

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

KALIYAKKAVILAI

IGNOU Study Centre-40031

Programme Schedule for the month of March & April (2018)

Programme; DCE

Theory

Sl.No	Date	Time	Course	Batch	No of Student	Staff Name
1	17.03.2018	10-12	DCE001	I	18	V.Edal Queen
			DCE002	II	30	M.S.Subi
2	18.03.2018	10-12	DCE001	I	18	V.Edal Queen
			DCE002	II	29	M.S.Subi
3	24.03.2018	10-12	DCE003 ✓	I	18	R.Rooban Raja Sakher
			DCE004 ✓	II	30	Christobel Merlin Mahil
4	25.03.2018	10-12	DCE003 ✓	I	18	R.Rooban Raja Sakher
			DCE004 ✓	II	30	Christobel Merlin Mahil
5	30.03.2018	10-12	DCE003 ✓	I	18	R.Rooban Raja Sakher
6	31.03.2018	10-12	DCE001	I	18	V.Edal Queen
				II ✓	29	M.S.Subi ✓



**Co-ordinator**  
**IGNOU Study Centre-40031**  
**Nanjil Catholic College of**  
**Arts and Science**  
**Kaliyakkavilai-629 153, T.N**

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

KALIYAKKAVILAI

IGNOU Study Centre-40031

Programme Schedule for the month of March & April (2018)

Programme: CTE

Theory

Sl.No	Date	Time	Course	Batch	No of Student	Staff Name
1	17.03.2018	10-12	CTE01	I	25	J.Blessy
2	18.03.2018	2-4	CTE02	I	25	C.Suba shini
3	24.03.2018	10-12	CTE01	I	25	J.Blessy
4	25.03.2018	10-12	CTE02	I	25	C.Suba shini
5	31.03.2018	10-12	CTE03	I	25	S.Sushma Jenifer
6	7.04.2018	10-12	CTE01	I	25	J.Blessy
7	8.04.2018	10-12 1-3	CTE02 CTE05	I	25 24	C.Suba shini M S Subi
8	15.04.2018	10-12 1-3	CTE03 CTE05	I	25 24	S.Sushma Jenifer M S. Subi

Diploma in Creative Writing in English  
(DCE)

PROGRAMME GUIDE



*School of Humanities*

Indira Gandhi National Open University

Maidan Garhi

New Delhi-110 068

# CONTENTS

Page No  
4

<b>1. THE UNIVERSITY</b>	
1.1 Introduction	
1.2 Prominent Characteristics	
1.3 Important Achievements	
1.4 The School of Studies	
1.5 Academic Programmes	
1.6 Instructional System	
1.7 Course Preparation	
1.8 Credit System	
1.9 Student Support Services	
1.10 Programme Delivery	
1.11 Evaluation System	
<b>2. UNIVERSITY RULES</b>	<b>8</b>
2.1 Reservation	
2.2 Scholarships and Reimbursement of Fee	
2.3 Refund of Fee	
2.4 Change of Elective	
2.5 Change/Correction of Address	
2.6 Change of Region	
2.7 Validity of Admission Lists	
2.8 Incomplete and Late Applications	
2.9 Simultaneous Registration	
2.10 Disputes on Admission & other University Matters	
<b>3. DIPLOMA PROGRAMME IN CREATIVE WRITING IN ENGLISH</b>	<b>11</b>
3.1 School of Humanities	
3.2 Aims of DCE	
3.3 Eligibility Criteria	
3.4 Duration	
3.5 Fee Structure	
3.6 How to Go About the Programme	
3.7 Delivery Channels	
3.8 Evaluation	
<b>4. DCE PROGRAMME STRUCTURE</b>	<b>13</b>
4.1 Course Description	
Course 1	
Course 2	
Course 3	
Course 4	
Course 5	
Course 6	
4.2 Course Structure Blocks and Audio-Video Programmes	
4.3 Planning Your Project Proposal	
APPENDIX 1 List of Regional Centres	27
APPENDIX 2 List of Study Centres	31
APPENDIX 3 Sample examination papers	62
APPENDIX 4 Necessary Forms	71



# THE STRUCTURE OF ENGLISH

Block

# 1

## ENGLISH AND ITS VARIETIES

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An introduction to Course 2

1

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What does this Block contain ?

2

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### UNIT 1

Native and Non-native Varieties of English

5

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### UNIT 2

Indianization of English

16

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### UNIT 3

Indian English : Questions of  
Standard Form and Intelligibility

30

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Indira Gandhi  
National Open University  
School of Humanities

CTE-03  
Teaching  
Strategies

Block

# 1

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AN INTRODUCTION TO THE COURSE	1
What does this Block contain ?	4
UNIT 1	
Planning Lessons : From Course Materials to Classroom Process	5
UNIT 2	
Classroom Management	16
UNIT 3	
Monitoring Instruction — The Reflective Teacher	33
UNIT 4	
Experimenting with Teaching	47

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In collaboration with the  
School of Education



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# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts and Sciences  
Centre Code 40031

Kaliyakkavil

## Students' Attendance Sheet

Programme: DCFE Course Code: DC601 Year: ..... Semester: ..... Batch No: 7

Date: 7.4.18 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Ansila Reji R.F	181541796	Ansila Reji	
2	Anusree G.R	183662056	Anusree	
3	Athira S	182663549	Ab	
4	Athira S.V	181548560	Athira	
5	Greeshma M	1815748520	Ab	
6	Harlin Binjil W	1836620570	Harline	
7	Tasmina Rose T	181548545	Ab	
8	Jenibha C.M	183662063	AB	
9	Mary Sinta R	181548538	AB	
10	Nadap Deepika Devayani	182662095	Deepika	
11	Pratheesh S.P	1815413521	S.P. Pratheesh	
12	Raisma M	181543546	M. Raisma	
13	Renuka S	1815711915	S. Renuka	
14	Reshma S	181548434	Reshma	
15	Roseba A	181548513	AB	
16	Sherly S	183662031	Sherly	
17	Sree Lekshmi S	182662088	Sree	
18	Ajani R	183662048	AB	
19				
20				

Total No. of learners in the Programme : 18

Total No. of learners attended Counselling / learning activity : 11

[Signature]  
Name & Signature of Co-ordinator / PIC

[Signature]  
Name & Signature of the Counsellor

Date: Coordinator  
IGN (Stamp) idy Centre - 40031  
Nanjil Catholic College of



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# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts and Science  
Centre Code : 4003

Kaliyakkavilai

## Students' Attendance Sheet

Programme: DEE Course Code: CCAL Year: ..... Semester: ..... Batch No: 11

Date: 21.4.18 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Ajitha C	183663484	AS	
2	Aranya A.S	183663491	Aranya	
3	Anjali M	183663225	Anjali M.	
4	Anu Chitra C.R	181558198	AS	
5	Anu V	183663262	Anu.V.	
6	Aranya T.S	181552714	Aranya	
7	Anhira S	183662049	Anhira	
8	Babisha P.	183663398	Babisha	
9	Binoba V	183663120	AS	
10	Delvin Vincent VL	183663524	AS	
11	Dhanya Evangelin	183663216	Dhanya Evangelin	
12	Gopika N.C	183663276	Gopika	
13	Hari Priya R	181553751	R. Hari Priya	
14	Herlin Joel G.G	181538710	Herlin Joel	
15	Teilly D.S	183663406	Teilly	
16	Jenisha M	183663445	Jenisha	
17	Jipisha D.V	183663500	Jipisha D.V.	
18	Lincy P.L	183663428	Lincy P.L	
19	Sanju F	183663517	Sanju	
20	Shalini D	183663413		

Total No. of learners in the Programme : 32  
Total No. of learners attended Counselling / learning activity : 29

Name & Signature of Co-ordinator / FIC  
Dr. C. ARUL MARY THANGAM  
Date: .....  
Co-ordinator  
(G Stamp) Regional Centre - 4003

Name & Signature of the Counsellor  
Edal Queen





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# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC North Catholic College of Arts and Science  
Centre Code 40031 Kaliyikkavila

## Students' Attendance Sheet

Programme: DCP Course Code: DCP01 Year: ..... Semester: ..... Batch No: II  
Date: 21.4.18 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Abinash D.R	183663446	<i>Abinash</i>	
2	Abish A.K	183663930	<i>Abish</i>	
3	Ajitha R	183663452	<i>Ajitha R</i>	
4	Akhil K.B	183663760	<i>Akhil</i>	
5	Ashif Hussain M	183662380	<i>Ashif Hussain</i>	
6	Bonstin S	183663002	<i>Bonstin</i>	
7	Cibin C.B	183663556	<i>Cibin</i>	
8	Dickson Raj. J	183663087	<i>Dickson Raj</i>	
9	Jenil Lal. J	183663477	<i>Jenil</i>	
10	Muhammad Afsal's	183663531	AB	
11	Annie Raj. A.S	177257509	AB	
12	Fabina Burgas H.F	177256965	<i>Fabina Burgas</i>	
13				
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Total No. of learners in the Programme : ..... 32 .....  
Total No. of learners attended Counselling / learning activity : ..... 29 .....

