Telephone: 080-26603192



# Acharya Pathasala College of Arts & Science Narasimharaja Colony, Bangalore –560 019.

Website apsartsandscience.orgEmail:apscollegeofartsscience@gmail.com

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

#### To whomsoever it may concern

This is to certify that the following Faculty Members have been involved in curriculum design and development of the Certificate courses offered at Acharya Pathasala College of Arts and Science between 2018-2020

- 1. Mrs. Satyashree
- 2. Mrs. Mamtha J
- Mr. Hareesha M C
- 4. Mr. Sunil Kumar K
- 5. Mrs. Sona Bai M

APS College of Arts & Science
LR. Colony, Bangatore-568 019

Telephone: 080-26603192



# Acharya Pathasala College of Arts & Science Narasimharaja Colony, Bangalore –560 019.

Website:apsartsandscience.orgEmail:apscollegeofartsscience@gmail.com

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

#### To whomsoever it may concern

This is to certify that the following faculties have been involved in curriculum design and development of the Value added courses offered at Acharya Pathasala College of Arts and Science between 2018-2020

- 1. Mrs. Marina George
- 2. Mrs. Satyashree

Principal - A. Selen APS College of Arts & Selen N.S. Oslorus Rengulore-560 01

#### Report on Professional Ethics and Values

Quality based education always helps the students as well as teachers in the holistic development of an individual. In this regard A P S college of Arts and Science organized a webinar on "Professional Ethics and Values" for faculty members on 21st July 2020 on Zoom.

The resource person for this webinar was Dr. H.S. Ganesh Bhatta, former Principal, M.E.S Teachers College, Bangalore.

Dr. Ramesha, Co-ordinator, P.G. Department of Economics initiated the webinar by welcoming the Resource person and all the participants.

Value tells us what is important where as Ethics tells us what is right. Keeping this as basic theme the talk by Dr. Ganesha Bhatta focused on the development of a set of beliefs and attitudes that one should display...

To be trust worthy, How to be accountable, How to improve continuously and value time were explained with suitable examples. He emphasized on the very essential quality to accept responsibility and act in a transparent manner. Thus, professional ethics gave all of us a motivational orientation, making us understand the crucial role in the development and sustenance of professionalism. The webinar was very useful in understanding ethics and facilitated the development of moral values through his discourse.

Dr. B. Jayashree, the Principal of the college delivered the presidential speech. She promised to focus on overall development of the students and faculty by imparting values and ethics.

Dr. Tilak Kumar B.S rendered vote of thanks.

There were more than 190 participants from APS College of Arts and Science and from other Colleges from Karnataka and Outside Karnataka as well. Over-whelming positive feedback was received.

E-certificates were send to all the participants through there registered email ids

CHAIRPERSON - IQAC APS COLLEGE OF ARTS & SCIENCE

PRINCIPAL

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

#### REPORT ON THE 7 DAYS FACULTY DEVELOPMENT PROGRAMME

Date 17/4/2021

A faculty development programme on the topic "Sangeetha Nidhi"- 'Music as a stress relaxation technique' was conducted by Department of music in collaboration with Department of Psychology from 7<sup>th</sup> April 2021 to 16<sup>th</sup> April 2021. The FDP program was conducted every day in the old seminar hall of APS college of Arts and Science from 1.00 pm to 4.00 pm.

Since there was a BMTC and KSRTC bus strike and examination was cancelled during this period, the time was utilized in a fruitful way in the form of FDP, by the principal, APS College of Arts and Science, Dr. B. Jayashree along with the Convenors, Mrs. Marina Thomas, HOD department of Psychology and Mrs. Bhageerathi, HOD Department of music. There were overall 25 teaching and nonteaching members who actively participated on each day of the programme.

The inauguration of the program started with an invocation song by Ms. Shruthi, Assistant Professor, Department of Economics to seek the blessings of the almighty. Mr. M. C. Harish, Head of Kannada department welcomed all the dignitaries and participants. The programme was inaugurated by the Governing Council Chairman of APS Educational Trust Shri A. Muralidhara, the principal Dr. B. Jayashree and Mrs. Bhageerathi, by playing the strings of Veena. The inauguration programme ended with vote of thanks given by Mr. Sunil Kumar K., HOD Department of Mathematics. The Inaugural programme was compered by Mrs. Jayashree, B.A final year student (HEM).

Mrs. Bhagecrathi started the session by chanting of divine OMKARA. All participants chanted OMKARA followed by Swaras and Talas under her guidance. Participants got an opportunity to learn variety of songs like devotional songs, Bhavageete, Janapada geete, Western songs and so on. As a part of the FDP programme, Department of Psychology conducted scientifically proven Psychology tests, which included Emotional maturity test measuring 5 areas of emotional maturity in an individual like Emotional stability, Progression, Social adjustment, Personality integration and Independence. Another psychological test conducted was to assess the stress levels in an individual. Mrs. Marina Thomas, HOD department of Psychology gave an informative talk on 'Stress management'. She also briefly explained about the significance of Psychology tests. The third psychological test was related to the 'Internal and External locus' of control. The programme included a condolence meet, due to COVID-19 demise of Dr. Ningamaraiah, Associate Professor of Kannada, Government First Grade College, Vijayanagar, Bangalore, who was an alumni of APS college of Arts and Science.

On the final day, it was a full day valedictory programme, organized from 11.00 am to 4.00 pm. Mr. M. C. Harish, Head of Kannada department welcomed all the dignitaries and participants.

APS College of Arts & Science N.R. Colony, Bangalore-569 019

Dignitaries from APSET, Professor A. Prakash, joint secretary of APS Educational Trust, Shri Mohan Dev Alva, Trustee and Mentor of APS Educational Trust, graced the occasion. Professor A. Prakash highly appreciated the programme and named it as a unique interdisciplinary programme which had an essence of both -Music and Psychology. He also wished to have many such programmes in APS College of Arts and Science in the future.

After that, an informative and thought provoking presentation was given by Mrs. Marina Thomas on Stress, Stress management, and Music as a technique for Stress management. This expert talk made all the participants aware of the research done in Psychology on stress and how to cope with it in our day today life. It was continued with stress relieving medicine -Music. Group songs (Lambodara ..., Hachevu Kannadada ....... Sojugada Soojimallige.....) were wholeheartedly sung by the participants, led by Mrs. Bhageerathi.

The FDP programme ended with a positive feedback from most of the faculty participants. To mention a few feedbacks, Mrs. Divya, Assistant Professor, Department of Mathematics, was motivated by this programme and she dedicated a song to music department which had few lines relating music with stress relief. After listening to music and talk on how music affects prenatal development, Mrs. Ashwini, Assistant Professor, Department of Kannada experienced a sudden foetal movement. She was happy with the sessions and she expressed her desire to learn music due to the positive effect of music on her. Mrs. Vasanthi, Associate Professor, Department of Sociology shared her good experience. She felt this programme as a unique one and desired to have many such programmes in future. Dr. Jyoti M., Assistant Professor, Department of Chemistry and many other teaching and non-teaching members of APS College of Arts and Science shared their experiences and felt that they all were really fortunate to be a part of this FDP programme.

