



1.2.1

Programme Brochure/notice for Certificate/Value added Programs with Course Modules and Outcomes

ACADEMIC SESSION 2019-2020



St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



1.2.1

Details of Certificate/Value added courses and online courses of MOOCs, SWAYAM, NPTEL Offered in the Institution

Academic Session 2019-20

The following are the details of Add on /Certificate/Value added courses offered.

S.no.	Name of Course	Name of the Department	No. of Students	Duration of Course
1	Red Hat Certified System Administrator (RHCSA)	Computer Science	25	6 Month
2	Android App Development	Computer Science	13	7 Month
3	International Computer Driving Licence (ICDL) - Advance	Computer Science	38	30 Hours
4	Multimedia and Visual Arts Workshop	Computer Science	9	45 Days
5	Tally	Commerce	17	30 Hours
6	Communication Skills	English	1128	30 Hours

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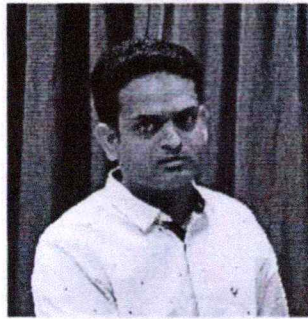
ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

Department of Computer Science

Certificate Course
on
**Red Hat Certified System
Administrator (RHCSA)**

Course Instructor



Ravi Sarswat

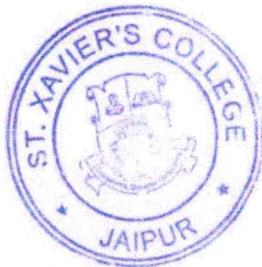
FOUNDER & CTO

GRRAS SOLUTIONS (P) LTD & GIP

IT CONSULTANT | CORPORATE TRAINER | ENTREPRENEUR | TECHNOLOGY
EVANGELIST

2019-20

(August to January)



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Dr. Anurag
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Ref: SXC/ACAD/CS/2019

Date: 25/07/19

Notice

Department of Computer Science

Training and Certificate Program on


"Red Hat Certified System Administrator"

The Department of Computer Science is organizing a six month Training and Certificate Program on "Red Hat Certified System Administrator (RHCSA)" for the students of BCA II Year of the College.

The details of the Program are as follows:

Date of Commencement	1 st August, 2019
Duration	06 Months (03 classes week)
Time	1.40 pm - 2.40 pm
Venue	Computer Laboratory 2
Course Fee	Rs. 2000
Coordinator	Dr. Madhu Sharma
Assistant Coordinator	Ms. Vaishali Singh

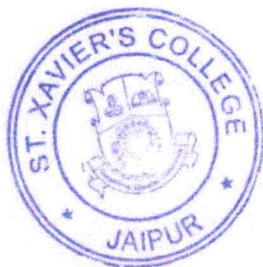
Interested students can give their names and fees to the Program Coordinators by 27th July, 2019.



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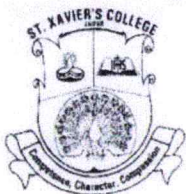
Copy forwarded to the following for information and necessary action:

1. Vice-principal, St Xavier's College, Jaipur
2. Heads of all the Departments, St Xavier's College, Jaipur
3. Website Coordinator, St Xavier's College, Jaipur
4. Principal Office, St Xavier's College, Jaipur




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Curriculum

Course Name: **RED HAT CERTIFIED SYSTEM ADMINISTRATOR**

Course Type: Certificate Course

Course Code: BCA/CC/RHCSA-19

Course Duration: 6 months

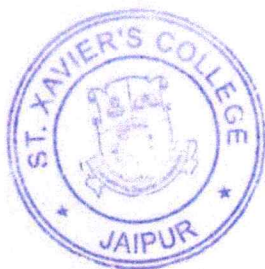
Target Audience – UG and PG Students of Computer Science Department

Eligibility criteria

- UG and PG Students of Computer Science Department, St. Xavier's College Jaipur

Brief Description - The course familiarizes students with an understanding of how the digital media works and develops the critical insights necessary to succeed in e-commerce and digital and social media marketing. Enrich students with the essential principles and practices of marketing in the digital economy by making this course an indispensable part of their knowledge base.

- It is a 6 month course
- Examination: - one college level examination and one Professional Certification Examination for "Red Hat Certified System Administrator - RHCSA", offered by Red Hat Academy, a renowned USA based organization.
- Attendance: - At least 75% attendance in the course is compulsory to sit in the exam of this course.
- After completion of the Certificate Course, students will get a certificate for the same.



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CURRICULUM



Please find the proposal below for 40 Hours hands-on training on Redhat Certified System Administrator (RHCSA).

Objective of the training

This training tells the in-depth view of Redhat Enterprise Linux and provides instructions for managing Redhat Enterprise Linux and Boot Camp for the Redhat global certification exam of RHCSA.

Duration

RHCSA certification Training - 40 hours

Commercials

Fee per student (for training only) INR 4000/- (All Including)

Minimum Batch Strength - 20 Students

Program Includes

40 Hours of intensive training

Training delivery by Instructors, GRRAS Solutions

Assignments For students

All require software for training

Hands-on labs and exercises

Boot Camp for RHCSA exam (only for those students who want to take exam)

After completing Training we provide some doubt solving sessions if students require

Guidance

online study materials

Location

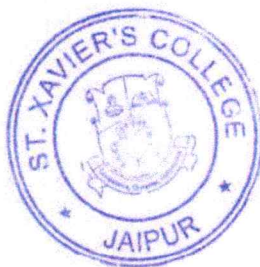
College premises

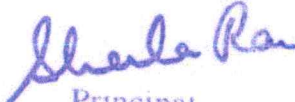
About Certification

Red Hat Enterprise Linux is an open source, protected, smooth and easy-to-use operating system designed to secure, customize and provide flexible and stable foundation for all IT work pressure and deployment. Red Hat launched its certification RHCSA and RHCE which is an entry-level certification; it is the first step that leads you towards the world of Red Hat Enterprise Linux and Open Source Technology environment.

An RHCE certification is earned by a Red Hat Certified System Administrator (RHCSA) who has demonstrated the knowledge, skill, and ability required of a senior system administrator responsible for Red Hat Enterprise Linux systems. The exam is for 3.5 hours and in order to get RHCE (Ex300) certified, candidate must clear RHCSA (Ex200) certification, hands-on-lab exam duration of which is 2.5 hours.

Please feel free to revert to me for any clarifications.




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Course Content of RHCSA Certification Training

Red Hat Certified System Administrator (RHCSA)

Lecture 1.

- Introduction to Open Source
- Understanding of Operating System
- History and the future of Linux
- Why Linux is best in compare to Windows
- Uses of Linux in latest technologies
- RedHat Certifications
- Requirement of RedHat Certifications
- Introduction of Advanced Certifications

Lecture 2.

- Understanding of File system and File types in Linux
- Understanding of disk partitions, MBR and BIOS
- Boot Loader & Booting Process of Linux

Lecture 3.

- Installation of Operating System
- Understanding of installation process
- Installation By CD, Network or on Virtual Machine

Lecture 4.

- Working with CLI & GUI
- Managing Login & Logout in System
- Working with Shell in Linux
- Working with basic commands (cd, ls, pwd, history, mkdir, touch, man, pinfo, rm, cp, mv, date, cal, cat, ping)
- Creating and managing files using vim editor and gedit editor

Lecture 5.

- Working with Linux File system
- Understanding of inode number, inode table and structure
- Creating and using Symbolic link (Soft Link & Hard Link)

Lecture 6.

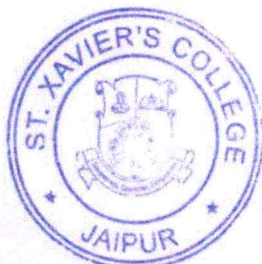
- User Administration part-1
- Understanding of user account and accessing
- Creating and managing users (useradd, usermod, userdel)
- User account management by using files (passwd, shadow, group, gshadow)
- Creating and managing group (groupadd, gpasswd, chage, chfn)

Lecture 7.

