



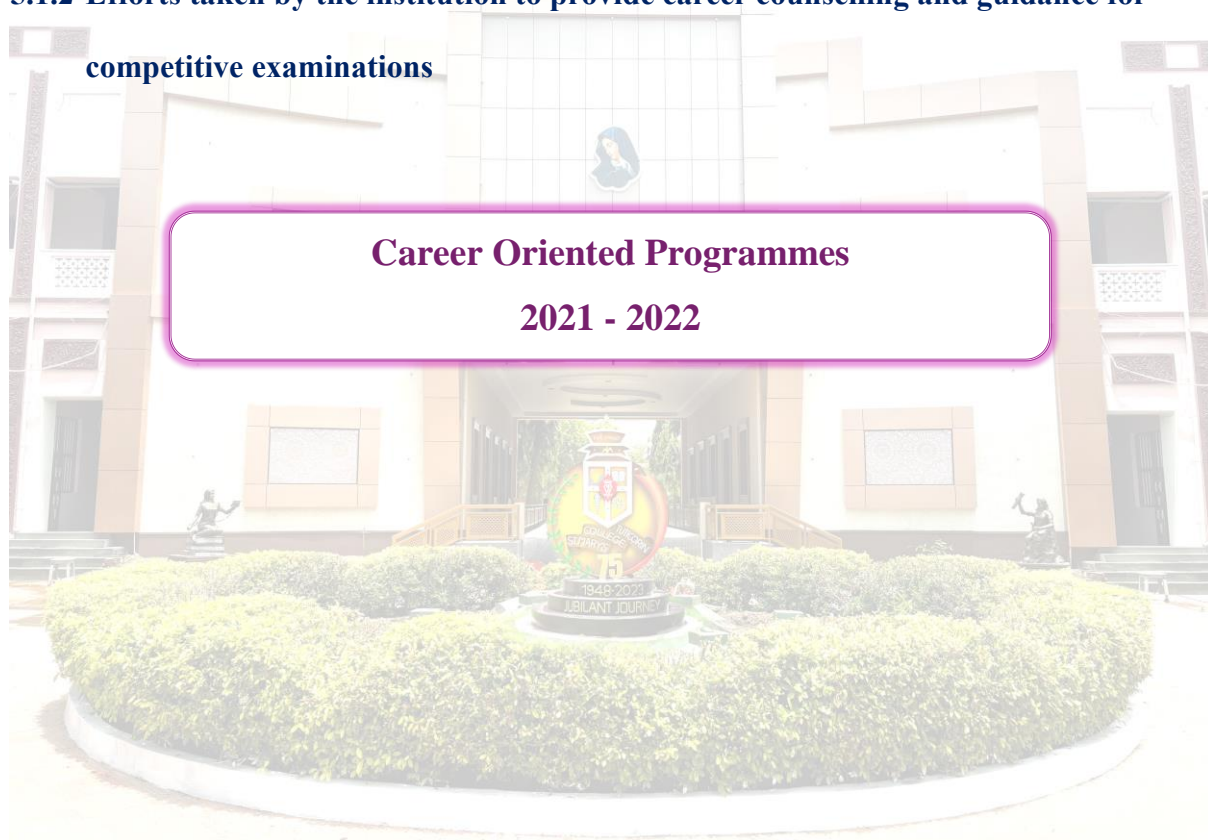
St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



Criterion: V - Student Support and Progression
5.1 - Student Support
Year: 2018-2023

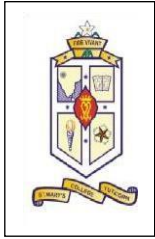


5.1.2 Efforts taken by the institution to provide career counselling and guidance for competitive examinations



Career Oriented Programmes
2021 - 2022

Lina Rose
Principal
St. Mary's College (Autonomous)
Thoothukudi-628 001.



PG AND RESEARCH DEPARTMENT OF COMMERCE
E ST. MARY'S COLLEGE (AUTONOMOUS)
(Re-accredited with 'A+' Grade by NAAC)
THOOTHUKUDI-628001



2021-2022

CAREER ORIENTED COURSE
ON
CHARTERED PUBLIC AUDITOR-Level 1

Duration: 40 hours

Days: 20

Session: 2p.m. – 4p.m.

Mode: Online

Teaching Methodology: Hands on Training

Course Code: 21CACO51

Course Instructor: Advocate. Mr. Muthu Kumar Raja, Founder, The
Institutes of Chartered Public Auditors, Thoothukudi

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 st 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	K 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

CHARTERED PUBLIC AUDITOR – LEVEL 1

Objective:

To prepare the students to be self –employed.

Outcome of the Course:

To enrich the students to choose their career with confidence.

Part I – Introduction

Introduction to Professional Practice - Commerce Graduates as GST Practitioner - Commerce Graduate as Income Tax Practitioner

Part II - Income Tax Practice

Direct Taxes at a Glance - Basic Concept of Income Tax & Computation of Income under Various Heads - Income Tax Accounting Preparation for Proprietorship, OPC, LLP, Partnership Firm, Limited Companies, Trust, Society - Income Tax E filing System & Procedural Compliance PAN TDS TCS SAT Refund - Income Tax Assessment, Appeals & Revision - Income Tax Practitioner (ITP) Registration

Part III - Goods and Services Tax Practice

Basic of Goods and Services Tax (GST), Concept of Time, Value & Place of Taxable supply - Input Tax Credit & Computation of GST Liabilities - Procedural Compliance Under GST- Debit Note Credit note, E Way Bill, and Refund - GST E Filing GSTR 1, 2A,3B, 4, and 9 Forms ,(Monthly ,Quarterly and Annual Returns) - GST Account s Preparation, and GST Audit - GST (Registration Certificate) Registration & Goods and Services Tax Practitioner Registration

Part- IV - Business Organization / Constitution Formation System

One Person Company Formation - Partnership Firm Registration to Firm Registrar & Limited Liability Partnership Registration - Private Limited and Public Limited Company Registration- Trust, Society, Union Registration

Part V Labour Law Practice

Basic Concepts of Labour Laws - EPF, ESI Laws - EPF, ESI Registration & Monthly Returns- EPF, ESI Accounts, Audit and Appeals

Part VI Business Registration Department Wise Procedures

GST Registration - Micro, Small and Medium Enterprises Registration - Import and Export Code Registration- Foods Safety and Standard Authority of India Registration.

PG and Research Department of Commerce

2021-2022

S.No.	Date	S.No.	Date
1	5.07.2021	11	19.07.2021
2	6.07.2021	12	20.07.2021
3	7.07.2021	13	21.07.2021
4	8.07.2021	14	22.07.2021
5	9.07.2021	15	23.07.2021
6	12.07.2021	16	26.07.2021
7	13.07.2021	17	27.07.2021
8	14.07.2021	18	28.07.2021
9	15.07.2021	19	29.07.2021
10	16.07.2021	20	30.07.2021

CAREER ORIENTED COURSE (2021- 2022) III B.Com - Chartered Public Auditors - Level 1

Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Date	05.7	06.7	07.7	08.7	09.7	12.7	13.7	14.7	15.7	16.7	19.7	20.7	21.7	22.7	23.7	26.7	27.7	28.7	29.7	30.7	Total No. of Day(s) Absent	Percentage of Attendance
Reg.No.	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	2 - 4 P.M	20 Days	40 Hours
19AUCO01	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO02	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO03	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO04	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	x	x	x	1	95
19AUCO05	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO06	Ab	Ab	x	Ab	Ab	x	x	x	x	x	Ab	x	x	x	x	x	x	x	x	x	5	75
19AUCO07	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO08	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO09	x	x	Ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	1	95
19AUCO10	x	Ab	Ab	x	x	x	x	Ab	x	x	x	x	x	x	x	x	x	Ab	x	x	4	80
19AUCO11	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO12	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	1	95
19AUCO13	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	x	x	x	1	95
19AUCO14	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO15	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO16	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	1	95
19AUCO17	x	x	x	x	Ab	Ab	Ab	x	x	x	x	x	x	x	x	x	x	x	x	x	3	85
19AUCO18	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	x	Ab	x	2	90
19AUCO19	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO20	Ab	Ab	Ab	x	x	Ab	Ab	Ab	x	x	x	x	x	x	Ab	x	x	x	Ab	x	8	60
19AUCO21	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19AUCO23	x	x	x	x	x	Ab	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	2	90

