

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 2015-2016

Sl.No.	Course Name
1	Softskills
2	Softskills (CRT)
3	Computer Skills
4	Presentation Skills
5	Edge in Competitive Exams
6	Skills in MS-Excel
7	Multimedia
8	Proteomics

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

Softskills

Organised by (Career Guidance & Placement Cell)

2015-16 (Soft skills) (PG)

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

Date: 30th Jul'15

506/BVC/Contract 2015

The Vice-Chairman BVB Kendra Sainikpuri.

To

## 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.

O 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. (2015 -16). The details of the programme schedule is enclosed for your perusal please.

#### Particulars of class :

S.No.	Name /Particulars	Class	Duration	Fee charged	Ant De 11
	Mrs.Sudha Gorthi	M.Sc. a.Biochemistry b.Microbiology, c.Comp.Sc. M.Com.	20/7/2015 to 31/8/2015	Fee charged 120 sessions @650/- per hour	Amt.Payable Rs.78000/-

#### 3.

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#### Payment Details:

- I installment cheque for Rs.<u>39,000/-</u> (Rupees Thirty six thousand only.) may be issued in favour of <u>Mrs.Sudha Gorthi</u> and amount may be debited towards Students Welfare A/c. The Cheque may be issued on <u>10<sup>th</sup> Aug' 2015</u>.
- II Installment cheque for Rs.<u>39,000/-</u> (Rupees Thirty four thousand five hundred only.) may be issued on  $1^{st}$  Sep<sup>3</sup> 2015.

Yours Sincerely,

PRINCIPAL

APPROVED/NOT APPROVED

04/2/2015

Vice-Chairman BVB Sainikpuri Kendra.

Recommended/Not Recommended

Hon.Director, BVC

## <u>Softskills</u>

## 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
- 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.

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 & Placement Cell)

quidance (2015-16)

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

# Sub: Proposal for conducting – Enhancing Employability skill – Training module – Final Years – Reg

Dear Sir

We would like to bring to your kind notice that the Career Guidance and Placement Cell (CGPC) of our college has conducted Placement Eligibility Test (PET) for all the final year students of the college 20<sup>th</sup> June 2015. The PET paper consisted of three sections viz aptitude, email writing and personal introduction. 776 students have appeared for the test and 526 students have qualified for the test, CGPC strongly feels there is a need for skill development (for placements) of those 250 students who could not qualify the PET.

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

- 1. T. I.M.E.
- 2. Talent Beacon
- 3. Neemus Education

per Jermagnest

- 4. Disha Training and Consultancy services
- 5. Stratadigm Education and Training Ltd

Comparative Statement for Training Module of Enhancing Employability skills

	TIME	Talent Beacon	Neemus Education	Disha Training and Consultancy services	Stratadigm Education and Training Pvt Ltd.
Cost	Rs.1800 per	Rs.2700 per student	Rs.1950 per student	Rs.1800 per student	Rs.1750 per student
	student 60	60	26	60	60
No of Hours No of students per	60	60	60	60	60
Batch Effective Cost per Student hour	30	45	75	30	29.16
Additional Benefit	Mock Drive	-	×	-	-

Based on the discussions with them, cost associated with the programme and the track record we would like recommend T.I.M.E 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 per student in order to meet our infrastructure and other expenses.

Hope you will do the needful.

Thanking You

With Regards

Mrs. Seema Ghosh Placement Co-ordinator.

Recommended for officing training contract to TSME as recommended by CGPC. RS 1910 115 Accepted. We could have our core gp(3 to be associated for the future. 27/7

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## <u>Course Structure for the Student Development Program (SDP)</u>

PROGRAM COVERAGE - (15 SESSIONS)	Approximate no. of sessions
<ul> <li>Quantitative ability:</li> <li>Numbers, Number Systems</li> <li>Percentage, Profit and Loss, Partnership</li> <li>Average, Mixtures and Alligations;</li> <li>Simple Interest &amp; Compound Interest</li> <li>Time and Work &amp; Time and Distance</li> </ul>	5
Verbal Ability:	
<ul> <li>Paragraph formation</li> <li>Sentence Correction</li> <li>Reading Comprehension</li> </ul>	3
<ul> <li>Reasoning:</li> <li>Series, Analogies, Odd Man Out, Coding-Decoding</li> </ul>	
<ul> <li>Blood Relations, Direction sense, Symbols &amp; Notations</li> <li>Distribution, Binary Logic, Puzzles</li> <li>Cubes, Venn Diagrams</li> </ul>	4
<ul> <li>Evaluation mechanism:</li> <li>The mock tests will help the students analyze their performance in each area.</li> <li>Comprehensive (Company Specific / General)</li> <li>Doubt Clarifying Sessions on the tests taken</li> </ul>	2
<ul> <li>Basic Communication Skills:</li> <li>Writing Skills - Sentences, Paragraphs, Outlines etc.; Resumes and Applications; E-mail writing and other Correspondence - Formal and informal letters</li> </ul>	1
<ul> <li>Value Added Services:</li> <li>Workshop on industry scenario and employability (the requester job).</li> </ul>	ired skills to gain a
Note: Each session comprises of 1:30 hours to 1:45 hours Maximum no. of hours spent on the program would be <b>30 hours</b>	