Name & Signature of Co-ordinator / PIC  
*[Signature]*  
Co-ordinator  
Date: .....  
(Stamp) Study Centre - 40031  
North Catholic College of

Name & Signature of the Counsellor  
*Edal Queen*

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Centre Code : 40031 Nanjil Catholic College of Arts and Science  
Kaliyakkavilam

## Students' Attendance Sheet

Programme: CTE Course Code: D2 Year: 1st Semester: 1 Batch No: I  
Date: 18.3.2018 Time: From 2 To 6

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Ajilin Joel P.M	183663209	Ajilin Joel	
2	Amala Shajini	183662017	Ab	
3	Ananda Sweetlin.SR	183661989	Ananda Sweetlin.SR	
4	Angel Rani . G.	183663137	G. Angel Rani	
5	Anisha . G	183661940	Anisha.G	
6	Anupriya VU	183661964	<del>Anupriya</del>	
7	Aswathy N.S	183663190	<del>Aswathy</del>	
8	Banisha - R	183663183	R. Banisha	
9	Beata B.k	183661954	Beata B.k	
10	Carolin k	183661918	Carolin.k	
11	Dikshaya . k	183663151	Dikshaya.k	
12	Gilda Kumari T	183663144	T. Gilda-kumari	
13	Jenisha . S	183662000	S. Jenisha	
14	Jenniba C.J	183663169	C.J. Jenniba	
15	Lakshmi H.S	183661971	H.S. Lakshmi	
16	Shamya . D	183661925	<del>Shamya</del>	
17	Sharni k	183661885	<del>Sharni</del>	
18	Sheeba L.S	183661932	Shm	
19	Shela E	183663373	E. Shela	
20	Sherani - R	183663176	R. Sherani	

Total No. of learners in the Programme : 27  
Total No. of learners attended Counselling / learning activity : 25

[Signature]  
Name & Signature of Co-ordinator / PIC

[Signature]  
Name & Signature of the Counsellor

IGNOU Study Centre - 40031  
Nanjil Catholic College of Arts and Science  
Kaliyakkavilam



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# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Centre Code: 40031  
Nanjil Catholic college of arts and science  
Kaliyankulam

## Students' Attendance Sheet

Programme: CTE Course Code: 402 Year: 2018 Semester: ..... Batch No: I  
Date: 19.3.2018 Time: From 2 To 4

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Vincy V	183661996	<i>[Signature]</i>	
2	Arun B	183661900	<i>[Signature]</i>	
3	Merfin T	183662024	<i>[Signature]</i>	
4	Sobin S	183663026	<i>[Signature]</i>	
5	Divin Raj	181558980	<i>[Signature]</i>	
6	Don Lee of Mohan	183663072	<i>[Signature]</i>	
7	Dhanisha T.R	183661892	Ab	
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Total No. of learners in the Programme : 27  
Total No. of learners attended Counselling / learning activity : 25

*[Signature]*  
Name & Signature of Co-ordinator / PIC  
Date: 19.3.2018  
IGNOU Study Centre - 40031  
Nanjil Catholic College of Arts and Science  
Kaliyankulam - 629 153, T.N.

*[Signature]*  
Name & Signature of the Counsellor

**PROGRAMME GUIDE**



**Certificate in Energy Technology and  
Management (CETM)**



**School of Engineering and Technology  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi – 110 068**

#### 4. CERTIFICATE IN ENERGY TECHNOLOGY AND MANAGEMENT (CETM)

SOET offers **Certificate in Energy Technology and Management (CETM)** with the following broad objectives:

- To give an over view of various energy resources, their availability and use pattern
- To give an exposure about environmental effects of energy use
- To give an overview of Renewable Energy Technologies
- To conduct an energy audit and implement energy conservation measures
- To see the importance of Energy, Economy and Environment interaction
- To become an Energy Doctor so as to rectify renewable energy technologies

#### Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of learner study comprising all learning and assessment activities, such as: reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, practical sessions, teleconferencing, writing assignment responses, refereeing books in library, discussions with peer group etc. Completion of these academic programmes requires successful clearing of the assignments, Term-end examination of each course, project work and field training, where ever applicable.

#### Programme Structure of CETM

There are four courses in the programme. The total credits of a course have been worked out on the basis of course content and their weightages. Table 1 gives the details of the Programme structure of CETM.

**Table 1 Programme Structure of the CETM**

Sl. No.	Course Code	Title of the Course	Type of Course Compulsory/ optional	Credits	No. of blocks, Manuel, workbooks etc.
1	OEY 001	Energy Resources and Conversion Processes	Compulsory	4	3
2	OEY 002	Renewable Energy Technologies and Their Uses	Compulsory	6	5
3	OEY 003	Energy Management: Audit and Conservation	Compulsory	6	5
4	OEYP 004	Energy Projects	Compulsory	4	1

### Details of the Programme

Some pertinent details of the programme are given below:

<b>Programme Duration</b>	6 Months (Minimum) and 2 Years (Maximum)
<b>Programme Fee</b>	□ 3,000/- ( including Registration Fee)
<b>Eligibility</b>	10 <sup>th</sup> pass with minimum 50% marks
<b>Age</b>	No bar
<b>Medium of Instruction</b>	English

### 5. THE COURSEWARE

The details of course structure of CETM is given below:

#### **OEY 001: Energy Resources and Conversion Processes**

**4 Credits**

##### **Objectives:**

- To understand the meaning of Energy
- To understand different Conventional Energy Resources
- To understand different Renewable Energy Resources
- To understand Various Energy Conversion Processes

**Block-1: Conventional Energy Sources**

**Block-2: Renewable Energy Sources**

**Block-3: Energy Conversion Processes**

#### **OEY 002: Renewable Energy Technologies and Their Uses**

**6 Credits**

##### **Objectives:**

- To understand the meaning of Solar Radiation
- To understand various Solar Thermal Technologies
- To understand Solar Photovoltaic Principles and Power Generation
- To understand Biomass Energy and Technologies
- To understand Solar Active and Passive Buildings

**Block-1: Solar Thermal Technologies**

**Block-2: Solar Photovoltaic Technologies**

**Block-3: Biomass Based Energy Technologies**

**Block-4: Solar Drying Systems**

**Block-5: Solar Heating and Cooling of Buildings**

#### **OEY 003: Energy Management: Audit and Conservation**

**6 Credits**

##### **Objectives:**

- To understand the Principles of Energy Conservation
- To understand Energy Audit Techniques
- To identify Energy Conservation Measures
- To classify Energy Conservation Measures as Short, Medium and Long Term
- To know Energy Efficient Devices
- To understand how to make energy plan at village level

**Block-1: Principles of Energy Audit**

**Block-2: Principles of Energy Conservation**

**Block-3: Energy Conservation Measures-I**

**Block-4: Energy Conservation Measures-II**

**Block-5: Energy Planning and Management**

#### **OEYP 004: Energy Projects**

**4 Credits**

**Objectives:** You are aware that energy is required for doing any kind of work. You can't imagine present day life without energy. Energy is used for various activities like industrial activities, cooking, lighting, heating, air-conditioning etc and is derived from various sources. Energy conservation and energy substitution is the need of the hour. This can help to fill the gap between demand and supply. In this course, you will learn about some of the energy technologies, their functional aspects with emphasis on energy audit of home etc.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts and Science  
 Centre Code 40031 Kaliyattakavil

Students' Attendance Sheet

Programme: CETM Course Code OEY-01 Year: 2017 Semester: ..... Batch No I  
 Date: 02/07/2017 Time: From 10:00 am To 12:00 Pm

