

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

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Theory / Practical

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College, Arts and Science
Centre Code 40020

Kaliyakkavilai

Students' Attendance Sheet

Programme: D.C.F. Course Code: DCF-01 Year: 2019 Semester: Batch No: I

Date: 2/2/2019 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	<u>P.J Sarjin Jeniba</u>	<u>189620711</u>	<u>Sarjin Jeniba P.J</u>	
2	<u>Reshma Bask R.M</u>	<u>189620729</u>	<u>Reshma Bask</u>	
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Total No. of learners in the Programme : 2

Total No. of learners attended Counselling / learning activity : 2

Mary Thangam
2/2/2019
Name & Signature of Co-ordinator
Co-ordinator

[Signature]
Name & Signature of the Counsellor

**Programme Guide
for
Diploma in Business Process
Outsourcing Finance & Accounting
(DBPOFA)
&
Certificate in Communication & IT Skills
(CCITSK)**



ignou
THE PEOPLE'S
UNIVERSITY

School of Vocational Education and Training
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Objectives:

The broad objectives of the Programme are:

- To give an over view of various energy resources, their availability, energy 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 how to rectify renewable energy technologies
- To know how to make energy plan
- To know about energy efficient devices for energy conservation.

Programme Structure:

There are four courses in the programme. The total credits are 20 and have been worked out on the basis of course content and their weightages. The details of CETM are as follows:

Course code	Course Title	Credits
OEY1	Energy Resources and Conversion Processes	4
OEY2	Renewable Energy Technologies and their Uses	6
OEY3	Energy Management: Audit and Conservation	6
OEYP4	Energy Projects	4

2.4.57 Certificate in Communication & IT Skills (CCITSK)

The Certificate in Communication and IT Skills is a 16 Credits programme. The course has been designed keeping in mind the BPO industry and other forms of industry. The communication skill course covers area of listening, reading, writing, grammar pronunciations, vocabulary and speaking. The IT skills course cover area like MS Word, MS Powerpoint, MS Access, MS Excel.

Course Code	Course Title	Credits
BPO16	English Communication	8
BPO17	IT skills	8
Total Credits:		16

A student who has completed this Certificate Programme will be exempted from doing this course offered in the 2nd Semester of Diploma in Business Process Outsourcing - Finance & Accounting (DBPOFA) provided they fulfill the other eligibility criteria.

2.4.58 Certificate Programme in Laboratory Techniques (CPLT)

This programme is designed to provide the know-how and skills needed to work as a laboratory technician in a school/college science laboratory. It will train learners to extend effective and efficient services to the science teachers and students in these laboratories. It is a highly skill-oriented programme and involves intensive practical work. The objectives of the programme are to help learners to know about basic facilities and equipment in school/college science laboratories, and train them in the skills of organising and managing these laboratories, maintaining simple instruments and taking care of laboratory safety aspects.

The programme consists of 4 courses listed below:

Course Code	Course Title	No. of Theory	Credits Practical	No. of Days of Practical Work
LT1	Good Laboratory Practices	4	2	7
LT2	Laboratroy Techniques in Biology	2	2	7
LT3	Laboratory Techniques in Chemistry	2	2	7
LT4	Laboratory Techniques in Physics	2	2	7
Total		10	8	28

Learners working as regular employees in the laboratories of senior secondary schools/colleges/universities can do 12 days of practical work at their workplace under the supervision of the local teacher. The remaining 16 days of practical work is required to be done at identified study centres. All other learners will do practical work for 28 days at the study centres.