#### 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.

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

**Computer Skills** 

Organised by (Department of Chemistry)

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 2<sup>nd</sup> 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** 

Jack

Dr.Madhumita Bhattacharjee

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

(Dr. Y. ASHOK) PRINCIPAL Bhavan's Vivekananda College of Solence Humanities & Commerce Sainikpuri, R.A. (Dist.)

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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.
- 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. haport data and analyze using descriptive statistics.

. 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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**Presentation Skills** 

Organised by (Department of Management Studies) To,

The Principal,

Bhavan's Vivekananda College,

Sainikpuri, Secunderabad.

Sub: Proposal for conducting Value Added Courses for BBA students for the academic year 2015-16.

Sir,

This is to bring to your kind notice that the Department of Management Studies would like to conduct Value Added Courses for all BBA students for the academic year 2015-16. The following are the various courses proposed along with duration & fees:

Name Of Course	The	Duration (Classes)	Faculty In charge		Fees (Rs.) 1500
	ON	45		TILAR	1000
		60		II YEAR	2500
Competitive		60	Mr. Sivaram Naidu		
Examinations	<u>s)</u>		Mrs. Padma Priva	III YEAR	1000
1110	CEL	30	WIIS. Faunta Friga		
	CoursePRESENTATIONSKILLSECE (EdgeCompetitiveExaminationsMS EX	CoursePRESENTATIONSKILLSECE (Edge inCompetitiveExaminations)MSEXCEL	Course(Classes)PRESENTATION45SKILLS60CompetitiveExaminations)	NameOfTheDurationCourse(Classes)In chargePRESENTATION45Dr. Kavitha Lal Ms.Suvarchala RaniSKILLS0Dr. MVS Mahendra Mr. Sivaram NaiduECE(Edge in Examinations)60Dr. MVS Mahendra Mr. Sivaram NaiduMSEXCEL30Mrs. Padma Priya	NameOfTheDurationFacilityClass, formCourse(Classes)In chargeIn chargePRESENTATION45Dr. Kavitha LalI YEARSKILLSDr. Kavitha LalMs.Suvarchala RaniIECE(Edge in60Dr. MVS MahendraII YEARCompetitiveMr. Sivaram NaiduII YEARExaminations)Mrs. Padma PriyaIII YEAR

Recommendet for commencement of course.

Value added courses incharge: Dr. Kavitha Lal.

Kindly permit us to conduct the same.

Thanking You,

Yours Sincerely,

Dr. N. S. Chakravarthy Head, Department of Management Studies.

hr,



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

#### Value Added Course: Presentation Skills

This program is exclusively designed for students to build their presentation skills. The main idea behind the program is to improve the language, communication as well as presentation skills of the students.

Duration of the program: 30 classes.

#### **Objectives of the Course:**

1) To provide knowledge for creating structure and plan a presentation.

- 2) To understand the effective utilization of visual aids for a good presentation.
- 3) To learn to use non verbal communication.

4) To improve the overall image and etiquette.

#### Syllabus:

1. Preparation of presentation a) what, how, for whom, structure, principles and presentation technique

b) Preparation of presentation II: business presentation specifications

2. Nonverbal communication during presentation: how to manage stress, body language, activating

the audience with nonverbal communication

- 3. Verbal communication: ice breakers, usable and unsuitable phrases
- 4. Communication skills: listening, empathic reaction, how to question, attracting the audience

attention

- 5. Case Study analysis (Oral Presentation)
- 6. Work with audience ice-breaking sessions, get them in the mood, work with emotions,

#### visualization tools

- 7. Improvisation of presentations and Extempore presentations
- 8. Feedback appreciation and critique
- 9. Image and etiquette

The components of the program are:

#### Theory: 10 Classes

Planning and preparation

- Collecting and Collating Data for the presentation
- Designing the Presentation structure
- Use of visual aids
- Handling Audience
- Conduct during presentation
- Elementary Body Language, Body Postures and Poise

#### Practicals: 20 classes

- Oral Presentations- Prepared (4 classes)
- Oral Presentations- Extempore (4 classes)
- Presentations (General)- Powerpoint (4 classes)
- Presentations (Management) (4 classes)
- Written examination and Final Presentation (4 classes)
- Review

#### Course Outcomes:

At the end of the course students will be able to

- 1. Plan and make oral, extempore and power point presentations
- 2. Utilize verbal and non verbal communication, etiquettes and visual aids for presentations
- 3. Apply general and business presentation skills
- 4. Manage stress and use appropriate body language for presentations
- 5. Use ice breaking techniques for effective communication

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**Edge in Competitive Exams** 

Organised by (Department of Management Studies) To,

The Principal,

Bhavan's Vivekananda College,

Sainikpuri, Secunderabad.

