2. How to build a effective resume-
3. Interviews- HR interview skills
4. Communication- group communication- skills
5. Presentations – Preparing successful presentations, thinking about audience, making effective use of visual aid, Delivering presentation.

Course Outcomes:

1. Effectively communicate through verbal/oral communication and improve the listening skills
2. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations
3. To develop and nurture the soft skills of the students through individual and group activities.

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Solar Food Processing Technology –
Entrepreneurship Opportunities

Organised by
(Department of Microbiology)



31.1.17

To
Principal
Bhavan's Vivekananda College
Sainikpuri

Sub: Request for permission to conduct workshop on "Solar Food Processing Technology- Entrepreneurship Opportunities" for M.sc second year students of Microbiology - reg.

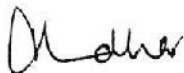
Dear Sir,

Department of Microbiology, Bhavan's Vivekananda College would like to organize workshop on "Solar Food Processing Technology- Entrepreneurship Opportunities" for M.sc second year students of Microbiology in collaboration with NGO organization-Society for Energy, Environment & Development. The department has been organizing workshops to students to gain hands on experience with latest techniques used in Industry /Diagnostics. M.Sc Microbiology Syllabus has Food Microbiology & Toxicology as part of their curriculum. Hence we are planning to conduct workshop in Solar food processing technology. The workshop aims to impart theory and practical knowledge about solar dehydration as a food processing technology and skills development in processing of vegetables and fruits for value addition and preservation through practical hands on experience.

Senior Faculty from CFTRI, Hyderabad, NIN, ANGRAU University and SEED Expert team will be the resource persons in conducting this workshop. The workshop is tentatively scheduled on 20th & 24th February 2017. The tentative budget planned for this workshop would be around Rs.50, 000. I request you to kindly grant permission to conduct this workshop.

We are looking forward for your approval.

Thanking you, With Regards



Dr .K. Anuradha.

Head, Department of Microbiology
Bhavan's Vivekananda College



AA → 3/1 ✓

Value added course on “Solar Dehydration of Fruits & Vegetables for Value addition and Preservation”

Objective:

Students will be able to learn

1. Solar food processing technology
2. Processing of Vegetables and Fruits for preservation

Syllabus:

1. Innovative Solar cabinet dryer technology
2. Solar food processing technology
3. Processing of Mango rolls and bars
4. Processing of Osmotic dehydration of pineapple
5. Processing of vegetables
6. Processing of solar dehydration of Leafy vegetables
7. Solar Drying data sheets

Outcomes:

Students were able to

1. Assess the loading capacity of various fruits and vegetables
2. Measure various parameters for Solar dried fruits & Vegetables

- *Uma*

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Computer Skills

Organised by
(Department of Chemistry)



To

1/7/2015

The Principal

Bhavans Vivekananda College

Sainikpuri

Secunderabad

Subject: Consent to start Value added course on computer skills

Respected Sir

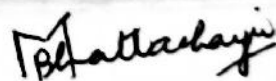
The departments of Life sciences, BBA and BA are keen on introducing a value added course on computer skills for their first year students for the academic year 2015-16. The course will be dealt by the department of computer sciences and department of chemistry.

We seek your kind consent to start the course as these mentioned programs does not have any course on computers in their curriculum.

The Value added course will be continued in 2016 for the BA 2nd year students. The life sciences and BBA students will be discontinuing the course, as their respective BOS members have suggested to start computer skills, Bio-informatics, Cheminformatics in their regular curriculum.

Thanking you

Yours sincerely



Dr. Madhumita Bhattacharjee

Head of the Department
Department of Chemistry
Jharatiya Vidya Bhavan's Vivekananda College
Sainikpuri, Secunderabad - 500 094.



(Dr. Y. ASHOK)
PRINCIPAL

Bhavan's Vivekananda College of Science
Humanities & Commerce
Sainikpuri, R.R. (Dist.)

Syllabus for Computer Skills

First Year B.Sc.

Time allotted: 60 hours.

Goal: Student should be fluent with Word Processing, Slideware, Graphics program, and Spreadsheet program.

