

(Accredited with B++ by NAAC & approved under section 2(f) & 12(B) of UGC Act, 1956)

THOLAYAVATTAM

CAREER ORIENTED COURSES (C.O.C)

2018 - 2019

Courses

- 1. Spoken English
- 2. MS Office
- 3. Embroidery
- 4. Tailoring
- 5. Tally
- 6. Tourism
- 7. Referee Coaching
- 8. Art & Craft
- 9. DMLT

Classes are handled by highly talented and dedicated staff members





COMMUNICATIVE ENGLISH SYLLABUS

UNIT - I: Phrases for Conversation - Low Beginning

Greetings

Introduce Yourself

Introduce People

Identify People and Things

Classroom Questions

Ask for Information

Giving Information

Simple Sentences

Simple Questions

Number and Counting

Talking about Family

Talking about Favourite Things

Talking about here and now

Describing People

Talking about Feelings/Health Issues

Telling Time

Talking about Past Actions

Talking about the Future

Talking about Life Events

Expressing Likes and Dislikes

Contraction

Simple Shopping

Short Questions and Answers

Closing a Conversation

Expressing Thanks

At a Store

Describing a Picture

Talking about Occupations

UNIT - II : Phrases for Conversation - High Beginning

Introducing others

Encouraging words

Buying and selling

American numbers and prices

Making suggestions

Making plans for the weekend

Asking for favors

Asking for repetition

Requesting

Inviting

Offering

Talking about abilities.

Expressing possibility

Talking about locations

Asking for directions

Giving directions
Asking about place/location

Talking about travel

Descriptions

Like / would like / look like / be like

Comparing things

Questions and expressions with time

Count and non-count nouns in context

Using measure words

Telephone talk

Narrating

UNIT - III : Phrases for Conversation - Low Intermediate

Conversation starters

Rejoinders

Giving opinions

Agreeing/disagreeing

Asking for details

Asking permission

Asking for and Giving Advice

Sequencing

Speaking hypothetically

Discussing Sensitive Topics

Accepting and Refusing

Expressions for Description

Indirect Requests

Tag Questions

UNIT - IV : Phrases for Conversation - High Intermediate

Supporting opinions

Exploring options

Contrasting

Classifying

Discussion techniques

Elaborating

Clarifying

Interrupting

Giving instructions

Simple presentations

Checking for Understanding

Conceding to Make a Point

Analyzing Problems

UNIT - V: Phrases for Conversation - Advanced

Commenting

Paraphrasing

Greetings

1. Hi.

Hello.

2. Good morning.

Good afternoon.

Good evening.

3. How are you?

How are you doing?

- 4. Fine. How about you?
- 5. Okay. Thanks.

Introduce Yourself

1. I'm John.

I'm Jackie. (Use first name in informal situations)

2. I'm John Kennedy.

I'm Jackie O'Neill. (Use full name in business and formal situations)

3. (It's) nice to meet you.

(It's) nice meeting you. (It's) good to meet you.

4. Nice to meet you too.

Introduce People

- 1. This is Minnie Rivers. That is Mr. Lewis
- 2. Minnie is a writer.
 Mr. Lewis is a barber.
 Gail is an artist.
 He is a photographer.
 She is a secretary.
 He's a dentist.
 She's a doctor.
- I am a computer programmer.
 I'm a businessman.
 I'm a businesswoman.

 I'm not a mechanic.

 I'm not a mechanic.

 I'm not a mechanic.
- 4. We are writers.

 They are engineers.

 You are a student.

 You are students.
- 5. This is an apple. This is a banana.

That is an orange. That is not a tomato. It is a telephone. It's a horse. It's not an airplane.

Identify People and Things

What is your name?

What is it? What is that? How do you say it in English? How do you spell it? Please say it again. Please speak more slowly. I don't understand. I'm sorry.

