SEMESTER -III				
Foundation Course: Environmental Studies				
Code: 15UFES31 Hrs/week:2 Hrs/sem:30 Credits: 2				

#### **Objectives**

- To make the students environment conscious.
- To sensitize the students about the environmental crisis and environmental protection.
- To create an awareness among the students about sustainable utilization and conservation of natural resources.

#### Unit I Environment – Natural Resources

Environment – Definition, Components, need for public Awareness, Natural

Resources – Renewable and non-renewable. Forest Resources – Uses, Over exploitation, Deforestation, Water Resources – Uses and Conservation, rain water harvesting. Energy Resources – Renewable and Nonrenewable. Solar, Wind and Biomass energy. Role of Individuals in conservation of natural resources.

#### Unit II Ecosystem

Ecosystem – Concepts, components – Abiotic and Biotic components (Producer, Consumer and Decomposer), Energy Flow – Food chain, food web and Ecological Pyramids, Structure and Function of Grass Land (Terrestrial) and Pond (Aquatic) Ecosystem.

#### **Unit III** Environmental Pollution

Definition, causes, effects and control measures of Air Pollution, Water Pollution and Soil Pollution, Nuclear Hazards, Solid Waste Management. Disaster Management – Flood, Earth quake, Tsunami. Role of individuals in the prevention of pollution.

#### **Unit IVBiodiversity and Conservation**

Definition and Levels of Biodiversity (Genetical, Ecological and Species Diversity) Values of Biodiversity. Threats and Loss of Biodiversity – Causes. Hot Spots of Biodiversity (with special reference to India). Conservation of Biodiversity – *In situ* and *Ex situ* Conservation.

#### **Unit V** Social Issues and Environment

Sustainable Development, Consumerism and Waste Products, Climate Change – Global Warming, Ozone Layer depletion. Waste Land Reclamation. Population Explosion – Family Welfare Programme, HIV / AIDS, The Environment (Protection) Act – 1986. International Union for Conservation of Nature and Natural Resources (IUCN), World Wild Life Fund (WWF), Man and Biosphere Programme (MAB).

#### **Reference Books:**

- 1. Kaushik, A. and Kaushik, C.P.K., Perspectives in Environmental Studies New Age, International Pvt. Ltd., New Delhi, 2004.
- 2. Odum, E.P., Fundamentals of Ecology, Natraj Publishers, New Delhi, 1996.
- 3. Saha, T.K. Ecology and Environmental Biology, Arunabha Sen Books & Allied Pvt. Ltd., Kolkata, 2007
- 4. Sharma, Environmental Biology, Rastogi Publications, Meerut, 2006.
- 5. Miller, Tyller g., Environmental Science, Thompeson Brooke / Cole, Singapore, 2004.

Vijayalakshmi, G.S. Murugesan A.G. and Sukumaran, N., Basic Environmental Science, Manonmaniam Sundaranar University Publications, Tirunelveli, 2006.

SEMESTER IV				
Foundation Course: Yoga and Meditation				
Code: 15UFYM41 Hrs/Week: 2 Hrs/Sem: 30 Credits: 2				

#### **Objectives**

To enable students to have good health

To impart value for mental hygiene and possess emotional stability

To integrate moral values in order to live a purpose driven life.

#### **Unit-I. Physical Character and Functions**

Yoga – Brief introduction – importance of Yoga Life – Simple methods for adopting Yoga in Daily Life Nature Cure: Brief history and principles – Health and Disease – Techniques of Healthy Living Rules & Regulations – asanas, Pranayama, mudra, bandha

#### **Unit- II. Exploring the traditions of Yoga:**

The Secret of Change – The Mind: Agent of Change – The Twelve steps of Spiritual Recovery – Raja yoga – Hatha Yoga – Jnana Yoga – Karma Yoga – Bhakthi Yoga – Mantra Yoga – Tantra Yoga – Surya Namaskar

#### **Unit- III. Greatness of Life Force**

Philosophy of kayakalpa-physical body- bio magnetism, mind-Kayakalpa practical - sex and spirituality-value of sexual vital fluid, married life-chastity- jeeva Samadhi -intensifying bio magnetism through exercise- lamp gazing-rules-benefits - mirror gazing-rules-benefits, passes for healing.

#### **Unit - IV. Self Discipline**

Self-Discipline, Diet: You are what you eat – Yogic and Naturopathic treatment for Common Ailments: Common Cold, Cough, Headache, Constipation, Gastric touble, Menstrual Disorders – Obesity – And General Steps for being healthy.

#### **Unit- V Special Meditation**

Pranayama – Physiological value of Pranayama – Practice of Pranayama – Nature Meditations

#### **Reference Books**

Mind – Vethathiri Maharashi

Karma Yoga - Vethathiri Maharashi

Sound health through Yoga – Dr. K. Chandrasekar

Yoga for Modern Age – Vethathiri Publications

Department .of AYUSH, Yogic and Naturopathic treatment for Common Ailments Edi IV,

Ministry of Health and Family Welfare, Gove. Of India, 2010

Georg Feuerstein & Benda Feuerstein, Yoga: A beginners Guide, Rashmi Graphics, #3, Amrutwel

CHS.Ltd Mumbai, 2014

# **Semester II**

Part	Components	Sub. Code	Title of the Paper	Hrs/			Max.M	<b>Iarks</b>
				Week		CIA	ESE	Total
I	Tamil /	18ULTA21	சமய இலக்கியங்களும், நீதி இலக்கியங்களும்: செய்யுள்,இலக்கணம், உரைநடை, வாழ்க்கை வரலாறு, இலக்கிய வரலாறு	6	4	40	60	100
	French	18ULFA21	Basic French Course					
II	General English	18UGEN21	Prose,Poetry,Extensive Reading & Language Study - II	6	4	40	60	100
	Core III	18UMAC21	Analytical Geometry of Three Dimensions	5	4	40	60	100
III	Core IV	18UMAC22	Differential Equations	5	4	40	60	100
	Allied II Allied Practical	18UPHA21 18UPHAR1	Allied Physics II Allied Physics Practical	2	3 2	40	60	100
IV	Ability Enhancement Course	18UAEV21	Environmental Studies	2	2	20	30	50
		Tota	l	30	23			

Semester – II				
Environmental Studies				
Code: 18UAEV21 Hrs/ Week: 2 Hrs/Sem:30 Credits: 2				

#### **Course Outcomes:**

#### Upon completion of this course, the students will be able to

- 1 Recognize the biotic and abiotic components of ecosystem and how they function
- 2 Use natural resources more efficiently and know more sustainable ways of living
- 3. Acquire an attitude of concern for the environment
- 4. Participate in improvement and protection of environment
- 5. Manage unpredictable disasters
- 6 Create awareness about environmental issues to the public

#### **Unit I** Environment and Ecosystem

Aim and need for Environmental Awareness - Components of Environment Ecosystem - Components of Ecosystem: Abiotic and biotic factors ( Producer, Consumer and Decomposer) - Food Chain, Tropic Levels - Food Web, Energy flow and Ecological pyramids

#### **Unit II Natural Resources:**

Renewable and non-renewable resources – Water Resources: Uses and Conservation of Water – Rain Water Harvesting – Forest Resources: Importance of Forests - Major and Minor forest produces - Conservation of Forest Energy Resources: Solar Fossil Fuel – Wind – Role of individuals in the conservation of natural resources

#### **Unit III Environmental Pollution**

Pollutants – Types of pollution: Air, Water, Noise and Plastic Pollution – Causes, effects and Control measures – Solid Waste Management

#### Unit IV Human Population and Environment

Effect of human population on environment — Population Explosion problems related to population explosion — Involvement of population in conservation of environment — Measures adopted by the Government to control population growth — Environment and human health

#### Unit V **Disaster Management**

Floods–Drought–Earthquakes–Cyclones – Landslide–Tsunami–Control measures

# Course Structure (w.e.f. 2018) Semester –I

Part	Components	1   1				Max.Marks		
				Week		CIA	ESE	Total
I	Tamil /	18ULTA11	இக்கால இலக்கியம்: செய்யுள், இலக்கணம், உரைநடை,சிறுகதை, இலக்கியவரலாறு	6	4	40	60	100
	French	18ULFA11	Preliminary French Course					
II	General English	18UGEN11	Prose,Poetry,Extensive Reading & Language Study - I	6	4	40	60	100
	Core I	18UMAC11	Classical Algebra	5	4	40	60	100
III	Core II	18UMAC12	Calculus	5	4	40	60	100
	Allied I Allied Practical	18UPHA11 18UPHAR1	Allied Physics I Allied Physics Practical	4 2	3	40	60	100
IV	Ability Enhancement Course	18UAVE11	Value Education	2	2	20	30	50
	1	Total	1	30	21			

SEMESTER - I					
Ability Enhancement Course - Value Education					
Code: 18UAVE11  Hrs/Week: 2  Hrs / Semester: 30  Credits: 2					

#### **Unit I**: Introduction

Value education and its Relevance to present day – Meaning of Value Education

Education and its role – Leading a fulfilling life of universal values

#### **Unit II**: Cultivation of Personal Values

Personal Values—Truth - Honesty and Integrity — Love —Compassion — Gratitude - Courage — Optimism — Friendship

#### **Unit III:** Elimination of Negative Emotions

Overcome fear – Jealousy is harmful – Sources of jealousy - Jealousy and compulsiveness- Be an optimist – Gossip is Dynamite – Anger

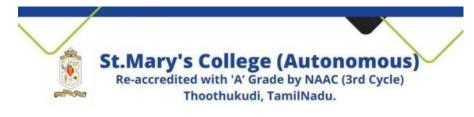
## **Unit IV:** Family Values

Familial Responsibilities –Five Basic Functions of a Mother - Fathers' role in the family - Five Duties of Children to Parents - Indian Cultural Values

#### Unit V: Spiritual Value

Cultivating Good Manners – Being Persuasive – Being authentic – Professional Ethics – Work Culture – Code of Conduct

St. Mary's College (Autonomous)
(Re-accredited with 'A' Grade by NAAC)
Thoothukudi – 628001.
Career Oriented Course
III B.Sc. Computer Science (2018-2019)
Android Applications (60 Hours)



# Department of Computer Science Offers Career Oriented Course

#### **ANDROID APPLICATIONS**

for the Academic Year

2018 - 2019

Duration: 60 Hours
Instructor: Ms. Selva Nithya

Course Code: 18CACS51

# AIM: To develop Entrepreneurial Skill



# **OBJECTIVES**

- · Learn about Android's background and significance.
- · Install the required software for Android development.
- · Build a basic "Hello World" application.
- · Understand essential app elements like activities and services.
- · Explore basic user interface components.
- · Understand how activities behave throughout their lifecycle.
- Learn how components exchange data using intents.
- · Implement and manage fragments within activities.
- · Manage fragments dynamically for flexibility.
- · Add menus for enhanced user interaction



# **COURSE OUTCOMES**

- Foundational Understanding: Develop a clear understanding of Android development principles, including its history and core components.
- Practical Setup Skills: Learn to set up the Android development environment proficiently.
- Application Development Proficiency: Acquire the ability to build basic Android applications with essential functionalities.
- Component Management Mastery: Gain expertise in managing Android components like activities, services, and content providers effectively.
- User Interface Design Skills: Master designing user interfaces using diverse UI widgets and layout managers.
- Communication and Integration Abilities: Understand how to facilitate communication between app components and integrate features like fragments and menus seamlessly.

#### **Syllabus:**

#### Unit I:

**Basics of Android:** What is Android-History and Version-Installing softwares- Setup Eclipse- Hello Android example- Internal Details- Dalvik VM- Software Stack- Android Core Building Blocks- Android Emulator- AndroidManifest.xml- R.java file- Hide Title Bar-Screen Orientation.

**UI Widgets:** Working with Button – Toast- Custom Toast- Button- Toggle Button- Switch Button

Image Button- CheckBox- AlertDialog- Spinner- AutoCompleteTextView- RatingBar-DatePicker- TimePicker- ProgressBar.

#### Unit II:

Activity, Intent & Fragment: Activity Lifecycle- Activity Example- Implicit Intent Explicit Intent- Fragment Lifecycle- Fragment Example- Dynamic Fragment Android Menu: Option Menu - Context Menu- Popup Menu.

#### **Unit III:**

Animation: Android Animation API- Android Drawable class- Android Animation Example= Android Rotate Animation- Android Fade Animation- Android Zoom Animation Layout Manager: Relative Layout - Linear Layout- Table Layout- Grid Layout

#### **Unit IV:**

**View:** GridView- WebView- ScrollView- SearchView- TabHost- DynamicListView- ExpandedListView. **Android Service:** Android Service- Android Service API- Android Started Service-Android Bound Service- Android Service Example

#### Unit V:

**SQLite:** SQLite API- SQLite Spinner- SQLite ListView

Multimedia: Wallpaper- Live Wallpaper- Multimedia API- Playing Audio- Creating Audio

Player- Playing Video= Alarm Manager.

# **Course Schedule**

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1	23.07.2018
2	09.08.2018
3	13.08.2018
4	23.08.2018
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## St. Mary's College (Autonomous). Thoothukudi.

#### **Title: Android Development**

Time: 2- 4pm Duration: 60 Hours

Staff Incharge: Ms. Andrews Felicita. S Instructor: Ms. Selva Nithya

S.No	Reg.No.	Names	Mark % (Attendance.)	Grade
1	16AUCS01	A.Aishwarya	90	A
2	16AUCS04	Daranya Esther .A	93	A
3	16AUCS05	P. Dinu	93	A
4	16AUCS06	K.Durga Devi	90	A
5	16AUCS07	D.Ensiya	93	A
6	16AUCS08	Esakkiyammal alias Aishwarya	83	A
7	16AUCS09	K.Gowsalya	77	A
8	16AUCS10	M. Inul Jariya	83	В
9	16AUCS11	B. Iswarya	93	В
10	16AUCS12	R.Jeya Vigneshwari	97	A
11	16AUCS13	P. Jeba Insha Paul	83	A
12	16AUCS14	J. Jenitta	100	В
13	16AUCS15	B. Jeyashri	100	A
14	16AUCS16	N. Jonsi	87	A
15	16AUCS17	S. Joyce Merlin	97	A
16	16AUCS19	J. Lakshmi Priyadharshini	90	A
17	16AUCS20	C. Lifna	100	В
18	16AUCS21	V.Misholiya	93	A
19	16AUCS21	G. Maclitta	80	A
20	16AUCS22	D. Maria Esonsiya	73	A
21	16AUCS23	K. Maria Rosary Subedha	100	A
22	16AUCS24	B. Mary Ann Bianca	93	A
23	16AUCS26	D. Meghna	87	A
24	16AUCS28	L. Monica	93	A
25	16AUCS29	S. Muthumari	97	A
26	16AUCS31	R. Persiyal	83	A
27	16AUCS32	P.Plasta	87	A
28	16AUCS33	M. Poomari	80	A
29	16AUCS34	B. Prathiksha	87	A
30	16AUCS35	S. Predisha	90	A
31	16AUCS36	A. Princy Saral	93	A
32	16AUCS38	R. Romulous	83	A
33	16AUCS39	G.Ruba	83	A
34	16AUCS40	S. Sahaya Antony Elba	90	A
35	16AUCS41	K. Sahaya Sanya	83	В

36	16AUCS42	G.Santhana Bhagavathi	90	A
37	16AUCS43	S.Santhana Priya	80	В
38	16AUCS44	P.Sethu Lakshmi 90		A
39	16AUCS45	K.Shiny	90	A
40	16AUCS46	T.Sudar Maheswari 90		В
41	16AUCS47	L. Thanga Sudha	87	A
42	16AUCS48	S.Vidhya	93	A



# **Report of the Career Oriented Course 2018-2019**

From 23<sup>rd</sup>July 2018 and 4<sup>th</sup> February 2019, the Department of Computer Science launched a career- oriented course focused on Android development for third-year B.Sc. Computer Science students. Ms. Selva Nithya took charge as the instructor, guiding the course during the post-regular college hours from 2 p.m. to 4 p.m. The program reached its zenith with students participating in a comprehensive practical test. Certificates, accompanied by grade levels, were bestowed upon the students in recognition of their performance and attendance percentages. 42 students enrolled and successfully completed the course. A total of 42 students were benefitted by this course.

# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A+' Grade by NAAC)

# **CAREER ORIENTED PROGRAMME**

# CERTIFICATE

This is to certify that Ms. Aishwarya A	of III B.Sc COMPUTER SCIENCE
has actively participated and successfully completed a course of	on
Android Applications	conducted for the academic year
20 18 - 20 19 with A Grade .	

Selve Nillyn Instructor





ST.MARY'S COLLEGE
(AUTONOMOUS)
RE-ACCREDITIED WITH
A GRADE BY NAAC

# **DEPARTMENT OF COMMERCE (SSC)**





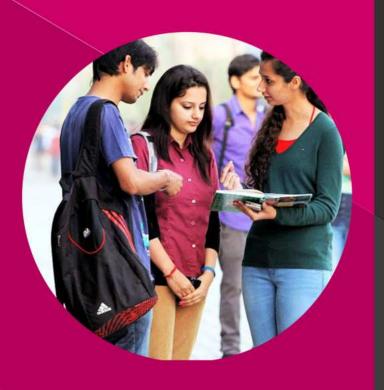


Certificate Course for the academic year 2018-2019

# **ASP. NET**

COURSE CODE 18CSCO51

COURSE DURATION 60 HOURS





# AIMS

ASP.NET allows you to build many types of web applications, including web pages, REST APIs, microservices, and hubs that push real-time content to connected clients.

# **LEARNING OUTCOMES**

PROCURE GOOD KNOWLEDGE IN SYSTEM
SOFTWARE ON ASP.NETAIDS TO CREATE
PROGRAMMES TO CARRY OUT A TASK
CREATION OF COMMERCIAL ADVERTISEMENTS
THROUGH COMMANDSIMPLEMENTATION
OF DATABASE CREATION AND UOLOADING
OF FILES.

# TRAINING METHOLOGY

HANDS ON TRAINING THROUGH LAPTOP
TASKS GIVEN TO CREATE PROGRAMMES
AND QUERIES ASSIGNMENTS ON VARIOUS
SOFTWARE TO IMPROVE COMPUTING SKILLS

# **TAKEAWAY OF THE COURSE**

Students would be able create programmes on their ownAids students to build dynamic websitesCreate sophisticated web applications

# **COURSE CO-ORDINATOR**

ASSISTANT PROFESSOR OF
COMMERCE, ST.MARY'S
COLLEGE (AUTONOMOUS)
THOOTHUKUDI

# **COURSE INSTRUCTOR**

MISS. MANIMALA MISS.JEBAREJI



#### ST.MARY'S COLLEGE(AUTONOMOUS) III B.COM (COMPUTER APPLICATION) CERTIFICATE COURSE: ASP.NET ASP.NET SYLLABUS

#### UNIT-I

#### Overview of the ASP.NET

Introduction of different Web Technology – What is Asp.Net – How Asp.Net Works – Use of Visual Studio – Different Languages used in Asp.Net – Summary.

#### Framework

Common Language Runtime (CLR) - .NET Framework Class Library - Summary.

#### UNIT - II

#### ASP.NET Standard Controls

Displaying Information – Label Controls – Literal Controls – Bulleted List – Accepting User Input – Textbox Controls – Radio Button and Radio Button List controls – Checkbox and Checkbox List Controls – Button Controls – Link Button Control – Image Button Control – Using Hyperlink Control – Dropdown list – List Box – Displaying Images - Image control – Image map Control – Using Panel Control – Using Hyperlink Control.

#### ASP.NET

Page and State Management - Overview of events in page - Summary.

#### UNIT - III

# ASP.NET Validation Controls + JavaScript Validation

Required Field Validator Control – Regular Expression Validator Control – Compare Field Validator Control – Range Validator Control – Validation Summary Control – Summary.

#### **Using Rich Controls**

Accepting File Uploads - Saving files to file system - Calendar Control - Displaying Advertisements - Displaying Different Page View - Displaying a Tabbed Page View - Summary.

#### UNIT - IV

#### SQL Server Basic

Database Architecture - Data Manipulation Language (DML) -Data Definition Language (DDL) - Manipulation of Data (SQL Command) - Stored Procedure - Function - Trigger - Views - Cursor.

#### Overview of Data Access

Creating database connections – Connecting to MSSQL Server and MS Access – DataSet & DataTable Features – Using inline SQL statements – Using Stored Procedure – Executing select commands – Sql Transaction – Summary.

#### UNIT - V

# Using the Grid View Control

Grid View Control fundamentals - Displaying Data - Using Data Keys - Sorting Data - Paging through Data - Summary.

# Using the Details View and Form View Controls

Using the Details View Control - Displaying data with the Details View Control - Using Fields with the Details View Control - Displaying Empty data with the Details View control - Summary

## ST.MARYS COLLEGE(AUTONOMOUS) THOOTHUKUDI

## DEPARTMENT OF COMMERCE(SSC)

## ASP.NET-SCHEDULE (2018-2019)

COURSE INSTRUCTOR

COURSE INCHARGE

Miss.MANIMALA

Miss NAYANTHRA MASCHRENAS

Miss.JEBAREJI

DAY	DATE
19.7.2018	THURSDAY
20.7.2018	FRIDAY
9.8.2018	FRIDAY
13.8.2018	MONDAY
16.8.2018	THURSDAY
20.8.2018	MONDAY
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17.9.2018	MONDAY
20.9.2018	THURSDAY
24.9.2018	MONDAY
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10.12.2018	MONDAY
13.12.2018	MONDAY
17.12.2018	THURSDAY
21.1.2019	MONDAY
24.1.2019	THURSDAY
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4.2.2019	MONDAY
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ASP. NET Students Name of the school: Attendance Register மாணுவூர்கள் பன்னிக்கூடத்தின் பெயர் வருகைப்பதிவேடு வருகைப்பதிவேடு கிரிம் 7 8 9 10 11 12 13 14 15 In B. Com (CA) sor good Month Register Date of Date of 6 2 3 4 5 Joining Community No Birth NAME Romarks con oth SER -64 Sons 13 14 15 16 Quwit Series Sad Opin 0 00 XXXPa BSURA \* x x x x Px x x x X 45 garay a Joic largeomo. B x a x P c x x x x x x x XXQXX Sargeetha .x XXXXXXXX \* a x X X X X X X X X X XXXXXX 47 Santhana Mari P x caa x c x x x x XXCXX 48 Santhlyais xxxxxxxxxxxx xaxxxxxxxxxxx axxxx 50 Scetta . M xxxxxxxxxx XXXXX 51 selva lakehmi m X X X X X X X X X X XXCXX Shannena Billia P xxxxxcxxxx x x x x x a x <sup>x</sup> x x <sup>x</sup> x XXXXQX XXXXXXXX Shilpa Angeline m x x x x x c x x x x a a XXQXX SL Siva Santari . S X X X X X X X X X X X x x x x x x x a a a a a XXXXXX 55 mona.m xxxxxxcaxa xxxxxxxxxxxxxxxxx XXXXX ., xxxxxxxxxaa 58 Sugarya. x x x x x a a x x x a x XXXXX 59 Sundair x x x x x x x x x x v x x a x x x x a x x a XXXXX 60 XXXXXXXXXXX Thanga Kallinya . 1 XXCAXX x x Ca x a a a x x x x 11 Vincina . 1 xx x x x x x x x x x x x DX 20 6 2 10 lex 21264512404012401240 Xelotalolotalotalotalotalotalota Signature of the Institutor: XX **多思**市 at may / Morning சோல் -PLEST weens / Evening Comes மாதத்தில் ஆஜரானவர்கள் சங்கியை ஆஜரான உயர்ந்த சராசரி மாதத்துவக்கத்தில் ரோவினுக்கை பின்னைகள் மாதக்கடைசியில் ரோலிலுள்ள பிள்ளைகள் ரகுப்புச் சிறுவர்கள் சராசரி மாற்றது வக்கற்றவ் புதிதாய்ச் சோக்கப்பட்டவர்கள் அந்த மாற்றதில் புதிதாய்ச் சோக்கப்பட்டவர்கள் பள்ளிக்கூடம் வக்க காள் - St. Strammanuhuntach அந்த மாதத்தில் விலகியவர்கள் மாதத்தில் ரோலிலுள்ள சராசரி சங்கியை

#### CERTIFICATE COURSE: ASP .NET

#### DEPARTMENT OF COMMERCE (SSC)

#### ST.MARYS COLLEGE AUTONOMOUS, THOOTHUKUDI

#### MARK ASSESSMENT :III BCOM GENERAL A (2018-2019)

S.NO	NAMES	REG.NO	ATTENDANCE	MARKS%	GRADE
	Abinaya.A	16SUCA01	23	88	A
	Ajitha.M	16SUCA02	22	85	A
	Alagu Aparna	16SUCA03	21	81	A
	Anis Jasmine.m	16SUCA04	24	92	0
	Ansa.T	16SUCA05	23	88	A
	Anusiya Rani.A	16SUCA06	22	85	A
	Athi Lakshmi.V	16SUCA0	23	88	A
	Bahavathi Iswariya.C	16SUCA08	22	85	A
	Geetha Ambigai.A	16SUCA11	26	100	0
	Indra Gandhi.M	16SUCA12	22	85	A
	Janani.M	16SUCA14	25	96	0
	Jecintha_J	16SUCA15	25	96	A
	Jency.S	16SUCA16	22	85	A
	Jenisa Maglin J	16SUCA17	22	85	A
	Jenita Priya Dharshini.V	16SUCA18	26	100	0
	Jesae.A	16SUCA19	26	100	O
	Jothilakshmi.A	16SUCA20	25	96	В
	Karthika.M	16SUCA21	20	77	A
	Karthika.S	16SUCA22	25	96	A
	Katheeja Barveen	16SUCA23	24	92	A
	Kavitha.G	16SUCA24	23	88	A
	Keerthana.S	16SUCA25	26	100	O
	Maria Jeroslin Snow J	16SUCA26	22	85	A
	Maria Miraculin.R	16SUCA27	21	81	A
	MaryStella.G	16SUCA28	16	62	В
	Michael Helena Vasuki.C	16SUCA29	22	85	0
	Muthu Lakshmi.M	16SUCA30	20	77	В
	Muthu Lakshmi.S	16SUCA31	23	88	A
	Muthu Prathiba.U	16SUCA32	25	96	A
	Pastina.S	16SUCA34	25	96	A
	Pavithra_A	16SUCA35	24	92	0
	Raja Tamil SelviA	16SUCA38	22	85	O
	Rajeshwari.M	16SUCA9	25	96	0
	Ramya.S	16SUCA40	21	81	A

Renuka Devi.P	16SUCA41	25	96	0
Rohini, M	16SUCA42	22	85	Λ
Rosary Rashiya.A	16SUCA43	25	96	()
Roshmi.M	16SUCA44	24	92	()
Sahaya Jose Sangeetha.B	16SUCA45	22	85	٨
Sangeetha.R	16SUCA46	23	88	Λ
Santhana Mari.P	16SUCA47	22	85	Λ
Santhiya,S	16SUCA48	21	81	Λ
Seetha.M	16SUCA50	23	88	Λ
SclvaLakshmi.M	16SUCA51	20	77	В
Shanmuga Priya.P	16SUCA52	25	88	Α
Shilpa Angeline.M	16SUCA53	24	96	Λ
SivaSankariS	16SUCA54	23	96	A
Sneha.M	16SUCA55	26	92	0
Suganya.S	16SUCA58	22	85	0
The state of the s	16SUCA59	21	96	0
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SIGNATURE OF INSTRCUTOR

Maria Schage Rossagano SIGNATURE OF HOD

Co-ordinates
Department of Commission (\$55)
St.Mary & College (Autonomission)
Theodowkwell 628001

# ST. MARY'S COLLEGE (Autonomous), Thoothukudi DEPARTMENT OF COMMERCE (SSC) CERTIFICATE COURSE ON ASP.NET

**Report of Certificate Course 2018 – 2019** 

Certificate course on ASP,NET was offered by the department of Commerce (SSC), from 19.7.2018 to 7.3.2019 to the III year B. Com students and the course was held after the regular college hours. 60 hours were offered as per the schedule enclosed. The students were given assignments and were made to appear for a written test at the end of the program. The students were issued certificate with grade levels according to their marks and their percentage of attendance. 53 students were benefitted from this program



# ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' Grade by NAAC)



CERTIFICATE



This is to certify that ABINAYA R. III B.Com CA (SSC) has successfully completed the Certificate Course on ASP.NET conducted during the academic year 2018 - 2019 with A Grade.

Marineles

**Instructor** 

Lucia Rose

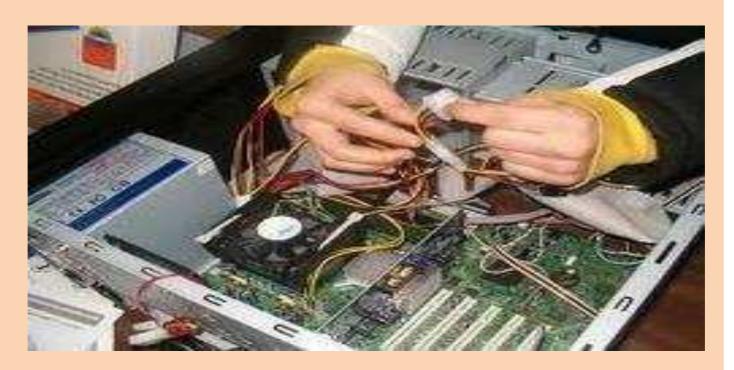
**Principal** 

# ST. MARY'S COLLEGE (AUTONOMOUS) (Re-accredited with 'A' Grade by NAAC) Thoothukudi-628001

# DEPARTMENT OF PHYSICS

CERTIFICATE COURSE ON

# **BASIC COMPUTER HARDWARE AND NETWORKING**



**Course code: 18CAPH31** 

**Duration: 60 Hours** 

Instructor

Mr.Sundaram

#### Aim:

This course aims to provide foundational knowledge of computer systems, including hardware, software, network standards, security, and web protocols, to equip learners with the essential concepts for understanding and operating computer networks and systems effectively.

#### **Objective**:

By the end of this course, students will be able to identify and explain the fundamental components of computer hardware, networks, and internet systems, along with understanding file systems, network security, and the structure of domain names and web standards.

#### **Course Outcome**

- 1. Training methodology: Students will be able to identify key computer hard ware components and describe their functions and interactions within a computer system
- 2. Students will demonstrate the ability to assemble a basic computer system from individual components and perform troubleshooting techniques to diagnose and resolve common hardware issues.
- 3. Students will understand fundamental networking concepts, including IP addressing, subnetting, and the differences between LAN and WAN, and will be able to explain the roles of various network devices.
- 4. Students will be able to set up, configure, and secure a basic home or small office network, including both wired and wireless connections, and implement basic network security measures.
- 5. Students will develop skills to diagnose and resolve common networking problems using basic diagnostic tools and understand how to maintain network performance and reliability.

# ST. MARY'S COLLEGE (Autonomous), THOOTHUKUDI DEPARTMENT OF PHYSICS

# CERTIFICATE COURSE – 2018 – 2019 II B.Sc. PHYSICS BASIC COMPUTER HARDWARE & NETWORKING

#### Unit I

- What is Hardware?
- What is Computer? Innovation of computer
- Parts of computer– Display devices –Input devices–System units
- Types of computers

#### Unit II

- Filesystem –FAT– FAT16–FAT32–NTFS
- Encryption & compression
- Security factors in computer—Antivirus—firewall
- Number systems –Binary– Decimal –Hexadecimal Octal

#### **Unit III**

- What is networking?
- Measuring network
- General Types of networks Direct –Wired– Wireless
- LAN-WAN-MAN-Geographical Dimensions

#### **Unit IV**

- Network Standards
- Network Hardware– NIC– Switch– Router
- Protocols-IP-TCP
- Classification of Networks– Class A Class B–Class C etc.,
- Organization Topology–Bus-Ring–Star-Mesh

#### Unit V

- What is web standard?
- What Domain name system?
- Types of domains

# ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI. CERTIFICATE COURSE – 2018 – 2019

#### **COURSE SCHEDULE**

Course Title: BASIC COMPUTER HARDWARE & NETWORKING

**Year:** 2018–2019

**Instructor:** M. Sundaram **Staff in-charge:** M.Sheeba

**Duration:** 60 Hours

S.No.	Date
1	04.07.2018
2	10.07.2018
3	11.07.2018
4	17.07.2018
5	18.07.2018
6	07.08.2018
7	14.08.2018
8	21.08.2018
9	28.08.2018
10	29.08.2018
11	11.09.2018

18.09.2018
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19.12.2018
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29.01.2019
30.01.2019
05.02.2019
12.02.2019

## **Attendance**

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#### **GRADE SHEET**

S.NO.	NAME	GRADE
1	AGNUS MARY M	0
2	AGUSTINA X	D
3	ANGELIN NIKITHA A	A
4	ANI MIRACLINE J	О
5	ANISHA NASHRIN M	D
6	APARNA S	О
7	AROCKIA DEENA T	A
8	AROKKIYA MONISHA A	D
9	ASMI A	О
10	DRISYA A	A
11	EMELDA AGNES FERNANDO J	D
12	ESAKKIAMMAL M	A
13	GANGA M	D
14	GOWRI M	О
15	HETSY STEBINA M	A
16	INFANTA LIZY L	D
17	KAROLIN ANGEL J	A
18	KOUSALYA K	О
19	LEVEE CANDILA F	A
20	LOURDES SELSHIYA A	D
21	MALAI MATHU ABITHA A	A
22	MARI SELVI K	О

23	MARY M	A
24	MERIN A	D
25	MEROSHA T	A
26	MYDEEN BITHUROSE S	О
27	NAVIS EMIMA A	A
28	NIVEDHA S	D
29	PRIYA P	A
30	RAJESWARI S	О
31	RAMANI P	D
32	REXILA S	A
33	ROHINI A	A
34	SANGEETHA K	0
35	SANTHANA THIYAKA LAKSHMI P	D
36	SANTHIYA C	A
37	STEFFI D	D
38	SUJITHA J	О
39	VEENUGAPRIYA M	D

#### **Report for the Certificate Course 2018-2019**

Basic Computer Hardware & Networking was offered as Certificate Course by the Department of Physics from 04.07.2018 – 12.02.2019 to the II-year B.Sc., Physics students. Mr. Sundaram was the instructor and the course was held after the regular working hours, spanning a total of 30 hours. The students were made to appear for an oral/written test at theendof the course and were issued certificates with grade levels according to their percentage of attendance and performance. 39 students were enrolled and benefitted out of this course.

#### Certificate



# **ST.MARY'S COLLEGE (AUTONOMOUS)**

#### **Thoothukudi**

(Reaccredited with A grade by NAAC)
I YEAR CERTIFICATE COURSE
2018-2019

NAME OF THE COURSE:BASICS OF COMPUTER

**DURATION: 60 HOURS** 

**OFFEREDTO: I UG STUDENTS** 

**COURSE CODE: 18CUBC11** 

#### Aim:

The aim of this course is to equip in dividuals with the basic skills required for daily computer use in both personal and professional settings, fostering digital literacy and preparing them for more advanced studies or entry-level IT positions.

#### **Objective**:

- **Develop Fundamental Computer Skills**: Enable students to understand and use computer hardware and software effectively.
- Improve Digital Literacy: Provide learners with essential digital literacy skills needed to navigate online environments confidently.
- Enhance Software Proficiency: Teach the practical use of commonly used software applications like word processors, spreadsheets, and presentation tools.
- **Foster Internet and Email Skills**: Help students understand how to use the internet, conduct online research, and manage email communication effectively.
- **Prepare for Job Opportunities**: Enable students to acquire essential skills needed for entry-level office, administrative, or technical roles that require basic computer knowledge.

#### **Outcome:**

- Basic Computer Proficiency
- Software Application Skills
- Internet Navigation
- Digital Communication Skills
- Basic Trouble shooting Ability
- Cyber security Awareness
- Improved Typing Speed and Accuracy
- Increased Job Readiness

#### **SYLLABUS**

#### IntroductiontoMicrosoftWord

Working with Documents-Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, using Tool bars, Ruler, using Icons. Formatting Documents - Setting Font styles, Fontselection-style, size, colouretc, Typeface-Bold, Italic, Underline, Casesettings, Highlighting, Special symbols, Equations, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. Setting Page style Formatting Page, Border & Shading, Columns, Header & footer, Setting Footnotes & endnotes—Shortcut Keys; Inserting manual page break, Column break and line break, Setting Documentstyles, Page Numbering. Creating Tables-Tablesettings, Borders, Alignments, Insertion, deletion, Merging, Splitting and Sorting. Inserting — Clip Arts, Pictures, Shapes, Charts etc., Tools — Word Completion, Spell Checks, Templates. Printing Documents.

#### IntroductiontoMicrosoftExcel

Working with Spreadsheets- Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Saving files, setting Margins, Rows, Columns & Cells, Referring Cells & Selecting Cells—Shortcut Keys. Entering & Deleting Data-Entering data, Cut,Copy,Paste,Undo,Redo,Filling Continuous rows,columns,Highlighting values,Find,Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Clipart, Pictures,Shapesetc.SettingFormula Financial, Logical, Text, Date & Time, Mathematical

operations etc. Formatting Spreadsheets- Labelling columns &rows, Formatting- Cell, row, column & Sheet, Category- Alignment, Font, Border. Worksheet Row & Column Headers, Sheet Name,Row height &Column width,Sheet background,Colouretc,Borders&Shading – Shortcut keys. Working with sheets – Sorting, Filtering, Validation, Consolidation, Pivot tables and Subtotal. Creating Charts - Drawing. Printing.

#### **IntroductiontoMicrosoftPowerPoint**

Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. Creating a presentation - Setting Presentation style, Adding text to the Presentation. Formatting a Presentation-Adding style, Colour, gradient fills, Arranging objects, Adding Header &Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, tables etc. into presentation. Adding Effects to the Presentation- Setting Animation & transition effect. Presentation viewer- Running a Slide Show-Transition and Slide Timings-Automating a Slide Show. Printing Handouts.

## ST.MARY'S COLLEGE (AUTONOMOUS)-THOOTHUKUDI (Re-accredited with A grade by NAAC)

I UG Certificate Course Schedule

Total:60Hours Time:2.00-4.00p.m

S.No	Date	Hours
1.	11.07.2018	2
2.	17.07.2018	2
3.	18.07.2018	2
4.	07.08.2018	2
5.	14.08.2018	2
6.	21.08.2018	2
7.	28.08.2018	2
8.	29.08.2018	2
9.	11.09.2018	2
10.	12.09.2018	2
11.	18.09.2018	2
12.	19.09.2018	2
13.	25.09.2018	2
14.	26.09.2018	2
15.	03.10.2018	2
16.	04.12.2018	2
17.	05.12.2018	2
18.	11.12.2018	2
19.	12.12.2018	2
20.	19.12.2018	2
21.	22.01.2019	2
22.	23.01.2019	2
23.	29.01.2019	2
24.	30.01.2019	2
25.	05.02.2019	2
26.	12.02.2019	2
27.	05.03.2019	2
28.	06.03.2019	2
29.	12.03.2019	2
30.	13.03.2019	1
31.	19.03.2019	1
Total		60 hours

# Report of the Certificate Course 2018-2019

Basics of Computer was offered as Certificate course for the I year students from 11<sup>th</sup> July 2018 to 13<sup>th</sup> March 2019. 95 students enrolled for this course. Students were given training on word processing software, photoshop and coral draw tools. The students were given a total of 60 hours of training. 8 7 students were benefitted out of this course.

