

7/11/2017

Minutes of meeting 2017-18.

A meeting was held on the above mentioned date in the department of Psychology from 3.00pm to 3.30 pm.

In the meeting, the issues of the clients who regularly come for counseling were discussed. The no of sessions to be given to each client was planned.

Psychological tests were planned for the clients, who were in their second session.

- 1) J. Manatha. J of Th
- 2) T. Divya ~~Th~~

5/2/2018.

Minutes of meeting 2017-18.

A meeting was held in the Department of Psychology on the above mentioned date at 3-00 pm.

The cases were discussed where the issues of the clients, the kind of therapy to be given and the number of follow ups required were discussed and planned.

The total no of cases, where the no of new cases, that requires follow up sessions were discussed. Remedial and therapies were also discussed.

1) T. Mamatha
2) T. Divya

T. R. H. H.
②

9/10/2018

Minutes of Meeting 2018-19

Samara counselling centre provides services to people who are in need of psychological services. Students from APS College of Arts and Science from BA, B.Sc and BCA come for counselling to our centre, they also bring their known ones to our centre for the same.

A meeting was held in the Department of psychology to discuss the cases handled and to reschedule their follow ups.

In the meeting, the problems of the clients were discussed to decide the kind of therapy to be given.

1) D.J. Mamatha. G. S. H. Th
 2) T. Divya. (Signature)

9/3/2019

Minutes of meeting 2018-19.

On the above mentioned date, a meeting was held in the above department of psychology. The following points were discussed.

① Case study of the clients to be checked and filed.

② The feedback that was taken from the family members of the clients was discussed.

③ The no. of lessons to be increased or decreased was discussed and decided.

④ Memo/circulars to be sent across students to remind them of the regular counselling given to students from our Department.

DJ-Mamatha. T-R Th
② T-Divya. ~~RS~~

MINUTES OF MEETING 2019-20

A meeting was held in the Department of Psychology on the above mentioned date.

Required Psychological tests were administered to few clients to find out their level of Cognitive abilities as decisions can be taken regarding the kind of Counselling to be given to our clients. Based on the results obtained, the type of Counselling to be given was decided. These aspects were discussed.

Appointment for the other clients were fixed.

Marina George
J. Mammatha

Hanshitha S

3/2/2020

Minutes of Meeting 2019-20

A meeting was held on the Department of Psychology on the above mentioned date.

The following points were discussed in the meeting.

- 1) Discussion on the problems of our clients/students and the kind of Remedy or Therapy that can be given.
- 2) Appointments were rescheduled and information was sent across.
- 3) Counselling was given over phone calls also because of pandemic.

Maxima George. Head-Geography

J. Mamatha. T.H.D

Harshitha.s

New committee has been constituted for the year 2020-2021. The following are the members.

- | | |
|---------------------|----------------|
| 1) MARINA GEORGE | Marina George |
| 2) SARUAMANGALIA H. | N. Saruamangal |
| 3) MAMPATI J. | P. H. J. |

The new members met in the Swarna Counseling Centre and discussed and approved the following

- 1) To continue the existing method of counseling
- 2) Reminder circular to be sent to all students about Swarna
- 3) On-line counseling to be taken up - need based
- 4) Co-opting of Harshita S. Assistant Professor of Psychology, as member with Principal's permission

Marina George
 CONVENOR.

VALUE ADDED COURSE

MINUTES BOOK

2018-19

&

2019-20 onwards

A meeting is arranged on 17.1.2019 in the seminar hall at 2-15 pm to discuss conducting of value added course for students as per the agenda

AGENDA

- 1) Topic for value added course
- 2) Syllabus
- 3) Hours of classes to be taken
- 4) Name of the Value-added course.

S.NO	MEMBERS PRESENT	DEPARTMENT	SIGNATURES
1	J. Mamatha	Psychology	J + M
2	Satyashree	Computer Science	Saty
3	Rakesha. A	Economics	Rakesha
4	B.S. ITLAK KUMAR, PhD.	P.E. Director	ITLAK
5	Shelak. P	Economics	Shelak
6	Sunil Kumar. K	Mathematics	Sunil
7	M. Sona Bai	Chemistry	M Sona Bai

Minutes of the meeting:

The meeting began with Marina George welcoming the Principal Prof. H.G. Ramesh Babu and committee members to the meeting. It was agreed to include Life-management, Value added ethics and such transferrable skills in the course. These topics could be covered in 30 hours at the end of which test would be conducted and certificates distributed. There was consensus among members to start 'Life-skills'

training for II Sem students in the month of April. Assistant professor Manthant and Smt Satyashree volunteered to help with the syllabus. The students would be taken according to the combination. Six topics for five hours each would be taught. At the end, test to be conducted.

x Marine George
PRINCIPAL

APS College of Arts & Science
N.R. Colony, Bangalore-560 019.

A meeting is arranged for the teaching faculty members of the Value added course today the 15th of April 2019 at 2-15 pm in the seminar hall to discuss and implement the following agenda

- 1) Distribution of the topics to faculty members
- 2) Time table for conducting the classes
- 3) Discussion of the topics

Marian George
IQAC Coordinator

S/N	NAME OF THE STAFF MEMBER	DEPARTMENT	SIGNATURE
1.	J. Mamatha	Psychology	J. M. A.
2.	Lakshmi. A	Economics	L. A.
3.	DR. TILAK KUMAR, B.S.	P.T.E. Director	T. K.
4.	Shakar. P	Economics	Shakar.
5.	Sunil Kumar. K	Mathematics.	S. K.
6.	M. Sona Bai	Chemistry	M. S. B.

Minutes of the meeting

The meeting began with Marian George welcoming the Principal and Committee members to the meeting. The topics for Value added course of life skills training were distributed as follows

- 1) Basic Information Technology (IT) Skills - Sri Sunil Kumar
- 2) TQM Model for professional excellence - Sri Lakshmi A
- 3) Time Management - Smt Mamatha J.
- 4) Managing Conflicts - Smt Sona Bai M.
- 5) Correlation of Happiness - Sri Shakar

6) Values and Ethics - Dr. Ilak Kumar

It was decided that these topics would be taught to six groups/combinations such as CBZ, PCM, BCP, HEP, SEP, SKP, HEK-HEM, for 5 hours each topic. Classes would begin from 22-4-2019 as per the time-table.

For Power Point Presentations, Seminar hall, Economics class room and ^{LP} Portfolio projects could be used as suggested by Principal. Sri. Sunil Kumar also suggested that as BCP and PNC students are gone at IT skills, aptitude testing and IQ could be given for them.

M. S. George
PRINCIPAL






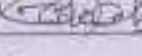




APS College of Arts & Science
N.R. Colony, Bangalore-560 019,

A meeting is arranged for the teaching faculty members handling Value added Courses and Certificate Courses today 8/7/2019 at 3:15 pm to discuss and implement the following agenda.

1. Value added courses for the academic year 2019-20
2. Certificate courses for the academic year 2019-20

Manna George

IQAC Coordinator

S.No	NAME OF THE STAFF MEMBERS	DEPARTMENT	SIGNATURE
1	SATYASHREE	NAIPCC	
2	MAHATHA J.	PSYCHOLOGY	
3	HARESHA M.C.	KANNADA	
4	SONA BAI	CHEMISTRY	
5	SUNIL KUMAR	MATHEMATICS	
6	LOKESHA	ECONOMICS	
7	SHEKAR	ECONOMICS	
8	DR. TILAK KUMAR B.S.	PHYSIOLOGY	
9	SHEETHI	ECONOMICS	
10	DIVYA T.	MATHEMATICS	

Minutes of the meeting

The meeting began with the IQAC Coordinator welcoming the Principal and all the members. The agenda was put forth for discussions and implementation.

1. Value added courses: It was decided to continue the life skills course for 1st degree students across the two semesters for 30 hours.

For 2nd year degree students 'Advanced life skills' course

for 30 hours across the two semesters to be held.
New teachers included.

2. Certificate courses: It was decided to have subject related certificate courses for 30 hours each for the following subjects.

- | | |
|----------------|---------------------------------------|
| a) Mathematics | 1) Doing Math With Python for PCM |
| b) BCA | 1) Python for I semester BCA students |
| | 2) Digital electronics for I sem. |
| c) Psychology | 1) Psychology and life. |
| d) Kannada | 1) Folklore studies |

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It was also decided to upload the syllabi and brochures of the certificate courses. Also registration forms to be filled up by the students opting the certificate courses.

The meeting ended with the IPAC coordinator proposing the vote of thanks.

Navina George
PRINCIPAL

APS College of Arts & Science
N.R. Colony, Bangalore-560 019.