1. Word: 10 hours. Prepare a well-formatted document (in PDF) of 20-30 pages that has
 - a. Header with short title
 - b. Footer with page number
 - c. Table of Contents with 2-3 levels of headings and sub-headings
 - d. Table of Figures with 5 or more items; Figures to imported from web or camera
 - e. References in form of EndNote
 - f. Footnotes to explain meanings of words or acronyms.
 - g. Include the author's resume?
2. Slideware: 15 hours. Prepare
 - a. A slideshow for a talk
 - i. At least 15 slides
 - ii. Each slide numbered, with consistent formatting
 - iii. At least 2 simple animations
 - b. A Poster of size 90 cm X 120 cm
3. Graphics Program: 15 hours. Prepare a handout to explain synthesis of a chemical compound.
4. Spreadsheet Program: 20 hours. Analyze data from a Table with at least 100 rows to prepare a report that has at least:
 - a. One histogram
 - b. One bar or line graph showing error bars
 - c. One scatter plot showing line and equation of regression

Second Year B.Sc.

Time allotted: 60 hours.

Goal: Student should be familiar with Database (Access) and Bioinformatics Programs, and R or setting up a simple website.

1. Database management: 20 hours. Set up an Access database with at least
 - a. 3 tables
 - b. 3 forms
 - c. 6 queries
 - d. 6 reports
2. Bioinformatics: 30 hours. Theory and web-based programs related to
 - a. Genomics
 - b. Transcriptomics
 - c. Proteomics
3. R: 10 hours. Report data and analyze using descriptive statistics.
4. Website: 10 hours. Set up a website on Google Sites or similar free platform. Site should have at least 4 pages with links, text, graphics.



Computer Skills

First Year B.Sc.

At the end of the course student's will be able to:

CO1: Prepare a well formatted document with headers, footers, tables and figures.

CO2: Prepare and customize a slideshow, animations and poster with consistent formatting.

CO3: Develop Graphics applications.

CO4: Analyze data from the Table and create a histogram, bar, line and scattor plot graphs.

Second Year B.Sc.

At the end of the course student's will be able to:

CO1: Create tables, forms, queries and reports using Access Database.

CO2: Develop web based programs related to Genomics, Transcriptomics, Proteomics.

CO3: Import data and analyze using descriptive statistics.

CO4: Create a website using Google Sites with links, text and graphics.

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Java and Data Structures

Organised by
(Department of Computer Science)



Date: 12/07/2016

To,

The Principal,
Bhavan's Vivekananda College,
Sainikpuri,
Secunderabad - 500094.

Sub: Request for starting Value-Added Courses in computer science department.

Sir,

The department of computer science is planning to start value-added courses in this month for all under graduate students.

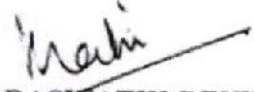
I request you to kindly permit us to conduct this programme.

I recommend Mr. G. Mahesh Kumar as the coordinator for value - added courses.



The details of the courses schedule and fee details are enclosed for your kind perusal.

Thanking you,

yours sincerely


(K. V. B SARASWATHI DEVI)

Head. Department of Computer Science



2017/16

Bhavan's Vivekananda College

Department of Computer Science

Value –Added Course

JAVA AND DATA STRUCTURES

Syllabus

Unit – 1: Java Fundamentals

Fundamentals of Object Oriented programming : Object Oriented paradigm – Basic concepts of Object Oriented Programming – Benefits of OOP – Applications of OOP.

Java Evolution : Java Features – How Java differs from C and C++ - Java and Internet – Java and World Wide Web – Web Browsers – Hardware and Software Requirements – Java Environment. Overview of Java Language: Simple Java Program – Java Program Structure – Java Tokens- Java Statements – Implementing a Java Program – Java Virtual Machine – Command Line Arguments.

Constants, Variables and Data types: Constants – Variables – Data types – Declaration of Variables-Giving Values to variables- Scope of Variables-Symbolic Constants-Type Casting.