## St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC) Certificate Course Programme for the year 2018 - 2019 Participants of the course: I Year Students

Time: 2.00 p.m. to 4.00 p.m. Total Hours: 60

### Career Orientation Programme – Basics of Computer Grade Sheet

S.No	Name	Reg.No	Mark	Grade
1.	Salitta S.	18SUCB37	86.67	A
2.	Shiny Layona S.	18SUCB47	90	A
3.	Christi Asmin C.	18SUCB11	93.33	A
4.	Maria Silviya Shifanty J	18SUCC33	80	A
5.	Mary Robetta J	18SUCC35	76.67	В
6.	Yoghashri	18SUMT45	93.3	A
7.	Sharon K	18SUMT36	80	A
8.	Jancy Rani J	18SUMT10	96.67	A
9.	Manju A	18SUMT19	96.67	A
10.	Mistia Delsi Abee J	18SUMT70	96.67	A

11.	Petchammal R	18SUMT76	86.67	A
12.	Santhana Nivetha J	18SUMT80	93.3	A
13.	Mariswari C	18SUMT69	100	A
14.	Uma Devi U	18SUMT88	96.67	A
15.	Muthu Veni B	18SUMT71	96.67	A
16.	Abigal Laj Shiba J	18SUMT51	100	A
17.	Subbulakshmi G	18SUMT85	90	A
18.	Subalakshmi M	18SUMT84	90	A
19.	Ashish Praisy T	18SUMT56	100	A
20.	Vinnarasi L	18SUMT89	83.33	A
21.	Lakshmi B	18SUMT65	86.67	A
22.	George Monika L	18SUMT59	100	A
23.	Vishnu Rithi S	18SUMT90	93.3	A
24.	Sakthi Archana	18SUMT79	100	A

25.	Fathima Barkana S	18SUMB09	96.67	A
26.	Esakkiammal A	18SUMB08	90	A
27.	Anantha Jothi C	18SUMB03	93.3	A
28.	Muthu Kanagalakshmi P	18SUMB04	73.33	В
29.	Esakki Priya R	18SUMB07	83.3	A
30.	Mariesh Rinthiya P	18SUPS13	76.67	В
31.	Elizabeth Regina T	18SUPS04	80	A
32.	Vedha Shree P	18SUPS24	90	A
33.	Jerlin Esther I	18SUPS07	83.3	A
34.	Jessima R	18SUPS08	83.3	A
35.	Viswa Priya S	18SUPS26	86.67	A
36.	Kathika M	18SUPS10	86.67	A
37.	Suji T	18SUPS22	63.3	В
38.	Jasna Fdo V	18SUBA12	70	В

39.	Jeyanisha Sweety R	18SUBA14	60	В
40.	Benishiya R	18SUBA06	90	A
41.	Harishma Mahalakshmi K	18SUBA10	96.67	A
42.	Aishwarya S B	18SUBA03	83.3	A
43.	Shalini S	18SUBA31	90	A

## St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC) Certificate Course Programme for the year 2018 - 2019 Participants of the course: I Year Students

Time: 2.00 p.m. to 4.00 p.m. Total Hours: 60

### Career Orientation Programme – Basics of Computer Grade Sheet

S.No	Name	Mark	Grade
1.	Pratheepa C	26	A
2.	Sruthi P	24	A
3.	Abitha L	29	A
4.	Chandraharini J.K	27	A
5.	Gayathri M	27	A
6.	Saravana Anitha B	24	A
7.	Jaculin Sinthiyaa Isha J	20	В
8.	Jelciya T	28	A
9.	Resma J	27	A

10.	Sameera M	22	A
11.	Santra G	27	A
12.	Sathya S	9	С
13.	Sherlin A	30	A
14.	Valan Arasi Jeba P	7	С
15.	Adlin M	21	A
16.	Maria Valar Snopha R.	27	A
17.	Divine Jhendral A	27	A
18.	Narmadha A	23	A
19.	Arokiya Priyanka S	26	A
20.	Abinaya M	23	A
21.	Joy Juliet G	23	A
22.	Ranjana T	27	A
23.	Muthu Lakshmi N	26	A

24.	Rachel Roshan R	23	A
25.	Dhanalakshmi P	25	A
26.	Reshma V.R	26	A
27.	Chinocilin Sindhuja J	18	В
28.	Sahaya Anisha S	25	A
29.	Leandra H	19	В
30.	Subashini S	25	A
31.	Sifona M	18	В
32.	Maria Renisha I	19	В
33.	Uma Maheshwari J	23	A
34.	Sudha S	26	A
35.	Durga Devi	19	В
36.	Fathima Sabreen A	21	A
37.	Shamli A	29	A

38.	Bala Sugeena S	27	A
39.	Sajeetha S	26	A
40.	Sankara Eswari A	28	A
41.	Fathima Sherin R	23	A
42.	Senica S	28	A
43.	Bairavi Sindhusha S	24	A
44.	Shalini Ponmalar M	23	A

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#### St. Mary's College (Autonomous) - Thoothukudi

(Re-accredited with A Grade by NAAC)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

This is to certify that

Ms. Salitta S -18SUCB37 I B.Com General (A) has successfully completed the Certificate Course on

Basics of Computer conducted during the academic year 2018-2019 with A Grade.

Instructor

Lucia Rosa

Principal



ST.MARY'S COLLEGE
(AUTONOMOUS)
RE-ACCREDITIED WITH
A GRADE BY NAAC

DEPARTMENT OF COMMERCE (SSC)

## AIMS

Business administrators take on operational roles to help companies run effectively and efficiently.

They often work behind the scenes, making sure that business goals are met, customers are satisfied, budgets are balanced, products are shipped, and safety is maintained.



Certificate Course for the academic year 2018-2019

## BUSINESS ADMINISTRATION



COURSE CODE 18CSCO31

COURSE DURATION 60 HOURS





#### **OBJECTIVES**

To provide knowledge regarding the basic concepts, principles and functions of management. To develop business and entrepreneurial aptitude among the students. To provide knowledge and requisite skills in different areas of management like human resource, finance, operations and marketing to give a holistic understanding of a business system.

#### **COURSE OUTCOMES**

Use business terms and concepts when communicating. Analyze data to verify accuracy of conclusions. Explain the financial concepts used in making business decisions. Use effective communication skills to promote respect, trust and relationships.

#### TRAINING METHODS

- · Comprehensive practice sessions.
- · Reading and writing exercise.
- Mock test.
- Aptitude and logical tests.

#### **TAKEAWAY OF THE COURSE**

Students get opportunities to appear for different competitive exams. Soft copy and hard copy of the materials used in the course will be shared with the students.

Worksheets and mock tests sheets used in the training are given to the students.

### **COURSE CO-ORDINATOR**

Dr. D.SARANYA
Dr. B.GEETHA MAHESHWARI
Dr. ANNE DEVOTTA

ASSISTANT PROFESSOR OF COMMERCE, ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

#### **COURSE INSTRUCTOR**

MISS. JENIFER MISS. MANIMALA MISS. INNACI

## ST.MARY'S COLLEGE (AUTONOMOUS) CERTIFICATE COURSE ON BUSINESS ADMINISTRATION

## II B.Com (Department of Commerce)

## SELF-FINANCING COURSE

## ACADEMIC YEAR 2018-2019

Unit - I- Human Resource Management	
Concept and Definition of Human Resource Management – Nature of Human	
Resource management – Objectives of Human Resource Management – Scope	12 hours
Of Human Resource Management—Role of Human Resource Management —	
Importance of Human Resource Management- Functions of Human Resource	
Management- Roles and Responsibilities of Human Resource Manager -	
Unit - II - Accounting Policies	
Basics of Accounting – Accounting Process - Bank Reconciliation Statement-	
Inventories-Concept and Accounting of Depreciation- Final accounts of Sole	12hours
Proprietors- Partnership Accounts – Financial Statement - Introduction to	
Company Accounts – Format of Balance Sheet	
Unit – III– Direct Tax	
Basic Concepts – Residence and Scope of Total Income –Incomes which do not	
form part of Total Income - Salaries -Income from House Property - Profits and	
Gains of Business or Profession- Capital Gains – Income from other sources-	12 hours
Income of other persons included in Assessee's Total Income – Aggregate of	12 110013
Income –Set-off and Carry forward or Losses – Deduction from Gross Total	

ncome – Computation of Total Income and Tax payable – Advance Tax – Tax Deduction at Source and Introduction to Tax Collection at Source- Provision for	
filing Return of Income and Self Assessment  Indirect Tax  GST in India Introduction – Supply under GST – Charge of GST- Exemptions from  GST –Time and value of Supply – Income Tax credit –Registration- Tax Invoice,	
credit , and Debit Notes- Payment of Tax- Returns.	
Unit - IV- Financial Accounting Through Tally	12 hours
Tally and its Procedures – GST Through Tally	
Unit – V–Soft Skills  Communication Skills –Interview Skills- Presentation Skills – Group Discussion	12 hours
Communication Skills –Interview Skills 7 7 555	

Course Co-ordinator: Miss. Jennifer – Cell No.: 80 566 88 370

## ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI DEPARTMENT OF COMMERCE(SSC)

#### CERTIFICATE COURSE -II YEAR(2018-2019)

#### BUSINESS ADMINISTRATION BCOM(GENERALA/B,CORPORATE)

**INSTRUCTORS:** 

STAFFS INCHARGE:

.MISS.JENIFER

DR.B.GEETHA MAHESHWARI

MISS.MANIMALA

DR.ANNE DEVOTTA

MR.INNACI

MISS.D, SARANYA

#### SCHEDULE (2.00-4.00)P.M

DATE	DAY
17.7.2018	TUESDAY
18.7.2018	WEDNESDAY
14.8.2018	TUESDAY
21.8.2018	TUESDAY
28.8. 2018	TUESDAY
29.8.2018	WEDNESDAY
11.9.2018	TUESDAY
12.9.2018	WEDNESDAY
18.9.2018	TUESDAY
3.10.2018	WEDNESDAY
4,12.2018	TUESDAY
5.12.2018	WEDNESDAY
11.2.2018	TUESDAY
12.12.2018	WEDNESDAY
18.12.2018	TUESDAY
19.12.2018	WEDNESDAY
22.1.2019	TUESDAY
23.1.2019	WEDNESDAY
29.1.2019	TUESDAY
30.1.2019	WEDNESDAY
5.2.2019	TUESDAY
6.2.2019	WEDNESDAY
5.3.2019	TUESDAY
6.3.2019	WEDNESDAY
12.3.2019	TUESDAY
13.3.2019	WEDNESDAY
26.3.2019	TUESDAY
27.3.2019	WEDNESDAY

STAFFS INCHARGE

Maria Sahaya Rossyang CO-ORDINATOR

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#### ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

#### DEPARTMENT OF COMMERCE(SSC)

#### CERTIFICATE COURSE -II YEAR(2018-2019)

#### BUSINESS ADMINISTRATION

#### GENERAL A

REGNO	NAME	ATTENDANCE	MARKS	GRADE
17SUCA01	ABINAYA T	22	78.5	A
17SUCA02	ABISHA V	27	82	Α
17SUCA04	ANGEL S	19	57	В
17SUCA05	ANI ANTRO ALFINA A	26	92.8	A+
17SUCA06	ANITHA M	28	100	A+
17SUCA07	ANTHONY MARIYA	26	92.8	A+
17SUCAU7	SIRONIYA M		64	В
17SUCA08	ANTO FUJI S	22	89	A
17SUCA09	ARSH MUBEENA M	27	78.5	Α
17SUCA10	ASWANYLAL M.S	19	96	A+
17SUCA11	BANU PRIYA K	25	89	A
17SUCA12	BANU PRIYA M	24	75	A
17SUCA13	BARVEEN S	24	89	A
17SUCA14	BASIL JEYASREE M	27	85.7	A
17SUCA16	BLESSY S	22	35.7	C
17SUCA17	DIVYA M	24	92.8	A+
17SUCA18	ESAKKI RAJAM M	27	60.7	В
17SUCA19	FLANITTA W	22	100	A+
17SUCA20	HASEENA BEGAM I	21	75	A
17SUCA21	INFENT JEYA G	20	100	A+
17SUCA22	ISHWARYA LAKSHMI	25	100	14.
12CLIC 4 22	K JANNATHUL	24	89	A
17SUCA23	FIRTHOUSE B		100	A+
17SUCA25	KARUNYAA V.S	28	100	A
17SUCA26	KATHIJA JAN M	23	85.7	
17SUCA27	KOHILA S	27	96.4	A+
17SUCA28	KOKILA M	23	100	A+
17SUCA29	LOKESHWARI J	25	89	A
17SUCA30	MARAGATHAM V	21	82	A
17SUCA31	MARIA NANTHINI J	28	78.5	Α
17SUCA32	MARY KANMANI S	28	85.7	A
17SUCA33	MASANA PETCHI B	20	85.7	Α
17SUCA34	MOHANA P	28	92.8	A+
17SUCA35	MUTHUMARI M	26	82	Α
17SUCA36	NANDHINI E	25	75.5	Α
17SUCA37	NANTHINI M	24	64	В

17SUCA38	NEELAVATHY S	21	89	Α
17SUCA39	NIVETHA B	19	89	A
17SUCA40	NOODHANA INDUS A	25	71	Α
17SUCA41	PAVATHARINI B	25	85.7	A
17SUCA43	POOMA MAHESWARI S	24	100	A+
17SUCA45	SAGAYA MARY SHERLIN A	24	92.8	A+
17SUCA46	SAHAYA ABISHA A	24	78.5	Α
17SUCA47	SANKARA RAJESWARI M	26	100	A+
17SUCA48	SANTHANA MARI V	28	92.8	A+
17SUCA49	SELVA RATHIKA P	26	92.8	A+
17SUCA50	SHEBANIKA M	28	96.4	A+
17SUCA51	SHIFFANI K	20	78.5	Α
17SUCA52	SMEGA SMYLIN K.V.	25	71.4	Α
17SUCA53	SNEHA B	26	92.8	A+
17SUCA54	STEFFINA P	28	100	<b>A</b> +
17SUCA56	THASNAVISH JENISHA M	24	85.7	A
17SUCA57	USHA A	28	100	A+
17SUCA59	VAI DEVI R	28	100	A+
17SUCA60	VIJAYA LAKSHMI G	23	82	Α
17SUCA61	VINOTHINI R	24	89	Α
17SUCA62	VINU PARKAVI S	21	57	В

SIGNATURE OF INSTRUCTOR

Maria Sahay Rossyane SIGNATURE OF CO-ORDINATOR

#### ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

#### DEPARTMENT OF COMMERCE(SSC)

#### CERTIFICATE COURSE -II YEAR(2018-2019)

#### BUSINESS ADMINISTRATION

#### GENERAL-B

REGNO	NAME	ATTENDANCE	MARKS	GRADE
17SUCB03	G.Annie Christina	21	75	O
17SUCB05	L.Antony Praveena	27	96	A+
17SUCB07	A.Antony Praveena	28	82	О
17SUCB08	B.Athiba	26	100	A+
17SUCB09	J.Blessy Hannah	22	93	О
17SUCB10	D.Catherin	27	79	O
17SUCB11	R.Cynthiya	19	96	<b>A</b> +
17SUCB11	G.Divya	25	68	A+
17SUCB12	M.Essaki Santhiya	24	89	A+
17SUCB13	T.Francis Merciya	24	86	A+
17SUCB16	Y.Golda Nancy	27	96	<b>A</b> +
17SUCB17	R.Gowri	22	79	O
17SUCB18	N.Guna Sundari	21	75	О
17SUCB19	N.Hamila Barveen	20	71	A+
17SUCB20	M.Indhumathi	25	89	O
17SUCB21	M.JebaArasi	24	86	A+
17SUCB22	Y.Jerofi	23	82	A+
17SUCB23	A.Jeyachitra	28	100	A+
17SUCB25	A.Juliet Disliya	27	96	О
17SUCB25	V.Kanaga	23	82	О
17SUCB20	M.Kayathri	25	89	O
17SUCB28	P.Keerthika	21	75	A+
17SUCB29	A.Kiruthiga Selvi	28	100	O
17SUCB29	P.Libika	28	89	O
17SUCB30	A.Mahisha	20	71	O
17SUCB31	M.MonishaV.priy	28	100	O
17SUCB32	M.Maria Nanclin Praveena	26	93	O
17SUCB35	P.Mary Antlin Lumina	25	89	O
17SUCB36	S.Maxi	24	86	A+
17SUCB37	G.Mecia	21	75	O
17SUCB38	M.Monisha	19	68	A+
17SUCB39	S.Nandini	25	89	O
17SUCB39	A.Panimalar Jency	25	89	О
17SUCB40	P.Ponshanthi	24	86	A+
17SUCB41	S.Pritha.Mary	24	86	O
17SUCB42	M.Priya	24	86	O
17SUCB43	100	26	93	A +
1/50CB44	.VPriya	2.0		

17SUCB45	T.Raghasudha	28	100	A+
17SUCB46	J.Ramya	26	80	Α+
17SUCB47	J.Rathimeena	28	93	0
17SUCB48	M.Sathya Bama	28	100	O
17SUCB49	B.SelvaJothika	25	89	A٠
17SUCB50	A.ShanmugaPriya	23	82	A+
17SUCB51	K.Sharmila	22	79	A+
17SUCB52	A.ShinyJoice	25	80	A+
17SUCB53	N.Sindhu	28	100	A+
17SUCB54	A.Soundarya	27	96	A+
17SUCB55	X.StanviDinisha	28	100	0
17SUCB56	A.PStawina	20	71	0
17SUCB58	A.Subulakshmi	26	93	0
17SUCB59	M.Thivya	25	89	0
17SUCB60	A.Trifina	22	79	A+
17SUCB61	A. Varsha Rachel	28	100	0
17SUCB62	A.Vennila	27	96	A+
17SUCB63	R.Vigneshwari	26	93	0
17SUCB64	T.Vijayalakshmi	28	100	0

SIGNATURE OF INSTRUCTOR

Maria Sahays Rosyans signature of co-ordinator

## ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

## DEPARTMENT OF COMMERCE(SSC)

## CERTIFICATE COURSE -II YEAR(2018-2019)

### BUSINESS ADMINISTRATION

#### **B.COM-CORPORATE**

REGNO	NAME	ATTENDANCE	MARKS	GRADE
17SUCC01	ABISHA.A	22	79	O
17SUCC02	AJITHA.A	21	75	О
17SUCC03	AMRIN FATHIMA.S	20	71	A+
17SUCC04	ANITHA.V	25	89	О
17SUCC05	ANNALAKSHMI.S	24	86	A+
17SUCC06	ANTONY AMMAL.J	23	82	<b>A</b> +
17SUCC07	ANTONY JACQULIN.A	28	100	<b>A</b> +
17SUCC08	APSARA.J	27	96	О
17SUCC09	ARUL MENA.A	23	82	O
17SUCC10	ARUNA SUDALAI SARASWATHI.S	25	89	О
17SUCC11	ASHLIN.S	21	75	A+
17SUCC12	ASWINI.K	28	100	О
17SUCC13	CHRISTYPRIYA.M	28	89	О
17SUCC14	DEEPIKA.R	20	71	O
17SUCC15	DEVA MAHIMA.N	28	100	O
17SUCC16	DIROSINI.A	26	93	O
17SUCC17	ESSAKIAMMAL.P	25	89	O
7SUCC18	GRACELIN .J	24	86	A+
7SUCC19	HAMITHA NASREEN.A	21	75	O
17SUCC20	ISHWARIYA.D	19	68	A+
17SUCC21	ISWARIYA.NANCY.B	25	89	O
17SUCC22	JAKUVAJABIN.S	25	89	O
17SUCC23	JANET STEPHI.K	24	86	A+
17SUCC24	JANUVARIS REJOY.B	24	86	O
17SUCC25	JASMIN.S	24	86	O
17SUCC26	JENIFER.T	26	93	<b>A</b> +
17SUCC27	JENITTA.G	28	100	A+
17SUCC28	JENOLIN GIFTA.B	26	86	A+
17SUCC29	KARONIA SELCY.A	28	93	O
17SUCC30	KAVIYA.A	28	100	O
17SUCC31	KEPSHIBA.J	25	89	A+
7SUCC32	KIRUBA HEARTLIN.R	23	82	A+
7SUCC33	KIRUBA.S	22	79	A+
	LOYANAJ	25	89	A+

17SUCC35	MAHESWARI.G	28	100	A+
17SUCC36	MARIA JEBAMALAI SUJITHA.A	27	96	A+
17SUCC37	MARIA SHALINI.R	28	100	О
17SUCC38	MARY RETHUNIYA.R	20	71	O
17SUCC39	MICHAEL THRISHA.M	26	93	O
17SUCC40	MOHAMED SHABANA.A	21	75	O
17SUCC41	MUTHUSANTHIYA.S	27	96	A+
17SUCC42	MUTHUSELVI.M	28	82	0
17SUCC43	NAGESWARI.N	26	100	A+
17SUCC44	NANCY.M	22	93	О
17SUCC45	NANCY.T	27	79	О
17SUCC46	NILANI.S	19	96	A+
17SUCC47	PAVITHRA.A	25	68	A+
17SUCC47	PAVITHRA.R	24	89	A+
17SUCC48	PERCIYA.R	24	86	A+
	PHEBEYAL.B	27	96	A+
17SUCC50	PISKILA.A	22	79	О
17SUCC51	RAMA LAKSHMI.G	23	82	A+
17SUCC52		22	79	A+
17SUCC53	RAMYA.Y	25	89	A+
17SUCC54	SANDHYA.M SANTHANA LAKSHMI .G	28	100	A+
17SUCC55		27	96	A+
17SUCC56	SANTHIYA.B	28	100	O
17SUCC57	SELVA PRABHA.G	20	71	O
17SUCC58	SHANTHNASINDOORI.T	26	93	О
17SUCC59	SHIRANI.F	27	96	A+
17SUCC60	SHANMUGAPRIYA.T	22	79	O
17SUCC61	SIVARNJINI.M.	23	82	A+
17SUCC62	SREE NIVETHA.K		79	A+
17SUCC63	THANGA RAJALAKSHMI.S	22	18000	
17SUCC64	VITHIYA,P	25	89	A+

SIGNATURE OF INSTRUCTOR

Maria Sahay Rossigne SIGNATURE OF CO-ORDINATOR

## ST. MARY'S COLLEGE (Autonomous), Thoothukudi DEPARTMENT OF COMMERCE (SSC) CERTIFICATE COURSE ON BUSINESS ADMINISTRATION

Report of Certificate Course 2018 – 2019

Certificate course on Business Administration was offered by the department of Commerce (SSC), from 17.7.18 to 27.3.19 to the II year B. Com students and the course was held after the regular college hours. 60 hours were offered as per the schedule enclosed. The students were given assignments and were made to appear for a written test at the end of the program. The students were issued certificate with grade levels according to their marks and their percentage of attendance. 181 students were benefitted from this program



## ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' Grade by NAAC)



### **CERTIFICATE**



This is to certify that ANTONY PRAYSI A. II B.Com B (SSC) has successfully completed the Certificate Course on Business administration conducted during the academic year 2018 - 2019 with O Grade.

B. Fran Ahall

Instructor

Lucia Rose

**Principal** 



#### St. Mary's College, (Autonomous)

Re - accredited with A grade by NAAC ( 3<sup>rd</sup> Cycle)

Thoothukudi, TamilNadu

## Department of Business Administration

## Offers CONSUMER PSYCHOLOGY

**COURSE CODE -18CSBA51** 

**DURATION -60 Hours** 

Soft Skills TrainingBrochure

#### **Learning Outcome**

Upon the completion of the course, the students will be able to

1.	Understand how the consumers react to products
2.	Distinguish between emotions and feelings
3.	Apply practical tools & techniques to effectively manage business.

## 3.1. Learning Approach- "Tell me and I forget, teach me and I may remember, involve me and Ilearn"

- Facilitator led presentations
- Syndicate/ groupwork
- Individual action plans

#### 3.2. Take away of the Course

- ✓ Understand consumer psychology
- ✓ How to approach consumers on business basis

#### 3.3. Infrastructural Support

- ✓ A classroom with projector and white screen.
- ✓ Whiteboard, markers and dusters.
- ✓ Stationary as needed for the individual workshop, as per the plan shared by the trainer.
- ✓ Audio system need to be in place (as video clips will be played during thesession)

#### Thank you!

#### **Training Module**

Course Code: 18CSBA51 Duration: 2 hours / week

Total: 60 Hours

#### **Unit-1 Introduction to Consumer Psychology**

Marketing and consumer psychology – Online Markets- Insight next steps –Smart marketers- business Owner - Marketing team

#### Unit-2 The mind of today's Consumer

Surprise banners- aggressive marketing messaging - kiss metrics- Brand awareness

#### **Unit-3** The power of Emotions

Engaging the senses –brand personality- who is responsible for the company's brand identity – style guide- viral marketing

#### **Unit-4** The Psychology of Online content consumption

The impact of mobile building credibility focus of depth and originality pay attention to the mechanics waste compelling headlines- Build Partnerships

#### **Unit-5** The Psychology of color

Color theory- pures ,Tints, shades and Tones- Brightness color difference – capturing audience's attention - small tactics.

#### ${\bf St.\,Mary's\,College\,(Autonomous),\,Thoothukudi}$

#### **Department of Business Administration (SSC)**

#### **Schedule for Certificate Course (III)**

#### Academic Year 2018- 2019

S.No	Date	Day	Time
1	5.07.2018	Thursday	2pm-4pm(2 hours)
2	09.07.2018	Monday	2pm-4pm (2 hours)
3	12.07.2018	Thursday	2pm-4pm (2 hours)
4	16.07.2018	Monday	2pm-4pm (2 hours)
5	19.07.2018	Thursday	2pm-4pm (2 hours)
6	23.07.2018	Monday	2pm-4pm (2 hours)
7	16.08.2018	Thursday	2pm-4pm (2 hours)
8	20.08.2018	Tuesday	2pm-4pm (2 hours)
9	23.08.2018	Thursday	2pm-4pm (2 hours)
10	27.08.2018	Monday	2pm-4pm (2 hours)
11	30.08.2018	Wednesday	2pm-4pm (2 hours)
12	10.09.2018	Thursday	2pm-4pm (2 hours)
13	17.09.2018	Monday	2pm-4pm (2 hours)
14	20.09.2018	Thursday	2pm-4pm (2 hours)
15	24.09.2018	Monday	2pm-4pm (2 hours)
16	26.09.2018	Wednesday	2pm-4pm (2 hours)
17	10.12.2018	Monday	2pm-4pm (2 hours)
18	13.12.2018	Thursday	2pm-4pm (2 hours)
19	17.12.2018	Monday	2pm-4pm (2 hours)
20	20.12.2018	Thursday	2pm-4pm (2 hours)
21	24.01.2019	Thursday	2pm-4pm (2 hours)
22	28.01.2019	Monday	2pm-4pm (2 hours)
23	31.01.2019	Thursday	2pm-4pm (2 hours)
24	04.02.2019	Monday	2pm-4pm (2 hours)
25	05.02.2019	Tuesday	2pm-4pm (2 hours)
26	11.02.2019	Monday	2pm-4pm (2 hours)
28	07.03.2019	Thursday	2pm-4pm (2 hours)
29	11.03.2019	Monday	2pm-4pm (2 hours
30	14.03.2019	Thursday	2pm-4pm (2 hours

III BBA CERTIFICATE COURSE

CONSUMERS PSYCHOLOGY

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#### III BBA

## CONSUMER PSYCHOLOGY

S.NO	NAME PSICHO	REG.NO	PERCENTAGE	GRADE
			OF ATTENDANCE	
1	AKSHALA.	16SUBA01	88	В
2	ANU DEVADHARSHINI V.	16SUBA02	87	B+
3	ASHILA B.	16SUBA03	89	В
4	CHITHRA JOTHI J.	16SUBA05	87	B+
5	CHRISTEENA MASCARENHAS A.	16SUBA06	90	A
6	DARIKA SONALI K.	16SUBA07	88	A+
7	DEEPA M.	16SUBA08	96	О
8	ELENA K.	16SUBA09	100	A+
9	INDUMATHI N.	16SUBA11	89	A+
10	JENIFER R.	16SUBA12	83	С
11	KANAGA VALLI S.	16SUBA13	75	В
12	KRISHNAVENI J.	16SUBA14	90	B+
13	LAKSHMI PRIYA S.	16SUBA15	98	A
14	MADHUMETHA K.	16SUBA16	89	A+
15	MAHA LAKSHMI M.	16SUBA17	98	О
16	MARIA SHIRINA S.	16SUBA19	98	A+
17	MARIA STEPNANANCY E.	16SUBA20	98	A+
18	MARIESWARI V.	16SUBA21	100	С
19	MARISELVI M.	16SUBA22	100	В
20	MATLIN S.	16SUBA23	96	A+

21	MUTHU KAVITHA R.	16SUBA24	95	О
22	MUTHUVEL KANI M.	16SUBA25	84	О
23	NICHOTHEMU ARUNYA R.	16SUBA26	79	О
24	NIVETHA A.	16SUBA27	80	A
25	PATRICKS BETTILA E.	16SUBA28	98	A+
26	PERCIYAL D.	16SUBA29	98	A
27	RASHMA RANI S.	16SUBA30	100	В
28	REVATHI M.	16SUBA31	98	A
29	RIBANI F.	16SUBA32	98	A
30	RIVITHA V.	16SUBA33	100	A+
31	SANTHANA SARANYA S.	16SUBA34	100	A+
32	SHANMUGA PRIYA T.	16SUBA35	96	B+
33	SHINY MESHA DEBHORA B.	16SUBA36	95	B+
34	SHOBIGA S.	16SUBA37	84	A
35	SIVA PRIYA S.	16SUBA38	79	С
36	SUGIRTHA K.	16SUBA39	80	A
37	SUMATHI E.	16SUBA40	89	A
38	SUNDHARI M	16SUBA41	83	A+
39	TAMILARASI M.	16SUBA42	75	A+
40	VIJAYA LAKSHMI K.	16SUBA43	90	B+
41	VIJITHA SELVARATHI J.	16SUBA44	98	B+
42	YUVANJALIN H.	16SUBA46	89	A
43	TOSIBA ELOLIA K.	16SUBA47	83	С

**REPORT** 

No. Of Enrolment: 43

No. of Beneficiaries: 43

Consumer Psychology was offered as certificate course by the Department of Business Administration (SSC) from 5/07/18 to 19/03/19 to the III Year BBA students. Ms.Rohini was the instructor and the course was held through offline mode. The students were made to appear for a written test at the end of the programme and certificates were issued with Grade levels according to the percentage of attendance.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A+' Grade by NAAC) CERTIFICATE

THIS IS TO CERTIFY THAT

AKSHAL A. - 16SUBA01

III BBA

HAS SUCCESSFULLY COMPLETED THE

Certificate Course on CONSUMER PSYCHOLOGY conducted during the academic year 2018 - 2019 with B Grade.

Wind

INSTRUCTOR

Lucis Rose

PRINCIPAL

#### **ST.MARY'S COLLEGE (AUTONOMOUS)**

#### **Thoothukudi**

(Reaccredited with A Grade by NAAC)
I YEAR CERTIFICATE COURSE
2018 - 2019

NAME OF THE COURSE: Desktop Publishing

**COURSE CODE:18CUDP11** 

**DURATION: 60 HOURS OFFERED TO: I UG STUDENTS** 

#### Aim:

- ✓ The Certificate in DTP is a curriculum for skill creation. It is a
  vocational training programme, in other words.
- ✓ In areas such as computer applications, DTP software, printing technology, graphic design, etc. the curriculum will train the future students.

#### **Objective:**

- **Develop Fundamental Computer Skills**: Enable students to understand and use computer hardware and software effectively.
- Improve Digital Literacy: Provide learners with essential digital literacy skills needed to navigate online environments confidently.
- Enhance Software Proficiency: Teach the practical use of commonly used software applications like word processors, spreadsheets, and presentation tools.
- Foster Internet and Email Skills: Help students understand how to use the internet, conduct online research, and manage email communication effectively.
- **Prepare for Job Opportunities**: Enable students to acquire essential skills needed for entry-level office, administrative, or technical roles that require basic computer knowledge.

#### **Outcome:**

- Computer Proficiency
- Software Application Skills
- Internet Navigation
- Digital Communication Skills
- Basic Troubleshooting Ability
- Photoshop Skills
- Improved Typing Speed and Accuracy
- Increased Job Readiness

#### **SYLLABUS**

### **MS-Windows**

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories

### **PageMaker**

- Type Settings for Publication,
- Page Layout, Word Wrapping,
- Grouping, Merging two or more files,
- Creating columns, Tab settings,
- Paragraph settings, Hyphenation,
- Paper Style, Index & Table of Contents,
- Fonts, Mixing Text & Graphics,
- Linking objects, Printing facility.

#### **Corel Draw**

- Logo Designing, Frame Settings
- Graphical Tools, Bitmap & Shadow Effects
- Special Effects such as Perspective
- Blending, Text Settings into objects
- Alignment Setting
- Tabs, Power Line
- Power Clip
- Contour
- Import & Export Facility

### **Photoshop**

- All Tools (Marquee Tool, Magnetic Tool, Slice Tool, Patch Tool, Clone Stamp Tool,
- Gradient Tool, Smudge Tool, Blur Tool, Text Tool etc.)
- Fill, Stroke Option
- Histogram, Group, Ungroup
- Lock Object, Color Range
- Feather, Modify,
- Grow, Filter
- Liquify, Artistic
- Blur, Video Option etc.

#### St. Mary's College (Autonomous), Thoothukudi (Re- accredited with A Grade by NAAC)

(Re- accredited with A Grade by NAAC)

I UG Certificate Course Schedule

Total: 60 Hours Time: 2.00-4.00 p.m

S.No	Date	Hours
1.	11.07.2018	2
2.	18.07.2018	2
3.	19.07.2018	2
4.	07.08.2018	2
5.	12.08.2018	2
6.	21.08.2018	2
7.	28.08.2018	2
8.	29.08.2018	2
9.	11.09.2018	2
10.	12.09.2018	2
11.	18.09.2018	2
12.	19.09.2018	2
13.	25.09.2018	2
14.	03.10.2018	2
15.	04.11.2018	2
16.	05.12.2018	2
17.	11.12.2018	2
18.	12.12.2018	2
19.	19.12.2018	2
20.	22.01.2019	2
21.	23.01.2019	2
22.	29.01.2019	2
23.	30.01.2019	2
24.	05.02.2019	
25.	12.02.2019	2
26.	05.03.2019	2
27.	06.03.2019	2
28.	12.03.219	2
29.	13.03.2019	2
30.	19.03.2019	1
31.	20.03.2019	1
Total		60 hours

## Report of the Certificate Course 2018-2019

Desktop Publishing was offered as Certificate course for the I year students from 11<sup>th</sup> July 2019 to 20<sup>th</sup> March 2019. Ms.Jenifer was the incharge of this course. 45 students enrolled for this course. Students were given training on word processing software, photoshop and coraldraw tools. The students were given a total of 60 hours of training. 45 students were benefitted out of this course.

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## St. Mary's College(Autonomous) Thoothukudi, Tamil Nadu

(Re-accredited with A grade by NAAC)

### Department of Mathematics

**Offers** 

**Career Oriented Programme** 

**O**n

**Desktop Publishing** 

**Course Code:18CAMT51** 



#### Aim

To provide students with practical skills and knowledge in desktop publishing for creating visually appealing and professional digital and print publications.

#### **Objectives**

- Familiarize students with key desktop publishing software and tools.
- Develop skills in layout design, typography, and color application.
- Teach techniques for image editing and color enhancement.
- ♦ Enable students to produce various types of publications, including brochures, newsletters, and flyers.
- Encourage creativity and effective problem-solving through hands-on projects.

#### **Course Outcomes**

Upon completion, students will be able to:

- Utilize desktop publishing software proficiently to design documents.
- Create balanced and visually engaging layouts using typography and color principles.
- Edit and enhance images for professional-quality output.
- Prepare documents for both print and digital formats, following industry standards.
- Apply creative and technical skills to produce well-designed, impactful publications.

#### **SYLLABUS**

#### **PHOTOSHOP**

- Painting Tools
- Brush Settings
- ► Making Selections
- Filling and stroking
- > Layers
- Advanced Layers
- > Text
- Drawing
- Using Channels and Masking
- Manipulating images
- Figure 3. Getting to know the work area
- Using Adobe Bridge
- ► Basic Photo Corrections
- Retouching and Repairing
- Working with selections

- ➤ Layer Basics
- Masks and channels
- Correcting and enhancing digital photographs
- > Topographic design
- Vector drawing techniques
- Advanced Layer techniques
- Vector Composting
- > Creating Links within an image
- Creating rollover web visuals
- ➤ Animating GIF images for the web
- Producing and printing

#### **COREL DRAW**

Getting started with Corel Draw, Introduction to Corel Draw, Features of Corel Draw, Corel Draw Interface, Tool Box, Moving fromAdobe Illustrator to Corel Draw, Common Tasks

- Drawing and Coloring, Selecting Objects, Creating Basic Shapes, Reshaping Objects, Organizing objects, Applying colorfills and Outlines
- ❖ Mastering with Text, Text Tool Artistic and paragraph text, Formatting Text, Embedding Objects into text, Wrapping Textaround Object, Linking Text to Objects
- ❖ Applying Effects, Power of Blends Distortion, Contour Effects, Envelopes, Lens effects, Transparency, Creating Depth Effects, Power Clips
- ❖ Working with Bitmap Commands, Working with Bitmaps, Editing Bitmaps, Applying effects on Bitmaps, Printing
- Corel Draw- Web resources, Internet Tool bar, Setting your webpage, Exporting files, Creating buttons with rollover effects

#### **PAGE MAKER**

Getting Started with PageMaker, PageMaker Interface, Creating aNew Document, Managing Document Layer, Creating & Editing Text, Working with Edit Story, Managing Text as an Object

- Working with Text and Graphics, Using Graphics, ApplyingColors to Graphics, Framing Graphics, Cropping and masking Graphics, Working with Layers, Working with Master pages, Working with Plug-ins, Using Text Wrap
- Using Advanced Features, Creating a PDF Document in PageMaker, Working with Data Merger, Using Scripts, Using Object Linking and Embedding, Color Separation Capabilities, Printing.

#### St.Mary's College (Autonomous), Thoothukudi

#### III B.Sc. Mathematics

#### **Career Oriented Programme**

**Course Schedule** 

**Course Title**: Desktop Publishing

Course Code : 18CAMT51 : 2018-2019 Year

Staff Incharge: Dr. J. Arul Jesti
Instructor: Ms. M. Javelekshmi

Instructor	: Ms. M. Jeyalakshmi	
S.NO	DATE	DAY
1.	26.06.2023	MONDAY
2.	03.07.2023	MONDAY
3.	06.07.2023	THURSDAY
4.	10.07.2023	MONDAY
5.	13.07.2023	THURSDAY
6.	17.07.2023	MONDAY
7.	20.07.2023	THURSDAY
8.	27.07.2023	MONDAY
9.	31.07.2023	MONDAY
10.	03.08.2023	THURSDAY
11.	07.08.2023	MONDAY
12.	10.08.2023	THURSDAY
13.	28.08.2023	MONDAY
14.	11.09.2023	MONDAY
15.	25.09.2023	MONDAY
16.	27.09.2023	WEDNESDAY
17.	09.10.2023	MONDAY
18.	12.10.2023	THURSDAY
19.	16.10.2023	MONDAY

20.	19.10.2023	THURSDAY
21.	12.12.2023	TUESDAY
22.	13.12.2023	WEDNESDAY
23.	14.12.2023	THURSDAY
24.	16.12.2023	SATURDAY
25.	06.01.2024	SATURDAY
26.	10.01.2024	WEDNESDAY
27.	11.01.2024	THURSDAY

2018-III B. Sc. Mathematics W. So., Phatheometer 5 No Name 1. Agnel Betzi R 2. Angel Khubha . S 3. Angel . R XXXXAAAXXX 4. Archiya ashegass. N 5. Anul Vici Rachael. L 6. Barumathi . E y. Binoshini . T 8. Chithya . S 9. christina Carolin P 10. christy Lixy . S 11. Gayathi Devi. S 12. Han Nachiyar S 18. Infanta Jasmine Rushmitta: T L. Jeney . J 15. Jenifer January . T 16 Jenefer S H. Jaroma Renicda . J 18. Juliet Ponselvi. J XXAXXX XXXXXXXXX 19. Malathe . U do Maria Antony Sigamini J er. Maria Infant Mounisha. W ad Maria Joet P 23. Many Thangam . A Cox X X X X Cox X X X X 24. Muhadean Syedhali Shara S 25 Nagalakshmi .S 26 . Bramma Sakthi J or. Poovlashal . P de Prateksha. S ol9. Reyadharshini . R 20. Puspavalli Hinduja A 31. Rosita sahaya Mary G 32 asahaya Josephine Mary M x x a da x x x x X a 38 Sandra . N 34 Santra S 35. Baradha P 36 Shanmugadurga . A 31. Shamila M 3. Sheebba . S 31. Bhunnuga Riya 8 40. Browy Rashmila R 41. Doma Dundhari T 42. Stee Varsha M

III B.Sc. Mathematics Name SNO 43. Usha - M 44. Vennila . I 45. Visuapriya. R. 46. Yaamini . K.S XXXXXX

#### St.Mary's College (Autonomous), Thoothukudi

#### III B.Sc. Mathematics Career Oriented Programme Grade Sheet

**Course Title**: Desktop Publishing

Course Code : 18CAMT51 Year : 2018-2019

Staff Incharge: Dr. J. Arul Jesti

Instructor : Ms. M. Jeyalakshmi

S. No.	Reg.No.	Name	Grade				
1.	16AUMT01	Agnel Betzi .R	A				
2.	16AUMT03	Angel Kiruba.S	A				
3.	16AUMT04	Angel.R	A				
4.	16AUMT05	Arockia Shegali.N	A				
5.	16AUMT06	Arul Vici Rachel.L	A				
6.	16AUMT07	Banumathi.E	A				
7.	16AUMT08	Binoshini.J	A				
8.	16AUMT09	Chitra.S	Absent				
<b>9.</b> 16AUMT10		Christina Carolin.P	A				
<b>10.</b> 16AUMT11		Christy Lizy.S	A				
11.	16AUMT12	Gayathri Devi.S	A				
12.	16AUMT13	Hari Nachiyar.s	A				
13.	16AUMT14	Infanta Jasmine Rushmitha.T	A				
<b>14.</b> 16AUMT15 Jency.J		Jency.J	A				
15.	16AUMT16	Jenifer Janany.T	A				
<b>16.</b> 16AUMT18 Jer		Jenifer.S	A				
17.	16AUMT19	Jeroma Renicola.J	A				
18.	16AUMT20	A					

19.	16AUMT21	Malathi.U	A
20.	16AUMT22	Maria Antoney Siyamini.J	A
21.	16AUMT23	Maria Infant Mounisha.W	A
22.	16AUMT24	Maria Joel.P	A
23.	16AUMT25	Mary Thangam.A	A
24.	16AUMT26	Muhidheen Syedali Shara.S	A
25.	16AUMT27	Nagalakshmi.S	A
26.	16AUMT28	Piramma Sakthi.J	Absent
27.	16AUMT29	Poovinshal.P	A
28.	16AUMT30	Pratiksha.S	A
29.	16AUMT31	Priya Dharshini.R	A
30.	16AUMT32	Pushpavalli Hinduja.A	A
31.	16AUMT33	Rosita Sahaya Mary.G	A
32.	16AUMT34	Sahaya Josephin Mary.M	A
33.	16AUMT35	Sandra.N	A
34.	16AUMT36	Shanmuga Durka.A	A
35.	16AUMT37	Santra.S	A
36.	16AUMT38	Saradha.P	A
37.	16AUMT39	Sharmila.M	A
38.	16AUMT40	Sheeba.S	A
39.	16AUMT41	Shunmuga Priya.S	A
40.	16AUMT42	Snowy Rashmila.R	Absent
41.	16AUMT43	Sorna Sundhari.T	A
42.	16AUMT44	Sree Varsha.M	A
43.	16AUMT45	Usha.M	A
44.	16AUMT46	Vennila.J	A
1		1	ı

Visvapriya.R

Yaamini.K.S

**45.** 16AUMT47

**46.** 16AUMT48

## St.Mary's College (Autonomous), Thoothukudi III B.Sc. Mathematics

#### 2018-2019

#### **Career Oriented Programme**

#### **Report**

The Department of Mathematics organized a Career-Oriented Programme on Desktop Publishing for the III B.Sc. Mathematics students for the academic year 2018-2019. This programme, which aimed to equip students with essential skills in graphic design, layout, and publishing software, commenced on 16th July 2018. It spanned over 40 hours, concluding on 14th March 2019. Out of 46 enrolled students, 43 students completed the course successfully. The curriculum was meticulously designed to cover both fundamental concepts and advanced techniques in desktop publishing. The sessions provided flexible learning opportunities, enabling participants to balance their academic and professional commitments with skill development. As they embark on their careers, these participants are now equipped with the necessary tools to excel in the dynamic field of desktop publishing. A total of 43 students benefited from this programme.



## ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

#### CERTIFICATE

This is to certify that

Arockia Shegali, N - 16AUMT05

III B.Sc. Mathematics

has successfully completed the Career Oriented Programme on

DESKTOP PUBLISHING conducted during the academic year 2018 - 2019 with A Grade.

M. Jeyeloushmi

Principal



#### St. Mary's College (Autonomous)



## Re – accredited with A grade by NAAC Thoothukudi, Tamil Nadu Department of History

**Offers** 

CAREER ORIENTED COURSE

ON

#### **EFFECTIVE COMMUNICATION**



Hurry up Enroll Today

**Duration: 60 hours** 

**Course code: 18CAHI31** 

#### **Learning Module**

Listening Skills – Conversation.

Speaking – Developing Compeering Competency
Reading Competency
Writing – Letters – Applications - Job Application
Vocabulary Building – British and American English Words

#### **Learning Outcomes**

Develop knowledge and Skills
Capable to work collaboratively with others
Team Work
Active listening, self-confident-self-reliant
High Productivity – communicative competencies

#### **Course Outcomes**

Speak English fluently
Develop vocabulary and accuracy
Develop writing skills
Able to present thought effectively

#### ST. Mary's College (Autonomous) - Thoothukudi

#### **Department of History**

#### **Certificate Course for II UG**

#### **Effective Communication**

#### **Objectives**

- To empower the students to understand importance of the good communication skills.
- To help the students build their communication skills through simple speaking opportunities.
- Unit I Listening Importance of Listening Nature Types Steps Barriers Improving Listening Skills Myths Conversation.
- Unit II Speaking Introduction Presidential Address Welcome Address Face-to-Face Interview Group Discussion Developing Competing Competency .
- **Unit III** Reading Poor Reading Causes Success True or False Passages Reading Comprehension.
- Unit IV Writing Letters Applications Job Application Acknowledging CV Resume
   Bio-Data Short Messages E-Mail Faxes Memos Reports Minutes.
- Unit V
   Vocabulary Building Ways British and American English Words –
   Collective Nouns Terms for Animals Idioms and Phrases Dictionary –
   Thesaurus Synonyms Antonyms Word Substitution.

#### **Text Book**

Babu Sivaraja Kirubanithi, Nilamathullah A, and Rajeshwari C, Effective Communication, Tirunelveli, 2010.

#### **Book for Reference**

1. Revathi K, Purushothaman K.S., Skills for Employment –II, Bengaluru, 2009

#### St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC) Department of History Certificate Course - 2018-2019 II B.A. History

#### Semester: III Effective Communication

Time: 2.00 p.m. to 4.00 p.m.

Total Hours: 30

S. No	Date	Day
1	03.07.2018	Tuesday
2	04.07.2018	Wednesday
3	10.07.2018	Tuesday
4	11.07.2018	Wednesday
5	17.07.2018	Tuesday
6	18.07.2018	Wednesday
7	24.07.2018	Tuesday
8	14.08.2018	Wednesday
9	21.08.2018	Tuesday
10	28.08.2018	Wednesday
11	29.08.2018	Wednesday
12	12.09.2018	Wednesday
13	19.08.2018	Wednesday
14	25.09.2018	Tuesday
15	26.08.2018	Wednesday

Staff in Charge: Dr.T.Jayanthi

#### St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC) Department of History Certificate Course - 2018-2019 II B.A. History Semester: IV

**Effective Communication** 

Time: 2.00 p.m. to 4.00 p.m. Total Hours: 30

S. No	Date	Day
1	04.12.2018	Tuesday
2	05.12.2018	Wednesday
3	11.12.2018	Tuesday
4	12.12.2018	Wednesday
5	22.01.2019	Tuesday
6	23.01.2019	Wednesday
7	29.01.2019	Tuesday
8	05.02.2019	Wednesday
9	06.02.2019	Tuesday
10	12.02.2019	Tuesday
11	05.03.2019	Tuesday
12	06.03.2019	Wednesday
13	12.03.2019	Tuesday
14	13.03.2019	Wednesday
15	26.03.2019	Tuesday

**Staff in Charge: Dr.T.Jayanthi** 

#### Department of History II B A Certificate Course Attendance (2018-19)

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# Department of History II B.A History CERTIFICATE COURSE Effective Communication

#### 2018 - 2019

Hours: 30 Hours Time: 2.00 -4.00 p.m

S.No.	Reg.No.	Name	Percentage of Attendance	Grade
1.	17AUHI01	J.Abinaya	90 %	A
2.	17AUHI02	P.Ajitha	97%	A
3.	17AUHI03	S.Amala Roshini	83%	A
4.	17AUHI04	A.Angel Priya	95%	A
5.	17AUHI05	N.Anitha	83%	A
6.	17AUHI06	A.Antony Arputha	97%	A
		Jerolin		
7.	17AUHI07	S.Asha	87%	A
8.	17AUHI08	R.Baby Sudha	93%	A
9.	17AUHI09	S.Bilgates	93%	A
10.	17AUHI10	I. Carolin Maria Jency	83%	A
11.	17AUHI11	D.Devika	87%	A
12.	17AUHI12	R.Dhanalakshmi	87%	A
13.	17AUHI13	R.Dhanalakshmi	87%	A
14.	17AUHI14	R.Espha	90%	A
15.	17AUHI15	J.Girija	90%	A
16.	17AUHI16	M.Grace Divya	93%	A
17.	17AUHI17	K.Guru Suriya	100%	A
18.	17AUHI18	S.Infant Besline	93%	A
19.	17AUHI19	T.Jerin Indra	73%	В
20.	17AUHI20	K.Kanagavalli	90%	A
21.	17AUHI21	A.Karthika	97%	A
22.	17AUHI22	S.Karthikai Lakshmi	100%	A
23.	17AUHI23	S.Lourdhu Luciya Viniba	97%	A
24.	17AUHI24	M.Manju	93%	A

25.	17AUHI25	R.Maria Prasana	87%	A
26.	17AUHI26	D.Maria Seeli	97%	A
27.	17AUHI27	R.Mariya Rabecca	100%	A
28.	17AUHI28	A.Mariya Roja	100%	A
29.	17AUHI29	M.Mariya Shalini	97%	A
30.	17AUHI30	P.Mary Anto Vinnarasy	87%	A
31.	17AUHI31	D.Morgia	93%	A
32.	17AUHI32	M.Murugeswari	77%	В
33.	17AUHI33	R.Muthulakshmi	93%	A
34.	17AUHI34	K,Muthu Selvi	83%	A
35.	17AUHI35	S.Nandhini	87%	A
36.	17AUHI36	Y.Navisha	87%	A
37.	17AUHI37	A.Nazruthin Begam	90%	A
38.	17AUHI38	E.Paraloga Ancy	93%	A
39.	17AUHI39	S.Parameswari	78%	В
40.	17AUHI40	A.Petchiammal	93%	A
41.	17AUHI41	D.Puppy Kani	83%	A
43.	17AUHI43	M.Saraswathy	90%	A
44.	17AUHI44	R.Selva Lakshmi	80%	A
46.	17AUHI46	C.Shalini Theres	90%	A
47.	17AUHI47	B.Sinthuja	83%	A
48.	17AUHI48	R.Sona	87%	A
51.	17AUHI51	S.Thanga Rajammal	97%	A
52.	17AUHI52	P.Thiyoditta Fernando	97%	A
53.	17AUHI53	C.Thusnevis Infanta	90%	A
54.	17AUHI54	K.Uma Maheswari	93%	A
55.	17AUHI55	M.Vaisnavi	100%	A
56.	17AUHI56	L.Veera Lakshmi	100%	A
57.	17AUHI57	K.Viyagula Vinsa	100%	A
58	17AUHI58	Yagova Nissi S.	83%	A

Staff Incharge : Dr.T.Jayanthi

# Department of History II B.A History CERTIFICATE COURSE Effective Communication 2018 – 2019

Hours: 30 Hours Time: 2.00 - 4.00 p.m

S.No.	Reg.No.	Name	Percentage of Attendance	Grade
1.	17AUHI01	J.Abinaya	80	О
2.	17AUHI02	P.Ajitha	90	О
3.	17AUHI03	S.Amala Roshini	85	О
4.	17AUHI04	A.Angel Priya	95	О
5.	17AUHI05	N.Anitha	85	О
6.	17AUHI06	A.Antony Arputha	90	О
		Jerolin		
7.	17AUHI07	S.Asha	80	О
8.	17AUHI08	R.Baby Sudha	80	О
9.	17AUHI09	S.Bilgates	-	-
10.	17AUHI10	I. Carolin Maria Jency	-	-
11.	17AUHI11	D.Devika	85	О
12.	17AUHI12	R.Dhanalakshmi	-	-
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14.	17AUHI14	R.Espha	85	О
15.	17AUHI15	J.Girija	85	О
16.	17AUHI16	M.Grace Divya	90	О
17.	17AUHI17	K.Guru Suriya	90	О
18.	17AUHI18	S.Infant Besline	90	O
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20.	17AUHI20	K.Kanagavalli	80	0
21.	17AUHI21	A.Karthika	85	0
22.	17AUHI22	S.Karthikai Lakshmi	-	-
23.	17AUHI23	S.Lourdhu Luciya Viniba	90	0
24.	17AUHI24	M.Manju	85	0
25.	17AUHI25	R.Maria Prasana	85	0
26.	17AUHI26	D.Maria Seeli	90	О

27.	17AUHI27	R.Mariya Rabecca	90	О
28.	17AUHI28	A.Mariya Roja	-	-
29.	17AUHI29	M.Mariya Shalini	90	О
30.	17AUHI30	P.Mary Anto Vinnarasy	90	О
31.	17AUHI31	D.Morgia	90	О
32.	17AUHI32	M.Murugeswari	85	О
33.	17AUHI33	R.Muthulakshmi	95	О
34.	17AUHI34	K,Muthu Selvi	90	О
35.	17AUHI35	S.Nandhini	75	О
36.	17AUHI36	Y.Navisha	85	О
37.	17AUHI37	A.Nazruthin Begam	90	О
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39.	17AUHI39	S.Parameswari	75	A
40.	17AUHI40	A.Petchiammal	85	О
41.	17AUHI41	D.Puppy Kani	90	О
43.	17AUHI43	M.Saraswathy	85	О
44.	17AUHI44	R.Selva Lakshmi	85	О
46.	17AUHI46	C.Shalini Theres	85	О
47.	17AUHI47	B.Sinthuja	85	О
48.	17AUHI48	R.Sona	85	О
51.	17AUHI51	S.Thanga Rajammal	85	О
52.	17AUHI52	P.Thiyoditta Fernando	90	О
53.	17AUHI53	C.Thusnevis Infanta	90	О
54.	17AUHI54	K.Uma Maheswari	95	О
55.	17AUHI55	M.Vaisnavi	85	О
56.	17AUHI56	L.Veera Lakshmi	95	О
57.	17AUHI57	K.Viyagula Vinsa	95	О
58	17AUHI58	Yagova Nissi S.	80	О

Staff Incharge : Dr.T.Jayanthi

# St. Mary's College (Autonomous) Thoothukudi Department of History

# Certificate Course for II UG Report Effective Communication 2018 – 2019

A certificate course on effective communication is offered to the second year under graduates from 2018-2019. The course provides communication skills, speech, writing curriculum vitae and attending interview etc. the students are given training on communication and group discussion etc. 58 students enrolled the course and completed it successfully.

.

## Certificate



#### St. Mary's College (Autonomous) -Thoothukudi

(Re-accredited with A Grade by NAAC)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

This is to certify that Ms. S.Amala Roshini - 17AUHI03

II B.A History

has successfully completed the Certificate Course on

Effective Communication conducted during the academic year 2018-2019 with A Grade.

I Tosk

Instructor

Lucia Rosa

Principal



## ST.MARY'S COLLEGE (AUTONOMOUS)

Re-accredited with A Grade by NAAC (3rd Cycle)

Thoothukudi, Tamilnadu , India



# PG AND RESEARCH DEPARTMENT OF ENGLISH

Course Code 18CAEN51 Offers

**Duration 60 Hours** 

A certificate course on

English for Professional Competence

for the academic year

2018 - 2019

III BA ENGLISH LITERATURE





# Certificate Course on English for Professional Competence

Course Code: 18UCPC51

#### Aim:

To enhance the learners' understanding of Professional Communication skills.

### Objectives:

- To heighten the standards of the speaking and the writing skills of the students by focusing on the correct usage of English Grammar.
  - To help the students achieve mastery In the art of communication for different situations in day to day life.

Course Module

Unit I

Words often confused and misused Oneword substitutes

Unit II

Preparation of Agenda, Minutes
Preparing Resume, job application letter

Unit III Blurb Writing Drafting e-ma

Unit IV
Welcome Speech
Vote of thanks

UnitV

Creative Writing: short story, verse writing

Certificate Course on Professional Competence has occupied a significant place from over the last few decades. So the candidate pursuing the course can be benefited In these following ways:

## Learning Outcomes:

Upon the completion of the course, the students will be able to:

- achieve strong Listening, speaking, reading and writing skills.
- develop a natural and accurate diction of English pronunciation.
- improve vocabulary and articulate their ideas and experiences freely.
- socialise confidently In English.
- provide ample career options In their future.

# Training Methodology:

- Comprehension practice sessions
- Role Plays
- Reading and Writing Exercises
- -Communicative Language Teaching
- ICT for Communication Competence

### Take Away of the Course:

- Students get employed in different fields as becoming Spoken English trainers, teachers, editors or executives in public relations.
- Soft Copy of the materials used in the course will be shared with the students In PDF Format.
- Work sheets & Personal Evaluation Sheets used In the training are given to the students.

#### III B. A. English Literature

**Certificate Course** 

Course Title: English for Professional Competence

Course Year: 2018-19

Name of the Instructor: Ms. S.U Meena Ambikaa

Syllabus 2018 - 2019

#### Unit I - PERSONALITY DEVELOPMENT

A) Body language

Posture - Facial expression - Gestures - Eye contact

B) Voice

Pitch - Pause - Pace - Projection

C) Overcoming difficulties during English communication

Slow down your speaking sound - Talk to yourself - Think in English Read out loud - Sing along - Listen to answer right

#### Unit II - GRAMMAR

Nouns – Preposition – Adjectives – Conjunctions - Idioms and Phrases – Phrasal verbs

Noun games - Synonym game - Verb games

#### **Unit III - SPEECH TECHNIQUES**

#### Pronunciation techniques

Tongue twisters – Articulation – Projection - Lip & Tongue Stressing of key words – Syllables

#### Unit IV- INTERVIEW SKILLS

#### **Acquiring Interview skills**

Tips to prepare for an interview Mock interview

# Listening skills

Topic discussion - Conversation practice Developing a story

# Unit V - ENGLISH GAMES

Fun with puns - Fun with sounds

Rearranging words

Right usage of words

Word within word

Homophones

Reversing words

Similies - Oxymoron - Personification

# Unit VI - INTERESTING ENGLISH

Proverbs

Colours and Animals in English

Rhyming verbs

Acronyms

Anacdotes

Textures

Word pair

Partitive expressions

Spelling rule

Majuscles & Minuscles

# Lipogram& Pangram

Pleonasm

Homonyms

Personality traits (positive & negative)

#### **Course Schedule**

Course Title: English for Professional Competence

Course Year: 2018-19

Name of the Instructor: Ms. S.U Meena Ambikaa

. No	Date	Time
1	9-7-2018	2.00-4.00p.m
2	12-7-2018	2.00-4.00p.m
3	16-7-2018	2.00-4.00 p.m
4	20-7-2018	2.00-4.00 p.m
5	9-8-2018	2.00-4.00 p.m
6	13-8-2018	2.00-4.00 p.m
7	16-8-2018	2.00-4.00 p.m
8	20-8-2018	2.00-4.00 p.m
9	23-8-2018	2.00-4.00 p.m
10	27-8-2018	2.00-4.00 p.m
11	30-8-2018	2.00-4.00 p.m
12	17-9-2018	2.00-4.00 p.m
13	3-10-2018	2.00-4.00 p.m
14	4-10-2018	2.00-4.00 p.m
15	5-10-2019	2.00-4.00 p.m
16	6-12-2018	2.00-4.00 p.m
17	10-12-2018	2.00-4.00 p.m
18	13-12-2018	2.00-4.00 p.m
19	17-12-2018	2.00-4.00 p.m
20	20-12-2018	2.00-4.00 p.m
21	21-12-2018	2.00-4.00 p.m
22	23-1-2019	2.00-4.00 p.m
23	31-1-2019	2.00-4.00 p.m
24	4-2-2019	2.00-4.00 p.m
25	11-2-2019	2.00-4.00 p.m
26	11-3-2019	2.00-4.00 p.m
27	25-3-2019	2.00-4.00 p.m
28	26-3-2019	2.00-4.00 p.m
29	27-3-2019	2.00~4.00 p.m
30	28-3-2019	2.00-4.00 p.m

FILL DIEL ENGLOSI No. Name of Pupils 1. Abisha Menesa M 97/ 30 30 XXXXXXXXXX 2. Angel. x 100/ 3. Anni Selva Iniba E 17/29 \* X X X X X X X X 4. Antony Rexline A 93 39 \* \* \* \* \* \* \* \* \* \* Belbetta u 90% \* Q X X X X X X 9. Carmel . J. D. 1007 10. Despika. R 807 axaxxx 11. Denisha. A 20 831 12. Devadbarshini Benitta J 21 971 x x x x x x x x x 13. Flaine Rayon E 23 471 x x p a x a a x 14. Esther Mancy S. 26 93 x x x x x x x x 16. Glory Ruth 5 29 97 17. Growsalya S 30 150/
18. Growsalya M.N. 27 90/ 150/ x X 19. Infant Sheeba J 3 97 x 20. Jameera Begum J 28 93 x 21. Sx. Jarry Rani A 28 93 22. Jebita Packiayathi J. k. 2480 Loona Johnsty. S Leonay. K 26. **27** axxxxxxx Lordona. N 28 29. Lovely Shilpa. J X 30... Mageshworie M. Sr. Moory Nisharthie L 31. 32. Mooy Vanthana. R 33. Mossia Fathima M. 34. Mukila Madhana Sirdhu. U 35. 36. Novshika. R Pactionilli Dinoli Annal J. Peloni P 38.... Persis Mahima. DR. 39. Ramya. R.Gt. 40. 41. Ramya. S. Rasheba. 42. Rathisha. 43. Remilda. 44

Warne of the Sort ructos: Ms. S.U. Meana Ambikaa Helen O'\_ Grady Edu Drama ST. MARY'S COLLEGE S. Name of Pupils No. 45 Roffine X 631 46 Rokany R x x x x x a x a x a 17. Sangeetha c 901 827 xxxxxxxx 48. Sarranika R. 931 49. Southa Lakshmi. N 80% XXXXXXXX xxaaxxxx 50. Selestin Damia Anika 5 27/ 26 xaxxxxxx 51. Selva Shunmuga Jothi Sini XXXXXXXX 52. shahini J 31 axxxxx 53 Shummuga Priyadharshinist 211 xxaxxxa 55 Silvia A 871 XXXXX 56 Siva Sankoni 8 100/ 5t. Soriup G 971. 58. Stany c bo. Suneasha. 61. swetha Hebritahis 101 62. Anto Sabini Queen M 57/ xxxxxxxx 63 Infant Hasina A x x x x x x x64. Sahaya Rishika. R. 93 XXQXXXXXXX Staff in charge: Dr. F. Mary Priga (DA. F. MARY PRIM)

#### **Grade Sheet**

Course Title: English for Professional Competence

Course Year: 2018-19

Name of the Instructor: Ms. S.U Meena Ambikaa

S.NO	REG.NO	NAME OF THE STUDENT	PERCENTAGE OF ATTENDANCE	GRADE
1	16AUEN01	AbishaMenesa .M	97	C
2	16AUEN04	Angel.x	100	
3	16AUEN05	AnniSelvaIniba .E	97	A .
4	16AUEN06	Antony Rexlin e. A	93	A
5	16AUEN07	Antony Ammal . X		В
6	16AUEN08	AshwiniMachdo, A	80	В
7	16AUEN09	Bala Yoga Meena. B	90	В
8	16AUEN10	Belbetta, U	87	A
9	16AUEN11	Carmel J.D	90	В
10	16AUEN14		100	A
11	I Washengs or server with the	Deepika . R	80	В
2320	16AUEN15	Denisha .A	83	В
12	16AUEN16	DevaDharshiniBenitta .J	97	C
13	16AUEN17	Elaine Rayen.E	77	A
14	16AUEN18	Esther Mancy.S	93	В
15	16AUEN19	FathimaRani.K	93	В
16	16AUEN20	Glory Ruth. S	97	В
17	16AUEN21	Gowsalya.S	100	A
18	16AUEN22	Gowsalya.M.N	90	В
19	16AUEN23	Infant Sheeba.J	97	A
20	16AUEN24	JameeraBegum J	93	c
21	16AUEN25	Sr.JancyRani.A	93	В
22	16AUEN26	JebitaPackiavathi. J.K.	80	A

23	16AUEN27	Jebina Raja pushapam.A	90	В
24	16AUEN28	Jefrina.V	83	В
25	16AUEN29	Juliet silvia.A	97	A
26	16AUEN30	LeemaJebasty. S	90	В
27	16AUEN31	Leoncy . K	87	A
28	16AUEN32	Lordena. N	93	C
29	16AUEN33	Lovely Shilpa . J	97	В
30	16AUEN34	Lydia . M	93	В
31	16AUEN35	Mageshwari. M	87	C
32	16AUEN36	Mary Nishanthi. L	97	В
33	16AUEN37	Mary vanthana. R	97	C
34	16AUEN38	MeeraFathima. M	87	В
35	16AUEN39	MukilaMadhanasindhu, U	87	C
36	16AUEN40	Noushika . R	80	В
37	16AUEN41	PackiaSeeliDinoliAnnal. J	87	C
38	16AUEN42	Peloni . P	87	C
39	16AUEN43	PersisMahima . D.R	97	A
40	16AUEN44	Ramya .R.G	93	A
41	16AUEN45	Ramya. S	100	C
42	16AUEN46	Rashiba. C	90	В
43	16AUEN47		100	C
44	16AUEN48		97	C
45	16AUEN49		83	В
46	16AUEN50		90	В
47	16AUEN51		83	В
48			93	В
49			80	В
50			87	В
51	16AUEN55		100	В
52	16AUEN56	Shahini . J	73	В

53	16AUEN57	ShanmugaPriyaDharshini . N	80	В
54	16AUEN58	Sheeba . A	90	C
55	16AUEN59	Silvia. A	87	В
56	16AUEN60	Shiva Sankari.B	100	С
57	16AUEN61	Soniya. G	97	C
58	16AUEN62	Stany. C	97	В
59	16AUEN63	Stebhin Ray. A	97	C
50	16AUEN64	Suneasha .S	97	A
61	16AUEN66	SwethaHebzibah . S	90	В
62	16AUEN68	Antosobini Queen .M	87	C
63	16AUEN69	Infant Hasina . A	90	C
64	16AUEN70	SahayaRishika. R	93	В

#### Report of Career Oriented Programme 2018- 2019

#### **English for Professional Competence**

The Department of English with an objective to create more employable opportunities, organized a Career Oriented Programme on English for Professional Competence from 9-7-2018 to 28-3-2019 for the III year B.A. English Literature students. Ms. S. U Meena Ambikaa Principal, Helen O Grady Edu Drama Academy, Thoothukudi was the Instructor. The programme was offered as a certificate course and was held after the regular college hours from 2 p.m to 4 p.m. The students actively participated in the group discussion on current social issues and attended mock interview at the end of the programme. They also wrote an exam on English proficiency. They were judged on the basis of their performance in exam and were issued certificates with Grade levels. 64 students benefitted out of this programme.





# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A+' Grade by NAAC) P.G. and Research Department of English

#### **CERTIFICATE**

This is to certify that

Ms. M. Abisha Menesa – 16AUEN01 III B. A English

Has successfully completed the Certificate Course on

ENGLSH FOR PROFESSIONAL COMPETENCE from 09.07.2018 to 28.03.2019 for 60 Hrs with 'C' Grade.

S. M. Hema Andika

**Instructor** 

Luci Rom

**Principal** 



# ST.MARY'S COLLEGE (AUTONOMOUS)

Re-accredited with A Grade by NAAC (3rd Cycle)

Thoothukudi, Tamilnadu , India



# PG AND RESEARCH DEPARTMENT OF ENGLISH

# **Offers**

A certificate course on

# English Language Teaching

for the academic year

Course Code 18CAEN31 2018 - 2019

**Duration** 60 Hrs

# II BA ENGLISH LITERATURE





#### Aim:

The aim of learning
English Language Teaching (ELT)
is to develop the necessary skills
and competencies to effectively teach
English as a second or foreign language.
It focuses on enhancing students' language proficiency,
communication skills,
and teaching methodologies.

#### Objectives:

To develop proficiency in English language skills, including listening, speaking, reading, and writing. To integrate technology and multimedia into English teaching.

To promote cross-cultural understanding and communication through language teaching.

To engage in continuous professional development to enhance teaching skills and knowledge.

#### Syllabus (2018-19)

Unit I
Importance of teaching English
as a Second Language
English as a global language English in India: An Overview Conditions under which English is
taught and learnt today

Unit II

Language Pedagogy and
the teaching of English
What is language? Speech and Writing - Mother tongue teaching/
learning - Foreign Language teaching
- Second Language Teaching Psychology and language teaching

#### Unit III

Classroom Applications
Spoken English and the teaching Of Spoken English
- The four skills - Teaching Spoken English:
Some techniques - More interactive activities

#### Unit IV

Instructional Aids and Study Aids - Planning and Lesson-planning

#### Unit V

Visit to Schools - Teaching practice

### Learning outcomes of English Language Teaching (ELT) typically include:

- 1. Language Proficiency
- 2. Grammar and Vocabulary
- 3. Critical Thinking
- 4. Interpersonal Skills
- 5. Digital Literacy



#### Training methods:

Communicative Language Teaching
Task-Based Learning
Audio-Lingual Method
Direct Method
Grammar-Translation Method
Content-Based Instruction
Technology-Enhanced Learning
Flipped Classroom

#### Take away of the course:

Improved Language Skills: Enhanced proficiency in speaking, listening, reading, and writing in English.

#### Teaching Strategies:

Knowledge of various teaching methods and techniques for effectively teaching English to speakers of other languages.

# Classroom Management:

Skills for managing a classroom, engaging students, and creating a positive learning environment.

Professional Development:
Resources and strategies for
continuing professional development
in the field of English Language Teaching.



#### Adaptability:

Ability to adapt teaching methods and materials to suit the needs and learning styles of different students.

#### Networking:

Opportunities to connect with other English language teachers and professionals in the field.

### St. Mary's College (Autonomous), Thoothukudi

#### PG & Research Department of English

### Certificate Course in English Language Teaching

#### II B.A. English Literature

Syllabus (2018-19)

#### Unit I

### Importance of teaching English as a Second Language

English as a global language - English in India: An Overview - Conditions under which English is taught and learnt today

#### Unit II

## Language Pedagogy and the teaching of English

What is language? - Speech and Writing - Mother tongue teaching/learning - Foreign Language teaching - Second Language Teaching - Psychology and language teaching

#### Unit III

## Classroom Applications

Spoken English and the teaching Of Spoken English - The four skills - Teaching Spoken English: Some techniques - More interactive activities

#### Unit IV

Instructional Aids and Study Aids - Planning and Lesson-planning

#### Unit V

2 .

Visit to Schools - Teaching practice

#### Reference

Krishnaswamy N., Lalitha Krishnaswamy. Teaching English: Approaches, Methods and Techniques. India: Laxmi Publications Pvt. Ltd., 2016. Print.

# Certificate Course II B.A. English Literature

# Course Schedule

Course Title: English Language Teaching

Year : 2018-2019

Instructor : Ms. B. Shahaya Sheeba

S. No.	р
1	Date
2	10.07.2018
3	11.07.2018
4	17.07.2018
5	18.07.2018
6	07.08.2018
7	14.08.2018
8	21.08.2018
9	29.08.2018
	18.09.2018
10	19.09.2018
11	25.09.2018
12	26.09.2018
13	03.10.2018
14	23.10.2018
15	24.10.2018
16	05.12.2018
17	11.12.2018
18	12.12.2018
19	18.12.2018
20	19.12.2018
21	22.01.2019
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24	30.01.2019
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34	Malavika A	X	1 0	X	(3.55)			X		X		a X	1.	×	×	*	X	
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#### Certificate Course

#### II B.A. English Literature

#### **Grade Sheet**

Course Title: English Language Teaching

Year

: 2018-2019

Instructor : Ms. B. Shahaya Sheeba

S. No.	Names	G	rade
	Abinaya Jubilee. S	A	
2	Abiniya. S	A	
3	Afraa. A	A	
4	Amala Vigneshwari. S	A	
5	Anglein Sheeba. J	A	
6	Annie Sherlin Mel. R	В	
7	Antony Paraloga Bency. A		В
8	Ashibaa. O		A
9	Bharatha Selvi. R		A
10	Catherine Luckmisha. L		A
11	Christy Akalya. A		A
12	Cigorniya. M		A
13	Dasnevis Macklin.P		Α
	Delphi Thanga Rathna. T		A
14	Denila. A		A
15			
16	Disney. J A		A
17	Durga Devi. V		Α
18		Esakiyammal.A	
19	Febya P. Rayen		B
20	Francy Wishny. G		
21	Harini. A		A
22	Ida. S		A

23	Iswariya Lakshmi. S	۸
24	Jane Sherlin. P	Λ
25	Jeensha. R	В
26	Jefina. R	Α
27	Jelsi. J	Λ
28	Jero. J	٨
29	Kanjana. S	Λ
30	Kausalya. K	Α
31	Kitheri Roshiba. R	Α
32	Lourdu Nishana. L	Α
33	Luckno. P	Α
34	Malavika. A	A
35	Maria Annammal Preethika. T	Α
36	Maria Antony Paulin Wincia. S	A
37	Maria Benitta Delshilya. R	В
38	Maria Ginolin. A	A
39	Michael Shania. K	A
40	Muthumari @ Sona. B	A
41	Nasrin Salema. M	A
42	Nisha Penovine. J	A
43	Pavithra. S	A
44	Pon Sheeba. A	В
45	Prathiba Mercy. M	A
46	Qunista. A	A
47	Rachel. R	A
48	Rebina. R	A
49	Rioncy. M	A
50	Rishwana Thaslin. S	A
51	Rubika. A	A
52	Sahaya Abila. S	A

53	Sandra. B	
54	Santha Vincent Kerin, K	٨
55	Saranya, K	٨
56	Sharmila, A	٨
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62	Subha. T	В
63	Surekha, J	Α
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# Report of the Certificate Course 2018-2019

#### **English Language Teaching – II BA English Literature**

To learn the theory and methods of teaching English in virtual classroom and enhance the professionalism of students, the certificate course, English Language Teaching (ELT) was offered by the Department of English from 10.07.2018 to 13.03.2019 to the II B.A. English Literature students. Ms. B. Shahaya Sheeba was the instructor and the course was held after the regular college hours from 2.00 p.m. to 4.00 p.m. The students were made to appear for an oral/written test at the end of the programme and were issued certificates with grade levels according to their percentage of attendance and performance. 69 students benefitted out of this programme. The students of II B.A English were taken to Bala Akshya Nursery and Primary School, Dhamodhar Nagar, Thoothukudi for two days to teach English as part of teaching practice for the IV and V standard students. 69 students benefitted out of this programme.

**Head of the Department** 

Joy Winkein





# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A+' Grade by NAAC) P.G. and Research Department of English



#### **CERTIFICATE**

This is to certify that

Ms. S. Abinaya Jubilee - 18AUEN01

II B. A English

has successfully completed the Certificate Course on ENGLISH LANGUAGE TEACHING from 10.07.2018 to 13.03.2019 for 60 Hrs with A Grade.

Instructor

**Principal** 



#### PG AND RESEARCH DEPARTMENT OF COMMERCE

### ST. MARY'S COLLEGE (AUTONOMOUS)





2018-2019

# CAREER ORIENTED COURSE ON Entrepreneurship

Duration: 60 hours Days: 30

Session: 2p.m.-4p.m. Mode: Offline

**Teaching Methodology: Hands on Training**Course Code: 18CACO51

Course Instructor: Mr. Meenakshi Sundaram

# ST.MARY'S COLLEGE (AUTONOMOUS),THOOTHUKUDI (Re-accredited with 'A' grade by NAAC) PG & RESEARCH DEPARTMENT OF COMMERCE CAREER ORIENTED COURSE ON ENTREPRENEURSHIP –III B.Com 2018-2019

Duration: 60 hours Course Code: 18CACO51

#### Aim

- 1. To understand the concept of entrepreneurship
- 2. To help the students to start a business

#### **Objectives**

	Learning Objectives		
1	To provide conceptual exposure to students on converting idea to a successful		
	entrepreneurial firm		
2	To understand the scope of Entrepreneurship and the key areas of development		
3	To make students understand the financial assistance by the institutions, methods and tax		
	Benefits		
4	To help students to identify significant changes and trends which create business  Opportunities		
5	To enable students to explore new vistas of entrepreneurship in 21 <sup>st</sup> century environment		
	to generate innovative business ideas		

#### **Course Outcome**

CO. No	Upon completion of this course, students will be able to	Knowledge Level
1	recall the basic concepts of entrepreneurship and to familiarize the professional behaviour of an entrepreneur	K 1
2	review the knowledge about business and project reports for starting a new ventures	K 2
3	apply the principles of management in business activities and develop leadership skills to build a small scale industry	К 3
4	analyse the problems and opportunities, creative problem solving, developing a viable business model and entrepreneurial supporting system	K 4
5	assess the basics entrepreneurial skills and competencies to support business enterprise	K 5

#### UNIT I: Entrepreneurship and Entrepreneurs

Entrepreneurship- Concepts, Functions, Need and Importance; Types of Entrepreneurs; Competencies and Characteristics

#### UNIT II: Entrepreneurial Journey

Self-Assessment of Skills, Resources and Dreams - Generation of Ideas - Innovations and Entrepreneurial Ventures - Feasibility Study - Risk taking- Barriers to Entrepreneurship - The role of technology in creating new forms of firms, organizations, etc. - Challenges faced by women in Entrepreneurship

#### UNIT III: The Business Plan

How to write a Business Plan/Project Report -Essential elements of a good business plan -Business Plan Preparation - Execution of Business Plan -

#### Unit IV: Concept of Market

Types of Business: Manufacturing, Trading and Services - Market-Traditional and Ecommerce-Concept and Role- Market Forces: Sellers, consumers and competitors Market Survey: Concept, Importance and Process

#### UNIT V: Resource Mobilization

Leadership and HR Management in an Entrepreneurial Business - Personality Development - Understanding effective communication - The importance of Organization and Team structures - Support structure for promoting entrepreneurship (various government agencies and schemes)

Project Work and Presentations (Any Two)

1) Visit and report of ANY ONE OF THE FOLLOWING GOVERNMENT AGENCIES:

> DIC -

District Industries Centre

> TIIC-

Tamil nadu Industrial Investment Corporation

> SIPCOT-

State Industries Promotion Corporation of Tami: Nadu

> TIDCO-

Famil nadu industrial Development Corporation Ltd.

> ELCOT-

Electronic Corporation of Tamil nadu Ltd.

> ITCOT-

Industrial and Technical Consultancy Organization of Tamil nadu

> NSIC-

National Small Industries Corporation

> EDI -

Entrepreneurship Development Institute

> MSME -

Micro, Small and Medium Enterprises

- 2) Case Study
- 3) Field Visit
- 4) Learn to earn

## Books for Reference

- Brandt, Steven C., The 10 Commandments for Building a Growth Company. Third Edition, Macmillan Business Books, Delhi, 1977
- Dollinger M.J., 'Entrepreneurship strategies and Resources', 3 edition, Pearson Education, New Delhi 2006.
- Taneja, Gupta, Entrepreneur Development New Venture Creation,: 2nded. Galgotia Publishing Company
- Panda, Shiba Charan, Entrepreneurship Development, New Delhi, Anmol Publications.
- Verma, J.C.., and Gurpal Singh, Small Business and Industry-A Handbook for Entrepreneurs, Sage, New Delhi, 2002

### ST.MARY'S COLLEGE(AUTUNOMOUS)THOOTHUKUDI

### (Re-accredited with 'A' grade by NAAC)

#### **Department of Commerce**

#### III B.com

# Schedule for Career-Oriented Programme for the year 2018-2019

#### **Entrepreneurship**

S.No	Date	Day	S.No	Date	Day
1	09-07-18	Monday	16	27-09-18	Thursday
2	12-07-18	Thursday	17	01-10-18	Monday
3	16-07-18	Monday	18	04-10-18	Thursday
4	19-07-18	Thursday	19	22-10-18	Monday
5	23-07-18	Monday	20	25-10-18	Thursday
6	09-08-18	Thursday	21	29-10-18	Monday
7	13-08-18	Monday	22	29-11-18	Thursday
8	16-08-18	Thursday	23	03-12-18	Monday
9	20-08-18	Monday	24	06-12-18	Thursday
10	23-08-18	Thursday	25	10-12-18	Monday
11	27-08-18	Monday	26	<b>13-1</b> 2-18	Thursday
12	30-08-18	Thursday	2.7	17-12-18	Monday
13	10-09-18	Monday	28	20-12-18	Thursday
14	17-09-18	Monday	29	03-01-19	Thursday
15	24-09-18		30	A 21-09-19	Monday

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ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' grade by NAAC)

PG & RESEARCH DEPARTMENT OF COMMERCE

CAREER ORIENTED COURSE ON ENTREPRENEURSHIP -III B.Com

2018-2019

**Duration: 60 hours** 

**Course Code: 18CACO51** 

REPORT ON CAREER ORIENTED COURSE ON ENTREPRENEURSHIP

Entrepreneurship drives economic growth, creates jobs, and fosters innovation, offering new

products and services that meet society's evolving needs. Entrepreneurs contribute to wealth

creation, boost local communities, and encourage competition, enhancing productivity and

efficiency. They also promote self-sufficiency, inspire change, and often work toward solving

real-world problems. Career oriented course was conducted for III year UG students. 68 Students

were enrolled and 67 students benefited under the course. Mr.Meenakshi Sundaranam was the

course instructor. The course was conducted for 60 hours from 09th July 2018 to 21st Jan 2019.