[illegible]

19AUCO54	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO55	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	1	95
19AUCO56	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO57	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO58	x	x	x	x	x	x	x	Ab	x	x	x	x	Ab	x	x	x	x	x	x	x	2	90
19AUCO59	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO60	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO61	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO62	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	Ab	x	x	2	90
19AUCO63	x	x	x	x	x	x	x	Ab	x	x	x	x	x	x	x	x	x	x	x	x	1	95
19AUCO64	Ab	x	Ab	x	x	x	x	x	Ab	x	x	x	x	x	Ab	x	x	x	x	x	4	80
19AUCO65	x	x	x	x	x	Ab	Ab	Ab	x	Ab	Ab	x	Ab	x	x	x	Ab	x	Ab	x	9	60
19AUCO66	x	Ab	x	x	Ab	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	x	3	85
19AUCO67	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO68	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Ab	x	x	1	95
19AUCO69	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO70	x	x	Ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO71	x	x	x	x	x	x	Ab	x	x	Ab	x	x	x	x	x	x	x	x	x	x	2	90
19AUCO72	x	x	Ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	1	95
19AUCO73	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO74	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	100
19AUCO75	Ab	x	Ab	x	Ab	x	x	x	x	x	x	Ab	x	x	x	x	x	x	x	x	4	80
Staff in Charge	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R

Staff in Charge

Head of the Department

Principal

PG and Research Department of Commerce
St. Mary's College (Autonomous) – Thoothukudi
(Re-accredited with 'A+' Grade by NAAC)
Career Oriented Course (2021-2022)
III B.Com
CHARTERED PUBLIC AUDITOR – LEVEL 1

Course Instructor: Adv. Mr. Muthu Kumar Raja, Founder,
The Institutes of Chartered Public Auditors of India, Thoothukudi

Si.No.	Name	Internal Marks	External Marks	Total Marks	Grade
1	T.Agalya	38	46	84	A
2	M.Anciya	42	43	85	A
3	J.Ancy Kiruba	45	46	91	A+
4	A.Angala Parameswari	38	45	83	A
5	R.Antony Lumina	42	44	86	A
6	M.Antony Romeo	42	46	88	A
7	J.Anupama	50	50	100	A+
8	M.N.Arockia Infancy Soris	49	50	99	A+
9	A.Atchaya	43	45	88	A
10	S. B.N.Pushpa	46	46	92	A+
11	J.Bastin Deno	45	44	89	A
12	D.Bhuvaneswari	47	44	91	A+
13	K.Carmel Ashika	46	50	96	A+
14	L.R. Cathrine Shiranthi	47	41	88	A
15	J.Cathrine Shamma	45	46	91	A+
16	J.Cecily Jebasree	47	50	97	A+
17	C.Christilda	48	46	94	A+
18	S.Christy Darwin Dina	44	43	87	A
19	S.Deluxana	43	46	89	A
20	K.S. Elcia Thangam	42	42	84	A
21	M.Godsaya	44	42	86	A
22	S.Hetciyal	46	45	91	A+
23	M.Infiya	43	45	88	A
24	R.Iswarya	44	46	90	A+
25	D.Japhia Wiselin	50	46	96	A+
26	H.Jefrina	43	46	89	A
27	S.Joesy Infanta Snowlin	50	49	99	A+
28	S.Jonelin	45	46	91	A+
29	P.Kavya	47	46	93	A+
30	S.Manasi	43	45	88	A
31	M.Mari Vigneswari	41	46	87	A
32	J.Maria Arockia Nikila	44	42	86	A
33	A.Maria Preethi	44	44	88	A

34	A.Maria Thinsly	32	45	77	B+
35	B.Maria Thommai Melcya Vaz	42	46	88	A
36	A.Maria Abisha	44	46	90	A+
37	N.Mary Alda Slashin	44	48	92	A+
38	Mary Ann Fernandez	46	46	92	A+
39	P.Meena	46	45	91	A+
40	J.Michael Roshini	47	45	92	A+
41	A.Michael Selciya	50	49	99	A+
42	M.Micreet Karunya Anto	47	46	93	A+
43	S.Miracle	45	45	90	A+
44	R.Murugananthi	42	42	84	A
45	P.Muthu Devi	47	45	92	A+
46	R.Nava Roshini	43	46	89	A
47	R.Neffi Fernando	48	46	94	A+
48	V.Pooja	45	47	92	A+
49	P.Praveena	45	50	95	A+
50	A.Prijila	47	50	97	A+
51	S.Princy	46	45	91	A+
52	S.Rajalakshmi	45	45	90	A+
53	R.Ramalakshmi	42	41	83	A
54	A.Rasheedha Banu	45	46	91	A+
55	A.Renuga Priya	49	46	95	A+
56	A.Rexlin Babitha	48	50	98	A+
57	J.Roshini	46	46	92	A+
58	R.Sajana	47	45	92	A+
59	M.Sancta Maryanna	46	42	88	A
60	J.R. Sancta Macrin	44	50	94	A+
61	V.Santhiya Joyce Mary	46	46	92	A+
62	B.Selva Archana	43	46	89	A
63	B.Selvalakshmi	50	50	100	A+
64	R.Sharon	50	50	100	A+
65	R.Shibbani	47	46	93	A+
66	A.Siva Ranjani	42	45	87	A
67	G.Sree Aarthi	34	45	79	B+
68	S.Subbhashini	49	50	99	A+
69	S.Vaishnavi	43	44	87	A
70	G.Yalini Thresa Gomez	42	44	86	A
71	C.Jeya Anusha	44	42	86	A

Report of the Certificate Course 2021—2022

Chartered Public Auditor-level 1 was offered as Certificate Course by the Department of Commerce from 5th July 2021 – 30th July 2021 to the III year B.Com. students. Adv. Mr. Muthu Kumar Raja 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 written test at the end of the programme and were issued certificates with Grade levels according to their percentage of attendance. 71 students were enrolled and benefited out of this programme.



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

CERTIFICATE

This is to certify that

Ms. T. Agalya – 19AUCO01

III.B.COM

has successfully completed the Career Oriented Course on Chartered Public Auditor
conducted during the academic year **2021 - 2022** with **A** Grade.

Instructor

Principal



ST. MARY'S COLLEGE, (AUTONOMOUS)

THOOTHUKUDI, TAMIL NADU

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

DEPARTMENT OF MATHEMATICS

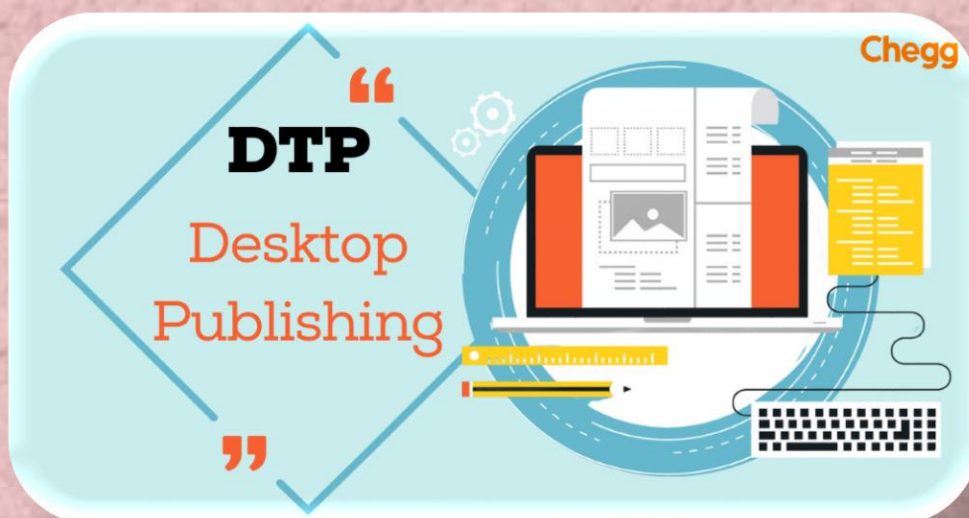
OFFERS

CAREER ORIENTED PROGRAMME

ON

DESKTOP PUBLISHING

COURSE CODE: 21CMT51



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
- 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 from Adobe 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 Text around 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 a New Document, Managing Document Layer, Creating & Editing Text, Working with Edit Story, Managing Text as an Object

- ❖ Working with Text and Graphics, Using Graphics, Applying Colors 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.