(Chapters : 1,2,3,4)

Unit – 2: OOps Concepts in Java

Operators and Expressions: Arithmetic Operators – Relational Operators- Logical Operators – Assignment Operators – Increment and Decrement Operators – Conditional Operators – Bitwise Operators – Special Operators – Arithmetic Expressions – Evaluation of Expressions – Precedence of Arithmetic Operators – Operator Precedence and Associativity.

Decision Making and Branching: Decision Making with If statement – Simple If Statement-If else Statement-Nesting If Else Statement- the ElseIf Ladder-The switch Statement – The ?: operator.

Decision Making and Looping: The while statement – The do statement – The for statement – Jumps in Loops.

Class , Objects and Methods: Defining a Class – Fields Declaration – Methods Declaration – Creating Objects – Accessing class members – Constructors – Methods Overloading – Static Members – Nesting of Methods – Inheritance – Overriding Methods – Final Variables and Methods – Final Classes – Abstract Methods and Classes – Visibility Control.

(Chapters : 5,6,7,8)

Unit – 3: Packages and Interfaces in Java

Arrays, Strings and Vectors: One-dimensional Arrays-creating an Array – Two dimensional Arrays – Strings – Vectors – Wrapper Classes – Enumerated Types.

Interfaces: Multiple Inheritance : Defining Interfaces – Extending Interfaces – Implementing Interfaces – Accessing Interface Variables.



Packages: Java API Packages – Using system Packages – Naming Conventions – Creating Packages – Accessing a Package – Using a Package – Adding a Class to a Package – Hiding Classes – Static Import. (CHAPTERS : 9,10,11)

Unit-4 Multithreaded programming and Applets.

Multithreaded Programming: Creating Threads – Extending the Thread Class – Stopping and Blocking a Thread – Life Cycle of a Thread – Using Thread Methods – Thread Exceptions – Thread Priority – Synchronization.

Managing Errors and Exceptions: Types of Errors – Exceptions – Syntax of Exception Handling Code – Multiple Catch Statements – Using Finally Statement – Throwing our own Exceptions – Using Exceptions for debugging.

Applet Programming: How Applets differ from Applications – Preparing to write Applets – Building Applet Code – Applet Life Cycle – Creating an executable Applet – Designing a WebPage – Applet Tag – Adding Applet to HTML file – Running the Applet – More about Applet Tag – Passing parameters to Applets – Aligning the display – More about HTML tags – Displaying Numerical Values – Getting Input from the user.(Chapters : 12, 13, 14)

Unit – 5: Data Structures

Sorting: Bubble Sort – Selection Sort – Insertion Sort – Quick Sort-Stacks and Queues: Stacks – Queues – Circular Queue – Deques - Priority Queue – Parsing Arithmetic Expressions – Linked List: Simple Linked List – Finding and Deleting Specified Links – Double Ended Lists – Abstract Data types – Sorted Lists – Doubly Linked Lists – Advanced Sorting : Quick Sort - Binary Trees : Tree Terminology – Finding a Node – Inserting a Node – Traversing the Tree – Finding Maximum and Minimum values – Deleting a Node – Efficiency of Binary Trees – Trees Represented as Arrays – Graphs: Introduction to Graphs – Searches – Minimum Spanning Tree – Topological Sorting with Directed Graphs – Connectivity in Directed Graphs.
(Chapters : 3,4,5,7 (Only Quick Sort), 8,13)

Prescribed books :

1. E.Balaguruswamy, Programming with Java, A primer, 3e, TATA McGraw-Hill Company (2008).(Chapters : 1 to 14)
2. Robert Lafore, Data Structures & Algorithms in Java, Second Edition, Pearson Education(2008)(Chapters: 3,4,5,7 (Only Quick Sort),8,13)

Outcomes:

At the end of this course students will be able to:

CO1: Analyze the fundamental concepts of Java.

CO2: Develop applications using classes and objects.

CO3: Develop applications using Packages and Interfaces.

CO4: Develop applications using Multithreading and Applets.**CO5:** Develop applications using Data Structures.



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Clinical Laboratory Diagnostics

Organised by
(Department of Biochemistry)



To,
The Principal,
Bhavan's Vivekananda College
Sainikpuri, Secunderabad.