The programme ended with a vote of thanks given by the principal, Dr. B. Jayashree who felt she was only instrumental in making music reach all her staff members. She appreciated Mrs. Bhageerathi, HOD Department of music for training her budding students with patience and cheerfulness. She also appreciated Mrs. Marina Thomas, HOD department of Psychology for her indepth PowerPoint presentation given related to stress management and advised that the test data and information given during the presentation could definitely help in writing a research paper. Last but not the least she praised the active involvement of each and every member of APS College of Arts and Science in the FDP Programme. All the dignitaries and the participants were cheerful and enjoyed this 7 days faculty development programme.

Marine Thomas Convenor I

Convenor 2

Principal

Department of Psychology

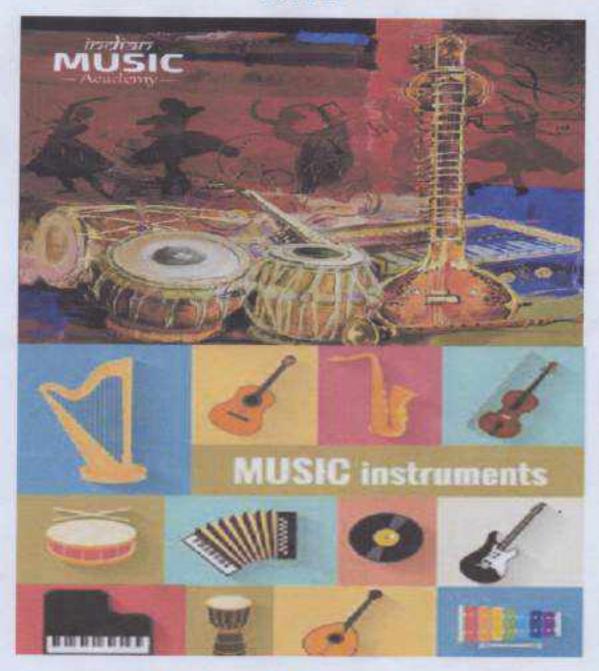
Department of Music

APS College of Arts and Science

N.R. Colony, Bangalore-SS0 919

2

# APS COLLEGE OF ARTS AND SCIENCE NARASIMHARAJA COLONY, BANGALORE 560019



CERTIFICATE COURSE

APS College of Arts & Science N.R. Colony, Bangaiore-S60 019.

# SANGEETHA NIDHI

### COURSE DETAILS 2020-2021

• DEPARTMENT : DEPARTMENT OF MUSIC

NAME OF THE COURSE
 CO-ORDINATOR : Mrs. Bhageerathi

MOBILE NO : 9731012323

EMAIL ID : bhageerathi.bn@gmail.com

NAME OF THE COURSE: Sangeetha nidhi

NO. OF HOURS
 30 HOURS

VENUE : A P S COLLEGE OF ARTS AND SCIENCE.

DAYS AND TIMINGS
 : MONDAY TO FRIDAY
 THEORY: - 11:00 - 12:00 am
 PRACTICAL: - 12:00 - 1:00 PM

COMMENCEMENT DATE :07<sup>th</sup> April 2021
 AND FINISH DATE : 16<sup>th</sup> April 2021

PRINCIPAL

APS College of Arts & Science
4.R. Colony, Bangalore-550 019

### SANGEETHA NIDHI

#### **SYLLABUS**

- Basic theory of music6hours
- · Basic practical of music
- Trinity of Carnatic music
- Knowledge of composers
- Trimurthy of Carnatic music and their simple 3 krithis.

6hours

### **Knowledge of Haridaasas**

- · Purandara Daasa
- Kanaka daasa
- Sreepadarayaru and 3 devara namas.6hours

# Knowledge of shivasharanas -Vachana

Basavanna
 Akka mahadevi-3 Vachanas.6hours

# Knowledge of poets -Bhavageethe.

- DR.G.S.Shivarudrappa
- Kuvempu
- · Nisar ahmed.
- 3 Bhavageethe and folk songs.6hours

PRINCIPAL

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

# Time table

7<sup>TH</sup>April 2021 Wednesday Inaugural functions

Sl.no	day	time	topic
1.	Monday	11am to 1pm	Practicals (bhavageetha)
2	Tuesday	11am to 1pm	Practicals(devaranama)
3	Wednesday	llam to lpm	Practicals(devaranama)
4	Thursday	llam to lpm	Practicals(folk songs)
5	Friday	llam to lpm	Practicals(vachana)

APS College of Arts & Science V.R. Colony, Bangaiore-560 019

### APS COLLEGE OF ARTS AND SCIENCE N R COLONY, BENGALURU 560019 REPORT ON – A SEMINAR ON

"Gender Sensitivity and Inclusion"

Cultural committee of APS College of Arts & Science conducted One-day seminar on Friday the 20.09.2019 on the theme - "Gender Sensitivity and Inclusion"

Rajyothsava Award Recipient, India's fore most transgender activist and herself a transgender Dr. Akkai Padmashali being the chief guest, inaugurated the seminar. In her speech she brought to fore the problems and issues of trangenders and called for the civil society to fight against the injustice and atrocities committed against the "other genders". She even requested the APS Educational Trust to help her by admitting them to the school and colleges run by the trust.

Management heads – President Shri, T.V. Maruthi, Vice President C.A. A.R. Acharya and CA Dr. Vishnu Bharath A.S and General Secretary Prof. K.P. Narashimha Murthy, Joint Secretary Shri. A. Muralidhara, Principal Prof. H.G. Rameshbabu, Vice Principal Prof. Marina George, HOD's of all departments, teaching & non teaching staff and all the students were present and witnessed the programme.



APS College of Arts & Science

#### APS COLLEGE OF ARTS & SCIENCE, N R COLONY, BENGALURU 560019 REPORT ON NIRBHAYA - A SEMINAR ON

#### "GENDER JUSTICE AND WOMEN'S RIGHTS"

APS College of Arts and Science organised an interesting seminar NIRBHAYA 2021 on 13th March 2021 in the Old Seminar Hall.

The program started at 12:30 p.m. with an invocation song by Karan from I year M.A. Economics seeking the blessings of the almighty for the success of the programme. Professor Shruthi. B-Department of Economics delivered the welcome address. Professor Mamatha J-Department of Psychology and Convener of the programme introduce the resource person of the day-Ms. M.N. MadhuraMurthy who was all set to enlighten the audience on Women's rights and difference between gender equality and gender equity. Ms. Madhura's talk not only made the audience aware of women's rights in various aspects but also motivated the woman folk to move forward towards success thus highlighting the importance of women empowerment. On the whole, it was an illuminating talk wherein Ms. Madhura urged that Gender justice is required to protect human rights and to have a sustainable and safe society free from gender discrimination.