In the staff meeting held on 12-7-2019 at 3.30pm wherein the progress of the soft skills called life skills and advanced life skills for I year students was discussed. The following teachers are conducting these classes.

- 1) Sri Lakshmi A.
- 2) Smt Manmatha J.
- 3) Sri Shikha P.
- 4) Sri Sunil Kumar
- 5) Smt Soma Bai
- 6) Kum Shashik Shrinath
- 7) Droye

The certificate courses are being conducted by the following teachers

- 1) Sattiyashree for BSc (Two certificate courses)
- 2) Sunil Kumar for BSc PCM
- 3) Manmatha J for Psychology students.
- 4) Haleesthale for optional Kannada.

Manna George

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TIME MANAGEMENT

Time management is predictable control an individual can exercise over a series of events. No matter how organised we are, there are always only 24 hours in a day and at the end of the day, generally, we get a feeling that we still have a lot behind. Remember, time is the one resource which:

- Is limited to 24 hours a day
- Can't be recovered if lost
- Can't be shared or borrowed from others
- Can't be deposited in a bank and made to grow
- Can be either utilised or wasted

Time doesn't change and we cannot change the time. All we can actually manage is ourselves and what we do with the time that we have. Many of us are prey to time-wasters that steal time we could be using much more productively. Tracking daily activities is the first step to effective time management. It helps you to identify the value adding and non-value adding activities which you actually do. You're likely to waste valuable time in your work on account of

- Telephone interruptions
- Extended lunches or breaks
- Cluttered workspace
- Misfiled information
- Net surfing/emails
- Not setting/sticking to priorities
- * Poor planning.
- * Procrastination
- * Paperwork
- * Waiting/delays
- * Drop-in visitors

You may end up wasting anywhere between 40% and 70% of your useful time on account of the earlier mentioned time-wasters.

Time management needs a high level of commitment to bring into practise. It might be initially frustrating, but you would soon realise its importance and value to your performance and productivity. The following three step approach will help you to manage your time effectively.

1. Create time management goals.

Remember, the focus of time management is actually changing your behaviours, not changing time. A good place to start is by eliminating your personal time-wasters. Start a log and write down your goals and progress for each goal. Go through your goal log each week to make sure you are on the right track. Keeping a log on your computer is the most

convenient way of tracking your time management success. It also tells you the proportion of time you spend towards achievement of your goals and other activities, initially, this ration could be very frustrating.

2. Implement a time management plan.

The objective is to change your behaviours to spend maximum time towards achieving whatever goals you have set for yourself, such as increasing your productivity or decreasing your stress. So you need to not only set your specific goals, but identify the right activities and track them over time to see whether or not you're accomplishing them, it is more important to do the right things than just doing things right.

3. Use time management tools.

Practise the following simple tips to use your time more effectively and eliminate the time-wasters

Be sure your systems are organised

Have on your desk, the only items you are dealing with.

Plan your week ahead

Spend some time at the beginning of each week or end of the previous week to plan your schedule. Taking extra time to do this will help increase your productivity and balance your important long-term projects with your more urgent tasks. All you need is 15 to 30 minute each week for your planning session. Your work-life balance also could be improved through such a planning.

Write things down

Do not rely on your memory to keep track of activities and information. Using a to-do list to write things down is a great way to take control of your tasks and keep yourself organised.

Prioritise ruthlessly

Start your day with prioritising the tasks from your to-do list for that day. Prioritising helps you focus and spend more time on items that really matter to you. URGENT-IMPORTANT is one the prioritisation systems. Note that all activities which are urgent may not be important at vice-a-versa. You may also use MUST-SHOULD-COULD system of prioritisation. Out of yo

tasks for the day, which ones you MUST do which ones you SHOULD do and which ones you COULD do if time permits.

Set time limits for tasks.

Estimate the times for each of the activities including your rest periods. Sometimes you may have to allocate the time where estimation could be difficult. You need to schedule time for setting and evaluating your goals, planning and reviewing. Plan only for 80% of the time you have, as some foreign elements do keep creeping in.

Think before acting; learn to say no.

You tend to say 'yes' to everything that comes in your way and regret later for accepting it. Before committing to a new task, stop to think about it before you give your answer. Sometimes people are in habit of doing other people's work because of a 'hero' mentality. Instead, focus on your own tasks and goals. Many people over-commit and get overloaded with too much work. They say 'yes' when they really should be saying 'no'. Learn to say 'no'. You will free up time to spend on things that are more important to you. You may not be able to refuse at all times but try your best to say 'no'.

Continuously improve yourself

Make time in your schedule to learn new things and develop your natural talents and abilities.

Give up something unnecessary

Evaluate regularly how you are spending your time. Many activities we keep doing because we have been doing it for years or for 'just in case'. The best is to stop doing an activity that is no longer necessary, relevant and value adding and spend time doing something more valuable.

Eliminate procrastination

Do it now. Don't unnecessarily keep postponing.

Self-discipline

Self-discipline is a must for effective time management. Is what you are doing at this minute moving you towards your goals and objectives? If not, don't do it.

Don't be a perfectionist at all times

Some tasks don't require your best effort. Learn to distinguish between tasks that deserve to be done excellently and tasks that just need to be done.

Avoid 'efficiency traps'.

Being efficient doesn't necessarily mean that you are being productive. Efficiency and effectiveness are two different things. You need to be effective while being efficient. Avoid taking on tasks that you can do with efficiency that actually don't need to be done at all. Just

because you are busy and getting things done doesn't mean you are actually accomplishing anything significant.

The TIME is like a MAGICAL BANK for us. Each morning we awake to receive 86,400 seconds as a gift of life and when we go to sleep at night, any remaining time is NOT credited to us. What we haven't lived up that day is lost forever. Yesterday is forever gone. Each morning the account is refilled, but the bank can dissolve your account at anytime... WITHOUT WARNING. SO, what will YOU do with your 86,400 seconds? Aren't they worth so much more than the same amount of money? Think about that and enjoy every second of your life, because time races by so much quicker than you think. So take care of yourself, be happy, love deeply and enjoy life!


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VALUES AND ETHICS

The Following principles describe the characteristics and values associated with ethical behaviour and ethical decision making.

1. **Accountability:** Accountability is taking ownership. Ethical individuals acknowledge and accept personal accountability for the ethical quality of their decisions and omissions to themselves, their associates, clients, colleagues.
2. **Commitment to excellence:** Ethical individuals pursue excellence in performing their duties, and are well-informed and prepared. They constantly endeavour to increase their skill in all areas of responsibility.
3. **Concern for other:** Ethical individuals are caring, compassionate, benevolent and kind; they believe in, 'help those in need' and seek to accomplish their business goals in a manner that causes the least harm and the greatest positive good.
4. **Fairness:** Ethical individuals are fair and just in all dealings. They do not misuse their powers and do not use indecent means to gain or maintain any advantage. They also do not take undue advantage of other's mistakes or difficulties. They manifest a commitment to justice, equal treatment to all and tolerance for and acceptance of diversity. They are open-minded and willing to admit their mistakes and where appropriate, change their positions and beliefs.
5. **Honesty:** Ethical individuals are honest and truthful in all their dealings and they do not deliberately mislead or deceive others by misrepresentations, over statements, partial truths, selective omissions or any other means.
6. **Integrity:** Ethical individuals show personal integrity and the courage of their convictions by doing what they think is right even when there is great pressure to do otherwise. They are principled, honourable and upright and they fight for their beliefs. They will not sacrifice principle for expediency or be hypocritical or unscrupulous.
7. **Law abiding:** Ethical individuals abide by laws, rules and regulations relating to their personal, professional and business activities.
8. **Leadership:** Ethical individuals are conscious of the responsibilities and opportunities of their place of leadership and seek to be positive ethical role models by their own conduct. They create and promote an environment in which principled reasoning and ethical decision-making are highly regarded and respected.
9. **Loyalty:** Ethical individuals are loyal to their clients, companies and colleagues. They avoid undue influences and conflicts of interest and make independent professional judgements. If they decide to accept other employment, they provide reasonable notice, respect the proprietary information of their former employer and refuse to engage in any activities that take undue advantage of their previous positions.
10. **Promise-keeping and trustworthiness:** Ethical individuals are worthy of trust. They are candid and forthcoming in supplying relevant information and correcting misapprehensions of facts. They make every effort to fulfil the spirit of their promises and commitments. They do not unreasonably try to rationalise non-compliance or create justifications for escaping their commitments.