- User Administration part- 2
- Understanding of configuration files (/etc/default/useradd, /etc/login.defs)
- Accessing user account using (su, su - commands)
- Managing user account sessions
- Monitoring system login (w, last, lastb, /var/log/secure)

Lecture 8.

- Understanding of Basic Permissions & umask



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- Numerical & Symbolic Method
- Special Permission (Sticky Bit, SUID, SGID)

Lecture 9.

- Managing user accessibility to the system
- Access Control List (ACL Permissions)
- SUDO Permissions

Lecture 10.

- Managing searching using Find , grep, head & tail Commands
- Working with I/O Redirection Operator
- Working with awk, sed, diff, file
- Archiving and copying files between system using Tar, scp&rsync

Lecture 11.

- Understanding and uses of partitions
- Advanced file system Management (ext2, ext3, ext4, xfs)
- Creating disk partition using (fdisk&gdisk)
- Working with mkfs, blkid, mount & mount options df and du
- Permanent Mounting of partitions (/etc/fstab)

Lecture 12.

- Creating and using swap & vfat file system
- Creating and using Logical Volume Manager (LVM)
- Working with pvcreate, vgcreate, lvcreate, pvremove , vgremove, lvremove commands

Lecture 13.

- Managing LVM using lvextend , lvremove, vgremove , pvremove commands
- Creating and using lvm snapshot
- LVM recovery
- Basic understanding of RAID

Lecture 14.

- Understanding of Process
- Process management and monitoring
- Process life cycle and states
- Killing and scheduling process, vmstat, uptime, top, sar
- Managing process priority (nice & renice command)

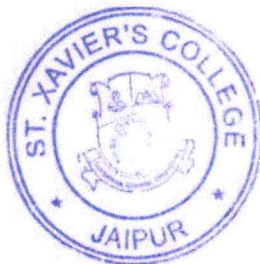
Lecture 15.

- Understanding of Kernel
- Updating and managing Kernel
- Boot Loader management

Lecture 16.

- Understanding and managing of Services
- What is Service
- System Services, System Target services
- Password Crack Mechanism
- Cron Job Scheduling using crontab

Lecture 17.



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- Understanding of Authentication Server
- What is centralized Authentication and types
- Introduction of LDAP
- Introduction of Kerberos
- Configure Client of LDAP & Kerberos

Lecture 18.

- Analyze Log Messages
- Understanding of syslog and rsyslog
- Understanding of rsyslog files
- /var/log/messages, /var/log/dmesg, /var/log/secure, /var/log/maillog
- journalctl

Lecture 19.

- Understanding and installing of Software
- Understanding of RPM packages
- Installing software through RPM command
- Installing software through YUM command
- Install software from Internet

Lecture 20.

- Understanding of Virtualization
- Creating and using of Virtual Machines
- Creating virtual machine on VMware
- Basic understanding of KVM and libvirt

Lecture 21.

- Creating and using Shell Scripting
- Output Generation Scripts
- Input Generation Scripts
- Positional Parameter Scripts
- If Else in Scripts
- For Loop In Scripts
- Creating user environment.

Lecture 22.

- Scenario based Examples of Shell Scripting

Lecture 23.

- Basic understanding of Docker and Container

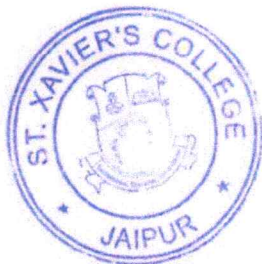
Lecture 24.

- Comprehensive review and Interview Questions

"Be a part of GRRAS family and see the transformation"

THANK YOU

FOR MORE INFORMATION VISIT OUR WEBSITE WWW.GRRAS.COM



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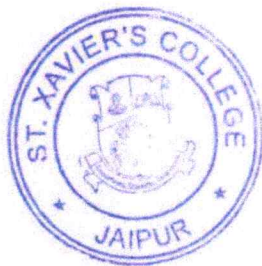
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Certificate Program on "RED HAT CERTIFIED SYSTEM ADMINISTRATOR"

(2019-20)

REPORT

The Department of Computer Science at St. Xavier's College, Jaipur, in collaboration with Grras Solutions Pvt. Ltd., introduced a **six-month Certificate Program on "Red Hat Certified System Administrator (RHCSA)"** for both undergraduate and postgraduate students. Dr. Madhu Sharma, the Program Coordinator, provided an overview of the program and highlighted its career benefits. The program commenced on **August 1, 2019**, with a formal welcome from the trainer, **Mr. Ravi Sarswat founder & CTO @ GRRAS Solutions (P) LTD & GIP | IT Consultant | Corporate Trainer | Entrepreneur | Technology Evangelist**. During the program, participants gained insights into the Linux Operating System, Linux System Commands, the associated editor, and Shell Scripting, essential skills for becoming a System Administrator. Mr. Ravi Sarswat, discussed the current and future scope of the IT industry, emphasizing the program's relevance to the rapidly evolving technical landscape and its alignment with other technologies. **The six-month program** concluded with **25 participants** taking both a college-level examination and a Professional Certification Examination for "Red Hat Certified System Administrator-RHCSA," offered by Red Hat Academy, a reputable organization based in the USA. St. Xavier's College also entered into a Memorandum of Understanding (MOU) with Red Hat Academy and Grras Solutions Pvt. Ltd., providing additional benefits to the participants. The primary aim of the program is to enhance the participants' skills and provide them with broader placement opportunities in the IT industry.



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Certificate Program on "RED HAT CERTIFIED SYSTEM ADMINISTRATOR"

(2019-20)

FEEDBACK

The RHCSA Certificate Program at St. Xavier's College was an invaluable experience. The hands-on training and expert guidance from Mr. Ravi Sarswat equipped me with essential Linux skills, boosting my confidence for a successful career in system administration. Red Hat Certified System Administrator course was great success and with participation of 25 students and with the 100% passing and the feedback form was published and the results were:

Q1. How satisfied are you with the quality (Content) of the session / activity?

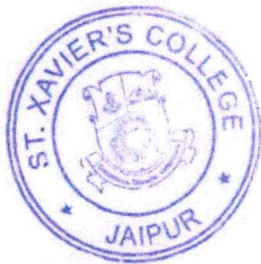
- a) Highly Satisfied were 80%
- b) Satisfied were 5%
- c) Neutral were 10%
- d) Dissatisfied were 5%

Q2. How would you rate the quality of the resource persons / guest / speaker ?

- a) Excellent were 90%
- b) Very Good were 5%
- c) Good were 5%
- d) Poor were 0%

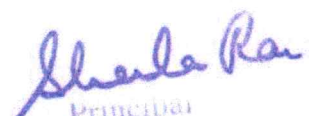
Q3. Please rate your overall knowledge addition about the topics covered after attending the session / activity?

- a) Excellent were 100%
- b) Very Good were 0%
- c) Good were 0%
- d) Poor were 0%




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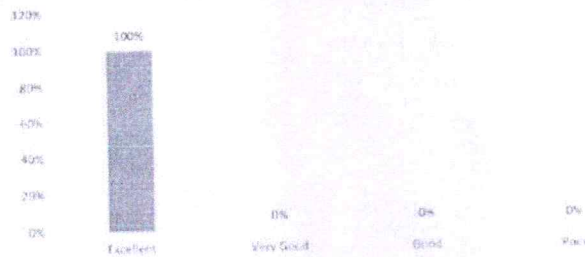

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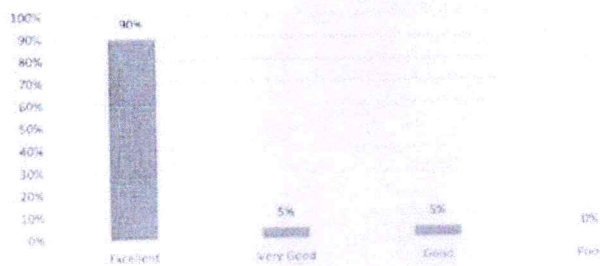
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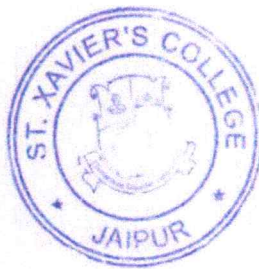
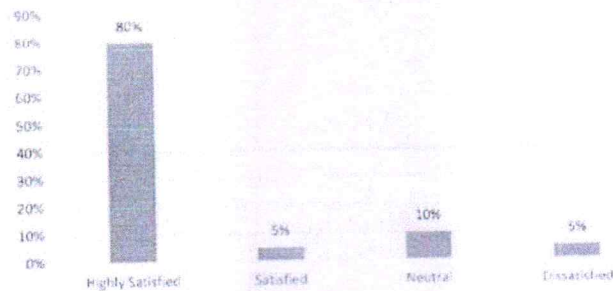
Please rate your overall knowledge addition about the topics covered after attending the session / activity?