At the end of Ms. Madhura's inspiring talk, Principal-Dr. B. Jayashree delivered the presidential address motivating women to work towards success and be a role model for others to excel in their career.

The programme concluded with Professor Sona Bai. M- Department of Chemistry, who gave away the vote of thanks. This thought provoking seminarwas witnessed by around 80 people in the audience that included the Principal, teaching and non-teaching staff, students from B.A., B.Sc., B.C.A. and M.A. (Economics) courses. The entire programme received a positive response and appreciation by one and all.

MAMATHA J

CONVENER

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

DEPARTMENT OF PSYCHOLOGY.



#### **APS EDUCATIONAL TRUST**

(A Regd. Public Trust - Faid : 1935)

# **APS College of Arts and Science**

N.R. Colony, Bengaluru -560019,

Affiliated to Bengaluru City University NAAC Accredited - '8' Grade

Cordially Invites You to

### NIRBHAYA - 2021

A Seminar on "Gender Justice & Women's Rights"

By
M.N. Madhura Murthy, K.A.S.
Commercial Tax Officer

Presided by Dr. B. Jayashree

Principal, APS College of Arts & Science

On Saturday the 13th March 2021 at 12.30pm

Venue: Old Seminar Hall

Prof. Mamatha, J Convenor

All are cordially welcome

Students & Staff

APS Colony, Bangalore-660 019



DR. B JAYASHREE PRINCIPAL

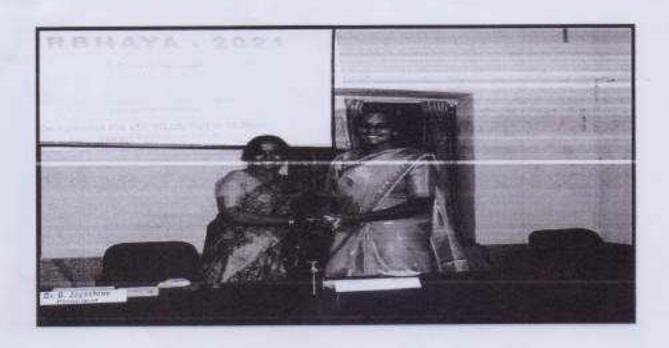


RESOURCE PERSON

M.N. MADHURA MURTHY, K.A.S.

COMMERCIAL TAX OFFICER

APS College of Arts & Science N.R. Colony, Bangalore-559 913.





PRINCIPAL

APS College of Arts & Scient

N.R. Colony, Bangalore-550 t



CONVENER

J MAMATHA

DEPARTMENT OF PSYCHOLOGY



VOTE OF THANKS BY ASSISTANT PROF. SONABAI M
DEPARTMENT OF CHEMISTRY



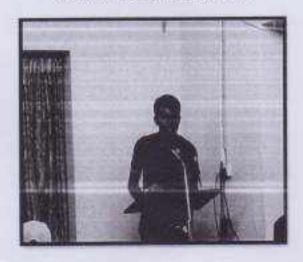
PRINCIPAL

APS College of Arts & Science

N.R. Colony, Bangalore-S60 019



CONVOCATION BY KARAN



COMPERING BY CHANDRAMOULESHWARA M



WELCOME SPEECH BY ASSISANT PROF. SHRUTHI B
HOD, DEPARTMENT OF ECONOMICS

PRINCIPAL

APS College of Arts & Science

N.R. Celony, Bangatore-560 e19.

# A.P.S COLLEGE OF ARTS & SCIENCE







Department of English Conducts

# Online Essay Competition on the topic

"Importance of Gender Equality for a Stronger India"

On Monday, April 26th, 2021 from 2.00 – 2.40 pm Ist and 2nd Year B.Sc/BCA

Interested participants must contact Mrs. Gayathri Shivakumar and enrol their names

Mrs. Gayathri Shivakumar Convener

Winners will be honoured with certificates

Dr. B Jayashree Principal

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



#### ACHARYA PATHASALA COLLEGE OF ARTS & SCIENCE

Narasimharaja Colony, Bengaluu-560 019 Tel: 080-26672905,25928505

#### **ESSAY COMPETITION REPORT**

An Online Essay Competition for the students of 1<sup>st</sup> year and 2<sup>nd</sup> year B.A/B.Sc/B.C.A was organized by Dept. of English on the topic "Nation Building Through Women Empowerment" and "Importance of Gender Equality for a Stronger India" on Monday, 26<sup>th</sup> April 2021 between 1.00PM – 3.00PM, Thirty nine students participated with enthusiasm and the winners were given the Certificates.

Gayathri.S.C

Dept. Of English

PRINCIPAL

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

# APS College of Arts and Science N R Colony, Bengaluru 560019

#### Report on World Mental Health Day

World Mental Health Day was observed on 10/10/2019. The theme was Mental Health Promotion and Suicide Prevention, all the students and staff participated in a rally for creating awareness for this theme in and around N R Colony.







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

#### **APS COLLEGE OF ARTS AND SCIENCE**

#### N.R. COLONY BANGALURU-19.

#### BLOOD DONATION CAMP.

Blood donation camp was organized on 18-01-2020 Saturday at new seminar hall of APS college of Arts and Science by NSS unit-1 Vice-Principal Prof. Marina George inaugurated the camp by watering the plant in a symbolic way. About 130 students donated the blood. Blood of 64 students was handed over to life voluntary blood bank. Prof. K.P. Narasimha Murthy General Secretary APS Educational Trust visited the blood donors. Prof H.G Ramesh Babu Principal APS college of Arts and science distributed fruits to students. The camp was a success with the participation of all the head of the department and faculty members.



APS College of Arts & Science N.R. Colony, Bangalore-S60 619

#### **APS COLLEGE OF ARTS AND SCIENCE**

#### N.R. COLONY BANGALURU-19.

#### Report on Visiting Old Age Home.

On Wednesday 02-10-2019 on the occasion of 150<sup>th</sup> Birth Anniversary of Mahatma Gandhiji about 26 NSS students visited Sai old age home of Basavanagudi. Students distributed fruits to inmates of old age home and took the blessing from them. Later NSS and NCC students visited Belakhu shishu Nivasa of Bull temple road, an orphanage. There they distributed fruits to girls. Those girls entertained our students by singing and dancing. This event was attended by all the members of NSS committee.



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



# **APS EDUCATIONAL TRUST**

(A Regd. Public Trust - Estd: 1935)



# **APS College of Arts and Science**

N.R. Colony, Bengaluru -560019.

Affiliated to Bengaluru City University NAAC Accredited - 'B' Grade

#### Report

In APS College of Arts & Science, The Department of Political Science has organised a Special Lecture on "Indian Constitution" on 30th October 2018 by Justice H.N. Nag Mohan Das. He rendered a very valuable & enlightening lecture on The Indian Constitution. In his speech he mentioned that Indian Constitution is one of the best written & lengthiest constitution in the world. He also mentioned that there is no hate red & defaults in our constitution.