Classroom Questions

1. What is this?

2. What is that?

3. What's this?

4. What's that?

5. What are these?

6. What are those?

7. Where is Mr. King?

8. Where is Ms. Knight?

9. Where's Johnny?

10. When's the movie?

11. When's lunch?

12. How is the food?

This is a table. That is a chair. It's a pen. It's an apple. These are pencils. Those are books. He is over there. She's (right) here.

He's in the house.

It's at 9:00

Lunch is at noon.

It's delicious.

Ask for Information

1. Jeremy is from Ohio.

2. Kelly is a saleswoman.

3. He's a university student.

4. Ronda lives in Texas.

5. I work at a restaurant.

6. I live in Florida.

8. Where are you from?

9. What is your occupation?

Oh really? What part of Ohio? Is that right? What company? Oh. What university? Really? What city (in Texas)?

Oh really? Which restaurant?

Oh yeah? Where in Florida?

I'm from Delaware.

I'm a police officer.

Columbus. Microsoft. Harvard. Dallas. Angelo Meroni's

Orlando.

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My name is Robert.

That's a pencil.

E-R-A-S-E-R

Let me explain.

That's okay.

It's a desk.

Eraser.

All right.

You can call me Bob

OK. Listen carefully.

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM

COC - MS OFFICE SYLLABUS

ODD SEMESTER

(2017-2018)

Objectives:

- To create and edit documents
- To Access and manipulate data

UNIT-I

Microsoft word: Word processor Basics – Opening Microsoft Word – Closing the Document and Quitting Word – Starting Microsoft Word XP - Introduction to word – Saving the Document – Previewing – Printing – Closing – Changing the size of a document. Editing the Document: Moving the cursor – Making changes in your document– Automatic correction of errors – Printing the file – Saving and Closing the Document.

UNIT-II

Designing your Document: Creating a well formatted Document – Setting the Left , Right Top and Bottom Margins –Specifying text at the top and the Bottom of each page. Creating Tables : Selecting Text using the mouse – Inserting Rows – Inserting Columns – Deleting a Row – Deleting a Column – Formatting the Text – Mail Merge.

UNIT-III

Microsoft Excel: Introduction to Spreadsheets – Use of Spreadsheet – Spreadsheet Basics – Formatting a Spreadsheet – Graphs –Cell and Cell Address – Standard Toolbar – Formatting toolbar – the Formula bar – Status bar – Components of an Excel Workbook. Working in Excel: Entering data in cell address – Making changes to an entry – Mathematical Calculations – Formulas using numbers – Formula using Cell address.

UNIT-IV

Microsoft Access: Introduction to Databases – Defining a Database – Understanding RDBMS – objects of a Relational Database – Macros – Creating database - Creating a Table – Working on Tables – Saving the Table– Closing the Table.

UNIT-V

Microsoft Powerpoint: Starting Powerpoint – Creating a presentation – Saving a Presentation – working with views – Adding Graphics, Charts and Tables – Masters – Using Slide TransitionPrinting – Closing the Slides – Quitting Microsoft Powerpoint.

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KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE THOLAYAVATTAM EMBROIDERING - SYLLABUS (75 Hours) 2018 - 2019

Objectives:

- Understand Embroidery and Hand Embroider.
- > Identify various hand embroidery techniques done in India.
- Know about the Apparel Sector in India.
- Understand and follow roles and responsibilities of a Hand Embroiderer.

UNIT: I Introduction and Orientation

- UNIT: II Carry out different types of embroidery stitches Flat, loop and knotted stitches.
- UNIT: III Embroider decorative designs using a combination of stitches and work styles.
- UNIT: IV Contribute to achieve quality in embroidery work.
- UNIT: V Maintaining work premises and tools Maintain health, safety and security at workplace

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ANNAI VELANKANNI COLLEGE THOLAYAVATTAM TAILORING - SYLLABUS (75 Hours) 2018 - 2019

Objectives:

- · To provide knowledge & training in
- Use of tools & equipment used in tailoring trade
- Sewing terminology
- · Taking correct body measurements
- Basic hand & machine stitches
- · Designing, drafting & pattern making
- · Layout & fabric estimation
- Cutting, tailoring & finishing of garments for children, ladies & gents.
- Alteration, defects & remedies to fitting problems.
- · Processes of quality centrol, packaging, labeling, marking, costing & promotion.
- · Sourcing of fabrics, trends & relating so servicing process.
- Skill to construct professional looking garments.
- Enhancing employability & entrepreneur skills.