22.12.2016

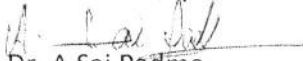
Sir:

Sub: Conducting skill enhancement course (SEC) for M.Sc (Biochemistry)III SEM-2017 .

The department of Biochemistry needs to organize a skill enhancement course (SEC) for M.Sc students as outlined in the curriculum of CBCS. The course has to be carried out for 30 hrs and carries one credit. The department is interested in organizing this course in the area of clinical biochemistry. This course needs to be conducted in coordination with diagnostic labs or hospitals. In this regard, we request you to kindly permit us to collaborate with Bhavan's Sarada Devi hospital for conducting the course. The tentative outline of the course is enclosed herewith for your kind perusal.

Thanking you

Yours sincerely


Dr. A.Sai Padma

Head, Department of Biochemistry

A.O

Pl open a new file for this purpose + B.F.
S.S.S
31/12/2016

Vice-Chairman
Bharatiya Vidya Bhavan
Sainikpuri Kendra
Secunderabad-500 004.

Department of Biochemistry
Certificate course on Clinical Laboratory Diagnostics
In collaboration with Bhavan's Sarada Devi Hospital, Sainikpuri
2016-17

M. Sc Biochemistry

Title: Clinical Laboratory Diagnostics

Duration: 2hrs/week for 15 weeks (30hrs)

Syllabus

- | | |
|--|------|
| 1. Blood collection and preservation. Drawing of blood. | 4hrs |
| 2. Collection and preservation of urine samples. Urine analysis. | 2hrs |
| 3. Measurement of Blood pressure. | 2hrs |
| 4. Understanding an autoanalyzer. Evaluation of different biochemical parameters in an autoanalyzer. | 6hrs |
| 5. Haematology parameters. | 4hrs |
| 6. Histopathology. Tissue sectioning and staining. | 4hrs |
| 7. ECG. | 4hrs |
| 8. Quality control and assurance in labs. | 2hrs |
| 9. Dispatch of reports with clinical correlations. | 2hrs |

COURSE OUTCOMES:

At the end of the course students will be able to:

1. Understand the basic procedures of diagnostics and working set up in diagnostic labs.
2. Relate the working of autoanalyzer's and their significance in clinical diagnostics along with automation in clinical labs.



Dr A Sai Padma

Head, Department of Biochemistry

Bhavan's Vivekananda College
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Data Analysis and Advanced Excel

Organised by
(Department of Computer Science)



Date: 12/07/2016

To,

The Principal,
Bhavan's Vivekananda College,
Sainikpuri,
Secunderabad - 500094.

Sub: Request for starting Value-Added Courses in computer science department.

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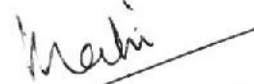
I request you to kindly permit us to conduct this programme.

I recommend Mr. G. Mahesh Kumar as the coordinator for value - added courses.

The details of the courses schedule and fee details are enclosed for your kind perusal.

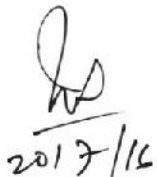
Thanking you,

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(K. V. B SARASWATHI DEVI)

Head. Department of Computer Science



2017/12

Bhavan's Vivekananda College

Department of Computer Science

Value Added Course- Data Analysis & Advanced Excel and

Objectives:

COb1: To discuss Basics, Formulas, Functions and Charts in Excel.

COb2: To provide the concepts related to Linking between sheets, Protection of worksheets, Filters and Sorting (Advanced Filters), Pivot Tables and Pivot Charts, Data Validation, Conditional Formatting.

COb3: To explain Macros, what if analysis, Lookup (), vlookup(), hlookup() functions.

COb4: To demonstrate exchange data between Excel and Access.

1. Basic introduction to Excel
2. Basics of Excel
3. Formulas in Excel
4. Different types of Functions in Excel
5. Different types of charts in Excel
6. Linking between sheets
7. Protection of worksheets
8. Filters and Sorting(Advanced Filters)
9. Pivot Tables and Pivot Charts
10. Data Validation
11. Conditional Formatting
12. Macros

G. M. S.

13. What if analysis

- Scenario Manager
- Goal seek
- Data Table

14. Lookup(), vlookup(), hlookup() functions

15. Exchange (copy, import, export) data between Excel and Access

COURSE OUTCOMES: At the end of the course, students will be able to:

CO1: Analyze Basics and apply Formulas, Functions and Charts in Excel.