How would you rate the quality of the resource persons / guest / speaker ?



How satisfied are you with the quality (Content) of the session / activity?



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Department of Computer Science

Certificate course on

Android App Development

in collaboration with

Road Ahead Technologies India Private Limited

Course Instructor

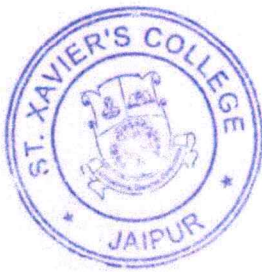
Mr. Abhishek Jain

Trainer & consultant

Road Ahead Technologies India Private Limited

2019-20

(16th August, 2019 - 31st Jan 2020)



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Department of Computer Science

Date: 25/07/19

Notice

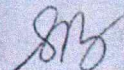
Certificate Program on "Android App Development"

The Department of Computer Science is organizing a six month Training and Certificate Program on "ANDROID APP DEVELOPMENT" for the students of BCA III Year of the College.


The details of the Program are as follows:

Date of Commencement	1 st August, 2019
Duration	06 Months (03 classes/week)
Time	1.40 pm - 2.40 pm
Venue	Computer Laboratory 2
Course Fee	Rs. 2000
Coordinator	Dr. Madhu Sharma
Assistant Coordinator	Ms. Vaishali Singh

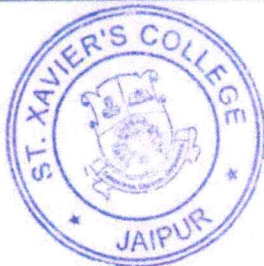
Interested students can give their names and fees to the Program Coordinators by 28th July, 2019.

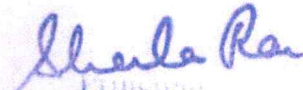

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Certificate Program on "Android App Development"

Course Code: BCA/CC/AAD-19

- **Title of the Activity: Certificate Program on "Android App Development"**
Organized by Department of Computer Science in Joint Collaboration with Road Ahead Technologies India Private Limited
- **Benefits**
 - Ability: Students will gain enough knowledge to create and publish their own Apps for Google Android devices.
 - Additional Skills: Additionally, students will be able to learn important skills like expertise in Java programming language, XML and database handling while learning coding for apps.
 - Career: Broadens career opportunities in IT industries.
 - Start-ups: Gains confidence to start App Development Company.
 - Revenue Generation: Play stores pay directly or indirectly through pricing or placement of advertisements or other features on your developed apps.
 - Open Source: Android operating system being an open source operating system has abundant applications in the electronic and mobile phones' world.
 - Wide range applications of Android: There are numerous applications of Android in different electronic devices like smartphones, smart TVs, car music systems, portable music systems, camera, video game playing systems, car's automated systems, smartwatches, drones and various other smart appliances.
- **Syllabus**
 - Introduction to Mobile Apps
 - Why we Need Mobile Apps II. Different Kinds of Mobile Apps III.
Briefly about Android
 - Introduction Android
 - History Behind Android Development II. What is Android? III.
Prerequisites to learn Android IV. Brief Discussion on Java
Programming
 - Android Architecture



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- Overview of Android Stack II. Android Features III.
Introduction to OS layers
- Deep Overview in Android Stack
- Linux Kernel II. Libraries III. Android Runtime IV. Application Framework
V. Dalvik VM
- Installing Android Machine
 - Configuring Android Stack II. Creating Eclipse Environment III.
Integrating Android with Eclipse IDE IV. Exploring Eclipse IDE
- Creating First Android Application
 - Creating Android Project II. Debugging Application through DDMS
III. setting up environment IV. AVD Creation V. Executing Project on
Android Screen • Android Components
 - Activities II. Services III. Broadcast Receivers IV. Content Providers
- Hello World App
 - Creating your first project II. The manifest file III. Layout resource IV.
Running your app on Emulator
- Building UI with Activities
 - Activities II. Views, layouts and Common UI components
 - Creating UI through code and XML
 - Activity lifecycle V. Intents VI. Communicating data
among Activities • Advanced UI
 - Selection components (GridView, ListView, Spinner) II. Adapters,
Custom Adapters III. Complex UI components IV. Building UI for
performance V. Menus VI. Creating custom and compound Views
- Notifications
 - Toast, Custom Toast II. Dialogs III. Status bar Notifications
- Multithreading
 - Using Java Multithreading classes II. AsyncTask III. Handler IV. Post
V. Writing an animated game
- Styles And Themes



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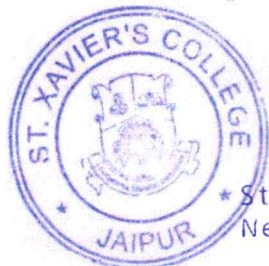
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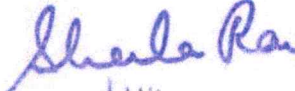
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- Creating and Applying simple Style II. Inheriting built-in Style and User defined style III. Using Styles as themes
- Resources and Assets
 - Android Resource II. Using resources in XML and code III. Localization IV. Handling Runtime configuration changes
- Intent, Intent Filters and Broadcast Receivers
 - Role of filters II. Intent-matching rules III. Filters in your manifest IV. Filters in dynamic Broadcast Receivers V. Creating Broadcast receiver
- Receiving System Broadcast
 - Understanding Broadcast action, category and data VII. Registering Broadcast receiver through code and through XML VIII. Sending Broadcast
- Data Storage
 - I. Shared Preferences II. Android File System III. Internal storage IV. External storage V. SQLite
 - a. IntroducingSQLite b. SQLiteOpenHelper and creating a database c. Opening and closing a database d. Working with cursors Inserts, updates, and deletes VI. Network • Content Providers
 - I. Accessing built in content providers II. Content provider MIME types III. Searching for content IV. Adding, changing, and removing content V. Creating content provider VI. Working with content files
 - I. Services
 - Overview of services in Android II. Implementing a Service III. Service lifecycle IV. Inter Process Communication (AIDL Services)
- Multimedia in Android
 - Multimedia Supported audio formats II. Simple media playback III. Supported video formats IV. Simple video playback
- Location Based Services and Google Maps
 - Using Location Based Services II. Finding current location and listening for changes in location III. Proximity alerts IV. Working with Google




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- Maps i. Showing google map in an Activity ii. Map Overlays iii. Itemized overlays iv. Geocoder v. Displaying route on map
- Web Services and WebView
 - Consuming web services II. Receiving HTTP Response (XML, JSON) III. Parsing JSON and XML IV. Using WebView
 - Sensors
 - How Sensors Work II. Using Orientation and Accelerometer sensors III. Best practices for performance
 - WiFi
 - Monitoring and managing Internet connectivity II. Managing active connections III. Managing WiFi networks
 - Telephony Services
 - Making calls II. Monitoring data connectivity and activity III. Accessing phone properties and status IV. Controlling the phone V. Sending messages
 - Camera
 - Taking pictures II. Media Recorder III. Rendering previews
 - Bluetooth
 - Controlling local Bluetooth device II. Discovering and bonding with Bluetooth devices III. Managing Bluetooth connections IV. Communicating with Bluetooth
 - Android Application Deployment
 - Android Application Deployment on device with Windows
 - Complete knowledge of Android studio
 - Material designing

NOTE: This course includes 3 projects.

Course Outcome

- Understand the need and types of Mobile Apps
- Understand the Android Architecture, Android Stack and components.