It is the fundamental duty of every Indian Citizen to cherish and Protect our constitution APSET Vice Presided CA. Sri A.P. Acharya Presided over the function. He also mentioned the importance of the constitution. Smt. Vimala G.S. Joint Secretary of Samudaya, expressed her views on the community and the role and responsibility of the younger generations. Sri. Mohandev Alva, Trustee & Member, APSET, A. Prakash, Trustee APSET, A.P. Muralidhar, Joint Secretary, APSET Grace the occasion. Our Principal Prof. H.G. Ramesh Babu welcomed the gathering. Prof. H.N. Usha. HOD of Political Science introduced the Chief guest.

PRINCIPAL APS Enlaga of Arts & Science NR. Colors Dangalore-558 919.



### APS Educational Trust (R)

(A Registered Public Trust Estd:1935)

APS College of Arts and Science N.R. Colony, Bengaluru -560019.



Department of Political Science Special Lecture on

# "Indian Constitution"

By Justice H.N. Nag Mohan Das Retired Judge Karnataka High Court

On Tuesday, 30th October 2018 in the Seminar Hall at 11.00 am

> Presided by Shri. T.V. Maruthi President, APS Educational Trust

CA Sri A.P. Acharya

CA Dr. Vishnu Bharath A.S. Vice President, APSET Sri. K.L. Ramesh

Prof. K.P. Narasimha Murthy General Secretary, APSEL Sei. A. Muralidhar Joint Secretary, Artis? Sri. P. Krishna Swamy

Sci: K. Mohan Dev Alva Trustee & Mentar, Arset

Fraction, APSET, Charman, G.C. APS Catlege at late & Science

**All are Cordially Invited** 

Prot. H.G.Bamesh Babu Plactal

Prof. H.N. Ushu 800 of Political Science

Staff & Students

Prof. Marina George Ver Principal

#### EXHIBITION ON CDS IN INDIA

#### A Report on 'Celebrating Unity in Diversity in India' - Project Display held on 5/3/2021

An informative, interesting and creative exhibition on CDS done by the talented students of III Semester BSc and BCA took place on 5/3/2021 in the old seminar hall between 11:30 am and 1 pm.

CDS stands for Culture, Diversity and Society and is a non-core, soft skills course for III Semester BSc and BCA students. For their project work, students were given a choice to work on one of the tasks given below:

Project 1: Making of creatively crafted calendars with the theme as 'Unity in Diversity' in India.

<u>Project 2:</u> Making of a booklet with minimum 10 pages explaining about something that originated in India like Chess, Famous India places, Temples, Famous Indian Personalities, Indian Women achievers etc.

Students had a choice to work on either project 1 or project 2 and they could work solo or in a team. They were given around 20 days time to work on their projects, Students came up with highly creative crafted calendars and various interesting booklets with topics on Famous Indian Temples, Famous Indian Personalities, Dance forms of India to name a few.

Sri A Muralidhar, Governing Council Chairman, APS college of Arts and Science had graced the exhibition along with Principal Dr. B Jayashree Students from BSc, BCA and BA courses and Faculty members from various departments got a glimpse of the beautiful project displays which was explained with great enthusiasm by student representatives of III Semester BSc (PCM), III Semester BSc (CBZ) and III Semester BCA.

Feedback was collected for the Project Display Session and highly encouraging and positive response were received from the students and Faculty.

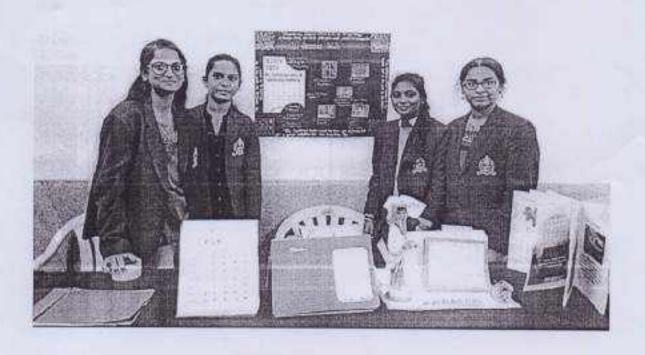
Prof Divya T(Convener) & Prof Vasanti K(Co-Convener)

APS College of Arts and Science

APS College of Arts & Science N.R. Colony, Bangalore-569 019 Event: CDS Project Display

Date: 05/03/2021







# Feedback project DISPLAY (CDS) by students of III SEMESTER BSC and III SEMESTER BCA

Dharush .v Laheren-Sheahank R Abhiolast 5 that promot m Nandom. N Sandesh. Varantik Hawhithe A.S. Rallitha D Syste Charl. Mahishinerijishya Latha P Shouthi\_K Kusuma 17 Vinutha N

Good

Good

Chess expels nongood (3)

Nice - Good

Beautiful! Very good information about India's diversity

Congrestulations!

Beautifully done and well explained, creativity.

Very Good and beautiful a newy Excellent
Very good.

Innovative

Innovative
The very good
Very nice

Creativity

मार प्रकार प्रकार के मार ormula la ವಾಧ್ಯುಕ್ರೀ (ಎಸ್ ·වි -භිඛ්රියේකා යුස්තිවේ. ತನುಟ ಅತ (त) उठकार उन्युक्ति. ब्रेज्यस्य धर्व MICE. 1 (3) Intermodule Aishwanya R Excellent. (3) 2 70 to 0.00 unique creatively created Shorritha raj B.G (EB) Fabrillar Ameronia (24) Sunura M.C Bhowarth K-3 (20) Assistant MARINA THOMAS Excellent display having and HOD OF PSYCHOLOGY directly in its trust sense. Conglitulations to they Diografia her normanical the students for this totale. 7 Satjastree Dest of Computer Steine 27 Excellent and wery inter -markine 3. Ordanacha pegehology. vusy unenative and allaction. Congraturations to the team. 1- Shows B. Dept of Brownia Excellent & Very Informative Dept of Asychology. 28 Excellent Concept!! All the Very best for feether programme and Congration 1. Rashmila.
Opt of Zoology. Horesome! Itudently dalent coming out and onamy Congratulations to authe participants & Chivin man.

D Streelekha. R-Insumber 13) Meghaner. A - 1st esem BCA 3 BR Swee Latelmi - 1st som RCA Jyothiba G 1st SEM BCA Typas winiom 1st sem BCA ) Promothiba 15 Sam BCX 3 Anshata . P JUZ BATHEK] 1. Kenuka B 1 BA[HEL] s Pakskitha I'S BACHEJ 6 Vinutha Int BA [Repry] + Homa Latha Int BA [REPRY] 1 Namalla IN BA [Nepay] A Shoundy IN BA [sepay] Bashika IN I BA (SEPSY) 2 Bharara . E BA (HGP) 3 Rekha y.s 1 Suzhmitha. S of Aluhatha

in Divyp N

Excellent Masivellous esends of graditude cannot be expressed by me - simply superb. Good presentations It was very good I lecourt women from Africa. And Excellent. Excellent. Good Experiements werry raice Executent Exhibition.