DEPARTMENT OF MATHEMATICS
SCHEDULE FOR CAREER ORIENTED COURSE
III B.Sc. Mathematics
2021-2022

Course Name: Desktop Publishing

Time: 2 p.m. - 4 p.m.

Staff In-charge: Dr. G. Priscilla Pacifica

Instructor: Ms. Jeyalakshmi

S. No.	Date	Day
1.	05. 07. 2021	Monday
2.	06. 07. 2021	Tuesday
3.	07. 07. 2021	Wednesday
4.	08. 07. 2021	Thursday
5.	09. 07. 2021	Friday
6.	12. 07. 2021	Monday
7.	13. 07. 2021	Tuesday
8.	14. 07. 2021	Wednesday
9.	15. 07. 2021	Thursday
10.	16. 07. 2021	Friday
11.	19. 07. 2021	Monday
12.	20. 07. 2021	Tuesday
13.	22. 07. 2021	Thursday
14.	23. 07. 2021	Friday
15.	26. 07. 2021	Monday

ST. MARY'S COLLEGE (AUTONOMOUS)
CAREER ORIENTED PROGRAMME
III B.Sc. MATHEMATICS (2021-2022)
DEKTOP PUBLISHING
Attendance

III B.Sc. MATHEMATICS 2021-2022			20.07.2021	21.07.2021	22.07.2021	24.07.2021	27.07.2021	29.07.2021	30.07.2021	31.07.2021	02.08.2021	03.08.2021
S.No.	Name	Reg.No.	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)	1.00 - 4.00 p.m. (3 hours)
1	ANGEL MERCY J	19AUMT01	x	ab	x	x	x	ab	x	x	x	x
2	ANTO SNOW SHERINE J	19AUMT02	x	x	x	x	x	x	x	x	x	x
3	ANTONY ROSTA	19AUMT03	x	x	x	x	x	x	x	x	x	x
4	AROCKIA CATHRINE SHARUDALAI	19AUMT04	x	x	x	x	x	x	x	x	x	x
5	ARUNAA	19AUMT05	x	x	ab	x	x	ab	x	x	x	x
6	ASHINA PARVEEN E	19AUMT06	x	x	x	x	x	x	x	x	x	x
7	BLESSY JEBARANI A	19AUMT07	x	x	x	x	x	x	x	x	x	x
8	CAROLIN HELCIA R	19AUMT08	x	x	x	x	x	ab	x	x	x	x
9	DASNAVIS ROBANCE A	19AUMT09	x	x	x	x	x	ab	x	x	x	x
10	DILANY A	19AUMT10	x	x	x	x	x	x	x	x	x	x
11	EMIMA LUKRAGE J	19AUMT11	x	x	x	x	x	x	x	x	x	x
12	HARETHA S	19AUMT12	x	ab	ab	ab	x	x	x	x	x	x
13	HIMALATHA B	19AUMT13	x	x	x	x	x	x	x	x	x	x
14	JEBENA J	19AUMT14	x	ab	ab	x	ab	x	x	x	x	x
15	JEFFRINA J	19AUMT15	x	x	x	x	x	x	x	ab	x	x
16	JINCY JOSE F	19AUMT16	x	x	x	x	x	x	x	x	x	x
17	JOAN MORAYS R	19AUMT17	ab	x	x	ab	x	ab	x	ab	ab	x
18	MAHALAKSHMI G	19AUMT18	x	ab	x	x	x	x	x	x	ab	x
19	MAHALAKSHMI M	19AUMT19	x	x	x	ab	ab	ab	x	x	x	x
20	MAHESWARI B	19AUMT20	x	x	x	x	x	x	x	x	x	x
21	MARIA ABITHAA VICTORIA C	19AUMT21	x	x	x	x	x	ab	x	x	x	x
22	MARIA ANTONY SNOWBELA J	19AUMT22	x	x	x	x	x	x	x	x	x	x
23	MARIA BENJAMINI A	19AUMT23	x	x	x	x	ab	x	x	x	x	x
24	MARIAMMAL P	19AUMT24	ab	ab	x	ab	x	x	x	x	x	x
25	MARIASUJI B	19AUMT25	x	x	x	x	x	x	x	x	x	x
26	MYGE B	19AUMT26	x	x	x	x	x	x	x	x	x	x

J. D. Basifian

Course Title: DESKTOP PUBLICATION

Course Instructor: Ms. M. Jayalakshmi

Course Incharge: Dr. G. Priscilla Pacifica

III B.Sc. MATHEMATICS - 2021 - 2022

S.No.	Name	Reg.No.	05.07.2021 2.00 - 4.00 p.m. (2 hours)	06.07.2021 1.00 - 4.00 p.m. (3 hours)	07.07.2021 1.00 - 4.00 p.m. (2 hours)	08.07.2021 1.00 - 4.00 p.m. (2 hours)	09.07.2021 1.00 - 4.00 p.m. (2 hours)	12.07.2021 1.00 - 4.00 p.m. (2 hours)	13.07.2021 1.00 - 4.00 p.m. (2 hours)	14.07.2021 1.00 - 4.00 p.m. (2 hours)	15.07.2021 1.00 - 4.00 p.m. (2 hours)	19.07.2021 1.00 - 4.00 p.m. (2 hours)
1	ANGEL MERCY J	19AUMT01	x	x	x	ab	x	x	x	x	x	x
2	ANTO SNOW SHERINE I	19AUMT02	x	x	x	x	x	x	x	x	x	x
3	ANTONY ROSA	19AUMT03	x	x	x	ab	x	x	x	x	x	x
4	AROCKIA CATHRINE SHARUBALA E	19AUMT04	x	x	x	x	x	x	x	x	x	x
5	ARUNA A	19AUMT05	x	x	x	x	x	x	x	x	x	x
6	ASHINA PARVEEN S	19AUMT06	x	x	x	x	x	x	x	x	x	x
7	BLESSY JEBARANI A	19AUMT07	x	x	x	x	x	x	x	x	x	x
8	CAROLIN BELCIA R	19AUMT08	x	x	x	x	x	x	x	x	x	x
9	DASNAVIS ROBANTA	19AUMT09	x	x	x	x	x	x	x	x	x	x
10	DILANYA	19AUMT10	x	x	x	x	ab	x	x	x	x	x
11	EMIMA LUKRAGI J	19AUMT11	ab	ab	x	ab	x	x	x	x	x	x
12	HARITHA S	19AUMT12	ab	x	x	x	ab	x	x	ab	x	x
13	HEMALATHA B	19AUMT13	x	x	x	x	x	x	x	x	x	x
14	JEBENA J	19AUMT14	x	x	x	x	x	x	x	x	x	x
15	JEFFRINA J	19AUMT15	x	x	x	x	x	x	x	x	x	x
16	JENCY JOSE P	19AUMT16	x	x	x	x	x	x	x	x	x	x
17	JOAN MORAIS R	19AUMT17	x	x	ab	x	x	ab	ab	x	ab	x
18	MAHALAKSHMI G	19AUMT18	x	x	x	x	x	x	x	x	ab	x
19	MAHALAKSHMI M	19AUMT19	x	x	x	x	x	ab	x	x	x	x
20	MAHESWARI B	19AUMT20	x	x	x	x	x	x	x	x	x	x
21	MARIA ABITHAA VICTORIA C	19AUMT21	x	x	x	x	x	x	x	x	ab	x
22	MARIA ANTONY SNOWBA J	19AUMT22	x	x	x	x	x	x	x	x	x	x
23	MARIA BENJAMINI A	19AUMT23	x	x	x	x	ab	x	x	x	x	x
24	MARIAMMAL P	19AUMT24	x	x	x	ab	x	x	x	x	x	x
25	MARIASUJI B	19AUMT25	x	x	x	x	x	x	x	x	x	x
26	MEGI B	19AUMT26	x	x	x	x	x	x	x	x	x	x