2.4.59 Certificate in AYUSH Nursing (Ayurveda) (CAY)

There is no ANM training in Ayurveda Nursing so far therefore Department of Ayurveda, Yoga, Unani, Sidha and Homeopathy (AYUSH), Government of India has planned to develop course for ANMs so that they can be trained to provide quality care to the patients undergoing treatment under Ayurvedic System of Medicine. Keeping in view the above and the vision and mission of Department of AYUSH, GOI, School of Health Science (SOHS), Indira Gandhi National Open University (IGNOU) took up the challenge in developing the

Certificate in AYUSH Nursing (Ayurveda) for ANMs. ANMs can provide basic health care in Ayurveda System of Medicine effectively after completing the Certificate in AYUSH Nursing (Ayurveda). As under NRHM Ayurvedic services are integrated in most of the hospitals, Community Health Centres, Primary Health Centres and Sub Centres all over the country.

2. DIPLOMA IN BUSINESS PROCESS OUTSOURCING-FINANCE & ACCOUNTING (DBPOFA)

2.1 About the Programme

The Indira Gandhi National Open University (IGNOU) is always a front-runner in identifying opportunities and designing suitable programme for the benefit of the society and economy of the country. IGNOU, in association with Accenture has designed and developed the Diploma in Business Process Outsourcing - Finance and Accounting, an innovative programme (the first of its kind) in the open and distance learning system. The business and the university relationships are perfected in the programme. This program will provide the opportunity to the students across India to develop their professional careers, to be eligible for employment in the growing BPO industry. This Diploma programme aims to incorporate a unique blend of theory and practical courses, designed by eminent academicians, Accenture subject matter experts, BPO training organizations and e-learning organizations, to provide students with a comprehensive learning model.

2.2 Programme Structure

This Programme comprises of Semester-I and Semester-II.

Semester-I : Finance and Accounting consists of 05 Courses having 16 credits and Semester-II consists of 02 courses : English Communication & IT Skills having 16 credits. To be **eligible for the award of the Diploma in Business Process Outsourcing - Finance and Accounting**, a student has to complete all the 07 courses as shown below. Those who have already completed Semester-II will get exemption from taking this Semester to get the Diploma in BPO provided they fulfill other eligibility criteria.

Finance and Accounting

(Semester-I)

Course Code	Course Name	Credits
BPOI-001	Introduction to Finance & Accounting BPO	2
BPOI-002	Fundamentals of Accounting	4
BPOI-003	Procure to Pay (P2P, Accounts Payable)	4
BPOI-004	Order to Cash (O2O, Accounts Receivable)	3
BPOI-005	Record to Report (R2R)	3
	TOTAL	16 credits

English Communications and IT Skills

(Semester-II)

Course Code	Course Name	Credits
BPOI-006	English Communication	8
BPOI-007	IT Skills	8
	TOTAL	16 credits

Note: A candidate can take exit option after 6 months (Semester I) and upon successful completion he/she will get Certificate in BPO Finance & Accounting. This option is available only for working professionals. They are required to fill form at Appendix-I.

- Unit 8: Vendor Helpdesk
- Unit 9: Quality Checks
- Unit 10: Issue Management, Risk Management & Control
- Unit 11: Accounting Entries for P2P Process
- Unit 12: Metrics and Best Practices
- Unit 13: Overview of Travel and Expense Process
- Unit 14: Stages of Travel & Expense Cycle

BPOI-004: Order to Cash - (Accounts Receivable)

- Unit 1: Introduction to Order to Cash Cycle
- Unit 2: Stages of Order to Cash Cycle
- Unit 3: Credit Review
- Unit 4: Order Management & Invoicing
- Unit 5: Collection
- Unit 6: Accounts Receivable
- Unit 7: O2C Operations
- Unit 8: Quality Checks in O2C Cycle

BPOI-005: Record to Report (R2R)

- Unit 1: Overview of Records to Report Process
- Unit 2: Overview of Reconciliation
- Unit 3: Bank Reconciliation
- Unit 4: Accounting for Fixed Assets
- Unit 5: Depreciation Accounting
- Unit 6: Cash Budgeting and Forecasting
- Unit 7: Cash Flow Management
- Unit 8: Controls and Metrics in R2R
- Unit 9: Reporting

(Semester II)