Exams was conducted and grades were assigned based on the performance with minimum 70%

of attendance



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# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

#### CERTIFICATE

This is to certify that

Ms.X.Antony Francis Infanta – 16AUCO01

III B.COM

has successfully completed the Certificate Course on

**ENTREPRENEURSHIP** conducted during the academic year 2018 - 2019 with O Grade.

(1) Elevan

Instructor

Lucia Rose

Principal



#### St. Mary's College, (Autonomous)

Re - accredited with A grade by NAAC ( 3<sup>rd</sup> Cycle)

Thoothukudi, TamilNadu

### Department of Business Administration

# Offers Fairy Craft

COURSE CODE: 18CSBA31 DURATION: 60 hours

Soft Skills TrainingBrochure

#### **Learning Outcome**

Upon the completion of the course, the students will be able to

1.	Articulate self-motivation to set and achieve goals
2.	Distinguish themselves to be appealing in the professional work climate.
3.	Apply practical tools & techniques to effectively manage time and completion of tasks.

### 3.1. Learning Approach- "Tell me and I forget, teach me and I may remember, involve me and Ilearn"

- Facilitator led presentations
- Syndicate/ groupwork
- Individual action plans

#### 3.2. Take away of the Course

- ✓ Decoration items.
- ✓ Worksheets & personal evaluation sheets used in the training are given to the students.

#### 3.3. Infrastructural Support

- ✓ A classroom with projector and white screen.
- ✓ Whiteboard, markers and dusters.
- ✓ Stationary as needed for the individual workshop, as per the plan shared by the trainer.
- ✓ Audio system need to be in place (as video clips will be played during thesession)

#### Thank you!

#### **Training Module**

Course code: 18CSBA31

Duration: 2 hours / week

Total: 60 Hours

#### Unit I

Textile craft

- ⇒ Stencil printing (churidar or sarees)
- ⇒ Smocking patterns (baby frocks or pillows)
- ⇒ Blouse designs (cut work, mirror work, stone work, applique)

#### **Unit II**

#### Paper craft

- ⇒ Newspaper vase (or) flower vase
- ⇒ Greeting cards
- ⇒ Scrap book
- ⇒ Origami (flower making)

#### **Unit III**

#### Decorative craft

- ⇒ Pot painting & decoration
- ⇒ Wall hanging (or)
- ⇒ Bottle art
- $\Rightarrow$  3d flower frame, photo frame

#### **Unit IV**

#### Fashion craft

- ⇒ Hair dressing
- ⇒ Makeup (basic)
- ⇒ Nail art

#### Unit V

#### Functional craft

- ⇒ Dress outfits
- ⇒ Jewellery making

#### St. Mary's College (Autonomous), Thoothukudi

#### **Department of Business Administration (SSC)**

#### Schedule for Certificate Course(II)

#### Academic Year 2018- 2019

	7.00.00.011110	1041 2020 2025						
S.No	Date	Day	Time					
1	4.07.2018	Wednesday	2pm-4pm(2 hours)					
2	10.07.2018	Tuesday	2pm-4pm (2 hours)					
3	11.07.2018	Wednesday	2pm-4pm (2 hours)					
4	17.07.2018	Tuesday	2pm-4pm (2 hours)					
5	18.07.2018	Wednesday	2pm-4pm (2 hours)					
6	07.08.2018	Tuesday	2pm-4pm (2 hours)					
7	16.08.2018	Wednesday	2pm-4pm (2 hours)					
8	21.08.2018	Tuesday	2pm-4pm (2 hours)					
9	29.08.2018	Wednesday	2pm-4pm (2 hours)					
10	11.09.2018	Tuesday	2pm-4pm (2 hours)					
11	12.09.2018	Wednesday	2pm-4pm (2 hours)					
12	18.09.2018	Tuesday	2pm-4pm (2 hours)					
13	19.09.2018	Wednesday	2pm-4pm (2 hours)					
14	25.09.2018	Tuesday	2pm-4pm (2 hours)					
15	04.12.2018	Tuesday	2pm-4pm (2 hours)					
16	05.12.2018	Wednesday	2pm-4pm (2 hours)					
17	11.12.2018	Tuesday	2pm-4pm (2 hours)					

18	18.12.2018	Tuesday	2pm-4pm (2 hours)
19	19.12.2018	Wednesday	2pm-4pm (2 hours)
20	22.01.2019	Tuesday	2pm-4pm (2 hours)
21	23.01.2019	Wednesday	2pm-4pm (2 hours)
22	30.01.2019	Wednesday	2pm-4pm (2 hours)
23	05.02.2019	Tuesday	2pm-4pm (2 hours)
24	06.02.2019	Wednesday	2pm-4pm (2 hours)
25	05.03.2019	Tuesday	2pm-4pm (2 hours)
26	06.03.2019	Wednesday	2pm-4pm (2 hours)
28	12.03.2019	Tuesday	2pm-4pm (2 hours)

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### St. Mary's College (Autonomous) Department of Business Administration Certificate Common (Fig. 1)

S. No.	D .	Certificate Course (Fairy Craft) - Results	
1	Proces 140"	Percentage of Attendance	Grade
2	17SUBA01	81%	A
3	17SUBA04	88%	A
4	17SUBA05	92%	A
5	17SUBA06	92%	A
6	17SUBA07	85%	A
7	17SUBA09	92%	A
8	17SUBA10	100%	A
9	17SUBA11	88%	A
10	17SUBA12	85%	A
11	17SUBA14	100%	A
12	17SUBA15	96%	A
13	17SUBA16	92%	A
14	17SUBA17	100%	A
15	17SUBA18	96%	A
16	17SUBA19	88%	В
17	17SUBA20	88%	A
	17SUBA21	85%	A
18	17SUBA22	88%	A
19	17SUBA23	100%	A
20	17SUBA24	96%	A
21	17SUBA25	100%	A
22	17SUBA26	98%	A
23	17SUBA28	92%	A
24	17SUBA29	85%	A
25	17SUBA30	96%	A
26	17SUBA31	92%	A
27	17SUBA32	85%	В
28	17SUBA34	92%	A
29	17SUBA35	92%	A
30	17SUBA36	92%	A
	17SUBA37	85%	A
32	17SUBA38	96%	A
	17SUBA39	92%	A
	17SUBA40	100%	A
	17SUBA41	100%	A
	17SUBA42	96%	A
	17SUBA43	92%	
	17SUBA44	92%	A
	17SUBA45	100%	A
	17SUBA46	92%	A
	17SUBA47	88%	A
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43	17SUBA49	78%	A
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St. Mary's College (Autonomous)
Thoothukudi - 623 001, Familinadu.

45	17SUBA51	85%	A
46	17SUBA53	81%	В
47	17SUBA54	85%	A
48	17SUBA55	100%	A
49	17SUBA56	92%	A
50	17SUBA57	81%	A
51	17SUBA58	92%	A
52	17SUBA60	88%	A
53	17SUBA61	92%	A
54	17SUBA62	88%	A
		Visual Communication	
1	17SUVC01	74%	A
2	17SUVC02	56%	C
3	17SUBA07	74%	A

The Head

Department of Business Administration
St.Mary's College (Autonomous)
Thoothukudi - 628 001, Tamilnadu

**REPORT** 

No. Of Enrolment: 54

No. of Beneficiaries: 54

Fairy Craft was offered as certificate course by the Department of Business Administration (SSC) from 04/07/2018 to 12/03/2019 to the II Year BBA students. Ms.Beatricis was the

instructor and the course was held through offline mode. The students were made to appear

for a practical test at the end of the programme and certificates were issued with Grade levels

according to the percentage of attendance.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A+' Grade by NAAC) CERTIFICATE

THIS IS TO CERTIFY THAT

ABISHA R. - 17SUBA01

II BBA

HAS SUCCESSFULLY COMPLETED THE

Certificate Course on FAIRY CRAFT conducted during the academic year 2018 - 2019 with A Grade.

S. Best

INSTRUCTOR

PRINCIPAL



# St. Mary's College (Autonomous) (Re-accredited with A Grade by NAAC) Thoothukudi, Tamil Nadu.

### Department of English (SSC)

offers

A Certificate Course in

Functional English

for the Academic Year

2018 - 2019

Course Code: 18CSEN31 Duration: 60 Hours

For II B.A. English (SSC) Students

#### St. Mary's College (Autonomous) Thoothukudi Department of English (SSC) Certificate Course on Functional English

#### Aim

To provide fundamental knowledge of LSRW skills and to enhance communication skills and English language competence

#### **Objective:**

- To develop LSRW Skills
- To provide basics of English Grammar
- To develop Conversational Language

#### **Course Outcome:**

Upon successful completion of this course, students will be able to:

- Identify basic sentence structures
- Construct simple English sentences of their own without grammatical errors
- Develop fluency in speaking English
- Practice conversation through engaging dialogues
- Listen carefully to others' view points and articulate their ideas

### St. Mary's College (Autonomous), Thoothukudi Department of English (SSC) Contificate Course on Experience English

#### **Certificate Course on Functional English**

Course Code: 18CSEN31

**Duration:** 60 Hours

#### **Syllabus**

#### **Unit 1 Vocabulary Skills**

Antonyms

Synonyms

Sentence Making

Prefix and Suffix

#### **Unit II An Introduction to Parts of Speech**

Noun

Pronoun

Verb

Adverb

Adjective

Prepositions

Conjunctions

Interjections

#### **Unit III Concord**

Subject-Verb Agreement

Using the right words

Usage of compound words

Articles

#### **Unit IV Conversational English**

Greeting

apologizing

making request

Dialogue writing

#### **Unit V Writing Skills**

Transformation of sentences

Letter writing formal and informal

Comprehension

#### **Reference:**

- 1. Malathi. Functional English. India: New Century Book House (P) Ltd., 2007. Print.
- 2. Joseph. K.V. A Texthook of English Grammar und Usage. India.
- 3. Wren & Martin. English Grammar and Composition.

#### St. Mary's College (Autonomous), Thoothukudi Department of English (SSC)

#### II B. A. English Literature

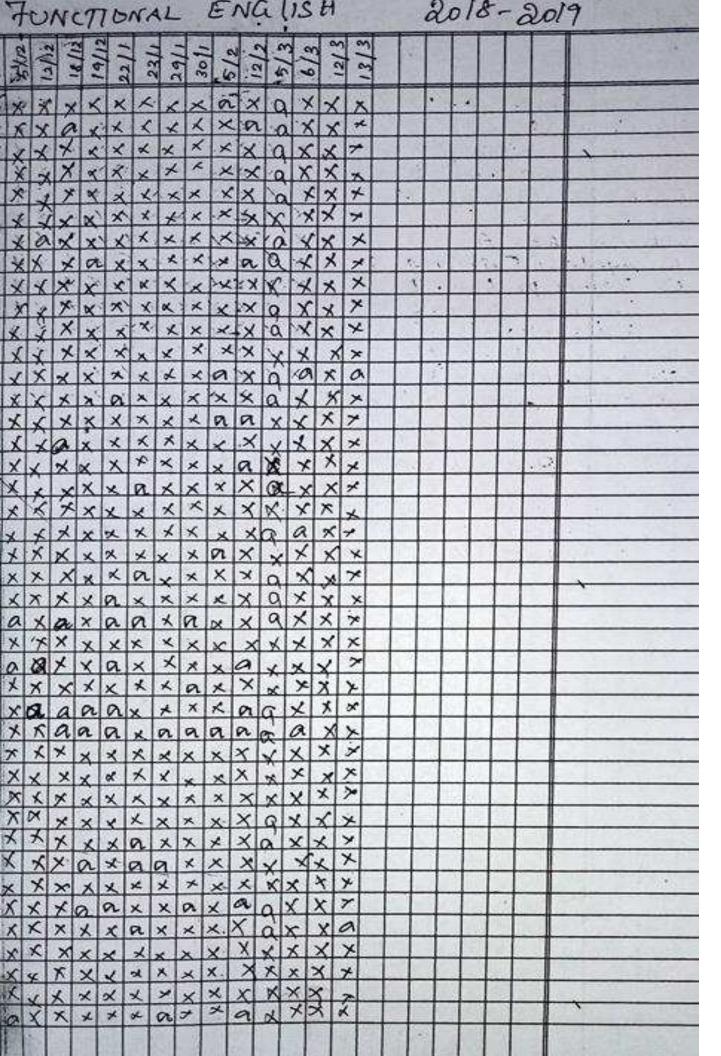
**Course Title:** Functional English **Course Instructor:** Ms. M. Thibursius **Department:** II B.A. English Literature

**Time:** 2.00 p.m – 4.00 p.m **Duration:** 60 Hours

#### **Course Schedule**

S. No.	Date	Duration
1	10.7.18	2 Hours
2	11.7.18	2 Hours
3	17.7.18	2 Hours
4	18.7.18	2 Hours
5	7.8.18	2 Hours
6	14.8.18	2 Hours
7	21.8.18	2 Hours
8	29.8.18	2 Hours
9	12.9.18	2 Hours
10	25.9.18	2 Hours
11	26.9.18	2 Hours
12	27.9.18	2 Hours
13	1.10.18	2 Hours
14	4.10.18	2 Hours
15	6.10.18	2 Hours
16	4.12.18	2 Hours
17	5.12.18	2 Hours
18	12.12.18	2 Hours
19	18.12.18	2 Hours
20	19.12.18	2 Hours
21	22.1.19	2 Hours
22	23.1.19	2 Hours
23	29.1.9	2 Hours
24	30.1.19	2 Hours
25	5.2.19	2 Hours
26	12.2.19	2 Hours
27	5.3.19	2 Hours
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Course Title: Functional English

Course Instructor: Ms. M. Thibursius

Department: II BA English Literature [2018-19]

S.NO	NAME	GRADE
Deliver Chillipses	AKILA S.	В
1.	ANCY JERIN S.	C
2.	ANIS S.	A
3.	ANIS S. ANIS HA BANU A.	C
4.	ANISHA BANUA.	В
5.	AUSMITHA SRINITHI CHRISTY	
	S.A. BALA VINAYAGA LAKSHMI S.	A
6.		С
7.	BHAVANI M.	В
8.	BRINTHA S.	A
9.	CABRIN C.	C
10.	CHRISTY M.	A
11.	DHANALAKSHMI K.	В
12.	DHIVYA SHEBA G.	В
13.	DURGA DEVI K.	C
14.	ESAKKI@SHUNMUGALAKSHMI P.	
15.	APPLIN MOUNICA A. T	A
16.	HYPZIBAH AKSAL FERNANDO H.	С
17.	JEEVANANCY A.	C
18.	JEMILA RANI M.	В
19.	JEYA SHREE P.	С
20.	JULIA HILDA SMILEY A.	A
21.	KALYANI R.	В
22.	KIRUBA SOUNDARIYA S.	A
23.	LEENA GRACE G.	В
24.	LERINA J.	C
25.	MANIMALA B.	A
26.	MANJU KEERTHANA A.	В
27.	MARTINACELSIYALEETHIYAL B.	С
28.	MARY RIBANCY M.	A
29.	MEENACHI R.	В
30.	MOHAMMED JASMINE HAJARA	A
5(07)	K.	
31.	NANCY CARMEL D.	C
32.	PAVITHRA S.	В
33.	PRADEEPA J.	A
34.	PRIYADHARSINI P.	C
35.	PRIYANKA E.	В
36.	RAMYA K.	C

37.	RAMYA N.	A
38.	RANJIONI WINSIYA D.	В
39.	RINITTA R.	A
40.	RUFINA BLESSY A.	C
41.	SAFANA J.	A
42.	SANOFER SAKINA BEEVI M.	В
43.	SELVA KARTHIKA S.	A
44.	SNEHA D.	С
45.	SUBA NANTHININ M.	A
46.	SUBBULAKSHIMI R.	В
47.	SUBHA JASMINE A.	C
48.	SUVEKA S.	В
49.	SWETHA A.	A
50.	SYEDALI FATHIMA S.	C
51.	TAMIL PRABHA I.	В
52.	THINESHAMARY L.	A
53.	VALAR MARIEESWARI C.	C
54.	VALARMATHI M.	В
55.	VEERA LAKSHMI K.	A
56.	MARIA SAHAYA DERIKA J.	В

#### St. Mary's College (Autonomous), Thoothukudi

#### Report for Functional English 2018-2019

#### II B.A. English

Functional English train the students to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness in a sophisticated manner. They should be able to listen, understand and respond to verbal communication in a range of familiar contexts. It helps the students to demonstrate a sound grasp of spelling, punctuation and grammar. Students should, with some direction and guidance, be able to apply these functional skills to informal and some formal contexts, in familiar situations.

The classes started from 10th July 2018 to 13th March 2019. Written exams and Viva-voce were conducted for the students successfully. The course was scheduled for 60 hours. There was a total of 56 participants

M. Thibursius Signature ob the Staff

Marie Salay Carile Signature of the HOD

St. Mary's College (Au. .

Thoothukudi - 628 001.



### ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A+' Grade by NAAC)

#### CERTIFICATE

This is to certify that

Ms. ANIS S. 17SUEN03

II B.A. English

has successfully completed the Certificate Course on FUNCTIONAL ENGLISH conducted during the academic year 2018 - 2019 with A Grade.

M. Thibursius

Instructor

Lucia Rom

Principal



#### ST. MARY'S COLLEGE (AUTONOMOUS)

(RE-ACCREDITED WITH 'A' GRADE BY NAAC (4<sup>th</sup> CYCLE) THOOTHUKUDI - 628 001, TAMILNADU, INDIA

### Department of Zoology

Offers

A Certificate Course on

Hospital Instrumentation &

Management

Course Code: 18CAZO31



For II UG students

2018 - 2019

#### **Aim**

To equip undergraduate students with foundational knowledge and skills in the field of hospital instrumentation and management, preparing them for roles in healthcare technology management and hospital administration.

### **Objective**

- 1.To introduce students to various types of hospital instrumentation and their applications in patient care.
- 2.To develop an understanding of the management processes within a hospital setting.
- 3.To enhance students' competency in handling and maintaining medical equipment.
- 4.To familiarize students with the principles of healthcare management and administration.

#### **Course Outcome**

Upon successful completion of the course, students will be able to:

- 1.Identify and describe the functions of various hospital instruments.
- 2.Demonstrate basic maintenance and troubleshooting techniques for medical equipment.
- 3.Understand and apply management principles within a hospital context.
- 4.Exhibit an understanding of the ethical and professional standards required in hospital management.

#### Department of Zoology Certificate Course 2018-2019

#### **Hospital Instrumentation & Management**

**Total hours: 60** 

#### **Hospital Equipments**

#### Unit I

Out patient room equipments - dressing equipments - Inpatient Room equipments - Injection room equipments - Bed making.

#### **Unit II**

Lab equipments: Definition - Blood grouping - blood sugar, HB.

ECG equipments: Definition - purpose of ECG.

X-ray equipments: Definition - types of X-ray - purposes

Scan: Definition - Ultra sound - CT-MRI.

ECO: Definition - purpose

#### **Unit III**

Laparoscope Definition - Operation theatre equipments - casualty equipments - Catha lab equipments - Immunization schedule.

#### **Unit IV: Hospital Management:**

Hospital – Definition - classification - Maintenance OP record-IP Record – MRD - Discharge summary - Billing -PRO.

#### **Unit V: Practicals:**

Internship in clinical laboratory - Laboratory assistance practice in a lab - Submission of a report on laboratory practice for valuation with a certificate enclosed by the director of the lab concerned - Hospital visit

## Certificate Course on Hospital Instrumentation & Management

### **Schedule**

DATE	DAY
04.07.2018	Wednesday
10.07.2018	Tuesday
11.07.2018	Wednesday
17.07.2018	Tuesday
18.07.2018	Wednesday
07.08.2018	Tuesday
14.08.2018	Tuesday
28.08.2018	Tuesday
29.08.2018	Wednesday
11.09.2018	Tuesday
18.09.2018	Tuesday
19.09.2018	Wednesday
25.09.2018	Tuesday
26.09.2018	Wednesday
03.10.2018	Wednesday

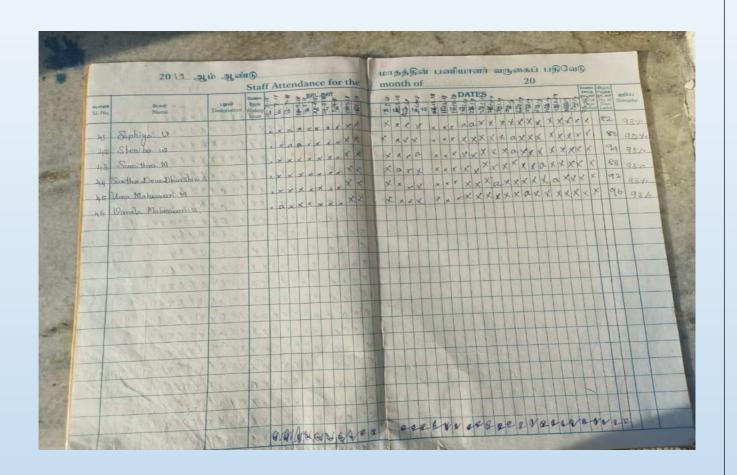
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23.10.2018	Tuesday
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04.12.2018	Tuesday
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12.12.2018	Wednesday
22.01.2019	Tuesday
23.01.2019	Wednesday
29.01.2019	Tuesday
30.01.2019	Wednesday
05.02.2019	Tuesday
12.02.2019	Tuesday
12.03.2019	Tuesday
22.03.2019	Friday

# Certificate Course Hospital Instrumentation and Management Attendance

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#### Certificate Course Hospital Instrumentation and Management



### ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

# Certificate Course II UG

Course Name: Hospital Instrumentation and Management

Year : : 2018 - 2019

Instructor: : Ms. Stephy

Course Incharge: S.R.T.Sherly Cross

S.No.	NAME	GRADE
1	AABITHA. H	A
2	AAMALA ANUSHIYA. J	0
3	ANANTHASELVI S	0
4	ANGEL RANI S	A
5	ANTONY ADLINE. S	О
6	ANUSHIYA. R	0
7	BENIBHA. B	0
8	DEENSHA. M	A
9	FATHIMA BUSHRA. D	A
10	IVANSILIN. S	О
11	JENORITA. S	0
12	JEYAPRIYA. A	O
13	KIRUTHIGA SHANKAR KUMAR	0
14	LAVANYA. A	О
15	MADHU. K	О
16	MAHESHWARI S	0
17	MALAR. J	0
18	MARIA ANTONY DOMINIKAL	A
19	MARIA THANGAM JASMINE. E	0
20	MITHRA. B	0
21	MUTHUMALAI SATHYA. P	О
22	MUTHU PRIYA. M	A

S.No.	NAME	GRADE
23	NANDHINI J	A
24	PANDEESWARI. K	A
25	PANDIMUTHUSELVI .S	O
26	PANDI PRIYA. T	A
27	PENSHIA. K	0
28	PRATHEBA. S	A
29	PUNITHA. S	О
30	RASHIYA BANU. J	A
31	SAHAYA ABINAYA. A	A
32	SANTHIYA. M	A
33	SESILI PRIYA. A	О
34	SHAMLY. C	A
35	SHANTHI. J	A
36	SHERINE. S	A
37	SHIBANI. S	О
38	SNOWS GOLDY SHILBA. K	О
39	SOPHIYA. V	A
40	STENIBA. W	A
41	SUMITHRA. M	О
42	SWETHA DEVA DARSHINI. S	О
43	UMAMAHESWARI. M	О
44	VIMALA MAHESHWARI. S	О

### **Results of the Course**

The Certificate Course in Hospital Instrumentation & Management(18CAZO31) provided II UG students with essential knowledge of hospital instruments, their maintenance, and fundamental healthcare management principles. The course was conducted between 04.07.2018 and 22.03.2019. Through lectures, practical sessions, and case studies, students gained hands-on experience and practical insights into hospital operations. Feedback was positive, highlighting the course's relevance and practicality. 46 students enrolled in the course and 44 students completed the course successfully. Overall, students developed foundational skills for entry-level roles in healthcare, with recommendations for adding advanced workshops in future iterations.



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# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)



### **CERTIFICATE**

This is to certify that

AABITHA. H - 17AUZOO1

II B.Sc Zoology

has successfully completed the Certificate Course on Hospital Instrumentation and Management conducted during the academic year 2018 - 2019 with \_\_A\_\_ Grade.

Instructor

Principal



ST.MARY'S COLLEGE
(AUTONOMOUS)
RE-ACCREDITIED WITH
A GRADE BY NAAC

DEPARTMENT OF COMMERCE (SSC)



#### AIM:

The aim of insurance operations typically includes the significance of risk management ,financial protection and customers service.



Certificate Course for the academic year 2018-2019

# INSURANCE OPERATION



18CSCC51

COURSE DURATION 60 HOURS











#### **OBJECTIVES**

TO REDUCE FINANCIAL UNCERTAINITY
TO FINANCIALLY GUARD AGAINST
UNPREDICTABLE LIFE OCCURENCES
TO PURCHASE PROTECTION FROM
MONETARY REPERCUSSIONS

#### COURSE OUTCOMES

LEARNERS WILL BE ABLE UNDERSTAND
VARIOUS INSURANCE POLICIES OFFERED
UNDERSTAND VARIOUS PRINCIPLES,
PROVISIONS THAT GOVERN INSURANCE
COMPANIES EVALUVATE THE PERFORMANCE
OF INSURANCE POLICIES

#### TRAINING METHODS

ASSINGNMENTS ON VARIOUS INSURANCE POLICIES AVAILABLE ROLE PLAY ENABLES STUDENT TO REFLECT THE CHALLENGES OF INSURANCE MARKET

Implement interactive methodologies among fellow students

#### TAKEAWAY OF THE COURSE

EMPLOYMENT OPPORTUNITIES IN THE FILD OF INSURANCE SIGNFICANCE OF INSURANCE IN UNPREDICTABLE SITUATIONS LIFE SAVING INVESTMENT SAVING SCHEMES THROUGH INSURANCE

#### **COURSE CO-ORDINATOR**

MISS. SONY

ASSISTANT PROFESSOR OF COMMERCE, ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

# B.GRACILDA



# Department: III B.Com (Corporate) Certificate Course – Insurance Operations

#### **Objectives**

- > To impart an insight into the different types of life insurance plans and products, and its variations.
- > To give practices to the method of premium calculation and bonus
- > To give knowledge about the different types of annuity plans, group insurance plans etc.
- > To acquaint the students appearing for Licentiate Examination

#### UNIT I

Introduction to Insurance: Purpose and need of insurance, Fundamentals/ Principles of Insurance.

#### UNIT II

Practice of Life Insurance: Organisational structure of the Life Insurance Corporation of India (LIC)

#### UNIT III

Plans of Life insurance: Different types of life insurance plans – Term Plan – Endowment Plan – Money Back Insurance Plan – Whole-Life Insurance Plan – Unit Linked Insurance Plans (ULIPs) – Joint Life Insurance Plans – Child Insurance Plans – Rider benefits – Industrial life insurance – MWP Policies – Keyman insurance – Health insurance and its types.

#### UNIT IV

Premiums and Bonuses: Concept of premium – Different types of premium – Different factors considered in calculating premium – Bonus in policies – Different types of bonus in life insurance policies.

#### UNIT V

Insurance Intermediaries - Agents and Procedure for Becoming an Agent; Remuneration to agents:

#### Reference Books

- 1. Life and health insurance handbook- Davis W. Gregg
- 2. General Insurance, John Magee & David Bicklhaupt

# ${\tt ST.MARYS\ COLLEGE} (AUTONOMOUS)\ THOOTHUKUDI$ ${\tt DEPARTMENT\ OF\ COMMERCE} (SSC)$

#### III BCOM CORPORATE

#### INSURANCE OPERATIONS-SCHEDULE (2018-2019)

COURSE INSTRUCTOR

**COURSE INCHARGE** 

Miss. GRACILDA

Miss .SONY

DAY	DATE
19.7.2018	THURSDAY
20.7.2018	FRIDAY
9.8.2018	FRIDAY
13.8.2018	MONDAY
16.8.2018	THURSDAY
20.8.2018	MONDAY
23.8.2018	THURSDAY
27.8.2018	MONDAY
30.8.2018	THURSDAY
17.9.2018	MONDAY
20.9.2018	THURSDAY
24.9.2018	MONDAY
27.9.2018	THURSDAY
1.10.2018	MONDAY
4.10.2018	THURSDAY
6.12.2018	THURSDAY
10.12.2018	MONDAY
13.12.2018	MONDAY
17.12.2018	THURSDAY
21.1.2019	MONDAY
24.1.2019	THURSDAY
28.1.2019	MONDAY
31.1.2019	THURSDAY
4.2.2019	MONDAY
11.2.2019	MONDAY
7.3.2019	THURSDAY

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## CERTIFICATE COURSE:INSURANCE OPERATIONS DEPARTMENT OF COMMERCE (SSC)

#### ST.MARYS COLLEGE AUTONOMOUS, THOOTHUKUDI

#### MARK ASSESSMENT : III BCOM CORPORATE(2018-2019)

S.NO	NAMES	REG.NO	ATTENDANCE	MARKS%	GRADE
1	Ambrose Snowba.T	16SUCC03			
2	Anayd Joy.A	16SUCC04	24	92	0
3	Angel.H	16SUCC05	24	92	O
4	Arokia SeeliStephy.L	16SUCC06	21	81	В
5	Ayesha.I	16SUCC07	25	96	0
6	Alaghu Gheetha.T	16SUCC08	22	85	A
7	Besilia.T	16SUCC09	25	96	O
8	Bhuvaneshwari.B	16SUCC10	24	92	0
9	Christina.J	16SUCC11	25	96	O
10	Essaki Priya.E	16SUCC13	22	85	A
11	Essaki Ruba.S	16SUCC14	22	85	A
12	Gayathri.P	16SUCC15	26	100	0
13	Gomala.M	16SUCC16	26	100	O
14	Jasmine.B	16SUCC18	25	96	O
15	Jemila.D	16SUCC19	20	77	В
16	Jencika.M	16SUCC20	25	96	O
17	Jeraphine.S	16SUCC21	24	92	O
18	Jeyarani Jerina.R	16SUCC22	23	88	A
19	Kalpana.K	16SUCC23	26	100	O
13	Kiruba Jeya Soniya.J	16SUCC25	22	85	A
14	Kowsalya.S	16SUCC26	21	81	A
15	Kowsalya.T	16SUCC27	16	62	В
16	KrishnaVeni Priya.C	16SUCC28	22	85	A
17	Mahalkshmi.S	16SUCC29	20	77	A
18	Malai Mahisha.M	16SUCC30	23	88	C
19	Malar Vizhi.S	16SUCC31	25	96	O
20	Maria Thresa.A	16SUCC32	25	96	O
21	Maxiya.J	16SUCC33	24	92	O
22	Mubirath Nisha.M	16SUCC34	24	92	0
23	Muthu Lakshmi.K	16SUCC35	25	96	0
24	Muthu Selvi.C	16SUCC36	23	88	A
25	Packia Seeli.S	16SUCC39	22	85	О
26	Petchiammal.K	16SUCC40	21	81	A
27	Prathiba.T	16SUCC42	24	92	О
28	Preethi.A	16SUCC43	23	88	A
29	Pricilla.S	16SUCC44	22	85	A
30	Rakel.T	16SUCC45	23	88	A
31	Ros Jenifa.A	16SUCC46	22	85	Α
32	Sathya.S	16SUCC47	26	100	0
33	Sherina.W	16SUCC50	22	85	A
34	Shiny.B	16SUCC51	25	96	O

45	Subha.C	15SUCC03	25	96	A
44	Yonisha.K	16SUCC64	22	85	A
43	Vishnu Priya.S	16SUCC63	24	92	0
42	VinithFrancis.L	16SUCC62	25	96	0
41	Vijayalakshmi.A	16SUCC61	22	85	A
40	Sureka.B	16SUCC59	23	88	0
39	SugaVarshini.R	16SUCC58	21	81	A
38	SudalaiMuthammal.T	16SUCC57	22	85	A
37	Subasree.G	16SUCC55	23	88	Α
36	Stella Jeya Ruby.D	16SUCC54	22	85	A
35	ShanmugaPriya.S	16SUCC52	25	96	0

SIGNATURE OF INSTRCUTOR

Maria Sahays Ressigning SIGNATURE OF HOD

Co-ordinator.

Department of Commerce (SSC)

St.Mary's College (Autonomous),

Thoothukudi-628001

# ST. MARY'S COLLEGE (Autonomous), Thoothukudi DEPARTMENT OF COMMERCE (SSC) CERTIFICATE COURSE ON INSURANCE OPERATIONS

#### **Report of Certificate Course 2018 – 2019**

Certificate course on Insurance Operations was offered by the department of Commerce (SSC), from 19.7.2018 to 7.3.2019 to the III year B. Com students and the course was held after the regular college hours. 60 hours were offered as per the schedule enclosed. The students were given assignments and were made to appear for a written test at the end of the program. The students were issued certificate with grade levels according to their marks and their percentage of attendance. 45 students were benefitted from this program.



#### ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' Grade by NAAC)



CERTIFICATE



This is to certify that AROCKIA SEELI STEPHY L. III B.Com Corporate (SSC) has successfully completed the Certificate Course on Insurance Operations conducted during the academic year 2018 - 2019 with B Grade.



Instructor

Lucia Rose

**Principal** 



ST.MARY'S COLLEGE
(AUTONOMOUS)
RE-ACCREDITIED WITH
A GRADE BY NAAC

# DEPARTMENT OF COMMERCE (SSC)





### AIM:

To maximize returns on investments over time, balancing risk accordingly to financial goals and risk tolerance.



# Certificate Course for the academic year 2018-2019

### INVESTMENT MANAGEMENT



COURSE CODE 18CSC052

COURSE DURATION
60 HOURS





#### **OBJECTIVES**

CREATE AN AWARNESS ON THE SIGNIFICANCE
OF INVESTMENT PROVIDE KNOWLEDGE
ABOUT SECURITIES MARKET AID TO CHOOSE
THE MODE OF INVESTING POLICIES IN MONEY
MANAGEMENT

#### **COURSE OUTCOMES**

Students come to know about various investment schemes Students are aided with knowledge of stock trading Know about various methods of investing and management of investment risk Acknowledging the importance of savings through investment policies

#### TRAINING METHODS

Provide a strong foundation on investment skills
Assignments given on keen market watch in
securities trading Surfing of stock marketing

#### TAKEAWAY OF THE COURSE

One can create a career opportunity as a registered stock broker Upgrade ones knowledge in the field of securities market Manage risk on investing through feasible securities Directing the correct mode of investment and multiply the returns

# COURSE CO-ORDINATOR Dr.T.PRIYANKA

ASSISTANT PROFESSOR OF COMMERCE, ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

# COURSE INSTRUCTOR MISS. JENIFFER



#### St. Mary 's College (Autonomous)

#### Certificate Course of Investment Management

#### III B.Com (Department of commerce SSC)

#### Academic Year 2018-2019

#### Unit-I

#### **Investment Management**

What is investment management-Meaning of investment management-Objectives of investment management-Investment decision process-Investments Management overview

#### Unit -II

#### Portfolio Management

Introduction of portfolio management – objectives of portfolio management – Portfolio management process- Need and Importance of portfolio management-Types of portfolio management-Role of portfolio manager

#### Unit -III

#### Financial market, Capital Market, and Money market

Introduction of financial market-Functions of financial market-Components of financial market

Introduction to capital market-meaning of capital market-capital market structure in India - An overview

Introduction to Money market --meaning of money market -Functions of money marketstructure of Indian money market-organized and unorganized sector of money market --Difference between capital market and Money market

#### Unit -IV

### Tax Saving Under Section 80C Deduction and Insurance Investment

Meaning of Tax -Difference between Exemption and deduction- Investments and Payments eligible for 80 C Deductions

What is Insurance - Types of Insurance - Principles of Insurance

### ST.MARYS COLLEGE(AUTONOMOUS) THOOTHUKUDI

#### $DEPARTMENT\ OF\ COMMERCE(SSC)$

#### III BCOM CORPORATE

#### INVESTMENT MANAGEMENT-SCHEDULE (2018-2019)

COURSE INSTRUCTOR

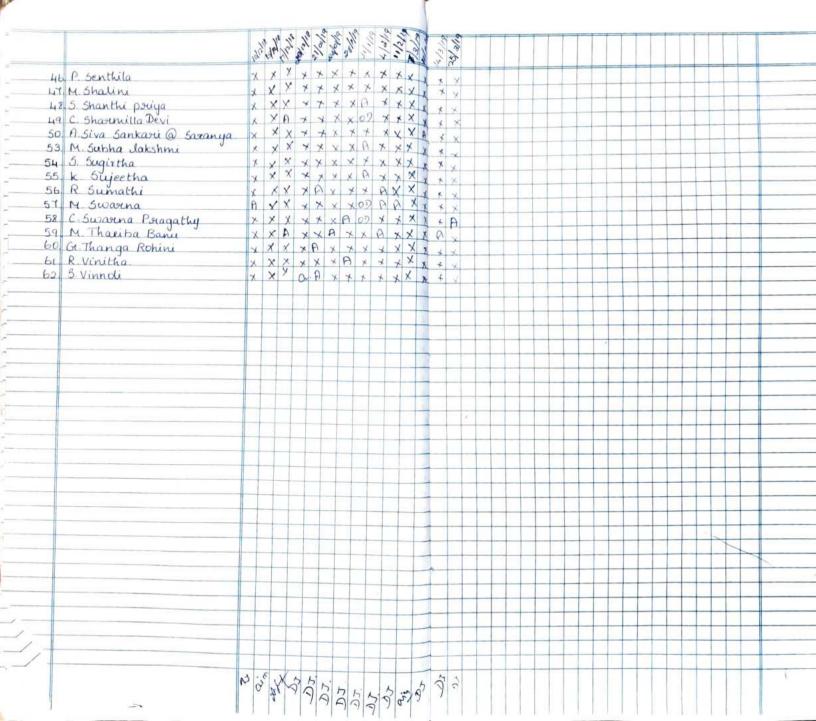
COURSE INCHARGE

. Miss, JENIFFER

DR.T.PRIYANKA

DAY	DATE
19.7.2018	THURSDAY
20.7.2018	FRIDAY
9.8.2018	FRIDAY
13.8.2018	MONDAY
16.8.2018	THURSDAY
20.8.2018	MONDAY
23.8.2018	THURSDAY
27.8.2018	MONDAY
30.8.2018	THURSDAY
17.9.2018	MONDAY
20.9.2018	THURSDAY
24.9.2018	MONDAY
27.9.2018	THURSDAY
1.10.2018	MONDAY
4.10.2018	THURSDAY
6.12.2018	THURSDAY
10.12.2018	MONDAY
13.12.2018	MONDAY
17.12.2018	THURSDAY
21.1.2019	MONDAY
24.1.2019	THURSDAY
28.1.2019	MONDAY
31.1.2019	THURSDAY
4.2.2019	MONDAY
11.2.2019	MONDAY
7.3.2019	THURSDAY

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32 B. Meenakshi 33 k. Muthu dakshni

34 M. Nanthini 35 K. Nivedhitha

38 S. Polabha

42 R. Santhanam

43 R. Santhiya

45 5 Selva Cinthana

39 T. Psincy

40. A. Poliya

36 A. Patty selvi 37 A. Pavithaa

41 M. Sakthi Teya Vanshini

Names 46. P. Senthila 47 M. Shalini 48. S. Santhi prina D. M. Supta latishoni 54. S. Sugirtha 55 K. Stycetha 56 R. Sugarti 51 M. Sugaroa 58 C. Surana Pranthy 59 M Thailes Bank 6 be G. Thanga Behing be R. Vinilla BXBXXXXXXXXX 62 S. Pinnoli Signature of the staff In change in the MANTHANT HAR DITTORY

# CERTIFICATE COURSE:INVESTMENT MANAGEMENT DEPARTMENT OF COMMERCE (SSC) ST.MARYS COLLEGE AUTONOMOUS,THOOTHUKUDI

#### MARK ASSESSMENT: III BCOM GENERAL B (2018-2019)

S.NO	NAMES	REG. NO	ATTENDANCE	MARKS%	GRADE
1	Abirami.M	16SUCG01	25	96	Α
2	Anantha Revathi.M	16SUCG02	22	85	A
3	Anusuya.D	16SUCG04	22	85	В
4	Anushya.I	16SUCG05	26	100	0
5	Arokiya Anitha.M	16SUCG06	26	100	0
6	Arokiya Preethi Mariya	16SUCG07	25	96	О
7	Bhavani.P	16SUCG08	20	77	A
8	Ebzibha.U	16SUCG12	25	96	0
9	Emmima.A	16SUCG13	24	92	0
10	Emmimal.U	16SUCG14	23	88	A
11	Godcia Antony Rebecka .A	16SUCG15	26	100	О
12	Gowri@Aswini.G	16SUCG16	22	85	A
13	Hershlin.A	16SUCG18	21	81	A
14	Jayalakshmi.T	16SUCG19	16	62	В
15	JothiLakshmi.T	16SUCG20	22	85	A
16	Juvani.A	16SUCG21	20	77	В
17	Kannik Devi.A	16SUCG22	23	88	A
18	Karthika.A	16SUCG23	25	96	0
19	Kasturi Subha.P	16SUCG24	25	96	0
20	Kaviya.J	16SUCG25	24	92	0
21	Keerthana Anu.I	16SUCG26	24	92	0
22	Krisna Veni.C	16SUCG27	25	96	0
23	Mariya Antony Anisha.X	16SUCG28	23	88	A
24	Maria Joseph Annlin .C	16SUCG29	22	85	A
25	Maria Pushpa Jebha.M	16SUCG30	21	81	A
26	Mastika.S	16SUCG31	24	92	0
27	Meenakshi.B	16SUCG32	23	88	A
28	Muthulakshmi.K	16SUCG33	22	85	A
29	Nanthini.M	16SUCG34	23	88	A
30	Niveditha.K	16SUCG35	22	85	Α
31	PattuSevi.A	16SUCG36	26	100	0
32	Pavithra.A	16SUCG37	22	85	Α
33	Prabha.S	16SUCG38	25	96	0

34	Princy.T	16SUCG39	25	96	0
35	Priya.A	16SUCG40	22	85	A
36	Sakth.Jeya Varshini.M	16SUCG41	23	88	A
37	Santhanam.R	16SUCG42	22	85	A
38	Santhiya.R	16SUCG43	21	81	A
39	Saraswathi.S	16SUCG44	23	88	О
40	Selva Cinthana.S	16SUCG45	22	85	A
41	Senthila.P	16SUCG46	25	96	O
42	Shalini.M	16SUCG47	24	92	0
43	ShanthiPriya.S	16SUCG48	22	85	O
44	Sharmila.Devi.C	16SUCG49	25	96	O
45	SubhaLakshmi.M	16SUCG53	21	81	A
46	Sugirtha.S	16SUCG54	25	96	O
47	SajeethaK	16SUCG55	22	85	A
48	Sumathi.R	16SUCG56	25	96	O
49	Swarna.M	16SUCG57	24	92	O
50	Swarna Pragathy.C	16SUCG58	22	85	A
51	Thaiba Banu .M	16SUCG59	23	88	A
52	Thanga Rohini.G	16SUCG60	22	85	A
53	Vinitha.R	16SUCG61	21	81	A
54	Vinnoli.S	16SUCG62	23	88	О

B Granda

SIGNATURE OF INSTRCUTOR

Maria Sahage Rossigne SIGNATURE OF HOD

Co-ordinator.