G. Priscilla Pacifica

DEBUNG MATHEMATICS 2021 - 2022												
		20.07.2021	22.07.2021	23.07.2021	24.07.2021	27.07.2021	29.07.2021	30.07.2021	31.07.2021	02.08.2021	03.08.2021	
27	MICHAEL FELIX M	19AUMT27	x	x	x	x	x	x	ab	x	x	x
28	MONISHA ROSE G	19AUMT28	x	x	x	x	x	x	x	x	x	x
29	NIKKILA R	19AUMT29	x	x	x	x	x	x	x	x	x	x
30	MUTHU YOGESWAR J	19AUMT30	x	x	ab	x	ab	ab	ab	ab	x	x
31	PALKANI P	19AUMT31	x	ab	ab	x	x	ab	x	x	x	x
32	PARIPPOORANA JEFFRINA J	19AUMT32	x	x	x	x	x	x	x	x	x	x
33	PAULIN PACKIAM B	19AUMT33	x	x	x	x	ab	ab	x	x	x	x
34	PRATHENA S	19AUMT34	x	ab	x	ab	ab	ab	ab	ab	x	x
35	RASHIDA J	19AUMT35	x	x	ab	ab	x	ab	x	ab	x	x
36	RASHIKA T	19AUMT36	x	x	x	x	x	x	x	x	x	x
37	SAHAYA PERINBA PRAKASI K	19AUMT37	x	x	x	x	x	x	x	x	x	x
38	SANGANI P	19AUMT38	x	x	x	x	x	x	x	x	x	x
39	SANTHANA MUNDARI M	19AUMT39	x	x	ab	x	x	ab	x	x	x	x
40	SELIN PREETI A	19AUMT40	x	x	x	x	x	x	x	x	x	x
41	SELLIAMMAL R	19AUMT41	x	x	x	x	x	x	x	x	x	x
42	SHALINI M	19AUMT42	x	x	x	x	x	x	x	x	x	x
43	SHIBANIA C	19AUMT43	x	x	x	ab	ab	x	x	x	x	x
44	SNEHA T	19AUMT44	x	x	x	x	x	x	x	ab	ab	x
45	SPICA J	19AUMT45	x	x	ab	x	x	x	x	x	x	x
46	STERLY B	19AUMT46	x	x	x	x	x	x	x	x	x	x
47	VARSHA S	19AUMT47	x	x	x	x	x	x	x	x	x	x
48	VARSHGA AROCKIYA FRANCIS A	19AUMT48	x	x	x	x	x	x	x	x	x	x
49	VINNARASI M	19AUMT49	x	x	x	x	x	x	ab	x	x	x
50	YAMINI S	19AUMT50	x	x	x	x	x	x	x	x	x	x

G. Brinda Baiji

Course Title: DESCRIPTOR PUBLICATION

Course Instructor: Ms. M. Jayalakshmi

Course Incharge: Dr. G. Priscilla Pazifica

IBRN: MATHS 2021 - 2022

			05.07.2021	06.07.2021	07.07.2021	08.07.2021	09.07.2021	12.07.2021	13.07.2021	14.07.2021	16.07.2021	19.07.2021
27	MICHAEL FELIX M	19AUMT27	ab	ab	x	x	x	x	x	x	x	x
28	MONISHA ROSE G	19AUMT28	x	x	x	ab	x	x	x	x	x	x
29	MUKILA R	19AUMT29	x	x	x	x	x	x	x	x	x	x
30	MUTHU YOGESWAR J	19AUMT30	x	x	x	x	x	x	x	x	x	ab
31	PALKANI P	19AUMT31	x	x	x	ab	ab	ab	x	ab	ab	x
32	PARUPPOORANA JEFFRINA J	19AUMT32	x	x	x	x	x	x	x	x	x	x
33	PAULIN PACKIAM B	19AUMT33	x	x	x	x	x	x	x	x	x	x
34	PRAVEENA S	19AUMT34	x	x	ab	x	ab	x	x	x	x	x
35	RASHIBA J	19AUMT35	x	x	x	x	x	x	x	x	x	x
36	RASIKAT	19AUMT36	ab	x	x	x	ab	x	x	x	x	x
37	SAHAYA PERINBA PRAKASH K	19AUMT37	x	x	x	x	x	x	x	x	x	x
38	SANGAVI P	19AUMT38	x	x	x	x	x	x	x	x	x	x
39	SANTHANA SUNDARI M	19AUMT39	x	x	x	x	x	x	x	x	ab	x
40	SELIN PREETHI A	19AUMT40	x	x	x	x	x	ab	x	x	ab	x
41	SELLIAMMAL R	19AUMT41	x	ab	x	x	x	x	x	x	x	x
42	SHALINI M	19AUMT42	x	x	x	x	x	x	x	x	x	x
43	SHIBANI C	19AUMT43	x	x	x	ab	x	ab	x	x	ab	x
44	SNEHA T	19AUMT44	x	ab	x	x	x	x	x	x	x	x
45	SPICA J	19AUMT45	x	x	x	x	ab	x	x	x	x	x
46	STERLY B	19AUMT46	x	x	x	x	x	x	x	x	x	x
47	VARSHA S	19AUMT47	x	ab	x	x	x	x	x	x	x	x
48	VARSIGA AROCKIYA FRANCIS A	19AUMT48	x	x	x	x	ab	x	x	x	x	x
49	VINNARASI M	19AUMT49	ab	ab	x	x	x	x	ab	x	x	x
50	YAMINI S	19AUMT50	x	x	x	x	x	x	x	ab	x	x

