



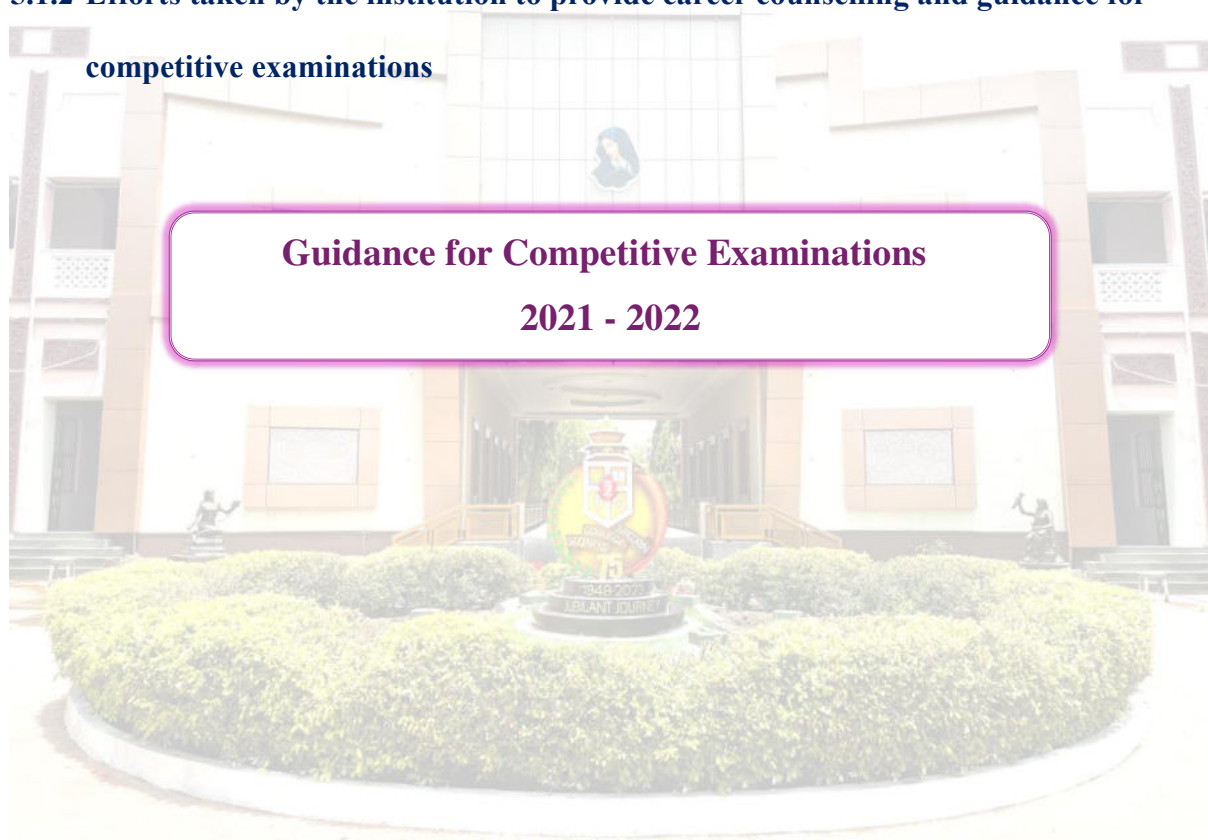
St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



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



Guidance for Competitive Examinations
2021 - 2022

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



St. Mary's College (Autonomous), Thoothukudi

Department of English(SSC)

Certificate Course on English Proficiency for Competitive Exams

Aim

The course aims to help the students to develop their English language skills, particularly those planning to appear for competitive exams

Objective

- To encourage students for placement through better understanding of the language
- To develop students ability to use English in day-to-day life and real life situation

Course Outcome

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

- Analyze the rhetoric and aesthetic effects in the use of language in various literary forms.
- Read with interpretive and analytical proficiency
- Enlarge their vocabulary by learning new words
- Develop their ability as critical readers
- Increase confidence in their ability to read, comprehend and interpret the passages
- Understand the vocabulary, syntax, structure, style in the language
- Develop English language skills for competitive exams
- Facilitate the aspects of grammar, writing and vocabulary

Learning Approach

- Logical Reasoning
- Intensive Reading Exercises
- Discussion
- Practical Comprehensive Sessions
- Role plays

Take away of the Course

- Students get employed in different fields as trainers, teachers and editors in public relations
- Soft copy of the PPT and PDF will be shared with the students
- Worksheets and evaluation sheets used in the train is given to the students.

St. Mary's College (Autonomous), Thoothukudi
Department of English (SSC)
Certificate Course on English Proficiency for Competitive Exams

Course Code: 21CSEN51

Duration: 30 Hours

Unit I

Reading Comprehension

Literature and Reading Comprehension

Scientific passages and Reading Comprehension

Unit II

Vocabulary Enrichment

Uncommon words

Synonyms, Antonyms, Homonyms

Unit III

Spotting Errors

Unit IV

Verbal Reasoning

Verbal Analogy

Cause & Effect

Unit V

Test Techniques

St. Mary's College (Autonomous) Thoothukudi

Department of English (SSC)

III B.A. English Literature

Course Schedule

Course Title: English Proficiency for Competitive Exams

Course Instructor: Ms. M. Rufina Mary

Course In charge: Ms. M. Reeda Albin Mary

Department: III BA English Literature (2021-2022)

Time: 2.00-4.00pm

Course Code :21CSEN51

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	22.07.2021
14	23.07.2021
15	26.07.2021

Course Title: English Proficiency for Competitive Exams

Course Instructor: M. Rufina Mary

Course Incharge: M. Reeda Albin Mary

III B.A. ENGLISH LITERATURE (SSC) - 2021 - 2022

Time : 2-4 pm (2 hours)

S.No.	Name	Reg.No.	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	19-Jul	20-Jul	22-Jul	23-Jul	26-Jul
1	ABIRAMI	19SUEN01	AB	X	AB	X	AB	X	AB	AB	X	X	X	AB	AB	AB	AB
2	ALICE ANGEL	19SUEN02	AB	X	X	X	X	X	X	X	X	X	AB	X	X	X	AB
3	ANTONY ABISHA	19SUEN03	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	ANU MALIKA	19SUEN04	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	AROKIYA NITHILA	19SUEN05	X	X	X	X	X	X	X	X	X	AB	X	X	X	X	X
6	ARUL VARSHA	19SUEN06	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	BALA SHANTHINI	19SUEN07	X	X	X	X	X	X	X	X	X	X	X	X	AB	X	X
8	CHELESTIN THESI	19SUEN08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	CROSSVINA SANDRA LOPEZ	19SUEN09	X	X	X	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
10	ELZI JAYASEELI	19SUEN11	X	X	X	X	X	X	X	X	X	X	X	AB	X	X	X
11	GREETVINA V RAYAR	19SUEN12	X	AB	AB	AB	AB	AB	X	AB	X	AB	X	X	AB	AB	X
12	HARINI	19SUEN13	X	X	X	X	X	X	X	X	X	X	AB	X	X	X	X
13	JANE JACULIN SILVIYA	19SUEN14	X	X	AB	X	X	X	X	X	X	X	X	X	X	X	X
14	JEFRI	19SUEN15	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	JEMILA	19SUEN16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	JEMIMA JESY	19SUEN17	X	X	X	X	X	X	X	X	AB	X	AB	AB	X	AB	X
17	JENIFAR PUNITHA PACKIYAM	19SUEN18	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	JOYCE BLESSEY	19SUEN19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	KAMAROON AAFIA	19SUEN20	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	MARIA ANTONY RASMI	19SUEN21	X	X	AB	X	X	AB	X	X	X	X	AB	AB	X	X	AB
21	MARIA TIFFANY	19SUEN22	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	MARY ROSLIN ASHIKA	19SUEN23	X	X	X	X	X	X	X	X	X	AB	X	X	X	X	X
23	MATHI SREE	19SUEN24	X	AB	AB	AB	AB	AB	AB	X	AB	AB	AB	AB	AB	X	X
24	MEGA	19SUEN25	X	AB	AB	AB	X	AB	AB	AB	AB	AB	AB	AB	AB	AB	X
25	MERCIYA GRANAP	19SUEN26	AB	X	AB	X	X	X	X	X	X	X	X	AB	X	X	X
26	MERLIN SWETHA	19SUEN27	X	X	AB	AB	X	AB	X	AB	AB	AB	X	X	X	AB	X