Sub: Proposal for conducting Value Added Courses for BBA students for the academic year 2015-16.

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Recommendet for commencement of course.

Value added courses incharge: Dr. Kavitha Lal.

Kindly permit us to conduct the same.

Thanking You,

Yours Sincerely,

Dr. N. S. Chakravarthy Head, Department of Management Studies.

hr,

#### Value Added Course: ECE (Edge in competitive Examinations)

Objective: This course is exclusively designed for Students to equip them on fundamental concepts in quantitative aptitude, mental ability, verbal and non-verbal reasoning and also English grammar and comprehension.

#### Duration of the program: 30 classes.

#### Syllabus

Number Systems. LCM & HCF. Profit, Loss & Discount. Percentages. Speed, Time & Distance. Time & Work. Simple & Compound Interest. Ratio & Proportion Averages **Quadratic & Linear Equations** Alphabet series, Blood relations, Directions. Analogy, Statements & Assumptions, Syllogism, Assertion & reasons, Puzzle tests etc., were discussed in detail in Reasoning.

#### **Course Outcomes:**

- Students were taught fundamental concepts in quantitative aptitude, mental ability, verbal and non-verbal reasoning and also English grammar and comprehension.
- Students will be able to learn Number series, discounts and percentage which will be useful for preliminary phase of all Government exams, CAT, MAT.
- Blood relation topic tests the analytical skills of the students and how one can approach the solution of logical problems with the help of diagrams instead of calculations
- Syllogism able to help the students to acquire logical thinking in solving.

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**Skills in MS-Excel** 

Organised by (Department of Management Studies) To,

The Principal,

Bhavan's Vivekananda College,

Sainikpuri, Secunderabad.

Sub: Proposal for conducting Value Added Courses for BBA students for the academic year 2015-16.

Sir,

This is to bring to your kind notice that the Department of Management Studies would like to conduct Value Added Courses for all BBA students for the academic year 2015-16. The following are the various courses proposed along with duration & fees:

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Recommendet for commencement of course.

Value added courses incharge: Dr. Kavitha Lal.

Kindly permit us to conduct the same.

Thanking You,

Yours Sincerely,

Dr. N. S. Chakravarthy Head, Department of Management Studies.

hr,

#### Value Added Course: MS Excel

This program is exclusively designed for students to equip them with the requisite Knowledge on Excel.

#### Duration of the program: 30 classes.

#### Syllabus

- 1. Basic introduction to Excel
- 2. Basics of Excel
- 3. Formatting worksheets
- 4. Formulas in Excel
- 5. Relative, Absolute, Mixed cell references : >,<,= operators
- 6. Different types of Functions in Excel
- 7. Different types of charts in Excel
- 8. Linking between sheets
- 9. Protection of worksheets
- 10. Give permission to Read/Write some area of the sheet
- 11. Filters and Sorting(Advanced Filters)
- 12. Pivot Tables and Pivot Charts
- 13. Data Validation
- 14. Conditional Formatting
- 15. Macros
- 16. What if analysis
  - --- Scenario Manager
  - --- Goal seek
  - --- Data Table
- 17. Lookup(), vlookup(), hlookup() functions
- 18. Exchange (copy, import, export) data between Excel and Access

#### Course Outcomes:

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

- Create, open, view , save and print a workbook.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

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Multimedia

Organised by (Department of Computer Science) Department of Computer Science Request for Approval

Dt: 29/12/2015

Con

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

Subject: Request for conducting value added course (Multimedia)

Respected Sir,

The Department of Computer Science want to conduct a value – added course "Multimedia" for all U. G course students. The main objective of this program is to teach basic concepts of Multimedia and make them to work on real time applications. Duration of the course is 1 Month.

The schedule of the program is enclosed for your approval.

Thanking you,

Yours Sincerely

(K V B Saraswathi Devi) (H.O.D, Department of Computers, BVC)

punited

Prof. Y.Ashel (Principal)

## Circular

## Bhavan's Vivekananda College

#### Department of Computer Science Value – Added course

Department of Computer Science is organizing Multimedia a value added course in Multimedia 2D Animation which includes the applications as Adobe Photoshop, Page Maker, Coral – Draw and Adobe Flash.