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Abisha N V	171874003	Abisha N.V	
2	Abisha S	171866740	S. Abisha	
3	Ajino Babishma P	171874088	P. Ajino	
4	Ajisha A S	171873936	Ajisha A S	
5	Akhila S C	171873943	Akhila	
6	Ananthi D	171873950	D. Ananthi	
7	Ancy Teena J P	171873968	Ancy Teena J P	
8	Angel V	171873975	Angel V	
9	Anulekshmi K L	171873889	Anulekshmi	
10	Ashwathy Alex A S	171873896	Ashwathy	
11	Beaula M	171873904	Beaula	
12	Beaulin R	171873904	Beaulin	
13	Benifa L	171873929	L. Benifa	
14	Deepika D	171873818	Deepika	
15	Gini Mol G C	171873825	G. C. Gini Mol	
16	Helsin Jenika T J	171873832	Helsin	
17	Janisha J	171873840	Janisha	
18	Jeba Nisha G T	171873857	Nisha	
19	Jebinisha M P	171873864	Jebinisha M.P.	
20	Jebisha NS	171873871	Jebisha	

Total No. of learners in the Programme : 20  
 Total No. of learners attended Counselling / learning activity : 20

Dr. C. ARUL MARY THANDAM  
 Co-ordinator  
 Nanjil Catholic College of Arts and Science  
 Kaliyattakavil - 629 133, T.N.

Abisha Daula  
 Name & Signature of the Counsellor  
ABISHA DAULA



Theory / Practical

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC : Manjil catholic college of art and science  
 Centre Code : 40031 Kalivakavilal

Students' Attendance Sheet

Programme : CETM Course Code : DEY001 Year : 2017 Semester : ..... Batch No : 7  
 Date : 02/04/2017 Time : From 10.00 am To 12.00 Pm

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Jenitha P M	171873785	Jenitha P.M	
2	Jenisha N	171873792	Jenisha	
3	Jinisha K R	171873800	Jinisha	
4	Just Prabha J	171873714	J. Prabha	
5	Kavya Devi K	171873721	K. Kavya Devi	
6	Lekshmi K J	171873739	Lekshmi K J	
7	Rashma J L	171873746	Rashma J L	
8	Rashma A G	171873753	Rashma A.G	
9	Rashma V	171873760	Rashma V	
10	Rashmiya R	171873778	R Rashmiya	
11	Shalini S	171874081	Shalini S	
12	Shamla Beegam S	171874099	Shamla Beegam	
13	Simi S	171875227	Simi S	
14	Sowmiya V	171875234	V. Sowmiya	
15	Stebi S	171875241	S. Stebi	
16	Sujitha D J	171875259	D. J. Sujitha	
17	Sujitha IS	171875266	Sujitha	
18	Thaslerma S	171875273	Thaslerma S	
19	Vinitha V	171875280	V. Vinitha	
20	Vinsha W M	171875298	W. M. Vinsha	

Total No. of learners in the Programme : .....  
 Total No. of learners attended Counselling / learning activity : .....

*[Signature]*

*[Signature]*

Name & Signature of the Counsellor

Name & Signature of Co-ordinator / PIC  
 Co-ordinator  
 Date: .....  
 NOU Study Centre - 40031  
 Manjil Catholic College of  
 Arts and Science  
 Kalivakavilal - 629 153, T.N.

*[Signature]*





Theory / Practical

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC Manjil catholic college of arts and science Kaliyakkavil  
 Centre Code 40031

## Students' Attendance Sheet

Programme CETM Course Code DEV001 Year 2017 Semester : ..... Batch No : I

Date : 02/07/2017 Time : From 10:00 am To 12:00 P.m

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Abish P	171874067	<i>Abish</i>	
2	Abishek A R	171874074	<i>Abishek AR</i>	
3	Anandhu A V	171873982	<i>Anandhu</i>	
4	Bejan Festus D	171873990	<i>DB</i>	
5	Debin SA	171878111	<i>Debin</i>	
6	Godwin W V	171874050	<i>Godwin WV</i>	
7	Jibin SE	171874042	<i>Jibin</i>	
8	Russeel Ramon R	171874035	<i>Ram R-R</i>	
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Total No. of learners in the Programme : .....  
 Total No. of learners attended Counselling / learning activity : .....

Dr. C. ARUL MARY THANGAM  
 Co-ordinator

*Abish Darling*  
 Name & Signature of the Counsellor

*ABISH DARLING D*

Name of the Centre / PIC  
 Manjil Catholic College of  
 Arts and Science  
 Kaliyakkavil - 629 153, T.N.




## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

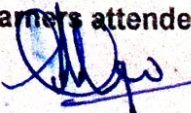
Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nazhik Catholic College of Arts & Science KalivakkalCentre Code 40031Students' Attendance SheetProgramme : CETM Course Code : OE.V.004 Year : 2017 Semester : II Batch No : DDate : 8/1/17 Time : From 10.00 AM To 12.00 PM

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Abisha G	171871276	Abisha.G	
2	Abisha K	171871283	Abisha.K	
3	Abisha P.R	171871394	Abisha.P.R	
4	Abisha T	171871402	T. Abisha	
5	Achshab Justin J	171871309	Achshab Justin	
6	Agastha D.S	171874580	Agastha D.S	
7	Akisha P.V	171874597	Akisha P.V	
8	Akshaya S.A	171871370	Akshaya	
9	Ancy S.J	171873681	Ancy	
10	Angel Paul M.C	171871290	Angel Paul	
11	Anisha S	171871220	Anisha.S	
12	Anisha V	171878427	Anisha	
13	Asha P	171874612	Asha.P	
14	Ashlin Jini J	171871434	Ashlin Jini	
15	Aswathy R.C	171871410	Aswathy.R.C	
16	Athira S.S	171873628	Athira.S.S	
17	Blessy R.V	171873635	Blessy	
18	Dhishya M.C	171871387	Dhishya.M.C	
19	Jenifa Malu J	171871269	Jenifa Malu J	
20	Jenifa M.L	171871251	Jenifa M.L	

Total No. of learners in the Programme : 20Total No. of learners attended Counselling / learning activity : 20M.R. Sridhar &   
Name & Signature of the Counsellor

Name &amp; Signature of Co-ordinator / PIC

Date:   
Assistant Professor and Head

(Stamp) PG Commerce

Nazhik Catholic College of Arts and Science

Kalivakkal - 629 153



Theory / Practical

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts & Science, Kalyankulam  
Centre Code 40031

## Students' Attendance Sheet

Programme : CE 100 Course Code : CE 7009 Year : 2017 Semester : ..... Batch No : III  
Date : 21/11 Time : From 10 am To 12 pm

Sl. No.	Name	Enrolment No.	Signature	Remarks
1				
2	Jenisha R	171871244	Jenisha R	
3	Jenisha S B	171871237	Jenisha S B	
4	Jenisha Y	171867591	Jenisha Y	
5	Karthika CT	171874565	Karthika CT	
6	Linshiya Rex W	171871318	Linshiya rex. w	
7	Mary Jenisha G	171871300	Mary Jenisha G	
8	Pradeeba S	171871323	Pradeeba S	
9	Ramya K	171874605	Ramya K	
10	Ramya V G	171873674	Ramya	
11	Santhiya J	171873640	Santhiya J	
12	Selva Priya S	171873650	Selva Priya S	
13	Shalini T	171871441	Shalini	
14	Sheriba S	171873316	S. Sheriba	
15	Sherlin SC	171867617	Sherlin SC	
16	Sindhu Mol J	171871459	T. Sindhu Mol J	
17	Subi S	171874570	Subi S	
18	Aocish G P	171871362	Aocish G P	
19	Arun R	171874644	Arun R	
20	Ashish Wilfred A	171867600	Ashish	
	Jerfin Raj M	171874631	Jerfin Raj	

Total No. of learners in the Programme : .....  
Total No. of learners attended Counselling / learning activity : 20

Dr. C. ARUL MARYTHANGAM

Name & Signature of Co-ordinator / PIC

IGNOU Study Centre - 40031

Date : 21/11/17

(Stamp) College of Arts & Science  
Kalyankulam - 629 153, T.N.

M. R. Gindhu

Name & Signature of the Counsellor



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts & Science, Kalyankulam

Centre Code .....