27	MUTHU SWEATHA	19SUEN28	X	AB	AB	X	X	AB	AB	AB	AB	AB	AB	AB	AB	AB	X
28	NALLAI ESTHER JOYCE	19SUEN29	X	X	X	X	X	X	X	X	X	AB	X	X	X	X	AB
29	NIKILA	19SUEN30	X	X	X	X	X	X	X	X	X	X	X	X	X	AB	X
30	NISHA	19SUEN31	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	PRASANNA	19SUEN32	X	X	X	X	X	X	X	X	X	X	X	X	AB	X	X
32	PRASSANNA	19SUEN33	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	RABINA	19SUEN34	X	X	X	X	X	X	X	X	X	X	X	X	X	X	AB
34	RAMYA	19SUEN35	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	RINDHYA MARY	19SUEN36	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	RONITTA	19SUEN37	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
37	SHABEENA BAIG	19SUEN38	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	SHAMA FARHANA	19SUEN39	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	SHIFAYA BAGAM	19SUEN41	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	SINJU	19SUEN42	X	X	AB	AB	AB	AB	AB	AB	AB	AB	X	X	X	X	X
41	SNEKA	19SUEN44	X	X	X	X	X	X	X	AB	X	X	AB	AB	AB	AB	AB
42	SONA PRIYADHARSHINI	19SUEN45	X	X	X	X	X	X	X	X	X	X	X	X	X	X	AB
43	STEFFI JEYA PRABHA	19SUEN46	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	SUBIKSHA	19SUEN48	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	SWEETLIN	19SUEN49	X	X	X	X	X	X	X	X	X	X	AB	AB	AB	AB	X
46	SWETHA	19SUEN50	X	AB	AB	AB	X	AB	AB	AB	AB	AB	AB	AB	AB	AB	X
47	THINA	19SUEN51	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	UMA DHARSHINI	19SUEN52	X	X	X	X	X	X	AB	X	X	X	X	X	X	AB	X

Course Title: Proficiency for Competitive Exams

Course Instructor: M. Rufina Mary

Course In charge: M. Reeda Albin Mary

Department: III BA English Literature (2021-2022)

S. No.	Reg. No.	Name	Marks Obtained	Grade
1	19SUEN01	Abirami M	15	B
2	19SUEN02	Alice Angel J	23	A
3	19SUEN03	Antony Abisha. M	22	A
4	19SUEN04	Anumalika M	24	A
5	19SUEN05	Arokiya Nithila JR	26	A
6	19SUEN06	Arul Varsha V	21	A
7	19SUEN07	Bala Shanthini V	27	A
8	19SUEN08	Chelestin Thesi U	25	A
9	19SUEN09	Crossvina Sandra Lopez S	-	-
10	19SUEN11	Elzi Jayaseeli J	25	A
11	19SUEN12	Greetvina V Rayar I	23	A
12	19SUEN13	Harini P	25	A
13	19SUEN14	Jane Jaculin Silviya J	25	A
14	19SUEN15	Jefri X	23	A
15	19SUEN16	Jemila P	21	A
16	19SUEN17	Jemima Jesy J	21	A
17	19SUEN18	Jenifar Punitha Packiyam	Left	Left
18	19SUEN19	Joyce Blessey D	20	A
19	19SUEN20	Kamaroon Aafia Z	25	A
20	19SUEN21	Maria Antony Rasmi S	13	B
21	19SUEN22	Maria Tiffany A	21	A
22	19SUEN23	Mary Roslin Ashika M	20	A
23	19SUEN24	Mathi Sree P	-	-
24	19SUEN25	Mega S	-	-
25	19SUEN26	Merciya Granap R	12	B
26	19SUEN27	Merlin Swetha. S	25	A
27	19SUEN28	Muthu Sweatha S	-	-
28	19SUEN29	Nallal Esther Joyce J	25	A
29	19SUEN30	Nikila. T	20	A
30	19SUEN31	Nisha F	23	A
31	19SUEN32	Prasanna S	24	A

32	19SUEN33	Prassanna S	17	B
33	19SUEN34	Rabina N	19	B
34	19SUEN35	Ramya R	26	A
35	19SUEN36	Rindhya Mary J	21	A
36	19SUEN37	Ronitta N	-	-
37	19SUEN38	Shabeena Baig	28	A
38	19SUEN39	Shama Farhana E	26	A
39	19SUEN41	Shifaya Bagam. J	21	A
40	19SUEN42	Sinju P	-	-
41	19SUEN44	Sneka R	16	B
42	19SUEN45	Sona Priyadharshini. S	21	A
43	19SUEN46	Steffi Jeya Prabha. A	25	A
44	19SUEN48	Subiksha K	19	B
45	19SUEN49	Sweetlin D	25	A
46	19SUEN50	Swetha. S	-	-
47	19SUEN51	Thina. P	27	A
48	19SUEN52	Uma Dharshini M	21	A

Report of the Certificate Course 2021-2022

Department of English (SSC)

III B.A. English Literature

English Proficiency for Competitive Exams

The English Proficiency for Competitive Exams prepares the students to enhance the knowledge and skills of their subject and its implementation in their career. The course is scheduled for thirty hours. The syllabus is divided in to five units.

The class commenced on 05 July 2021, there were a total of 48 students from III BA English Literature who participated in this programme through online mode in Google Meet Platform. The final class was on 26th July, 2021. 40 Students completed the course.

The class was conducted on working days in the afternoon for two hours. During the classes the instructor (Ms. M. Rufina Mary M.A, M. Phil., NET) created awareness to the students about the various job availabilities. The students shared their opinions and discussions were made on their queries.

The exam was conducted based upon their syllabus to test the knowledge gained by the students. The students performed well in the exams and certificates were issued according to their Grade levels and percentage of their attendance. At the end of the course, we received a positive feedback.



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

CERTIFICATE

This is to certify that

Ms. J. Alice Angel - 19SUEN02

III B.A English (SSC)

has successfully completed the Certificate Course on
ENGLISH PROFICIENCY FOR COMPETITIVE EXAMS
conducted during the academic year 2021 - 2022 with A Grade.

M. Regina Mary

Instructor

Lucia Rose

Principal



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

(Re-accredited with A⁺ grade by NAAC)

Department of Mathematics (SSC)

in Collaboration with

EXAM 360

Coimbatore

Offers

Certificate Course

on

Numerical Ability and Quantitative Aptitude

Subject Code : 21CSMT51

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: 30 hours(2 hours per day)

- Coding & Decoding
- Ranking
- Distance and Direction
- Data Sufficiency
- Circle and Straight line Seating arrangement

- 
- Puzzle
 - Syllogism
 - Average and Age related problems
 - Profit and loss
 - Simple & Compound Interest
 - Time and Distance
 - Time and Work
 - 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

Mr. Charles Sejo
Academic Director,
Exam 360, Coimbatore

Staff Incharge

Ms. P Suganya
Assistant Professor of Mathematics,
St. Marys's College(Autonomous),
Thoothukudi.