Principal
Principal

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Nevta-Mahapura Road, Jaipur

Sheela Rai
Principal

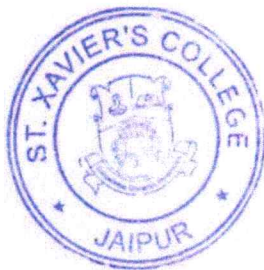
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- Learn to install Android Machine.
- Understand the Android Development Environment.
- Learn to set up and create applications in the Android environment.
- Able to work with app layout and design.
- Learn to work with the key modules like User Interfaces, Styles, Assets, Filters, Broadcast Receivers and systems, data storage, services, google Maps, Wi fi , telephony services, Camera, Bluetooth, sensors etc.
- Gain knowledge of Android studio.
- Learn Android Application Deployment.
- Empower students to become an Android app developer.
- Gain a base to learn advanced modules for app development.



Sheela Ran
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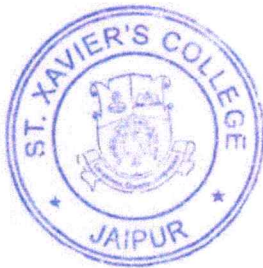
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Certificate Program on "Android App Development"

Report

A six month Certificate Program on "Android App Development" has been commenced by the Computer Science Department of St. Xavier's College, Jaipur in joint collaboration with the "Road Ahead Technologies India Private Limited", a reputed Jaipur based, Android Development Training Provider. The program has been offered for the UG and PG students of the Department. The Program began on **16th August, 2019** with the formal welcome of the **Trainer, Mr. Abhishek Jain**. The Program Coordinator, Dr. Madhu Sharma introduced about the Program and its career benefits. Trainer of the Program, introduced the participants about the existing and upcoming need of the Apps and its career scope. In this Certificate Program of six month duration, **13 participants** have learned about Android and different types of Apps, Android Architecture, Android Stack, development and execution of Android Apps, building UI and advanced UIs, Multithreading Database handling, multimedia etc. At the end of the Program, the participants had appeared for an End Course Practical Examination. The College has also signed an MOU with Road Ahead Technologies India Private Limited, Jaipur to provide more practical exposure and placement assistance in the same field. The Program is expected to make the Learners ready for the IT industries looking for Android App developers.



Sheela Rai
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St. Xavier's College
Hathroi Fort Road, Jaipur

Jain
Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



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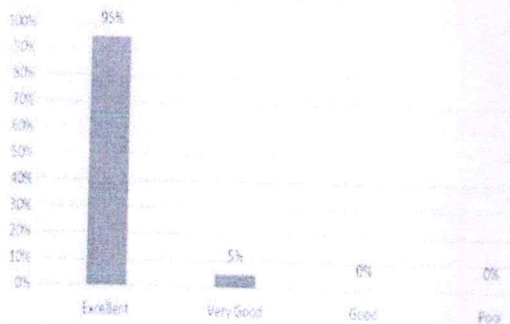
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Certificate Program on "Android App Development"

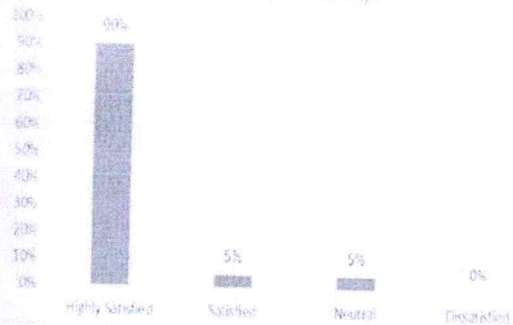
Feedback Report

The Android App Development Certificate Program, conducted in collaboration between the Department of Computer Science and Road Ahead Technologies India Private Limited, has been an enriching experience. The program provided comprehensive insights into Android app development, covering essential concepts such as architecture, stack, and component understanding. The collaboration with Road Ahead Technologies added immense value, offering real-world perspectives and practical skills that are highly relevant in the industry. The hands-on approach, coupled with learning Android Studio, greatly enhanced my proficiency in application development.

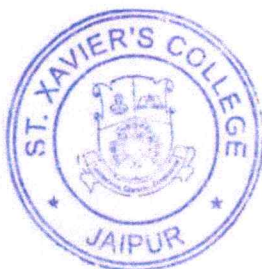
How would you rate the quality of the resource persons / guest / speaker ?



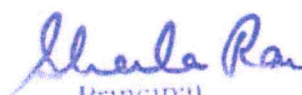
How satisfied are you with the quality (Content) of the session / activity?



Please rate your overall knowledge addition about the topics covered after attending the session / activity?




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Department of Computer Science

Certificate course on
International Computer Driving License (ICDL)- Advance
in collaboration with

International Computer Driving License

(Recognized by American Council on Education, European
Commission and UNESCO)

Course Instructors

Dr Madhu Sharma

Mr Dharamveer Yadav

Ms Keren Deniel

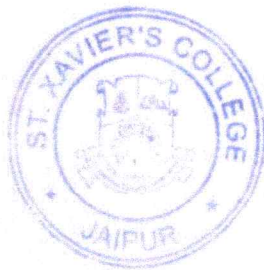
Ms Arpita Banerjee


Assistant Professor, Department of Computer Science


St Xavier's College, Jaipur

2019-20

(27 August- 14 October,2019)




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Ref: SXC/ACAD/ICDL/2019/683

13/08/2019

NOTICE

International Computer Driving License

This is to inform all the students that "St. Xavier's College, Jaipur is ICDL accredited". ICDL is an internationally recognized assessment and certification body that will host its examinations in the college campus.

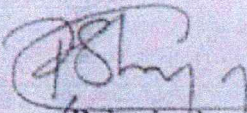
All students irrespective of any stream are required to take the certification exam, which will help them enhance their employability and achieve an internationally valid certificate. The details are enclosed in the file attached.

*** The students who register for certification will automatically be eligible for the international ICDL Asia Digital Challenge 2020 competition.**

Pack Name	Academic Pack (Word, Spreadsheet, PowerPoint, Web Editing, IT Security, Project Planning, Digital Marketing, Database etc.,)
No of Modules	22
Total Price	2100+18%(GST)=2478/-
Last date for Registration	20 th August 2019

For further information and candidate registration forms, kindly contact the coordinator during college hours. (Ms. Keren Lois Daniel, BCA Department)

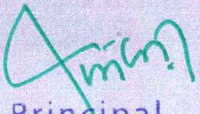
**** Note: For further details about the pack visit www.icdl.org**


/Principal

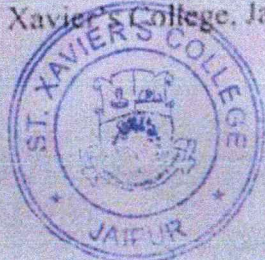
Ref: SXC/ACAD/ICDL/2019/684 - 687

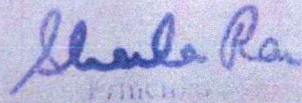
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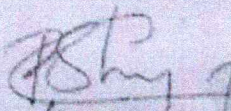
1. Vice Principal, St Xavier's College, Jaipur
2. Coordinator (ICDL), St. Xavier's College, Jaipur
3. Website Coordinator, St. Xavier's College, Jaipur
4. Office, St. Xavier's College, Jaipur


Principal

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/Principal



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International Computer Driving License (ICDL)- Advance

Course Type – Certificate Course

Course Code– BCA/CC/ICDL-19

Target Audience – All Streams

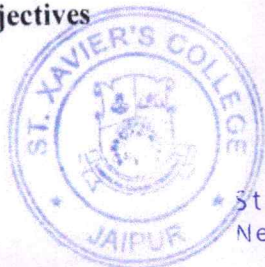
Course Duration: 30 Hours

Fee: Rs 2478/-

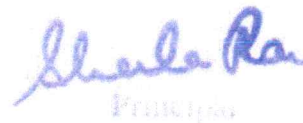
Eligibility

- 10+2 with a basic knowledge of computers.
- Students from all streams are eligible for ICDL
- Attendance of minimum 50% in the respective departments
- **Brief Description** -Recognized by the American Council on Education, European Commission and by UNESCO (UN body for Education, Science & Culture) as the most comprehensive global framework on digital skills, ICDL Certification is the international benchmark on ICT skills acquired by students in over 100 countries. Working across the world for the last 20 years, ICDL Foundation programs are designed to encourage a practical and standardized approach to acquiring digital skills needed to create an efficient global workforce.
- It has three modules such as BASE, Professional, and Digital. These three modules are further subdivided into smaller modules that have been framed according to the demands in their professional career. Students can sign up for individual modules or avail the Academic Pack which allows them to do an unlimited number of ICDL modules.
- Total number of seats: -50 seats (on first come first serve basis)
- Fees: -₹ 2,478 (Two Thousand four hundred and seventy eight rupees)
- Mode of payment – Offline plus online
- It is a 32 hour course (3-4 classes in a week) according to the schedule.
- Examination: - Assessment will be based on an exam in which students have to get at least 50% marks.
- Attendance: - At least 75% attendance in the course is compulsory to sit in the exam of this course.
- This course is offered by the Computer Science Department in collaboration with "International Computer Driving License Organisation". After completion of the Certificate Course, students will get a certificate for the same.