11. Reputation and morale: Ethic individuals seek to protect and build good reputation for themselves, their profession and business. They enhance the morale of their associates, colleagues and employees by avoiding situations that might undermine respect and take whatever actions necessary to correct or prevent the creation of such situations by others.
12. Respect for others: Ethics individuals show respect for human dignity, autonomy, privacy, rights and interests of all those who have a stake in their decisions. They are courteous and treat all people with equal respect and dignity regardless of sex, race or national origin.

It is the people who bring ethical or unethical and moral or immoral values and practices to the organisation, society and community. It is worth noting that,

- Most people behave ethically to avoid some punishment or to receive some reward.
- Many behave ethically to be good citizens and responsive to family, friends and senior
- Very few behave ethically to pursue some ideal of doing the right things.

Compliance is about doing what you are required to do by laws or rules. Ethics is about doing what you should do because it is right, just and fair. Compliance often represents an ethical minimum while ethics represents a standard that exceeds the legal minimum.

Legality is enforcement, ethics is obligatory and morality comes from within.

Try this simple questionnaire.

		Always	Usually	Never
1.	Do/Will you maintain confidentiality of matters in important things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do/Will you say 'no' to inappropriate requests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do/Will you show respect for copyright laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do/Will you be honest when sharing information with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do/Will you balance college and personal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are/Will you be able to manage your personal biases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do/Will you respect the diversity within your society?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do/Will you utilise your authority properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do/Will you challenge yourself to 'do the right thing'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Do/Will favouritism ever enter into your decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Do/Will you follow orders regardless if they appear unethical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are/Will you be able to avoid conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Managing Conflicts

SOURCES OF CONFLICT

Conflicts can emerge from various sources, such as sharing material goods, principles, territory, communication, policies, process and/or personalities. We can categorise them as instrumental conflicts, conflicts of interest and personal relational conflicts.

- Instrumental conflicts concern goals, means, priorities, procedures and structures.
- Conflicts of interest involves distribution of means such as money, time and space, or factors that are important for the distribution of these means like importance, ownership, power, competence and expertise.
- Personal conflicts are about questions of identity, self-image, relationships and prejudices/biases. Relational conflicts may centre on loyalty, breach of confidence, perceptions/values, facts and feelings, simple misunderstanding, poor communication, unfulfilled expectations, lack of respect or betrayal of friendship.

Resolving is not always easy. It is important to identify the source of the conflict and analyse before deciding the strategy for its resolution.

LEVELS OF CONFLICT

There are a number of clues that can help us to understand the level of conflict and what to do about it. The key is early intervention before it leads to a really difficult situation.

- Discomforts: Nothing is said. It may be difficult to identify the problem, but things just don't feel right.
- Incidents: This takes the form of a minor outward clash; no real significant internal reactions take place.
- Misunderstanding: The parties begin to have negative images and perceptions of each other. It is still relatively easy to fix at this stage.
- Tensions: Negative attitudes and stances are added to negative images and perceptions. Tend to become fixed overtime and hard to resolve.
- Crisis: Behaviour is affected, normal functioning becomes difficult, extreme gestures are contemplated, if not executed. Here personal and social conflicts become really serious.

METHODS OF CONFLICT RESOLUTION

Table given describes the five most commonly used methods for resolving conflict and when each method is appropriate or inappropriate to use. Different situations require different methods.

The usefulness of each method depends on the context, issue, goals to achieve and the relationship between parties. However, collaboration is preferred, if possible, because it results in a win-win for both or all parties.

Addressing conflict early allows the individuals involved to control the outcome and their own destiny. Negotiation offers most control over the conflict and the outcome because the parties work together to resolve the conflict. If the parties cannot work together to resolve the conflict, they may be mediation, that is, a neutral third party who helps the conflicting parties. The mediator does not resolve the conflict but guides the parties to develop their own solution(s). If mediation does not work, arbitration becomes the next option, that is, an arbitrator is appointed to decide the outcome, thus taking the decision out of the hands of the conflicting parties. If arbitration does not work, the final process for resolving the conflict is the judiciary, in which a judge or jury decides the outcome.

Methods	Impact when used	Appropriate when	Inappropriate when
Power or compete (FIGHT)	One's power, position or strength settles the conflict. I'm okay, you're not OK	When power comes with position of authority, this method has been agreed upon.	Losers are powerless to express themselves or their concerns.
Collaboration (FACE)	Mutual respect and agreement to work together to resolve results in I'm okay, You're OK	Time is available; parties committed to working together as we versus the problems, not we-they.	Time, commitment or ability are not present.
Compromise or negotiation	Each party gives up something in order to meet midway, often leaving both parties dissatisfied. We are both sort of OK.	Both parties are better off with a compromise than attempting a win-lose stance.	Solution becomes watered down if commitment by both parties is doubtful.
Denial, avoidance (FLIGHT)	People just avoid a conflict by denying its existence, I'm not okay, you're not okay.	Conflict is relatively unimportant, timing is wrong, a cooling-off period is needed.	Conflict is important and will not disappear but will continue to build.
Accommodating, smoothing over (FREEZE)	Differences are played down and surface harmony is maintained. You're okay, I'm not okay.	When preservation of the relationship is more important at the moment.	If smoothing over is to evading the issue when others are ready to deal with it.

Some of the Skills which would help you to manage conflict resolution are:

- **Assertive communication**

Each person has the right to be treated with respect, the right to have and to express feelings, opinions and 'wants', the right to be listened to and taken seriously by others. Too often in conflict situations, these rights get ignored. Assertive communication is a result of assertive behaviour.

that is, clearly expressing what you feel and saying what you want. It is self-enhancing because it shows a positive firmness. Assertive behaviour is revealed when you:

- Allow other to complete their thoughts before you speak.
- Stand up for the position that matches your feelings or the evidence.
- Make your own decisions based on what think is right.
- Consider yourself strong capable, but generally equal to other people.
- Own responsibility with respect to your situation, your own and others' needs and rights.

There are three simple steps to communicating assertively:

1. Describe the situation or idea as clearly and specifically as you can.
2. Express how you feel about the situation. (Note: use 'I' or 'My' statements to refer to how you are feeling and what you are thinking.)
3. Specify what you want. Include a specific deadline.

For example, someone has pushed in front of you in a line for a bus. If you choose to respond assertively, the following dialogue is appropriate:

Describe the situation: 'Excuse me. There is a line-up here of people who all want to get onto the next bus. Some of us have been waiting for over an hour'. Express how you feel: 'I find it frustrating that you just push into line without concern for others and their needs to get to work on time'. Specify what you want done: 'I think it is only fair that you go to the end of the line and wait your turn with the rest of us'.

This is just a simple example to demonstrate how to use the assertive behaviour. Now think and practise about assertive behaviours in the following cases:

- Someone you respect has expressed an opinion with which you strongly disagree.
- Someone in your organisation has a specific complaint that they won't let go, even though it has been dealt with several times.
- A friend has betrayed your confidence or hurt you.
- A person in your organisation is constantly talking about another member behind her back. This is divisive and destructive to your organisation.

● Active listening skills

Active listening is essential to a successful conflict resolution. We have dealt with active listening in the chapter on communication skills. Just to refresh, here are some characteristics of active listening:

- Listening is, understanding what is said and what is not said and not just lending ears.

- Listen for the whole message by paying attention to body language.
- Do not prejudge because of previous history, appearance, accent or other irrelevant characteristics.
- Do not interrupt.
- If you disagree, do not become aggressive. Restate the speaker's comments, present your point of view and return the dialogue to the speaker by asking for a reaction to your views.

• Negotiation and mediation skills

Negotiation involves discussions between two or more parties around specific issues for the purpose of reaching a mutually satisfactory agreement. The issue is not whether you negotiate but rather how effective you are. The aim of negotiation should be win-win. Win-win negotiation is an approach to negotiating that stresses common interests and goals. By working together, parties can seek creative solutions and reach decisions in which all parties can win. Negotiation is a skill that can be improved with practice.