Employed very clearly Golf fluently. It was very roal,

Nice, it was very weeful.

Elarge collubran of information with knowledge. Expedient house.

Explaination of especially.

Chees. Explaination of Very good,

H. Murchidden.

DITZLAK KumAB B.S

rilam lunes C

Sajin Mon S.M (Softwara Dendoper)

Sun'l Kumaro'. K (Asst. Professor Dept. of Mathematics)

D. Nowdon, D (Student)

Harresta M.C. Dept of Kannada Danderfull Respirt up

575721.

An excellent Inmashe

State

wonderful

An excellent constitute & Amobation by the students havel I appreciate Students havel work. Congs!

Feedlant Coestivity, hard work
of Students & Staff of CDS'

Great Constitue Idealogies, Best about Indian Tradition Microsoft you.

Excellent for Calender Events for Culture & Directly for DI Son BCA & BSC Steelings. Depty Hotony.

减弱

Christina

H.M LUCE

PRINCIPAL
And College of Arts & Science
N.R. Colony, purpulatore-569

createnely of our or strokers. Special thanks the to Divya Madam for the Support & guidence. Thenk you Thenk you have the support of guidence.

The Bring the Many
Thear in a one room.

である のその もかのよる みある
- のなが もら、 つかれるかれ おまり からかれ からかがらす らずれから ものか) またらのあめん おずれから - のした あるのがり おずれからな のいって あるがり、 その、 でよ あるのか のになった。 あるいとのなる のになったがり、 その、 でよ あるのか のになった。 またい 本のあのあのいろし

Wonderful Creativity, Dr. Jayashree a joy to View. Hope you can showever there onto form. Daylum 5/3/21

# VALUE ADDED COURSE

1MINUTES BOOK 2018-19 2019-20 onwards

A meeting is alreaged on 17.1. 2019 in the senior half at 2-15 port discuss conducting of value added comes for itselectores for the agenda

2) Syllabus

Denton Marie

3 House of charges to be taken

4) Name of the Value added course.

-	-		Name of the last o	
s	Lan	MEMBERS PRESENT	DOPPETITION	SIGNATURES
	1	J. Mamatha	Psychology.	Dork Ch
1	2	Satyashee	Computer science	
2	3	Cokesha. A	Economics	Sola
14	7	B.S. TLAKKUMAR PSD.	P.E. Director	24/2
3	5	Shekar &	Slonomics	Wheley.
1		Sund Kumas. K	Mathematics.	8 SIX
-	7	M. Lava Go:	Chemistry	UL Sei
			4	

Minutes of the meeting: The meeting began with Marina George Locksming the Principal Phy H & Roman & Babu and committee members to the meeting. It was agreed to include Ine-management, Value and ethics and such transferrette stills in the course. Those typica could be covered in 30 hours at the and op which test would be conducted and contificates distributed. There was Concerned doing numbers to start if estalo'

P C LIEN MAN thaining for I sem steedures in the month of Band Assestant profeson Manathant and Sort Satyashue Volunteered to hely with the syllabor. The students would be token according to the combination steppes for fire hows each would be trought the to and test to be conducted. the thousand and the stand of \* Marine Grage APS College of Arts & Science N.R. Colony, Bangalore-569 019; LATOMOW mediabligmed I Sal Justine P.Conguestos D. E. Director Security States Surling. 35wmarrod 2 Zedt a extory Sant Kornet K Chemistry best all a milial could be such

A meeting is arranged for the teaching faculty members of the Value added comes today the 15 g April 2019 at 2-15 poor in the seminer hall to discurse and implement the following again

1) Distribution of the typica to frontly number

3) Diacussion of the topics

Strange Calebra Barrell

Muningrage IAME coordinate

Since	HAME OF THE STAPF MEMBER	DEPARTMENT	O Sectional O
10	9. Mamatha	Psychology	g-of- Cha
2.	Louesha.A	Economica	LEDGA
3.	Dr. TILAK KUMAR B.S.	p.E. Director	Total
4.	Shekar P	Keonomics	Thekor.
5.	Sunil Kumark. K	Mathematics.	8 8.1x
6	M. Sona bai	Charistry	42 8
		0	Tulous III

Minutes of the meeting The meeting began with Marine gronge welcoming the Principal and Committee members to the meeting. The topice for value and a " Basic Defamation Jacksology (IT) still - Si Sweit Kummu 2) 7 Cs Model for Hapersiand excellence. Six Koksola B

3) Jime - Management - Sout Hamalla J. 4) Managing Conflicts - Sut Sombai 14. 5) Correlated my Huggeres - Sri Shekar

6) Value and Ettics - Dr Jilak kummer It was decided that there topics would be trangle to sork Theys/ combinations suchas CBZ, OKM, BEB, HEP, SERBY SKIPSY, HEKEHEM, FOR 5 house each type. Clares would begin from 22.4. 2019 reporter time-table. In Power Point Presentations, senior hall Economica class ram and portule projects Could be used on suggested by Thingpel-Se Swilkener also suggested that as BCB and PMC students are gove at IT skelb, aptitude testing and Is could be given for them S DE D OF Krenok ENERGY TO AND THE STATE OF THE

malan at the william

modern to manufactured to be at 12 16 16

and with your wife to when the

which the thirty and commenter was the

are all tool cold of the cold

the state of the particular courts and the state of the

to the middings the train of the states with at

February St.

which is a section of the sections

Character and the

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

A meeting is arranged for the teaching fruiting mandress handling value added common and certificate common today 872019 at 315 pm to discuss and implement the following agenda.

1. Value and had common for the academic year 2019-20

2. Cartificate common for the academic year 2019-20

Manna Gyangs

Topic conditions

0				
	SLA	NAME OF THE STOFF MEMBERS	DEPARTMENT	SIGNATURE
	1	SATYDISHREG	NAMICE	2 40
	2	Manata J	PSYCHOLOGY	Orlb.
	3	HARRESHA H C.	KAMMADA	Openst.
	4	STHA BAI	CHETTISTRY	ey Loba
	5	SUHIL KUMPR	1-toyalemones	Six
	6	LDKESHA	ECONOMICS	Books
	7	SHEKOR	ECONOTICS	ABSSAT
	8	DE TILDIK KUMBE BS.	PHYSICALEDO	THE I
	9	SHEWTHI	ECOHOMICS	Durch S
	10	DIVYA T.	P-COTHEMPSILES	A
_	-		/	

Minutes of the meeting began with the I PAC

Coordenth Indoming the Principal and all the members.

The agenda was fact fith for discussions and

inflormatation.

I. Value added assesses: It was decided to continue

the lifeskills comment of 1st degree students accessite

two semasters for 30 Hours.