Course objectives




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- Evaluation of current digital skills of students using an online diagnostic tool.
- Development of necessary digital skills using approved learning materials.
- Validation of digital skills against an international standard.
- Equip them with necessary skills for better job opportunities.

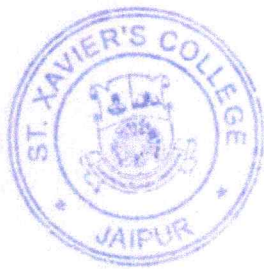
Course outcomes:

CO 1. Applying a professionally oriented and application based approach to develop digital skills rather than a theoretical program.

CO2. Providing international validation of skills and competencies, increasing the confidence and mobility of candidates.

CO3. Preparing students for the 21st century digital workplace.

CO4. Offering a range of learning options and materials that can either be self-taught or easily plugged into the institution's schedule.



Shruti Ra
Principal
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Hathroi Fort Road, Jaipur

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Syllabus (Academic Pack)

Hours

Unit-I

10 Hours

MS Word, Spreadsheet, PowerPoint

Unit-II

10 Hours

Web Editing, IT Security

Unit-III

10 Hours

Project planning, Digital Marketing, Database

Scheme of exam (internal and external) – Internal, Exit Test. Students have to score more than 50% in order to pass and be eligible for certification.

Method of assessment (assignment etc.) – 1 Hour practical exam.

Certification – Students will receive a certificate mentioning their grade –

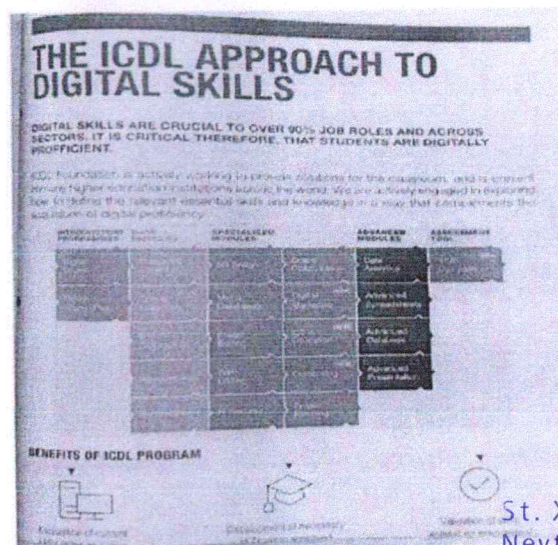
>75% - outstanding- A++

70-74.9% - Very Good - A +

60-69.9% - Good - A

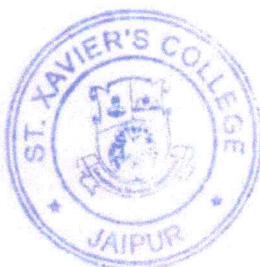
50-59.9% Pass – B

Reference books: ICDL learning material.



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Certificate Course on International Computer Driving Licence (ICDL)

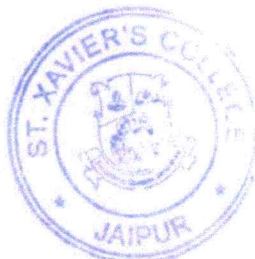
Report


ICDL (International Computer Driving Licence) is the world's leading computer skills certification. ICDL is a refreshed digital skills certification and brand identity that will help meet the digital skills needs of students, and professionals across Asia at a time when technologies are developing faster than ever before. This **online certificate course** stands out from other courses as it emphasizes the international grading scale for evaluation. It has been adopted by a few governments in Asian Countries. After completion, the students would be graded and the best grader from every country would be selected for the Asia Digital Challenge that takes place in any of the Asian Countries. The Course is designed keeping in mind the new technology update. It has three modules such as BASE, Professional, and Digital. These three modules are further subdivided into smaller modules that have been framed according to the demands in their professional career.

ICDL is a foundation aimed at making the students digitally skilled through its program. International Computer Driving Licence is the most credentialed online certification program offered to all inter-disciplinary to get them computer proficiency in the desired module.

The Computer science department had around **38 students enrolled** in the Advance module of the course in 2019. **The top ranker Chirag Mathur BCA -III was awarded the 5th position in the digital challenge that took place in Kuala Lumpur in 2019.**

It has a wide range of 21 modules in which the students would like to master themselves internationally. The top-ranked Chirag Mathur BCA -III of the first batch (2017-18) who challenged 10 other Asian countries in the digital challenge that took place in Kuala Lumpur in 2019. He was the only Indian student who participated in the competition. The certification was issued by the Singapore Headquarters for ICDL.




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St. Xavier's College

Affiliated to University of Rajasthan

Hathroi Fort Road, Jaipur-302001, Rajasthan-India

Tel: 0143-2370296 / 2371290

Website: www.stxaviersjaipur.org Email: stxavierscollegejpr@gmail.com

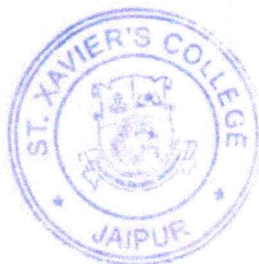
4 July 2019


Press Note




St. Xavier's College, Jaipur, bags yet another feather in its cap when Chirag Mathur, a student of B.C.A- Part III, bags the honour of representing the college and India at the ICDE Digital Challenge 2019 at Malaysia. ICDE is an Online International Digital Certified Course recognized by UNESCO, with young aspirants and competitors from across the globe eager to participate and win the challenge. Chirag is the only Indian student selected from India, out of 4000 students, and will shortly leave for Malaysia to prove his mettle with the best of the world in the field of computers.


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Principal
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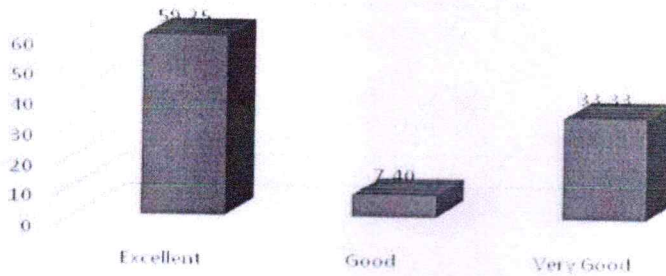


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Feedback Analysis

Please rate your overall knowledge addition about the topics covered after attending the session / activity?



The Computer science department had around 38 students enrolled in the Advance module of the course in 2019. Feedback responses were collected from various participants of the course. 59.25% respondents rate the topics covered as excellent addition in overall knowledge whereas 7.40% respondents rate the topics covered as very good addition in overall knowledge after attending the session. A lot of respondents suggested that the department should continue organizing courses which provide practical knowledge about the subject.



Shruti Rai
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Shruti Rai
Principal
St. Xavier's College, Jaipur
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Department of Computer Science

Add-On Course on Multimedia and Visual Arts Workshop

In collaboration with
Arena Animation Pvt. Ltd.