CO2: Implement the concepts related to Linking between sheets, Protection of worksheets, Filters and Sorting (Advanced Filters), Pivot Tables and Pivot Charts, Data Validation, Conditional Formatting.

CO3: Apply Macros, what if analysis, Lookup (), vlookup(), hlookup() functions.

CO4: Demonstrate exchange data between Excel and Access.



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Basic MS-Office

Organised by
(Department of Computer Science)



Date: 12/07/2016

To,

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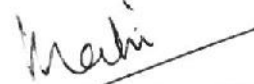
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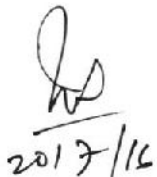
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yours sincerely



(K. V. B SARASWATHI DEVI)

Head. Department of Computer Science



2017/12



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Sainikpuri, Secunderabad – 500094
Autonomous College - Affiliated to Osmania University

Value Added Course in Computer Science

Computer Basics

Computer Definition:- Types of Computers- Logical Organization of digital computer – Memory – Main Memory: RAM, ROM and Cache - Secondary Memory: Magnetic Tape, Floppy Disk, Hard Disk, Compact Disk – Input devices – Output devices - Operating system: Types of Operating System, Brief details of Batch processing, Multi Programming, Multi Tasking, Time Sharing, Real Time

MS-Word and MS-PowerPoint

MS Word basic: Starting word, Creating a new document, Opening preexisting Document, The parts of a Word window, Typing Text, Selecting Text, Deleting Text, Undo, Redo, Repeat, Inserting Text, Replacing Text, Formatting Text, Cut, Copy, Paste – Printing.

Formatting Your Text and Documents: Auto format, Line spacing, Margins, Borders and Shading.

Working with Headers and Footers:

Tables: Creating a simple Table, Creating a Table using the Table Menu, Entering and Editing Text in a Table, Selecting in Table, Adding Rows, Changing Row heights, Deleting Rows, Inserting Columns, Deleting Columns, Changing Column width.

Macros: Macro, Recording Macro, Running a Macro.

Mail Merge: Mail Merge Concept, Main Document, Data Sources, Merging Data Source and Main Document, Overview of Word Menu options Word Basic Tool Bar.

MS-PowerPoint

Power point: Basics, Terminology, Getting Saved Views.

Creating Presentations: Using auto content wizard, Using Blank Presentation option, Using design template option, Adding Slides, Deleting a Slide, Importing Images from the outside Word. Drawing in PowerPoint, Transition and Build effects, Deleting a Slide, Numbering a Slide, Saving Presentation, Closing Presentation, Printing Presentation elements.

MS-Excel and MS-Access

MS Access

Creating a Simple Database and Tables: Creating a contacts Databases with the wizard, The Access Table wizard, Creating Tables without the wizard, Field Names, Data Types and Properties, Adding, Deleting fields, Renaming the fields in a table.

Objects in Ms-Access: Queries ,Forms ,Reports ,Macros.

MS Excel

Excel Basic: Overview of Excel features, Getting started, Creating a new workbook, Selecting cells entering and editing text, Entering and Editing numbers, Entering and Editing Formulas, Referencing cells, Moving cells, Copying cells, Sorting cell data, Inserting rows, Inserting columns, Inserting cells, Deleting parts of a worksheet, Clearing parts of a worksheet.

Formatting: Page Setup, Changing column widths and row heights, Auto Format, Changing Font sizes and attributes, centering text across columns, Using border buttons and commands, Changing colors and shading, Hiding rows and columns.

Introduction to Functions: Parts of a Functions, Functions requiring add-ins, The Function Wizard. **Examples Functions by Category:** Data and Time Functions, Engineering Functions, Math and Trig Functions, Statistical Functions, Text Functions.

Charts in Ms-Excel : Types of Charts in Excel.:

Course Outcomes:

Students will be able to:

CO1 : Analyse and identify basic components of a computer system.

