छत्तीसगढ़ युवा विकास संगठन शिक्षण समिति द्वारा संचालित

(उच्च शिक्षा विभाग से मान्यता प्राप्त एवंपं. रविशंकर शुक्ल विश्वविद्यालय से स्थायी संबध्द)

विप्र कला वाणिज्य एवं शारीरिक शिक्षा महाविद्यालय

जी.ईरोड, रायपुर (छ.ग.)

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पंजीयनकं.—17951   Phone No.   9406082000

6.5 Internal Quality Assurance System

6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Principal
Dr.MegheshTiwari
Vipra Kala, VanijyaAvam
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The College makes efforts in order to learning outcomes & methodology of operations to ensure the qualities. In this regard, College provides ICT resources to fulfill the requirement of today's era & organize the value added program for the improving the employability skills of students, bridge the skill gaps and to develop inter-disciplinary skills to make students ready for future prospects. Following activities are listed below:

S. No.	Measures implemented by the Institution	Web link
1.	ICT Resources for Teaching –Learning	http://vipracollege.org/ICT_classroom.php
2.	**Value Added Courses on:** • Personality Development & Communication Skills • Nutrition and Weight Management • Tally and basic advance computer course • Ms-Office • Problems caused by modern diet and solutions by compound food.	http://vipracollege.org/value_added_cources.php

1. <u>ICT Resources for Teaching -Learning</u>
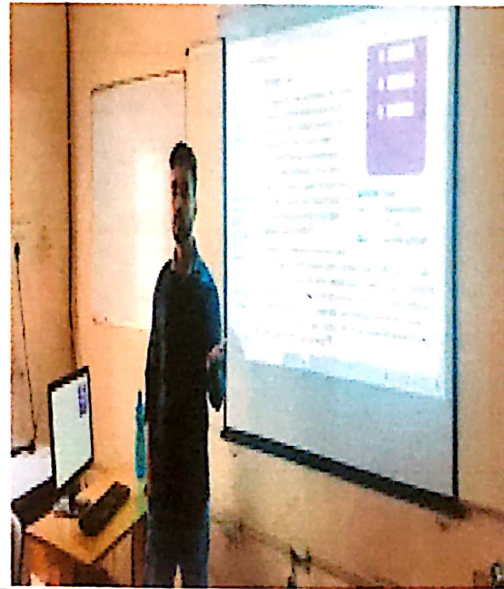
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शिक्षा महाविद्यालय, रायपुर छ.ग.
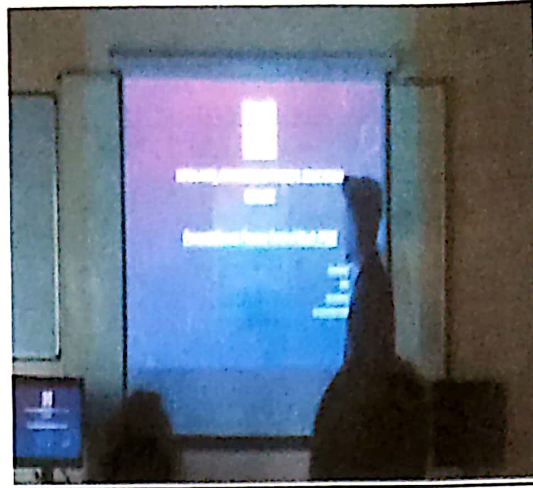
Teachers and Students are provided the access to E - Resources of library

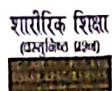libraryvipracollege.blogspot.com/p/resource.html

LIBRARY THE KNOWLEDGE HUB

Vipra College Behind Computer Department Pt. Ravi Shankar University GE Road Raipur

Home   From Principal Desk   About Library   Library Rules   **E-RESOURCE**   OPAC   LIBRARY NOTICE/NEWS   CONTACT US

NEW ARRIVAL S

शारीरिक शिक्षा
(वस्तुनिष्ठ प्रश्न)

BOOKS/JOURNALS

THOUGHT S

"A fool may buy all the books in the world, and they will be in his library; but he will be able to read only those that he deserves to."