Semester V	
Certificate Course – Numerical Ability and Quantitative Aptitude	
Hrs/week : 10	Hrs/ Sem : 30

Unit I

Coding – Decoding – Series – Inequality – Ranking – Distance and Direction – Blood Relationship

Unit II

Symbols and Notation – Data sufficiency – Circle seating arrangement – Straight line seating arrangement – Puzzle

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 Problem – Pie chart – Bar chart – Table chart – Line chart – Permutation and Combination

Text Book

1. Rapid Quantitative Aptitude, Er. Deepak Agarwal and Mr. D. P. Gupta

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

Department of Mathematics SSC

Certificate Course

III B.Sc. Mathematics

Course Schedule

Course Title : Numerical Ability and Quantitative Aptitude

Year : 2021 - 2022

Instructor : Mr. S. Charles Sejo

S.No.	Date
1	5.7.21
2	6.7.21
3	7.7.21
4	8.7.21
5	9.7.21
6	12.7.21
7	13.7.21
8	14.7.21
9	15.7.21
10	16.7.21
11	19.7.21
12	20.7.21
13	22.7.21
14	23.7.21
15	26.7.21

Course Title: Numerical Ability and Quantitative Aptitude
Course Instructor: S.Charles Sejo
Course Incharge: P.Suganya

III B.Sc. MATHEMATICS (SSC) - 2021 - 2022

			05.07.2021	6.07.2021	7.7.2021	8.7.2021	9.7.2021	12.7.2021	13.7.2021	14.7.2021
S.No.	Name	Reg.No.	10 - 12 P.M (2 hours)							
1	ADELIN ANISHA	19SUMT01	X	X	X	X	X	X	X	X
2	AMUTHA VALLI	19SUMT02	A	A	A	A	X	X	X	X
3	AUNCY FERDINA	19SUMT03	X	X	X	X	X	X	X	X
4	ANNAMALAI	19SUMT04	X	X	A	A	X	X	X	X
5	ANUSHYA DEVI	19SUMT05	X	X	X	A	X	X	X	X
6	ARTHI	19SUMT06	X	X	X	X	X	X	X	X
7	BHAVADHARSHIN	19SUMT07	X	X	X	X	X	X	X	X
8	CROSSLIN NIRANJ	19SUMT08	X	X	X	X	X	X	X	X
9	ESTHER	19SUMT09	X	A	A	A	X	X	X	X
10	ESTHER ANGEL	19SUMT10	X	X	X	X	X	X	X	X
11	FLORENCE STEFFY	19SUMT11	X	X	X	X	X	X	X	X
12	GNANA MALAR	19SUMT12	X	X	X	X	X	X	X	A
13	JENIFER SOWMIYA	19SUMT13	A	X	X	X	X	X	X	X
14	JENISHLIN OIDA	19SUMT14	X	X	X	X	X	X	X	X
15	KARTHIGAI DURG	19SUMT15	X	A	X	X	X	X	X	X
16	KAVIYA	19SUMT16	X	X	X	X	X	X	X	X
17	MALATHI	19SUMT18	A	X	X	X	X	X	X	X
18	MANJULA	19SUMT19	X	X	X	X	X	X	X	X
19	MARIA VIJILIOUS	19SUMT20	X	X	X	X	X	X	X	X
20	MURUGALAKSHM	19SUMT21	A	X	X	X	X	X	X	X
21	MUTHU JEROME	19SUMT22	X	X	X	X	X	X	X	X
22	MUTHU MARI	19SUMT24	X	X	X	X	X	X	X	X
23	NISHA	19SUMT25	X	X	X	X	X	X	X	X
24	PADMASHRI	19SUMT27	X	X	X	X	X	X	X	X
25	PAVITHRA	19SUMT28	X	X	X	X	X	X	X	X
26	POORANA PRIYAD	19SUMT29	X	X	X	X	X	X	X	X
27	PRINCY	19SUMT30	X	X	X	A	X	X	X	X
28	RAGAVI	19SUMT32	X	X	X	X	X	X	A	X
29	RAJA RAJESWARI	19SUMT33	X	X	X	X	X	A	X	X
30	REETHA SHIVANI	19SUMT34	X	X	X	X	X	X	X	X
31	SELVA ANUSHYA	19SUMT36	X	X	X	A	X	X	A	A
32	SHANMUGAPRIYA	19SUMT37	X	X	A	X	X	X	X	A
33	VARSHINI	19SUMT38	A	X	X	X	X	X	X	X
34	VHARSHA THIRUN	19SUMT39	A	X	X	X	X	X	X	X
35	VIJAYA ISWARYA	19SUMT40	X	X	X	X	X	X	X	X
36	VINOTHINI	19SUMT41	X	X	A	A	A	X	X	A

15.7.16.7.19.7.20.7.22.7.23.7.26.7.21

[illegible]

Grade Sheet

Course Title : Numerical Ability and Quantitative Aptitude

Year : 2021-2022

Instructor : Mr. S. Charles Sejo

S.No.	Names	Register Number	Grade
1	Adeline Anisha.A	19SUMT01	O
2	Amutha Valli.B	19SUMT02	A
3	Auncy Ferdina . J	19SUMT03	A
4	Annamalai . M	19SUMT04	A
5	Anushya Devi . S	19SUMT05	B
6	Arthi . S	19SUMT06	B
7	Bhavadharshini .M	19SUMT07	A
8	Crosslin Niranjana.A	19SUMT08	B
9	Esther . S	19SUMT09	A
10	Esther Angel . P	19SUMT10	B
11	Florence Steffy . B	19SUMT11	A
12	Gnana Malar . S	19SUMT12	A
13	Jenifer Sowmiya . I	19SUMT13	A
14	Jenishlin Oida . S	19SUMT14	B
15	Karthigai Durga . S	19SUMT15	A
16	Kaviya . K	19SUMT16	A
17	Malathi . T	19SUMT18	A
18	Manjula .M	19SUMT19	A
19	Maria Vijilious Mancy . K	19SUMT20	B
20	Murugalakshmi .R	19SUMT21	A
21	Muthu Jerome . G	19SUMT22	A
22	Muthu Mari . R	19SUMT24	A
23	Nisha . K	19SUMT25	B
24	Padmashri .N	19SUMT27	B
25	Pavithra . D	19SUMT28	A
26	Poorana Priyadharshini . S	19SUMT29	B
27	Princy . A	19SUMT30	A
28	Ragavi . M	19SUMT32	A
29	Raja Rajeswari . S	19SUMT33	A
30	Reetha Shivani . S	19SUMT34	A
31	Selva Anushya Beuvn . V	19SUMT36	B
32	Shanmugapriya . P	19SUMT37	B
33	Varshini . S	19SUMT38	B
34	Vharsha Thirumeniathan	19SUMT39	B
35	Vijaya Iswarya . S	19SUMT40	A
36	Vinothini . V	19SUMT41	A

Report of the Certificate Course 2021-2022

No: of Enrolment - 36

No: of Beneficiaries - 36

Numerical Ability and Quantitative Aptitude was offered as Certificate Course by the Department of Mathematics (SSC) from 5 July 2021 – 26 July 2021 to the III year B.Sc. Maths SSC students. Mr. S. Charles Sejo was the instructor and the course was held through Google Meet from 10 am to 12 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 Anisha – 19SUMT01

III B.Sc Mathematics

has successfully completed the Certificate Course on
Numerical Ability and Quantitative Aptitude conducted during the academic year 2021-2022
with **O Grade**.