## Students' Attendance Sheet

Programme : ZETM Course Code : DEY004 Year : 2017 Semester : ..... Batch No : III

Date : 21/11 Time : From 10 am To 12 pm

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Jibin Raj T	111813667	<i>J. Jibin Raj</i>	
2	Selvin Anto L	171814651	<i>Selvin</i>	
3	Shegin Jovito S	111875313	<i>Shegin</i>	
4	Shelvin T	171874600	<i>Shelvin</i>	
5	Vinooth AR	171871355	<i>Vinooth</i>	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20		5	5	

Total No. of learners in the Programme : .....

Total No. of learners attended Counselling / learning activity : .....

*m. R. Bindhu & [Signature]*

**Dr. C. ARUL MARYTHANGAM**

Co-ordinator

Name & Signature of Co-ordinator / PIC

Name & Signature of the Counsellor

Date : 21/11

(Stamp)

Nanjil Catholic College of Arts and Science  
Kalyankulam - 629 153, T.N.



Theory / Practical

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / .....  
Centre Code ..... 4

## Students' Attendance Sheet

Programme : CPL7 Course Code : C17L121 Year : 2017 Semester : ..... Batch No : II

Date : 12/8/17 Time : From 8.00 AM To 4.00 PM

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	C. J. Abinaya	171870590	Abinaya	
2	V.R. Abisha	171866630	Abisha	
3	V.C. Anesha	171866948	Anesha V.C.	
4	P. Angel	171877087	Angel	
5	W.B. Anisha Rani	171877141	Anisha Rani	
6	D.R. Anisha	171877134	Anisha	
7	C. Anisha	171871538	Anisha C.	
8	S.S. Anusha Rani	171877901	Anusha Rani	
9	Bowmiya V	171877062	Bowmiya V	
10	Billy Mary	171866622	Billy Mary	
11	Henry Durga	171877055	Henry Durga	
12	Jerisha Taphin S	171877127	Jerisha Taphin	
13	Jurish Baidha J	171877435	Jurish Baidha	
14	Justin Para J	171877403	Justin Para	
15	Lini A	171877410	Lini A	
16	Maya M.K	171877102	Maya M.K	
17	Monisha P	171871119	Monisha	
18	Molba P	171871513	Molba P	
19	Nisha S.G	171877370	Nisha S.G	
20	Nishanthi A	171866654	Nishanthi A	

Total No. of learners in the Programme : .....  
Total No. of learners attended Counselling / learning activity : ..... 36

Ayisha Bikkannur  
Name & Signature of the Counsellor

Dr. C. ARUL MARY THANGAM  
Date: .....  
Name & Signature of Co-ordinator  
(Stamp) .....  
IGNOU Study Centre 402/31  
Nanjing Catholic College of Science



Theory / Practical

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSG / SSC / Nanjil College of Arts & Science  
Centre Code 40031

## Students' Attendance Sheet

Programme : CPE Course Code : CLT 101 Year : 2017 Semester : II Batch No : 11

Date : 12.10.17 Time : From 8.00 AM To 12.00 PM

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Nisha Bintha	171877395	J. Nisha	
2	Rajeesha T	171877198	T. Rajeesha	
3	Rajitha S	171877363	S. Sajitha	
4	Radhanya C S	171877166	Radhanya	
5	Shiji S	171877159	Shiji	
6	Siva preetha N	171877442	Siva preetha	
7	Soumya S J	171877349	Soumya S J	
8	Subarna P S	171866440	Subarna P S	
9	Vinodhaya Vijaya T	171877110	T. Vijaya	
10	Vini priya J	171877322	J Vini Priya	
11	Vinitha V. L	171877094	Vinitha V. L	
12	Vinoja J	171877070	Vinoja J	
13	Vibin B	171871506	Vibin B	
14	Nijan S	171866980	S. Nijan	
15	Paulwin Vinod P	171870464	Paulwin Vinod P	
16	Ancy C	171866647	C. Anny	
17	Stephany Rose C R	171877356	Stephany	
18	Stephany C R	171877408	Stephany	
19	Vinitha S	171866432	Vinitha	
20				

Total No. of learners in the Programme : 39  
Total No. of learners attended Counselling / learning activity : 26

Name & Signature of Co-ordinator / PIC  
Dr. C. ARUL MARY THANGAM  
Date : 12.10.17  
Co-ordinator  
IGNOU Study Centre - 40031  
Nanjil Catholic College of  
Arts and Science

Name & Signature of the Counsellor

# SYLLABUS

## SHIFT - II TALLY

### UNIT I

Features of tally 9.0- Tally screen components- Accounting concept- creating and setting up of company in tally- Company features- Select, alter, delete a company

### UNIT II

Classification of accounts - Accounting masters -Group creation- Ledger creation- Voucher types creation

### UNIT III

Inventory masters- Creation of inventory ledger- Creation of stock groups- Creation of stock category -Stock item- Unit of measures

### UNIT IV

Accounting vouchers- Contra voucher-Payment voucher- Receipt voucher- journal voucher-Sales voucher-Credit note voucher- Purchase voucher- Debit note voucher- Reversing journal voucher- Memo voucher

### UNIT V

Inventory vouchers- Receipt note voucher- Rejection in voucher-Delivery note voucher- Rejection out voucher- Stock journal vouchers -Physical stock voucher

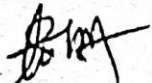
## UNIT VI

Trial balance- Profit and loss account- Balance sheet - Subsidiary books -  
Bill receivable- Bills payable

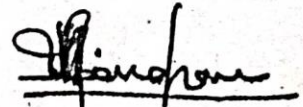
## UNIT VII

Meaning of VAT- General technologies used in tally- VAT rates-  
computation of VAT- VAT classification ledgers- Composite dealers- Features of  
composite dealers- Input VAT- Output VAT- VAT reports. *GST*

S.NO	LIST OF PRACTICAL
1	Company creation
2	Creation of accounting groups and ledgers
3	Prepare a purchase day book with your imaginary data
4	Prepare a sales day book with your own data
5	Prepare trial balance with your own data
6	Prepare subsidiary books and transaction with your own data
7	Prepare a petty cash book with your own data
8	Prepare a balance sheet with your own data
9	Prepare a sales invoice of a supermarket with your own data
10	Ledger and voucher creation of VAT

  
STAFF INCHARGE

  
PRINCIPAL

  
SECRETARY



# Nanjil Catholic College of Arts And Science,

## Kaliyakkavilai

### TALLY ENROLLMENT LIST 2017-2018

Sl.No	Tally ID. No.	Name
1	TA- 260304201826	ABISHA P S
2	TA- 260355201858	ABISHEKAR V
3	TA- 070456201840	ACHU J
4	TA- 170412201858	AFIYA R.S
5	TA- 070456201821	ALDIN VIJO V.K
6	TA- 260304201836	ANCHILA V
7	TA- 260304201824	ANEESHA V
8	TA- 260339201840	ANILA R
9	TA- 260304201828	ANISHA R
10	TA- 170413201802	ANU P
11	TA- 070457201816	ARYA LEKSHMI R.S
12	TA- 170413201804	DIXON CHARLES C
13	TA- 260304201822	HARITHA S.H
14	TA- 260355201847	IMRAN KHAN A
15	TA- 070456201837	JAIVIN V.J
16	TA- 260304201820	JAMEELATHUL NISA R.N
17	TA- 260304201847	JENCY J
18	TA- 070457201812	JENIBHA C.J
19	TA- 200457201829	KAVIN RAJ P.L
20	TA- 260304201819	MEENAKSHI DHANYA P
21	TA- 260355201849	NABISH RAJ N
22	TA- 260339201830	NAZEER B
23	TA- 070456201852	RAHUL S
24	TA- 260304201817	RAJESWARI R
25	TA- 260305201814	RENJINI R.S
26	TA- 070456201817	RESHMA P.S
27	TA- 070456201843	REVIN R