Department of Commerce (SSC)

St.Mary s College (Autonomous)

Thoothukudi-628001

# ST. MARY'S COLLEGE (Autonomous), Thoothukudi DEPARTMENT OF COMMERCE (SSC) CERTIFICATE COURSE ON INVESTMENT MANAGEMENT

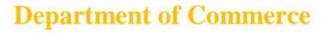
**Report of Certificate Course 2018 – 2019** 

Certificate course on Investment Management was offered by the department of Commerce (SSC), from 19.7.2018 to 7.3.2019 to the III year B. Com students and the course was held after the regular college hours. 60 hours were offered as per the schedule enclosed. The students were given assignments and were made to appear for a written test at the end of the program. The students were issued certificate with grade levels according to their marks and their percentage of attendance. 54 students were benefitted from this program.



#### ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' Grade by NAAC)



**CERTIFICATE** 



This is to certify that ABIRAMI M. III B.Com B (SSC) has successfully completed the Certificate Course on Investment Management conducted during the academic year 2018 - 2019 with A Grade.

B Graulda

Lucia Rose

Instructor

**Principal** 



# ST MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI.

(RE-ACCREDITED WITH A GRADE BY NAAC)
DEPARTMENT OF MICROBIOLOGY

CERTIFICATE COURSE - II UG – MILK AND MILK PRODUCTS ANALYSIS

**COURSE CODE: 18CSMI31** 

**DURATION: 60 HOURS** 

FOR ACADEMIC YEAR: 2018-2019

#### **Certificate Course:**

#### Aim:

To enhance the student's intention of cooking to see that Milk undergoes

- A physical and at times
- Chemical changes
- End result is edible and acceptable.

### **Objectives**

This course is to educate with the intension of providing practical training in the area of processing and preparation of various Milk products

#### **Course outcome:**

- Improves knowledge on Milk.
- Increased awareness.
- Get familiarized with your day to day products.

#### **SYLLABUS**

# DEPARTMENT OF MICROBIOLOGY CERTIFICATE COURSE - II UG – MILK AND MILK PRODUCTS ANALYSIS HOURS: 60

- 1. PREPARATION OF DAHI
- 2. PREPARATION OF YOGHURT
- 3. PREPARATION OF PANEER
- 4. PREPARATION OF CONDENSED MILK
- 5. PREPARATION OF ICE CREAMS
- 6. PREPARATION OF SHRIKHAND
- 7. PREPARATION OF PALKOVA
- 8. PREPARATION OF FLAVOURED MILK
- 9. PREPARATION OF BUTTER
- 10. PREPARATION OF GHEE

#### **SCHEDULE**

S.NO.	DATE
1	4/7/18
2	10/7/18
3	11/7/18
4	17/7/18
5	18/7/18
6	7/8/18
7	14/8/18
8	21/8/18
9	28/8/18
10	29/8/18
11	11/9/18
12	26/9/18
13	28/9/18
14	6/10/18
15	4/12/18
16	5/12/18
17	11/12/18
18	18/12/18
19	19/12/18
20	22/1/19
21	23/1/19
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24	6/2/19
25	5/3/19
26	6/3/19
27	13/3/19

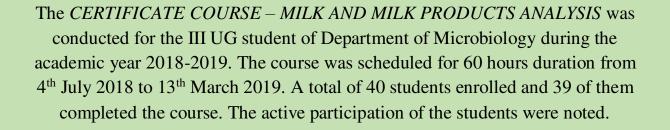
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-3	Anitha M	X	X	X	×	X	X	X	+	10	1 7	4 v			Y		1		1	Y									×		X		
4	Anitha	V	X	X	X	×	X	X	X	N X	LY	10	1		×	7	1/	×	×	4	-	X	X	X	1	3	4	-	X		×		
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	Bhusana Bhasathi S	1	X	¥	5	10	×	1 x	1	0	1	·a	+		18	y.	X	×	a	1							40		a		Y .		
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12 .	Kasthuri K	×	A,					X	X	×		X		-	V	V	y	5	×	×							×		P	- 1	4	× .	
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35	Mispa P.	x		_	-	X		X	×	×	*	X	-		Y			×		*							×		V				
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25 7	Aireantha. A		¥			X		X	×		4	X	0.8	79	X		a					0							X	×	1	1X	+
771-	Petchiammal @ Baby M	0	X		×							×	09	14				X		-		P							X	*		X	
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28	Priya Dharshini . R.	1		A			x	x		×	X	X			К	×		X		4		9				X			4		· ×		
29	Rabiya Begam: M	1	X	X	X	x	4	×	X	X	A	×			×	8			X	X	- 1	K	X	X	X	×	X	_	X		X		
	Rama Sankari K	z	×	×	X	×	X	x	×	X	X	x				×	X	×		X	V	P	×	×	X	X	X		X		×		
,31.2	Rama Jarahmi L	x	×	×	×	×	4	×	1	a	0	×	1		×	×	a	×	X	X		9						1	×		X		
32 2	Ramya T.	x	4	W	v		v	×	V	×	×	Y	. 3		×	X	X	X	a	X	- 1	2	4	X	×	×	X	-	x		X		
53. 8	Rethini . S	1	a	a	3	v	×	×	×	×	4	x	-		×	×	Y.	X	X	4	9	2	×	X	X	X	2		×		X		
34	Selva Thuraichi 9.	1	*	v	5	,	4	×	5	XX	X		3	100	×	×	X	X	X	4	3	χ.	4	X	×	X	X		χ -	_	X		
35. 2	Siva baya M.	a	×	×	×		0	a	7	7	1		雄	4	×	×	a	×		X	10	2				×			X	×		X	
36	Sivakami-S		×		7	1	1	C.		X	X	1		× 4	×	×	Y	×	×	X	2	×.	X	X	×	×	X		P	×	×		
137.2	Soundharya Muthu S.		×	×	7	X	X	Χ.	X	4	-	5	182	1	×	Y	x	×	X		>	PI		1			X		1 5	×		Y	
28 1	Subila Devi M			4	X	X	Λ	a	×	X	-	9	10	-	0		0	a	a	4		PI	X	x	×	×	X		X	a	a	o.	1-
333	Uva sn Abarna a			1	X.	X	X.	^	X	X	4	4	18	1	V	1	-	V	V	×		2	V	V	X	1	2		4	Y	×	×	14
400	Vinitha M	1	×	X	X	X,	X	×	X	X	2	4		-	5	-	2	4	~	4		PI	X	2	X	Y	X	U	P	X	X	X	9
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#### **GRADE SHEET**

S.No.	NAME	GRADE
1	Ajitha M	A
2	Akila Priyadharshini.K.S	A
3	Ananthi.A	A
4	Anirha.M	A+
5	Anoo.M	A+
6	Archana. M	В
7	Bala Soundhanya. P	A
8	Bhuvana Bharathi.S	В
9	Essakiammal. E	B+
10	Glory Gifty.S	B+
11	Jeyanthi Christy N.	-
12	Karpaga ganga D	О
13	Kasthuri.K	О
14	Kavitha M	A
15	Krystal Sherina.S	A+
16	Lerlisha. J	A
17	Merlin Aruna A	A
18	Mispa P	A+
19	Muthu Subitha P	A
20	Muthu Lakshmi. N	О
21	Najumunisha A	B+
22	Nancy. A	B+
23	Naraijini S	О
24	Nisha G	A+
25	Nivedhitha. A	A
26	Petchiammal @ Baby M	A
27	Pon Esakki. P	О
28	Priya Dhasshini. R	A+
29	Rabiya Begam. M	A+
30	Rama Sankari.K	О
31	Rarna Lakshmi.L	A
32	Ramya. J	A
33	Roshini. S	B+
34	Selva Thuraichi G.	О
35	Siva priya M	B+
36	Sivakami.S	A+
37	Soundhanya Muthu.S	A
38	Suhila Devi. M	В
39	Uva sri Abarna.G	A
40	Vinitha M	A

#### **REPORT**



#### **CERTIFICATE**



### ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

#### **CERTIFICATE**

This is to certify that

Ms. Ajitha M - 17SUMB02

II B. SC Microbiology

has successfully completed the Certificate Course on
MILK AND MILK PRODUCTS ANALYSIS conducted during the academic year 2018 - 2019 with A Grade.



Instructor



Principal

### St. Mary's College (Autonomous)

Re-accredited with A grade by NAAC (4th Cycle)

Thoothukudi, Tamil Nadu



### **Department of Botany**

**Offers** 

Certificate Course on

### Mushroom cultivation

Course code: 18CABO51
Duration: 60 Hours



2018 - 2019

# St. Mary's College (Autonomous), Thoothukudi Department of Botany

#### 2018 - 2019

#### **Certificate Course – Mushroom Cultivation**

Course Code: 18CABO51 Duration: 60 Hours

#### AIM

To provide students with comprehensive knowledge and practical skills in mushroom cultivation, focusing on the biology, techniques, and commercial aspects of growing edible mushrooms.

#### **OBJECTIVES**

- 1. Understand the fundamental biology and taxonomy of mushrooms.
- 2. Identify various types of edible and non-edible mushrooms.
- 3. Learn about the nutritional and medicinal benefits of mushrooms.
- 4. Explore different mushroom cultivation methods (e.g., substrate preparation, inoculation, fruiting conditions).
- 5. Understand the environmental requirements for successful mushroom growth (temperature, humidity, light).
- 6. Identify common pests and diseases affecting mushroom crops.
- 7. Learn about post-harvest processing and storage techniques to maintain quality.
- 8. Develop a business plan for a small-scale mushroom farming venture.

#### **COURSE OUTCOMES**

#### After the successful completion of the course, participants will be able to:

- identify and classify different species of mushrooms based on their morphological characteristics and growth habits.
- demonstrate the ability to prepare substrates and inoculate them with mushroomspores or spawn effectively.
- monitor and manage environmental conditions required for optimal mushroom growth, including temperature, humidity, and ventilation.
- identify signs of pests and diseases and implement appropriate management strategies to minimize their impact on mushroom production.
- harvest mushrooms following best practices and execute proper post-harvest handlingtechniques to ensure quality and shelf life.
- create a comprehensive business plan for a mushroom cultivation enterprise, considering market analysis, production methods, and financial projections.

#### St. Mary's College (Autonomous), Thoothukudi

#### **Department of Botany**

#### 2018 - 2019

#### **Certificate Course – Mushroom Cultivation**

Course Code: 18CABO51 Duration: 60 Hours

Unit I: Brief history of mushroom cultivation. Importance of mushrooms-Nutritional and

medicinal aspects

**Unit II:** Selection of substrates. Sterilizing the substrate. Bag filling. Preparation of

spawn. Pure culture. Maintenance of mother spawn. Spawning. Incubating the

beds.

**Unit III:** Shifting to cropping room. Pests and diseases and their control measures.

Harvesting.

**Unit IV:** Processing. Marketing. Recipes

**Unit V:** Low cost Mushroom farm design and large scale production. Maintenance of

mushroom lab and equipment.

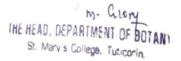
#### **Reference Books:**

1. Stamets, P., & Chilton, J. (1985). The mushroom cultivator: A practical guide for growing mushrooms at home. Richmond Publishing Co. Ltd.

- 2. Suman, B. C., Sharma, V., Suman, B., & Sharma, V. P. (2007). Mushroom cultivation in India. Daya Publishing House.
- 3. Chang, S.-T., & Quimio, T. H. (1989). Tropical mushrooms: Biological nature and cultivation methods. the Chinese University Press. Mak

#### **Practical**

- 1. Boiling the grains
- 2. Sterilising the bottles
- 3. Inoculating the bottles
- 4. Incubating the bottles
- 5. Preserving the spawn
- 6. Hanging / Rack Systems
- 7. Substrate selection
- 8. Sterilization / Hygiene
- 9. Bed Preparation / Spawning
- 10. Incubation Study of conditions
- 11. Cropping Study of Conditions
- 12. Disease identification in beds
- 13. Maintenance of Cropping room
- 14. Marketing
- 15. Construction of Low Cost Mushroom rooms



#### ST. MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

#### Department of Botany

#### Schedule for certificate courses

#### 2018 - 19 (Odd and Even Semester)

#### Certificate course - Mushroom Cultivation

#### III B. Sc. Botany

S.No	Date	Time
1.	05.07.18	2 – 4 pm
2.	09.07.18	2 - 4 pm
3.	12.07.18	2 - 4 pm
4.	16.07.18	2 - 4 pm
5.	19.07.18	2 - 4 pm
6.	23.07.18	2 – 4 pm
7.	9.08.18	2 - 4 pm
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15.	24.09.18	2 - 4 pm
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27.	31.1.19	2 - 4 pm
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INE HEAD, DEPARTMENT OF BOTANT
St. Mary's College, Tuticorin.

# ST. MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI DEPARTMENT OF BOTANY

#### MUSHROOM CULTIVATION

2018 - 2019

Name of the student	Register Number	Total Marks (100)	Grade
AARTHI S	16AUBO01	78	A
ABITHA S	16AUBO02	76	A
ALAGU SATHYA M	16AUBO03	52	В
AMIRTHA ROSELIN N	16AUB004	75	A
ANCI S	16AUBO05	54	В
ANITHA NANCY MARY J	16AUBO06	95	0+
ANTONY DAISY J	16AUBO07	75	A
ANTONY LURTHU JERCY A	16AUBO08	72	A
ASLIN BEMISHA G	16AUBO10	52	В
CHITHRA DEVI K	16AUBO12	75	A
DIVYA M	16AUBO13	95	0+
GOWSALYA G	16AUBO14	92	0+
IMMACULATE R	16AUBO15	72	A
JEEVA SATHYA PITHA D	16AUBO16	74	A
JOSPHINE NIVETHA A	16AUB017	56	В
JOTHILAKSMI P	16AUBO18	60	A

KARTHIKA M	16AUBO19	80	0
KILPIYA A	16AUBO20	72	A
KISHANIYA K	16AUBO21	82	ő
LIBIGA P	16AUBO22	95	0+
LOURDU SANGEETHA T	16AUBO23	58	В
LURTHU VINOTHA A	16AUBO24	75	A
MANIMEGALAI P	16AUBO25	82	0
MARIA ABISHA C	16AUBO26	67	A
MARIA BENISTA A	16AUBO27	78	A
MARIA GRANA M	16AUBO28	56	В
MARIA JEBAMALAI SHADNY R	16AUBO29	84	0
MARIAMMAL M	16AUBO30	54	В
MARIESWARI E	16AUBO31	67	A
MOUNISHA J	16AUBO32	52	В
NANTHINI Y	16AUBO33	85	0
NARKIS FATHIMA J	16AUBO34	78	0
NIRMALA A	16AUBO35	58	В
POORNISHA G	16AUBO38	70	A
RAMYA R	16AUBO39	90	0 *
REBIBHA A	16AUBO40	69	A
SANTHIYA RAICHEL M	16AUBO41	86	0
SARANYA P	16AUBO42	75	0
SHEEBA V	16AUBO43	70	0
SNOWBA SERAPHINE S	16AUBO44	90	0+

SUBA M	16AUBO47	75	0
SULAMITHIYAL D	16AUBO48	92	0+
VALARMATHI M	16AUBO49	80	0
VINCY AGNES M	16AUBO50	83	0



# **Department of Botany** 2018 – 2019

III B.Sc. BOTANY

Certificate course – Mushroom Cultivation Course code: 18CABO51

#### Report

Mushroom Cultivation, certificate course offered by the Department of Botany from 5<sup>th</sup> July 2018 to 7<sup>th</sup> March 2019 to the III year B. Sc. Botany students for 60 hours. Ms. Anusiya. G, was the instructor and the course was held after the regular College hours from 2.00 p.m. to 4.00 p.m. The students were made to appear for practical/ written test at the end of the programme and certificates were issued with Grade levels. The number of students enrolled and benefitted out of this programme is 44.

M- GLONG
THE HEAD, DEPARTMENT OF BOTANT
St. Mary's Goilege, Tuticorin.

# ST. MARY'S COLLEGE (Autonomous), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)



#### **CAREER ORIENTED PROGRAMME**

#### **CERTIFICATE**

This is to certify that Ms. S. AARTHI (16AUBO01) of III B.Sc. Botany has successfully completed the Certificate Course on MUSHROOM CULTIVATION conducted during the academic year 2018 – 2019 with A Grade.

G.Arwiya Instructor





# ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (RE-ACCREDITED WITH A GRADE BY NAAC) DEPARTMENT OF MICROBIOLOGY



**CAREER ORIENTED COURSE: MUSHROOM TECHNOLOGY** 

**COURSE CODE: 18CSMI51** 

ACADEMIC YEAR: 2018-2019

**DURATION: 60 HOURS** 



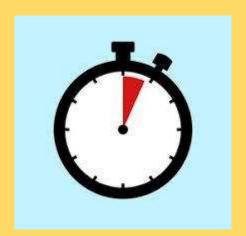
#### **AIM**

A theoretical understanding of Mushrooms

Practical "Hands on" experience on mushroom cultivation

### **Benefits:**

- Certificate course in short duration
- Self business
- Solid knowledge about mushroom.
- Different recipe making







# DEPARTMENT OF MICROBIOLOGY CERTIFICATE COURSE – III UG - MUSHROOM TECHNOLOGY DURATION:60HOURS

#### **OBJECTIVES:**

This course is to educate with the prime intension of providing practical training in the area of mushroom technology.

#### **COURSE OUTCOMES:**

- Explaining the process involved in cultivating mushroom.
- Prepare students to scientifically undertake all operation of mushroom technology.
- Produce flow chart for the cultivating process of mushroom.
- Organizing students for cultivating varieties of mushrooms & cooking different mushroom recipes.

#### **SYLLABUS**

# DEPARTMENT OF MICROBIOLOGY CERTIFICATE COURSE – III UG - MUSHROOM TECHNOLOGY DURATION:60HOURS

#### **UNIT I**

**Commercial mushroom cultivation-** Present scenario and prospects for mushroom cultivation. Description of edible types,natural growth and climatic requirements.

#### UNIT II

**Steps involved in mushroom cultivation** – Tissue culture technique.

#### **UNIT III**

**Spawnpreparation** – Preparation of mother spawn, first and second generation spawn.

#### **UNIT IV**

**Preparation of mushroom beds or bags**. Identification of right stage of mushroom. Methods of harvesting – using approved cutting techniques for harvesting – packaging of mushrooms.

#### **UNIT V**

**Preparation of food products of mushrooms**. Use of spent mushroom in vermicomposting and in organic farming. Field visit and interaction with mushroom cultivators and other support agencies.

# **SCHEDULE**

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1	6/12/18
2	10/12/18
3	18/12/18
4	21/1/19
5	24/1/19
6	28/1/19
7	3/2/19
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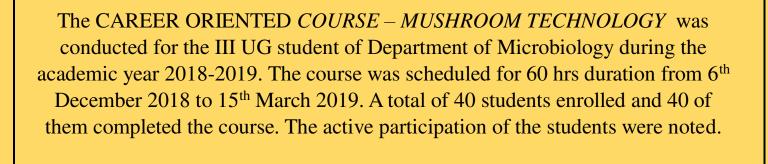
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# **GRADE SHEET**

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1	AARTHY ARUNA. K	A
2	ABINAYA. M	A
3	ANITHA. P	A
4	ANJUM ARA N.	A
5	.BHAYANI S	A
6	CARMELIN D	A
7	RT. DEE KSHITHA. Y	A
8	DHANALAKSHMI L	A
9	DIVYA SRI.N	A
10	FATHIMA AMALA KIRUBA B C	A
11	GOWSALYA DEVI. R	В
12	INDHUMATHI. R	A
13	IVANGHELIN SNEHA. P	A
14	JAMEEN RISHVANA. S	A
15	JAMILA. S	A
16	JOE VINUSHIA. A	A
17	JUTHI MALAR. T	A
18	MADHUMITHA K	A
19	MAHESHWARI. M	A
20	MAHIMA.J	A
21	MALATHI. G	A
22	MARIA MANJULA M	A
23	MARIA THERESA. B	A
24	MILIN FERNANDO. A	A
25	MINI VARSHINI. A	A
26	MUTHULAKSHMI.C	A
27	NILDBAR BHANU. K	A
28	PRAVEEND. P	A
29	PUNITHA. K	A
30	REVATHI R	A
31	SATHYA PRIYA. V	A
32	SHAMINI JESINTHA. J	A
33	SHINY NIRMALA. T	A
34	SHOBIYA. U	A
35	SHUNTUGA PRIYA.G	A
36	SOWNDARYA.T	A
37	STELLA. J	A
38	VINOPIYA. A	A
39	YASMIN SAMEERA.T	A
40	SAHAYA PRIYANKA. T	A

#### **REPORT**



#### **CERTIFICATE**



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC) CERTIFICATE This is to certify that Ms. AARTHY ARUNA. K – 16SUMB01 III B. SC Microbiology has successfully completed the Career Oriented Course on MUSHROOM TECHNOLOGY conducted during the academic year 2018 - 2019 with A Grade.

MUSHROOM TECHNOLOGY conducted during the academic year 2018 - 2019 with A Grade.

Instructor

#### St.Mary's College (Autonomous) Thoothukudi

(Reaccredited with A Grade by NAAC)

#### **Certificate Course 2018-2019**

Name of the Department: Chemistry

**Title of the Course: Nutritional Food Science** 

Course Code: 18CACH51 Duration: 60 Hours

#### Aim

This course helps the students to comprehend the diet plans and nutrition requirements to lead a healthy life.

#### **Objective:**

- To practice a proper balanced diet
- To impart knowledge about Nutrition and its importance
- To create an awareness about the use of adulterants in food products

#### **Outcomes:**

- Students will learn to prepare nutritional food by their own
- Students will gain knowledge of calories required for healthy diet
- Students become an Entrepreneur in preparation of food products
- They can be employed as Food analyst

#### St. Mary's College (Autonomous) – Thoothukudi

(Re-accredited with 'A' grade by NAAC)

Department of Chemistry (Sem –V& VI)

**Nutritional Food Science 2018-2019** 

#### **Career Oriented Certificate course – Syllabus**

Course Code: 18CACH51 Total: 60 Hours

#### **UNIT I – Personal Hygiene**

Personal hygiene for food handlers-How to wash hands correctly- How to develop a daily personal hygiene routine- How to handle equipment and utensils-Basic Hygiene

#### **UNIT II-Diet Plan**

Healthy food-Diet food-Planning and preparing cooking without fire

#### **UNIT III – Food Processing**

Food processing and preservation-food storage-means of preservation-preserving foodpreparing pickles

#### **UNIT IV – Nutritive food**

Preparation of healthy food- healthy drinks-balanced diet and Nutrition during pregnancy-infancy-childhood-adolescence-adulthood

#### **UNIT V – Common Adulterants**

Adulteration and contamination of food-classification of toxic chemicals in food-safe food preparation practices-detection of food adulteration.

#### St. Mary's College (Autonomous) -Thoothukudi (Re-accredited with 'A' grade by NAAC) Department of Chemistry- (Sem-V&VI) Nutritional Food Science - (2018-2019)

#### Career Oriented Certificate course - Time Schedule

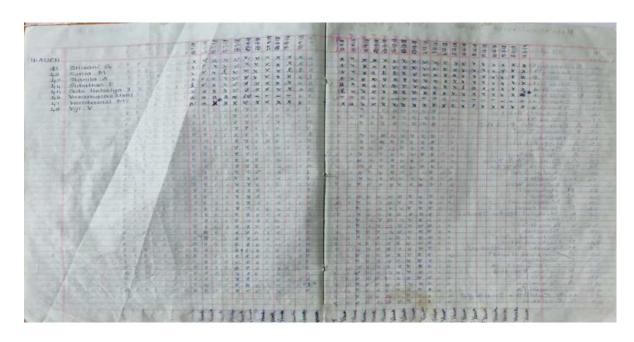
Total: 60 Hours

**Duration: 2 Hours** 

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# St. Mary's College (Autonomous) – Thoothukudi(Re-accredited with 'A' grade by NAAC) Department of Chemistry (Sem –V&VI) Nutritional Food Science-2018-2019

Career Oriented Certificate course - Marks

Total: 60 Hours

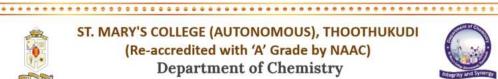
S.No	Reg No	Name	Theory 30	Practicals 40	Attendance 30	Total Grac
1	16AUCH01	ABIRAMI E.	13	30	26	69 I
2	16AUCH02	ANANTHA SUNDARI P.	11	80	26	57 五
3	16AUCH03	ANTONY HELAN G.	18	3.2	29	79 T
4	16AUCH04	ANU SURYA T.	I2	33	22	67 I
5	16AUCH05	ANUSHIYA K.	10	30	21	61 I
6	16AUCH06	BEBISTA S.	12	30	29	71 T
7	16AUCH07	BEULA VASANTHA J.	23	35	27	85 I
8	16AUCH08	CYNTHIYA MARY . I	16	30	24	68 T
9	16AUCH09	ESAKKIRANI V.	20	32	30	82 I
10	16AUCH10	GAYATHRI J.		35	25	70 I
	16AUCH11	HARINI C.	10		27	73 T
11	16AUCH12	INFANTA E.	16	30	30	81 I
	16AUCH12	JOSE VENNILA A.		35	27	76 I
13		JOTHIKA J.	111	35	27	74 I
14	16AUCH15	KALAIARASI M.		36	27	77 T
15	16AUCH16	KARTHIKA N.	14		27	81 T
16	16AUCH17	KIRUTHIKA K.	21	3.3		76 I
17	16AUCH18	LOGHA PRIYA S.	16	36	24	
18	16AUCH20	MAHESWARI M.	22	35	26	83 I
19	16AUCH21		08	35	27	
20	16AUCH22	MAKREENA J.  MARIA BRIGHT HELINA A.	14	30	27	-1100
21	16AUCH23	A SECURITY OF THE PROPERTY OF	18	35	25	78 I 85 I
22	16AUCH24	MARIA SELVAMARY SHERLIN, A MARIA SHILPA M.	80	35	30	85 I
	16AUCH25	MICHEAL THEEPA I.	18	30	29	73 1
24	16AUCH26 16AUCH27	MUTHUSELVI A.	14	32	THE RESERVE OF THE PARTY OF THE	
26	16AUCH28	NANCY P.	07	30	27	
27	16AUCH29	NANCY PONISHA K.	18	35	29	82 I 85 T
28	16AUCH30	NAVEENA P.	19	21	25	68 II
- 29	16AUCH31	NAWROSE FATHIMA N.	13	35	28	87 T
30	16AUCH32	PANDI SELVI P.	24	35	25	84 T
31	16AUCH33	PASUNGKILI G.	24	35	21	74 T
32	16AUCH34	PRIYANKA R.	20	33	29	82 I
33	16AUCH35	SAMSU RIYANA S.	19	30	28	77 I
34	16AUCH36	SANKARI K.	21	3.3	28	82 I
35	16AUCH37	SANTHIYA P.	17	35	29	81 I
36	16AUCH38	SARAVANA PRIYA E.	17	30	30	77 T
37	16AUCH39	SATHYA A.	111	30	24	68 T
38	16AUCH40	SELVA PRIYA K.	20	35	29	84 T
39	16AUCH41	SHIVANI G.	20	35	29	84 T
40	16AUCH42	SONIA M.	20	30	30	80 I
41	16AUCH43	STANILA A.	20	35	32	77 TL
42	16AUCH44	SUBATHRA E.		36	29	87 I
43	16AUCH45	SUBI HEBSIYA J.	22		211	65 I
44	16AUCH46	VARATHALAKSHMI	11	30 3F	89	7.3 I
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#### **Report of the Certificate Course 2018 - 2019**

Nutritional Food Science was offered as Certificate course for the III B.Sc., Chemistry students from 5<sup>th</sup> July 2018 to 11<sup>th</sup> March 2019. Ms.T.Vasanthi was the instructor. About 45 students enrolled in the course and 45 students have completed 60 hours of the course successfully. Students were given training on various methods of cooking, nutritional value of food and importance of balanced diet. Students were evaluated by giving practical test at the end of the course. They were given certificates with their grades based on their performance. 45 students were benefitted out of this course



#### ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC) Department of Chemistry



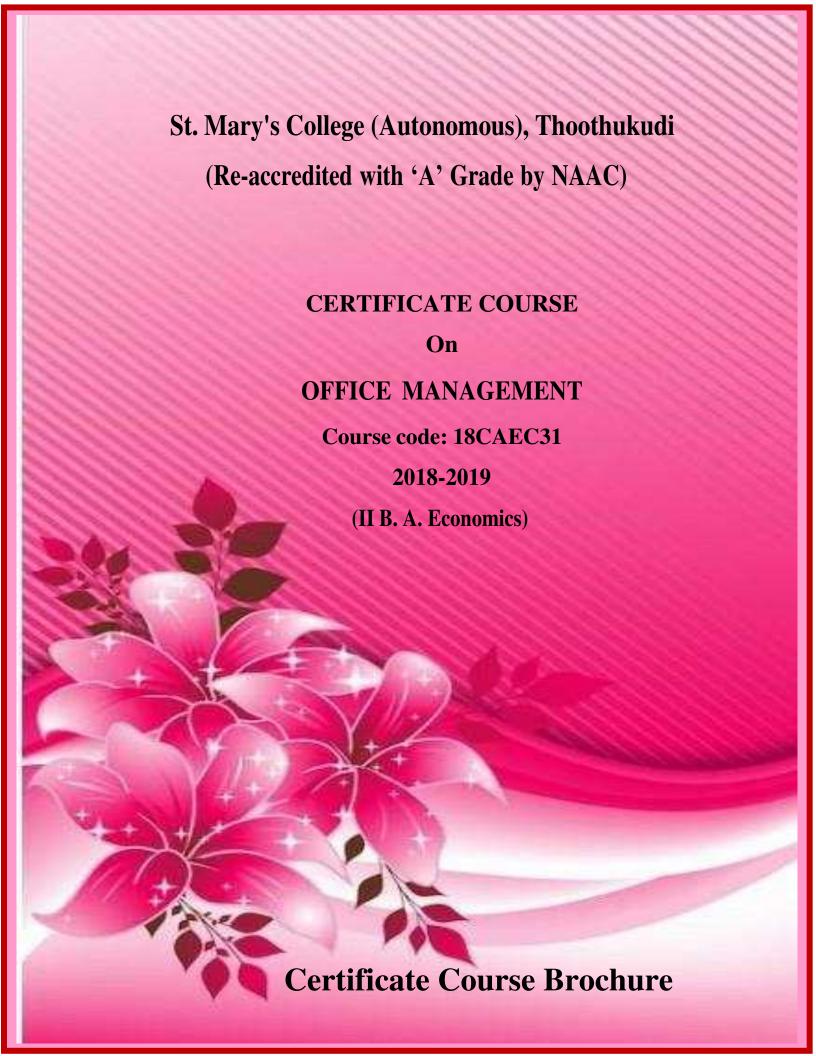
#### **CERTIFICATE**

This is to certify that ABIRAMI E. - 16AUCH01 III B.Sc. Chemistry has successfully completed the Certificate Course on NUTRITIONAL FOOD SCIENCE conducted during the academic year 2018 - 2019 with A Grade.



Principal

Lucia Rose



 To Equip students with essential skills for managing office environments and administrative tasks. They cover topics like communication, organisational behaviour, time management, record keeping and interpersonal skills.

#### **OBJECTIVES**

- To effectively manage office technology, staff, and the environment as a whole.
- Develop creative approaches when managing tasks, teams, and individuals.
- Learn best practices for streamlining office processes and workflow.
- Develop office procedures, tools, and office strategies to enhance work productivity.
- Manage a network of working relationships and manage various stakeholders.

#### **COURSE OUTCOMES**

# At the end of the Certificate Course on Office Management, students will be able to:

- Employ efficient tactics to communicate and solve problems.
- Learn the use of professional business writing and written communication.
- Explore different time management tools and techniques.
- Understand their responsibilities and role in corporate meetings.
- Comprehend the basic finance systems used in office and budget management.
- Know fundamental procurement process.
- Learn assets management strategy.
- Manage the performance of various administrative staff.
- Develop resilience and the ability to manage stress in a challenging environment.

#### **SYLLABUS**

**Unit – 1: Duties -Introduction to Office Management – How it should** be managed

**Unit -2: Management – Introduction - Functions** 

**Unit -3: Financial Perspective** 

**Unit -4: Marketing Perspective** 

**Unit -5: HR Perspective** 

**Unit -6:** Crisis – Change – Conflict Management – Time management

**Unit -7: Etiquette – Telephone – Meeting - Social** 

**Unit -8:** Skills: Communication – Selling and Negotiation –

**Interpersonal-** Groups

**Unit -9:** Service Management – Hotel, Super market, Hospital

**Unit -10: Report Writing and Presentation** 

GD, interview, public speaking, presentation

#### **Activities:**

**Group Discussion** 

Dividing teams with different task in a Service Sector

**Bargaining - Task** 

**Selling- Task** 

**Role Play** 

#### **SCHEDULE**

#### St. Mary's College (Autonomous). Thoothakudi. Department of Economica Certificate Course on Office Management (For H B.A. Economics) 2018-2019

S. No	Date	Day	Time
1.	11-07-2018	Wednesday	(2P.m - 4P.m)2 hrs
3.	17-07-2018	Tuesday	(2P.m - 4P.m)2 hrs
3.	18-07-2018	Wednesday	(2P.m - 4P.m)2 hrs
4	14-08-2018	Tuesday	(2P.m - 4P.m)2 hrs
3	21-08-2018	Tuesday	(2P.m - 4P.m)2 hrs
6.	28-08-2018	Tuesday	(2P.m - 4P.m)2 hrs
7.	29-08-2018	Wednesday	(2P.m - 4P.m)2 hrs
- %	18-09-2018	Tuesday	(2P.m - 4P.m)2 hrs
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10:	25-09-2018	Tuesday	(2P.m - 4P.m)2 hes
11	26-09-2018	Wednesday	(2P.m - 4P.m)2 hrs
12:	03-10-2018	Wednesday	(2P.m - 4P.m)2 hrs
13.	23-10-2018	Tuesday	(2P.m - 4P.m)2 hrs
14.	24-10-2018	Wednesday	(2P.m ~ 4P.m)2 hrs
15.	30-10-2018	Tuesday	(2P.m - 4P.m)2 hm
16.	04-12-2018	Tuesday	(2P.m - 4P.m)2 hrs
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26.	05-02-2019	Tuesday	(2P.m - 4P.m)2 hrs
27.	06-02-2019	Wednesday	(2P.m - 4P.m)2 hr
28.	12-02-2019	Tuesday	(2P.m - 4P.m)2 hr
29.	5 -03-2019	Wednesday	(2P.m - 4P.m)2 hr
30.	6 -03-2019	Tuesday	(2P.m - 4P.m)2 hc

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#### **GRADE SHEET**

## ST.MARY'S COLLEGE (AUTONOMOUS)

#### THOOTHUKUDI

#### CERTIFICATE COURSE ON OFFICE MANAGEMENT

#### (II YEAR B.A ECONOMICS (REGULAR))

#### ACADEMIC YEAR (2018-2019)

	S.NO	ROLL NO	NAME -	NO.OF DAYS	OF DAYS ATTENDED	GRADE
1	1	17AUEC01	Abisheka G	30	24	0
4	2	17AUEC02	Abitha S	5-	12	A+
- 3	3	17AUEC04	Antony Jasmine A	30	21	0
	0	17AUEC05	Antony Lourthu Misilda.M	30	16	FAIL
1	_ 5	17AUEC06	Antony Princy P	30	12	A+
	0	17AUE007	Antony Thanga Santhana.P	30	26	FAIL
3	7	17AUEC08	Archana Devi .P	30	27	0
	- 8	17AUEC09	Asha,S	30	30	0
19	9	17AUEC11	Banu.S	30	30	0
	10	17AUEC12	Bebirsha.B	30 -	19	- 0
1	11	17AUEC13	Chandrika G	- 30	30	0
	12	17AUEC14	Dhanavalli G	30	24	О
	13	17AUEC16	Eswari S	30	18	A+
	14	17AUEC17	Gokila .K	30	24	0
,	15	17AUEC18	Gowshika.S	3.	20	A+
3	16	17AUEC19	Hepsiba J.A	30	14	A+
Н	17	17AUEC20	JeyaLakshmi. N	30	24	0
	18	17AUBC21	Joyata J	30	24	0
	19	17AUEC23	Kanniammal. S	30	18	Α+
3	20	17AUEC25	Kavi Priya M	30	25	0
	21	17AUEC26	Kevina .A	30	25	0
1	22	17AUEC27	Krishnaveni .K	30	22	0
	23	17AUEC28	Lincy J	30	9	FAIL
j	24	17AUBC29	Magisha .M	30	18	A+
	23	17AUEC30	Maheswari J	30	17	FAIL
	26	17AUEC31	Mangai Sakthi Kumari.P	30 VE	A 6 25	0

Y.	27	17AUEC32	Mani Mala.t.	30	10	A+
	28	17AUEC33	Manju.K	30	25	0
E	(3)	17AUEC34	Maria Cadlin.A	30	4	FAIL
Г	30	17AUBC35	Maria Dhivya J	30	18	A+
1	3	17AUEC36	Marsa Jebastini Scotlin Mary K	30	8	FAIL
	32	17AUEC37	Maria Shalini.K	30	24	0
1	33	17AUEC39	Mary Porgia.J	30	16	A+
	34	17AUEC40	Michael Princiya .M	30	26	0
	35	17AUEC41	Nandhini Packiam.M	30	25	0
L	36	17AUEC42	Narayana Lakshmi R	30	23	0
F	(37)	17AUEC44	Pavithra S	30	14	FAIL
	38	17AUEC47	Priyanka, G	30	30	0
L	39	17AUEC48	Rajula .A	30	29	0
L	40	17AUEC49	Reshma .T	30	28	.0
L	41	17AUEC50	Ruby Evangelin A	30	21	0
L	42	17AUEC52	Santhanamari.8	30	12	A+
L	43	17AUEC53	Soethalakshmi.A	30	16	A+
ŀ	44	17AUEC54	Selva Kará .G	30	25	0
·	45	17AUECSS	Sharmila .B	30	77	-
Ł	46	17AUEC57	Sobana Devi.M	30	18	A+
L	47	H7AUEC58	Sophia.S	130	15	A+
L	48	17AUEC59	Sorna Devi Kalliga.T	30	30	0
L	49	17AUEC61	Subha.M	30	23	0
L	50	17AUEC63	Sureka .M	30	30	0
L	51	17AUBC64	Sweetlin.S	30	14	A+
L	52	17AUEC65	Uma Maheswari .P	30	28	0
N.	(53)	17AUEC66	Uma Maheswari P	30	17	FAIL

Grade Assigned as: Above 90: "O+" Between 75-90: "O".