Instructor

Principal



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

DEPARTMENT OF COMMERCE (SSC)

Put Forwards

***A Career Oriented Certified
Development Programme On***

TNPSC

Course code: 21CSCC51

***For the Academic year
2021-2022***



AIM

**To enhance the learner's understanding
on TNSPC Exams**

OBJECTIVES

- **To enable the students to have basic knowledge on TNPSC exams to help the learner make career choices**
- **To help the students by providing them a better career for a new normal life**

Certificate oriented programme on TNPSC gained a great opportunity in recent years and hence it has been applied to the students in the development of their career

COURSE OUTCOMES

- ***Develop the solving capacity in quantitative problems***
- ***provides ample career options in their future***
- ***Improve Strong knowledge on reasoning and current affairs***

AIM

**To enhance the learner's understanding
on TNSPC Exams**

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- ***provides ample career options in their future***
- ***Improve Strong knowledge on reasoning and current affairs***

COURSE CO-ORDINATOR,

**Ms. Sneha John,
Assistant Professor of Commerce (SSC)
St. Mary's College (Autonomlus), Thoothukudi
Ph.No : 9080503598**

COURSE INSTRUCTOR:

**Mr. Prakash
Suresh IAS Academy, Thoothukudi
Ph No: 9894111189**

ST.MARY'S COLLEGE (AUTONOMOUS)

CERTIFICATE COURSE

TNPSC

III B.Com (Department of Commerce-SSC)

ACADEMIC YEAR 2020-2021

UNIT-1 GENERAL SCIENCE

Physics - General Scientific laws, Mechanics and properties of matter, Heat, light and sound – Chemistry – Elements and Compounds - Botany – Main Concepts of life science, Classification of living organism – Zoology - Blood and blood circulation, Human diseases including communicable and non – communicable diseases

UNIT – 2 GENERAL STUDIES I

Current events – Geography - Earth and Universe, Solar system, Social geography - History and culture of India and Tamilnadu - Indus valley civilization, -Culture and Heritage of Tamil people

UNIT – 3 GENERAL STUDIES II

Indian Politics - Constitution of India- Indian Economy - Five-year plan models - Indian National Movement - Constitution of India

UNIT – 4 APTITUDE & MENTAL ABILITY TESTS

Data collection and Presentation – HCF and LCM – Ratio and Proportion – Logical Reasoning

UNIT-5 GENERAL ENGLISH

Grammar – Literature – Authors and their Literary Works

St. Mary's College (Autonomous), Thoothukudi

Department of Commerce (SSC)

Schedule for Certificate Course

Academic Year 2021-22

S. No.	Date	Day	Time
1	13.07.2021	Tuesday	2 pm – 4 pm (2 hours)
2	14.07.2021	Wednesday	2 pm – 4 pm (2 hours)
3	15.07.2021	Thursday	2 pm – 4 pm (2 hours)
4	16.07.2021	Friday	2 pm – 4 pm (2 hours)
5	19.07.2021	Monday	2 pm – 4 pm (2 hours)
6	20.07.2021	Tuesday	2 pm – 4 pm (2 hours)
7	22.07.2021	Thursday	2 pm – 4 pm (2 hours)
8	23.07.2021	Friday	2 pm – 4 pm (2 hours)
9	26.07.2021	Monday	2 pm – 4 pm (2 hours)
10	27.07.2021	Tuesday	2 pm – 4 pm (2 hours)
11	28.07.2021	Wednesday	2 pm – 4 pm (2 hours)
12	29.07.2021	Thursday	2 pm – 4 pm (2 hours)
13	30.07.2021	Friday	2 pm – 4 pm (2 hours)
14	02.08.2021	Monday	2 pm – 4 pm (2 hours)
15	03.08.2021	Tuesday	2 pm – 4 pm (2 hours)

Attendance for TNPSC (2021-2022)		13th July-3rd August															
Register No.	1. Name	13	14	15	16	19	20	23	24	26	27	28	29	30	2.8.21	3	
19SUCA13	A.K.Dhanushiya	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA15	S. Gracelin	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA11	Chithra. N	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA26	S. Mohana	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA44	Shajidha Parveen.M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA14	Divya.J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA24	M.Lakshmi	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA29	T. Nelsi	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA20	Joansina.S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA18	Jesu nichlas deepa.A	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA05	Anushiya Devi.T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA09	Bavishni. S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA35	D. Rathina Sneha	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA47	M.Shara Sameena	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCA10	Bhuvaneswari. J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCB22	T.Swetha	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCB15	S. Poomari	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	
19SUCB04	L.ASNET JENIBA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCB08	Haridha Subbulakshmi.S	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	
19SUCB16	N.Sahila Rithika	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	
19SUCB21	M. Sona	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCB03	K.S.Amritha	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	
19SUCB23	S.Swetha	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	
19SUCB18	J. Selva Jesina Rose	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	
19SUCB14	R. Nanthini	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	
19SUCB26	D. Thivya varcini	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19SUCB09	P. M. JANAVIKA	x	x	x	x	x	x	a	x	a	x	x	x	x	x	x	
19SUCC03	Anusiya. A	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	
19SUCC13	P. Malathi	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	

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St. Mary's College (Autonomous), Thoothukudi
Department of Commerce (SSC)
Career Oriented Course – TNPSC Coaching Exam
2021 -2022

Reg. No.	Names	Section	Marks	Grade	Attendance Percentage
19SUCA05	Anushiya Devi.T	A	27 / 50	C	100%
19SUCA09	Bavishni. S	A	39 / 50	B	100%
19SUCA10	Bhuvaneswari. J	A	36 / 50	B	100%
19SUCA11	Chithra. N	A	32 / 50	B	80%
19SUCA13	A.K.Dhanushiya	A	36 / 50	B	100%
19SUCA14	Divya.J	A	38 / 50	B	100%
19SUCA15	S. Gracelin	A	39 / 50	B	100%
19SUCA18	Jesu nichlas deepa A	A	38 / 50	B	100%
19SUCA20	Joansina.S	A	28 / 50	C	93.33%
19SUCA24	M.Lakshmi	A	49 / 50	A	100%
19SUCA26	S. Mohana	A	40 / 50	A	100%
19SUCA29	T. Nelsi	A	18 / 50	D	93.33%
19SUCA35	D. Rathina Sneha	A	40 / 50	A	100%
19SUCA44	Shajidha Parveen.M	A	41 / 50	A	100%
19SUCA47	M.Shara Sameena	A	28 / 50	C	60%
15	Total				
19SUCB03	K.S.Amritha	B	49 / 50	A	100%
19SUCB04	L.ASNET JENIBA	B	39 / 50	B	93.33%
19SUCB08	Haridha Subbulakshmi.S	B	34 / 50	B	86.67%
19SUCB09	P. M. JANAVIKA	B	40 / 50	A	93.33%
19SUCB14	R. Nanthini	B	29 / 50	C	80%
19SUCB15	S. Poomari	B	34 / 50	B	100%

19SUCB16	N.Sahila Rithika	B	36 / 50	B	100%
19SUCB18	J. Selva Jesina Rose	B	38 / 50	B	86.67%
19SUCB21	M. Sona	B	37 / 50	B	93.33%
19SUCB22	T.Swetha	B	34 / 50	B	100%
19SUCB23	S.Swetha	B	48 / 50	A	100%
19SUCB26	D. Thivya varcini	B	30 / 50	B	93.33%
12	Total				
19SUCC03	Anusiya. A	Corporate	32 / 50	B	93.33%
19SUCC12	P.kanaga Lakshmi	Corporate	32 / 50	B	93.33%
19SUCC13	P. Malathi	Corporate	31 / 50	B	100%
19SUCC14	G. Mari Selvi	Corporate	34 / 50	B	100%
19SUCC15	S.Michael Decnichia	Corporate	19 / 50	D	100%
19SUCC20	A priskala Iswaria	Corporate	38 / 50	B	86.67%
19SUCC22	J.Rajeya Sulthana	Corporate	35 / 50	B	86.67%
19SUCC25	Rosary Fasni	Corporate	34 / 50	B	86.67%
19SUCC27	D.Sibora	Corporate	32 / 50	B	93.33%
9	Total				
Total Class Strength	36				

ST. MARY'S COLLEGE (Autonomous), Thoothukudi
DEPARTMENT OF COMMERCE (SSC)
CERTIFICATE COURSE ON TNPSC
Report of Certificate Course 2021 – 2022

Certificate course on TNPSC was offered by the department of Commerce (SSC), from 13.7.2021 to 3.8.2021 to the III year B. Com Corporate students Mr. from Suresh IAS Academy Thoothukudi was the instructor and the course was held after the regular college hours. 30 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. 36 students were benefitted from this program



ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

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

Department of Commerce

CERTIFICATE



This is to certify that DHANUSHIYA.A.K III B.Com A (SSC) has successfully completed the Certificate Course on TNPSC conducted during the academic year 2021 - 2022 with C Grade.