Unit	Contents	Theory	Practical
1.	Introduction to Sewing Machine	 Machine Operation Different parts of machine and their functions. Safety precautions Proper maintenance and oiling 	 Operating machine Removing parts and practice in refixing Adjusting the parts for proper functioning Practice in cleaning and oiling
2.	Tools and Equipments used in tailoring	Description of various tools used in tailoring - Drafting tools: - Cutting Tools: - Stitching tools:	Practice in using - Different Scissors - Shapper, L Scale, Art Curve, Tracing wheel - Thimble etc.
3.	Trade Terminology	- Specific terms used in drafting, cutting & stitching	- Practice in using proper terms.

4.	Measurement Taking	 Use of tape for measurement Proper / correct measurement taking, Precautions Use of L scale for measurement Sequence of measurement 	 Practice in using tape Taking measurement Sequencing of measurement. Use of L scale 		
5.	Drafting / Pattern Making	 Need for drafting and pattern making Method of preparing draft Preparing pattern cutting 	Simple draftingPattern makingPaper pattern cutting		
6.	Basic Stitching	Hand stitchesMachine stitchesDecorative stitches	- Preparation of sample pieces of stitches		
7.	Construction Skills	 Knowledge about: Seams, Drafts, Tucks, Pleats, Buttons Hole, Buttons Hooks and snage, Eye, Titch buttons 	- Preparation of sample pieces using all construction skills.		
8.	Selection of Cloth	- Selection of right type of fabric for a particular garment	- Identification of different types of fabric		
9.	Estimation of Cloth	- How to estimate cloth for garments	- Estimation by giving various measurements		
10.	Colour concept	Colour combination for buttons, thread & cloth	- Practicals in selection of colour combination (contrast & harmony)		
11.	Simple Cutting and Stitching	 How to mark the measurements on cloth before cutting Leaving margin for inlays and turnings Skills in Stitching 	 Marking with different measurement Cutting the cloth as per marking, leaving margin for inlays and turnings. Practice in stitching on paper for straight zigzig, round etc. Stitching of Handkerchief/Bib/Pillow cover/Bags/Underwear/Quilting 		

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SYLLABUS

Tally ERP9

Duration - 3 Months

Introduction to Tally

Principles of Accounting – tally Fundamentals – Maintaining Company data- F11 Features – F12 Configure

Tally Vouchers

Accounting Vouchers - Inventory - Accounting and Item invoicing

Reports

 $Balance\ sheet-P\ \&\ L\ A/c-Ration\ Analysis-Cash\ Flow-Fundamentals$ of flow statements - Ageing Analysis - Movement Analysis.

Advanced Accounting

Bill wise Details – Cost centers and Cost categories – Voucher classes and cost center classes – Multiple currencies – Bank reconciliation- Interest calculation – Budgets and Scenario – Job Costing.

Advanced Inventory

Order Processing – Reorder levels – Tracking Numbers – Batch wise Details – Additional cost Details – Bill of materials – price list.

System Administration and other utilities

Consolidation of accounts – Tally vault – Security Control – Tally Audit – backup and Restore – Split Company data – Export and Import company data – ODBC Compliance.

Point of Sales

Predetermination of Invoice- Multi payment modes – Small and smart bills – POS Sales Register

Multilanguage

Supporting OS – Translation or Transliteration – System or Phonetic Keyboard – Sourcing from other software.