. Between 61-75; "A+" Between 51-60: "A"

Between 41-50: "B" Between 35-40: "C"



#### **COURSE REPORT**

Department of Economics offered Certificate Course on OFFICE MANAGEMENT for II B. A. Economics Students in the academic year 2018-2019 from 11th July 2018 to 6th March 2019. It taught students to effectively manage office technology, staff and the environment as a whole and also developed creative approaches while managing tasks, teams and individuals. A total of 45 students benefitted out of 53 students from this certificate course. The course comprised of 60 hours duration which was conducted during odd and even semesters. The course instructor was Ms. Jenifer.

#### **CERTIFICATE**



#### ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

#### CERTIFICATE

This is to certify that

Ms. S. Abitha - 17AUEC02

**II B.A Economics** 

has successfully completed the Certificate Course on

OFFICE MANAGEMENT conducted during the academic year 2018 - 2019 with A+ Grade.

B. Frai Hars

Principal

# St. Mary's College, (Autonomous) Re – accredited with A grade by NAAC Thoothukudi, Tamil Nadu

# DEPARTMENT OF PSYCHOLOGY

Offers
Certificate course

"PRANIC HEALING"

Course code: 18CSPS31 Duration: 60 Hours

# **Course Module**

Duration: 60 Hours Course Code - 18CSPS31

# Aim:

The aim of Pranic Healing is to provide a comprehensive and holistic approach to physical, emotional, mental, and spiritual well-being through the application of pranic energy.

# **Objectives:**

- 1. Understand the principles and concepts of Pranic Healing.
- 2. Develop skills in harnessing and transmitting pranic energy.

# **Course Outcomes**

- 1. Understand the basics and fundamentals of pranic healing.
- 2. Become aware of inner and outer aura and the health rays.
- 3. Learn to identify pranic depletion and congestion in the body.
- 4. Gaining insights on the sweeping methods and about energizing aura.
- 5. Understanding the types of chakras and their functions.
- 6. Learning about meditation and the twin hearts.
- 7. Mastering pranic breathing exercises.
- 8. Gaining knowledge about the law of karma and virtues of pranic healing.
- 9. Gaining insight on the golden rules of all religion.
- 10. Mastering the seven basic techniques in pranic healing.

# **Course Methodology**

# 3.1. Learning Approach- "Tell me and I forget, teach me and I may remember, involve me and I learn"

- Facilitator led presentations
- Syndicate/ group work
- Exercises
- Role plays
- Videos & Audio clips
- Meditation

# 3.2. Take away of the Course

• Soft copy of the PPT (only in PDF format) will be shared with the students.

# 3.3. Infrastructural Support

- A classroom with good ventilation and space.
- A big bowl of water.
- Whiteboard, markers and dusters.
- Audio system need to be in place (as video/audio clips will be played during the session)

# **Syllabus**

Pranic Healing is a revolutionary and comprehensive system of natural healing techniques that uses prana to treat illness. It is a synthesis of ancient, esoteric healing methods that have been rediscovered, researched, tested and proved successful. It has been included as Certificate Course for the Psychology students to help them become therapeutic and effective psychologists.

# **CONTENTS:**

- Introduction
- Fundamental principles of Pranic Healing
- Basic concepts of Pranic Healing
- Inner aura and outer aura
- Health rays and Health aura
- Pranic depletion
- Pranic congestion
- Localized sweeping method
- Stages in Pranic Healing
- Facilitating for energizing with prana
- Types of chakras with explanation and functioning
- Meditation and twin hearts
- Conditions and causes
- Pranic breathing exercises
- Law of karma
- Virtues of Pranic Healing
- Golden rules of all religions
- Five things to avoid in energizing
- Seven basic techniques in Pranic Healing

# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

# Department of Psychology Certificate Course II B.Sc. Psychology Course Schedule

**Course Title: Pranic Healing** 

Year: 2018 - 2019

**Instructor**: Mrs Stella Beatrice Nirmala

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1	11.07.2018	
2	17.07.2018	
3	18.07.2018	
4	7.08.2018	
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6	21.08.2018	
7	11.09.2018	
8	12.09.2018	
9	18.09.2018	
10	19.09.2018	
11	25.09.2018	
12	26.09.2018	
13	3.10.2018	
14	18.12.2018	
15	09.03.2019	
16	16.03.2019	
17	23.03.2019	
18	30.03.2019	

# Attendance

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# **Grade Sheet**

**Course Title: Pranic Healing** 

**Year: 2018 - 2019** 

Instructor: Mrs. Stella Beatrice Nirmala

S.NO	NAME	GRADE
1	ANTONY ROSE RASHMI A	A
2	IRIN JEYA SHEELA J	A
3	LOHITHA V	A
4	MANICKA DEVI S	A
5	MARIA SNEHA S	A
6	MARIA THOMMAI PRINKA VAZ B	A
7	MARIYA JENCI M	A
8	MARY VADHANA DEVI K	A
9	NISHA PRIYADHARSHINI D	A
10	PADMA M	A
11	PON BALA PRIYA G	A
12	PON VENNILA P	A
13	PRIZILA S	A
14	RAJALAKSHMI Y	A
15	SELVA PRINCY EBENEZER J	A
16	THANGA RATHI H	A
17	UMMUL RIZWANA S	A
18	PRIYA DHARSHINI S	A

# Report of the Certificate Course 2018-2019

Pranic Healing was offered as Certificate Course by the Department of Psychology from 11th July 2018 – 30th March 2019 to the II year B.Sc. Psychology students. Mrs. Stella Beatrice Nirmala, Assistant Professor, St Mary's College was the Instructor and the course was held after the regular college hours from 2 p.m. to 4 p.m. The duration of the course is 60 hours. The students were made to appear for a written test at the end of the program and were issued certificates with Grade levels according to their attendance percentage. 18 students were enrolled and benefitted from this program.

# **Certificate**





# St. Mary's College (Autonomous)

# (Re-accredited with A Grade by NAAC)

Thoothukudi, Tamil Nadu.

Department of English (SSC)

offers

A Certificate Course in

# Proficiency Competence (NET/SET

# Exam)

Course Code: 18CSEN51

**Duration:** 60 Hours

for the Academic Year

2018 - 2019

For III B.A. English (SSC) Students

# St. Mary's College (Autonomous) Thoothukudi Department of English (SSC)

# **Certificate Course on Proficiency Competence (NET / SET Exam)**

### Aim

To equip students with in-depth knowledge and analytical skills necessary to succeed in the National Eligibility Test (NET) and State Eligibility Test (SET) for English Literature.

# **Objective**

- To provide comprehensive coverage of English literature from various periods, including literary theory, criticism, and cultural studies.
- To familiarize students with key concepts, movements, and figures in British,
   American, and Indian English literature
- To build confidence and competence in the English language through focused skill-building in areas relevant to NET / SET exams.

### **Course Outcome**

Upon successful completion of this course, students will:

- Demonstrate a broad knowledge of major and minor authors, major texts and contexts.
- Formulate an excellent foundation for a very wide range of careers.
- Develop expertise ideally suited to a range of careers in the age of information.
- Improve the objective knowledge of the subject required for the career paths.
- Prepare themselves for a career.
- Face NET/SET and other competitive examinations with confidence.
- Appreciate and enjoy the rich cultural background and grandeur of English Literary trends.

# **Department of English (SSC)**

# **Certificate Course on Proficiency Competence (NET / SET Exam)**

Course Code: 18CSEN51

**Duration**: 60 Hours

### **Course Module**

### Unit I

### **British Literature**

Old and Middle English – Age of Chaucer – Age of Revival – Elizabethan Age – Jacobean & Caroline Age – Restoration Age – Enlightenment Age – Romantic Age – Victorian Age – Modern Age

### Unit II

# **American Literature**

Early American Literature – American Writers of Romantic Age – American Writers of Victorian Age – American Writers of Modern Age – American Writers of Postmodern Age

### **Unit III**

### **Indian Literature**

Indian English Novelists – Indian English Poets – Indian English Dramatists – Indian Aesthetics

**Cultural Studies - Major Terms & Theorists** 

### Unit IV

# **Postcolonial Literature**

African American Writers – Writers of British Diaspora – African Writers – Canadian Writers – Australian Writers – Carribean & Colombian Writers

# Unit V

Literary Criticism - Literary Theory - Literary Movements

# Department of English [SSC]

# III B.A English Literature

# Course Schedule

**Course Title:** | **Proficiency Competence (NET / SET Exam)** 

Course Instructor: Ms. M. Reeda Albin Mary

Department: III BA English Literature [2018-2019]

Time: 2.00- 4.00p.m Duration: 60 Hours

S.NO	Date	Duration	
1	9.7.18	2 Hours	
2	12.7.18	2 Hours	
3	16.7.18	2 Hours	
4	20.7.18	2 Hours	
5	23.7.18	2 Hours	
6	9.8.18	2 Hours	
7	13.8.18	2 Hours	
8	16.8.18	2 Hours	
9	20.8.18	2 Hours	
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13	17.9.18	2 Hours	
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Course Title: Proficiency Competence (NET / SET Exam)

Course Instructor: Ms. M. Reeda Albin Mary

Department: III B.A ENGLISH LITERARTURE (2018-2019)

S.No	Name	Grade
1.	ABINAYA S. 11.07.1999	Α
2.	ABINAYA S. 25.09.1998	C
3.	ABISHA M.	В
4.	AJITHA M.	Α
5.	AKILA T.	C
6.	ALAGU CHELLA	В
1000	KEERTHANA A.	
7.	AMALAPUSHPAM A.	Α
8.	ANTO SOBINI QUEEN M.	C
9.	ANUPRIYA A.	В
10.	ARCHANA V.	Α
11.	DENISHA A.	C
12.	DHANISHA H.	Α
13.	EBENEZER J.	В
14.	EPSI THENMOZHI A.	C
15.	FANTINA L.	A
16.	FATHIMA SIHANA N.	В
17.	GANGA DEVI S.	С
18.	GNANAVINCYKERENHAPPU S.	С
19.	GOUSALYA G.	В
20.	INBINA I.	A
21.	INFANT HASINA A.	C
22.	ISWARIA I.	В
23.	JESIMA K.	A
24.	JESSY BRIGHTLIN B.	C
25.	JUDITH JENISHA J.	В
26.	KARTHIKA R.	С
27.	KAVI PRIYA K.	Α
28.	KAVITHA S.	С
29.	LAKSHMI S.	A
30.	LAVANIYA X.	A
31.	LINSI S.	В
32.	MARIA ALPHONSA J.	C
33.	MARIA ANBU RESHMA V.	С
34.	MARIA DEENU STENIZA A.	В
35.	MARIA FLORINA	A
36.	MARISWARI M.	A
37.	MARIYA SANTHIYAGU DHAYALINI M.	C

38.	MONIKA RIMSA T.	В
39.	MONISHA CHELLAM R.	C
40.	MONISHA R.	۸
41.	MOUNICA X.	Α
42.	OVIYA M.	В
43.	PAVITHRSA S.	В
44.	PON KOWSALYA N.	Α
45.	PONISHA J.	C
46.	POOJA S.	В
47.	PRIYA M.	C
48.	RAJA LAKSHMI S. 27.02.1999	Α
49.	RAJALAKSHMI S. 01.10.1997	В
50.	RANJITHA ABISHYA I.	C
51.	RICHLINE.J	В
52.	ROSEL SUJI A.	A
53.	RUBINA J.	C
54.	SABRINA J.	A
55.	SAHAYA RISHIKA R.	В
56.	SAJMINA SUBAHANYA N.	C
57.	SANTHIY A.	A C
58.	SHANMUGAPRIYA R.	В
59.	SHARMILA SUBRAMANIAN	В
60.	SHYAMALA DEVI T.	A
61.	STEPHI P.	C
62.	SUDHA M.	A
63.	VALARMATHI M.	A
64.	VIRGIN PRATHEEPHA P.	

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# **Proficiency Competence (NET / SET Exam)**

# III B.A. English Literature Report

This course was introduced to give knowledge and awareness for competitive exams dud to high student interest. As per the scheduled sixty hours for certificate course, the syllabus for this particular programme was divided into five units.

The first class was conducted in 9<sup>th</sup> July, 2018 and there was a total of 64 participants. The final class was conducted in 15<sup>th</sup> March, 2019 with an examination to analyze the level of comprehension of the students regarding the subject matter.

The class was conducted weekly twice: on Mondays and Thursdays. During Mondays, the instructor (Mrs.Reeda Albin Mary M.A, Mphil., NET) used various learning devices such as ICT tools, movies, pronounciation and vocabulary activities based on the curriculum to easily present the information to the students. During Thursdays, there was a quiz on on the previous discussions in the classroom.

The exam was conducted based on the curriculum and the students performed well, scoring good marks. At the end of the course, feedback was taken from the participants and it was positive. The students are looking forward to further improve their understanding and knowledge on the subject matter.

Signature of the staff

m. De

Signature of the HoD

Department of English (2005), St. Mary's College (Autonomicus), Theothukudi - 628 001.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

# **CERTIFICATE**

This is to certify that

Ms. K. Kavi Priya - 16SUEN27

III B.A English (SSC)

has successfully completed the Certificate Course on PROFICIENCY COMPETENCE (NET / SET EXAM) conducted during the academic year 2018 - 2019 with A Grade.

m. Da

Instructor

Lucia Rosa

Principal

(Re-accredited with A grade by NAAC)

# Department of Mathematics (SSC)

in collaboration with

Suresh IAS Academy

offers

**Certificate Course** 

on

# Quantitative Aptitude and Numerical Ability Subject Code: 18CSMT51

# INTRODUCTION

Numerical Aptitude refers to an individual capacity to quickly perform mathematical operations. Numerical Aptitude is one of several cognitive abilities that a person can have a strong preference for, or capacity, to perform. A person with Numerical Aptitude can perform mathematical computations quickly.

# LEARNING OBJECTIVES

This course is designed to suit the need of the outgoing students and to acquaint them with frequently asked patterns in quantitative aptitude and logical reasoning during various examinations and campus interviews.

### LEARNING OUTCOME

On successful completion of the course the students will be able to

- understand the basic concepts of quantitative ability and logical reasoning skills.
- acquire satisfactory competency in use of reasoning.
- solve problems related to Quantitative Aptitude and Logical Reasoning Ability.
- crack various competitive exams like UPSC, TNPSC & Bank exams.

### TRAINING MODULE

# **Duration: 6**0hours (2hours per day)

- Coding & Decoding
- Ranking
- Distance and Direction
- Data Sufficiency
- Circle and straight line seating arrangement
- Puzzle
- Average and Age related problems
- Profit and loss
- Simple and Compound Interest
- Time and Distance
- Pie Chart
- Permutation and Combination

# TRAINING METHODOLOGY

- ✓ Student –Centered
- ✓ Flipped Classroom
- ✓ Cooperative Learning
- ✓ On-the-job oriented training methods
- ✓ Knowledge-Based Method
- ✓ Personalized Education

### ASSESSMENT

- > MCQ based Examination
- > Assignments

### INSTRUCTOR

Ms. Vijalakshmi Suresh IAS Academy Thoothukudi

# STAFF INCHARGE

Ms.A.Ferdina Assistant Professor of Mathematics, St. Mary's College(Autonomous), Thoothukudi.

Certificate Course								
Sub. Code: 18CSMT51	Sub. Code: 18CSMT51 Quantitative Aptitude and Numerical Ability							
Hrs/Week:4	Hrs/Sem:30							

# Unit I

Coding- Decoding- Series-Inequality- Ranking- Distance and Directions-Blood relationship

# **Unit II**

Symbols and Notations–Data sufficiency – Circle Seating Arrangement – Straight line Seating Arrangement – Puzzles

# **Unit III**

Syllogism-Input-Output-Alphabet-Schedule Day/Date/Time

# **Unit IV**

Fraction–Average and Age related Problems–Profit and Loss–Simple Interest– Compound Interest – Time and Distance

# Unit V

Time and Work–Partnership–Equation Problems–Pie Chart–Bar Chart–Table Chart – Line Chart – Permutations and Combinations

# **Text Book:**

D.Sugesh Samuel: Reasoning Ability, Suresh Publications

# **Course Schedule**

# 2018 - 2019

Instructor: Ms. VIjalakshmi Staff in-charge: Ms. A. Ferdina

Date	Hours
05.07.2018	2 hours
09.07.2018	2 hours
12.07.2018	2 hours
16.07.2018	2 hours
19.07.2018	2 hours
23.07.2018	2 hours
09.08.2018	2 hours
13.08.2018	2 hours
16.08.2018	2 hours
20.08.2018	2 hours
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17.09.2018	2 hours
24.09.2018	2 hours
10.10.2018	2 hours
10.12.2018	2 hours
13.12.2018	2 hours
17.12.2018	2 hours
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04.02.2019	2 hours
05.02.2019	2 hours
07.03.2019	2 hours
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# **Grade Sheet 2018 - 2019**

Reg No	Name	Grade	Remark
16SUMT01	J. Abinaya	A	Good
16SUMT02	G. Abirami	A	Good
16SUMT03	P.Abirami	A	Good
16SUMT04	C.Amutha	A	Good
16SUMT05	J.P.Anto Iswarya Mithuna	A	Good
16SUMT06	S.Anu Selva Ratha	A	Good
16SUMT07	S. Arockia Poorna Anisha	A	Good
16SUMT08	W. Asha Millath	A	Good
16SUMT09	A. Ashwila	A	Good
16SUMT11	J. Emi Anisha Mary	A	Good
16SUMT12	M. Esakki Dharani	A	Good
16SUMT13	F. Gracelin	A	Good
16SUMT14	R. Gunavarthini	A	Good
16SUMT15	G. Haripriya	A	Good
16SUMT16	S. Inthumathi	A	Good
16SUMT18	M. Jeba Priyadharshini	A	Good
16SUMT19	I. Jenitta Lourdhu	A	Good
16SUMT20	J. Joshi Gowsini	A	Good
16SUMT21	T. Kavitha	A	Good
16SUMT22	V. Maheswari	A	Good
16SUMT23	S. Maria Francis Selva Malar	A	Good
16SUMT24	A. Maria Nisha	A	Good
16SUMT25	S. Merlin Sofia	A	Good
16SUMT26	M. Mounika	A	Good
16SUMT27	M.Mugesh Priya	A	Good
16SUMT29	M. Murugalakshmi	A	Good
16SUMT30	G. Padmapriya	A	Good
16SUMT31	G. Priyadharshini	A	Good
16SUMT32	P. Priyadharshini	A	Good
16SUMT34	E. Rebecca	A	Good
16SUMT35	P. Rosy	A	Good

16SUMT36	A. Sahaya Christy Aswina	A	Good
16SUMT37	P. Saranya	A	Good
16SUMT38	M. Shenbagam	A	Good
16SUMT39	G. B. Snowlin	A	Good
16SUMT40	P. Swarna Lakshmi	A	Good
16SUMT41	S. Sowmiya	A	Good
16SUMT42	K. Subashini	A	Good
16SUMT43	S. Subalakshmi	A	Good
16SUMT44	P. Subithra	A	Good
16SUMT45	M. Sudha	A	Good
16SUMT46	T. Swathilakshmi	A	Good
16SUMT48	R. Vaishnavi	A	Good
16SUMA01	A. Jeyashree	A	Good
16SUMA04	R. Mary Alfred Thilaga Roshini	A	Good
16SUMA06	G. Murugeshwari	A	Good
16SUMA07	S. Murugeshwari	A	Good
16SUMA09	A. Oliba Ashlin	A	Good
16SUMA10	P. Poonkani Kavitha	A	Good
16SUMA11	R. Preethi	A	Good
16SUMA12	V. Rajashri	A	Good
16SUMA13	A. Rajeshwari	A	Good
16SUMA15	K. Subashini	A	Good
16SUMA16	T. Vivekha	A	Good

Report of the Certificate Course 2018 -2019

No: Of Enrolment - 57

No: of Beneficiaries - 56

Quantitative Aptitude and Numerical Ability was offered as Certificate Course by the

Department of Mathematics (SSC) from 05 July 2018 -01 April 2019 to the III year B.Sc.

Maths SSC (Section A & B) students. Ms. Vijayalakshmi , the Instructors and the course was

held after the regular college hours from 2.00 pm to 4 pm. The students were made to appear

for a written test at the end of the programme and certificates were issued with Grade levels

according to their percentage of attendance.



ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI
(Re-accredited with 'A' Grade by NAAC)

CERTIFICATE

This is to certify that

Ms. P.Subithra – 16SUMT44

III B.Sc Mathematics

has successfully completed the Certificate Course on
Quantitative Aptitude and Numerical Ability conducted during the academic year 2018 - 2019 Quantitative Aptitude and Numerical Ability conducted during the academic year 2018 - 2019 with A Grade.

Principal

# St. Mary's College (Autonomous), Thoothukudi (Reaccredited with 'A' Grade by NAAC)

# **Certificate Course 2018-2019**

Name of the Department : Chemistry

Title of the Course : Soil and Water Analysis Duration: 60 hours

Offered to: II B.Sc Chemistry Course Code: 18CACH31

# Aim:

To analyse the parameters of soil and water for a clean environment.

# **Objective:**

- To practice a clean and good environment.
- To impart knowledge about importance of minerals of soil and water
- To create an awareness about the pollutants of soil and water

# **Course Outcome:**

- Students will learn to maintain clean environment by their own
- Students will gain knowledge of minerals required for humans
- Students become an analyst in water resource concern
- They can be employed as soil analyst

(Re- accredited with A grade by NAAC)

Department of Chemistry (Semester- III & IV)

# Soil and Water Analysis 2018-2019 Certificate Course – Syllabus Course Code: 18CACH31 Total: 60 Hours

### Unit-I

Soil testing – Concept and objectives – Soil sampling – Collection of soil samples Processing and dispatch of samples.

# Unit - II

Estimation of organic matter – Estimation of available nitrogen – Determination of PH – Determination of electrical conductivity – Determination of bulk density and particle density – Determination of acidity.

# Unit - III

Determination of alkalinity – Determination of chloride – Determination of total nitrogen – Determination of available potassium – Estimation of available phosphorous and phosphate – Bray and Kurtz method for acidic soils – Olsen's method for neutral and alkaline soils.

# Unit – IV

Comparison between ordinary water and heavy water – Types of water – Hard and soft water – Determination of total hardness – Determination of alkalinity – Determination of acidity – Determination of calcium and magnesium – Determination of pH-Determination of electrical conductivity – Determination of toal dissolved solids (By electrical conductivity method)- Determination of chloride (By Spectorphotometer method) – Estimation of chloride (By mercuric nitrate method)- Estimation of free residual chlorine (Iodometric method)

# Unit - V

Determination of sulphate – Determination of free carbon dioxide and total carbon dioxide Determination of iron (By spectrophotometer method)- Determination of dissolved oxygen – Determination of biochemical oxygen demand – Determination of chemical oxygen demand- Determination of potassium permanganate consumption – Determination of oil and grease.

(Re- accredited with A grade by NAAC)
Department of Chemistry (Semester- III & IV)

Soil and Water Analysis 2018-2019 Course Code: 18CACH31 Total: 60 Hours

Course Schedule Time: 2.00-4.00 p.m

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1.	04.07.2018
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(Re- accredited with A grade by NAAC)
Department of Chemistry (Semester- III & IV)
Soil and Water Analysis 2018-2019

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17AUCH02	ANTONY FELIS R	A
	ANTONY MAGDALINE	
17AUCH03	ALLBRIGHT A	Α
17AUCH04	ASHWINI PUNITHA S.R	А
17AUCH05	BINU JOSELIN S	А
17AUCH06	CARELINE P	А
17AUCH07	DELICIYA R	Α
17AUCH08	DHANALAKSHMI C	Α
17AUCH09	DHARSHINI L	А
17AUCH10	DHISHANI ATHIBA S	Α
17AUCH11	ESSAKITHAI S	Α
17AUCH12	EVANGELIN PREETHI A	Α
17AUCH13	GNANA DEVI K	А
17AUCH14	HEERA C	Α
17AUCH15	HEPZIBAH A	А
17AUCH16	INDHU M	Α
17AUCH17	INFI SHINY A	А
17AUCH18	JAMIN THASLIMA A	A
17AUCH19	JECINTH PRICILLA B	А
17AUCH20	KALAI SELVI B	A
17AUCH21	KAROLINE H	A
17AUCH22	KRISHNAVENI G	A
17AUCH23	MAHARASI N	A
17AUCH24	MALINI V	A
17AUCH25	MAREESWARI S	A
17AUCH26	MARISWARI P	A
17AUCH27	MARIYA KETHRIN J	A
17AUCH28	MICHAEL MEDON DAMINI K	A
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### **Report of the Certificate course 2018-2019**

Soil and Water analysis was offered as Certificate course for the II B.Sc Chemistry students from 4<sup>th</sup> July 2018 to 22<sup>nd</sup> March 2019 for the duration of 60 hours. Ms. Dr.G.Amala Jothi Grace was the instructor. Students were given training on various methods of analysis of soil and water and impart knowledge about the importance of minerals. Students were evaluated by giving practical test at the end of the course. They were given certificates with their grades based on their performance. 48 students were enrolled and 48 students were benefitted out of this course.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC) Department of Chemistry



# **CERTIFICATE**

This is to certify that

**ANTONY FELIS R - 17AUCH02** 

II B.Sc. Chemistry

has successfully completed the Certificate Course on
Soil and Water Analysis conducted during the academic year 2018 – 2019 with 'A' Grade.

Instructor

Principal

Lucia Rose



# I year Certificate Course 2018 -2019





### ST. MARY'S COLLEGE (AUTONOMOUS)

(RE-ACCREDITED WITH A GRADE BY NAAC)
THOOTHUKUDI - 628001, TAMILNADU

Name of the course: Spoken English

Offered to : I UG Students Course Code: 18CUSE11

Duration: 60 hours

**Aim**: To enhance the fluency, accuracy, and complexity in communication, often for professional, academic, or social purposes.

### **Objectives:**

- **Achieve Fluency and Precision**: Enable the students to communicate fluently and accurately in complex discussions, using advanced vocabulary and grammatical structures.
- **Develop Advanced Writing and Reading Skills**: Equip the students with the ability to write detailed, coherent essays and reports, and comprehend sophisticated written texts like academic articles and literary works.

#### Outcome:

- ✓ **Increased Employability**: Communicate effectively in professional settings, enhancing their qualifications for jobs that require advanced English proficiency, such as business communication, presentations, and negotiations.
- ✓ Improved Professional Writing and Communication: Draft formal reports, emails, and proposals, as well as confidently engage in meetings, interviews, and discussions in a professional environment.



### **Syllabus**

### UNIT I

Ice breaking activities - Self-introduction - Analysis of students' vocabularylevel - Recollecting words {vocabulary} - Video comprehension

### UNIT II

Framing sentences - Analysing their sentence formation - Word chain Bragging game (enhances their involvement in the class and also enriches their imagination) - Bamboozle activities - Simplelistening- to enhance listening skills

### UNIT III

Speaking activities - Breaking hesitations through fun speaking activities - Jumbled sentences - Holiday fun- to reconnect with the students after a break -Rearranging the sentences to frame a story

### **UNIT IV**

Describe the picture - Reframing the sentence - Creating their own story with the given pictures – increases fluency - Intense listening - Retrospective games-to enhance speaking skills

### **UNIT V**

Enacting a skit with a moral - Communication games - Crack the code - Chooseyour pack- enrich the sentence structure - Hints developing – evaluation.

# St.Mary's College (Autonomous), Thoothukudi (Re- accredited with A grade by NAAC)

## I UG Certificate Course Schedule

**Total: 60 Hours** 

S.No	Date	Hours
1.	11.07.2018	2
2.	17.07.2018	2
3.	18.07.2018	2
4.	07.08.2018	2
5.	14.08.2018	2
6.	21.08.2018	2
7.	28.08.2018	2
8.	29.08.2018	2
9.	11.09.2018	2
10.	12.09.2018	2
11.	18.09.2018	2
12.	19.09.2018	2
13.	25.09.2018	2
14.	26.09.2018	2
15.	03.10.2018	2
16.	04.12.2018	2
17.	05.12.2018	2
18.	11.12.2018	2
19.	12.12.2018	2
20.	19.12.2018	2
21.	22.01.2019	2
22.	23.01.2019	2
23.	29.01.2019	2
24.	30.01.2019	2
25.	05.02.2019	2
26.	12.02.2019	2
27.	05.03.2019	2
28.	06.03.2019	2
29.	12.03.2019	2
30.	13.03.2019	1
31.	19.03.2019	1
Total		60 hours

# Report of the Certificate Course 2018-2019

Spoken English was offered as Certificate course for the I year students from 11<sup>th</sup> July 2018 to 13<sup>th</sup> March 2019. Ms. Annie Varsha, Ms. Nancy Juliet, Ms.AbiyaMercy, Ms.Felcia were the incharge of this course. 323 students enrolled for this course and were benefitted out of this course. Students were given training on various listening, pronunciation and presentation skills. The students were given a total of 60 hours of training.

## St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC)

### Certificate Course Programme for the year 2018 - 2019 Participants of the course: I Year Students

Time: 2.00 p.m. to 4.00 p.m. Total Hours: 60

### Career Orientation Programme – Spoken English Grade Sheet

S.No	Name	Reg.No	Mark	Grade
1.	Sowmiya B	18SUCA50	93.3	A
2.	Mareeswari S	18SUCA24	100	A
3.	Sherina Asmi T	18SUCA45	100	A
4.	Nagavalli M	18SUCA31	86.67	A
5.	Muthu Lakshmi M	18SUCA29	90	A
6.	Menaka K	18SUCA28	100	A
7.	Ponkaleeswari M	18SUCA34	96.67	A
8.	Mariselvi M	18SUCA26	90	A
9.	Mari Selvi G	18SUCA25	86.67	A
10.	Swetha S	18SUCA54	90	A
11.	Krishna Ramya K	18SUCA21	96.67	A
12.	Nevetha P	18SUCA36	80	A
13.	Jenitha R	18SUCA15	100	A
14.	Uma Maheshwari M	18SUCA56	93.3	A
15.	Buvaneswari A	18SUCA06	100	A
16.	Nanthini P	18SUCA32	96.67	A
17.	Ramya R	18SUCA38	56.67	В
18.	Anisha R.	18SUCA03	90	A
19.	Nagadevi M	18SUCA30	93.3	A
20.	Poornisha A	18SUCA35	96.67	A

21.	Selshiya Jeefina J	18SUCA41	70	В
22.	Siluvai Arokiya Rebancy	18SUCA46	73.33	В
23.	Swetha S	18SUMT87	86.67	A
24.	Parameshwari K	18SUMT75	100	A
25.	Esaki Rajalakshmi V	18SUMT58	90	A
26.	Maharasi C	18SUMT66	83.3	A
27.	Swetha C	18SUMT86	70	В
28.	Padmamari S	18SUMT74	100	A
29.	Kavitha Rajalakshmi P	18SUMT62	96.67	A
30.	Wilciya	18SUMT91	63.33	В
31.	Maria Roselin Angel Mary A	18SUMT68	100	A
32.	Sahaya Veni A	18SUPS18	76.67	В
33.	Mary Angel S	18SUPS14	83.3	A
34.	Maria Angel Jenifer M	18SUEN29	46.67	С
35.	Brighty M	18SUEN10	70	В
36.	Shiba Fernando I	18SUEN46	63.3	В
37.	Dasnavis Arokiya Rubini P.R	18SUEN13	100	A
38.	Arokia Jenics J	18SUEN06	73.3	В
39.	Kesiya S	18SUEN23	86.67	A
40.	Mariammal L	18SUEN31	100	A
41.	Sweety P	18SUEN55	83.3	A
42.	Bhavani T	18SUEN08	90	A
43.	Ravana Barveen	18SUEN39	100	A
44.	Thanga Rathi J	18SUEN56	90	A
45.	Merlin A	18SUEN33	86.67	A

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### St. Mary's College (Autonomous) - Thoothukudi

(Re-accredited with A Grade by NAAC)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

This is to certify that

Ms. Sowmiya B
I B.Com (A)
has successfully completed the Certificate Course on

Spoken English conducted during the academic year 2018-2019 with A Grade.

Instructor

Lucia Rosa

Principal



# ST. MARY'S COLLEGE (AUTONOMOUS) (RE-ACCREDITED WITH A GRADE BY NAAC) THOOTHUKUDI - 628001, TAMILNADU

I year Certificate Course 2018-2019

Name of the course: SPOKEN HINDI

Offered to: I UG students

Course code:18CUSH11

**Duration: 60 hours** 



**Aim**:To develop the ability to understand and communicate effectively in Hindi, focusing on practical language skills for everyday conversations.

### **Objective:**

- ✓ Enable the students to engage in everyday conversations, such as greetings, introductions, and asking questions in Hindi.
- ✓ Help them to understand spoken Hindi and pronounce words correctly to communicate more effectively.
- ✓ Equip the students with essential Hindi vocabulary and grammar structures to form coherent sentences and express the ideas.

### **Outcome:**

- Improved Conversational Fluency
- Enhanced Listening and Pronunciation Skills

## **Syllabus**

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**Hindi vowels and consonants** 

**UNITII** 

Names of common parts of human body

UNITIII

**Basic Colors & Days of the Week** 

**UNITIV** 

**Numerals & Number names in Hindi(1-50)** 

UNITV

Names of common places (Eg: Places of worship, Education, etc.)

**UNITVI** 

Clock timings in Hindi, parts of the day & seasons

**Common Domestic animals, Wild animals, Birds**UNITVIII

**Names of common flowers & Basic relationships**UNITIX

**Commonly used vegetables, fruits and grocery items**UNITX

**Self-Introduction in Hindi** 

**UNITXI** 

**Basic pronunciation rules and some easy conversation practice** 

# St.Mary's College (Autonomous),Thoothukudi (Re-accredited with A Grade NAAC)

### **IUGCertificateCourseSchedule**

### **Total:60 Hours**

Time:2.00-4.00p.m

S.No	Date	Hours
1.	11.07.2018	2
2.	17.07.2018	2
3.	18.07.2018	2
4.	07.08.2018	2
5.	14.08.2018	2
6.	21.08.2018	2
7.	28.08.2018	2
8.	29.08.2018	2
9.	11.09.2018	2
10.	12.09.2018	2
11.	18.09.2018	2
12.	19.09.2018	2
13.	25.09.2018	2
14.	03.10.2018	2
15.	04.12.2018	2
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24.	05.02.2019	2
25.	12.02.2019	2
26.	05.03.2019	2
27.	06.03.2019	2
28.	12.03.2019	2
29.	13.03.2019	2
30.	19.03.2019	1
31.	20.03.2019	1
Total		60 hours

# Report of the Certificate Course 2018 - 2019

Spoken Hindi was offered as Certificate course for the I year UG students from 11<sup>th</sup> July 2018 to 13<sup>th</sup> March 2019. Ms.Joys Selvamary and Ms.Geetha Maheswari was the incharge of this course. 57 students enrolled for this course. Students were given training on listening and pronunciation skills. The students were given a total of 60 hours of training. 57 students were benefitted out of this course.

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# ST. MARY'S COLLEGE (AUTONOMOUS) (RE-ACCREDITED WITH A GRADE BY NAAC) THOOTHUKUDI - 628001, TAMILNADU

I year Certificate Course 2018-2019

Name of the course: Tailoring

Offered to: I UG students

Course code: 18CUTA11

Duration: 60 hours

**Aim**: To develop necessary skills and knowledge to design, construct, and alter garments, fostering creativity and technical proficiency in the art of tailoring.

### **Objectives:**

- **Acquire Sewing Proficiency**: Enable the students to effectively operate sewingmachines and apply various hand-sewing techniques to create garments.
- Understand Pattern Drafting and Alteration: Teach students how to draft, read, and modify patterns to ensure proper fit and design customization.
- **Develop Fabric Knowledge**: Equip the students with an understanding of differentfabric types, their properties, and how to select and work with them in garment construction.