Instructor

Principal





St . Mary's College (Autonomous)
Re-accredited with A+ Grade by NAAC (4th Cycle)
Thoothukudi, Tamil Nadu, India
PG and Research Department of English



Offers
A Certificate Course on
English for Professional Competence
for the Academic Year
2021 - 2022

Course Code
21CAEN51



Course Duration
30 Hours/Week

PG and Research Department of English

**Certificate Course on
English for Professional Competence**

Aim:

To enhance the learners' understanding of Professional Communication skills.

Objective:

- 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

**BlurbWriting
Drafting e-mail**

Unit IV

**Welcome Speech
Vote of thanks**

Unit V

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.**

For Further details Contact Course Co-ordinator

Ms. X. Amala Steffi

Assistant Professor of English

PG and Research Department of English

St. Mary's College (Autonomous)

Thoothukudi, Tamil Nadu

Ph.No: 9944062987

Course Instructor - Ms. R. Iswarya, Edify Solutions, Thoothukudi.

St. Mary's College (Autonomous), Thoothukudi
P.G. & Research Department of English
III B.A. English Literature (2021)
Certificate Course - English for Professional Competence
Course Schedule

Total Duration: 30 Hours
(05.07.2021-20.07.2021)

Timing: 10 a.m. to 11 p.m. (1 Hour)

No. of Hours	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

(22.07.2021-31.07.2021)

Timing: 10 a.m. to 12 p.m. (2 Hours)

No. of Hours	Date
13, 14	22-07-2021
15, 16	23-07-2021
17, 18	24-07-2021
19, 20	26-07-2021
21, 22	27-07-2021
23, 24	28-07-2021
25, 26	29-07-2021
27, 28	30-07-2021
29, 30	31-07-2021

Staff-in-charge: Ms. X. Amala Steffi
Instructor: Ms. X. Angel

III B.A. ENGLISH LITERATURE (2021-2022)

ENGLISH FOR PROFESSIONAL COMPETENCE

2. **Answer:** **2. 11**

		ENGLISH		PEK		PROFESSIONAL		COMMERCIAL		GENERAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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		20 Round															
		5/1/24	6/1/24	7/1/24	8/1/24	9/1/24	10/1/24	11/1/24	12/1/24	13/1/24	14/1/24	15/1/24	16/1/24	17/1/24	18/1/24	19/1/24	20/1/24
19	ADENA 44	PAVITHRA . P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45		PLACID RAJANA . R	X	X	X	X	X	X	X	X	a	a	X	X	a	X	X
46		PONMANI . K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47		PRIYA DHARSHINI . J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48		RAMITHA . J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49		RASHMITHA . S	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
50		RENUKA . K	X	a	X	a	X	a	a	X	X	X	X	a	X	X	X
51		RESHMA . A	a	a	X	X	X	X	X	X	X	X	X	X	X	a	a
52		RINI JOSE . P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
53		ROCELIN IDA . P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54		SERENA . R	a	X	X	X	a	a	a	a	a	a	a	X	a	a	a
55		SHAFANA . H	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
56		SHERIN PRISCILLA . S	X	X	a	X	X	X	X	X	a	a	a	X	X	X	X
57		SINDHU . R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
58		SNEHA . S	X	X	X	X	X	a	X	X	X	X	X	X	a	X	X
59		SNOWBAYA . T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60		SNOWS SELCIA . A	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X
61		STEEFE SHARON . V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
62		STEEFE . J	X	X	a	a	a	a	X	X	a	X	X	X	X	X	X
63		STEPHY . P	a	X	a	a	a	a	a	X	X	X	X	X	X	X	X
64		SUBITHA JENSE . K	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X

		5/7/21	6/7/21	7/7/21	8/7/21	11/7/21	12/7/21	13/7/21	14/7/21	15/7/21	16/7/21	17/7/21	18/7/21	19/7/21	20/7/21	21/7/21	22/7/21	23/7/21	24/7/21	25/7/21	26/7/21	27/7/21	28/7/21	29/7/21	30/7/21	31/7/21
ADEN65	SUJITHA J	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
66	SHEENA C	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
67	SWATHA GOMEZ M	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
68	VAHINI S	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
70	VAISHNAVI A	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
71	VIGNESHWAR R	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
72	VISHNU PRIYA M	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
73	WASIMA INSHA Y	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
74	YERAVA NISHI A	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 Amala Staff
X Iniki

Staff-in-charge

A. Mani Lakshmanan

Dr A. JUDITH SHEELA DAMAYANTHI
HEAD & ASSOCIATE PROFESSOR OF ENGLISH
ST MARY'S COLLEGE (AUTONOMOUS)
TIRUTHUR

Certificate Course
III B.A. English Literature
Grade Sheet
Course Title : English for Professional Competence
Year : 2021-2022
Instructor : Ms. Iswarya

S. No.	Names	Grade
1	S.Abirami	B
2	Anisha.J	B
3	A.Anisha	A
4	A.Antony Jesika	B
5	Antony Steniba.B	A
6	Anusree.D	B
7	Apigsha.A	B
8	M.Apshan	A
9	Arelene.T	B
10	S.Ayesha. Beevi	A
11	R.Barb Maria Absara	B
12	D.Bavani	B
13	Betheal.J	A
14	Bisminisha.N	B
15	L.Blessy	B
16	Cafrin.J	B
17	Crossvina.S	A
18	E.Elfinna	B
19	R. Emima	B
20	Evangeline Deva Kirubai. R	B
21	Granaf Angel.T	B
22	S.Haseena beevi	A
23	Jackline sophia.S	B

24	A.Jasmine riyasan	B
25	Jemima.R	B
26	Jeni Hetsiya. W	A
27	E. Jenifer	A
28	Jenisha persial.C	A
29	Jennifer Sherly.S	B
30	Jerlin. R	B
31	Joice Anna Marie A	B
32	M.Karthika	B
33	S.Kausalya	B
34	Kavitha. J	B
35	Maria amala placiba.j	B
36	R. Maria Infent Reshma	B
37	Mari Priya Dharshini. S	B
38	Mary Rishoni Fernando.A	A
39	R.Mercy Mary	B
40	Miranshiya.B	A
41	A.Muthu Priya	B
42	Noorul Jannath Nisha I	B
43	P.Pavithra	B
44	Placid Rafina.R	A
45	K.Ponmani	B
46	J.Priya dharshini	A
47	J. Ramitha	A
48	Rasmitha.S	A
49	K.Renuka	B
50	Rini Jose.P	A
51	Roselin Ida.P	B

52	Sereena	B
53	M.Shafana	B
54	Sherin Priscilla. S	A
55	R.Sindhu	B
56	Sneha.S	A
57	Snowbiya.I	B
58	Snows Selcia.A	B
59	Steffe Sharon.V	B
60	Steffy.J	B
61	Stephy.P	B
62	Sugitha Jensi.K	B
63	Sunitha.J	B
64	C.Sweena	B
65	M.Swetha Gomcz	A
66	S.Vahini	A
67	A.Vaishnavi	A
68	Vigneshwari.A	A
69	Vishnupriya.M	A
70	Wasima Insha.Y	A
71	Yegovanishi.A	A

St. Mary's College (Autonomous)
PG and Research Department of English
Report of the Certificate Course 2021-2022

The PG and Research Department of English offered a certificate course titled 'English for Professional Competence' from **05.07.2021 to 31.07.2021** to the III B. A. English Literature students. Ms. Iswarya was the instructor, and the classes were conducted in the online mode. A written test in the online mode was conducted to assess the students. At the end of the course the students were provided with grade levels as per their performances and attendance and certificates were distributed. 71 students enrolled and 71 students benefitted out of this programme.