BPOI-006: English Communication

Block 1: Social Skills in Business Communication

- Unit 1: Greetings and Introduction
- Unit 2: Importance of Small Talk in Business
- Unit 3: Language and Culture
- Unit 4: Business Etiquette

Block 2: Telephone Conversation

- Unit 5: Features of Telephone Communication
- Unit 6: Making Arrangement and Appointments
- Unit 7: Leaving and Taking Messages
- Unit 8: Voice Mail, Video Conferencing and Conference Calls

Block 3: Business Correspondence

- Unit 9: Modes of Communication
- Unit 10: Internal Business Correspondence-I
- Unit 11: Internal Business Correspondence-II
- Unit 12: External Business Correspondence-I
- Unit 13: External Business Correspondence-II

Block 4: Customer Service

- Unit 14: Types of Customers
- Unit 15: Essentials of Customer Service,
- Unit 16: Ownership and Accountability
- Unit 17: Handling Complains
- Unit 18: Rapport Building and Empathy
- Unit 19: Probing

Block 5: Presentations

- Unit 20: Presentation Skills-I : Essentials of Presentation Skills
- Unit 21: Presentation Skills-II : Outlines & Structures
- Unit 22: Presentation Skills-III : Using Visual Aids
- Unit 23: Presentation Skills-IV : The Ending

Block 6: Meeting

- Unit 24: Setting the Agenda and Planning the Meeting
- Unit 25: Types of Meeting - Ready-TP
- Unit 26: Conducting and Participating in a Meeting-I
- Unit 27: Conducting and Participating in a Meeting-II

Block 7: Cross Cultural Communication

- Unit 28: Communicating Cross Culture-Indianism Difference between Culture
- Unit 29: Traveling on Business
- Unit 30: Communication in BPO
- Unit 31: Ability to Say No

Block 8: Getting Ready for a Job

- Unit 32: Preparing for the Job
- Unit 33: Writing your CV and Job Application
- Unit 34: Portfolio making
- Unit 35: Preparing and Facing Interview, Phone & Walk in Interviews
- Unit 36: Group Discussion

BPOI-007: IT SKILLS

Block 1: Introduction to Computers

- Unit 1: Introduction to PC
- Unit 2: Storage Organization
- Unit 3: Input/Output Devices
- Unit 4: Software
- Unit 5: Introduction to Database Management Systems

Block 2: Software security and Antivirus

- Unit 1: Information Security Concerns
- Unit 2: Software Vulnerabilities
- Unit 3: Network Security and Authentication

Block 3: Web Based Technologies

- Unit 1: Internet an overview
- Unit 2: Concepts of web browsers
- Unit 3: What we can do using internet

Block 4: Introduction to MS Office

- Unit 1: MS Word
- Unit 2: MS PowerPoint

Block 5: MS Excel – Basic

- Unit 1: Working with Work Sheets
- Unit 2: Formatting and Editing
- Unit 3: Formulae's and Functions
- Unit 4: Sorting and Filters
- Unit 5: File Handling

Block 6: Advanced MS Excel and Basics of MS Access

- Unit 1: Working with Multiple Sheets and Workbooks
- Unit 2: Working with Tables and Charts
- Unit 3: Protecting and Printing Worksheets
- Unit 4: Basics of MS Access

3. CERTIFICATE IN COMMUNICATION & IT SKILLS (CCITSK)

3.1 About the Programme

The course has been designed keeping in mind the BPO industry and other forms of industry. The Communication Skill Course covers areas of listening, reading, writing, grammar, pronunciation, vocabulary and speaking. The IT Skill course covers areas like MS Word, MS Powerpoint, MS Excel, MS Access.

3.2 Programme Structure

The Certificate in Communication & IT Skills (CCITSK) is a 16 credits programme.

A student who has completed this Certificate programme will be exempted from doing this course offered in the 2nd Semester of Diploma in Business Process Outsourcing - Finance & Accounting (DBPOFA) programme provided they fulfill the other eligibility criteria.