Course Instructors

Mr. Bharat Makhija, Arena Animation

Ms. Ruchi, Arena Animation

Ms. Keren Lois, Assistant Professor, Department of Computer Science
St Xavier's College, Jaipur

Ms. Arpita Banerjee, Assistant Professor, Department of Computer
Science St Xavier's College, Jaipur

2019-20

(2 October-19 December,2019)



Sharda Rai
Principal
St. Xavier's College
Hathroi Fort Road, Jaipur

Amish
Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

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Approved under Section 2(f) & 12(B) of the UGC Act, 1956


Department
of Computer Science

Ref: SXC/CS/Multimedia/2019/108

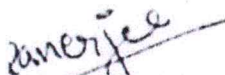
30-9-2019

NOTICE

The Department of Computer Science is organizing 45 days' workshop (Add on course) on "Multimedia and Visual Arts" from 1st November onwards. The course details are as under:

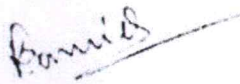
Course content	Video Editing, After Effects, <i>Coreldraw</i>
Venue	Computer Lab 2
Time	11.00 to 12.00
Fees	1500/-
Trainer	Arena Animation
Participants	• Open for all streams

Kindly contact the following teacher coordinators in case of any query: -


Arpita Banerjee

Asst. professor

Dept. Of Computer Science


Keren Daniel

Asst. professor

Dept. Of Computer Science

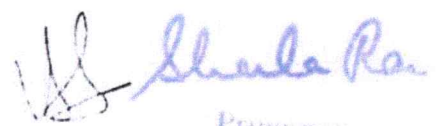


Head of the Department

Ref: SXC/CS/Multimedia/2019/109-112

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1. Principal, St. Xavier's College, Jaipur.
2. Vice Principal, St. Xavier's College, Jaipur.
3. Website Coordinator, St. Xavier's College, Jaipur.
4. Office, St. Xavier's College, Jaipur.
5. ~~Head, St. Xavier's College, Jaipur~~


Shanta Rani

Head of the Department

Principal
St. Xavier's College
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Add-on Course on Multimedia and Visual Arts Workshop

Course Type – Add-On Course

Course Code– BCA/AO/MAVA-19

Course Duration: 45 Hours

Target Audience – All Streams

Fee: Rs 1500/-

Eligibility

1. 10+2 with a basic knowledge of Computers.
2. Attendance of minimum 50% in the respective departments

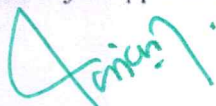
Brief Description- Corel DRAW is used by professionals across the world for every promotional material, such as posters, roll-up banners, business cards, brochures or logos. If you're looking for a software that is user-friendly and you can easily create logos, business cards or flyers, Corel Draw is the best answer.


- Total number of seats: -50 seats (on first come first serve basis)
- Fees: -₹ 1500 (Fifteen Hundred rupees)
- Mode of payment – Offline plus online
- It is a 45 hour course (2-3 classes in a week) according to the schedule.
- **Examination:** - Assessment will be based on an exam in which students have to get at least 50% marks.
- **Attendance:** - At least 75% attendance in the course is compulsory to sit in the exam of this course.
- The Department of Computer Science is offering this Add-on course on “Multimedia and Visual Arts” in collaboration with Arena Animation. After completion of the Certificate Course, students will get a certificate for the same.

Course objectives

- The aim is to provide students with essential work skills, allowing them to earn a certificate in addition to their degree.
- Will prepare students for self-employment.
- Equip them with necessary skills for better job opportunities.




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Course outcomes:

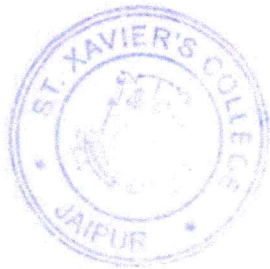
CO 1. To be able to design projects, including logo design, brochures, posters, and website graphics.

CO2. Enable the students to create high-quality graphics and layouts.

CO3. Enable the students to create scalable graphics without losing quality.

CO4. CorelDRAW is compatible with other graphic design software, such as Adobe Illustrator and Photoshop, which means you can easily share and edit your files with other designers.

CO5. To open up new career opportunities in fields such as graphic design, advertising, packaging design, and many others.



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Syllabus	Hours
Unit-I <ul style="list-style-type: none">• Corel Draw• Creating a document to start with• Creating shapes to be used in layout• Combining shapes to create logos and graphical elements• Using custom color palettes• Editing text and installing fonts	15 Hours
Unit-II <ul style="list-style-type: none">• Video Editing	15 Hours
Unit-III <ul style="list-style-type: none">• After effect• Aligning and grouping objects• Importing and cropping images	15 Hours

Scheme of exam (internal and external) – Internal, Exit Test. Students have to score more than 50% in order to pass and be eligible for certification.

Method of assessment (assignment etc.) – 1 Hour exam Subjective and Objective

Certification – Students will receive a certificate mentioning their grade –

>75% - outstanding- A++

70-74.9% - Very Good - A +

60-69.9% - Good - A

50-59.9% Pass – B

Reference books: CoralDRAW X 7: The official Guide – Gary David Bouton



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Add-on Course on Multimedia and Visual Arts Workshop

Report

Add on course of **45 days duration** was organized by the Department of Computer Science for all the streams of the college, The experts were from **Arena Animation Pvt. Ltd. C-Scheme, Jaipur** which is one of the leading animation company. **9 students** enrolled and successfully completed the course. The students got to learn some key concepts of animation. The animation learning concepts were centered around photo and video editing and designing. For photo editing, an amazing and advanced software known as CorelDraw. It was taught by **Mr. Bharat Makhija**. His guidance and to-the-point approach played a crucial role in peaking the interest in animation and editing. After acquiring knowledge about photo editing, video editing class began and Adobe Premiere Pro, a software from the US was introduced. This Adobe Premiere Pro undertakes basic video editing techniques and functionalities. The options and effects available were easy to understand and grasp. This is one of the most enjoyable software which the students learnt with enthusiasm. Later the *Adobe After Effects* was taught by **Ms. Ruchi** who enlightened the students to learn advanced and high-level video and graphics editing. Overall, the experience was very enlightening and helped them in gaining knowledge about the Animation Industry. The session ended with a certificate ending competition and video of college premises. The best would be used for college purposes. **The faculty coordinator for the workshop was Ms. Keren Lois and Ms. Arpita Banerjee.**




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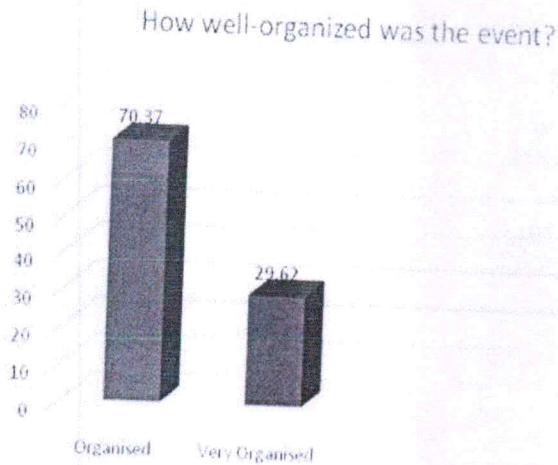


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Add-on Course on Multimedia and Visual Arts Workshop

Feedback Analysis



The Addon course on Multimedia and Visual arts was offered by the Department of Computer Science in October 2019. The experts were from Arena Animation Pvt. Ltd. C-Scheme, Jaipur which is one of the leading animation company. Feedback responses were collected from various participants of the course. According to 70.37% of the respondents the certificate course was very well organized and the organizers were very friendly, informative and helpful. Almost 70.07% of the students were highly satisfied with the quality (Content) of the session.



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Department of Commerce

Add on course on

Tally

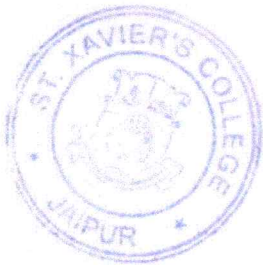
Course Instructor

Mr. Jitendra Marwal

Director

Shree Ram Tally Academy (2019-20)

(October to December)



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Ref: SXC/ACAD/COMMERCE/2019/ 1058

30/9/2019

NOTICE

Department of Commerce

The Department of Commerce is offering three months (30 contact hours) Add-on course on Tally. Tally is accounting software for small and medium businesses. Fee for the course is Rs. 2200.