CO2 : Create word documents with formatting features, macros & mail merge concepts.

CO3 : Create attractive and effective presentations.

CO4 : Create databases, objects such as queries, forms and reports

CO5 : Work with spreadsheets, functions and charts.

G. M. M.

Bhavan's Vivekananda College
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(Accredited with 'A' Grade by NAAC)
Autonomous College-Affiliated to Osmania University

Genetic Counselling

Organised by
(Department of Genetics & Biotechnology)





Institute of
Genet



CS & Hospital for Genetic Diseases

Unveiling the future

2016-17.

No.445 /IG/Trg./16

Date: 03-10-2016

To

The Head of the Department
Department of Botany, Genetics & Biotechnology
Sainikpuri,
Secunderabad.

Dear Sir/Madam,

Sub: Instt., of Genetics, OU. – Educational visit of Bhavan's
Vivekananda College of Science, Humanities & Commerce
students of B.Sc. Final year – Permission conveyed – Reg.

Ref: your letter no. Nil,dt:01-10-2016.

* * *

In response to your letter cited, I am pleased to accord permission for the
visit of B.Sc. Final year students (22) of your college to the Institute on
13th to 29th October,2016 from 10.30 A.M. onwards

Thanking you,

Yours sincerely,


DIRECTOR

DIRECTOR

Institute of Genetics &
Hospital for Genetic Diseases
Osmania University
Begumpet Hyderabad 500 016



**BHAVAN'S VIVEKANANDA COLLEGE OF SCIENCE, HUMANITIES AND
COMMERCE, SAINIKPURI, SECUNDERABAD.**

Autonomous College

Affiliated to Osmania University, Hyderabad.

(Accredited with 'A' grade by NAAC)

Department of Genetics, Biotechnology and Botany

Effective from 2016-'17 onwards

Title: Genetic Counselling

Objectives:

- 1. To give an overview on Human Genetic Disorders.**
- 2. To discuss the importance of Genetics counseling in day today life.**
- 3. To understand the indications and the various prenatal Diagnostic techniques.**
- 4. To emphasize the role of molecular genetic techniques in the detection of diseases.**
- 5. To discuss the various options available in the treatment of genetic disorders.**

UNIT I:

15 Hours

- 1. Basic aspects of Genetic Counselling: Types of Genetic disorders and need for Genetic Counselling (3)**
- 2. Steps in Genetic Counselling: (2)**
- 3. Carrier detection (for recessive disorders) and risk prediction of Genetic disorders. (3)
(Simple Probability and Bayesian calculation methods).**
- 4. Prenatal diagnosis and Screening for Congenital birth defects (2)**
- 5. Applications of Molecular Genetic techniques in detection of Genetic disorders (3)**
- 6. Strategies for treatment of Genetic disorders. (2)**

UNIT II

Practical training program (Internship) at the Institute of Genetics and Hospital for Genetic Diseases, Begumpet, Hyderabad for a period of 4 weeks.

Outcomes:

- The students learn the concepts of Human genetic disorders.**
- Students learn the different steps involved in genetic counseling.**
- They also learn various methods involved in carrier detection.**
- They learn to appreciate the prenatal diagnostic techniques.**

- **Hands on practical training program at the Institute of Genetics , Begumpet helps them to develop their skills in Molecular Biology, Biochemistry and Cytogenetics.**

References:

- 1. Emery's Elements of Medical Genetics, 2012, Elsevier, 14th edition.**
- 2. Nussbaum, Genetics in Medicine, 2004, Elsevier, 2nd edition.**
- 3. Harper, Practical Genetic Counseling, 2004, Arnold Publishers, 6th edition.**
- 4. Emery and Rimoin, Principles and Practice of Medical Genetics (3 volumes), 2006, Churchill Livingstone, 5th edition.**
- 5. Mange and Mange, Basic Human Genetics, Sinauer Associates, Inc., 1999, 2nd edition.**

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E-Business

Organised by
(Certificate Course Committee)

In Association with
IIM-Calcutta





Memorandum of Understanding

Between

Makeintern.com And Bhavan's Vivekananda College of Science, Humanities & Commerce

Zonal Center Confirmation

This is to certify that **Bhavan's Vivekananda College of Science, Humanities & Commerce** has been selected as a zonal center for Training camp in **July 2016**. We are confirming your college will be Zonal Center for IIM Calcutta Carpe-Diem **Secunderabad**. On behalf of Carpe-Diem and makeintern you can do marketing and promotional activities in vicinity. You can also welcome other colleges for participation in your campus.