Priscilla Pazifica

ST. MARY'S COLLEGE (AUTONOMOUS)
CAREER ORIENTED PROGRAMME
III B.Sc. MATHEMATICS (2021-2022)
DEKTOP PUBLISHING

Grade Sheet

S.No	NAME	REG.NO	GRADE
1	ANGEL MERCY J	19AUMT01	A+ GRADE
2	ANTO SNOW SHERINE I	19AUMT02	A GRADE
3	ANTONY ROSI A	19AUMT03	A GRADE
4	AROCKIA CATHRINE SHARUBALA E	19AUMT04	A+ GRADE
5	ARUNA A	19AUMT05	A GRADE
6	ASHINA PARVEEN S	19AUMT06	A+ GRADE
7	BLESSY JEBARANI A	19AUMT07	A+ GRADE
8	CAROLIN BELCIA R	19AUMT08	A GRADE
9	DASNAVIS ROBANCI A	19AUMT09	A GRADE
10	DILANY A	19AUMT10	A GRADE
11	EMIMA LUKRAGI J	19AUMT11	A GRADE
12	HARITHA S	19AUMT12	A GRADE
13	HEMALATHA B	19AUMT13	A+ GRADE
14	JEBENA J	19AUMT14	A+ GRADE
15	JEFFRINA J	19AUMT15	A+ GRADE
16	JINCY JOSE P	19AUMT16	A GRADE
17	JOAN MORAIS R	19AUMT17	A GRADE
18	MAHALAKSHMI G	19AUMT18	A GRADE
19	MAHALAKSHMI M	19AUMT19	A+ GRADE
20	MAHESWARI B	19AUMT20	A+ GRADE
21	MARIA ABITHAA VICTORIA C	19AUMT21	A GRADE
22	MARIA ANTONY SNOWBA J	19AUMT22	A GRADE
23	MARIA BENJAMINI A	19AUMT23	A GRADE
24	MARIAMMAL P	19AUMT24	A GRADE
25	MARIASUJI B	19AUMT25	A+ GRADE
26	MEGI B	19AUMT26	A+ GRADE
27	MICHAL FELIX M	19AUMT27	A GRADE
28	MONISHA ROSE G	19AUMT28	A+ GRADE
29	MUKILA R	19AUMT29	A+ GRADE
30	MUTHU YOGESWARI J	19AUMT30	A GRADE
31	PALKANI P	19AUMT31	A GRADE
32	PARIPOORANA JEFFRINA J	19AUMT32	A GRADE
33	PAULIN PACKIAM B	19AUMT33	A+ GRADE
34	PARVEENA S	19AUMT34	A GRADE
35	RASHIBA J	19AUMT35	A GRADE
36	RASIKA T	19AUMT36	A GRADE
37	SAHAYA PERINBA PRAKASI K	19AUMT37	A+ GRADE
38	SANGAVI P	19AUMT38	A GRADE
39	SANTHANA SUNDARI M	19AUMT39	A+ GRADE
40	SELIN PREETHI A	19AUMT40	A GRADE
41	SELLIAMMAL R	19AUMT41	A GRADE
42	SHALINI M	19AUMT42	A+ GRADE
43	SHIBANIA G	19AUMT43	A+ GRADE

44	SNEHA T	19AUMT44	A+ GRADE
45	SPICA J	19AUMT45	A GRADE
46	STERLY B	19AUMT46	A GRADE
47	VARSHA S	19AUMT47	A+ GRADE
48	VARSIGA AROCKIYA FRANCIS A	19AUMT48	A GRADE
49	VINNARASI M	19AUMT49	A+ GRADE
50	YAMINI S	19AUMT50	A GRADE

DEPARTMENT OF MATHEMATICS

REPORT

CAREER ORIENTED COURSE

III B.Sc. Mathematics

DESKTOP PUBLISHING

2021-2022

Desktop Publishing was offered as a Career Oriented Course by the department of Mathematics, St. Mary's College (Autonomous), Thoothukudi to the III UG students from 5th July 2021 to 26th July 2021. Ms. P. Jeyalakshmi, trainer from RJ Computers-Education Centre was the course instructor. The course was held after the regular college hours from 2 p.m. to 4 p.m. for 30 hours. The students were made to appear for the practical test at the end of the programme and were issued certificates with Grade levels according to their involvement towards the course, skill obtained, score in practical test and percentage of attendance. 50 students from III B.Sc. Mathematics benefitted out of this programme.



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

CERTIFICATE

This is to certify that

ANGEL MERCY J - 19AUMT01

III B.Sc. Mathematics

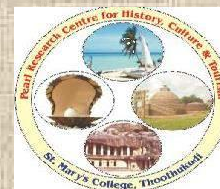
**has successfully completed the Career Oriented Programme on
DESKTOP PUBLISHING conducted during the academic year 2021 - 2022 with A+ Grade.**

M. Jeyalokshmi
Instructor

Lucia Rose
Principal



St. Mary's College (Autonomous)
Re – accredited with A+ grade by NAAC (4th Cycle)
Thoothukudi, Tamil Nadu
Department of History



Offers

CAREER ORIENTED COURSE

TALLY ERP 9



**Hurry up
Enroll Today**

Duration 30 hours

Course code: 21CAHI51

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.
Tax –VAT – FBT – Service Tax – TCS.

Learning Outcomes

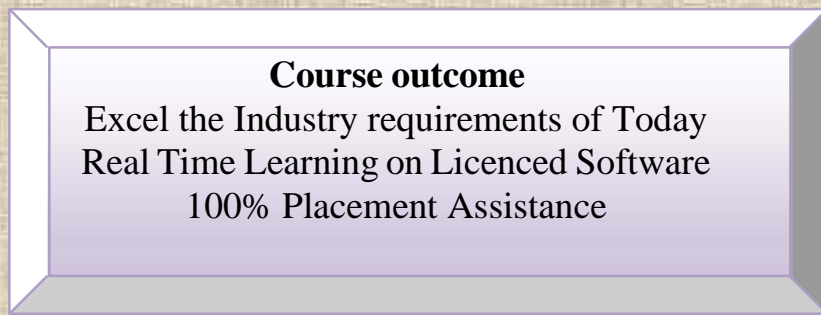
Basic Tally

- 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



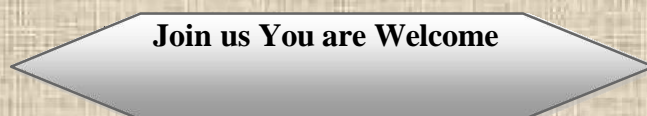
TRAINING METHODOLOGY

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

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 2021-2022

Participants of the course: III B.A. (History)

Semester: V

Time: 3.00 p.m. to 4.00 p.m.

Total Hours: 30

Career Orientation Programme – Tally ERP 9

S. No	Date
1	05.07.2021
2	06.07.2021
3	07.07.2021
4	08.07.2021
5	09.07.2021
6	12.07.2021
7	13.07.2021
8	14.07.2021
9	15.07.2021
10	16.07.2021
11	19.07.2021
12	20.07.2021
13	21.07.2021
14	22.07.2021
15	23.07.2021

16	26.07.2021
17	27.07.2021
18	28.07.2021
19	29.07.2021
20	30.07.2021
21	02.08.2021
22	03.08.2021
23	04.08.2021
24	05.08.2021
25	06.08.2021
26	09.08.2021
27	10.08.2021
28	11.08.2021
29	12.08.2021
30	13.08.2021

Staff in Charge: Ms. S. Sheela, M.A, M.Phil.

Instructor: Ms. Sahaya Sharmila

Course Title: TALLY ERP 9
Course Instructor: Ms. S. Sheela
Course Incharge: Dr. D. Vinoba Gladis

III - HISTORY 2021 - 2022														
			5.07	6.07	7.07	8.07	9.07	12.07	13.07	14.07	15.07	16.07	19.07	20.07
S.No.	Name	Reg.No.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.
1	ABISHEKA X	19AUHI01	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
2	AKVINA D	19AUHI02	x	x	x	x	x	x	x	x	ab	x	x	x
3	AMIRTHAVALLI K	19AUHI03	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
4	AMUTHA J	19AUHI04	ab	x	x	x	x	ab	ab	x	x	x	x	x
5	ANTHONIAMMAL L	19AUHI05	ab	x	x	x	x	x	x	x	x	x	x	x
6	AROCKIA ESTHER N	19AUHI06	x	x	x	x	x	x	x	x	x	x	x	x
7	ARULKEERTHAN A S	19AUHI07	x	x	x	x	x	ab	ab	ab	x	ab	x	x
8	ARUNA S	19AUHI08	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
9	ASHA C	19AUHI09	x	x	x	x	x	ab	x	ab	x	x	x	x
10	ASHA J	19AUHI10	x	x	x	x	ab	x	x	x	x	x	x	x
11	BABYKALA M	19AUHI11	x	x	x	x	x	x	x	x	x	x	x	x
12	BRINDA M	19AUHI12	x	x	x	x	x	ab	x	x	ab	x	x	ab
13	CHITHRA S	19AUHI13	x	x	x	x	x	x	x	x	x	x	x	x
14	CROSS CATHRIN STECY S	19AUHI14	x	x	x	ab	x	x	x	ab	x	x	x	x
15	DEVA	19AUHI15	ab	ab	ab	x	ab	ab	ab	ab	x	ab	ab	x
16	PRASANNA S	19AUHI16	ab	x	ab	ab	ab	x	x	x	x	ab	x	ab
17	ESAKKI RANI P	19AUHI17	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
18	EVELIN	19AUHI18	x	x	x	x	x	x	x	x	x	x	x	x
19	SARUMATHI I	19AUHI19	x	x	x	ab	x	x	ab	x	x	x	ab	x
20	FRANCIS	19AUHI20	x	x	x	x	x	ab	ab	x	x	ab	x	ab