A. Indira Shela Samayanthi

Head of the Department

Head
Research Department of English
St. Mary's College (Autonomous)
Thoothukudi - 628001



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. Abirami – 19AUEN01
III B. A English

has successfully completed the Certificate Course on
ENGLISH FOR PROFESSIONAL COMPETENCE from **05.07.2021** to **31.07.2021** for **30 Hrs** with **'B' Grade**.

Instructor

Principal



LEARNING OUTCOMES

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



develop the solving capabilities in quantitative problems.



achieve strong knowledge on reasoning and current affairs.



improve grammar, vocabulary and articulate their ideas and experience freely.



provide ample career options in their future.

Certificate course on Banking has occupied a significant place from over the last few years. So the candidates pursuing can be benefited in these following ways

TRAINING METHODOLOGY

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

TAKEAWAY OF THE COURSE :

- . Students get employed in banking fields
- . Soft Copy of the materials used in the course will be shared with the students in PDF Format.
- . Worksheets & Personal Evaluation Sheets used in the training are given to the students

COURSE CO-ORDINATOR

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

COURSE INSTRUCTOR

MR. PRINCE
SAM ACADEMY





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

**DEPARTMENT OF
COMMERCE (SSC)**



AIM

- To enhance the learner's understanding of banking

OBJECTIVE

- To enable the students to have basic knowledge on banking theory and to help the learner make career choices.

COURSE MODULE

UNIT-I QUANTITATIVE APTITUDE :

NUMBER SYSTEMS – RATIO & PROPORTION – PERCENTAGE & AVERAGES – PROFIT & LOSS, MIXTURES – ALLIGATIONS – SIMPLE INTEREST – COMPOUND INTEREST – SURDS – INDICES – TIME & DISTANCE – MENSURATION – CYLINDER

UNIT-II REASONING ABILITY :

SITTING ARRANGEMENTS – TABULATION – LOGICAL REASONING – SYLLOGISM – CODING/DECODING – ALPHANUMERIC SERIES – RANKING / DIRECTION / ALPHABET TEST – DATA SUFFICIENCY – CODED INEQUALITIES – NON VERBAL REASONING

UNIT-III ENGLISH LANGUAGE :

READING COMPREHENSION – ERROR SPOTTING – SENTENCE CORRECTION – PARA JUMBLES – VOCABULARY – MULTIPLE MEANING WORDS – PARAGRAPH COMPLETION

UNIT-IV COMPUTERS :

NUMBER SYSTEM – HISTORY OF COMPUTERS – HARDWARE & SOFTWARE – INTRODUCTION DATABASE – BASIC INTRODUCTION OF COMMUNICATION – NETWORKING (LAN, WAN) – INTERNET (CONCEPT, HISTORY, WORKING ENVIRONMENT, APPLICATION) – SECURITY TOOLS – VIRUS – HACKER – MS WINDOWS & MS OFFICE

UNIT-V CURRENT AFFAIRS :

BANKS IN NEWS – ECONOMY RELATED CURRENT AFFAIRS – BUSINESS NEWS, AGREEMENTS – NEW APPOINTMENTS – VISITS, GOVERNMENT SCHEMES – AWARDS AND HONORS – SUMMITS – COMMITTEES – NATIONAL AND INTERNATIONAL – OBITUARIES – REPORTS AND INDEXES – BOOKS AND AUTHORS – DEFENSE & SPORTS

UNIT-VI BANKING :

RBI & ITS FUNCTION – BANKING ABBREVIATIONS – BANKING REGULATION ACT 1949 – POLICY RATES – TYPES OF ACCOUNTS – NEGOTIABLE INSTRUMENTS ACT 1881 – BANKING – OMBUDSMAN SCHEME 2006 – FINANCIAL INCLUSION – PRIORITY SECTOR LENDING – MONEY MARKET INSTRUMENTS – CAPITAL MARKET



Certificate
Course for the
academic year
2021-2022

BANKING

COURSE CODE
21CSCO51

COURSE DURATION
30 HOURS

ST.MARY'S COLLEGE (AUTONOMOUS)

CERTIFICATE COURSE ON BANK EXAM

III B.Com (Department of Commerce)

SELF-FINANCING COURSE

ACADEMIC YEAR 2021

Quantitative aptitude

Number Systems, Ratio & Proportion, Percentage & Averages, Profit & Loss, Mixtures & Alligations, Simple Interest & Compound Interest, Surds & Indices, Time & Distance, Mensuration – Cylinder, Cone, Sphere, Sequence & Series, Permutation & Combination & Probability, Quadratic Equations, Data Interpretation.

Reasoning Ability

Sitting Arrangements, Tabulation, Logical Reasoning, Syllogism, Input Output, Coding, Decoding, Alphanumeric Series, Ranking/ Direction/ Alphabet Test, Data Sufficiency, Coded Inequalities, Non verbal reasoning.

English Language

Reading Comprehension, Cloze test, Error Spotting, Sentence Correction, Para Jumbles, Vocabulary, Multiple Meaning words, Paragraph, Completion and new pattern questions of various types.

Course Co-ordinator: Mr. Prince– Cell No.: 9994106510

St. Mary's College (Autonomous), Thoothukudi

Department of Commerce (SSC)

Schedule for Certificate Course

Academic Year 2021-22

S. No.	Date	Day	Time
1	13.07.2021	Tuesday	2 pm – 4 pm (2 hours)
2	14.07.2021	Wednesday	2 pm – 4 pm (2 hours)
3	15.07.2021	Thursday	2 pm – 4 pm (2 hours)
4	16.07.2021	Friday	2 pm – 4 pm (2 hours)
5	19.07.2021	Monday	2 pm – 4 pm (2 hours)
6	20.07.2021	Tuesday	2 pm – 4 pm (2 hours)
7	22.07.2021	Thursday	2 pm – 4 pm (2 hours)
8	23.07.2021	Friday	2 pm – 4 pm (2 hours)
9	26.07.2021	Monday	2 pm – 4 pm (2 hours)
10	27.07.2021	Tuesday	2 pm – 4 pm (2 hours)
11	28.07.2021	Wednesday	2 pm – 4 pm (2 hours)
12	29.07.2021	Thursday	2 pm – 4 pm (2 hours)
13	30.07.2021	Friday	2 pm – 4 pm (2 hours)
14	02.08.2021	Monday	2 pm – 4 pm (2 hours)
15	03.08.2021	Tuesday	2 pm – 4 pm (2 hours)

[illegible]

[illegible]

St. Mary's College (Autonomous) Thoothukudi
Department of Commerce (SSC)
Career Oriented Course – Bank Coaching Exam

Academic Year 2021-2022

III B.COM Mark List

Reg. No	Name of the Student	Marks	Grade	Attendance Percentage
19SUCA03	ANCHANA .S	42	A	93%
19SUCA12	DENILA .J	38	B	80%
19SUCA23	KIRAN LYDIA .S	41	A	100%
19SUCA25	MARIA MICHLINE RITTIKA .V	41	A	66%
19SUCA27	MUTHU SHIVANI .M	42	A	100%
19SUCA37	RISHWIN SHIBANA .K	40	A	87%
19SUCA38	RITHIKA VIGNA .R	42	A	100%
19SUCA41	SANDRIN MOTHA .G	43	A	93%
19SUCA42	SANTHI .S	41	A	87%
19SUCA43	SHAHILA BANU .S	40	A	100%
19SUCA46	SHALINI .S	39	B	100%
19SUCA50	SOUNDARYA .J	40	A	100%
19SUCA52	SUBBU LAKSHMI .S	38	B	93%
19SUCA53	SUTHA .M	40	-	47%
19SUCA54	SWETHA .V	40	A	87%
19SUCA55	SYEDALI FATHIMA .M	35	B	87%
19SUCA57	VINISHA .R	40	A	60%
19SUCB01	ABISHA .J	37	B	93%
19SUCB07	GOKULA PRIYA .M	35	B	87%
19SUCB12	KARPAGA MARIAMMAL .P	38	B	93%
19SUCB13	KAYATHRI .N	36	B	73%
19SUCB24	THILSATH BEGAM .A	40	A	87%