— *Swami Vivekananda, Complete Works of Swami Vivekananda, 9 Vols.*

Total Pageviews

3,671

E-RESOURCE

N-LIST

For Id Password Contact to Librarian

National Digital Library of India

Shodh *ganga*
a reservoir of Indian theses

DOAJ
DIRECTORY OF OPEN ACCESS JOURNALS

Pathshala

विकास एवं सुधार

- *Library Forms*

Apply for Library Membership

- *Library Forms*

Library User Analysis

- *Library User Analysis*

Library Collection Development

- *Collection Development Report*

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Online Teaching on Google Meet during Pandemic
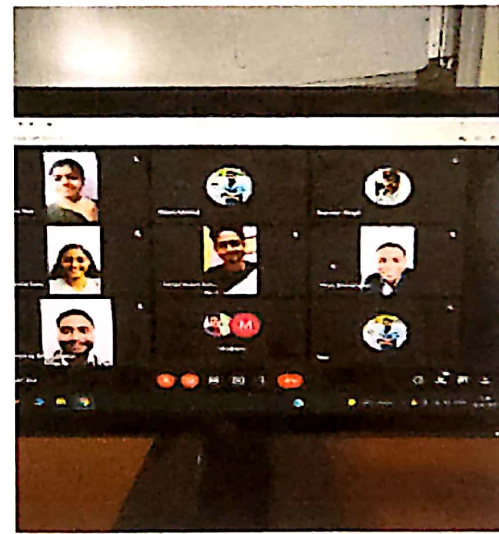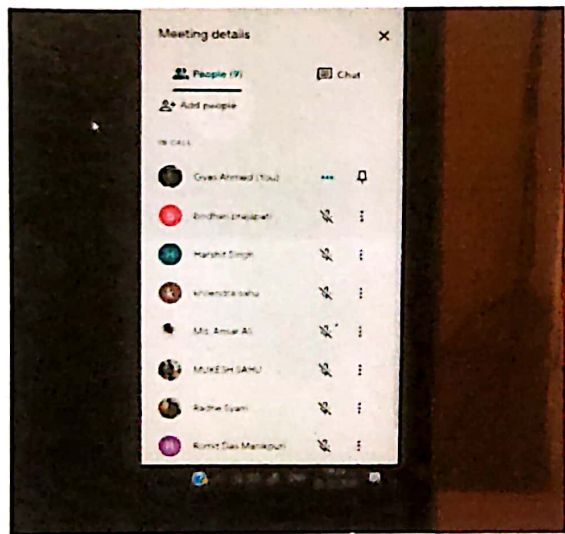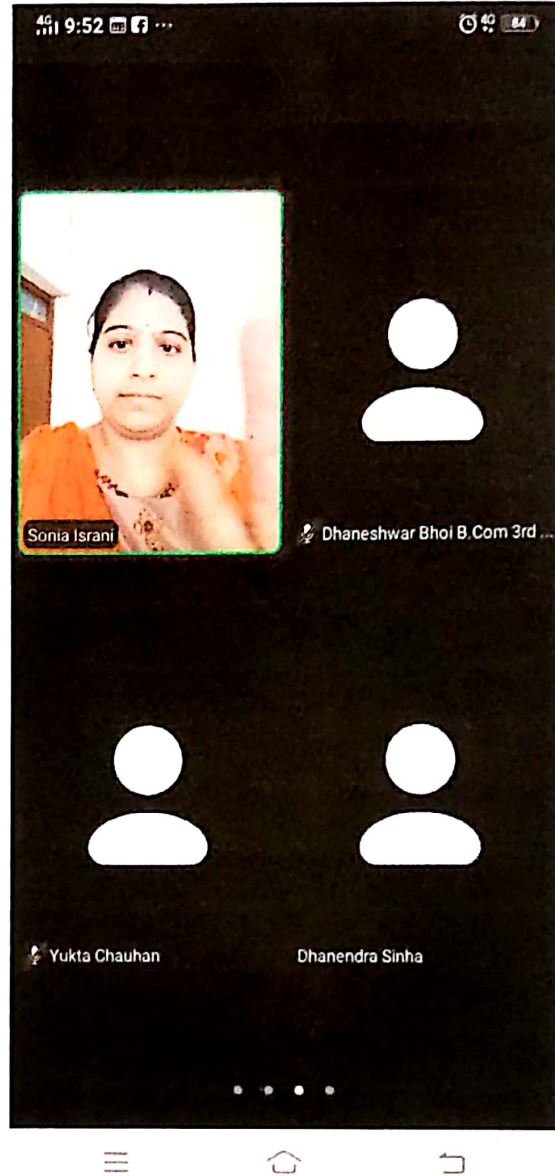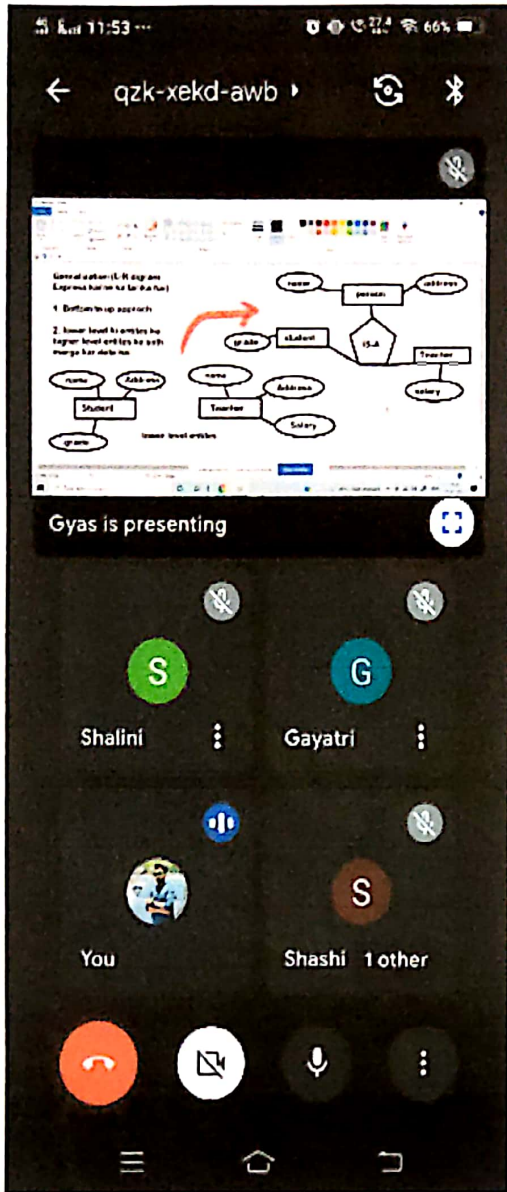
Facilities of ICT available and Number of Teachers using it