The course is open for students of all the streams with minimum eligibility of attendance and satisfactory performance during the course. Successful students will be awarded with a certificate.

Tentative date of commencement of course will be from 2nd week of October.

Interested students can give their names to the course coordinators by 9th October, 2019.

Dr. Ekta
Course Coordinator
8233222482

Dr. Mahua Bose
Course Coordinator
9829057920

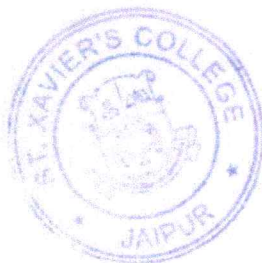
Principal

Ref: SXC/ACAD/COMMERCE/2019/ 1059 - 1063

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2. Head, Department of Commerce, St. Xavier's College, Jaipur.
3. Website Coordinator, St. Xavier's College, Jaipur
4. All staff, St. Xavier's College, Jaipur
5. Office, St. Xavier's College, Jaipur

Principal



Principal

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Nevta-Mahapura Road, Jaipur

Principal

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Department of Commerce

Add-on Course on Introduction to Tally

Course Type – Add-on

Course Code – BCOM/AO/T-19

Course Duration: 30 Hours

Target Audience – All Streams

Fee: Rs 2200/-

Eligibility

1. One must complete 10+2 or equivalent level in any stream to apply
2. Attendance of minimum 50% in the respective departments

Brief Description - Tally is an Accounting Software for small and medium businesses. It is a very useful software for such businesses to manage their accounts seamlessly. The knowledge of Tally therefore is a useful tool for commerce aspirants and students who want to be entrepreneurs in the future.

- Fees: -₹ 2,200
- Mode of payment – Offline plus online
- It is a 30 hour course (2-3 classes in a week) according to the schedule.
- **Examination:** - Assessment will be based on an exam in which students have to get at least 50% marks.
- **Attendance:** - At least 75% attendance in the course is compulsory to sit in the exam of this course.
- After completion of the Certificate Course, students will get a certificate for the same.

Course objectives

- The aim is to provide students with essential work skills, allowing them to earn a certificate in addition to their degree.
- Will prepare students for self-employment.
- Equip them with necessary skills for better job opportunities.

Course outcomes:

CO 1. Focus on the key tools in the tally software.

CO 2. Apply the concept of various financial management basics in the software.

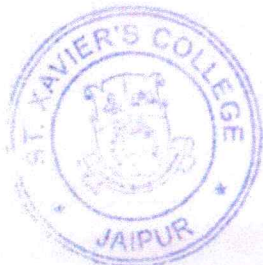
CO 3. Understand all the applications according to the current scenario.

CO 4. Understand the key functions of tally software.

CO 5. Will be able to co-relate the various functions of tally.

CO 6. Understanding the use of application in related to various practical examples.

CO 7. To learn the strategies for better accounting function.




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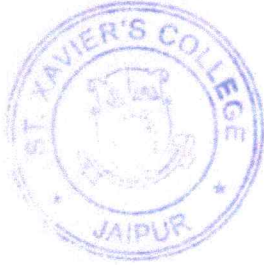

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- CO 8. It teaches the students to maintain accounts with and without inventory.
- CO 9. Students will be able to enter accounting entries with the help of this software.
- CO 10. This course will make the students ready with required skill for employability in the job market



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Department of Commerce

Add-on Course on Introduction to Tally

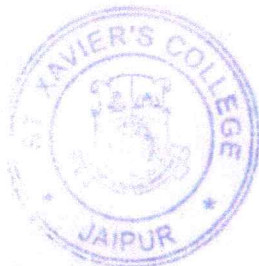
Syllabus	Hours
Unit-I	8 Hours
Fundamentals of Accounting: Introduction to Tally	
Maintaining Accounts: Recording and Maintaining Accounting	
Unit-II	8 Hours
Payroll functions like employee categories, employee groups, attendance, pay heads and course employees.	
Unit-III	7 Hours
Storage and Classification of Inventory, Sales Order Management: Additional Costs of Purchase	
Unit-IV	7 Hours
Banking – all banking functions related to small businesses, Basics of Banking Interest Calculation	
Scheme of exam (70 Marks Exit Test) –Students have to score more than 50% in order to pass and be eligible for certification.	
Method of assessment (30-mark assignment) – Project and practical work	
Certification – Students will receive a certificate mentioning their grade –	
> 75% - outstanding - A++	
70-74.9% - Very Good - A +	
60-69.9% - Good - A	
50-59.9% Pass – B	

Reference and Textbooks:

- Tally.ERP 9 Made Easy by G.S. Rawat
- Tally.ERP 9: The Complete Reference by V. Rajaraman
- Tally 9: A Practical Guide by R.K. Jain
- Learning Tally.ERP 9 with GST by A.J. Arora
- Tally.ERP 9: A Beginner's Guide by B. S. Raghu

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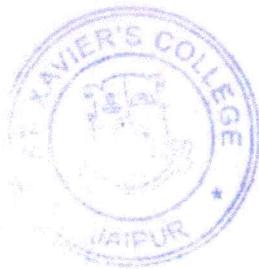
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Add-on Course on Introduction to Tally

Report

To Bridge the gap between theory and practical learning the department has started the Add-on course on Tally. This course has enabled students to understand accounting through Tally software. This is so widely used that it has become important for the students seeking jobs in the finance department to learn Tally to the advanced level. This course was open for all the streams. **17 students** from different departments have successfully completed it. It was conducted by **Mr. Jitendra Marwal**, director **Shree Ram Tally Academy**. The students were awarded certificates for this.



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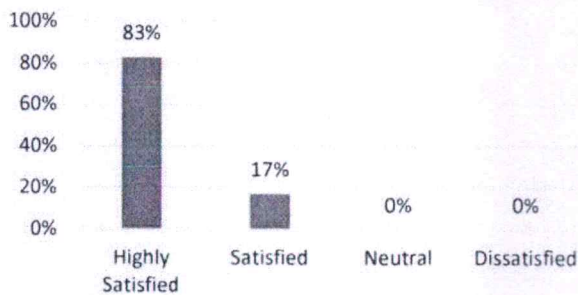
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Add-on Course on Introduction to Tally

Feedback

The students expressed satisfaction with the Tally course, highlighting its practical approach and the valuable knowledge gained. They appreciated receiving updates on college notices during the sessions. Moreover, they expressed a desire for more sessions like this and expressed interest in advanced-level courses to further enhance their skills in Tally.

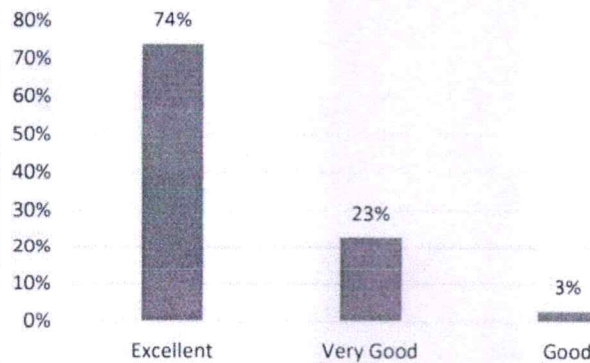
How satisfied are you with the quality (Content) of the session



How would you rate the quality of the resource persons



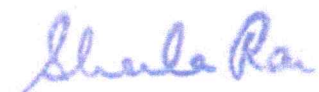
Please rate your overall knowledge addition about the topics covered after attending the course?




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DEPARTMENT OF ENGLISH

Add-On Course on
Communication Skills

Course Instructors

Dr. Atiqa Kelsy, Dr. Sarita Pareek, Dr. Rama Hirawat, Mr. Mohit Joshi

(Assistant Professors)

Department of English

Dr. Shikha Arora Bakshi, Dr. Salim Khan, Dr. Ankita Rathore,

Ms Anjali Pareek, Dr. Leena Sharma

(Assistant Professors)

Department of Business Administration

Ms. Keren Lois Daniel

(Assistant Professors)

Department of Computer Science

2019-20

(November to December)



Sharda Rao
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St. Xavier's College
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Anita
Principal
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Nevta-Mahapura Road, Jaipur



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Ref. No.: SXC/ACAD/ENGLISH/2019

10-10-2019

Notice

This is to inform that the Department of English is offering an **Add-On Course on Communication Skills** for the students of the college. Any student wishing to hone their communication skills is welcome to join it.