19SUCB25	THIVYA RANJANI .A	36	B	87%
19SUCB27	UMA LAKSHMI .M	32	B	87%
19SUCC04	BRIGHTINA LIVYA .M	36	B	67%
19SUCC05	DAPHNIE PRABA B	42	A	80%
19SUCC07	FLEXY .D	36	B	60%
19SUCC08	JENIFER .J	36	B	60%
19SUCC11	JEYA BARBARAL .M	37	B	67%
19SUCC18	PARALOGA FATIMA VINOBA .A	35	B	73%
19SUCC26	SHOBANA .R	33	B	80%
19SUCC29	SNEHA .G	31	B	60%
19SUCC30	SUJI .V	37	B	80%
19SUCC31	SWEETLIN .R	A	-	-
19SUCC34	VENNILA .B	42	A	100%

ST. MARY'S COLLEGE (Autonomous), Thoothukudi
DEPARTMENT OF COMMERCE (SSC)
CERTIFICATE COURSE ON BANKING
Report of Certificate Course 2021 – 2022

Certificate course on Investment Management was offered by the department of Commerce (SSC), from 13.7.2021 to 3.8.2021 to the III year B. Com students and the course was held after the regular college hours. 30 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. 35 students were benefitted from this program.



ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

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

Department of Commerce

CERTIFICATE



This is to certify that BEULAH SHINY T. III B.Com B (SSC) has successfully completed the Certificate Course on Banking conducted during the academic year 2021 - 2022 with A Grade.

Instructor

Principal



St. Mary's College, (Autonomous)

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

Thoothukudi, Tamil Nadu

Department of Business Administration

in Collaboration with

Edify Solutions

“EDUCATE for change”

Offers

Value Added Course

“Connect”- Effective Communication Skills Programme

COURSE CODE-21CSBA51

DURATION- 30 Hours

Soft Skills Training Brochure

Learning Outcome

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

1.	Articulate self-motivation to set and achieve goals
2.	Integrate impressive ways of self-introduction, body language, gestures and voice tones.
3.	Distinguish themselves to be appealing in the professional work climate.
4.	Apply practical tools & techniques to effectively manage time and completion of tasks.
5.	Structure a presentation with the effective usage of MS Power Point techniques.
6.	Illustrate how to make an effective presentation & grab audience's attention.
7.	Assert themselves in a Group Discussion by leading the talk and collaborate with the team members in mutual cohesion
8.	Appraise the manner of praise, appreciation & gratitude in their relationship with the society.
9.	Exemplify themselves in writing professional e-mails, letters and passages.
10.	Score well in placement tests with the proper understanding of vocabulary & grammar

Training Methodology

Learning Approach- *"Tell me and I forget, teach me and I may remember, involve me and I learn"*

- Facilitator led presentations
- Syndicate/ group work
- Individual action plans
- Games and Exercises
- Role plays
- Videos & Audio clips

. 3.2. Take away of the Course

- ✓ Soft copy of the PPT (only in PDF format) will be shared with the students.
- ✓ Worksheets & personal evaluation sheets used in the training are given to the students.

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 the session)

Thank you!



Training Module

Duration: 2 hours / week

Course Code – 18CSBA51

Total: 30 Hours

S.No	Sessions
1.	Self realization
2.	Goal Setting
3.	Effective Public Speaking
4.	Speech Craft
5.	Business Body language
6.	Business Etiquettes
7.	Power Dressing
8.	Creating a Winning Resume
9.	Interview Skills
10.	Group Discussion
11.	Presentation Skills
12.	Spontaneous Speech
13.	Voice Toning & Feedback
14.	Self- introduction
15.	Communication Skills
16.	Writing Skills

Course Title: Ms. B.Vinobini Sampasita Abila
 Course Instructor: Ms. Amala Joe Praveena
 Course Incharge: III B.B.A - 2021 - 2022

Soft Skills For Career

Guidance

S.No.	Name	Reg.No.	Mark	Grade
1	AMISHA KUMARI SINGH	19SUBA01	79	D
2	ANITHA ROSHINI	19SUBA02	73	A+
3	AROCKIYA ANUSHA	19SUBA03	75	D
4	BALASANGAVI	19SUBA04	71	A+
5	DIVYA MUTHULAKSHMI	19SUBA05	73	A+
6	EMIMA	19SUBA06	69	A
7	EPSICA	19SUBA07	65	A
8	ESSAKIAMMAL DEVI	19SUBA08	72	A+
9	JAIWIN BETCY	19SUBA09	79	D
10	JAYA SURYA	19SUBA10	78	D
11	JENCY	19SUBA11	68	A
12	JENIFER	19SUBA12	70	A+
13	JEYAMALAR	19SUBA13	74	D
14	KARTHIKA	19SUBA14	69	A
15	KAVIYA ESWARI	19SUBA15	78	D
16	MAMTHAKAYATHRI	19SUBA16	69	A
17	MARIA JOSPHINE INFANTA	19SUBA18	79	D
18	MARIA LOURTU JEMISTA	19SUBA19	71	A+
19	MEGALA	19SUBA21	78	D
20	MINU RACHEL	19SUBA22	77	D
21	MUTHU	19SUBA23	69	A
22	NANDHINI DEVI	19SUBA24	68	A
23	RUBIYA	19SUBA25	55	B
24	SANGEETHA	19SUBA26	65	A
25	SINTHIA	19SUBA27	71	A+
26	SNOWPHIYA	19SUBA28	74	A+
27	SUMATHI	19SUBA29	55	D
28	THANGASHALINI	19SUBA30	74	A+

Amala

B.Vinobini

Course Title:

Soft Skills For Career

Course Instructor: B.Vinobini Samprasitta Abila

Course Incharge: Ms. Amala Joe Praveena
III B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	12.07.2021	13.07.2021	14.07.2021	15.07.2021
			11am-12pm	11am-12pm	11am-12pm	11am-12pm
1	AMISHA KUMARI SINGH	19SUBA01	x	x	x	Ab
2	ANITHA ROSHINI	19SUBA02	x	x	x	x
3	AROCKIYA ANUSHA	19SUBA03	Ab	Ab	Ab	Ab
4	BALASANGAVI	19SUBA04	x	Ab	x	x
5	DIVYA MUTHULAKSHMI	19SUBA05	Ab	x	x	x
6	EMIMA	19SUBA06	x	Ab	Ab	Ab
7	EPSICA	19SUBA07	Ab	Ab	Ab	x
8	ESSAKIAMMAL DEVI	19SUBA08	Ab	Ab	Ab	Ab
9	JAIWIN BETCY	19SUBA09	x	x	Ab	x
10	JAYA SURYA	19SUBA10	x	x	x	Ab
11	JENCY	19SUBA11	x	x	x	x
12	JENIFER	19SUBA12	x	x	x	Ab
13	JEYAMALAR	19SUBA13	Ab	Ab	Ab	Ab
14	KARTHIKA	19SUBA14	x	Ab	Ab	x
15	KAVIYA ESWARI	19SUBA15	x	x	Ab	x
16	MAMTHAKAYATHRI	19SUBA16	x	Ab	x	x
17	MARIA JOSPHINE INFANTA	19SUBA18	x	x	Ab	x
18	MARIA LOURTU JEMISTA	19SUBA19	x	x	x	x
19	MEGALA	19SUBA21	x	x	x	x
20	MINU RACHEL	19SUBA22	Ab	x	x	x
21	MUTHU	19SUBA23	x	x	x	Ab
22	NANDHINI DEVI	19SUBA24	x	Ab	x	x
23	RUBIYA	19SUBA25	x	x	x	Ab
24	SANGEETHA	19SUBA26	x	Ab	Ab	Ab
25	SINTHIA	19SUBA27	x	Ab	Ab	x
26	SNOWPHIYA	19SUBA28	x	Ab	Ab	x
27	SUMATHI	19SUBA29	x	Ab	Ab	x
28	THANGASHALINI	19SUBA30	x	x	x	x