Number of Teachers using ICT: ICT enables the use of innovative educational resources and the renewal of learning methods. Teacher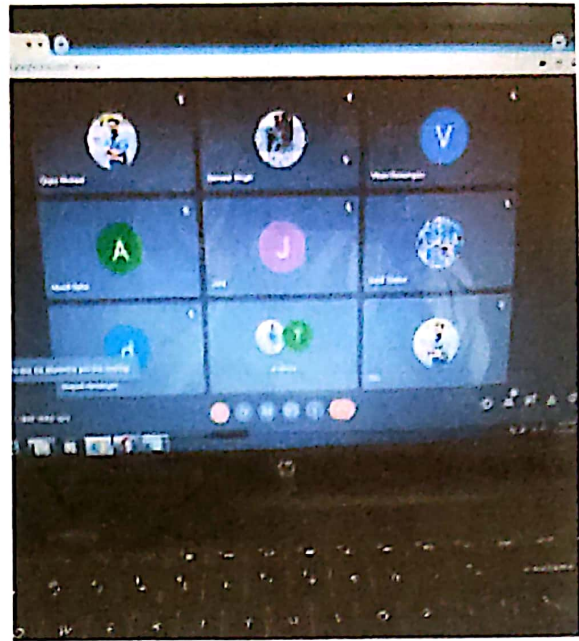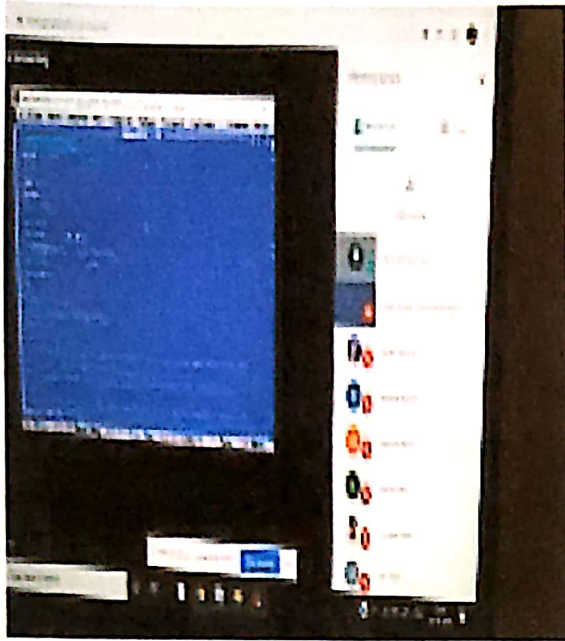s present their lessons through PPT, E-learning resources, Sharing and delivering E- content, E-books, Web references, others (audio/visual, documentaries) etc.