ROLE OF MEDIATION IN CONFLICT MANAGEMENT

You could be asked to be a mediator in various types of disputes. Mediation is the intervention of an acceptable and impartial third party in a dispute. Mediation brings people together to discuss their conflict and accept responsibility for finding a solution together. Before you accept to be a mediator, ensure that the following are in place:

- Voluntary participation by all parties
- Face-to-face discussions
- Each party has the same opportunity to speak, to present facts and perceptions and to be heard
- All relevant information is shared
- The agreement, having been reached jointly, is accepted by both the parties

Role of the Mediator

- An expert, who helps people to resolve a conflicting situation
- Listens to all opinions during the dispute
- Helps to clarify parties' statements and positions
- Is impartial and unbiased
- Does not have any decision-making responsibility
- Helps each party understand the issue and the other parties' perspective
- Does not blame anyone, is neutral and objective

- Does not present his/her personal opinion
- Compiles all information in a way that leads to possible success
- Writes a mutually acceptable agreement that is specific to the issues to be resolved

Skills Required for a Mediator

- Active listening: using both verbal and non-verbal behaviours to express your attention to what is being said and showing that you understand the context.
- Looking for facts: Once both parties have described the situation, ask open-ended questions that do not contain any judgement or criticism.
- Identification of controversial points: State the obvious points of controversy and describe underlying emotions or possible interpretations to both the parties. It is often difficult for conflicting parties to say these points.
- Be able to reframe and rephrase controversial points in such a way that the tension and blaming are reduced.
- Facilitate agreement by assisting parties in identifying solutions to controversial points and prioritise for action.


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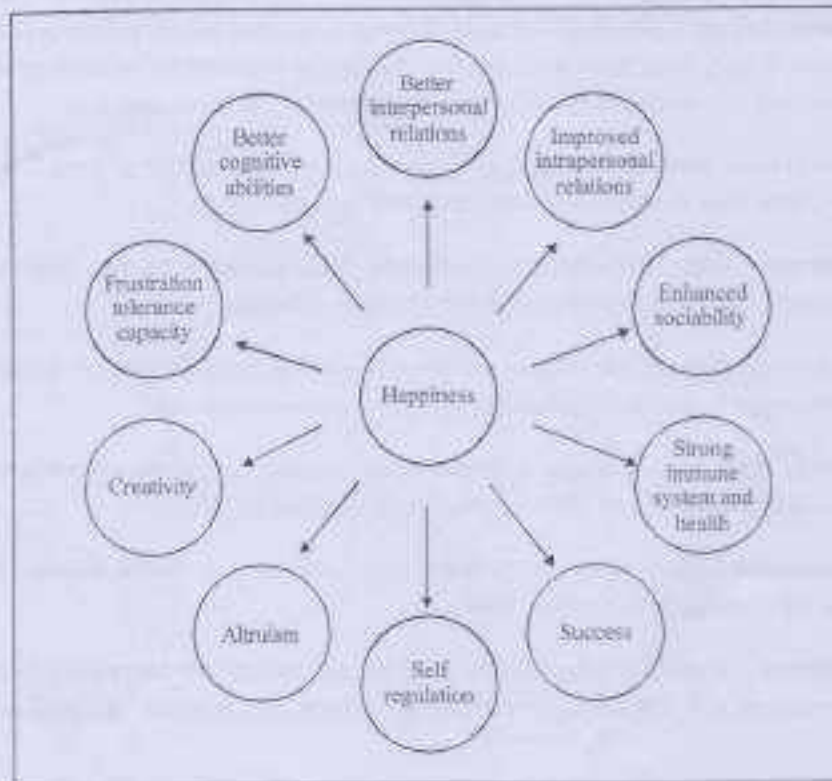
CORRELATES OF HAPPINESS

The personality of some individuals is oriented toward happiness. As we generally experience that some people are always happy. They never have any complaints about the environment. They interact with others in a pleasant way and are altruistic. Some others are always unpleasant and never satisfied. Some important findings are listed as follows:

1. **Self-esteem** – Happy people have appropriate self-esteem. Particularly in Western cultures, it has been proved. They see themselves as more intelligent and better able to get along with others than the average person. In fact, they often hold positive illusions or moderately inflated views of themselves as good, competent and desirable. It may or may not be true of other cultures.
2. **Internal locus of control** – Happy people have a firm sense of control. They feel more control of events in their lives. They experience less learned helplessness.
3. **Optimism** – Happy individuals are optimistic. Their optimism permits them to persevere at tasks and ultimately achieve more. In addition, their health is better.
4. **Trust** – Happy people trust others and are perceived as being trustworthy by others. This contributes to a better image in the society and improved interpersonal relations.
5. **Absence of tension and undue anxiety** – Happy people are more relaxed and less tensed. They do not suffer from exaggerated anxiety. This results in better mental health.
6. **Extraversion** – Happy people are found to be more extravert. Hence, they enjoy more social interaction. They are more popular and less lonely.
7. **Hardiness** – Happiness is positively related to hardiness or the capacity to deal with stress and negative experiences. It is the capacity to deal with unpleasant situations in a positive way. It results in better health.
8. **Easy to get along with** – Happy people have welcoming gestures and they get introduced to people very easily. They interact with others in a pleasant way.
9. **Maintaining good interpersonal relationships** – Happy people can easily maintain good interpersonal relations and enjoy good interaction. Their social adjustment is appropriate.
10. **Emotional stability** – Happy individuals enjoy emotional stability as their negative experiences are neutralized to some extent due to their happiness.
11. **Commitment** – It is seen in research that happy people are more committed to a task or a relationship.
12. **Accepting challenge** – Happiness leads to readiness to accept more challenges and deal with them in a better way.
13. **Rich social life** – To be happy we need to spend six to seven hours a day in social settings irrespective of whether the individual is an extravert or an introvert. The most obvious difference between the happiest individuals and others is that happy people have a rich and satisfactory social life. Otherwise, there is hardly any difference in their daily activities.
14. **Relationship with family and friends** – Relationships with family and friends are related to life satisfaction and happiness. Happy people like to be around other people. They tend to have a supportive network of close relationships.
15. **Physical health** – Physical health contributes to happiness as the individual is free to enjoy various activities.

Other correlates are financial security, self-development, getting a good job, faith and enjoyment of daily activities. Losing a spouse because of either death or divorce and losing a loved job can both lead to long-term decreases in overall happiness.

Since centuries, philosophers and theologians are trying to understand the exact nature of happiness. Now health psychologists are focusing on the question by investigating subjective wellbeing; people's evaluations of their lives in terms of both their thoughts and their emotions. In any of the ways, subjective wellbeing is the measure of how happy people are.



Life satisfaction is one's assessment of one's own life. If the difference between real and deserved situations is more, it is dissatisfaction. If it is negligible, it is a state of satisfaction. Happiness leads to feeling good. Positive emotions and a sense of wellbeing result in:

1. Better interpersonal communication
2. Improved intrapersonal communication
3. Enhanced sociability
4. Health and strong immune system
5. Success
6. Self-regulation
7. Altruism
8. Creativity
9. Frustration tolerance capacity
10. Better cognitive capacities like more focused attention on the task.

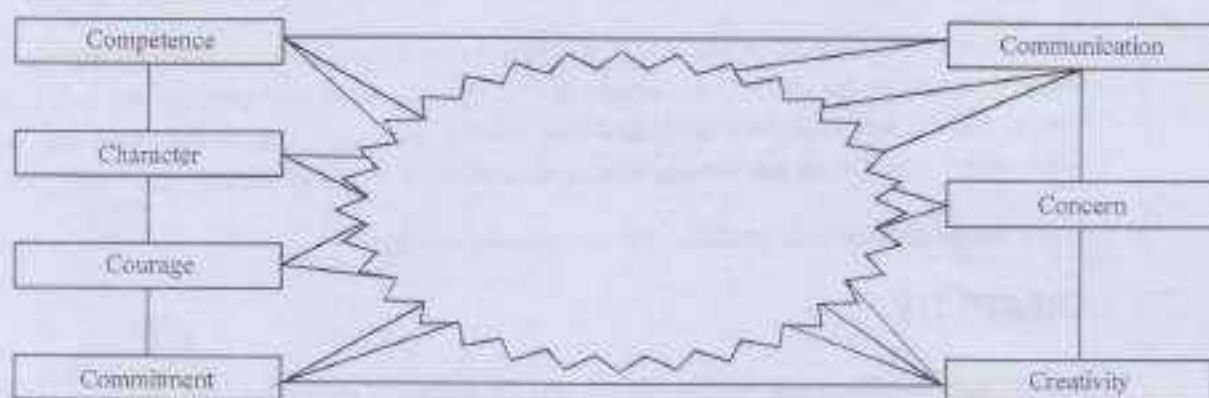
As a result of all of these, the individual enjoys longevity. Happiness is comparatively a stable characteristic. It varies due to some major life events, experiences and changes.

7Cs Model for Professional Excellence

The 7Cs model for professional excellence is an attempt to logically bring together all those skills, qualities and attributes which are important from the employability point of view. It is not just important to have these 7Cs at the time of entry into the corporate world, they are also necessary for long-term success in all your professional endeavours.

The 7Cs are mutually non-exclusive and complement each other. For example, if you have a high level of commitment, you are likely to have higher competence or with good courage, your communication skill is likely to be better. The following brief description of 7Cs would help you understand them better and establish your own improvement plan.