Course Title:

Soft Skills For Career

Course Instructs. B.Vinobini Samprasitta Abila

Course In Ms. Amala Joe Praveena

III B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	20.07.2021 11am-12pm	22.07.2021 11 am-12pm	23.07.2021 11am-12pm	26.07.2021 11am-12pm	27.07.2021 11am-12pm	28.07.2021 11am-12pm
1	AMISHA KUMARI SINGH	19SUBA01	Ab	x	x	Ab	Ab	x
2	ANITHA ROSHINI	19SUBA02	x	x	x	x	x	x
3	AROCKIYA ANUSHA	19SUBA03	x	Ab	Ab	x	x	x
4	BALASANGAVI	19SUBA04	Ab	x	x	x	x	x
5	DIVYA MUTHULAKSHMI	19SUBA05	x	x	x	x	x	x
6	EMIMA	19SUBA06	x	x	z	x	x	x
7	EPSICA	19SUBA07	Ab	Ab	Ab	x	x	x
8	ESSAKIAMMAL DEVI	19SUBA08	Ab	Ab	x	Ab	Ab	x
9	JAIWIN BETCY	19SUBA09	x	x	x	x	x	x
10	JAYA SURYA	19SUBA10	x	x	x	x	x	x
11	JENCY	19SUBA11	x	Ab	Ab	x	x	x
12	JENIFER	19SUBA12	x	Ab	x	x	x	x
13	JEYAMALAR	19SUBA13	Ab	x	x	x	x	x
14	KARTHIKA	19SUBA14	x	Ab	x	x	x	x
15	KAVIYA ESWARI	19SUBA15	x	x	x	x	x	x
16	MAMTHAKAYATHRI	19SUBA16	Ab	Ab	Ab	x	x	x
17	MARIA JOSPHINE INFANTA	19SUBA18	x	x	x	x	x	x
18	MARIA LOURTU JEMISTA	19SUBA19	Ab	x	Ab	x	x	x
19	MEGALA	19SUBA21	x	x	x	x	x	x
20	MINU RACHEL	19SUBA22	x	x	x	x	x	x
21	MUTHU	19SUBA23	x	x	x	x	x	x
22	NANDHINI DEVI	19SUBA24	x	x	x	x	x	x
23	RUBIYA	19SUBA25	x	x	x	Ab	x	x
24	SANGEETHA	19SUBA26	x	x	x	x	x	x
25	SINTHIA	19SUBA27	x	x	x	x	x	Ab
26	SNOWPHIYA	19SUBA28	x	x	x	x	x	x
27	SUMATHI	19SUBA29	x	Ab	x	x	x	x
28	THANGASHALINI	19SUBA30	x	x	x	x	x	x

Course Title:

Soft Skills For Career

Course Instructor: B.Vinobini Samprasitta Abila

Course In: Ms. Amala Joe Praveena

III B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	29.07.2021 11am-12pm	30.07.2021 11am-12pm	2.08.2021 11am-12pm	3.08.2021 11am-12pm	4.08.2021 11am-12pm	6.08.2021 11 am-12pm
1	AMISHA KUMARI SINGH	19SUBA01	x	x	x	x	x	x
2	ANITHA ROSHINI	19SUBA02	x	x	x	x	x	x
3	AROCKIYA ANUSHA	19SUBA03	x	x	x	x	Ab	Ab
4	BALASANGAVI	19SUBA04	x	x	x	x	x	x
5	DIVYA MUTHULAKSHMI	19SUBA05	x	x	x	x	x	Ab
6	EMIMA	19SUBA06	z	x	x	x	x	x
7	EPSICA	19SUBA07	Ab	Ab	x	x	x	ab
8	ESSAKIAMMAL DEVI	19SUBA08	x	x	x	x	x	x
9	JAIWIN BETCY	19SUBA09	x	x	x	x	Ab	x
10	JAYA SURYA	19SUBA10	x	x	x	Ab	x	x
11	JENCY	19SUBA11	x	x	x	x	x	x
12	JENIFER	19SUBA12	z	x	x	x	x	x
13	JEYAMALAR	19SUBA13	z	x	x	x	x	x
14	KARTHIKA	19SUBA14	z	x	x	x	x	x
15	KAVIYA ESWARI	19SUBA15	x	x	x	x	x	x
16	KAVIYA ESWARI	19SUBA16	Ab	x	x	x	x	x
17	MAMTHAKAYATHRI	19SUBA17	x	x	x	Ab	x	x
18	MARIA JOSPHINE INFANTA	19SUBA18	x	x	x	x	x	x
19	MARIA LOURTU JEMISTA	19SUBA19	x	x	x	x	x	x
20	MEGALA	19SUBA20	x	x	x	x	x	x
21	MINU RACHEL	19SUBA21	x	x	x	x	x	x
22	MUTHU	19SUBA22	x	x	x	x	Ab	Ab
23	NANDHINI DEVI	19SUBA23	x	Ab	Ab	x	x	x
24	RUBIYA	19SUBA24	x	Ab	x	x	x	x
25	SANGEETHA	19SUBA25	x	x	x	x	x	x
26	SINTIA	19SUBA26	x	x	x	x	Ab	x
27	SNOWPHIYA	19SUBA27	x	Ab	Ab	x	x	x
28	SUMATHI	19SUBA28	x	x	x	x	x	x
29		19SUBA29	x	x	x	x	x	x
30		19SUBA30	x	x	x	x	x	x

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

DEPARTMENT OF BUSINESS ADMINISTRATION

CERTIFICATE COURSE

III BBA

Course Schedule

Course Title: Connect – Effective Communication Programme

Year: 2021 – 2022

Instructor: Ms. Abila

S.No	Date	Day
1	2.8.2022	Tuesday
2	3.8.2022	Wednesday
3	8.8.2022	Monday
4	10.8.2022	Wednesday
5	16.8.2022	Tuesday
6	17.8.2022	Wednesday
7	29.8.2022	Monday
8	5.9.2022	Monday
9	6.9.2022	Tuesday
10	7.9.2022	Wednesday
11	13.9.2022	Tuesday
12	14.9.2022	Wednesday
13	19.9.2022	Monday
14	28.9.2022	Wednesday
15	29.9.2022	Thursday

Report for the Certificate Course

2021 – 2022

No. Of Enrolment: 28

No. of Beneficiaries: 28

Connect – Effective Communication Programme was offered as Certificate course by the Department of Business Administration from 02/08/2022 – 29/09/2022 to the III BBA Students. Ms. Abila was the instructor and the course was held after the regular college hours from 2 pm to 4 pm. They 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 based upon their performance in the test test at the end of the programme certificates were issued with Grade levels according to the percentage of attendance. This laid helping hands to the students to enrich their soft skills.



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

THIS IS TO CERTIFY THAT

AMISHA KUMARI SINGH A - 19SUBA01

III BBA

HAS SUCCESSFULLY COMPLETED THE

Certificate Course on CONNECT – “EFFECTIVE
COMMUNICATION SKILL PROGRAMME” conducted during
the academic year 2021 - 2022 with D Grade.

INSTRUCTOR

PRINCIPAL