#### **Outcome:**

- ✓ Skillful Garment Creation
- ✓ Enhanced Design and Customization Ability
- ✓ Understanding of Fabric Properties

## **Syllabus**

### **UNIT I**

Material Required
UNIT II

Introduction

**UNIT III - HAND WORK** 

Kerchief (Normal Stitch) – Kerchief (Hemming Stitch) –

Button(Stitching) – IHook Stitching – Embroidery in Basic Stitch

UNIT IV - MACHINE HANDLING

How to Petal Machine – How to put Thread in Machine – How to Handle Bobbin and Bobbin Caase
UNIT V - BASIC STITCHES

Straight Stitch – Bend Stitch – Dot Stitch – Back Stitch
UNIT VI

**Kerchief & Pillow Cover Stitching**UNIT VII

Saree Falls Stitching

**UNIT VIII** 

Pettil Coat Stitching & Pattu Pavadai
UNIT IX - BLOUSE CUTTING AND STITCHING

Simple Blouse – Lining Blouse
UNIT X - ChUDI TOP

Normal Chudi Top and pant - Cutting and Stitching



# St.Mary's College (Autoomous), Thoothukudi (Re- accredited with A grade by NAAC)

## I UG Certificate Course Schedule

**Total: 60 Hours** Time: 2.00-4.00 p.m

.No	Date	Hours
1.	11.07.2018	2
2.	17.07.2018	2
3.	18.07.2018	2
4.	07.08.2018	2
5.	14.08.2018	2
6.	21.08.2018	2
7.	28.08.2018	2
8.	29.08.2018	2
9.	11.09.2018	2
10.	12.09.2018	2
11.	18.09.2018	2
12.	19.09.2018	2
13.	25.09.2018	2
14.	26.09.2018	2
15.	03.10.2018	2
16.	04.12.2018	2
17.	05.12.2018	2
18.	11.12.2018	2
19.	12.12.2018	2
20.	18.12.2018	2
21.	19.12.2018	2
22.	22.01.2019	2
23.	23.01.2019	2
24.	29.01.2019	2
25.	30.01.2019	2
26.	05.02.2019	2
27.	12.02.2019	2
28.	05.03.2019	2
29.	06.03.2019	2
30.	12.03.2019	1
31.	13.03.2019	1
Total		60 hours

### **Report of the Certificate Course2018-2019**

Tailoring was offered as Certificate course for the I year students from 17<sup>th</sup> July 2018 to 13<sup>th</sup> March 2019. Ms. Saraswathi was the incharge of this course. 136 students enrolled for this course. Students were given training on various stitching methods. The students were given a total of 60 hours of training. They were evaluated by giving practical test at the end of the course. They were given certificates with their grades based on their performance. 66 students were benefitted out of this course

## St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC) Certificate Course Programme for the year 2018 - 2019 Participants of the course: I Vear Students

Participants of the course: I Year Students
Time: 2.00 p.m. to 4.00 p.m.
Total Hours: 60

# Career Orientation Programme – Tailoring Grade Sheet

1. Joericka J       18AUCS13       97       A         2. Maria Routh Selsia N       18AUCS26       67       B         3. Suganthi Mary M.       18AUCS46       83       A         4. Antony Maria Tresa S       18AUCS03       83       A         5. Asikka L       18AUCS04       87       A         6. Durga Devi M       18AUCS06       97       A         7. Durka Lakshmi K       18AUCS07       97       A         8. Jerina Shiny R.       18AUCS11       53       B         9. Jeya Bharathi M.       18AUCS12       77       B         10. Joseph Amala Lincy B       18AUCS14       97       A         11. Roshini       18AUCS41       90       A         12. Rathina Abisha A       18AUMT42       83       A         13. Charlet Jenisha J       18AUMT11       90       A         14. Deilini Sugeirtha D       18AUMT114       100       A         15. Maria Stephino X       18AUMT35       90       A         16. Rishiba S       18AUMT43       97       A         17. Snowthisha S       18AUMT50       97       A         18. Suriya Prabha A       18AUMT51       100       A	Jo N	Name	Reg.No	Mark	Grade
2.       Maria Routh Selsia N       18AUCS26       67       B         3.       Suganthi Mary M.       18AUCS46       83       A         4.       Antony Maria Tresa S       18AUCS03       83       A         5.       Asikka L       18AUCS04       87       A         6.       Durga Devi M       18AUCS06       97       A         7.       Durka Lakshmi K       18AUCS07       97       A         8.       Jerina Shiny R.       18AUCS11       53       B         9.       Jeya Bharathi M.       18AUCS12       77       B         10.       Joseph Amala Lincy B       18AUCS14       97       A         11.       Roshini       18AUCS41       90       A         12.       Rathina Abisha A       18AUMT42       83       A         13.       Charlet Jenisha J       18AUMT11       90       A         14.       Deilini Sugeirtha D       18AUMT11       190       A         15.       Maria Stephino X       18AUMT35       90       A         16.       Rishiba S       18AUMT43       97       A         17.       Snowthisha S       18AUMT50       97       A     <				7.7	
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29	Brightlin Leema W	18AUEN18	90	A
	Kalaivani M	18AUEN34	97	A
	Jesintha Joselin C	18AUEN29	73	A
	Maria Sabatni Selciya X	18AUEN40	63	В
	Raksheeba A	18AUEN41	97	В
34.		18AUEN08	97	A
	Reancy P	18AUCO56	87	A
	Narmadha Jeyasri R	18AUCO43	100	A
	Jenifa Ida Debarah J	18AUCO21	80	A
	Harini C	18AUCO15	100	A
	Divya Dharshini R.P	18AUCO12	93	A
	Srinithy S.M	18AUCO66	87	A
41.	Subitisha Raj S	18AUCO68	90	A
42.	Jeffna J.P	18AUCO20	87	A
43.	Amal Sinthiya R	18AUCO03	77	A
44.		18AUCO54	83	A
45.	Santhana Mari E	18AUCO60	90	A
46.	Swetha F	18AUCO71	87	A
47.	Annai Thanga S	18AUPH03	95	A
48.	Selva Sarojini	18AUPH	93	A
49.	Jolin Machado R	18AUPH22	87	A
50.	Trefilla Missier S	18AUPH47	93	A
51.	Anto Agnes Virgin A	18AUPH04	93	A
52.	Antony Clerisha Demel C	18AUPH05	100	A
53.	Bavani Lakshmi A	18AUPH07	93	A
54.	Subalakshmi C	18AUPH43	93	A
55.	Daffodil R	18AUPH13	100	A
56.	Gifty Kiruba Rani S	18AUPH17	87	A
57.	Mohammed Shifana	18AUPH30	80	A
58.	Doshini J.B	18AUPH 16	97	A
59.	Kirthika Nandhini S	18SUMT 17	90	A
60.	Divya A	18SUMT 08	93	A
61.	Uma Devi S	18SUMT 41	83	A
62.	Jasmine Jemima B	18SUMT 11	100	A
63.	Ponlakshmi P	18SUMB28	83	A
64.	Subha Lakshmi R	18SUMB 41	100	A
65.	Ananshiya T	18SUMB 02	80	A
66.	Deepa R	18SUMB 06	97	A

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#### St. Mary's College (Autonomous) - Thoothukudi

(Re-accredited with A Grade by NAAC)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

This is to certify that

Ms. Joericka J I B.Sc.Computer Science has successfully completed the Certificate Course on

Tailoring conducted during the academic year 2018-2019 with A Grade.

Instructor

Lucia Rosa

Principal

# St. Mary's College (Autonomous)



Re-accredited with A grade by NAAC (4th Cycle)

Thoothukudi, Tamil Nadu



# **Department of Botany**

**Offers** 

Certificate Course on

Tally ERP 9

for II UG Students

**Course Code: 18CABO31** 

**Duration**: 60 Hours



2018 - 2019

St. Mary's C	College (Autonomous),							
Thoothukudi								
Department of Botany								
2	2018 -2019							
Certificate Course – Tally ERP 9								
Course Code: 18CABO31	<b>Duration: 60 Hours</b>							

#### **AIM**

The primary aim of the Tally ERP 9 course is to equip students with comprehensive knowledge and practical skills in using Tally ERP 9 software for effective accounting, inventory management, and business operations, enabling them to enhance their employability and contribute effectively in a business environment.

#### **OBJECTIVES**

- 1. To provide students with a fundamental understanding of accounting principles and the role of Tally ERP 9 in financial management.
- 2. To familiarize students with the Tally ERP 9 interface, including navigation, menus, and features.
- 3. To teach students how to record various financial transactions, such as sales, purchases, receipts, and payments accurately.
- 4. To enable students to manage inventory, including stock management, tracking, and valuation.
- 5. To equip students with skills to generate various financial reports, including profit and loss statements, balance sheets, and GST reports.
- 6. To provide an overview of Goods and Services Tax (GST) compliance and reporting within Tally ERP 9.
- 7. To encourage hands-on practice through real-world scenarios and case studies to build confidence in using Tally ERP 9.
- 8. To prepare students to troubleshoot common issues and utilize Tally support resources effectively.

#### **COURSE OUTCOMES**

#### After the successful completion of the course, participants will be able to:

- effectively navigate Tally ERP 9 interface and utilize its core functionalities for accounting tasks.
- accurately record day-to-day financial transactions and manage accounts.
- set up and maintain inventory records, including stock valuation and movement tracking.

- produce and interpret key financial reports to assist in business decision-making. understand and apply GST principles in accounting practices using Tally ERP 9.
- solve practical accounting scenarios using Tally ERP 9 software, demonstratingreal-world application.
- identify and resolve common software issues independently, improving operational efficiency.
- enhance employability in accounting and finance roles by mastering a widely usedaccounting software.

#### St. Mary's College (Autonomous), Thoothukudi

#### **Department of Botany**

#### 2018 - 2019

#### **Certificate Course – Tally ERP 9**

Course Code: 18CABO31 Duration: 60 Hours

#### **Unit I**: Basics of Botany:

- Types of accounts
- Golden rules of accounting
- Accounting principles
- Concepts and conventions
- Double entry system of book keeping
- Mode of accounting
- Financial statement
- Transactions
- Recording transactions

#### Fundamentals of Tally ERP 9

- Getting functional with Tally ERP 9
- Creation / setting up of company in Tally

#### Unit II: Accounting masters in Tally ERP 9

- F11: features
- F12: configurations
- Setting up account heads

#### Inventory in Tally ERP 9

- Stock groups
- Stock categories
- Godowns / Locations
- Units of measure
- Stock items
- Creating inventory masters for national traders

#### **Unit III:** Voucher entry in Tally ERP 9

- Accounting vouchers
- Inventory vouchers
- Invoicing

#### Advanced accounting in Tally ERP 9

- Bill-wise details
- Cost centres and cost categories
- Voucher class and cost centre class
- Multiple curriencies
- Bank reconciliation

- Interest calculations
- Budgets and controls
- Scenario management

#### **Unit IV:** Advanced inventory in Tally ERP 9

- Order processing
- Reorder levels
- Tracking wise details
- Additional cost details
- Bill of Materials (BoM)
- Price levels and price lists
- Stock valuation
- Zero valued entries
- Inventory ageing analysis
- Different actual and billed quantity

#### **Unit V:** Goods and Service Tax (GST)

- Basic concepts in GST
- Configuring GST in Tally ERP 9

Company setup, enabling Goods and Service Tax (GST), GST classification

Creating masters

Creating purchase ledgers, creating sales ledger, creating integrate GST, SGST ledger, creating party ledgers, creating stock items.

• Entering transaction:

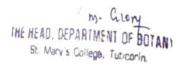
Creating purchase voucher without inventory, creating purchase invoice with default GST class.

Creating purchase invoice with Multiple GST rates, creating sales voucher without inventor, creating sales invoice with default class, With selection of GST class and entry

- Creating sales invoice with multiple VAT rates
- Creating sales invoice using VAT
- Accounting for return of goods, sales returns, purchase return

#### **Reference Books:**

- 1. Sharma, S. (2020). *Tally ERP 9 made simple: A practical guide for beginners*. New Delhi: Alpha Publications.
- 2. Gupta, A. (2021). *Tally ERP 9: For beginners and advanced users*. New Delhi: Kalyani Publishers.
- 3. Singh, R. (2020). Learn Tally ERP 9 with GST. New Delhi: Dreamtech Press.



## **Department of Botany**

2018 – 2019 II B.Sc. BOTANY

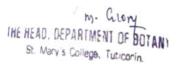
Certificate course – Tally ERP 9 Course code: 18CABO31

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1.	04.07.2018	2.00-4.00 pm
2.	10.07.2018	2.00-4.00 pm
3.	11.07.2018	2.00-4.00 pm
4.	17.07.2018	2.00-4.00 pm
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9.	28.08.2018	2.00-4.00 pm
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11.	10.09.2018	2.00-4.00 pm
12.	17.09.2019	2.00-4.00 pm
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15.	28.09.2019	2.00-4.00 pm
16.	04.12.2019	2.00-4.00 pm
17.	05.12.2019	2.00-4.00 pm
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#### 2018 – 2019 II B.Sc. BOTANY Certificate course – Tally ERP 9

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#### ST. MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

#### DEPARTMENT OF BOTANY

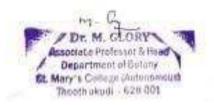
#### TALLY ERP 9

#### 2018 - 2019

Register Number	Name of the student	Total Marks (100)	Grade
17AUB001	ARILA K	80	0
17AUB002	ANTONY JUSTINA M	90	0
17AUB003	AROCKIA ASWINI J	77	(A)
17AUB004	BRIGHTSHA J	97	0+
17AUB005	CELCIYA IWIN T	87	0
17AUB006	CHITRA S	87	0
17AUB007	DHANAMARI M	94	0+
17AUBO08	EBINA K	87	0
17AUB010	ERUTHAYA ABISHA C	77	A
17AUB011	ESAKKIAMMAL P	97	0+
17AUBO13	JEEVITHA K	97	0.
17AUB014	JEYA RANCHINI J	73	A
17AUBO15	JEYA SANTHIYA M	100	0+
17AUB016	JOTHI KANI R	90	0.*
17AUB017	KAVITHA A	100	0 *
17AUB018	KAVITHA S.M	100	0+

17AUB019	KEERTHIGA R	90	0+
17AUB020	MADATHI K	70	A
17AUB021	MAHARASI M	80	0
17AUB022	MALATHI R	97	0.
17AUB023	MARI MANJU P	100	0+
17AUB024	MARIA REENA MAXILDA N	77	A
17AUB025	MARIAMMAL M	80	0
17AUB026	MARIAMMAL S	94	0+
17AUB027	MARIA JENIFER S	94	0.
17AUB028	MOHAIDEEN KASALI RABIYA S	94	0+
17AUB029	MUTHU ESARKIAMMAL K	90	0+
17AUB030	MUTHU SANTHIYA P	87	0
17AUB031	MUTHU VALLIAMMAL C	73	A
17AUB032	MUTHULAKSHMI M	53	В
17AUB033	NIVETHA S	87	0
17AUB034	PANDISELVI M	97	0+
17AUB035	PONDIVYA P	87	0
17AUB036	PONMARI K	70	A
17AUB037	PREETHI L	90	0+
17AUB039	RABUA R	80	0
17AUBO40	REENA M	94	0.
17AUB041	ROSHINI K	84	0
17AUB042	SANKARESWARI R	70	0
17AUB043	SANTHIYA V	53	В

17AUB044	SESU LORTHU NIVISHA N	90	0,
17AUB045	SIVANESHWARI M	97	0+
17AUB046	SIVARANJITHA M	97	0+
17AUB047	SOPHIA S	80	0



# **Department of Botany** 2018 – 2019

II B.Sc. BOTANY

Certificate course – Tally ERP 9 Course code: 18CABO31

#### Report

Tally ERP 9, certificate course offered by the Department of Botany from 4<sup>th</sup> July 2018 to 26<sup>th</sup> March 2019 to the II year B. Sc. Botany students for 30 hours. Mr. Jacob was the instructor and the course was held after the regular College hours from 2.00 p.m. to 4.00 p.m. The students were made to appear for computer based/ written test at the end of the programme and certificates were issued with Grade levels. The number of students enrolled and benefitted out of this programme is 44.

IN- CLORY
THE HEAD, DEPARTMENT OF BOTANT
St. Mary's College, Tuticorin.

# ST. MARY'S COLLEGE (Autonomous), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

# **CERTIFICATE COURSE**

## **CERTIFICATE**

This is to certify that Ms. K. AKILA (17AUBO01) of II B.Sc. Botany has successfully completed the Certificate Course on TALLY ERP 9 conducted during the academic year 2018 – 2019 with O Grade.

Instructor

Dr. Sr. A. S. J. Lucia Rose
Principal

Lucia Rose



# St. Mary's College (Autonomous), Thoothukudi

(Re-accredited with A grade by NAAC)

Department of Mathematics (SSC)

offers
Certificate Course

on

Tally 9 Version Business Accounting Software Subject Code: 18CSMT31

#### **PRODUCTION**

Tally is a complete business accounting and inventory management software that provides various like Govt. supported formats, multi-lingual operations, online functions and processing for small and medium business.

#### ARNING OBJECTIVES

- ➤ To impart knowledge regarding concepts of financial accounting. Tally is an accounting package which is used for learning to maintain accounts
- This course helps students to work with well known accounting software, i.e. Tally ERP.9

#### LEARNING OUTCOME

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

#### **DURATION:** 60 hours(2 hours per day)

#### TRAINING MODULE

- Goods and Service Tax: Basic Concepts in GST
- Configuring GST in Tally ERP.9
- Creating Masters Entering Transaction
- Exempt Transaction under GST
- Claiming ITC on Capital Goods
- GST for Composite Dealers.
- Tax deducted at Source: Basic Concepts of TDS
- Creating Masters, Recording Transactions
- Service Tax: Configuring Tally
- Accounting for Advance Receipts
- Accounting for Opening Service Tax
- Basics of Payroll and Configuring
- Payment of payroll and PF and ESI
  - Payroll Reports

# TRAINING METHODOLOGY

- ✓ Student –Centered
- ✓ Cooperative Learning
- ✓ Job oriented training methods
- ✓ Knowledge-Based Method
- ✓ Personalized Education
- ✓ Hands on training

#### ASSESSMENT

- ✓ MCQ based Examination
- ✓ Assignments

#### INSTRUCTOR

Ms.K.M.Valarmathi

Ms. Marine Jocelyn

## STAFF INCHARGE

Ms.R.Maria Irudhaya Aspin Chitra Assistant Professor of Mathematics St.Mary's College (Autonomous) Thoothukudi

Certificate Course								
Sub. Code: 18CSMT31 Tally 9 Version Business Accounting Software								
Hrs/Day: 2	Hrs/Sem:30							

#### Unit I

Goods and Service Tax: Basic concepts in GST – Configuration GST in Tally ERP 9 – Creating masters – Entering Transaction – Accounting for return of Goods – Rate Difference in Purchase / Sales – Accounting for Interstate Transaction.

#### Unit II

Exempt Transaction with GST – Purchased from unregistered Dealers – claiming IT on Capital Goods – Interstate Branch Transfer – GST Reports –Practice Exercise – GST for Composite Dealers.

#### Unit III

Tax Deducts at Source – Basic Concepts of TDS - Configuring TDS in Tally ERP 9 – Creating Masters – Recording Transactions – TDS Reports.

#### **Unit IV**

Service Tax: Configuring Tally ERP 9 for Service Tax – Creating Masters – Regarding Transaction – Accounting for Advance Receipts – Place and time of Supply of Service – Accounting for Opening Service Tax – Credits – Service Tax Report,

#### Unit V

Payroll : Basics of Payroll – Configuring Tally ERP 9 for Payroll tax complaint – Payment of Payroll – PF and ESI – Payroll Reports.

#### TextBook:

Mr. Ravinder Parmer: Tally ERP 9 with GST

#### ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

#### **Department of Mathematics (SSC)**

#### **Certificate Course**

#### II B.Sc. Mathematics

#### **Course Schedule**

**Course Title: Tally 9 Version Business Accounting Software** 

Year: 2018 -2019

Instructor: Ms. K.M. Valarmathi and Ms. Marine Jocelyn

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1.	10.07.18
2.	11.07.18
3.	17.07.18
4.	18.07.18
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# DEPARTMENT OF MATHEMATICS (SSC) II B.Sc MATHEMATICS - BATCH I(2019 - 2019) CERTIFICATE COURSE - TALLY

S.No	Name of the Student	Percentage of Attendence	Grade	Remark	
	ADELINE BEULAH A.	100 %	·A·	Good	
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	BANUSREE M.	100 %	'A'	Good	
	DHARSHINI S.	93 %	'A'	Good	
	DHIVYA PRIYA X.	90 %	·A·	Good	
;	DIVINE ANTANITHA A.	93 %	.B.	Good	
5	ESAKI DEVI E	93 %	.В.	Good	
7	ESWARI P.	90 %	, V.	Good	
}	GAYATHRI R.	100 %	'A'	Good	
)	нема м.	93 %	, Y.	Good	
10	JANAKI B.	100 %	, V.	Good	
1	JEMIMA KEPSIBA M.	100 %	, V.	Good	
2	JENCY SOUMIA I.	100 %	,Y.	Good	
	JEYA SURYA J.	97 %	•В.	Good	
13	KALAIVANI K.	100 %	, A,	Good	
14		100 %	, V.	Good	
15	KARTHIKA S. (1999)	100.0/	, 'A,	Good	
16	KARTHIKA S. (2000)	100 %			
17	LAKSHMI DEVI R.	93 %	.В.	Good	
18	MARIYA DANSTILA S.	93 %	, A,	Good	
19	MARIA DENITTA M.	93 %	.В.	Good	

	A A	97 %	,В,	Good
20	MARIA PRINCY A.	83 %	,В,	Good
21	M EENA R.	97 %	'В'	Good
22	MELJIYA E.	93 %	'В'	Good
23	MOHANA PRIYA S.			
24	MUTHU LAKSHMI G.	100 %	'A'	Good
25	MUTHU LAKSHMI M.	97 %	'B'	Good
26	NARMADHA R.	97 %	'A'	Good
27	RAMYA R.	97 %	'A'	Good
28	RAXI R.	93 %	'B'	Good
29	REGIKA R.	86 %	'С'	Good
30	REMA FERNANDO G.	100 %	'A'	Good
31	REVATHI KANAGALAKSHMI J.	100 %	'A'	Good
32	SAHAYA KLYSINI K.	80 %	'B'	Good
33	SANDHIYA M.	97 %	'A'	Good
4	SARANYA M.	86 %	'A'	Good
5	SEBASTIN JENIFER X.	100 %	'B'	Good
6	SELVA JOTHI N.	93 %		
7	SHARMILA M.		'A'	Good
8	SUBHA LAKSHMI G.	97 %	'A'	Good
)	THALAVAI YOGAVARTHINI M.	90 %	'В'	Good
	VINU S.	97 %	·В,	Good
		93 %	'A'	

# DEPARTMENT OF MATHEMATICS (SSC) II B.Sc MATHEMATICS--BATCH II (2018-2019) CERTIFICATE COURSE-TALLY

S.No	Name of the Student	Percentage of Attendence	Grade	Remark	
1	ABI PRIYANKA M.	97 %	, V.		
2	ABIRAMI G.	93 %	, Y.	Good	
3	ABIZA YOGA PUSPHAM K.	90 %	'A'	Good	
4	ANGELIN ANISHA W.	100 %	, 'A,	Good	
5	ANITHA R.	93 %	,B,	Good	
6	ANTONY JUDITH HETHCIAL M.	87 %	'A'	Good	
7	ARUNA DEVI M.	100 %	, V,	Good	
8	BHAVANI DEVI S.	90 %	'A'	Good	
9	DHANA LAKSHMI S.	80 %	'A'	Good	
10	DHARNISHA S.	93 %	'A'	Good	
11	JENEFA J.	97 %	,V,	Good	
12	JEYA HARINIE J.	100 %	'A'	Good	
3	JOSEPHIN STELLA K.	90 %	'B'	Good	
4	KANCHANADEVI S.	97 %	, Y,	Good	
5	KARTHIGAI PRIYA S.	87 %	'A'	Good	
6	KIRUTHIKA M.	100 %	'A'	Good	
7	LINDA ROSELIN R.	80 %	'A'	Good	
8	MARI KARTHIKA M.	87 %	,V,	Good	
9	MARI SELVI R.	97 %	'В'	Good	

20	MARIA SELVA A.	100 %	'A'	Good
		97 %	,В,	Good
21	MERCY J.	100.0/	'A'	C
22	MESITHA ESTHER W.	100 % .	A	Good
23	MURUGESHWARI S.	93 %	'A'	Good
24	MUTHUMARI M.	100 %	'A'	Good
25	NANDHINI S.	100 %	'A'	Good
26	NIVETHA R.	100 %	'A'	Good
27	NIVETHA S.	100 %	'A'	Good
28	PITCHAMMAL@PRIYA S.	97 %	'A'	Good
29	POOJA SORNAKUMARI M.	93 %	'A'	Good
30	RAJA KUMARI G.	83 %	'A'	Good
31	RAJASUBALAKSHMI A.	100 %	'B'	Good
32	RAMYA P.	100 %	'A'	Good
33	RAMYA R. 24.03.1999	100 %	'В'	Good
34	SAKTHIMARIPRIYA C.	97 %	'A'	Good
35	SANTHA LAKSHMI B.	90 %	'A'	Good
36	SATHYA S.	100 %	'A'	Good
37	SHEHU SHIBANA Y.	97 %	'A'	Good
38	THAMARAI SELVI R.	93 %	'A'	Good
39	UMA MAHESWARI A.	97 %		
40	VANITHA R.		'A'	Good
		97 %	'A'	Good

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Report of the Certificate Course 2018 -2019

No: of Enrolment - 80

No: of Beneficiaries - 80

Tally 9 version Business Accounting Software was offered as Certificate Course by the Department of Mathematics (SSC) from 10 July 2018 – 13 March 2019 to the II year B.Sc. Maths SSC (Section A & B) students. Ms. K.M. Valarmathi and Ms. Marine Jocelyn were the Instructors and the course was held after the regular college hours from 2.00 pm to 4 pm. The students were made to appear for a written test at the end of the programme and certificates were issued with Grade levels according to their percentage of attendance.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC) CERTIFICATE This is to certify that Ms. A. Adeline Beulah – 17SUMT01 II B.Sc Mathematics has successfully completed the Certificate Course on Tally 9 Version Business Accounting Software conducted during the academic year 2018 - 2019

Tally 9 Version Business Accounting Software conducted during the academic year 2018 - 2019

Instructor

with A Grade.

Lucia Rosa

Principal



#### St. Mary's College (Autonomous)

(Re – accredited with A grade by NAAC)

Thoothukudi, Tamil Nadu

#### **Department of History**

**Offers** 

# CAREER ORIENTED COURSE

#### **TALLY ERP 9**



Hurry up Enroll Today

Course code: 18CAHI51

**Duration 60 hours** 

#### **Learning Module**

Basic of Accounting – Company Info.

Opening Balance and Debit note and Credit note – Accounts with Inventory Cost Category and Cost Centre – Track Additional Cost of Purchase.

Price List – Stock Category – Standard Rate – Journal.

#### **Learning Outcomes**

#### **Basic Tally**

- Company Creation
- Cost Center & Cost Category
- Price List
- Stock Category
- Double VAT & GST

#### **Advanced Tally**

- Bill of Materials
- Tax Collected at Source
- Budget & Credit Management
- Service Tax
- Payroll System
- Manufacturing Journal
- Use Different Actual and Bill Quantity
- Track Additional cost of Purchase
- Collection of Tax at Source

#### **Course Outcome**

Excel the Industry requirements of Today
Real Time Learning on Licenced Software
100% Placement Assistance

#### TRAINING METHODOLOGY

Practicals-Lab Facilitator

presentations Video clips

Individual action plan Exercises







### St. Mary's College (Autonomous) – Thoothukudi Department of History

#### **Certificate Course for III UG**

#### Career Orientation Programme \_ Tally ERP 9

Duration: 60 hours Course code: 18CAHI51

#### **Course Objectives:**

- To avail job opportunities in enterprises.
- To develop technical skills.
- Unit\_I

Basic of Accounting – Introduction of Tally – Groups – Function of Key – Company Info.

Unit \_ II

Accounts only – Opening Balance and Debit note and Credit note – Bill wise Details – Accounts with Inventory – Discount Calculation.

Unit\_III

Manufacturing Journal and Bill of Material – Cost Category and Cost Centre – Budget – Use Different Actual and Bill Quantity– Track Additional cost of Purchase – Zero Value Entered.

- **Unit IV** Price List Stock Category Standard Rate Journal.
- Unit \_ V Tax \_VAT [Value Added Tax] \_ FBT [Fringe Benefit Tax] \_ Service Tax \_ TCS [Collection of Tax at Source].

#### **Recommended Text Book:**

Ashok K Nadhani Simple Financial Accounting, BPS Publications, 2012.

#### St. Mary's College (Autonomous) – Thoothukudi

#### (Re-accredited with 'A' Grade by NAAC)

Schedule for the Certificate Course Programme for the year 2018 - 2019

Participants of the course: III B.A. (History)

Semester: V (Odd) Time: 2.00 p.m. to 4.00 p.m. Total Hours: 30

Career Orientation Programme – Tally ERP 9

S. No	Date	Day
1	09.07.2018	Monday
2	12.07.2018	Thursday
3	16.07.2018	Monday
4	19.07.2018	Thursday
5	23.07.2018	Monday
6	09.08.2018	Thursday
7	13.08.2018	Monday
8	23.08.2018	Thursday
9	27.08.2018	Monday
10	30.08.2018	Thursday
11	10.09.2018	Monday
12	17.09.2018	Monday
13	20.09.2018	Thursday
14	25.09.2018	Tuesday
15	27.09.2018	Thursday

#### St. Mary's College (Autonomous) – Thoothukudi

#### (Re-accredited with 'A' Grade by NAAC)

Schedule for the Certificate Course Programme for the year 2018 - 2019

Participants of the course: III B.A. (History)

Semester: VI (Even) Time: 2.00 p.m. to 4.00 p.m. Total Hours: 30

Career Orientation Programme – Tally ERP 9

S. No	Date	Day
1	04.12.2018	Tuesday
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4	12.12.2018	Wednesday
5	22.01.2019	Tuesday
6	23.01.2019	Wednesday
7	29.01.2019	Tuesday
8	05.02.2019	Tuesday
9	06.02.2019	Wednesday
10	12.02.2019	Tuesday
11	06.03.2019	Wednesday
12	12.03.2019	Tuesday
13	13.03.2019	Wednesday
14	20.03.2019	Wednesday
15	23.03.2019	Saturday

#### St. Mary's College (Autonomous) Thoothukudi Department of History III Year Certificate Course Attendance (2018-19)

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#### St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC) **Certificate Course Programme for the year 2018 - 2019**

Participants of the course: III B.A. (History)

Time: 2.00 p.m. to 4.00 p.m. Semester: V (Odd) **Total Hours: 30** 

S.No	Name	Reg. No	Mark	Grade
1.	G. Abika	16AUHI01	11	О
2.	K. Abinaya	16AUHI02	14	О
3.	S. Angala Eswari	16AUHI03	15	O
4.	R. Anitha	16AUHI04	7	В
5.	S. Azhagumuthu	16AUHI06	8	В
6.	P. Babitha	16AUHI07	13	O
7.	M. Banu Priya	16AUHI08	12	O
8.	T. Bhavaneswari	16AUHI09	15	O
9.	S. Daisy	16AUHI10	9	В
10	R. Daynsha	16AUHI11	5	В
11	G. Gowsalya	16AUHI13	12	O
12	R. Harshini	16AUHI14	11	O
13	G. Hepziba	16AUHI15	14	О
14	W. Hepziba Beualah	16AUHI16	14	О
15	S. Kanniammal	16AUHI19	14	О
16	R. Karthika	16AUHI20	14	O
17	S. Karthika	16AUHI21	14	O
18	V. Karthika	16AUHI22	16	O
19	R. Lingammal	16AUHI23	12	O
20	S. Mageswari	16AUHI24	13	O
21	A. Malar	16AUHI25	10	A
22	M. Mari Gowsalya	16AUHI26	15	0

23	L. Mari Selvi	16AUHI27	13	O
24	P. Michelpaul	16AUHI29	12	О
25	R.Monisha	16AUHI30	10	A
26	V.Motcha	16AUHI31	15	О
	Rakkini			
27	M.Muthu	16AUHI32	14	O
20	Gowsalya	164111122	1.4	
28	B.Muthu	16AUHI33	14	О
20	Lakshmi T.Muthu Selvi	16AUHI34	14	0
29				О
30	A.Nithya Jemima	16AUHI35	14	О
31	P.Packia Lakshmi	16AUHI36	8	В
32	M.Pavithra	16AUHI38	16	O
33	C.Pon Malar	16AUHI39	10	A
34	P.Porkodi	16AUHI40	15	O
35	S.Priyanka	16AUHI42	8	В
36	Rebega	16AUH43	10	A
37	M.Sangeetha	16AUHI44	11	О
	Abinaya			
38	M.Sangeetha	16AUHI45	15	O
39	M.Santhana Kani	16AUHI46	15	О
40	I.Santhana Mari	16AUHI47	14	О
41	T.Sathya	16AUHI48	5	В
42	A.Selva Suganthi	16AUHI49	16	O
43	E.Shalini	16AUHI50	15	О
44	M.Shyamala	16AUHI51	13	О
	Sintha	16 4 1 11 11 150	1.7	
45	R.Subbu Lakshmi	16AUHI53	15	О
46	M.Sudha	16AUHI54	13	O
47	M.Sugasini	16AUHI55	15	О
48	S.Sureka	16AUHI56	9	В

49	P.Suva Lakshmi	16AUHI57	11	О
50	S.Suyambu Kani Anushiya	16AUHI58	14	0
51	P.Thanalakshmi	16AUHI59	14	О
52	R.Veera Selvi	16AUHI61	16	0
53	M.Viji	16AUHI63	11	О
54	M.Visa Lakshmi	16AUHI64	9	В
55	S.Rathina Mary	16AUHI65	3	В
56	M.Sankareswari	16AUHI66	13	О

Staff in Charge: Ms. S. Sheela, M.A, M.Phil.

Instructor: Ms. Sahaya Sharmila

#### St. Mary's College (Autonomous) – Thoothukudi

(Re-accredited with 'A' Grade by NAAC)

#### Certificate Course Programme for the year 2018 - 2019

**Participants of the course: III B.A. (History)** 

Semester: VI (Even) Time: 2.00 p.m. to 4.00 p.m. Total Hours: 30

#### **Career Orientation Programme – Tally Grade**

S.No	Name	Reg. No	Mark	Grade
1.	G. Abika	16AUHI01	10	A
2.	K. Abinaya	16AUHI02	9	В
3.	S. Angala Eswari	16AUHI03	12	О
4.	R. Anitha	16AUHI04	12	О
5.	S. Azhagumuthu	16AUHI06	7	В
6.	P. Babitha	16AUHI07	14	О
7.	M. Banu Priya	16AUHI08	10	A
8.	T. Bhavaneswari	16AUHI09	12	О
9.	S. Daisy	16AUHI10	7	В
10	R. Daynsha	16AUHI11	6	В
11	G. Gowsalya	16AUHI13	12	О
12	R. Harshini	16AUHI14	11	О
13	G. Hepziba	16AUHI15	14	О
14	W. Hepziba Beualah	16AUHI16	13	0
15	S. Kanniammal	16AUHI19	12	О
16	R. Karthika	16AUHI20	10	A
17	S. Karthika	16AUHI21	9	В
18	V. Karthika	16AUHI22	14	О

19	R. Lingammal	16AUHI23	11	О
20	S. Mageswari	16AUHI24	13	О
21	A. Malar	16AUHI25	7	В
22	M. Mari	16AUHI26	10	A
	Gowsalya			
23	L. Mari Selvi	16AUHI27	12	0
24	P. Michelpaul	16AUHI29	14	О
25	R.Monisha	16AUHI30	9	В
26	V.Motcha	16AUHI31	13	0
	Rakkini			
27	M.Muthu	16AUHI32	10	A
2,	Gowsalya	1011011132		
28	B.Muthu	16AUHI33	9	В
	Lakshmi			
29	T.Muthu Selvi	16AUHI34	8	В
30	A.Nithya Jemima	16AUHI35	14	О
31	P.Packia Lakshmi	16AUHI36	7	В
32	M.Pavithra	16AUHI38	15	О
33	C.Pon Malar	16AUHI39	11	О
34	P.Porkodi	16AUHI40	15	О
35	S.Priyanka	16AUHI42	8	В
36	Rebega	16AUH43	7	В
37	M.Sangeetha	16AUHI44	12	О
	Abinaya			
38	M.Sangeetha	16AUHI45	11	О
39	M.Santhana Kani	16AUHI46	11	О
40	I.Santhana Mari	16AUHI47	12	О
41	T.Sathya	16AUHI48	9	В
42	A.Selva Suganthi	16AUHI49	13	О
43	E.Shalini	16AUHI50	8	В

44	M.Shyamala Sintha	16AUHI51	11	0
45	R.Subbu Lakshmi	16AUHI53	13	О
46	M.Sudha	16AUHI54	12	О
47	M.Sugasini	16AUHI55	8	В
48	S.Sureka	16AUHI56	11	О
49	P.Suva Lakshmi	16AUHI57	9	В
50	S.Suyambu Kani Anushiya	16AUHI58	12	О
51	P.Thanalakshmi	16AUHI59	13	О
52	R.Veera Selvi	16AUHI61	13	О
53	M.Viji	16AUHI63	12	О
54	M.Visa Lakshmi	16AUHI64	8	В
55	S.Rathina Mary	16AUHI65	11	О
56	M.Sankareswari	16AUHI66	11	О

Staff in Charge: Ms. S. Sheela, M.A, M.Phil.

Instructor: Ms. Sahaya Sharmila

#### St. Mary's College (Autonomous) – Thoothukudi

#### **Department of History**

#### **Certificate Course for III UG**

#### **Tally ERP 9**

#### **Report of the Certificate Course 2018-2019**

Tally was offered as Certificate Course by the Department of History from July 2018 – March 2019 to the III year B.A. History students. Ms. S. Sheela was the Instructor and the course was held after the regular college hours from 2 p.m to 4 p.m. The students were made to appear for an oral/ written test at the end of the programme and were issued certificates with Grade levels according to their percentage of attendance. 56 students benefitted out of this programme.



#### St. Mary's College (Autonomous) - Thoothukudi

(Re-accredited with A Grade by NAAC)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

This is to certify that Ms. K.Abinaya - 16AUHI02

III B.A History has successfully completed the Certificate Course on

Tally ERP 9 conducted during the academic year 2018-2019 with B Grade.

d. 80 C

Instructor

Lucia Rosa

Principal





# ST.MARY'S COLLEGE (AUTONOMOUS),THOOTHUKUDI

(Re-accredited with 'A' grade by NAAC)

# PG & RESEARCH DEPARTMENT OF COMMERCE

Certificate course on TALLY WITH GST -II B.Com

DURATION: 60HRS COURSE CODE: 18CACO31

Year 2018-2019

Session:2.00p.m-4.00p.m

#### COURSE INSTRUCTOR:MS.JENIFER





#### ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' grade by NAAC)

#### PG & RESEARCH DEPARTMENT OF COMMERCE

# Certificate course on TALLY WITH GST- II B.Com 2018-2019

DURATION: 60HRS COURSE CODE: 18CACO31

#### Aim:

- 1. To provide comprehensive training on Tally ERP software with a focus on GST compliance.
- 2. To enhance accounting and financial management skills using Tally.