7Cs of Professional Excellence



CHARACTER

Your character is 'who and what you really are' It is not just what you display for others to see, it is who you are, even when no one is watching. Abraham Lincoln said, 'reputation is the shadow. Character is the tree' Character comprises of your culture and conscience. Good character is thinking and doing the right thing because it is right to think and do what is right.

the right thing because it is right to think and do what is right.

Key Determinants of your Character

Trustworthiness	Be honest; don't deceive, cheat, steal; be reliable; build good reputation, be loyal to your family, friends and country
Respect	Respect others; be tolerant; use good manners and language; don't hurt anyone; deal calmly with insults and disagreements
Caring	Be kind; be compassionate and show you care; express gratitude; forgive others; help people in need
Fairness	Play by rules; take turns and share; be open-minded; listen to others; don't exploit others; don't blame other; treat all fairly
Responsibility	Plan; do your tasks; give 100%; keep trying; be self-disciplined; think of consequences before acting; be accountable for your words, actions and attitudes
Citizenship	Volunteer for community service; cooperate; vote; be a good neighbour; obey laws, rules and regulations; respect authority; protect environment

COMPETENCE

Competence is the ability of a person to perform a task successfully or efficiently. It is an indication of a person being physically, mentally, intellectually, emotionally, socially and culturally fit in any situation. Competence is a combination of knowledge, skills and attitude. Companies look for broad-based knowledge, multi-disciplinary skills and positive attitude when they hire graduates, knowledge is available in classrooms, books and libraries, while skills and attitude building is a joint effort between you and your institution.

CONCERN

Concern is an expression of recognising a problematic situation and showing seriousness to resolve the problem. A worried person sees a problem and a concerned person solves a problem, Expressing concern about a constraint and overcoming the same is a desired professional quality.

Concern also means to think about others' problems and shortcomings and help them to overcome those. They could be your family, neighbourhood, co-workers and community. It is important to realise that no one is perfect, and therefore people need your help in the same way as you may need theirs. You should be honest, loyal and consistent with the person you help.

There are many avenues available for community service.

CREATIVITY

George Bernard Shaw said 'Some people see the things as they exist and ask the question WHY; I imagine things which don't exist and ask the question WHY NOT.' That is creativity. Creativity is an ability to come up with new ideas and different ways of doing things. It involves challenging the status quo and thinking about a different situation to replace the same.

Famous baseball player Yogi Berra said 'If you keep doing things you have been doing, you will only get results you have been getting' Think differently, act differently, be imaginative and you will be a different professional.

COMMUNICATION

The need for communication skills is ranked number 1 amongst the skill requirements by companies. It is important in virtually every career and sector that you may seek placement in. According to William Schaffer of Sun Microsystems, 'If there's one skill that's required for success in this industry, it's communication skill.

A study published in the Journal of Career Planning & Employment asked almost 250 employers 'What skills are most important for college graduate?' Their overwhelming response was written and oral communication skills, followed by interpersonal skills, teamwork and analytical abilities. The importance of communicating effectively on the job is clear. However, realisation of the fact that communication skills often make the difference between being hired and being rejected in the first place is necessary. Therefore, having strong written and verbal business communication skills will make you more competitive, more promotable and more productive on the job. You must develop these skills now as a student, before you enter the job market. Being able to communicate well can boost your overall performance.

COMMITMENT

Two fundamental conditions for commitment are:

- The first is having a sound set of beliefs. It is said 'Stand for something or you'll fall for anything'. This links with the character.
- The second is faithful adherence to those beliefs with your behaviour and actions. Possibly the best description of commitment is 'persistence with a purpose'.

Commitment is most difficult and most readily proven during tough times. A ship's captain earns his reputation if he survives the storms. When your competition is tough, when money dries up or when the glamour of success wears off, this is when it is easiest to compromise your commitments. The real test comes when you can hold the line against the easy route of compromise.

COURAGE

Courage is not something that you display only in cases of emergencies or while performing some adventurous task. It is not something that can be borrowed from or lent to somebody when required through lessons. Courage is a way of life and comes from within. It is as much a habit as anything else, such as getting up, brushing your teeth in the morning or drinking coffee.

The real test of courage is or should be in our normal daily lives. For example,

- The courage to speak truth at all times, because lies are the biggest and most obvious sort of cowardice that people hide behind.
- The courage to speak our mind and not stay silent. We are at times afraid that other people might not agree with us or there will be conflicting views and conflict is unpleasant. But not speaking your mind can lead to much worse unpleasantness.
- The courage to stand up for what we believe in. The courage to follow ethics, public laws, rules and regulations and make other people follow them too. The courage to resist those who take easy ways out, which leads to corruption and rape.

Mark Twain has said, 'Courage is not the absence of fear. It is acting in spite of it'. A courageous person, then, is someone who feels fear, recognises fear and still goes on to do what he or she believes is right.


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Basic Information Technology (IT) Skills

Microsoft Office

Microsoft Office or more popularly known as MS Office, is a suite of interrelated desktop applications, servers and services for the Microsoft Windows and Mac OS X operating systems. It was first introduced by Microsoft in 1989 for Mac OS. The version for Windows came out in 1990. Over the years, Office applications have grown substantially with shared features such as a common spellchecker, OLE data integration and Microsoft Visual Basic for Applications scripting language. Microsoft also positions Office as a development platform for line-of-business software under the Office Business Applications (OBA) brand.

At the time of writing this book, Office 2013 was the latest version of Microsoft Office. As the world becomes increasingly connected and cloud computing becomes more mainstream, online productivity software has been gaining momentum among small and medium sized businesses. The most popular online offerings include Google Docs from Google and Office 365 from Microsoft. It is important to be familiar with at least office productivity suite and many students should expect to use these tools on an almost daily basis.

When it comes to Microsoft Office, students should be well versed with one or more of the following applications:

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook

Other Microsoft Office tools that are not essential but whose knowledge can vastly improve employability are mentioned as follows:

- MS Visio
- MS OneNote

Finally, for professionals who are likely to be in the programme management roles, MS project is an excellent resource for planning and managing project resources and schedules.

As mentioned earlier, you are not expected to be expert on the above programs. In fact nobody is. However, you should be able to use them reasonably well for you to be considered for an employment by a company. Those who can afford should attend coaching classes to learn MS Office or even obtain certifications from Microsoft. I would, however, recommend self-learning with hard practice as the best way to acquire MS Office knowledge and skills.

Microsoft Word

Microsoft Word is a word processor package that helps you to create, edit, format and print a document. It is quite flexible and easy to use. It is one of the most popular word processors for Windows. It has a number of user friendly menus and commands. It provides the facility to save the document automatically after pressing save commands. It has options of spell and grammar checking

and mail merge, which are not available in other word processing software. It also lets you to add images, clipart, diagrams and different font or design choices. The main file formats are .doc (MS Word 97-2003) and .docx (MS Word 2007 onwards). Your curriculum vitae (CV) may be your first attempt to use MS Word effectively. Some of the MS Word features that you should be familiar with are as follows:

- You can create professional documents fast, using built-in and custom templates.
- You can easily manage large documents using features like creating table of contents, index and cross-references.
- You can work on multiple documents simultaneously.
- AutoCorrect and AutoFormat features catch typographical errors automatically and allow you to use predefined shortcuts and typing patterns to quickly format your documents, it checks the spelling of each word from top to bottom one by one and if there is a spelling mistake, the suggested changes or ignoring prompts appear as a spelling dialogue box. You have options of using various dictionaries.
- The print zoom facility scales a document on different paper sizes and allows you to print out multiple pages on a single sheet of paper.
- The nested tables features supports putting one table inside another table.
- You can export and save your word documents in PDF and XPS file format.
- It has a facility to create tables automatically. You can create a table having any number of rows and columns having different size of cells.
- The mail merge facility enable the process of merging some form of address database with a form of letter to create a group of individual letter, Mail merge is used to print letters, envelopes, mailing labels, etc.

Microsoft Excel

Microsoft Excel, also known as MS Excel, is a spreadsheet and mathematics program that can make calculations and graphs based on the data entered. The file formats are .xls (for MS Excel 2003) and .xlsx (for MS Excel 2007). MS Excel has spreadsheets in which number of sheets can be added as per our requirements. Each sheet consists of rows, columns and cells. Every cell has different address. Sum, product, subtraction, division and many mathematical and logical functions are available with this application. You can also find other features such as tables, charts, clip art, etc. It is the most important software for all kinds of business applications where database is to be processed. Every manager needs to be familiar with various features of Excel. In fact for a manager, MS Excel is a must as he is required to make decisions based on analysis and logical deductions. Some of the key features of MS Excel are mentioned as under:

- Hyperlink allows you to link one file to another file or page with the use of Excel.
- Clip are helps you to ad images. You can also add audio and video clips.
- Charts allow you to make effective presentations of trends or performance variation, etc.