- Course duration 30 days
- Course fees Rs 2000/-
- Last date for Registration: 8<sup>th</sup> January 2016
- Batch size: 20 members
- Timings: 2:30 pm to 3:30 pm/ 3:30 pm to 4:30 pm

For Registrations contact R Manohar Programmer, Dept of Computer Science In BA(Mass Communication) Lab MBA Block

Further details contact: S Jayalakshmi Lecturer, Dept of Computer Science

pali

KVB. Saraswathi Devi Head, Department of Computer Science

Ashok Principal

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## Value-Added Course

## **Multimedia - Syllabus**

#### **Course Objective:**

- To discuss about the introduction of photoshop application and tools.
- To illustrate different graphical and filter effects.
- To explain various image effects with samples.
- To construct logo, brochure, banner and posters.

**Photoshop:** Introduction on Graphic design , photoshop tools - canvas , layer , saving methods. Selection tool, Move tool, Marquee tool, Lasso Tool, Quick Selection Tool, Pen Tool zoom and hand tool, Brush tool, Fill and gradient tool, Shape tool, History brush, Art history brush, Eraser, Healing tools, Dodge tools, Clone tool, Blending options, Blending modes, Adjustment Hue and Saturation effects, Filters.

Effects and samples: Abstract Image, Bokeh, Double Exposure, Text effects, Dispersion effect, Water effect, banner design, Tattoo design, animation 3d text and Gif creation.

Coral Draw: Application window, tool bar, effects and logo creation.

Adobe Flash: application, import image, create animation and slide show.

PageMaker: Canvas, layer, tools, designing poster, Brochure and sample projects

#### COURSE OUTCOMES:

- At the end of the course students will be able to:
- Develop simple graphical text based and image based applications.
- Implement retouching and animation effects for existing images.
- Create and publish simple logos and gif images.
- Apply coral draw and PageMaker tools to develop simple projects

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

**Proteomics** 

Organised by (Department of Microbiology) To The Principal Bhavan's Vivekananda College Sainikpuri Secunderabad

Sub: Value added course on Proteomics- Department of Microbiology

Respected Sir,

The Department of Microbiology would like to offer a value added course on Proteomics to post graduate students in collaboration with Sandor Life sciences Pvt Ltd. Course includes both theory and practical training. This course not only exposes students to practical skills, but also gives scope for increasing their job potential.

The details of the programme is enclosed for your perusal. Looking forward for your encouragement.

Thanking you

Dr. K. Anuradha

Head, Department of Microbiology

pumitted



## Value added course on Proteomics

#### Objectives

- 1. Basic foundation in Protein structure and Function
- 2. Study on Protein Protein interactions
- **3.** Exposure to protein separation techniques using electrophoresis and mass spectrometric methods
- **4.** Description of Protein identification methods like Peptide mass fingerprinting (PMF), Electro blotting and sequencing, homology modeling

#### Unit I

Protein structure – Different levels of protein structure, Protein Folding and unfolding, Active sites and effects of pH, temperature, substrate concentrations, inhibitors and activators on activity. Protein functions ,e.g. structural, storage, transport, hormonal, receptor, contractile, defensive, enzymatic. Protein interaction in cell signaling neurotransmitters and membrane channel opening and closing.

#### Unit II

Separation techniques – 2-D gel and polyacrylamide gel electrophoresis (PAGE) Biological mass spectrometry -MALDI-MS, ESI-MS, LC-MS/MS Finger printing. Protein identification – Peptide mass fingerprinting (PMF), Electro blotting and sequencing Determination of 3-D structures by x-ray crystallography, NMR and homology modeling.

#### **Recommended Books**

Principles of Protein structure, Schultz, G. E., and Schirmer, R. H. Dr. ShaktiSahi
Proteomics, Daniel C. Leibler
Microbial Proteomic, Marjo Poutanen
Proteins: Structures and Molecular Principles (2d ed.), TE Creighton
Organic spectroscopy, William Kemp
Proteome Research: Two-Dimensional Gel Electrophoresis and Detection Methods
(Principles and Practice), T. Rabilloud (Editor), 2000, Springer Verlag
Introduction to Protein Architecture: The Structural Biology of Proteins, M.Lesk, 2001, Oxford University Press

#### **Outcomes:**

- 1. Acquaint with fundamentals of Protein structure and Function
- 2. Knowledge on protein protein interactions
- 3. Practical knowledge in protein separation techniques
- 4. Awareness on Protein identification methods