Sheela
Dr. D. Vinoba Gladis

21.07	22.07	23.07	26.07	27.07	28.07	29.07	30.07	2.08	3.08	4.08	5.08	6.08	9.08	10.08	11.08	12.1	13.08
3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.	3-4 P.M.
Left ab	Left x	Left x	Left x	Left x	Left x	Left x	Left ab	Left x	Left x	Left ab	Left x	Left x	Left x	Left ab	Left x	Left x	Left x
Left x	Left x	Left x	Left ab	Left x	Left x	Left x	Left x	Left x	Left x	Left ab	Left x	Left x	Left x	Left x	Left ab	Left x	Left x
x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	ab	x	x	ab	ab	ab	x	x
Left x	Left x	Left x	Left x	Left ab	Left x	Left x	Left x	Left x	Left x	Left x	Left x	Left x	Left ab	Left x	Left x	Left ab	Left x
ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	ab	x	x	ab	x	x	x	x	x	x	x	x	ab	x	x
x	x	x	x	x	x	ab	x	ab	x	ab	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	ab	x	x	x	x	x	x	ab	x	ab	x	ab	x	x	x
x	ab	ab	x	ab	x	x	x	x	x	x	x	x	x	ab	x	x	x
ab	ab	x	ab	ab	x	x	ab	x	x	x	x	ab	x	x	ab	x	ab
Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	ab
ab	ab	x	x	x	x	x	ab	ab	x	x	x	x	x	x	x	x	ab
x	x	x	x	x	x	x	x	x	x	x	x	x	ab	ab	x	x	ab

S. V. V. V.

S. V. V. V.

[illegible]

x	x	x	x	x	x	x	x	ab	ab	x	x	x	ab	ab	x	ab	x
x	ab	x	x	x	x	x	x	ab	ab	x	x	ab	x	ab		ab	x
x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	ab	x
Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
x	x	x	x	x	ab	x	x	x	ab	ab	x	x	x	x	x	x	x
x	ab	ab	ab	ab	x	ab	x	ab	ab	ab	ab	ab	ab	ab	ab	x	x
x	x	x	x	ab	x	x	x	x	x	ab	x	x	x	x	ab	x	x
x	x	ab	x	x	x	x	x	x	x	x	x	x	ab	x	ab	x	ab
x	x	x	x	x	x	x	x	x	ab	ab	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ab	ab	ab	ab	ab	ab	ab	ab	x	ab	ab	ab	ab	ab	ab	x	ab	ab
x	x	ab	x	x	ab	x	x	x	x	x	x	x	x	x	ab	ab	ab
x	x	x	ab	x	x	x	x	ab	x	x	ab	ab	ab	x	ab	ab	x
x	x	x	x	ab	ab	x	x	x	x	x	x	x	x	ab	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	ab	x	ab
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Left	Left	Left	ab	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left	Left
x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	ab	x	x

44	PANIMAYA BOOPATHI ROSY N	19AUHI46	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab
45	PAVITHRAMEEN A S	19AUHI47	x	x	x	x	x	x	ab	ab	ab	ab	ab	ab
46	PHILOMINA T	19AUHI48	Left	Left	Left	Left	Left	Left	x	ab	x	x	x	x
47	RASHMITHA P	19AUHI49	ab	x	x	x	x	x	Left	Left	Left	Left	Left	Left
48	RATHIMEENA G	19AUHI50	x	x	x	x	x	x	x	x	x	x	x	x
49	REGINAL MARY W	19AUHI51	x	x	ab	x	x	ab	x	x	x	x	x	x
50	RUBINA T	19AUHI52	ab	x	x	ab	x	x	ab	x	x	x	x	ab
51	SATHIYA DEVI K	19AUHI53	x	ab	x	x	x	x	ab	ab	ab	ab	x	ab
52	SELVAPRIYA M	19AUHI55	x	x	x	x	ab	x	x	x	x	x	x	x
53	SHERLY A.	19AUHI57	Left	Left	Left	Left	Left	Left	x	x	x	ab	x	x
54	SOWMIYA E	19AUHI58	x	x	x	x	x	Left	Left	Left	Left	Left	Left	Left
55	SRI KEERTHIGA DEVI S	19AUHI59	x	x	ab	x	x	ab	ab	x	x	x	ab	ab
56	STERLIN S	19AUHI60	ab	x	x	x	ab	x	x	ab	ab	ab	ab	x
57	SUBITHA A THERES	19AUHI61	x	x	x	x	x	x	x	x	x	x	x	x
58	HERMINA J THIRUVARANGA	19AUHI62	x	x	x	x	x	x	x	x	x	x	x	x
59	SELVI C VIJAYASHANTHI	19AUHI63	x	ab	x	x	x	ab	x	ab	x	x	ab	ab
60	R VIYAGULA	19AUHI64	x	ab	ab	ab	ab	ab	ab	x	ab	ab	x	x
61	CATHRINE T	19AUHI65	x	ab	x	x	x	x	x	x	ab	x	x	x

Handwritten signature

Handwritten signature

ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab
x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x ab	x ab	x x	ab ab	x x	x x	ab ab	x x	ab x	ab x	x x	x x	ab x	ab x	ab x	ab x	x x	ab x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	ab x	x
ab Left x	x Left ab	x Left x	ab Left x	x Left x	x Left x	ab Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	x Left x	ab Left x	x Left ab
x	ab	ab	ab	ab	x	x	ab	ab	x	x	x	x	ab	ab	ab	ab	ab
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ab	ab	x	ab	x	x	ab	x	x	x	x	ab	ab	x	ab	ab	ab	ab
ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	x	ab	x	x	x	x	x
x	x	x	x	x	ab	x	x	x	x	x	ab	x	x	x	x	x	x

19/12/19

19/12/19

CERTIFICATE COURSE PROGRAMME (2021- 22)

CAREER ORIENTATION PROGRAMME

TALLY MARK LIST

III B.A. HISTORY

Name	Reg. No	Mark (25)	Grade
D. Akvina	19AU HI02	23	O+
J. Amutha	19AU HI04	22	O+
I. Anthomammal	19AU HI05	23	O+
N. Arockia Esther	19AU HI06	24	O+
S. Arul Keerthana	19AU HI07	21	O
C. Asha	19AU HI09	20	O
J. Asha	19AU HI10	20	O
M. Babykala	19AU HI11	23	O+
M. Brinda	19AU HI12	22	O
S. Chithra	19AU HI13	24	O+
S. Cross Cathrin Stevy	19AU HI14	21	O
S. Deva Prasanna	19AU HI15	18	A
P. Devisha	19AU HI16	18	A
I. Evelyn Sarumathi	19AU HI18	23	O+
S. Frances Mispah	19AU HI19	20	O
A. Gayathri	19AU HI20	21	O+
P. Jeeva Jothi	19AU HI21	22	O+
A. Jenifar	19AU HI22	21	O
M. Jemisha	19AU HI23	23	O+
S. Jeya Sudha	19AU HI24	23	O+
K. Kalavani	19AU HI26	22	O+
N. Kaviya	19AU HI28	15	C
C. Kuppamimal	19AU HI29	20	O
I. Lourduh Rajam	19AU HI30	21	O
K. Mageswari	19AU HI31	21	O+
U. Mala	19AU HI33	23	O+
A. Malarkodi	19AU HI34	5	FAIL
S. Malathika	19AU HI35	20	O
K. Maria Antony Princy	19AU HI36	18	A
S. Maria Hemila	19AU HI37	21	O+
J. Maria Hemisha	19AU HI38	22	O+
A. Maria I. reya	19AU HI39	21	O+
S. Maria Antony Privadharsini	19AU HI40	20	O
M. Moogambigai	19AU HI41	23	O+
R. Muthulakshmi	19AU HI42	23	O+
E. Muthukani Selvam	19AU HI43	22	O+
S. Nandhini	19AU HI45	24	O+
N. Panimaya Boopathy Rosy	19AU HI46	-	FAIL