- Tables are created with different fields, for example, name, age, address, roll number, so we add a table to fill these values.
- Mathematical functions include add, subtract, divide and multiply.
- Logical functions include average, sum, mod and product.
- Images and backgrounds for the sheet.
- Macros are used for recording events for future use.
- We can add database from other sources with data feature.
- Sorting and filter is used to sort data and filter so that repetitions will be removed.
- Data validation tools.
- Grouping and ungrouping of data.
- Page layout features include themes, colour, sheets, margins, size, backgrounds, breaks, print, titles, sheets height, width, scaling, grid, headings, views, bring to front of font or back alignment, etc.

Microsoft PowerPoint

Microsoft PowerPoint, more known as MS PowerPoint, is a program that creates presentation and slide shows. This software application has virtually replaced 35 millimetre slide shows of the past. MS PowerPoint enables the user to create dynamic, informational slide, shows through the use of text, graphics and animations. Slide shows created with the software are often displayed on projection screens for business, training or educational presentations, although they can be distributed as stand-alone files. The slides could either be printed on transparencies to be used on overhead projectors or could simply be saved in a file for use on liquid-crystal display (LCD) projectors. Additionally, the slides can be arranged and printed as handouts for reference. Some of the key features of using MS PowerPoint are:

- PowerPoint provides an array of pre-designed templates from which can choose a particular template to make your slides. You can also start with a blank presentation and set the colours and fonts, etc., according to your own specifications.
- You can use an auto layout or a blank screen to make your slide. You can then choose to add a combination of text and graphics to suit the needs of the presentation and apply animation to either of these elements to create a dynamic effect.
- You can add as many slides and make them as content rich as your system can handle; there are no limits imposed in the software itself.
- Once the slide show is complete or nearing completion, You can preview it and rehearse your presentation to get a feel for the length of time the presentation will run. You can go back and do some editing on the presentation structure and contents to adjust to the time available.
- Once finished, the slide show can be run from within PowerPoint or saved as a PowerPoint viewer file for access on system that don't have the full version installed.

- Video and audio can also be added into your MS PowerPoint presentation.
- For more advanced user, Adobe Flash and other applications can be used to add customised special effects and interactivity.

When using PowerPoint, it is important to remember that the 'slide show' is a presentation tool and not the presentation itself. Learning how to use this application well is not synonymous with being a good presenter. The uses of PowerPoint seem to be endless. Almost any presentation can be enhanced through visual and sound effects and this application has become the standard tool to do so.

Microsoft Outlook

Microsoft Outlook or MS Outlook is the standard task management and communication software found in most business settings. Its integration with the corporate exchange server allows the user to communicate with iterations of Outlook on other computers. In other words, co-workers can share contacts, calendars and personal messages through the software. Whether for personal or business use, Outlook can provide a user with a variety of tools and features such as:

1. Email: The most common use of MS Outlook is its email functionality. When Outlook was introduced, it was designed to be a simple email client, not a full-functioning information manager. The email feature includes support for a variety of web-based email accounts (including Microsoft's own Hotmail and Live mail), Post Office Protocol (POP3) accounts, Internet Message Access Protocol (IMAP) accounts and exchange accounts.

2. Calendar: users can enter appointments, events and meetings and have them displayed on the Outlook calendar. It can also be set-up to remind users of those appointments and events via a pop-up message, email and even through a text message. Outlook is also designed to handle multiple calendars, so a user can have a personal calendar with personal events (birthdays, dinner dates, etc) and a calendar for business purposes (meetings, business trips, etc.). If your company uses an Exchange server, you will be able to share calendars with co-workers and access any calendars they happen to be sharing. This is perfect for setting up a meeting time or scheduling appointments with clients.

3. Contacts: Outlook features an address book function. It offers space to add personal information for a user's contacts including photos, home pages, email addresses, phone numbers, birthdays and more. The contact list is then integrated into Outlook's email function, making it simple to contact clients from one place. If your company has a networked telephone system integrated with Microsoft Outlook, a user can dial contacts simply by clicking the phone number in the contacts list. If using Outlook on an Exchange server, a user can share and access contacts from other users on the network.

4. To-do list: Outlook can provide its users a daily to-do list to stay on task. Simply enter the tasks that need to be completed, with a due date and time and Outlook will offer reminders and display the list prominently on its start page. If using an Exchange server, employers can create to-do lists for employees to complete.

5. Syncing: Outlook allows a user to synchronise (synced) email, calendars, tasks and contacts with various web-based services, such as MS Office online. It also can be synced with any Windows mobile phone, allowing for the ultimate portability of a user's essential information. Whether on the go or working from home, a user can any information needed.

INTERNET SKILLS

The Internet is not just your web email. It is everything that goes over those wires from one computer to another: the email itself, websites, messenger (such as Yahoo Messenger or MSN Messenger or MSN Messenger), phone calls on Skype, messages from an automated teller machine (ATM) to a bank and the list is unending. Because of all these things, the 'Internet' is a gigantic library, as well as a worldwide message board, telephone network and publishing medium. It is open 24 hours a day and you can find anything you want there and say anything you want.

Current events and blogs as well as information about almost any subject are available in depth and are up to date. This is incredibly valuable for every subject you can imagine. Many of the colleges and research organisations are 'on the web'. If you appreciate the richness of the Web and the Internet and get the benefits yourself, then you will be better able to utilise the services on them. You don't have to know how to do those technical things yourself. If you know what is useful, you will be able to manage yourself.

You need to learn new skills to understand how to use the Internet so that you can use it effectively, and to be able to get control of the information and communication. Internet skills would enable you to:

- Obtain more information
- Communicate with others electronically
- Social networking
- Performing commercial transactions electronically
- E-learning
- Developing your own websites/blogs

Browsing Web

Microsoft Internet Explorer and Google Chrome are currently the most popular Internet browsers. (Many Mac users prefer the Safari browser.) The competition between the two browsers to dominate the market has led to continuous improvements to the software. Google Chrome has recently entered the market of browsing the net and also getting very popular. Once you spend time on the Web, you'll feel that there is no limit to what you can discover.

A website has one or more related web pages, depending on how it's designed. Web pages on a site are linked together through a system of hyperlinks, enabling you to jump between them by clicking on a link. In order to locate online data, the web servers that host the information, each have a unique numerical address.

With hundreds of millions of websites and more coming online daily, you will undoubtedly find ones you want to revisit. Bookmarks and Favourites save those web addresses, so you can return to them quickly, without having to remember and retype them. When you launch your web browser, a predefined web page, known as the home page, appears. The mobile smart phones have the ability to access information on the web. Connecting to the Net from a device that slips into your pocket is really wonderful.

- Video and audio can also be added into your MS PowerPoint presentation.
- For more advanced user, Adobe Flash and other applications can be used to add customised special effects and interactivity.

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You can do a host of things using Internet such as online job search, shopping, finding cheaper textbooks, learning and planning your trips and buying movie tickets.

Cloud computing is a recent development of the Internet. Instead of buying software, installing it on your computer, upgrading it periodically and storing all your data on your hard drive, with cloud computing you use software applications online, as a service. All you need is your computing device and an Internet connection.

Social Networking

Internet has become a place for human interaction in the 21st century. Social networking sites have exploded in the recent years, allowing millions of people around the world to meet and interact together. Some of the most popular networking sites are:

1. **Facebook:** It has become more or less the standard of social networking with over a billion users. I am certain everyone reading this book has a Facebook account. The primary function of the Facebook platform has been to connect users with friends and family. Businesses create Facebook pages and gather followers, helping with their product promotions and gathering customer feedback.
2. **Twitter:** It provides a platform for users to broadcast short messages-called tweets-to their followers. Along with Facebook, twitter has found tremendous adoption from businesses to increase product awareness among their loyal fans and prospective customers. Businesses often use these platforms to gather insights about their loyal customers- such as what are customers liking, what are they talking most about, etc. The insights gathered from these platforms allow businesses to fine tune their product offerings to better meet customer requirements.
3. **Linked In:** It is the most popular professional networking site and can be a tremendous value for the professionals of any stage in their career. Building a rich network is one of the keys to achieving professional success and LinkedIn is the perfect tool to help you build it. You can connect with your professors, managers, colleagues, customers and partners and stay in touch with
4. **You Tube:** It is not exactly a social network in the traditional sense. It is the world' most popular video-sharing platform accessed by millions of people each day. There are hundreds of millions of videos on You Tube right from cooking pav bhaji to dogs skating. But as a professional the true power of You Tube is that it provides you a free platform for showcasing yourself-be it about your amazing skills or about a product your company is trying to promote.