28	TA- 260304201845	SAHAYA DIVYA S
29	TA- 160452201826	SAJIN B.A
30	TA- 260304201807	SANTHINI R
31	TA- 260339201846	SARANYA K.S
32	TA- 070456201841	SARJIN KUMAR D
33	TA- 070457201814	SHEEBA N
34	TA- 070456201845	SHIJIN C.S
35	TA- 070456201835	SHINE ADAM J
36	TA- 260355201845	SHINU S.L
37	TA- 260339201844	SHINY D
38	TA- 160451201856	SHYAMA SUNDAR S.P
39	TA- 260355201829	SONU S
40	TA- 260339201841	VARSHA V.S
41	TA- 260339201843	VINILA V
42	TA- 070378901847	ARNIKA JENCY B
43	TA- 170375801819	ATHIRA S V
44	TA- 270374651847	DHEEPAN K
45	TA- 170383801821	VINISHA K C
46	TA- 270373911888	ABI MOL W
47	TA- 270373931889	ANJU C
48	TA- 070373911890	BENSUJIN J S
49	TA- 070373921893	DIVYA A
50	TA- 270373991895	EEVILIN BRABHA J L
51	TA- 270373751811	ATHIRA S V
52	TA- 070373911816	DHEEPAN K
53	TA- 170373911854	DRAVID ALEXANDER J

**Nanjil Catholic College of Arts And Science,  
Kaliyakkavilai  
SHIFT II - TALLY (Tally Academy Certified Accountant)  
STUDENTS RESULT 2017 - 2018**

Sl.No	Tally ID. No.	Name	E-mail ID	Mark	Grade
1	TA-260304201826	ABISHA P S	abishapaulraj192@gmail.com	76.7	A
2	TA-260355201858	ABISHEKAR V	vabishekar@gmail.com	76.7	A
3	TA-070456201840	ACHU J	achujayarajf@gmail.com	83.3	A+
4	TA-170412201858	AFIYA R.S	afiyabba@gmail.com	73.3	A
5	TA-070456201821	ALDIN VIJO V.K	aldinvijovk@gmail.com	73.3	A
6	TA-260304201836	ANCHILA V	anchilav1997@gmail.com	83.3	A+
7	TA-260304201824	ANEESHA V	www.anishavincent999@gmail.com	66.7	B+
8	TA-260339201840	ANILA R	ani95laravi@gmail.com	66.7	B+
9	TA-260304201828	ANISHA R	anisha8526@gmail.com	86.7	A+
10	TA-170413201802	ANU P	anu1997bba@gmail.com	86.7	A+
11	TA-070457201816	ARYA LEKSHMI R.S	advaryalekshmir@gmail.com	76.7	A
12	TA-170413201804	DIXON CHARLES C	dixonbba@gmail.com	83.3	A+
13	TA-260304201822	HARITHA S.H	harithash47@gmail.com	86.9	A+
14	TA-260355201847	IMRAN KHAN A	imran09566@gmail.com	63.3	B+
15	TA-070456201837	JAIVIN V.J	vjjaivin@gmail.com	AB	AB
16	TA-260304201820	JAMEELATHUL NISA R.N	jameelathulnisa97@gmail.com	73.3	A
17	TA-260304201847	JENCY J	abhinandhram38@gmail.com	70	A
18	TA-070457201812	JENIBHA C.J	jenibacj987@gmail.com	70	A
19	TA-200457201829	KAVIN RAJ P.L	kavinkrpl@gmail.com	86.7	A+

20	TA-260304201819	MEENAKSHI DHANYA P	dhanya1997@gmail.com	76.7	A
21	TA-260355201849	NABISH RAJ N	rajnabish@gmail.com	70	A
22	TA-260339201830	NAZEER B	nazeernanban123@gmail.com	73.3	A
23	TA-070456201852	RAHUL S	rahuls1998@gmail.com	83.3	A+
24	TA-260304201817	RAJESWARI R	rrajeswari2895@gmail.com	70	A
25	TA-260305201814	RENJINI R.S	renjinirs97@gmail.com	70	A
26	TA-070456201817	RESHMA P.S	psreshma97@gmail.com	86.7	A+
27	TA-070456201843	REVIN R	krniver607@gmail.com	66.7	B+
28	TA-260304201845	SAHAYA DIVYA S	divya1998@gmail.com	80	A+
29	TA-160452201826	SAJIN B.A	shajanba2397@gmail.com	70	A
30	TA-260304201807	SANTHINI R	shyjupalas@gmail.com	83.3	A+
31	TA-260339201846	SARANYA K.S	saranyakrishnan1998@gmail.com	90	A+
32	TA-070456201841	SARJIN KUMAR D	sarjinkumar@gmail.com	73.3	A
33	TA-070457201814	SHEEBA N	sheebang15@gmail.com	60	B+
34	TA-070456201845	SHIJIN C.S	shijinsing@gmail.com	73.3	A
35	TA-070456201835	SHINE ADAM J	shineadam@gmail.com	76.7	A
36	TA-260355201845	SHINU S.L	shinushinu379@gmail.com	80	A+
37	TA-260339201844	SHINY D	shinyd97@gmail.com	90	A+
38	TA-160451201856	SHYAMA SUNDAR S.P	shyamasundaraug1997@gmail.com	80	A+
39	TA-260355201829	SONU S	sonusasikumar1995@gmail.com	70	A
40	TA-260339201841	VARSHA V.S	vsvarsha06@gmail.com	73.3	A
41	TA-260339201843	VINILA V	vinila1998@gmail.com	76.7	A

**Tally** academy

[www.tallyacademy.in](http://www.tallyacademy.in)

Nanjil Catholic College of Arts And Science  
Kaliyakkavilai, 2017-2018

Sl.No	Tally ID. No.	Name
1	TA-240215201834	AJIN.G
2	TA-150214201809	AJITH A
3	TA-150214201841	ANCY RAJ R.V
4	TA-150214201802	ANEESH S
5	TA-150214201812	ANISH A
6	TA-240215201817	ANUPRASAD.S
7	TA-150215201828	ARCHANA A.S
8	TA-240215201823	ARUN RAJ.R
9	TA-240215201812	ASWINI.S.P
10	TA-080225201803	ATHIRA S
11	TA-150214201838	ATHIRA VIJAYAN K
12	TA-080225201809	BIBIN A
13	TA-150214201845	BINCY B.J
14	TA-160451201850	BINEESHA B
15	TA-080224201845	DAYANA A.J
16	TA-080224201826	DIVYA A.S
17	TA-150214201848	FATHIMUTHU DHAHANI S.S
18	TA-240215201828	GOKUL.G
19	TA-150214201836	GOLDEN JEMI JOY S
20	TA-240215201825	JIBIN.Y
21	TA-150214201817	JOBIN JOSE J
22	TA-080223201813	JYOTHISHA J
23	TA-160451201848	LEENA RAJ L
24	TA-080223201842	LEKSHMI C
25	TA-080224201829	LEKSHMI S
26	TA-080224201837	MARTIN M
27	TA-150215201832	MAYA T
28	TA-150215201822	MEJALIN NISHA C
29	TA-150215201825	MERLIN JISHA S.M
30	TA-160451201807	NISHANTHI J
31	TA-150214201823	PRAJEESHA P
32	TA-150214201805	PRAKASH G
33	TA-160451201851	PREEJA PRASAD R
34	TA-150214201829	PRINCY S

35	TA-150214201826	RAJI KRISHNA R.J
36	TA-240215201820	REJIKUMAR M.S
37	TA-080224201857	REMYA K.V
38	TA-080223201825	RESHMA G.S
39	TA-080223201815	REVATHY A.P
40	TA-080223201837	SAGARA V.S
41	TA-230252201843	SAJIN S
42	TA-240215201841	SAJIN.K
43	TA-150214201833	SAJITHA S.R
44	TA-080225201815	SOBHA B
45	TA-080223201822	SOUMYA Y.F
46	TA-150215201819	SREEJA MOL V
47	TA-080223201810	SREEJA N
48	TA-160451201810	VIJIN BABU DAVID
49	TA-150214201815	VINCY MOL V
50	TA-080224201834	VINITHA B
51	TA-160451201837	VISAKH A
52	TA-230251201807	ABISHA J
53	TA-230252201838	ABISHEK.P.G
54	TA-230251201809	ADHITHYA B VIJAYAN
55	TA-230252201833	ADHITHYA S.S
56	TA-230252201803	AJIN A
57	TA-160451201854	AKARSHA L RAJ
58	TA-230251201819	ANCHU A
59	TA-230251201838	ANISH A
60	TA-230251201831	APARNA RAVI A R
61	TA-190418201834	BABIN JOSE B
62	TA-230251201813	BABISHA C
63	TA-230251201855	BINU AHASHO.A
64	TA-230259201806	CHINCHU R.J
65	TA-230251201852	JEGANCY L
66	TA-160451201853	JENIBA N.V
67	TA-230252201828	JENIBHA V
68	TA-230251201850	JENISHA K
69	TA-190418201821	JIBIN S
70	TA-230252201806	JOHNY.S.J
71	TA-230251201815	LEEJINA MARY S
72	TA-190418201825	LIBIN LAL T
73	TA-190418201815	LIJO SAMUVEL L.S
74	TA-230251201833	LINI MOL N
75	TA-230252201815	LINJU.J
76	TA-230252201830	MANISHA.S
77	TA-230251201846	MARY ALFEENA

