

2016-17



# SRI VANI DEGREE & P.G. COLLEGE

Affiliated to S.K. University, Ananthapuramu.

# 1-1276, N.H.44, Kakkalapalli Cross, Near Sakshi Press, ANANTAPUR - 515 002. (A.P.)  
Ph:08554-294804,9440263218, Website:www.srivanidegreeandpg.org e-mail:srivanidegreepg@gmail.com

Date: 17/5/22

## SKILL ENHANCEMENT PROGRAMME

2016-2017

### SOFT SKILLS

#### Syllabus

##### Unit I:

**Introduction to personality development and Soft Skills:** Definition of personality – Determinants- -Barriers to developing positive personality- Techniques for developing a pleasing personality- **Soft Skills:** Meaning-importance- attributes of soft skills- methods to improve soft skills.

##### Unit II:

**Formation of Attitudes, Perception and Career Planning:** Introduction- Attitude-definition – features of attitudes- functions of attitudes-negative and positive attitudes- obstacles in developing positive attitude-

**Perception:** Meaning- factors influencing perception- developing perceptual skills- - Career Planning- Benefits of Career Planning- developing career goals - methods of successful career planning.

##### Unit III:

**Self- Awareness and Management :** Self-esteem – Characteristics - barriers for low self-esteem – steps to build positive self esteem- Communicative skills - non-verbal messages- listening skills- speaking skills- writing skills- counselling for self awareness and development.

##### Unit IV:

**Self- Discovery and Soft Analysis:** Introduction- importance of self discovery – process of knowing oneself- SWOT analysis- SWOT analysis Grid- Management of stress & emotions – Etiquettes and manners- classification of manners- manners to impress others.

##### Unit V:

**Team Building and Persuasion:** Introduction-meaning- aspects of team building-leadership skills- How to move and work with the teams- characteristics of effective teams-Conflicts Management- Negotiation skills.



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2016-2017

### YOGA AND ITS BENEFITS

#### Syllabus

#### Unit 1: -

- Introduction to Yoga.
- Foundation of Yoga
- Definition of yoga (Patanjala yoga sutra, Bhagavat Gita, Kathopanishad)
- Brief introduction to origin, history and development of yoga, yoga in principle Upanishads.

#### Unit 2: -

- Brief survey of yoga in modern and contemporary times [Shri Ramakrishna, Shri Aurobindo, Maharishi Raman, Swamy Vivekananda, Swamy Dayanand Saraswathi, Swamy Sivananda, Paramhansa madhavas, Yogacharya, shri T. Krishnamacharya].
- Principles and practices of Jnana yoga, Bhakti yoga, Karma yoga.

#### Unit 3: -

- Concept, Principles and significance of Sukshma vyayama, Sthula vyayama, Surya namaskaram.
- Concept, Principles, Meaning, Types and Significance of Shatakarma, Yoga asana, pranayama asana.

#### Unit 4: -

- Introduction to Asanas
- Suryanamaskaram, Dhanurasana, Vrksasana, Halasana, Ustrasana, Bhujangasana, Balasana, Bandhasana, Trikonasana, Adho mukha asana.



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2016-2017

### “LANGUAGE & COMMUNICATION SKILLS”

**Objectives:** -The main purpose of this program enables and improves the way of writing, critical thinking, speaking, using information technology, quantitative analyzing, and researching skills in every individual.

**Outcomes:** -The overall objective is to develop students -

- Written expression of thought and provide learners opportunities to explore ideas and to build connections between content areas.
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- Vocabulary Building.
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- Words often confused.
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- Grammar – 1.
- Types of Verbs.
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#### Unit III: -

- Grammar – 2.
- Tense (present and past) and Aspect.
- The several possibilities for denoting future Time.

#### Unit IV: -

- Listening Skills.
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#### Unit V: -

- Reading Skills.
- Skimming.
- Scanning.
- Comprehension



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##### Unit-III:

**Internet applications:** Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, LinkedIn, face book, flickr, skype, yelp, vimeo, yahoo!, google+, youtube, WhatsApp, etc.

##### Unit-IV :

**E-mail :** Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings.

##### Unit V:

**WWW-** Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Example



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2017-18



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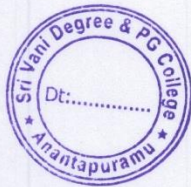
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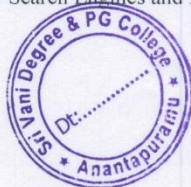
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2018-19



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2018-2019

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**2019-20**



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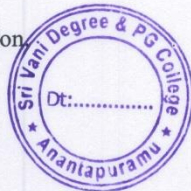
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- Concept, Principles and significance of Sukshma vyayama, Sthula vyayama, Surya namaskaram.
- Concept, Principles, Meaning, Types and Significance of Shatakarma, Yoga asana, pranayama. asana.

##### Unit 4: -

- Introduction to Asanas
- Surya namaskaram, Dhanurasana, Vrksasana, Halasana, Ustrasana, Bhujangasana, Balasana, Bandhasana, Trikonasana, Adho mukha asana.