ICT Tools & Techniques available: Wi-fi Enabled Campus; ICT Enabled Classrooms having Desktops, Laptops, projectors, interactive boards; E-books, Microphone, Automated College library having accessibility to e- resources vide N-LIST

E-resources available: E-books and Automated College library having accessibility to e-resources vide N-LIST

2. Value Added Courses:

Personality Development & Communication Skills

OBJECTIVES:

- To understand the scope of communication skills personality and its development
- To develop core skills for development of self
- To cultivate interpersonal for successful life
- To understand the scope of communication skills personality and its development
- To develop core skills for development of self
- To cultivate interpersonal for successful life

Syllabus
Unit -1 Personality Development Skills

- Introduction to personality
- Definition
- Elements of personality
- Determinants
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills

Unit-2 Interpersonal Skills

- Hard Skills and Soft Skills

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- · Effective Communication
- Social Effectiveness
- Leadership
- Personal Grooming
- Personal Hygiene

UNIT-3 Body Language
- Introduction of Body Language
- Definition
- Types of body language
- functions of body language
- Role of body language
- Proxemics

Unit-4 Interview Preparation
- Introduction of Interview Preparation
- Resume Writing
- Dress Code
- Mock Interview
- How to be Successful in an Interview
- Preparation of Self Interview
- Skills for successful interview

Unit-1 Communication: An Introduction
- Definition ,Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication
- Effective Communication
- Communication Techniques
- Barriers to Communication

Unit-2 Non-Verbal Communication

- Personal Appearance
- Gestures , Postures
- Facial Expression
- Eye Contacts
- Body Language
- Time Language
- Tips for Improving Non-Verbal Communication

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Unit-3 Listening skills

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening an Effective Listening Skill
- Benefits to Listening
- Academic Listening (Listening to Lectures).
- Listening to Talks and Presentations

Unit-4 Oral Communication Skills

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet Symbols
- Spelling and Pronunciation
- Asking for and giving information
- Congratulating people on their success

Tally and Basic Computer Course

Unit I- MS-Office:

MS-Word: Word Processing, Shape Clipart, Page Setup, Margins, Header Footer, Mailing, Spelling and Grammar, Creating Hyperlink Check, Page Break etc.

MS Excel: Excel Formula, Sort and Filter data, Sheet Protect, Protect Workbook

Power Point: Creating Attractive Slides, Adding sound and video,

Unit II- Tally:

Introduction to Accounting Software: Ex.-Tally Creation of Company Ledgers & Groups. Advance features of Accounting Software. Accounting Transactions: Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger

Unit III- Google Form:

How to Design Google Form? How to Design Certificate from Google Form? How to send link or Invite to other?

Tally and Basic & Advance Computer Course

Unit-I

Introduction of MS OFFICE: MS-Word –File Creating, Short Cut Keys, MS- Excel- How to Use Mathematical Functions

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MS- PowerPoint– How to Create PPT Slides
Introduction of CorelDraw 11

Unit-II
Added new tools for drawing basic shapes
Ability to convert objects into symbols
A new Pen tool has been introduced & easy to use.
Conversion from object to symbol made simple.
Introduction of Photoshop: Get the picture you want with industry standard in photo editing tools.
Colour adjustments to minor blemish removal
Photoshop gives you the power to realize your vision.

Unit-III
Introduction to Accounting Software: Ex.-Tally Creation of Company Ledgers & Groups.
Advance features of Accounting Software.
Accounting Transactions: Operating Cycle, Journal, Concept of Accounts Receivable & Payable

Unit-IV
Compound Journal entry, Opening entry of Ledger
Voucher Entry: Types of Voucher, Capital and Revenue, Income, Expenditure
Methods of Depreciation, Depreciation of asset and Depreciation of replacement cost

MS-OFFICE

MS-Word: Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting, Inserting tables, smart art, page breaks, Using lists and styles, Working with images, Using Spelling and Grammar check, Mail Merge

MS- Excel: Spreadsheet basics - Creating, editing, saving and printing spreadsheets, Working with functions & formulas, Modifying worksheets with color & auto formats, Graphically representing data : Charts & Graphs, Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data, Formatting worksheets, Securing & Protecting spreadsheets

MS-Power Point: Opening, viewing, creating, and printing slides, Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data : Charts & Graphs, Creating Professional Slide for Presentation

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Nutrition and Weight Management:

Meaning and Definition of Nutrition, Basic Nutrition guidelines, Role of nutrition in daily life. Meaning of Weight Management, Concept of weight management in modern era, Factor affecting weight management.

Carbohydrates, Protein, Fat, Vitamins- Meaning, classification and its function, Factor to consider for developing nutrition plan and weight management plan, Role of daily life water balance, Nutrition – daily caloric requirement and expenditure

Concept of BMI (Body Mass Index) - Obesity and its hazards, Obesity- Definition, meaning and types of obesity, Dieting versus exercise for weight control, Common Myths about Weight loss Nutrition – Daily calorie intake and expenditure