The 2 region degree students 'Ademical life skills' conse

for 30 hours secress the two sementers to be held "here trackers included 2. Cost feet comers. It was decorted to how earlying helded Configure comments 30 hours each falte fellowing subjects as matternations is Doing Math with Phylon for Pen b) BCA ) Phytonfor I sevester BCA straws 2) Digital electronces for I seem. c) Psychology 1) Psychology and life. d) Kingada b Folklore Atudios It was also decided to uplant the Agladi and brochures of the contiferate courses. Also registration forms to be filled up by the steedonts

The meeting ended with the IPAC conditation physicage the vista of thereto. Marine grays PRINCIPAL - United the same 10年10年 APS College of Arts & Science N.R. Colony, Bangalore-560 019. 

Date Page

2n the staff meeting held on 12. 9.2019 at 3.30pm
2sherein the fragues of the eight Kills called
Afe Kills and Advanced by Skills for Tyr and Tyr
Does discussed. The following leachers are
conducting these classes.

1) She Kikesha A

2) Sout Manatha J.

3) She Shokar P.

4) She Sund Kungh

5) Set Some Rei

6) Kun Should Shruth

7) Droye

The certificates courses one bring
conducted by the following terrelose

1) Satylshere for their (Into certificate course)

2) Should Kungar for the P.

3) Mante I for Pychogy the date

A) Haleestatic for options Kanada

Maina george

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

## 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 di. You're likely to waste valuable time in your work on account of

 m. 4		Same.	and the second	
elep	none	interi	ruption	8

\* Poor planning

Extended lunches or breaks

\* Procrastination

Cluttered workspace

\* Paperwork

Misfiled information

\*Waiting/delays

Net surfing/emails

\* Drop-in visitors

Not setting sticking to priorities

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

r

APS Guillege of Arts & Science N.R. Colony, Bangalore-560 019, convenient way of tracking you 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 timewesters

## 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 you schedule. Taking extra time to do thos will help increase your productivity and balance you 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 t 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 as vice-a-versa. You may also use MUST-SHOULD-COULD system of prioritisation. Out of your prioritisation of the prioritisation of the prioritisation of the prioritisation.

APS College of Arts & Science N.R. Colony, Bangalors 560 019, 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 letter 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 accomplishin anything significant.

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

....

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

## **VALUES AND ETHICS**

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

- 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.
- 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.
- 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.
- 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.
- Law abiding: Ethical individuals abide by laws, rules and regulations relating to their personal, professional and business activities.
- 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 decisionmaking 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.

5

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

- 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 courteou and treat all people with equal respect and dignity regardless of sex, race or nations 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 do what you should do because it is right, just and fair. Compliance often represents an ethi 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	Uninlly	Never
I.	De/Will you maintain confidentiality of matters in important things.			
2	De/Wiff you say 'no' to (nappropriate requests?			
i.	De/Will you show respect for copyright laws?			
4.	Do Will you be bonest when sharing information with others?			
3.	Du/Will you balance crollege and personal needs?			
6.	Are Will you be able to manage your personal biases?			
7.	Do/Will you respect the diversity within your oxists?			
IL.	Do/Will you utilise your authority properly?			
7.	Do Will you challenge yourself to "do the right thing!?"			
10.	Du/Will favourition ever enter into your decision making			
11.	Do/Will you follow orders regardess if they appear anothers?			
12:	Are/Will you be able to avoid conflicts of interes?			/4

APS College of Arts & Science

4.R. Colony, Bangalore-560 619

## **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 categories 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 identify, 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.

APS College of Arts & Science N.R. Colony, Bangalore-660 019, 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		express themselve
Collaboration (FACE)	Mutual respect and agreement to work together to resolve results in I'm okay, You're OK	The state of the s	ability are not prese
Compromise or negotiation	Each party gives up something in order to meet midway, often leaving both parties dissatisfied. We are both sort of OK.	off with a compromise	watered down th
Denial, avoidance (FUGHT)	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.	and will not disapp
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.	to evading the is

## 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.

PRINCIPAL

APS College of Arts & Science

N.R. Colony, Bangalore-660 019,

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.
- 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.

3)

60

5

tt

Di

I.I

PT.

ie.

M.

lo

u

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.

9

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

- Listen for the whole message by paying attention to body language.
- Do not prejudge because of previous history, appearance, accent or other irrelevan characteristics.
- Do not interrupt.
- If you disagree, do not become aggressive, Restate the speaker's comments, present you
  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 to purpose of reaching a mutually satisfactory agreement. The issue is not whether you negotiated but rather how effective you are. The aim of negotiation should be win-win. Win-speciation is an approach to negotiating that stresses common interests and goals. By work together, parties can seek creative solutions and reach decisions in which all parties can seek creative solutions and reach decisions in which all parties can seek creative solutions.

## ROLE OF MEDIATION IN CONFLICT MANAGEMENT

You could be asked to be a mediator in various types of disputes. Mediation is the Interventic an acceptable and impartial third party in a dispute. Mediation brings people together to about their conflict and accept responsibility for finding a solution together. Before you acce be 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
- 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

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

- · 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 contest.
- 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.

....

APS College of Arts & Science N.R. Colony, Bangalore-560 819.

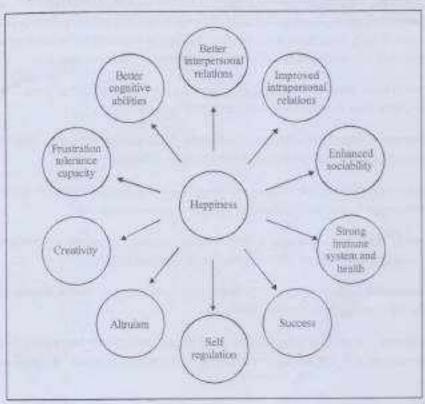
## **CORRELATES OF HAPPINESS**

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 is follows:

- 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.
- 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.
- Optimism Happy individuals are optimistic. Their optimism permits them to persevere at tasks and ultimately achieve more. In addition, their health is better.
- 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.
- 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.
- Extraversion Happy people are found to be more extravert. Hence, they enjoy more social interaction.
   They are more popular and less lonely.
- Hardiness Happiness is positively related to hard ness 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.
- 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.
- Maintaining good interpersonal relationships Happy people can easily maintain good interpersonal
  relations and enjoy good interaction. Their social adjustment is appropriate.
- 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.
- 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.
- 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
- st 7. Altruism

85

15

01

310

- 8. Creativity
  - 9. Frustration tolerance capacity
- o 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.

13

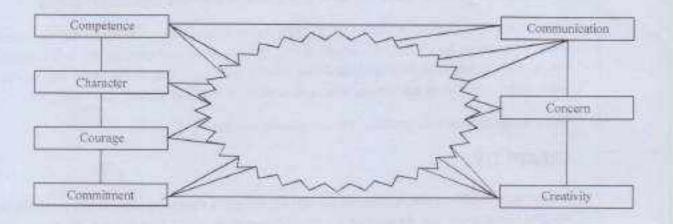
APS College of Arts & Science
A.R. Colony, Bangstore-550 819.