78	TA-230251201825	MARY MEJILIN NAYAKI L
79	TA-230252201840	MARY STEPHY M
80	TA-230251201822	MONISHA M
81	TA-230251201811	NISHA MOL R
82	TA-190418201824	PRABIN R
83	TA-190418201819	PRADEESH N
84	TA-230252201826	SABADINI T
85	TA-230252201835	SAJIN C
86	TA-230252201809	SHALU.S
87	TA-230251201817	SINDHUJA A
88	TA-230252201801	SOBIN S
89	TA-230251201829	SUBEESH B
90	TA-230251201836	SUBIN.J.S
91	TA-230251201847	SUJA C
92	TA-230252201812	SURJITH RAJ S

*[Handwritten signature]*  
23/4/2018

signature of Incharge



*[Handwritten signature]*  
PRINCIPAL  
Naniil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153

# Nanjil Catholic College of Arts And Science, Kaliyakkavilai

## STUDENTS RESULT

SHIFT II - TALLY (Tally Academy Certified Accountant)

2017 - 2018

Sl.No	Tally ID. No.	Name	E-mail ID	Mark	Grade
1	TA-260304201826	ABISHA P S	abishapaulraj192@gmail.com	76.67	A
2	TA-260355201858	ABISHEKAR V	vabishekar@gmail.com	76.67	A
3	TA-070456201840	ACHU J	achujayarajf@gmail.com	83.33	A+
4	TA-170412201858	AFIYA R.S	afiyabba@gmail.com	73.33	A
5	TA-070456201821	ALDIN VIJO V.K	aldinvijovk@gmail.com	73.33	A
6	TA-260304201836	ANCHILA V	anchilav1997@gmail.com	83.33	A+
7	TA-260304201824	ANEESHA V	www.anishavincent999@gmail.com	66.67	B+
8	TA-260339201840	ANILA R	ani95laravi@gmail.com	66.67	B+
9	TA-260304201828	ANISHA R	anisha8526@gmail.com	86.67	A+
10	TA-170413201802	ANU P	anu1997bba@gmail.com	86.67	A+
11	TA-070457201816	ARYA LEKSHMI R.S	advaryalekshmir@gmail.com	76.67	A
12	TA-170413201804	DIXON CHARLES C	dixonbba@gmail.com	83.33	A+
13	TA-260304201822	HARITHA S.H	harithash47@gmail.com	86.87	A+
14	TA-260355201847	IMRAN KHAN A	imran09566@gmail.com	63.33	B+
15	TA-070456201837	JAIVIN V J	vjjaivin@gmail.com	AB	AB
16	TA-260304201820	JAMEELATHUL NISA R N	jameelathulnisa97@gmail.com	73.33	A
17	TA-260304201847	JENCY J	abhinandhram38@gmail.com	70	A
18	TA-070457201812	JENIBHA C.J	jenibacj987@gmail.com	70	A
19	TA-200457201829	KAVIN RAJ P.L	kavinkrpl@gmail.com	86.67	A+
20	TA-260304201819	MEENAKSHI DHANYA P	dhanya1997@gmail.com	76.67	A
21	TA-260355201849	NABISH RAJ N	rajnabish@gmail.com	70	A
22	TA-260339201830	NAZEER B	nazeernanban123@gmail.com	73.33	A
23	TA-070456201852	RAHUL S	rahuls1998@gmail.com	83.33	A+
24	TA-260304201817	RAJESWARI R	rrajeswari2895@gmail.com	70	A
25	TA-260305201814	RENJINI R.S	renjinirs97@gmail.com	70	A




Sl.No	Tally ID. No.	Name	E-mail ID	Mark	Grade
26	TA-070456201817	RESHMA P.S	psreshma97@gmail.com	86.67	A+
27	TA-070456201843	REVIN R	kriver607@gmail.com	66.67	B+
28	TA-260304201845	SAHAYA DIVYA S	divya1998@gmail.com	80	A+
29	TA-160452201826	SAJIN B.A	shajanba2397@gmail.com	70	A
30	TA-260304201807	SANTHINI R	shyjupalas@gmail.com	83.33	A+
31	TA-260339201846	SARANYA K.S	saranyakrishnan1998@gmail.com	90	A+
32	TA-070456201841	SARJIN KUMAR D	sarjinkumar@gmail.com	73.33	A
33	TA-070457201814	SHEEBA N	sheebang15@gmail.com	60	B+
34	TA-070456201845	SHIJIN C.S	shijinsing@gmail.com	73.33	A
35	TA-070456201835	SHINE ADAM J	shineadam@gmail.com	76.67	A
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37	TA-260339201844	SHINY D	shinyd97@gmail.com	90	A+
38	TA-160451201856	SHYAMA SUNDAR S P	shyamasundaraug1997@gmail.com	80	A+
39	TA-260355201829	SONU S	sonusasikumar1995@gmail.com	70	A
40	TA-260339201841	VARSHA V.S	vsvarsha06@gmail.com	73.33	A
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42	TA-240215201834	AJIN.G	ajintnaiaz690@gmail.com	80	A+
43	TA-150214201809	AJITH A	ajithkrprm@gmail.com	76.67	A
44	TA-150214201841	ANCY RAJ R.V	ancyraj@rvgmail.com	90	A+
45	TA-150214201802	ANEESH S	aneeshvishnuav@gmail.com	73.33	A
46	TA-150214201812	ANISH A	vishnu949593@gmail.com	76.67	A
47	TA-240215201817	ANUPRASAD.S	anuprasad1737@gmail.com	66.67	B+
48	TA-150215201828	ARCHANA A.S	archanaas135@gmail.com	80	A+
49	TA-240215201823	ARUN RAJ.R	arundev1231997@gmail.com	76.67	A
50	TA-240215201812	ASWINI.S.P	aswinispca2017@gmail.com	70	A
51	TA-080225201803	ATHIRA S	athirasun359@gmail.com	76.67	A
52	TA-150214201838	ATHIRA VIJAYAN K	athiravijayan0097@gmail.com	76.67	A
53	TA-080225201809	BIBIN A	bibinmass97@gmail.com	80	A+
54	TA-150214201845	BINCY B.J	bincybjbabu@gmail.com	80	A+

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60	TA-150214201836	GOLDEN JEMI JOY S	jemi1996@gmail.com	60	B+
61	TA-240215201825	JIBIN.Y	jibin088@gmail.com	76.67	A
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66	TA-080224201829	LEKSHMI S	lachuchinnu1997@gmail.com	83.33	A+
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Secretary M.B.A., Ph.D.  
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**Nanjil Catholic College of Arts and Science**

**Kaliyakkavilai**

**Tally Shift II**

**Report 2017-2018**

The institution offers Tally Shift II programme to all the students every year. During the year 2017 -18, 132 students were registered from the college. Of the total 132 , 92 students were from the Department of Commerce. The course started in the month of August every year. The duration of the course is 3 months. Out of the total 92 registered students, 88 students completed the course successfully with high marks.



In-charge



A. *[Signature]*  
Principal



*[Signature]*  
Secretary





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Certificate No : TAC-2000004339



*Jathare*

Authorised Signatory

[www.tallyacademy.in](http://www.tallyacademy.in)

Block

# 1

## **CONCEPTS & FUNCTIONS OF NGOs**

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<b>UNIT 1</b>	
<b>NGOs: An Introduction</b>	<b>5</b>
<hr/>	
<b>UNIT 2</b>	
<b>NGO Environment</b>	<b>14</b>
<hr/>	
<b>UNIT 3</b>	
<b>Issues in NGO Management</b>	<b>30</b>
<hr/>	
<b>UNIT 4</b>	
<b>Problem Identification</b>	<b>43</b>

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# BLOCK 1: CONCEPTS & FUNCTIONS OF NGOs

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## Block Introduction

This block as the name suggests deals with the basics of concepts of NGOs and how the NGOs function. It has four units.