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Date: 17/5/22

## SKILL ENHANCEMENT PROGRAMME

2019-2020

### Computing skills

#### Objectives: -

The main purpose of this programme

1. Identify the components and function of the hardware used in a computer system.
2. Basic computer networking concepts and architecture.
3. Use the Internet and World Wide Web to perform research.
4. Proficiency in social networking.

#### Outcomes:

Upon completion of this course, students will be able to:

1. Recognize the capabilities and limitations of computer technology, and the theoretical foundations of computing.
2. Critically assess the social and ethical implications of computer technology in their daily life.

#### Syllabus

##### Unit-I:

**Introduction to computer:** Computer Definition - Characteristics Generations of Computer, Applications of Computer, Basic Components of PC, Computer Architecture - Primary and Secondary Memories- Input and Output Devices- Operating System

##### Unit-II

**Fundamentals of Internet :** Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser – Types of Browsers.

##### Unit-III:

**Internet applications:** Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, LinkedIn, face book, flickr, skype, yelp, vimeo, yahoo!, google+, youtube, WhatsApp, etc.

##### Unit-IV :

**E-mail :** Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings.

##### Unit V:

**WWW-** Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Example



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2020-21



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## SKILL ENHANCEMENT PROGRAMME

2020-2021

### SOFT SKILLS

#### Syllabus

#### Unit I:

**Introduction to personality development and Soft Skills:** Definition of personality – Determinants- -Barriers to developing positive personality- Techniques for developing a pleasing personality- **Soft Skills:** Meaning-importance- attributes of soft skills- methods to improve soft skills.

#### Unit II:

**Formation of Attitudes, Perception and Career Planning:** Introduction- Attitude-definition – features of attitudes- functions of attitudes-negative and positive attitudes-obstacles in developing positive attitude-

**Perception:** Meaning- factors influencing perception- developing perceptual skills- - Career Planning- Benefits of Career Planning- developing career goals - methods of successful career planning.

#### Unit III:

**Self- Awareness and Management :** Self-esteem – Characteristics - barriers for low self-esteem – steps to build positive self esteem- Communicative skills - non-verbal messages-listening skills- speaking skills- writing skills- counselling for self awareness and development.

#### Unit IV:

**Self- Discovery and Soft Analysis:** Introduction- importance of self discovery – process of knowing oneself- SWOT analysis- SWOT analysis Grid- Management of stress & emotions – Etiquettes and manners- classification of manners- manners to impress others.

#### Unit V:

**Team Building and Persuasion:** Introduction-meaning- aspects of team building-leadership skills- How to move and work with the teams- characteristics of effective teams-Conflicts Management- Negotiation skills.



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## SKILL ENHANCEMENT PROGRAMME

2020-2021

### “LANGUAGE & COMMUNICATION SKILLS”

**Objectives:** -The main purpose of this program enables and improves the way of writing, critical thinking, speaking, using information technology, quantitative analyzing, and researching skills in every individual.

**Outcomes:** -The overall objective is to develop students -

- Written expression of thought and provide learners opportunities to explore ideas and to build connections between content areas.
- Oral communication skills by a variety of communication activities from informal discussion to formal presentation.

### Syllabus

#### Unit I: -

- Vocabulary Building.
- Analogy.
- One-Word Substitutes.
- Words often confused.
- Synonyms and Antonyms.

#### Unit II: -

- Grammar – 1.
- Types of Verbs.
- Subject- Verb Agreement.

#### Unit III: -

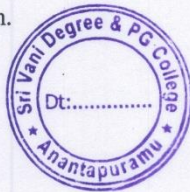
- Grammar – 2.
- Tense (present and past) and Aspect.
- The several possibilities for denoting future Time.

#### Unit IV: -

- Listening Skills.
- The Importance of Listening.
- Barriers/Obstacles to Effective Listening.
- Strategies for Effective Listening.

#### Unit V: -

- Reading Skills.
- Skimming.
- Scanning.
- Comprehension.



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## SKILL ENHANCEMENT PROGRAMME

2020-2021

### YOGA AND ITS BENEFITS

#### Syllabus

#### Unit 1: -

- Introduction to Yoga.
- Foundation of Yoga
- Definition of yoga (Patanjala yoga sutra, Bhagavat Gita, Kathopanishad)
- Brief introduction to origin, history and development of yoga, yoga in principle Upanishads.

#### Unit 2: -

- Brief survey of yoga in modern and contemporary times [Shri Ramakrishna, Shri Aurobindo, Maharishi Raman, Swamy Vivekananda, Swamy Dayanand Saraswathi, Swamy Sivananda, Paramhansa madhavas, Yogacharya, shri T. Krishnamacharya].
- Principles and practices of Jnana yoga, Bhakti yoga, Karma yoga.

#### Unit 3: -

- Concept, Principles and significance of Sukshma vyayama, Sthula vyayama, Surya namaskaram.
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