This is to bring under your kind Notice that you will not be facing any issue with IIMC in this regards.

Ref_MI Carpe 011_ **Secunderabad**
Date **July 2016**
E-business

This is a confirmation that your college will be the Zonal Center for summer Training as mentioned above.

Director

Makeintern

Director Mr Salman Faizi

Overall coordinator Carpe-Diem
IIMC

Details of the (Carpe-Diem) IIMC program for the academic year 2016-2017

IIM Calcutta is organizing Technical Fest for the Academic Year 2016-17. The program comprises of E-Business, Self Selling and Project Management Skills.

IIMC Team would provide intensive training for the specific modules for the stipulated duration 45 or 90 hours at the rate of Rs. 6000 or Rs. 9000 per module / per student irrespective of their streams.

The program is catered to the need of all the students (II yr and I yr of B.COM/ BA/ BBA/ B.SC/BCA / **P.G**) who aspire to do MBA, start their own business and become an entrepreneurs.

The main objective of this program (Carpe-Diem) is to provide skill development with live projects.

Details of the module are as follow:

1) Module 1: E- Business

Duration: 45 hours

Fee : Rs. 6000/-

1. Launch a website
2. Marketing a website using different methods
3. Implementation of the website idea

2) Module 2 : Interview self selling (Strong interpersonal skills)

Duration : 90 hours

Fee : Rs. 9000/-

1. Corporate Introduction
2. Introduction to Interviewing
3. Write an Effective Resume
4. Personal Branding
5. Corporate Grooming
6. Develop Great References
7. Use Technology Wisely
8. Dress for success
9. Research the Company
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12. Types of Interviews
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17. Body Language Do's
18. Body Language Don'ts
19. The Behavioral Interview
20. How to Handle Illegal Questions
21. Further Study
22. Ending the Interview
23. Following Up
24. Salary Negotiation
25. Program Selling Strategies

3) Module 3: Project Management:

Duration : 45 hours

Fee : Rs. 6000/-

- 1) Introduction
- 2) Management Framework
- 3) Management Processes
- 4) Time Management
- 5) Cost Management
- 6) Quality Management
- 7) Human Resource Management
- 8) Communications Management
- 9) Risk Management
- 10) Procurement Management
- 11) Stakeholder Management
- 12) Professional and Social Responsibility

Note:

1. Selection for the module is based on the screening process conducted at the college during first week of June 2016.
2. Limited number of seats is available per module.
3. Date of registration online: 21st March to 31st March
(Registration form available on Bhavan's website: bhavansvc.org)

For Further Details Contact:

1. Dr. K. Sreelatha Reddy, Head, Department of Commerce
2. Dr. Y. Aparna, Lecturer, Department of Microbiology
3. Mrs. K. Suvarchala Rani, Lecturer, Department of Management Studies
4. Ms. Ankita Nagra, Lecturer, Department of Commerce
5. Mrs. P. Lavanya, Lecturer, Department of Physics & Electronics

Course Name: E-Business

Course Outcomes:

1. Analyze different types of portal technologies and deployment methodologies commonly used in the industry.
2. Categorize business data, information and documentation through electronic media and website created.
3. Integrate real business cases regarding their e-business strategies and transformation processes and choices.

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Course Name: Interview Self Selling

Course Outcomes:

1. Recognize the importance of interpersonal skills
2. Describe how good communication with other can influence our working relationships
3. Building the effective resume for the interview at the industry

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Project Management

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Course Name: Project Management

Course Outcomes:

1. Apply the risk management plan and analyse the role of stakeholders.
2. Understand the Contract Management, Project Procurement, Service Level Agreements and Productivity.
3. Articulate the understanding of Human Resource Management.