Unit 1: **NGOs: An Introduction** gives an idea about the genesis of NGOs, their types. It basically tells about the introductory aspects of NGOs.

Unit 2: **NGO Environment:** This unit talks about different aspects of environment and how the organizations are exposed to environmental uncertainties. It also discusses the PESTLE framework to assess the opportunities and threats posed by the environment.

Unit 3: **Issues in NGO Management** covers different issues, which NGOs need to address. It basically deals with poverty as the Major issue and its relationship with different development indicators.

Unit 4: **Problem Identification** is the unit, which covers the problems, NGOs face and the ways and means to tackle these problems. It also deals with governance and leadership as major aspects in curbing the problems of NGOs.





Block

# 2

## **STRATEGY AND PLANNING**

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**UNIT 5**

**Elements of Strategy** **5**

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**UNIT 6**

**SWOT Analysis** **12**

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**UNIT 7**

**Process of Management** **24**

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# **BLOCK 2 : STRATEGY AND PLANNING**

## **Block Introduction**

This block has three units and each unit deals with different aspects of strategy and planning.

**Unit 5 : Elements of Strategy** covers different elements of strategy, which are essential to understand the basic strategic framework.

**Unit 6 : SWOT Analysis** deals with the internal environment of NGOs. It covers the strengths and weaknesses part of NGOs and how these can be converted to opportunities and threats respectively.

**Unit 7: Process of Management** deals with the basics of explaining the process of management. It covers aspects related to planning, organizing, staffing delegating and controlling and how they are interrelated to each other.



Indira Gandhi  
National Open University  
School of Management Studies

**BMS-001**  
**Introduction to**  
**NGO Management**

Block

# 3

## **COMMUNICATION SKILLS**

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**UNIT 8**

**Importance and Scope of Communication Skills** 5

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**UNIT 9**

**Interpersonal and Group Communication** 25

---

**UNIT 10**

**IT and Web Application** 37

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**UNIT 11**

**Reporting** 55

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# **BLOCK 3 : COMMUNICATION SKILLS**

## **Block Introduction**

This Block Contains Four Units. As the name suggest this block deals with different aspects of developing and improving communication skills as they form an integral part in dealing with people. NGOs are organizations who are in direct touch with a common man so they need to understand these skills.

**Unit 8 : Importance and Scope of Communication Skills :** Talk about different forms of communication and how these can be used in a proper manner. This unit also deals with aspects related to listening and its importance in developing communication skills.

**Unit 9 : Interpersonal and Group Communication :** Deals with broader aspects of communication. It tries to highlight the ways to communicate with individuals or groups.

**Unit 10 : IT and Web Application :** We all know how important IT and Web application has become in the present times. This unit takes you through a journey of evolution of Information Communication and Technology (ICT) and its different uses as applicable to NGOs.

**Unit 11 : Reporting** deals with different aspects of report writing and its importance in giving information to the management.



**Block**

# 1

## *Social Skills in Business Communication*

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<b>Course Introduction</b>	<b>3</b>
<b>Block Introduction</b>	<b>4</b>
<b>Unit 1</b>	
<b>Greetings and Introduction</b>	<b>5</b>
<b>Unit 2</b>	
<b>Importance of Small Talk in Business</b>	<b>27</b>
<b>Unit 3</b>	
<b>Language and Culture</b>	<b>48</b>
<b>Unit 4</b>	
<b>Business Etiquette</b>	<b>67</b>

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Block

# 2

## *Telephone Conversation*

<b>Block Introduction</b>	<b>3</b>
<b>Unit 5</b>	
<b>Features of Telephone Communication</b>	<b>5</b>
<b>Unit 6</b>	
<b>Making Arrangements and Appointments</b>	<b>22</b>
<b>Unit 7</b>	
<b>Leaving and Taking Messages</b>	<b>35</b>
<b>Unit 8</b>	
<b>Voice Mail, Video Conferencing and Conference Calls</b>	<b>50</b>



Theory / Practical

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC Nanjil Catholic College of Arts and Science  
Centre Code 4003 Kaliyakkal

## Students' Attendance Sheet

Programme: CNM Course Code: BUS601 Year: ..... Semester: ..... Batch No: I

Date: 12.5.2018 Time: From 10 To 10

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Anila. A.S	183662340	Anila	
2	Anshu. J	183663588	Anshu	
3	Alhira V.L	183662332	Alhira	
4	Chirju. S	183662325	Chirju	
5	Jiji. B	183662318	Jiji.B	
6	Linda. P	183662300	Linda	
7	Nisha C.R	183662207	Nisha	
8	Nisha. F	81555612	Nisha	
9	Rakhi B.S	183662199	Rakhi	
10	Reji Mol. R	183662292	Reji Mol	
11	Remya mol C.S	183662239	Remya mol	
12	Sali J.S	183662285	Sali	
13	Shyama M.L	183662278	Shyama	
14	Shyvi B.S	183662214	B.S. Shyvi	
15	Sijitha M.	183662260	M. Sijitha	
16	Soumya S	183663570	Soumya	
17	Sree Lakshmi M.L	183662253	Sree Lakshmi	
18	Swija R	183662246	Swija	
19	Treesa N	183662201	Treesa	
20	Anand S.S	183662359	Anand	

Total No. of learners in the Programme : 20  
Total No. of learners attended Counselling / learning activity : 19

Name & Signature of Co-ordinator / PIC

Mary Pelsit  
Name & Signature of the Counsellor

Date: .....

(Stamp)

# SYLLABUS

## SHIFT - II TALLY

### UNIT I

Features of tally 9.0- Tally screen components- Accounting concept- creating and setting up of company in tally- Company features- Select, alter, delete a company

### UNIT II

Classification of accounts - Accounting masters -Group creation- Ledger creation- Voucher types creation

### UNIT III

Inventory masters- Creation of inventory ledger- Creation of stock groups- Creation of stock category -Stock item- Unit of measures

### UNIT IV

Accounting vouchers- Contra voucher-Payment voucher- Receipt voucher- journal voucher-Sales voucher-Credit note voucher- Purchase voucher- Debit note voucher- Reversing journal voucher- Memo voucher

### UNIT V

Inventory vouchers- Receipt note voucher- Rejection in voucher-Delivery note voucher- Rejection out voucher- Stock journal vouchers -Physical stock voucher



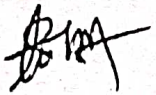
## UNIT VI

Trial balance- Profit and loss account- Balance sheet - Subsidiary books -  
Bill receivable- Bills payable

## UNIT VII

Meaning of VAT- General technologies used in tally- VAT rates-  
computation of VAT- VAT classification ledgers- Composite dealers- Features of  
composite dealers- Input VAT- Output VAT- VAT reports. *GST*

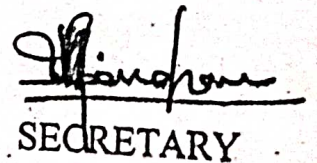
S.NO	LIST OF PRACTICAL
1	Company creation
2	Creation of accounting groups and ledgers
3	Prepare a purchase day book with your imaginary data
4	Prepare a sales day book with your own data
5	Prepare trial balance with your own data
6	Prepare subsidiary books and transaction with your own data
7	Prepare a petty cash book with your own data
8	Prepare a balance sheet with your own data
9	Prepare a sales invoice of a supermarket with your own data
10	Ledger and voucher creation of VAT



STAFF INCHARGE



PRINCIPAL



SECRETARY

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26	TA-080224201837	MARTIN M
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28	TA-150215201822	MEJALIN NISHA C
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78	TA-230251201825	MARY MEJILIN NAYAKI L
79	TA-230252201840	MARY STEPHY M
80	TA-230251201822	MONISHA M
81	TA-230251201811	NISHA MOL R
82	TA-190418201824	PRABIN R
83	TA-190418201819	PRADEESH N
84	TA-230252201826	SABADINI T
85	TA-230252201835	SAJIN C
86	TA-230252201809	SHALU.S
87	TA-230251201817	SINDHUJA A
88	TA-230252201801	SOBIN S
89	TA-230251201829	SUBEESH B
90	TA-230251201836	SUBIN.J.S
91	TA-230251201847	SUJA C
92	TA-230252201812	SURJITH RAJ S