## 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 loya 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	Pan; do your tasks; give 100%; keep trying; be salf-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

4

APS College of Arts & Science NR. Colony, Bangalore-560 919,

## COMPETENCE

Competence is the ability of a person to perform a task successfully or efficiently. It is an indication of a person bring 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 constaint 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 Bermard 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 skills 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.

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

## 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 the 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 tape.

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.

+++\*

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

## Basic Information Technology (IT) Skills

## Microsoft Office

Microsoft Office or more popularly known as MS Dffice, 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 Does 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 of 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 ad 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 was a number o user friendly menus and commands. It provides the facility to save the document automatically after pressing save commands. It was options of spell and grammar checking

APS College of Arts & Science N.R. Colony, Bangalore-560 019. 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 World 2007 onwards). Your curriculum vitae (CV) hay be your first attempt to use MS World 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 .xis (for MS Excel 2003) and xisx (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 or 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 fife 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.

APS College of Arts & Science
ILR, Colony, Bangalore-560 019,

- 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.
- Date validation tools.
- · Grouping and ungrouping of data:
- Page layout features include themes, colour, sheets, mergins, 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 wither 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 sliders 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.

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

- · 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 conacts, calenders 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:

- 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 Exchanges 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.

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

#### 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 of 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
- · Perforating 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 wed 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.

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

- · 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 conacts, calenders 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:

- 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 Exchanges 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.

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 21° 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:

- 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 heir 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 pay 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.

\*\*\*\*

AFS College of Arts & Science N.R. Colony, Bangalore-550 019

## REPORT OF THE WEBINAR

The Department of Post-Graduate Studies in Economics (M.A) has conducted One-day National Level Webinar has been conducted on 23<sup>rd</sup> May 2020 on the topic of "COVID-19 AND ITS IMPACT ON INDIAN ECONOMY: PROBLEMS AND PROSPECTS". The Resource Person of the Webinar is Dr. S. Kareemulla Basha, Associate Professor, PG and Research Department of Economics, The New College, Chennai. We have received overwhelmed response and there are 800 participantswere registered and participated through ZOOM and Facebook live links across the country.

The Webinar has initiated in order to understand the COVID-19 and its impact on Indian Economy and future Prospects related to the economy.

The program was started by welcoming the resource person, dignitaries and all the participants by Prof. Shekar. P, Head of the Department of Post-Graduate Studies in Economics. The resource person was focused on the topic and covered all the relevant aspects and the talk was impressive, informative and insightful. The participants have given overwhelmed response about the talk of the resource person.

Prof. Shekar, P.Head of the Department has proposed vote of thanks. Dr. Ramesha K, Organising Secretary and Dr. Lokesha. A, Convener of the Webinar. The entire programme was co-ordinated with the advice of the Principal Prof. Sharadhadevi and Vice Principal Prof. Marina George and faculty members.

Maura Gray

PRINCIPAL

APS College of Aris & Science

LSC Colony, Bangatore-See 019

PRINCIPAL

APS College of Arts & Science

LR. Colony, Bangalore-560 019

## APS COLLEGE OF ARTS AND SCIENCE N.R. COLONY, BENGALURU-560019

Detailed report on the Webinar on the Topic: "COVID-19 Its impact on environment and society: Bio-physicochemical facts" conducted by the Department of Chemistry, on 18-05-2020, APS Arts and Science College, N.R. Colony, Bengaluru-560019.

Webinar started at 10.55am with the host login, Host Ms. Sona Bai welcomed, Sri T.V. Maruthi, President of APS Educational Trust, along with all the trustees, and Prof. K.N. Sharada devi, Principal, APSAS. Prof. Marina George, Vice principal APSAS was also welcomed by the host, webinar's Invited Speaker. Dr. G. Krishnamurthy, Professor, Department of Studies in Chemistry, JnanaBharathi Campus, Bangalore University, Bengaluru was welcomed along with the brief introduction of his academic accomplishments, session started at 11.10am went on till 40 minutes and 2<sup>nd</sup> session started at 12.00 noon, and was continued till the end of the session, College principal Prof. K.N. Sharada devi, Addressed the participants and thanked Speaker for the knowledge shared and awareness given at the right time of pandemic situation.

Department of Chemistry thanked all the faculty members of APS Arts and Science College, students as well as all the participants for their active involvement and patient listening.

Organised by 1.Sona Bai M 2.Sowmya BP Department of Chemistry

Signature of the Principal

APS Collage Charts & Sciences

APS College of Arts & Science N.R. Colony, Bangalore-550 019.



## "Relevance of Nutrition in Promoting Health Among Students" Dr. Tilsk Kumar B.S.

Wednesday 30<sup>n</sup> December 2020 at 3.00 pm

The speaker of this program was Dr. Tilak Kumar B. S. presently working as Physical Education Director at APS College of Arts and Science, Bengaluru.

In his presentation speaker, stressed on, Nutrition is considered to be one of the most essential areas that are associated with ones living; it is stated that a person is what he eats and the mindset of an individual is made up of what he consumes as part of his nutritional requirements.

There have been many advantages of diet and nutrition, whenever any social function or a gathering or a conference, seminar or a business meeting is arranged; food is regarded to be one of the most essential areas. As it has been stated above that diet and nutrition are considered to be vital aspects for the well being of an individual, the feelings of anger, frustration and depression can be minimized or curbed by consuming a healthy and a nourishing diet; when an individual is in a depressed condition or undergoes disturbance or frustration or anger, then the food that he consumes is termed as 'comfort food' that gives him a soothing experience, therefore, the need for nutrition education even in educational institutions is a vital aspect, students should be provided with information and knowledge about nutrition education so that they acquire the knowledge about how to maintain their health and well being.

At conclusion, the experience of one's life, educational program and training of the individuals is considered to be vital for the development of nutrition education. The development of nutrition education within educational institutions became vital when scholarly research indicated that children should consume a healthy breakfast before coming to college.





3<sup>nt</sup> Day 2<sup>nt</sup> session of SDP Programme Dignitaries with Resource Person Dr. Tilak Kumar B.S. spoke on the topic "Relevance of Nutrition in promoting health among students"

PRINCIPAL

APS College of Arts & Science

R. Colony, Bangalore-560 019





## 6/6 Company, 7 Karnataka Battalion NCC Bengaluru B Group, Karnataka & Goa Directorate

Date: 29/09/2020

To,
The Principal,
APS College of Arts and Science,
N.R Colony, Bengaluru-19.

# Report of the Webinar on "BE FIT FOR BETTER LIFE (On Account of Fit India 2020) on 18th September 2020

On account of Fit India 2020, 6/6 Coy, APS College of Arts and Science in Association with? Karnataka Battalion, NCC Bengaluru 'B' group organized a webinar on "BE FIT FOR BETTER LIFE". The entire program was moderated and coordinated by Dr. Lokesha A, NCC caretaker officer of APS College of Arts and Science. The program was started at 10:40 AM on 18th September 2020 with a welcome speech by Dr. Lokesha A. Then, Prof. Shekar.P was introduced the guest. The resource person Dr. Alaka Acharya presented brief explanation regarding mental, physical nutritional details along with the PPT slides. After the 40 minutes of presentation by resource person, Dr. B. Jayashree, Principal, APS College of Arts and Science delivered her presidential speech. At the end the vote of thanks was proposed by Dr. Lokesha A.