S. Pavithrameena	19AUHI47	23	O+
P. Rashmitha	19AUHI49	22	O+
G. Rathmeena	19AUHI50	23	O+
W. Reginal Mary	19AUHI51	19	A
T. Rubina	19AUHI52	16	B
K. Sathiya Devi	19AUHI53	22	O+
M. Selvapriya	19AUHI55	21	O
E. Sowmiya	19AUHI58	22	O
S. Sri Keerthiga Devi	19AUHI59	16	B
S. Sterlin	19AUHI60	18	A
A. Subitha	19AUHI61	23	O+
J. Theres Hermina	19AUHI62	23	O+
C. Thiruvanga Selvi	19AUHI63	17	B
R. Vijayashanthi	19AUHI64	16	B
T. Vivagula Cathrine	19AUHI65	21	O

[Signature]
19/8/21

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19/8/21

Report of the Certificate Course 2021-2022

Tally was offered as Certificate Course by the Department of History from 05th July 2021 – 7th August 2021 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 3 p.m to 4 p.m. for 30 hours. 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. 53 students enrolled and 51 benefitted out of this programme.

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. D. Akvina - 19AUHI02

III B.A History
has successfully completed the Certificate Course on

Tally ERP 9 conducted during the academic year 2021-2022 with O+ Grade.


Instructor


Principal

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



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



**Department of Economics
offers
Career Oriented Programme
on**

Tally. ERP 9 with GST

Course Code: 21CAEC51

2021-2022

(III B.A. Economics)

Certificate Course Brochure

Aim

- Students learn the basics of accounting, including journal entries, ledgers, trial balance, and balance sheets
- The course usually covers Goods and Services Tax (GST) concepts and how to apply them in Tally, along with other taxation practices relevant to businesses
- Tally ERP 9 offers reporting tools essential for business analysis

Obiectives

- This includes mastering Tally ERP 9 for accurate financial transactions, such as ledger creation, voucher entry, and generating financial statements like balance sheets, profit & loss statements, and cash flow statements
- to build expertise in handling GST, VAT, TDS, and other applicable taxes in Tally ERP 9, helping students manage tax processes efficiently and stay compliant with regulatory standards
- Students learn to manage inventory, track stock levels, and handle payroll operations, including employee salaries, bonuses, deductions, and other payroll components, helping to streamline HR and inventory processes

Course Outcomes

- Designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts
- Opportunity to get placements in different offices as well as companies in Accounts departments
- Learn how to create single and multiple ledgers, group creation, budget, inventory groups and other functions.
- Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Syllabus

TALLY. ERP 9
Users Interface and Company Management
Masters- Ledgers & Groups
Accounting Voucher
Inventory Voucher
Stock Transfers
Manufacturing Vouchers
Batch wise Details
Voucher Types and Class
Point of Sales
Budgets and controls in Tally
Party Ledger Analysis
Financial Reports
Export, Import, Backup and Restore
Tax Deducted at Source(TDS)
Payroll Accounting in Tally
Multi – Currency
Printing Reports
Miscellaneous
Shortcut Keys
Daybook in Tally
Goods and Services Tax (GST)

Schedule

III Year **Course Code: 21CAEC51** **Total Hrs:40** **Time:2-4 p.m.**
Course In-charge: Mrs. Jeyalakshmi **Staff In-charge:** Dr.D.Rathi

S.No	Date	Day
1	05.07.2021	Monday
2	06.07.2021	Tuesday
3	07.07.2021	Wednesday
4	08.07.2021	Thursday
5	09.07.2021	Friday
6	12.07.2021	Monday
7	13.07.2021	Tuesday
8	14.07.2021	Wednesday
9	15.07.2021	Thursday
10	16.07.2021	Friday
11	19.07.2021	Monday
12	20.07.2021	Tuesday
13	22.07.2021	Thursday
14	23.07.2021	Friday
15	26.07.2021	Monday
16	27.07.2021	Tuesday
17	28.07.2021	Wednesday
18	29.07.2021	Thursday
19	30.07.2021	Friday
20	31.07.2021	Saturday

Attendance

S. No	Name	Reg.No	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	ANTONY AGUSTHIA A	19AUE C03	a	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	ANUSIYA T	19AUE C05	x	x	x	a	x	x	x	x	x	x	x	a	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x
3	ARASHI K	19AUE C06	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	ARIHARANI P	19AUE C07	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	ARTHI KRISHNA M	19AUE C08	a	x	a	a	a	x	x	x	x	x	x	x	a	x	x	a	a	a	x	a							
6	ATHI LAKSHMI P	19AUE C09	x	x	x	x	a	x	x	x	x	a	x	x	a	x	x	x	x	a	a								
7	DEEBA V	19AUE C10	x	x	x	x	a	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
8	DHIVYA M	19AUE C11	x	a	a	a	x	a	a	x	x	x	a	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
9	GAYATHRI S	19AUE C12	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	a	x	x								
10	JACKLIN JESIMA S	19AUE C15	x	x	a	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a		
11	JASMINI T	19AUE C16	x	a	x	x	x	a	a	x	a	x	a	a	a	x	a	a	a	a									
12	JEYA J	19AUE C17	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	JEYA CHITHRA J	19AUE C18	x	x	x	x	x	x	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	JEYALAKSHMI R	19AUE C19	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	JOSE BLESSY S B	19AUE C20	x	x	x	a	a	x	x	x	x	x	a	x	x	a	x	x	x	a	x								
16	KALEESWARI K	19AUE C22	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
17	KALPANA S	19AUE C23	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a		
18	KAVERI A	19AUE C24	a	a	x	x	x	a	x	a	x	x	x	a	x	x	a	a	a	a	a								
19	MALARMATHI S	19AUE C26	x	a	a	a	a	x	x	x	x	x	x	a	x	a	x	a	a	x	a	x							

[illegible]

43	SUTHA LAKSHMI M	19AUE C57	x	a	x	x	x	a	x	a	x	x	x	x	x	x	x	x	x	a	x	x
44	TRIFANA A	19AUE C58	a	a	x	x	a	a	a	x	x	x	a	a	x	x	a	a	a	a	x	x
45	VEERALAKSHMI A	19AUE C59	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x
46	VENNILA K	19AUE C60	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
47	VIJAYALAKSHMI S	19AUE C61	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
48	VIMALAETH P	19AUE C62	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
49	VISHVAROOBINI B	19AUE C63	a	x	x	x	a	x	x	a	x	x	x	a	x	a	x	a	x	x	x	x

Grade Sheet

ST. MARY'S COLLEGE (AUTONOMOUS)

CAREER ORIENTED PROGRAMME

BA.ECONOMIC – III YEAR (TALLY.ERP 9 WITH GST)