Communications Skills and IT Skills

Course Code	Course Name	Credits
BPOI-006	Communication Skills	8
BPOI-007	IT Skills	8
	TOTAL	16

3.3 Course-wise Unitization of (CCITSK)

BPOI-006 Communication Skills

Block 1: Social Skills in Business Communication

- Unit 1: Greetings and Introduction
- Unit 2: Importance of Small Talk in Business
- Unit 3: Language and Culture
- Unit 4: Business Etiquette

Block 2: Telephone Conversation

- Unit 5: Features of Telephone Communication
- Unit 6: Making Arrangement and Appointments
- Unit 7: Leaving and Taking Messages
- Unit 8: Voice Mail, Video Conferencing & Conference Calls

Block 3: Business Correspondence

- Unit 9: Modes of communication
- Unit 10: Internal Business Correspondence-I

Unit 11: Internal Business Correspondence-II

Unit 12: External Business Correspondence-I

Unit 13: External Business Correspondence-II

Block 4: Customer Service

Unit 14: Types of Customers

Unit 15: Essentials of Customer Service

Unit 16: Ownership and Accountability

Unit 17: Handling Complaints

Unit 18: Rapport Building and Empathy

Unit 19: Probing

Block 5: Presentations

Unit 20: Presentation Skills-I : Essentials of Presentation Skills

Unit 21: Presentation Skills-II : Outlines & Structures

Unit 22: Presentation Skills-III : Using Visual Aids

Unit 23: Presentation Skills-IV : The Ending

Block 6: Meeting

Unit 24: Setting the Agenda and Planning the Meeting

Unit 25: Types of Meeting - Ready-TP

Unit 26: Conducting and Participating in a Meeting-I

Unit 27: Conducting and Participating in a Meeting-II

Block 7: Cross Cultural Communication

Unit 28: Communicating Cross Culture-Indianism Difference between Culture

Unit 29: Traveling on Business

Unit 30: Communication in BPO

Unit 31: Ability to Say No

Block 8: Getting Ready for a Job

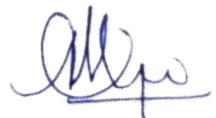
Unit 32: Preparing for the Job

Unit 33: Writing your CV and Job Application

Unit 34: Portfolio making

Unit 35: Preparing and Facing Interview, Phone & Walk in Interviews

Unit 36: Group Discussion



Co-ordinator
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Kaliyankavilai-629 153, T

Block 1: Introduction to Computers

- Unit 1: Introduction to PC
- Unit 2: Storage Organization
- Unit 3: Input/Output Devices
- Unit 4: Software
- Unit 5: Introduction to Database Management Systems

Block 2: Software Security and Antivirus

- Unit 1: Information Security Concerns
- Unit 2: Software Vulnerabilities

Block 3: Web Based Technologies

- Unit 1: Internet an Overview
- Unit 2: Concepts of Web Browsers
- Unit 3: Internet Search
- Unit 4: What we can do using Internet

Block 4: Introduction to MS Office

- Unit 1: MS Word
- Unit 2: MS PowerPoint

Block 5: MS Excel – Basic

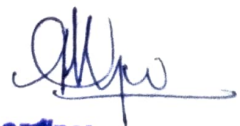
- Unit 1: Working with Work Sheets
- Unit 2: Formatting and Editing
- Unit 3: Formulae's and Functions
- Unit 4: Sorting and Filters
- Unit 5: File Handling

Block 6: Advanced MS Excel and Basics of MS Access

- Unit 1: Working with Multiple Sheets and Workbooks
- Unit 2: Working with Tables and Charts
- Unit 3: Protecting and Printing Worksheets
- Unit 4: Basics of MS Access

Block 7: Practicals (Lab Manual 1 & 2)

- | | |
|-------------|-------------------|
| 1. MS Word | 2. MS Power point |
| 3. MS Excel | 4. MS Access |



Co-ordinator
IGNOU Study Centre-40031
St. Ann's Catholic College of
Arts and Science
Madhavilai-629 153, T.N