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Dr. B. Jayashree, M.Sc., M.Phil., Ph.D.,
I/c PRINCIPAL

APSC A/S No. /2020-2021

Date 10.12.2020
11

Circular

The following Staff members have been assigned the duties and responsibilities of "Mentor" for the academic year 2020-2021 online parent ward mentor meeting to be held on 12.12.2020.

The following mentors kindly make necessary arrangements.

Concerned mentors please inform the students about the meeting. And Please Kindly Upload the marks list of the students of concern combinations priorly.

Timings: 12.30pm to 1.30pm

Sl. No.	Name of the Class Teachers Dr./Prof / Mentors	Class	Combination
1	H.N. Usha	I-YEAR B.A.	(HEP)
2	Sunil Kumar. K	I-YEAR B.Sc.,	(PCM)
3	Sarvamangala. N	I-YEAR B.Sc.,	(CBZ)
4	Ashwini. R	I-YEAR B.A.	(HEK)
5	Hareesha. M.C	II-YEAR B.A.	(SKPSY)
6		I-YEAR B.A.	(HEP)
7	Milan	I-YEAR B.A.	(SKPSY)
8	Bhageerathi. B.N	I-YEAR B.A. II-YEAR B.A. III-YEAR B.A.	(HEM) (HEM) (HEM)
9	Sona Bai. M	II-YEAR B.Sc.	(PCM)
10	Sathyappa Nayak. M.J	II-YEAR B.Sc.	(CBZ)
11	Vasanthi	II-YEAR B.A.	(SEPSY)
12	Bashmi. G	II-YEAR B.A.	(HEK)
13	Harshitha. S	III-YEAR B.A.	(HEP)
14	Gayathri. S.C	II-YEAR B.A.	(HEP)
15	Sujatha C. Lagali	III-YEAR B.A.	(HEP)
16	Mamatha. J	I-YEAR B.A./ II Yr	(SEPSY/SKPSY)
17	Shruthi. B	III-YEAR B.A.	(HEK)
18	Olvyia. T	III-YEAR B.Sc.,	(PCM)
19	Sangeetha. S	III-YEAR B.Sc.,	(CBZ)
20	Sathyashree	I-YEAR B.C.A. II-YEAR B.C.A. III-YEAR B.C.A.	

B. Jayashree
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Acharya Pathasala College of Arts & Science

Narasimharaja Colony, Bangalore -560 019.

Prof.K.N.SHARADA DEVI, M.Sc.,

Principal -I/c

No. APS /A&S/ /2019-20

Date: 14.02.2020

CIRCULAR

A meeting of Mentor-Parent Ward is scheduled to be held on 22.02.2020 from 8-30 a.m. onwards. All the students are instructed to bring their parents without fail to the meeting. Failing which their hall tickets for II, IV & VI semester Bangalore University / Bengaluru Central Univeristy Examinations will be not be issued. The details of Mentor, Class and room allotment is enclosed. If there is no response from students/parents, kindly bring it to the notice of Principal.

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N.R. Colony, Bangalore-560 019

The following Staff members have been assigned the duties of "MENTOR" for the academic year 2019-20

Handwritten note: "Mentors to be trained"

Sl. No.	Name of the Mentor	Class	Combination
1	PROF. H.N. USHA	I-YEAR B.A.	(HEP)
2	ASST. PROFESSOR GAYATHRI	I-YEAR B.A.	(HEP)
3	PROF. H.L. VARALAKSHMI	I-YEAR B.Sc.,	(PCM)
4	ASST. PROFESSOR PRIYANKA	I-YEAR B.Sc.,	(CBZ)
5	ASST. PROFESSOR ASHWINI. R	I-YEAR B.A. II-YEAR B.A.	(HEK) (SKPsy)
6	ASST. PROFESSOR MAMATHA. J	I-YEAR B.A.	(SEPSY)
7	ASST. PROFESSOR HAREESHA. M.C	I-YEAR B.A.	(SKPSY)
8	ASST. PROFESSOR BHAGEERATHI	I-YEAR B.A. II-YEAR B.A. III-YEAR B.A.	(HEM) (HEM) (HEM)
9	ASST. PROFESSOR SONA BAI	II-YEAR B.Sc.	(PCM)
10	ASST. PROFESSOR SATHYAPPA NAYAK	II-YEAR B.Sc.	(CBZ)
11	ASST. PROFESSOR MANJULA. D	II-YEAR B.A.	(SEPsy)
12	ASST. PROFESSOR SHRUTHI. B	II-YEAR B.A.	(HEK)
13	PROFESSOR SUJATHA LAGALI	II-YEAR B.A.	(HEP)
14	ASST. PROFESSOR DR. TILAK KUMAR	II-YEAR B.A. III-YEAR B.A.	(HEP) (HEP)
15	ASST. PROFESSOR MAMATHA. J	III-YEAR B.A.	(SEPSY)
16	ASST. PROFESSOR HAREESHA. M.C	III-YEAR B.A.	(HEK)
17	ASST. PROFESSOR SOWMYA. B.P	III-YEAR B.Sc.,	(PCM)

N.R. Colony, Bangalore-560 019

[Signature]
Principal

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N.R. Colony, Bangalore-560 019.



Acharya Pathasala College of Arts & Science

Narasimharaja Colony, Bangalore - 560 019.

Prof. H.G. Ramesh Babu, M.Sc., M.Phil., M.Sc., (Comp. Sc.)

Principal

Ref. No. APS/A&S/ /2018/19

Date : 23-02-2019

Circular

The following Staff members have been assigned the duties and responsibilities of "MENTOR" for the academic year 2018-19.

Allotment of Rooms for the Parent Ward Mentor meeting to be held on 02.03.2019 are mentioned below.

Timings : 08.30am to 01.30pm

Sl. No.	Name of the Mentor	Class	Combination	Room No.
1.	H.N. Usha	I B.A	HEP	01
2.	M.C. Hareesha	I B.A	HEK & SKPsy	Library
3.	J. Mamatha	I B.A	SEPsy	PSy Lab
4.	S.C. Gayathri	II B.A	HEP	03
5.	R. Ashwini	II & III B.A	HEK	Library
6.	Mamatha. J & Priyanka H-B	II & III B.A	SEPsy	PSY LAB
7.	Sujatha C Lagali	III B.A	HEP	03
8.	H.L. Varalakshmi	I B.Sc	PCM	Seminar Hall
9.	H.B. Priyanka	I B.Sc	CBZ	Seminar Hall
10.	K. Sunil	II B.Sc	PCM	Seminar Hall
10.	B.P. Sowmya	III B.Sc	PCM	Seminar Hall
11.	G.M. Ashwini	I BCA		CS Dept
12.	Sathyashree	II & III BCA		CS Dept

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22/02/19

Phone :- Office : 26603192



Acharya Pathasala College of Arts & Science

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Prof. H.G. Ramesh Babu, M.Sc., M.Phil., M.Sc., (Comp.Sc.,)

Principal

Ref. No. APSA&S/

2017/18

Date : 21-04-2018

CIRCULAR

The Mentors are hereby informed to intimate regarding Parent – Mentor-Ward meeting to be held on Saturday, the 28th April 2018. The Mentors have to collect the Feed back forms, Shortage of attendance, Internal Assessment marks and enter the same in the data sheet provided by the convener. Further they have to prepare a list of parents who have not received the call.


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Prof. H.G. Ramesh Babu, M.Sc., M.Phil., M.Sc., (Comp. Sc.)

Principal

Ref. No. APSA&S/ /2018/19

Date : 07-09-2018

Circular

The following Staff members have been assigned the duties and responsibilities of "MENTOR" for the academic year 2018-19.

Allotment of Rooms for the Parent-Ward Mentor meeting to be held on 08.09.2018 are mentioned below.