TDS & TCS

Entry - Calculator - Reports - e Returns

Goods and Service Tax

Accounting of Purchase or Sales, Inter State Trade Accounting – Accounting of Exempted Items – Accounting Purchases from Unregistered Dealers-Accounting input Credit on Capital Goods – GST – Computation & Forms

Payroll

Introduction to payroll – Configuring Tally for Payroll – Creation of Payroll masters – recording of attendance – Preparation of payroll Vouchers based an attendance – Preparation of a salary – Disbursement Voucher – payroll Reports (Pay slip, Pay sheet, Payroll Statement – payment Advice – Payroll Register – Attendance sheet – Attendance Register – Introduction to Provident Fund.

Project

Live simulated projects are given to students.

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TALLY COURSE DAY WISE

SCHEDULE

DAY 1& 2	Introduction of Tally	Principles of Accounting- Tally Fundamentals- Maintaining Company Data- F11 Features- F12 Configure
Day 3, 4& 5	Tally Vouchers	Accounting Vouchers and Inventory Vouchers, and Item Invoicing
Day 6	Reports	Trial Balance, Balance Sheet, Profit & Loss A/c- Day Book, Ledgers, Stock Summary etc
Day 7 to 15	Advanced Accounting	Bill Wise Detail, Cost Centre and Cost Categories, Voucher Classes, and Cost Centre Class, Multiple Currencies, Bank Reconciliation, Interest Calculation, Budget and Control, Job Costing
Day 16 to 22	Advanced Inventory	Order Processing, Tracking Numbers, Batch wise Details, Additional Cost Detail, Bill of Material, Price List
Day 23	Point of Sales	Predetermination of Invoice, Multi Payment Modes, Small and smart Bills, POS Sales Register

Day 24	Multi Language	Translation System & Phonetic Keyboard, Sourcing from other Software
Day 25	Payroll	Introduction to Payroll, Configuring Tally to Payroll, Creation of PayRoll Masters, Recording of Attendence, Preparation of Payroll vouchers Based on attendance, preparation of salary disbursement voucher, Payroll Reports.
Day 26	TDS	Entry – Calculator – Reports – e Returns
Day 27	TCS	Entry – Calculator – Reports – e Returns
Day 28	GST	About GST Details. All Purchase and sales entry GST Return GSTR-1,GSTR-2 and GSTR-3

ANNAI VELANKANNI COLLEGE THOLAYAVATTAM TOURISM - SYLLABUS (75 Hours) 2018 - 2019

UNIT: I History of Tourism

UNIT: II Fundamentals of Tourism.

UNIT: III Tourism Principles Practices and Ethics- Air Fares & Ticketing

UNIT: IV Tourism in Kerala and Tourism in India- Travel Agency and Tour

Operation Management

UNIT: V Travel Geography- Aviation Management- Innovative Practices in Tourism

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ANNAI VELANKANNI COLLEGE THOLAYAVATTAM REFEREE COACHING - SYLLABUS (75 Hours) 2018 - 2019

Structure of the Laws - emphasise the basic structure of the Laws, in particular the four key sections (4 to 21, explaining the basic rules of the game; 22 to 35, dealing with errors and irregularities; 47 to 55, explaining the customs of the game and the role of the players as the principal referees; and the Regulations - especially R1 to R8, dealing with what a referee can do, and T2, on time limits).

Law 1 - An Outline of the Game

Law 2 - The Court

Law 3 - Equipment and Accessories

Law 4 - Start and End of a Game and Turn

Law 5 - A Stroke and Striking Period

Law 6 - States of a Ball

Law 7 - Outside Agencies

Law 8 - The Start of the Game

Law 9 - Election of Striker's Ball

Law 10 - Ball off the Court

Law 11 - Balls in the Yard Line Area

Law 12 - Replacement of a Ball off the Lawn or within the Yard

Line Area

Law 13 - Wiring Lift

Law 14 - Hoop Point

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ANNAI VELANKANNI COLLEGE THOLAYAVATTAM ARTS AND CRAFT - SYLLABUS (75 Hours) 2018 - 2019

UNIT: I	Color Concept - Movement of Pencil- How to Color-Creative Art -Photo
	Frame.