To be able to communicate is an important skill in today's world. No matter what the profession, one needs to develop the skill to communicate well and adapt to linguistic demands of the profession that are constantly getting upgraded. Hence a basic knowledge of communication is important.

Certificates will be awarded to the registered students on successful completion of the Course.

Duration of the Course: 30 Hours

Class Time: 11:30 AM

Last Date to Register: 17 October 2019

Date of Commencement: 1 November 2019

Interested students may register their names with the teachers of the department, whose details are given below.

Course In-charge:

Dr Rama Hirawat - +91 9414818217

Assistant Professor

Department of English

Principal

Ref. No.: SXC/ACAD/ENGLISH/2019

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Add On Course on Communication Skills

COURSE STRUCTURE

Course Name: COMMUNICATION SKILLS

Course Type: Add-On Course

Course Code: ENG/AO/CS-19

Course Duration: 30 hours

Target Audience – All Streams

Eligibility criteria

- Anyone pursuing UG who wants to improve communication.
- Minimum 50% attendance in the respective departments

Date of Commencement - 1 November 2019

Each Week - Monday to Friday (2:00 PM – 3:00 PM)

Brief Description - Communication is an important skill in today's world. Having the skill to communicate helps people do well personally and as well as professionally. The course helps the learner to communicate efficiently and thus be more confident and productive as a person.

Last date of Registration - 17 October 2019

- ✓ It is a 30-hour course. Classes will be held from Mon-Fri, 5 days in a week)
- ✓ Examination: - Assessment will be based on an exam in which students have to get at least 50% marks.
- ✓ Attendance: - At least 75% attendance in the course is compulsory to sit in the exam of this course.
- ✓ After completion of the Certificate Course, students will get a certificate for the same.

Course Objectives: -

Students will be able to:

- Enhance Employability Skills
- Communicate effectively
- Develop negotiation skills
- Boost their confidence

Course outcome

- ❖ To understand the process of communication
- ❖ To be aware of the barriers and obstacles in the process of communication
- ❖ To develop interpersonal skills and enhance creativity
- ❖ To hone problem solving skills, presentation and interview skills
- ❖ To learn how to work cohesively in a team



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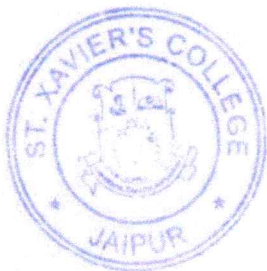


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SYLLABUS

- MODULE 1 - UNDERSTANDING COMMUNICATION** 5 hours
- Definition and Types of communication
 - Purpose of Communication
 - Importance of Communication
 - Barriers to communication
 - Effective Communication
- Teacher In charge – Dr Akanksha Johar**
- MODULE 2 - TYPES OF COMMUNICATION** 10 hours
- Verbal and Non-Verbal Communication
 - Oral and Written communication
 - Formal and Informal Communication
 - Face to Face and Online Communication
 - How to Improve Communication
- Teacher In charge – Mr Rohan Thomas Cherian**
- MODULE 3 - ELEMENTS OF COMMUNICATION** 5 hours
- Body Language
 - Gestures and Facial Expressions
 - Tone, Pitch and Intonation
- Teacher In charge – Dr Atiqa Kelsy**
- MODULE 4 – LISTENING AND READING SKILSS** 3 hours
- Active and Passive Listening
 - Effective Listening
 - Types of Reading
- Teacher In charge – Dr Rama Hirawat**
- MODULE 5 – WRITING SKILLS** 3 hours
- Formal Letter
 - Writing an Email
 - Writing an Impressive Cover Letter with an effective CV
- Teacher In charge – Dr Ranjit Kaur**
- MODULE 6 – JOB SKILLS** 4 hours
- Interview Skills
 - Presentation Skills
 - Group Discussion Skills
- Teacher In charge – Dr Shruti Rawal**



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Evaluation & Certificate: More than 75% attendance and scoring more than 60% in the Exit Test

Certification – Students will receive a certificate mentioning their grade –

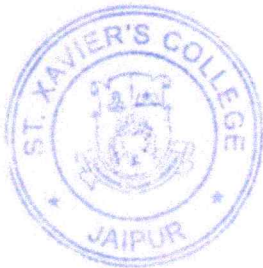
> 75% - outstanding - A++

70-74.9% - Very Good - A +

60-69.9% - Good - A

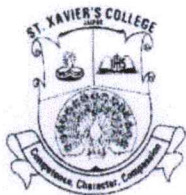
References books:

- Robbins, Stephen, et al. *Organisational behaviour*. Pearson Higher Education AU, 2013.
- Hasson, Gill. *Brilliant Communication Skills*. Pearson UK, 2015.
- ARTS, BACHELORS OF, and BACHELORS OF LAW. "RKDF UNIVERSITY, BHOPAL."
- MITRA, BARUN K., and BARUN K. MITR. "Personality Development." (2011).



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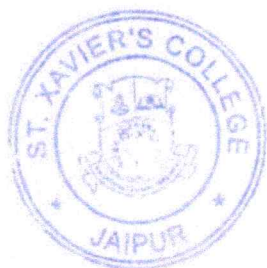
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Department of English

Add On Course on Communication Skills

Report

The Add On Course on Communication Skills run by the department of English for the entire college was a big hit with them. **1159 students enrolled and 1128 successfully completed** the course. Registered students not only learnt how to communicate well but it helped them write better answers, speak with confidence and also hone their presentation and interview skills. The sessions were interactive with activities in the session that incorporated practising the principles that were learnt. The students enjoyed the course and also developed some practical and valuable skills.



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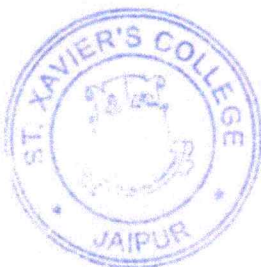
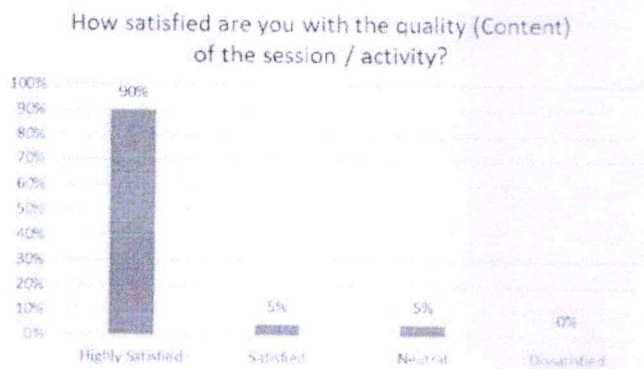
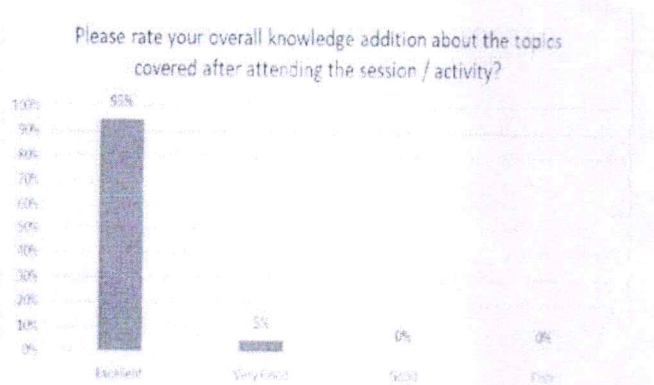
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Department of English

Add On Course on Communication Skills

FEEDBACK REPORT

The Add On Course on Communication Skills was well taken and appreciated by the registered students. All the faculties were rated very good and the activities were rated as excellent. The students felt that such courses help them in honing their skills for better job opportunities but also give them a mental break from their core papers. The students felt that there was considerable knowledge addition that would help them even in the future.



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