Timings : 08.30am to 01.30pm

Sl. No.	Name of the Mentor	Class	Combination	Room No.
1.	H.N. Usha	I B.A	HEP	01
2.	M.C. Hareesha	I B.A	HEK & SKPsy	Library
3.	J. Mamatha	I B.A	SEPsy	PSy Lab
4.	S.C. Gayathri	II B.A	HEP	03
5.	R. Ashwini	II & III B.A	HEK	Library
6.	D. Manjula	II & III B.A	SEPsy	04
7.	Sujatha C Lagali	III B.A	HEP	03
8.	H.L. Varalakshmi	I B.Sc	PCM	Seminar Hall
9.	H.B. Priyanka	I B.Sc	CBZ	Seminar Hall
10.	K. Sunil	II B.Sc	PCM	Seminar Hall
10.	B.P. Sowmya	III B.Sc	PCM	Seminar Hall
11.	G.M. Ashwini	I BCA		CS Dept
12.	Sathyashree	II & III BCA		CS Dept

H. G. Ramesh Babu
PRINCIPAL 07/09/2018



Telephone: 080-26603192

Acharya Pathasala College of Arts & Science

Narasimharaja Colony, Bangalore –560 019.

Website: apsartsandscience.org Email: apscollegeofartsscience@gmail.com

SOFT SKILLS TRAINING

The Placement Cell of our college organized a Soft Skills Training programme for our students to equip them with communications skills, resume writing, general aptitude, grammar skills, motivation skills etc. On 31.03.2017, Sri. Rajendra Kulkarni of X-Plore consultancy was the facilitator. This program enhances opportunities for the employment. The beneficiaries were final year BA, BSc, BCA and MA students. There were 60 participants. Prof. H.G. Ramesh Babu, the Principal, Prof. Marina George, Vice –Principal and all the faculty members were present. Certificated were distributed for all the participants.



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Spoken English interactive Session

The IQAC cell of our college has arranged a spoken English interactive session on 08-02-2019 at 3:00 pm in the seminar hall. APS College of Arts and Science for the benefit of all students and faculties by Mr. Bhaskar Joshi, Language Expert and Coach, Head and Mentor, Total English Coaching Centre, Basavanagudi, Bengaluru. The session was interactive and he emphasized more on communicative skills which are required for the current day employability. He demonstrated the mock interview skills and motivated all the students and staff. Prof. H G Ramesh Babu, Principal, addressed the gathering and he profusely thanked resource person for inspiring the students. Vice Principal, IQAC Coordinator Prof. Marina George proposed the vote of thanks. There were 150 participants.




Principal

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SPOKEN ENGLISH PROGRAMME

REPORT

Acharya Pathasala College of Arts and Science in association with the Times of India organized the inaugural function of Teach India (Spoken English Programme) initiated by IQAC on Thursday, 13th May 2021 at 10.30 am.

The Inaugural Programme was conducted online during COVID-19 Pandemic, in the presence of the Chief Guest Sri A R Acharya, General Secretary, APSET. Smt. Rajini Menon, Representative of CSR initiatives, Times of India in Bengaluru, briefed about the importance of taking up the course. This course was free for our students. The Presidential address of this Online Inaugural function was delivered by Dr. B Jayashree, Principal, Acharya Pathasala College of Arts and Science.

The inaugural programme was followed by the selection process for final year BCA and other combination students, under the supervision of Rajini Menon with the help of volunteers. 15 students were selected for the programme.

The classes were conducted from Monday to Friday between 3:30 to 5:00 P.M, for a duration of 1.30 hours. 44 classes were conducted online. It was activity based and practices on communication skills, pronunciation, conversation in English, meaning of different words, different words arising from the same alphabet, pick and speak and the like were given. They were also trained on interview skills like conversation, attire and the kind of gesture to be maintained in an interview. A mock interview was conducted to help students get the experience of an interview. Out of 15 students 10 students could attend regularly. The remaining has network issues. The certificates issued by Times of India for successful students with more than 75% attendance were given away by Sri. A. R. Acharya, General Secretary, APSET.




Mr. Hareesha M C

Convenor


Mrs. Gayathri S C

Convenor


Mrs. Mamatha. J

Course Co-Ordinator


Principal

ACHARYA PATHASALA
College of Arts & Science
R. S. Colony, Bangalore-560 019

A BRIEF REPORT ON STUDENT PARTICIPATION IN YOGA ACTIVITIES

ACADEMIC YEAR '2020-21'

On 2 Feb 2020, nine students from APS College of Arts and Science participated in 'Rathsapthami Yoga Utsav-2020', held at Vidhan Soudha, Bangalore. They performed 108 Surya Namskaras and received Participation certificate.




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- On 11-Jan 2020, YOGOTHSAVA-2020 was organised by SHIVAJYOTHI YOGA KENDRA, at Rajajinagar, Bangalore. Nine students from APS College of Arts and Science participated and won YOGA NIDHI AWARD-2020. Participation certificate was issued to the students and college team won the trophy. Yoga teacher, Dhanlakshmi C. P. was awarded as the Best Yoga Teacher.

ಈ ಬಾರಿಯ ಯೋಗೋತ್ಸವ- ೨೦೨೦ರಲ್ಲಿಕರ್ನಾಟಕದಲ್ಲಿ ಮೊದಲ ಬಾರಿಗೆ ನಮ್ಮ ಆಚಾರ್ಯ ಪಾಠಶಾಲಾ ಕಲೆ ಮತ್ತು ವಿಜ್ಞಾನ ಪದವಿ ಕಾಲೇಜಿನ ವಿದ್ಯಾರ್ಥಿಗಳು ಭಾಗವಹಿಸಿದ್ದರು. ವಿದ್ಯಾರ್ಥಿಗಳ ಯೋಗ ಪ್ರದರ್ಶನಕ್ಕಾಗಿ 'ಯೋಗ ನಿಧಿ' ಪ್ರಶಸ್ತಿ ಪುರಸ್ಕೃತರಾಗಿರುತ್ತಾರೆ ಹಾಗೂ ತಂಡದ ಪ್ರದರ್ಶನಕ್ಕಾಗಿಯು ಪ್ರಶಸ್ತಿ ಮುಡಿಗೇರಿಸಿ ಕೊಂಡಿದ್ದಾರೆ. ನಮ್ಮ ಕಾಲೇಜಿನಯೋಗ ಶಿಕ್ಷಕಿಯಾದ ಯೋಗಾಚಾರ್ಯ ಶ್ರೀಮತಿ ಧನಲಕ್ಷ್ಮೀ.ಸಿ.ಪಿ ಯವರು "ಉತ್ತಮ ಯೋಗ ಶಿಕ್ಷಕಿ" ಪ್ರಶಸ್ತಿಗೆ ಭಾಜನರಾಗಿ ಸಂಸ್ಥೆಯ ಪದಾಧಿಕಾರಿಗಳು ಮೆಚ್ಚುಗೆ ವ್ಯಕ್ತಪಡಿಸಿದ್ದಾರೆ.



Dhanalakshmi C. P.
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- On 1/6/2021, International Yoga Quiz-2021 was conducted in online mode. Ten students from APS College of Arts and Science participated and received Participation certificate.



Prasanna
Prasanna
APS College of Arts & Science
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- On 19th Jan 2020, National Level Open Yoga Championship -2020 was organised by National Level Open Yoga Championship at P. Kaligna Rao Gana Mantapa, Mysuru. Nine students from APS College of Arts & Science participated, bagged Gold Medal and also received Participation certificate.



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From 27th - 29th August 2021, Online National Level Open Yoga Championship 2021 was organised by Shivajyoti Yoga Kendra. Ten students from APS College of Arts and Science participated in the event. Shiva Kumar S. was awarded First prize, Second prize was awarded to Gunashekar J. from 6th Sem BSc. Two Consolation prizes were awarded to Divya Bai from BA and Darshan M. from BCA. Students received College Team trophy.



ವರ್ಗದ ಶಿವಜ್ಯೋತಿ ಯೋಗ ಕೇಂದ್ರ ಏರ್ಪಡಿಸಿದ್ದ ರಾಷ್ಟ್ರೀಯ ಮಟ್ಟದ ಮುಕ್ತ ಯೋಗ ಪಾಠಶಾಲೆಯಲ್ಲಿ ತಿಪ್ಪನಲ್ಲ ಅಜಾಯ್ ಪಾಠಶಾಲೆಯ ಕಲೆ ಮತ್ತು ವಿಜ್ಞಾನ ಶಾಲೆಗಳು ತಂಡ ಇಮ್ ಕಪ್ ಗಳಿಸಿದ ಯೋಗ ಶಿಕ್ಷಕಿ ಧನಲಕ್ಷ್ಮಿ, ಪ್ರಾಂಶುಪಾಲೆ ಡಾ. ಜಿ. ಅಯ್ಯಪ್ಪಿ ಹಾಗೂ ಸ್ಥಾಪಕಿ ವರ್ಗ, ಇದ್ದಾರೆ.



Signature
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 H.P. Colony, Bagmati-5th St.