UNIT: II Flower Making -Origami Puppet -Pot Making -Face Mask- Paper Machine Candle.

UNIT: III Making-Handicraft-Tie and Die Hand Embroidery Paper Work/Crafts

Puppets-Painting-Sand

UNIT: IV Painting Velvet- Painting Emboss- Painting Stick Painting -Mosaic Painting
Fabric Painting

UNIT: V Stick Art Foil Painting-Sketching-Landscapes Hill Scapes Seascape Creating
Scenes Cityscape

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Annai Velankanni College, Tholayavattam

DMLT Syllabus

2017 onwards

Unit I: BASIC HAEMATOLOGY

Origin, development, and morphology of Blood cells, Composition of blood and its functions Basic concepts of Anaemia, Leukaemia, and hemorrhagic disorder

Unit II: , CLINICAL PATHOLOGY (BODY FLUIDS) AND PARASITOLOGICAL

Reception of Patients, The Microscope- Types, Parts, Cleaning, and Care, Examination of Urine Examination of Body Fluids

Unit III: BLOOD BANKING & IMMUNOHAEMATOLOGY

Methods of estimation of Haemoglobin, Methods of determination of PCV, Blood Group- methods of grouping and ungrouping, Blood transfusion and hazards

Unit IV: CLINICAL BIOCHEMISTRY

Definition of Antigen and Antibody, Clinical Enzymology, Disorders of Carbohydrates, Nutritional Disorders, Liver function test

Unit V: MICROBIOLOGY

Laboratory diagnosis, Biosafety measures, Examination of stool, Quality control

Unit VI: IMMUNOLOGY

Antigens and Antibodies, Types of Antigens

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Certificate

ART & CRAFT

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms.

has Successfully Completed the Art & Craft Course during the academic year

June 2018 - March 2019.

M. dump Convener



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Certificate

MS-OFFICE

CAREER ORIENTED COURSE

This is to Certify that Mr.,	Ms

has Successfully Completed the MS-OFFICE Course during the academic

year June 2018 - March 2019.

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Certificate

REFEREE COACHING

CAREER ORIENTED COURSE

This is to	Certify that S	Mr. / Ms	 	 • • • • • • •

has Successfully Completed the Referee Coaching Course during the academic

year June 2018 - March 2019.

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Certificate

SPOKEN ENGLISH

CAREER ORIENTED COURSE

This is to Certify that Mr. /	$\mathcal{M}s.$	

has Successfully Completed the Spoken English Course during the academic

year June 2018 - March 2019.

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Certificate

TAILORING

CAREER ORIENTED COURSE

This is to Certify that Mr. /	Ms	

has Successfully Completed the Tailoring Course during the academic year

June 2018 - March 2019.

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Certificate

DMLT

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms.

has Successfully Completed the DMLT Course during the academic year June

2018 - March 2019.

M. dump Convener



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Certificate

EMBROIDERY

CAREER ORIENTED COURSE

This is to	o Certify	that Mr.	/Ms.	 •••••	•••••	 •••••	

has Successfully Completed the Embroidery Course during the academic year

June 2018 - March 2019.

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Certificate

TALLY

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms	
has Successfully Completed the Tally Course during	the academic year June
2018 - March 2019.	1 2



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THOLAYAVATTOM - 629 157

Certificate

TOURISM

CAREER ORIENTED COURSE

This is to Certify that Mr. /	'Ms

has Successfully Completed the Tourism Course during the academic year June

2018 - March 2019.

M. Aug Convener

Annai Velankanni College, Tholayavattam

Summary Report of Career Oriented Courses

2018-2019

1. Spoken English (COSE01)

- ✓ Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- ✓ Students will improve their speaking ability in English both in terms of fluency and comprehensibility.
- ✓ Students will improve their reading fluency skills through extensive reading.
- ✓ Students will enlarge their vocabulary by keeping a vocabulary journal.
- ✓ Students will enlarge their vocabulary by keeping a vocabulary journal.