*[Handwritten signature]*  
23/4/2018

signature of Incharge



*[Handwritten signature]*  
PRINCIPAL  
Naniil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153

# Nanjil Catholic College of Arts And Science, Kaliyakkavilai

## STUDENTS RESULT

SHIFT II - TALLY (Tally Academy Certified Accountant)

2017 - 2018

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116	TA-230252201815	LINJU.J	linjujustin11@gmail.com	86.67	A+
117	TA-230252201830	MANISHA.S	manisha98@gmail.com	86.67	A+
118	TA-230251201846	MARY ALFEENA	johnboscopzr1@gmail.com	70	A
119	TA-230251201825	MARY MEJILIN NAYAKLI	marymejilin@gmail.com	70	A
120	TA-230252201840	MARY STEPHY M	marystephy97@gmail.com	70	A
121	TA-230251201822	MONISHA M	monishagreeshma17@gmail.com	76.67	A
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123	TA-190418201824	PRABIN R	prabinr9127@gmail.com	83.33	A+
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126	TA-230252201835	SAJIN C	santhose0612@gmail.com	AB	AB
127	TA-230252201809	SHALU.S	shalusamraj@gmail.com	83.33	A+
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129	TA-230252201801	SOBIN S	sobinchen85@gmail.com	AB	AB
130	TA-230251201829	SUBEESH B	subeeshb98@gmail.com	86.67	A+
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132	TA-230251201847	SUJA C	sujachristuraj97@gmail.com	86.67	A+
133	TA-230252201812	SURJITH RAJ S	surjithraj1998@gmail.com	80	A+

  
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**Nanjil Catholic College of Arts and Science**

**Kaliyakkavilai**

**Tally Shift II**

**Report 2017-2018**

The institution offers Tally Shift II programme to all the students every year. During the year 2017 -18, 132 students were registered from the college. Of the total 132 , 92 students were from the Department of Commerce. The course started in the month of August every year. The duration of the course is 3 months. Out of the total 92 registered students, 88 students completed the course successfully with high marks.



In-charge



A. *[Signature]*  
Principal



*[Signature]*  
Secretary





**Tallyacademy™**  
**CERTIFIED**  
Accountant

# Certificate of Excellence

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has successfully completed the requirements to be recognized as a

**TallyAcademy Certified Accountant**  
**on Tally.ERP 9**

Grade : A+

Certificate No : TAC-2000004339



*Jathare*

Authorised Signatory

[www.tallyacademy.in](http://www.tallyacademy.in)



# BMS - 001

## Introduction to NGO Management

Block

# 1

## CONCEPTS & FUNCTIONS OF NGOs

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### UNIT 1

NGOs: An Introduction 5

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### UNIT 2

NGO Environment 14

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### UNIT 3

Issues in NGO Management 30

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### UNIT 4

Problem Identification 43

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# BLOCK 1: CONCEPTS & FUNCTIONS OF NGOs

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## Block Introduction

This block as the name suggests deals with the basics of concepts of NGOs and how the NGOs function. It has four units.

**Unit 1: NGOs: An Introduction** gives an idea about the genesis of NGOs, their types. It basically tells about the introductory aspects of NGOs.

**Unit 2: NGO Environment:** This unit talks about different aspects of environment and how the organizations are exposed to environmental uncertainties. It also discusses the PESTLE framework to assess the opportunities and threats posed by the environment.

**Unit 3: Issues in NGO Management** covers different issues, which NGOs need to address. It basically deals with poverty as the Major issue and its relationship with different development indicators.

**Unit 4: Problem Identification** is the unit, which covers the problems, NGOs face and the ways and means to tackle these problems. It also deals with governance and leadership as major aspects in curbing the problems of NGOs.



Block

# 2

## **STRATEGY AND PLANNING**

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### **UNIT 5**

**Elements of Strategy** **5**

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### **UNIT 6**

**SWOT Analysis** **12**

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### **UNIT 7**

**Process of Management** **24**

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## **BLOCK 2 : STRATEGY AND PLANNING**

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### **Block Introduction**

This block has three units and each unit deals with different aspects of strategy and planning.

**Unit 5 : Elements of Strategy** covers different elements of strategy, which are essential to understand the basic strategic framework.

**Unit 6 : SWOT Analysis** deals with the internal environment of NGOs. It covers the strengths and weaknesses part of NGOs and how these can be converted to opportunities and threats respectively.

**Unit 7: Process of Management** deals with the basics of explaining the process of management. It covers aspects related to planning, organizing, staffing delegating and controlling and how they are interrelated to each other.



Block

# 3

## **COMMUNICATION SKILLS**

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### **UNIT 8**

**Importance and Scope of Communication Skills** 5

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### **UNIT 9**

**Interpersonal and Group Communication** 25

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### **UNIT 10**

**IT and Web Application** 37

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### **UNIT 11**

**Reporting** 55

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# **BLOCK 3 : COMMUNICATION SKILLS**

## **Block Introduction**

This Block Contains Four Units. As the name suggest this block deals with different aspects of developing and improving communication skills as they form an integral part in dealing with people. NGOs are organizations who are in direct touch with a common man so they need to understand these skills.

**Unit 8 : Importance and Scope of Communication Skills :** Talk about different forms of communication and how these can be used in a proper manner. This unit also deals with aspects related to listening and its importance in developing communication skills.

**Unit 9 : Interpersonal and Group Communication :** Deals with broader aspects of communication. It tries to highlight the ways to communicate with individuals or groups.

**Unit 10 : IT and Web Application :** We all know how important IT and Web application has become in the present times. This unit takes you through a journey of evolution of Information Communication and Technology (ICT) and its different uses as applicable to NGOs.

**Unit 11 : Reporting** deals with different aspects of report writing and its importance in giving information to the management.



Theory / Practical

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

V.No 13

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts and Science  
Centre Code 40031 Kaliyakkavil

## Students' Attendance Sheet

Programme: CNM Course Code: PM501 Year: ..... Semester: ..... Batch No: .....

Date: 18.3.2018 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Anila N.S	183662340	A.S. Anila	
2	Ashmi .J	183663588	Ashmi	
3	Athira .V.L	183662332	Athira	
4	Chinju S	183662325	Chinju	
5	Jiji .B	183662318	Jiji B	
6	Linda .P	183662300	Linda	
7	Nisha C.R.	183662207	Nisha	
8	Nisha .F	181555612	Nisha	
9	Rakhi B.S	183662199	Rakhi	
10	Reji Mol .R	183662292	Reji Mol	
11	Remya Mol C.S	183662230	Remya	
12	Sali J.S	183662285	Sali	
13	Shyama .M.L	183662278	Shyama	
14	Shyni B.S	183662214	B.S. Shyni	
15	Sijitha .M	183662260	M. Sijitha	
16	Sowmya .S	183663570	Sowmya	
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18	Surya .R	183662246	Surya	
19	Treesa .N	183662221	Treesa	
20	Anand S.S	183662357	Anand	

Total No. of learners in the Programme : 20  
Total No. of learners attended Counselling / learning activity : 19

Dr. G. ARUL MOHANANGAM  
Co-ordinator  
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Date: .....  
(Stamp)  
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Latha Pareg  
Name & Signature of the Counsellor



Theory / Practical

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / .....

Nanjil Catholic College of Arts &amp; Science

Centre Code .....

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Kaliyakkavil

## Students' Attendance Sheet

Programme : CNM Course Code : PMCO2 Year : ..... Semester : ..... Batch No : .....Date : 18-3-2018 Time : From 10 To 12

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18	Sima . P . K	183662292	Sima P . K	
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Total No. of learners attended Counselling / learning activity : .....

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Shift II

Certificate Programme in NGO Management  
Report 2017-2018

Indira Gandhi National Open University (IGNOU) study centre is functioning in our campus and we motivate our students to do certificate programs in addition to their regular studies. During the academic year 2017-2018 the number of students who had enrolled in the "Certificate Programme in NGO Management" is 40. All the enrolled students secured pass mark and got the certificate.



Head

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Nanjil Catholic College of Arts & Science  
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