REG.NO	NAME	MARKS	GRADE
19AUECO3	ANTONY AGUSTHIA.A	45	B GRADE
19AUECO5	ANUSIYA.T	60	A GRADE
19AUECO6	ARASHI.K	85	A+ GRADE
19AUECO7	ARIHARAN.I.P	85	A+ GRADE
19AUECO8	ARTHI KRISHNA.M	55	B GRADE
19AUECO9	ATHI LAKSHMI.P	55	B GRADE
19AUEC10	DEEBAN	45	B GRADE
19AUEC11	DHIVYA.M	40	B GRADE
19AUEC12	GAYATHRI.S	50	B GRADE
19AUEC15	JACKLIN JESIMA.S	80	A+ GRADE
19AUEC16	JASMINI.T	50	B GRADE
19AUEC17	JEYA.J	50	B GRADE
19AUEC18	JEYACHITHRA.J	50	B GRADE
19AUEC19	JEYALAKSHMI.R	60	A GRADE
19AUEC20	JOSE BLESSY.S.B	60	A GRADE
19AUEC22	KALEESHWARI.K	-	-
19AUEC23	KALPANA.S	45	B GRADE
19AUEC24	KAVERIA	50	B GRADE
19AUEC26	MALARMATHI.S	45	B GRADE
19AUEC227	MARIA AMIRTHA.P	40	B GRADE
19AUEC28	MARIA PUSHPAM.A	40	B GRADE
19AUEC29	MARIA ROSELIN.A	60	A GRADE
19AUEC31	MISTIKA.A	45	B GRADE
19AUEC30	MARIA SONIYA.A	-	-
19AUEC32	MUBINA RAHMATH.N	45	B GRADE
19AUEC33	MURUGESWARI.G	45	B GRADE
19AUEC35	MUTHU LAKSHMI.M	55	B GRADE
19AUEC36	NANDHINI.M	45	B GRADE
19AUEC38	NAZREEN.S	50	B GRADE
19AUEC40	RANSIKA.J	80	A+ GRADE
19AUEC41	ROSHNI MONISHA.J	45	B GRADE
19AUEC42	SAHAYA JENIFER.J	60	A GRADE
19AUEC43	SAKTHI PRIYA.R	70	A GRADE
19AUEC44	SANKARESWARI.G	65	A GRADE
19AUEC46	SARIBA.M	45	B GRADE
19AUEC47	SATHYA.A	45	B GRADE
19AUEC50	SHUNMUGA LAVANYA.S	85	A+ GRADE
19AUEC52	SIVAPRIYA.A	75	A GRADE
19AUEC53	SRI DHANALAKSHMI.N	50	B GRADE
19AUEC54	SUBALAKSHMI.E	45	B GRADE
19AUEC55	SUGUNA RANI.M	50	B GRADE
19AUEC56	SURIYA KUMARI.C	85	A+ GRADE
19AUEC57	SUTHA LAKSHMI.M	55	B GRADE
19AUEC58	TRIFANA.A	45	B GRADE
19AUEC59	VEERALAKSHMI.A	50	B GRADE
19AUEC60	VENNILA.K	70	A GRADE
19AUEC61	VIJAYALAKSHMI.S	70	A GRADE
19AUEC62	VIMALAETH.P	85	A+ GRADE
19AUEC63	VISHVAROOBINI.B	45	B GRADE

P. Jayalalitha



Course Report

Department of Economics offered Career Oriented Programme on Tally. ERP 9 with GST for III year B. A. Economics students in the academic year 2021-2022 from 5th July 2021 to 31st July 2021. It introduced uses to manage ledgers and generate financial reports like balance sheet, profit & loss statements and GST. A total of 47 students got benefit out of 49 students in this certificate course. This enabled students to be familiar with emerging trends in Tally. ERP 9 with GST. The certificate course was 40 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, Tamil Nadu

(Re – accredited with A+ grade by NAAC)

First Year Certificate Course

Spoken English



Duration – 30 hours

Course Code – 21CUSE11

AIM

- Enhance the learners' communication skills to facilitate free-flowing interactions, fostering confidence, clarity, and precision in English language usage.

OBJECTIVES

- To empower the students to understand the importance of good communicative skills.
- To help the students build their communication skills through simple speaking opportunities.
- To improve pronunciation and vocabulary.
- To help them understand various dialects and accents.

COURSE OUTCOMES

At the completion of the course the learner will be able to:

- Frame grammatically correct sentences in English.
- Speak English fluently in any situation.
- develop vocabulary and improve the accuracy in grammar
- produce words with right pronunciation
- Improve LSRW- listening, speaking, reading and writing skills and the related sub-skills.
- demonstrate positive group communication exchanges.
- speak with more confidence and listen carefully to build rapport
- analyze and utilize body language to their advantage steer conversations and influence people
- Able to present thoughts more effectively.

SYLLABUS

Duration – 30 hours

Course Code – 21CUSE11

Self- Introduction
Enhancing Vocabulary- Introduction to 3 levels of Vocabulary <ul style="list-style-type: none">• Tier- I• Tier -II• Tier- III
Sentence Formation and Structure <ul style="list-style-type: none">• Interrogative sentences• Imperative sentences
Grammar touch <ul style="list-style-type: none">• Verbs and nouns• Prepositions• Question tags• Tenses
Idioms and Phrases usage
Effective Public Speaking- An Introduction <ul style="list-style-type: none">• Pointers for speech• Know your audience• Completing your speech
Short Talks
Debate and Group Discussions
Tips to enhance - Body language and Confident conversations
Daily English Conversations for beginners
Simple and Intense listening
Interview Skills <ul style="list-style-type: none">• Greetings, apology and response• How to start a conversation• Mock interview

Course Schedule

Time : 2 – 4 pm

Duration : 30 hours

Sl. No	Date
1.	21.02.2022
2.	22.02.2022
3.	23.02.2022
4.	24.02.2022
5.	25.02.2022
6.	28.02.2022
7.	01.03.2022
8.	02.03.2022
9.	03.03.2022
10.	07.03.2022
11.	08.03.2022
12.	09.03.2022
13.	25.03.2022
14.	28.03.2022
15.	29.03.2022

I UG Certificate Course (2021-22)

Spoken English

Attendance Register

[illegible]

I UG Certificate Course (2021-22)

Spoken English

Grade Sheet

Sl. No	Name	Register Number	Grade
1.	Sneha. C	21AUEN49	A
2.	Ananthana A	21AUEN03	A
3.	Mary Alshiya. M	21AUEN34	A
4.	Thangamuthurani. L	21AUEN61	B
5.	Thamaraiselvi. M	21AUEN60	B
6.	Nancy. A	21AUEN38	A
7.	Nandhini. R	21AUEN39	B
8.	John Selvarani. M	21AUEN26	A
9.	Arockia Shipani	21AUEN10	B
10.	Jerlin Hebsiba. D	21AUPH12	A
11.	Mahalakshmi. J	21AUPH16	A
12.	Samima Barwin	21AUPH29	A
13.	Malavika	21AUPH18	A
14.	Indumathi	21AUPH09	A
15.	Kethsiyal	21AUPH14	A
16.	JebaNimsi. J	21AUZO11	B
17.	Melki. A	21AUZO22	C

18.	Sheela. P	21AUZO38	C
19.	Samoor. S	21AUZO34	C
20.	Ramalakshmi. M (2003)	21AUZO31	B
21.	Muthumeena. M	21AUBO09	A
22.	Nanthini. B	21AUBO10	A
23.	Abinayagi.S	21AUMT01	A
24.	Antony Iruthaya Gnana Roshni. G	21AUMT10	A
25.	Dhanya Lakshmi. M	21AUMT13	A
26.	Jasmine Niranjana. J	21AUMT17	A
27.	Mahalakshmi. B	21AUMT22	A
28.	MerinJeifa. V	21AUMT25	A
29.	Sneha. M	21AUMT37	A
30.	Snowitha. A	21AUMT38	A
31.	Yasotha Veni	21AUMT47	A

Certificate Course for I UG (2021-2022)

Spoken English

Report

Spoken English was offered as a Certificate Course to the first UG students of St. Mary's College (Autonomous) Thoothukudi during the Academic Year 2021-22 21.02.2022 to 29.03.2022. The course was held in B-14 classroom for 30 hours. Ms. S. Jebarathinam Nancy Juliet of Million Hopes Academy was the Instructor and the course was held after the regular college hours from 2 p.m to 4 p.m for 15 days. The students were made to appear for an oral test at the end of the programme and were issued certificates with Grade levels according to their performance and percentage of attendance. 42 students from various departments enrolled for the course and 31 completed it and were benefitted out of this programme.

I UG Certificate Course (2021-22)

Spoken English

Certificate