2. MS-Office (COCL02)

- ✓ Students will get knowledge to create documents and format text in Microsoft Word.
- ✓ Students will able to use Microsoft Word tools to improve workflow, change page layout, and add advance formatting.
- ✓ Students will create documents with tables, images, hyperlinks, and watermarks in Microsoft Word.
- ✓ Students will create workbooks and format text in Microsoft Excel
- ✓ Students will get knowledge to add worksheets, organize data, and create charts in Microsoft Excel
- ✓ Students will know to add basic objects and design elements to presentation
- ✓ Students can create presentations with images and videos.

3. Embroidery(COEM03)

- ✓ Student will get basic insight of psychological aspects of clothing and fashion
- ✓ Students will develop understanding regarding the fashion movement and consumer behaviour.
- ✓ Student can understand the basic terminology used in hand embroidery
- ✓ Student can trace the designs neatly
- ✓ Students can handle the tools properly and safely
- ✓ Students are aware of the do's and don'ts of embroidery work.

4. Tailoring(COTA04)

- ✓ Students can draft and cut the fabric
- ✓ Students can carry out the process of sewing for dress materials and common household items of textiles
- ✓ Students can carry out inspections and alterations to adjust corrections for fittings

5. Tally (COTY05)

- ✓ Students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- ✓ Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- ✓ Students do possess required skill and can also be employed as Tally data entry operator.

6. Tourism (COTU06)

- ✓ Students will understand the concept of tourism industry.
- ✓ Students will access and appropriately disseminate accurate and detailed product knowledge and destination information about different types of tourists.
- ✓ Students get knowledge to evaluate about the different stakeholders and relevant agencies in the tourism industry and how these stakeholder plays their functions.
- Students know about the professional ethical manner and practice industrydefined work ethics.

7. Referee Coaching (CORC07)

- ✓ Students have idea about officiate at sporting events, games, or competitions, to maintain standards of play and to ensure that game rules are observed.
- ✓ Students get the skill to judge performances in sporting competitions in order to award points, impose scoring penalties, and determine results.
- ✓ Students get knowledge to inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.
- ✓ Students get the knowledge to take decisions to resolve claims of rule infractions or complaints by participants and assess any necessary penalties, according to regulations.
- ✓ Students get the skill to verify scoring calculations before competition winners are announced.

8. Art & Craft (COAC08)

- ✓ Students will be able to use a variety of brainstorming techniques to generate novel ideas of value to solve problems.
- ✓ Students will have sufficient mastery of one or more media to complete the technical and formal challenges pertinent to a body of original work.
- ✓ Students will be able to develop ideas that are relevant and responsive to the world around them.
- ✓ Students will be able to clearly communicate the content, context, and process of their work visually, orally and in writing.

9. DMLT (CODM09)

- ✓ Students will get the knowledge of general anatomy, respiratory and digestive systems, urogenital system, nervous & reproductive systems and nervous & reproductive systems
- ✓ Students will understand the basics of blood transfusion and blood
 - Will understand the blood grouping tests
 - Will understand the blood donor selection criteria
 - · Will know the blood collection and processing techniques
 - Will able to do compatibility tests, antibody screening and identification
 - Will understand the blood components separation storage and transportation procedures.
 - Will know the various agencies in blood donor and blood banking.
- ✓ Students able to work in government and the private sector for strengthening of the healthcare system.

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- Students will be able to understand concepts in communication and shall be able to implement them in not only their professions but everyday life.
- Students will be able to understand the different phases of print and broad ast journalism in India
- ✓ Students will be ship to identify news values and company and the news process
- ✓ Students will be able to identify and write record, produce and oth reveral formers of modio programmes including news stones; and formers
- ✓ 54 dents will be able to understand the concept of Assimation & Carpilli

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