**Objectives:** 

	Learning Objectives
1	To understand and configure GST settings in Tally, including tax rates, HSN/SAC codes, and GST reports
2	To understand and configure GST settings in Tally, including tax rates, HSN/SAC codes, and GST reports
3	To master GST reporting, return filing, and reconciliation processes using Tally, ensuring accuracy and compliance

#### **Course Outcomes:**

CO No.	Upon completion of this course, students will be able to	Knowledge level
CO 1	remember Tally ERP software fundamentals and its application in financial accounting.	K1
CO 2	identify GST concepts, including tax structure, registration, and compliance.	K2
CO 3	apply with Tally's GST features and configuration.	K3
CO 4	analyse and manage company data in Tally	K4
CO 5	evaluate financial transactions, including invoices, receipts, and payments.	K5

# ST.MARY'S COLLEGE (AUTONOMOUS) **CERTIFICATE COURSE ON TALLY WITH GST**

# II B.Com (Department of Commerce)

ACADEMIC YE	EAR 2018-2019
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ACADEMIC YEAR 2018-2019	,
COURSE CODE: - 18 CACO 31 DURATION:	so hours
<u>UNIT -I</u>	
Introduction of GST:	
Introduction to GST - Tax Nomenclature before and after GST-	12 hours
Classification of Goods & Services -IGST- CGST-SGST - Supply under	
GST - Composite and Mixed Supply - Charge of GST - Non Taxable	
Supply - Determination of Nature of Supply - Place of Supply -	
Exemptions from GST – Time and Value of Supply (Goods & Services).	
Levy And Collection of Indirect Taxes:	
Levy and collection of Indirect Taxes in India Deemed Sales -Declared	
Services and problems therein Facedby the Assessee - Scope of Supply-	
Levy and Collection of GST in India, and Resolution of problems Faced	
by the Assessee- Valuation Under GST - Person , Taxable Person and	
Registered Person	
Unit – II	
Tally:	
Introduction - General features of Tally - Getting Started with Tally -	12hours
Create Company - Creating Accounts - Creating Groups - Ledger	33.0
Creation - Creation of Vouchers - Company info - Role of Buttons.	
Practical Session:	
System Based Training in Tally – Written Test	

<u>Unit – III</u>	
Input Tax Credit: Input Tax Credit overview – Eligible ITC – Ineligible ITC – ITC Carry	10 hours
forward - Reversal Input Tax Credit –Availment and Utilisation of Input	
Tax Credit –Illustration on GST- Advantages of GST	
GST Registration:	
GST Registration - Nature of Registration - Person Liable for	
Registration - GST Return	
**	
<u>Unit – IV</u>	
GST Tax Invoice	8Hours
GST Tax Invoice - Credit Note - Debit note - Contents in Tax Invoice -	
Tax Invoice for Input Service Distributor - Manner of Issue of Invoice -	
Accounts and Records	
GST Tax Payment, GST Return, GST Refund:	
GST Tax Payment - Electronic Credit Ledger - Late Payment & Filing	
Fee – TDS – TCS- GST Return, GST Refund	
Unit – V	
<u>Ome v</u>	
GST Return Extraction from Tally - GSTR1 online Per	
GSTR1-Return Extraction from Tally - GSTR1 online Return Filing - GSTR3B-Return Extraction from Tally - GSTR3B online Return filing -	10 hours
GSTR3b-Return Extraction from Tany - GSTR3b online Return filing - GSTR2 – Reconciliation– Other Return Forms.	
G51K2 - Reconcination Other Return Forms,	

E-Way Bill:  E-Way Bill overview – E-Way Bill online Registration – E-Way Bill Generation through Tally.  Unit – VI  Job Works  Definition of Job Work – Job Work Procedure under GST – Return of Goods to Principal – Waste generated by Job Worker – Input Tax Credit for Material Supplied to Job Worker – Accompanying documents – E-Commerce Operator for GST – E-Commerce Operator Registration  Appeals & Revision:  Appeals and Revision under GST – General rules for filing GST appeals – Prosecution under GST – Offences liable for prosecution – Punishments	8 Hours
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# Course Co-ordinator:

Miss. A.Jennifer - Cell No: 80 566 88 370

# ST.MARY'S COLLEGE (AUTONOMOUS),THOOTHUKUDI (Re-accredited with 'A' grade by NAAC) PG & RESEARCH DEPARTMENT OF COMMERCE Certificate course on TALLY WITH GST -II B.Com 2018-2019

DURATION: 60HRS COURSE CODE: 18CACO31 SCHEDULE ODD

S.No	Date	Day	Hours
1	18.07.2018	Tuesday	2
2	19.07.2018	Wednesday	2
3	25.07.2018	Tuesday	2
4	26.07.2018	Wednesday	2
5	01.08.2018	Tuesday	2
6	02.08.2018	Wednesday	2
7	22.08.2018	Tuesday	2
8	23.08.2018	Wednesday	2
9	29.08.2018	Tuesday	2
10	30.08.2018	Wednesday	2
11	05.09.2018	Tuesday	2
12	06.09.2018	Wednesday	2
13	12.09.2018	Tuesday	2
14	13.09.2018	Wednesday	2
15	19.09.2018	Tuesday	2

#### ST.MARY'S COLLEGE (AUTONOMOUS),THOOTHUKUDI (Re-accredited with 'A' grade by NAAC) PG & RESEARCH DEPARTMENT OF COMMERCE Certificate course on TALLY WITH GST -II B.Com 2018-2019

**DURATION: 60HRS** COURSE CODE: 18CACO31

#### **SCHEDULE EVEN**

S.No	Date	Day	HOURS
1	5.12.2018	Tuesday	2
2	6.12.2018	Wednesday	2
3	9.12.2018	Tuesday	2
4	22.12.2018	Wednesday	2
5	2.01.2019	Tuesday	2
6	3.01.2019	Wednesday	2
7	9.01.2019	Tuesday	2
8	10.01.2019	Wednesday	2
9	05.02.2019	Tuesday	2
10	06.02.2019	Wednesday	2
11	12.02.2019	Tuesday	2
12	13.02.2019	Wednesday	2
13	19.02.2019	Tuesday	2
14	5.03.2019	Wednesday	2
15	6.03.2019	Tuesday	2

STAFF IN CHARGE: DR.P.BANUMATHI

TALLY WITH 2018-2019 18CAC031 (Autonomous) THOOTHUKUDI - 628 001. ST. MARY'S COLLEGE FOR THE MONTH OF 9 10 g REGISTER OF ATTENDANCE 2018-20 7 8 24 28 × × Name of Pupils No. Alewanya. J ×× Arewords S. Amala Shajal Nibi Amanta Priya D. Anel Vinnoli S. 2 Mibuja. V 0 × × × × a × × × × XX XX a Angel J. Ana ha J Ahu heya K. 6 X. × o ××× × o ××× × × ××× × 8. 9, Beer Samia Nisha.M × 10-Castinini.c. 11. Chaisma D Seuz Litheya X 12 13 Deneus A Den Jakohn S Elcia S a 14 15 6 Gaushika k 17 18 x Goetha. P Coetha ! xx 19 X Coolda . R Comath . R 20 21 23 Harini M Helan Ying . A Holing Aircle. T. 24 25 Infanta Gonez.W. Enfants.S 27 Esmariya S. 28 29 30 James nami . T forminalar P geya selvia N 32 Sufferno S Konthama . R 33 fakshmi Brup k Lowthu Moodskika. R 34 35 Manicka.T Marcas war C 37 Man. Janaci B.
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#### ST. MARY'S COLLEGE REGISTER OF ATTENDANCE

(Autonomous) THOOTHUKUDI - 628 001.
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52	Preethika-M	X	X	X.	XX	1 2	1	<b>A</b> 2	X	3	1	×.	43		XX	SIX.	X	1×	X	S	X.	X.	3	1	12	45		2	+	-	
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### ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI CERTIFICATE COURSE ON TALLY WITH GST II B.COM

REGULAR COURSE CODE: 18 CACO31 ACADEMIC YEAR (2018-2019) DURATION: 60 hours

s. No	ROLLNO	NAME	NO.OF	TOTAL NO.OF DAYS	
	17AUCO01	AISHWARYA.J	30	ATTENDED 25	GRADE
	17AUCO02	AISHWARYA.S	30	30	0
	17AUCO03	AMALA SHAJAL NIBIYA.V	30	26	0
	17AUCO04	ANANTA PRIYA.D	30	20	A+
	17AUCO05	ANET VINNOLI.S	30	30	0
	17AUCO06	ANGEL.J	30	24	0
	17AUCO07	ANUSHA.J	30	30	0
	17AUCO08	ANUSHIYA.K	30	26	0
	17AUCO09	BEER SAMSU NISHA.M	30	LEFT	
	17AUCO10	CASTINSHA.C	30	29	0
	17AUCO11	CHRISMA.D	30	19	0
12	17AUCO12	CRUZ LITHIYA	30	24	A+
13	17AUCO13	DANISHA.R	30	26	A+
14	17AUCO14	DENSIYA.A	30	29	0
15	17AUCO15	DEVI LAKSHMI.S	30	29	0
16	17AUCO16	ELCIA.S	30	21	0
17	17AUCO17	GAUSHIKA.K	30	26	0
18	17AUCO18	GEETHA.P	30	23	0
19	17AUCO19	GEETHA.S	30	26	0
20	17AUCO20	GOLDA.R	30	LEFT	
21	17AUCO21	GOMATHI.R	30	21	A+
22	17AUCO22	HARINI.M	30	22	A+
23	17AUCO23	HELAN VINCY.A	30	20	A+
24	17AUCO24	HELINA AIRCEL.T	30	30	0
25	17AUCO25	INFANTA GOMEZ.W	30	23	A+
775,070	17AUCO26	INFANTA.S	30	21	0
27		ISWARIYA.S	30	26	A+
700000	17AUCO28	JANSIRANI.T	30	29	A+
71.000	17AUCO29	JERMIMALAR.P	30	29	A+
	17AUCO30	JEYA SELCIA.N	30	22	A+
	17AUCO31	JOBINSA.J	30	25	A+
		JOYFINA.S	30	25	A+
	17AUCO32	KEERTHANA.R	30	28	0
	17AUCO33	LAKSHMI PRIYA.K	30	27	A+
	17AUCO34	LOURTHU MOUSHIKA.R	30	21	0
	17AUCO35	MANICKA.T	30	9	В
	17AUCO36	MAREESWARI.C	30	27	0
	17AUCO37 17AUCO38	MARI JANANI.B	30	16	0



39 17AUCO39	MARY ANTO CELINA.K	30	16	0
40 17AUCO40	MARIYA ANTONY SHAMILI.T	30	28	A+
41 17AUCO41	MARIA JULIET MENCILA.A	30	23	0
42 17AUCO42	MARIA PACKIA JEYA.J	30	25	0
43 17AUCO43	MARIA SANDRA.M	30	18	A+
44 17AUCO44	MARIYA THASNAVIS MINISTA.A	30	23	0
45 17AUCO45	MARIYA THERAS SANTRINA.X	30	16	A+
46 17AUCO46	MARIYA SAHAYA SHAMILI.A	30	30	A+
47 17AUCO47	MISPHA GRACE.M	30	26	A+
48 17AUCO48	MUNISHA.G.N	30	22	A+
49 17AUCO49	NANDHINI.A	30	29	0
50 17AUCO50	NIRMALA DEVI.E	30	29	0
51 17AUCO51	PREETHIKA.S	30	23	A+
52 17AUCO52	PREETHIKA.M	30	23	0
52 17AUCO52 53 17AUCO53	RATHI MEENA.R	30	25	0
54 17AUCO54	REJAKA.T	30	28	A+
55 17AUCO55	RAMALAKSHMI.M	30	19	A+
56 17AUCO56	SANDINA.S	30	28	0
57 17AUCO57	SANTALINE SHIRENE.R	30	23	0
58 17AUCO58	SANTHANAMARI.D	30	28	0
59 17AUCO59	SATHIYA PRIYA.M	30	25	A+
60 17AUCO60	SHALINI.M	30	24	0
61 17AUCO61	SHALWINA.A	30	25	A+
62 17AUCO62	SHERWINA.P.RAYAN.H	30	25	A+
63 17AUCO63	SHILPA PAIKARAY.P	30	25	0
64 17AUCO64	SHRI NANDHINI.M	30	25	0
65 17AUCO65	SRI NARDHANI.S	30	25	0
66 17AUCO66	SUBASHINI.S	30	26	A+
67 17AUCO67	TITTIAAN MARIA ISWARIA.E	30	25	A+
68 17AUCO68	TRYPHENA CORERA.G	30	25	A+
69 17AUCO69	VENNILA.P	30	LEFT	
70 17AUCO70	VINOBIA.M	30	30	0
71 17AUCO71	ZAINBU AYISHA.J	30	15	A+
72 17AUCO72	MARY MOTCHAM MEGHA.M	30	17	0

# GRADE ASSIGNED AS

ABOVE 90 = O+ BETWEEN 51-60 = A

BETWEEN 76-90 = O

BETWEEN 41-50 = B

BETWEEN 35-40 = C



#### $St. Mary's\ College (Autonomous) Thoo thukudi$

#### **TALLY WITH GST**

#### **COURSE CODE:18CACO31**

#### **DURATION:60HOURS**

# Report for Certificate Course 2018-2019

Certificate course was conducted for II year UG students.72 Students were enrolled and 69 students benefitted under the course ' **TALLY WITH GST. MS.JENIFER** was the course instructor. The course was conducted for 60 hours from 18<sup>th</sup> July 2018 to 6<sup>th</sup> March 2019. Exams was conducted and grades were assigned based on the performance with minimum 70% of attendance.







# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC) CERTIFICATE This is to certify that Ms. S.Aishwarya - 17AUCO02 II B.COM has successfully completed the Certificate Course on TALLLY WITH GST conducted during the academic year 2018 - 2019 with O Grade.

TALLLY WITH GST conducted during the academic year 2018 - 2019 with O Grade.

Instructor

ducia Rose

Principal

#### St. Mary's College (Autonomous)

#### (Re-accredited with 'A' Grade by NAAC) Thoothukudi - 628001.

#### **Certificate Course**

II B.Sc. Computer Science (2018-2019)

Tally (60 Hours)

#### **Course Modules**

#### TALLY BASICS

- · Introduction Of Tally
- · Introduction Of Accounting

#### ACCOUNTING

- Company Creation Ledgers
- · Group
- Vouchers
- · Cash Entry
- · Bank Entry Voucher Option

#### GST

- · Introduction of GST
- Tax Creation
- · Gst Entries
- · Gstr1
- Gstr2
- Gstr3

#### INVENTORY

- · Stock Item
- Stock Group Stock Category Godowns
- Sale Order Purchase Order Delivery Note Receipt Note Rejection In Rejection Out

#### COST, BUDGET & OTHERS

- · Cost Center Management
- · Budget Management
- · Exporting Masters
- · Exporting Transaction

#### Objectives :

- Creation of a company and its Ledger.
- Demonstrate the creation of GST.
- Demonstrating the use of cost centers Introducing various voucher options.
- Demonstrating the profit and loss for a company

#### **Course Outcomes:**

- Creating a company and maintaining the stocks.
- Applying GST (IGST & CGST) for products
- Analysing the companys report

Aim: To develop Employability skill

St.Mary's College (Autonomous) Re-accredited with A Grade By NAAC Thoothukudi-628002, Tamil Nadu.



Department of Computer Science Offers

Certificate Course

On

Tally

For the Academic Year

2018-2019

Duration: 60 hours

Instructor: Ms. A.Luminal

Course Code: 18CACS31

#### **Syllabus:**

#### Unit 1:

Meaning of computerized Accounting-Importance-Computerized Accounting Vs Manual Accounting-Introduction to Architecture of TALLY-Creation of company-Creation of groups-Various kinds of groups-Multiple and Single-creation of ledgers-Various Kinds of ledgers. **Unit 11:** 

Entering vouchers-Journal voucher purchase voucher sales vouchers, receipt voucher payment voucher-Role and importance of function Keys.

#### **Unit III:**

Extraction of Trail Balance, Trading Account, Profit and Loss Account Balance sheet, Simple sums Alter-Select-Edit-Delete-Selection of Company.

#### **Unit IV:**

Introduction to inventories-Creation of Stock category-Stock group-Stock item-Editing and deletion of stock items-Usage of stock in voucher entry-Stock voucher on purchase order-Customer & Supply analysis-Stock Journal entries.

#### Unit V:

Introduction to POS-Voucher Entry-Display of POS register-Introduction to VAT-Enabling VAT- Creation of Ledgers & Display of VAT report.

# **Course Schedule**

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St. Mary's College(Autonomous). Thoothkudi. Litle: Tally Time: 2- 4pm

	Title: Tally	Time: 2- 4pm	Duration: 60 H	
	Staff Incharge	: Sr. Sahaya Mercy Instr	uctor: Ms. A.C.	
S.No	Reg. No.	Names	Mark % (Attendance.)	Grade
1	17AUCS01	AGNES VENNILA A	97	0
2	17AUCS02	ANGEL TREASURE B	92	0
3	17AUCS03	ANNIE APSARA K	93	0
4	17AUCS04	ANTONY JENITTA MARY D	94	0
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6	17AUCS06	AROKYA INICA E	96	O
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Sn. A. Sahar Meny

#### Report:

The Department of Computer Science introduced a certificate course in Tally of 60 hours for Second Year B.Sc., Computer Science students, from 10<sup>th</sup> July 2018 to 26<sup>th</sup> February 2019. Ms. A.C. Luminal imparted the training post-regular college hours from 2 p.m. to 4 p.m. The primary focus of the course was to impart essential accounting functions within Tally, covering aspects such as ledger creation, cash book management, and the preparation of a Balance sheet and Profit and Loss statements. The curriculum adopted a practical approach, ensuring that participants not only comprehended theoretical concepts but also acquired practical skills applicable in professional settings. Ms. A.C. Luminal's guidance facilitated a hands-on understanding of Tally's functionalities. The positive outcomes underscore the significance of such targeted initiatives in enhancing the skill set and competency of students in the realm of Computer Science and accounting. 46 students were enrolled and all 46 successfully completed the course. A total of 46 students were the beneficiaries of this course.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A ' Grade by NAAC)

#### **CERTIFICATE COURSE**

#### CERTIFICATE

This is to certify	that Ms. Agnes Venr	nila A	of II B.SC Computer Science
has actively participa	ated and successfully	completed a course	on
	Tally		conducted for the academic year
20 18 - 20 19	with O	Grade .	



Principal

Wary's Codege (Autonomous
Thousthukud) - 628 801

# St.Mary's College (Autonomous), Thoothukudi

(Re-accredited with 'A' Grade by NAAC)

# **CAREERORIENTEDPROGRAMME**

ON

**TALLY** 

CourseCode: 18CAEC51

2018-2019

(III B.A. Economics)

**Certificate Course Brochure** 

#### **AIM**

- This course is designed to equip participants with a thorough understanding of Tally,
   covering essential accounting, inventory, and financial management tools.
- By the end of the course, students will gain proficiency in managing accounting processes, generating financial reports, and meeting compliance standards, including GST and TDS requirements.
- Equip participants with a clear understanding of GST compliance requirements within Tally, including the configuration of GST settings, mapping tax rates to items, and managing various tax types.

# **OBJECTIVES**

- Equip students with the ability to navigate Tally's interface, manage multiple company profiles, and efficiently use Tally's accounting and inventory features to streamline business processes.
- Ensure students can accurately record transactions, manage ledgers and generate financial reports (like balance sheets and profit & loss statements).
- Train users on inventory management, stock transfers, manufacturing tracking and payroll
  processing in Tally, allowing for accurate and organized business operations.

# **COURSEOUTCOMES**

- Equipstudentsinuseofaccountingsoftwareforgeneralaccountingrequirements.
- Enable students handle manufacturing concern accounting, service accounting and so on.
- Able to create Google Forms for data analysis and interpretation purpose.
- Studentswillbeequippedwiththebasicsoftheaccountingcyclethroughaccountingsoftware.
- StudentsdopossessrequiredskillandcanalsobeemployedasTallydataentryoperator.

# **SYLLABUS**

S. No	Course Syllabus						
1	Users Interface and Company Management						
2	Masters-Ledgers & Groups						
3	Accounting Voucher						
4	Inventory Voucher						
5	Stock Transfers						
6	Manufacturing Vouchers						
7	Batch wise Details						
8	Voucher Types and Class						
9	Point of Sales						
10	Budgets and controls in Tally						
11	Party Ledger Analysis						
12	Financial Reports						
13	Export, Import, Backup and Restore						
14	Tax Deducted at Source(TDS)						
15	Payroll Accounting in Tally						
16	Multi-Currency						
17	Printing Reports						
18	Miscellaneous						
19	Shortcut Keys						
20	Daybook in Tally						
21	Goods and Services Tax(GST)						

# **SCHEDULE**

III Year Course Code: 18CAEC51 Total Hrs: 50 Time: 2-4p.m. Course In-charge: Ms.P.Jeyalakshmi Staff In-charge: Dr.D.Rathi

St. Mary's College (Autonomous), Thoothukudi
Department of Economics
Certificate Course- Career Oriented Programme- Tally- 2018-19
H. Vear.
Time: 2 to 4 P.M.

Year		Time: 2 to 12.					
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1	09.07.2018	Monday					
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# GRADESHEET

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6   16AUEC08   S.Divya   13(46%)   32	В
7   16AUEC09   M.Geetha   25(89%)   70	A
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9   16AUEC12   X.Hepziba   20(71%)   70	A
10 16AUEC13 M.Jenifer 26(93%) 55	A+
11 16AUEC14 M.Jeyalakshmi 22(79%) 50	A+
12   16AUEC15   M.Kalpana   28(100%)   62	A
13   16AUEC16   A.Karpagavalli   26(93%)   51	A+
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16 16AUEC20 M.Mahalakshmi 15(54%) 33	В
17 16AUEC21 M.Maheswari 23(82%) 48	В
18 16AUEC23 C.Manimala 20(71%) 65	A
19 16AUEC25 B.MariaVinnarasiVinisha 18(64%) 42	В
20 16AUEC27 A.MariaSelvapriya 26(93%) 78	A
21 16AUEC28 A.MathuBala 24(86%) 30	В
22 16AUEC29 F.MichealAngelin Blessy 28(100%) 88	O
23 16AUEC30 M. Muthu Selvi 21(75%) 40	В
24 16AUEC31 M.Muthu Kavitha 17(61%) 38	В
25 16AUEC32 M.MuthuLakshmi(1998) 26(93%) 43	В
26 16AUEC33 M.MuthuLakshmi(1996) 20(71%) 40	В
27 16AUEC34 R.Nandini 18(64%) 55	A+
28 16AUEC35 V.Parameswari 26(93%) 61	A
29 16AUEC36 IPhilominMonika 16(57%) 55	A+
30 16AUEC38 A. Pooranakala 26(93%) 81	O
31 16AUEC39 J.Princiya 21(75%) 52	A+
32 16AUEC40 M.RajaLakshmi 27(96%) 88	O
33 16AUEC43 M.RuthMary 24(86%) 66	A
34 16AUEC45 V.Sangeetha 12(43%) 65	Α
35 16AUEC46 R.SangeethaPriya 18(64%) 63	A
36 16AUEC47 A.Sankareswari 28(100%) 62	Α

# **GRADESHEET**

37	16AUEC49	D.Sathya	17(61%)	40	В
38	16AUEC50	M.Selva Preetha	26(93%)	75	A
39	16AUEC52	C.Shiyana	28(100%)	85	0
40	16AUEC53	E.Siluvai Vennila	24(86%)	55	A+
41	16AUEC54	V.Simla	18(64%)	42	В
42	16AUEC55	G.Sindh Devi	18(64%)	51	A+
43	16AUEC56	J.Sindhuja	21(75%)	61	A
44	16AUEC59	T.Sweetlin	19(68%)	63	A
45	16AUEC61	S.Ubahara Nimmi	13(46%)	55	A+



P. Jayelanghuri

# **COURSEREPORT**

Department of Economics offered Career Oriented Programme on TALLY for III year B. A. Economics students in the academic year 2018-2019 from 09th July 2018 to 31st October 2018. It introduced uses of manage ledgers and generate financial reports like balance sheet and profit & loss statements. A total of 45 students got benefit out of 48 students in this certificate course. This enabled students to be familiar with emerging trends in TALLY. The certificate course was 50 hours duration course. The certificate course instructor was Ms. Jeyalakshmi. The certificate course class was held in odd semester.

# **CERTIFICATE**



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A+' Grade by NAAC)

# **CERTIFICATE**

This is to certify that

Ms. R. Nandini - 16AUEC34

**III B.A Economics** 

has successfully completed the Certificate Course on TALLY conducted during the academic year 2018 - 2019 with A+ Grade.

H. Juplum

Instructor

Lucia Rose

Principal



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-Accredited with A Grade by NAAC)
Thoothukudi, Tamil Nadu

## CERTIFICATE COURSE 2018-2019

Name of the Department: PG and Research Department of Zoology

Title of the Course: Tally

Course Code: 18CAZO51 Duration: 60 hours

### Aim

This course helps the students to comprehend the various skill sets for accounting purpose.

# **Objective**

- To impart knowledge regarding basic concepts of financial accounting tally and the usage of tally for accounting purpose.
- Student will learn to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement accrual adjustments and also print financial statements etc.
- To make students ready with required skill for employability in the job market.

#### **Course Outcome**

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





# St. Mary's College (Autonomous) – Thoothukudi (Re-accredited with 'A' Grade by NAAC)

# PG and Research Department of Zoology (Sem –V)

## **Tally 2018-2019**

## **Certificate Course Syllabus**

Course Code: 18CAZO51 Total: 60 Hours

#### **SEMESTER V**

### **Unit I** Basics of Accounting

Types of Accounts - Golden Rules of Accounting: Accounting Principles, Concepts and Conventions, Double entry system of book keeping, Mode of Accounting - Financial statement, Transaction, Recording Transaction.

## **Unit II** Fundamentals of Tally.ERP 9

Getting functional with tally ERP 9, Creation/setting up of company in tally Accounting Masters in Tally.ERP 9:  $F_{11}$ : Features,  $F_{12}$ : Configurations, Setting up Accounts heads.

#### **Unit III Inventory in Tally.ERP 9**

Stock groups - Stock categories - Godowns/Locations - Units of measure - Stock items - Creating inventory Masters for national traders.

Voucher entry in tally.ERP 9 - Accounting vouchers - Inventory vouchers - Invoicing.

#### Unit IV Advanced accounting in Tally.ERP 9

Bill – wise details - Cost centers and cost categories - Voucher class and cost centre class - Multiple currencies - Bank reconciliation - Interest calculation - Budgets and controls - Scenario management.

## Unit V Advanced inventory in Tally.ERP9

Order processing - Recorder levels - Tracking numbers - Batch - wise details - Additional cost details - Bill of materials (BOM) - Price levels and price lists - Stock valuation - Zero valued entries - Inventory ageing analysis - Different actual and billed quantities.

#### SEMESTER VI

#### Unit I

Basic concepts in GST - Configuration of GST in Tally. ERP 9 - Company setup, Enabling goods and service tax (GST), GST classifications.

#### **Unit II**

Creating Masters - Creating purchase ledger, creating sales ledger, creating integrate GST, CGST, SGST ledger, Creating party ledgers, creating stock items.

#### **Unit III**

Entering transaction - Creating purchase vouchers without inventory, creating purchase invoice with default GST class, Creating purchase invoice with selection of GST class during entry, Creating purchase invoice with multiple GST rates, creating.

#### **Unit IV**

Sales voucher without inventory, creating sales invoice with default GST class, printing sales invoice - With selection of GST class during entry - Creating sales invoice with multiple VAT rates - Creating sales invoice using vouchers.

# Unit V

Accounting for return of goods - Sales returns, purchase return.

## **Reference Books:**

- 1. Soumya Ranjan Behera, 2018. Learn Tally.ERP 9 in 30 days (A handbook to teach you everything about Tally.ERP 9), BK Publication, Odisha.
- 2. Dr. Namrata Agarwal, 2019. Comdex Tally.ERP 9 Course Kit. Dreamtech Press, New Delhi.

# ST. MARY'S COLLEGE (Autonomous), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

# III B.Sc Zoology

# **Certificate Course 2018-2019**

# Tally

Course Schedule Time: 2.00 p.m - 4.00 p.m

Date         Day           05.07.2018         Thursday           09.07.2018         Monday           12.07.2018         Thursday           16.07.2018         Monday           19.07.2018         Thursday           23.07.2018         Monday           09.08.2018         Monday           13.08.2018         Monday           20.08.2018         Monday           27.08.2018         Monday           10.09.2018         Monday           17.09.2018         Monday           24.09.2018         Thursday           27.09.2018         Thursday           01.10.2018         Monday           03.12.2018         Monday           06.12.2018         Thursday           10.12.2018         Monday           10.12.2018         Monday           10.12.2019         Monday           10.12.2019         Monday           10.12.2019         Monday           10.01.2019         Thursday           10.02.2019         Monday           11.02.2019         Monday           11.02.2019         Monday           11.02.2019         Monday           11.02.2019         Mo	Date	
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Instructor Mr. Jacob

Staff Incharge Dr. P. Subavathy Assistant Professor of Zoology CERTIFICATE COURSE - TAILY

# ST. MARY'S COLLEGE REGISTER OF ATTENDAMES

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# St. Mary's College (Autonomous), Thoothukudi III B.Sc Zoology 2018-2019

# **Tally**

# **Grade Sheet**

S.No.	Register Number	Name	Grade
1	16AUZO01	AMUTHA.S	A
2	16AUZO02	ANITHA.A	О
3	16AUZO03	ANTONY MICHAEL MONICKA.A	A
4	16AUZO04	AROKIYA GEORGINA. A	О
5	16AUZO05	AROCKIA THERASA MANI. A	A
6	16AUZO07	CLARA.A	В
7	16AUZO08	DIVYA. D	0
8	16AUZO09	ELAKIYA.R	0
9	16AUZO10	GLEN ESMERALDA.V	0
10	16AUZO11	JEBA SWATHI.M	0
11	16AUZO12	JENSILA.V	О
12	16AUZO13	JOTHI MALIN.P	О
13	16AUZO14	KANAGAVALLI.P	A
14	16AUZO15	MAGTALIN.T	A
15	16AUZO18	MARIA POORANA RESHMI.J	0
16	16AUZO19	MARIYA SAHAYA CHRISTIKA. R	0
17	16AUZO20	MARY VINOSHA DENSIYA. J	A
18	16AUZO21	METHONISA.A	0

19	16AUZO23	MUTHULAKSHMI.B	O
20	16AUZO24	MUTHUSELVI.S	A
21	16AUZO25	NAKKATH BANU.M	В
22	16AUZO26	NAMBISELVAM.M. Sr	A
23	16AUZO27	NILA.M	О
24	16AUZO28	PARALOGA ARPUTHA NISHA.J	A
25	16AUZO29	PONN SHIVA SHANKARI. S	O
26	16AUZO30	POORANA RANI. S	В
27	16AUZO31	PRAVEENA. D	В
28	16AUZO33	PUSHPA JENIFER. M	A
29	16AUZO34	RATHNA JOTHI @ BHUVANESWARI.R	О
30	16AUZO35	RAVINA.P	A
31	16AUZO36	RIYA MICHEALIN.A	O
32	16AUZO37	SAFAHATH FATHIMA. A	O
33	16AUZO38	SANTHIYA KUMARI.G	O
34	16AUZO39	SARANYA. K	O
35	16AUZO41	SHEELA.D	O
36	16AUZO42	SOBIYA.E	В
37	16AUZO43	SUBALAKSHMI.S	O
38	16AUZO44	SUSHMITHA.B	A
39	16AUZO45	SUTHA.R	В
40	16AUZO46	THABITHAL.I	O

41	16AUZO47	THANA LAKSHMI.P	В
42	16AUZO48	THIRUMANI SELVI.M	В

## **Report of the Certificate Course 2018-2019**

TALLY was offered as certificate course by the Department of Zoology from 05.07.2018 to 07.03.2019 to the III year B.Sc Zoology students. Mr. Jacob was the Instructor and the course was held from after the regular college hours from 2.00 p.m. to 4.00 p.m. The students were made to appear for an oral or practical test at the end of the programme and were issued certificates with grade levels according to their percentage of attendance. About 42 students enrolled in the course and 42 students have completed 60 hours of this course successfully. Totally 42 students benefitted out of this programme.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI



(Re-accredited with 'A+' Grade by NAAC)

P.G. and Research Department of Zoology

CERTIFICATE

This is to certify that

Ms.S.AMUTHA – 16AUZO01

III B.Sc Zoology

has successfully completed the certificate course on TALLY conducted during the academic year 2018-2019 with A Grade.

0

Mr. Jacob Instructor



Dr. Sr. A. S. J. Lucia Rose Principal



# ST .MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

(Re- accredited with A Grade by NAAC)

# **Department of Mathematics**

offers

**Certificate Course** 

on

TALLY. ERP 9

2018-2019

**Course Code:18CAMT31** 



## Aim

To equip students with practical skills in Tally.ERP 9 for effective financial accounting and inventory management.

# **Objectives**

- ♦ Understand basic accounting principles.
- **♦** Learn Tally.ERP 9 features and functionalities.
- **♦** Manage inventory and stock valuation.
- **♦** Generate financial reports.
- **♦** Apply skills through hands-on practice.

## **Course Outcomes**

**Upon Completion of the Course, the studentswill be able to:** 

- 1. Use Tally.ERP 9 for financial accounting.
- 2. Create and manage ledgers and vouchers.
- 3. Handle inventory tracking.
- 4. Generate and analyze financial reports.
- 5. Apply accounting knowledge in practical scenarios.



# COURSE SYLLABUS

- 1. User Interface and Company Management
- 2. Masters Ledgers & Groups
- 3. Accounting Voucher
- 4. Inventory Voucher
- 5. Stock Transfers
- 5. Manufacturing Vouchers
- 6. Batch Wise Details
- 7. Voucher Types and Class
- 8. Point of Sales
- 9. Budgets and Controls in Tally
- 10. Party Ledger Analysis
- 11. Financial Reports
- 12. Export, Import, Back up and Restore
- 13. Tax Deducted at Source (TDS)
- 14. Payroll Accounting in Tally
- 15. Multi Currency
- 16. Printing Reports
- 17. Miscellaneous
- 18. Shortcut Keys
- 19. Daybook in Tally

## St.Mary's College (Autonomous), Thoothukudi II B.Sc. Mathematics Certificate Course Course Schedule

Course Title : Tally.Erp9
Course Code : 18CAMT31
Year : 2018-2019

Staff Incharge: S. Kulandai Therese Instructor: Ms. M. Jevalakshmi

ctor : Ms. 1	M. Jeyalakshmi						
S.No	Date	Day					
1	04.07.2018	Wednesday					
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11	Ibrahim Murshidha . M	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
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## St.Mary's College (Autonomous), Thoothukudi II B.Sc. Mathematics Certificate Course Grade Sheet

Course Title : Tally.Erp9
Course Code : 18CAMT31
Year : 2018-2019

Staff Incharge: Dr. S. Kulandai Therese Instructor: Ms. M. Jevalakshmi

Instructor	: Ms. M. Jeyala		CDADE
S.No.	REG.NO	NAME	GRADE
1.	17AUMT01	Abitha A	A GRADE
2.	17AUMT02	Ananthi S	A GRADE
3.	17AUMT03	Ancy J	A GRADE
4.	17AUMT04	Antony Rabista G	A GRADE
5.	17AUMT05	Bhavani Priya P	A GRADE
6.	17AUMT06	Christy Rasmy G	A GRADE
7.	17AUMT07	Emi Golda R	A GRADE
8.	17AUMT08	Epsrin A	A GRADE
9.	17AUMT09	Eraivani Sumathra N	A GRADE
10.	17AUMT10	Everistta N	A GRADE
11.	17AUMT11	Ibrahim Murshidha M	A GRADE
12.	17AUMT12	Janu Priyadharshini S.M	A GRADE
13.	17AUMT13	Jeba Sangeetha S	A GRADE
14.	17AUMT14	Jerina P	A GRADE
15.	17AUMT16	Joslin Amala D	A GRADE
16.	17AUMT17	Justika V	A GRADE
17.	17AUMT18	Kanagalakshmi P	A GRADE
18.	17AUMT20	Lakshmi Priya M	A GRADE
19.	17AUMT21	Malai Selvi M	A GRADE
20.	17AUMT22	Martina Divaincy T	A GRADE
21.	17AUMT23	Mohana A	A GRADE
22.	17AUMT24	Muthumari S	A GRADE
23.	17AUMT25	Nishanthi P	A GRADE
24.	17AUMT26	Nithya G	A GRADE
25.	17AUMT27	Pavithra Harini R	A GRADE
26.	17AUMT28	Perpetual Lifny R	A GRADE
27.	17AUMT29	Preethi R	A GRADE
28.	17AUMT30	Priyadharshini S	A GRADE
29.	17AUMT31	Ramisa Rizwana S	A GRADE
30.	17AUMT32	Ramya Lakshmi P	A GRADE
31.	17AUMT33	Rexcy R	A GRADE
32.	17AUMT34	Ruby Silviya H	A GRADE
33.	17AUMT35	Sahaya Nishal J	A GRADE
34.	17AUMT36	Sangeetha P	A GRADE
35.	17AUMT38	Seenu N	A GRADE
36.	17AUMT39	Seetha Lakshmi R	A GRADE
37.	17AUMT40	Shanthi Roshal J	A GRADE
38.	17AUMT41	Shenbaga Valli N	A GRADE
20.			

39.	17AUMT43	Sherina Jacinth S	A GRADE
40.	17AUMT45	Sirajunisa N.L	A GRADE
41.	17AUMT47	Stepha S	A GRADE
42.	17AUMT48	Stephy S	A GRADE
43.	17AUMT49	Subbammal P	A GRADE
44.	17AUMT50	Subbammal S	A GRADE
45.	17AUMT51	Subhashri A.R	A GRADE
46.	17AUMT52	Swetha V	A GRADE
47.	17AUMT53	Thillai Nayaki S	A GRADE
48.	17AUMT54	Vennila W	A GRADE
49.	17AUMT55	Yoshia J	A GRADE
50.	17SUMT72	Muthu Petchi K	A GRADE
51.	17SUMT85	Saranya S	A GRADE

# St.Mary's College (Autonomous), Thoothukudi

# II B.Sc. Mathematics

#### 2018-2019

#### **Certificate Course**

#### Report

The Department of Mathematics organized a 40-hour certificate course on Tally.ERP 9 for II B.Sc. Mathematics students, spanning from July 4, 2018, to February 6, 2019, with sessions held every Tuesday and Wednesday afternoon. Out of 54 enrolled students, 51 students successfully completed the course. The program provided comprehensive training in Tally.ERP 9, covering basic and advanced accounting, inventory management, taxation, and financial reporting. Through a combination of theoretical lectures and practical exercises, students gained proficiency in using Tally for various accounting tasks and generating financial reports. The course concluded with assessments and a final project, significantly enhancing the students' technical skills. 51 students benefited from this course.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI (Re-accredited with 'A' Grade by NAAC)

# CERTIFICATE

This is to certify that

Antony Rabista G - 17AUMT04

II B.Sc. Mathematics

has successfully completed the Certificate Course on

Tally.ERP 9 conducted during the academic year 2018 - 2019 with A Grade.

M. Jayalaushrui

Principal

# ST. MARY'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A' Grade by NAAC (3<sup>rd</sup>Cycle)

Thoothukudi-628001

# **DEPARTMENT OF PHYSICS**

**Career Oriented Course** 

on

# Web Designing and Multimedia



Course code: 18CAPH51

**Duration: 60 Hours** 

Instructor

Ms.Rosy

#### Aim:

The aim of this course is to provide students with foundational skills in web design, HTML, CSS, and Adobe Photoshop, preparing them for creative and technical roles in digital media and design.

# **Objective:**

The objective is to enable students to proficiently format web pages, design engaging user interfaces, and apply advanced photo editing and text effect techniques to enhance visual storytelling and brand presentation.

### **Course Outcome**

- 1. Students will be able to understand the fundamentals of web designing and multimedia
- 2. Students will be able to learn to create structured web content
- 3. Students will be able to master tools and techniques for image manipulation
- 4. Students will be able to develop proficiency in advanced editing skills
- 5. Students will be able to demonstrate creativity to produce visually engaging multimedia content

# ST. MARY'S COLLEGE (Autonomous), THOOTHUKUDI DEPARTMENT OF PHYSICS

# CAREER ORIENTED COURSE-2018-2019 III B.Sc. PHYSICS WEB DESIGNING AND MULTIMEDIA

Unit I: Introduction – World Wide Web Client Server – Web Browsers – Text Formatting–Styles–Anchor Tags (Linking)

**Unit II:** Lists – Tables – Forms–Stylesheets

**Unit III:** Introduction -The swatcher's panel - mask - custom shapes - magic wand'- bird's eye - background - shape strokes - history states - layer styles - clipping masks vs layer masks Tools-Non-Destructive burning, dodging -Custom Brushes-Ruler Tool -Crop Tool—Blur

**Unit IV:** Photo Editing Blend – If Patch Tool – Color Splash – Changing Eye Color – Brightening teeth- Old photographic effect - Clone effect - Photographic Toning - Vibrance vs Saturation

Unit V: Color Changing Ranges – Oil Paint Ranges – Perspective Cropping Text Effects Frozen, Chocolate, Iron Man, Harry potter, Candy Cane, Snow Covered, Neon Text, Editing Multiple type Layers

# ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI.

# CAREER ORIENTED COURSE 2018-2019

# COURSE SCHEDULE

Course Title: Web designing and Multimedia

**Year:**2018–2019

Instructor:Ms.Rosy

Staff in-charge: Dr.M.Sheeba

**Duration:** 60 Hours

S.No.	Date
1.	05.07.2018
2.	09.07.2018
3.	12.07.2018
4.	16.07.2018
5.	19.07.2018
6.	23.07.2018
7.	13.08.2018
8.	16.08.2018
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20.	20.12.2018
21.	07.01.2019
22.	10.01.2019
23.	24.01.2019
24.	28.01.2019
25.	31.01.2019
26.	01.02.2019
27.	04.02.2019
28.	11.02.2019
29.	07.03.2019
30.	11.03.2019

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## **GRADE SHEET**

S.NO	REG.NO	NAME	GRADE
1.	16AUPH02	ANTONY PEARLIN A	0
2.	16AUPH03	BERSITH THRISHA A	0
3.	16AUPH04	DEPENSHA R	D+
4.	16AUPH05	ESTHER EROBIA A	0
5.	16AUPH06	FATHIMA THAVULATH A	D
6.	16AUPH09	ISWARYA P	D+
7.	16AUPH10	JEFERLIN L	0
8.	16AUPH11	JEMIMA J	D+
9.	16AUPH12	JERCY CRAENO B R	0
10.	16AUPH13	JINOSHNI C	D+
11.	16AUPH14	JOSE CELESTINAE. M	D+
12.	16AUPH15	KONSHA C	0
13.	16AUPH16	LALITHA C	0
14.	16AUPH17	LAVANYA J	0
15.	16AUPH18	MAHASORNA A	0
16.	16AUPH19	MANCY J	D+
17.	16AUPH20	MANJU E	B+
18.	16AUPH21	MARIA PRAKHASI GODCHIA S	B+
19.	16AUPH22	MARIA VALARMATHI S	0
20.	16AUPH23	MEENA P	D+
21.	16AUPH24	MUTHU SUWATHI R	0
22.	16AUPH25	NAJIYA HASEENA S	D+
23.	16AUPH26	NITHYA PRIYANKA M	0
24.	16AUPH27	PADMA PRIYA S	D+
25.	16AUPH28	POOJA JENIFER K	0

26.	16AUPH29	POULET MANUSHA S	А
27.	16AUPH30	PREETHI J	D+
28.	16AUPH31	PREETHI L	0
29.	16AUPH32	RAMISAYASMIN K	D
30.	16AUPH33	REDEEMA FERNANDO R	D+
31.	16AUPH34	RISHIBA J	B+
32.	16AUPH35	ROSHNI M	A+
33.	16AUPH38	SHARMILA K	D+
34.	16AUPH39	SHEEBA EBENEZER K	D+
35.	16AUPH40	SHEIKELG.K	D+
36.	16AUPH41	SHERINS TEENA A	D
37.	16AUPH42	SIVASRI L	D+
38.	16AUPH43	STABERLLA J	0
39.	16AUPH44	STAFNEY MERIJA M	D+
40.	16AUPH45	SUGUNA H	0
41.	16AUPH46	SUJI K	D+
42.	16AUPH47	SURIYA SOWNTHARYA R	0
43.	16AUPH48	THANGA MADATHI S	D
44.	16AUPH49	UMA MAHESWARI M	0
45.	16AUPH50	VEERA CHINNAMMAL K	D+
46.	16AUPH51	VENKATESWARI G	D+
47.	16AUPH52	MUTHU SELVI E	B+

## **Report of the Career Oriented Course 2018-2019**

Web designing and Multimedia was offered as Career Oriented Course by the Department of Physics from 05.07.2018 – 11.03.2019 to the III year B.Sc., Physics students. Ms. Rosy was the instructor and the course was held after the regular working hours, spanning a total of 60 hours. The students were made to appear for an oral and written test at the end of the course and were issued certificates with grade levels according to their percentage of attendance and performance.47 students were enrolled and benefitted out of this course.

## Certificate