## **Details of Participants**

1	Total number of registrations	108
2	Total number of participants on Google Meet	60

PRINCIPAL

APS College of Arts & Science

N.R. Colony, Bangalore-560 019

My sincere thanks to our APSET, beloved Principal Dr. B. Jayashree and Commanding Officer Col.A.B. Upadhyay for their motivation and encouragement for the successful completion of the program.

Thanking you,

Yours Sincerely,

Dr. Lokesha A

NCC CTO, APS College of Arts and Science

PRINCIPAL

APS College of Arté & Science

I.R. Colony, Bangalore-560 019.



APS College of Arts & Science N.R. Colony, Bangalore-568 019

Telephone: 080-26603192



# Acharya Pathasala College of Arts & Science Narasimharaja Colony, Bangalore -560 019.

Website:apsartsandscience.orgEmail:apscollegeofartsscience@gmail.com

### NSS Unit

## Report on webinar held on the occasion of world Bicycle Day

NSS Unit of our college organized a webinar on Thursday, 3<sup>rd</sup> June 2021, at 2pm on the occasion of world Bicycle Day.

Dr. Tilak Kumar B S, Strength and Conditioning Expert, Sports Authority of India, Bengaluru was the resource person for the webinar.

In his talk the resource person highlighted the fact that, health and its maintenance have become importance more than ever before, especially due to COVID Pandemic. Though, there are many other exercise forms using bicycle by children and adults alike have triple benefits. Apart from being a goof exercise, it is eco friendly and less polluting of the environment. Crucial petrol dollars can be saved if more and more people cycle their way to schools, colleges, work places and markets.

Dr. B. Jayashree, Principal, in her presidential remarks, urged our college students and staff to make use of their mode of transport which greatly adds to our health's.

Through this webinar the NSS unit desired to raise the awareness about available healthy practices that can be easily followed.

Principal

PRINCIPAL APS Edilege of Arts & Science MR. Golony, Bangatore-560 819



Website: apscollegeofartsandscience.com Email: apscollegeofartsscience@gmail.com

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

#### FREE EYE CHECK-UP CAMP

As an Internal Quality Assurance Cell (IQAC) initiative the Youth Red Cross (YRC) Unit of Acharya Pathasala College of Arts and Science in collaboration with Agarwall Eye Hospital organised "Free Eye Check-up Camp" in the college campus at 10,30am on Saturday 31,07,2021. The programme was inaugurated by Sri. A.R. Acharya, General Secretary of Acharya Pathasala Educational Trust. In his inaugural address said that, the two fields such as education and Medical fields are self-serving and respected areas and he has also addressed the gathering to utilize the free eye check-up camp organized by the college.

And then the Principal of the college Dr. B. Jayashree said that, in the present situation, it is the primary duty of everyone to maintain health of precious eyes and make the camp success.

The programme Coordinator of Youth Red Cross (YRC) Mr. Sunilkumar. K, Convener of the programme, Mr. Kantharaju, Head of the departments, all teaching and non teaching staff of the College, staff of Acharya Pathasala Educational Trust and more than 100 students have attended the camp and made the camp grand success by utilising it properly.

Principal

APS College of Arts & Science

N.R. Colony, Bangalore-560 019,



Website: apscollegeofartsandscience.com Email: apscollegeofartsscience@gmail.com

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

## SELF BLOOD DONATION CAMP

Pathasala College of Arts & Science in association with Indian Red Cross Society and the Rotary, Sadashivanagara institute, Bengaluru at 10.00 am in the New Seminar Hall of the college on Saturday 13.02.2021. The programme was inaugurated by Shri. A.R. Acharya, General Secretary, Acharya Pathasala Educational Trust. Mr. Umesh, President of the Rotary Institute, said that young people donate blood regularly and live a healthy life. Then K.P. Narasimha Murthy, Vice President of Acharya Pathasala Educational Trust said that the donation would be for everyone to come forward voluntarily and then Mr. Suresh. A, Rotary's Community Service Director, said "Blood must be given to save lives on the brink of death". Blood donation is a great and rewarding service to give life to others. Dr. B. Jayashree, Principal of Acharya Pathasala College of Arts and Science, said that, when Covid-19 is presently in need of blood, everyone is aware of the importance of blood, Rotary officers and officers of the Indian Red Cross Society were present at the event. Mr. Hareesha M.C. Convener of NSS unit, members and students have donated blood and collected 71 units of blood.

Principal
PRINCIPAL

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



Website: apscollegeofartsandscience.com Email: apscollegeofartsscience@gmail.com

Dr. B. Jayashree, MSC, M.Fhil, Ph.D., I/c PRINCIPAL

## CLEAN INDIA CAMPAIGN ON ACCOUNT OF SWAMI VIVEKANANDA'S JAYANTHI

The clean India Campaign was held at playground of Acharya Pathasala College of Arts & Science to celebrate Swami Vivekananda's Jayanthi on 12.01.2021. The campaign organised by the N.S.S. unit of the college. The Principal, Dr. B. Jayashree Presided over the event and said that, all the students should adopt Swami Vivekananda's principles and ideals and be good citizens. The students of N.S.S. unit of the college and students of Acharya Pathasala High School joined together and cleaned the playground and all the members of the NSS committee had attended the campaign.

PRINCIPAL
APS College of Arts & Science

N.R. Colony, Bangalore-560 019.



Website: apscollegeofartsandscience.com Email: apscollegeofartsscience@gmail.com

Dr. B. Jayashree, MSC, M.Phil.,Ph.D.,

#### CLEAN INDIA CAMPAIGN

NSS Unit of Acharya Pathasala College of Arts and Science on Monday 01.01.2021, at 5.00 pm has organised clean India campaign at Bugle Rock Park located at Basavanagudi, Bengaluru. Basavanagudi Constituency legislator Mr. Ravisubramanya inaugurated the programme. He said that, NSS students should involve at larger extent to fulfil the dream of Mahatma Gandhi and of a worthy Prime Minister of India. Later Mr. A. R. Acharya, General Secretary of Acharya Pathasala Educational Trust, said that environmental protection is a priority for all of us in the world and then Basavanagudi BBMP member Shri. Katte Satyanarayana said that students have to involve in environmental protection by planting the saplings. Dr. B. Jayashree, Principal of the college said to join hands with Prime Minister to make success of Clean India Campaign. The programme was attended by Mr. A. Prakash, Joint Secretary of Acharya Pathasala Educational Trust, Mr. Hareesha. M.C. Convener of NSS Unit-1 and all Members of NSS Unit as well as faculty members of the College.

Principal

PRINCIPAL

APS College of Arts & Science N.R. Colony, Bangalore-550 019.