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 40031

Students' Attendance Sheet

Programme: CCITSK Course Code: 13P02 Year: Semester: Batch No:

Date: 2.09.2018

Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	<u>Vimal Jenisha J.R.</u>		<u>J.R. Vimal Jenisha</u>	
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Total No. of learners in the Programme :

Total No. of learners attended Counselling / learning activity :

Dr. C. ARUL MARY THANGAM

Name & Signature of Co-ordinator / PIC
NNOB Study Centre - 40031

Date: Nanjil Catholic College of
(Stamp) Science

Kaliyarkavilai - 623 433, T.N.

Kavilai - 629 153, T.N.

[Signature]
Name & Signature of the Counsellor



V.NO-10

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 40031

Students' Attendance Sheet

Programme: CCTIS.k Course Code: 9901.06 Year: Semester: Batch No:

Date: 08.09.2018 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	<u>Vimal Jenisha JD</u>	<u>189620689</u>	<u>T.R.Vimal Jenisha</u>	
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Total No. of learners in the Programme :

Total No. of learners attended Counselling / learning activity :

Dr. C. ARUL MURUGAN

Co-ordinator

Name & Signature of Co-ordinator / PIC

Regional Centre - 40031

Nanjil Catholic College of

Arts and Science

Kaliyakkavilai - 629 153, T.N.

[Signature]

Name & Signature of the Counsellor

Arts and Science

Kaliyakkavilai - 629 153, T.N.



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 40031

Students' Attendance Sheet

Programme CCITSK Course Code BP0706 Year:..... Semester:..... Batch No:.....

Date 15.09.2018

Time : From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Vimal Jenista J.R	189620689	J.R. Vimal Jenista	
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Total No. of learners in the Programme :
Total No. of learners attended Counselling / learning activity :

D.: C. ARUL MARY THANGAM
Name & Signature of Co-ordinator / PIC
IGNOU Study Centre - 40031
Nanjil Catholic College of
Arts and Science
Kattiyankavilai - 629 153, T.M.
Kattiyankavilai - 629 153, TN

R.B. Binthe Dweest
Name & Signature of the Counsellor



Theory / Practical

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanyil Catholic College of Arts and Science
Centre Code 40031 Kaliyakkavilam**Students' Attendance Sheet**Programme: CCPISK Course Code: 3901-01 Year: Semester: Batch No:Date: 1.12.2019 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Amala Adchaya J.J	197749558	<i>[Signature]</i>	
2	Anchana S	199927939	Ab	
3	Anuja R.M	199924815	<i>[Signature]</i>	
4	Anupama M.T	199924782	<i>[Signature]</i>	
5	Asha W.A	199924775	Asha	
6	Aswini S.P	199924768	AS	
7	Beena V	1999240094	Ab.	
8	Bhagya Lakshmi	199924808	<i>[Signature]</i>	
9	Jyothika B.O	199924750	AS.	
10	Neethu VA	199924790	<i>[Signature]</i>	
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Total No. of learners in the Programme : 10
Total No. of learners attended Counselling / learning activity : 6*[Signature]*
Name & Signature of Co-ordinator / PIC*[Signature]*
Name & Signature of the CounsellorDate:
(Stamp)
Indira Gandhi National Open University
Regional Centre - 40031
Nanyil Catholic College of Arts and Science

**Nanjil Catholic College of Arts and Science
Kaliyakkavilai**

Shift II- IGNOU

Report 2018-2019

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 2018-2019 the number of students who had enrolled in various certificate programmes are given below:

1. Certificate in Teaching English as a Second Language (CTE) – 6 students
2. Certificate programme in Communication and IT Skills (CCITSK)- 10 students

All the above enrolled students secured high marks and got the certificate.


Head

**Department of Commerce (UG)
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153 Tanj.**
Head of the Department



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

PRINCIPAL

**Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153**



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:

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



Theory / Practical

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SQ / PSC / SSC / Nanjil Catholic College of Arts and Science,

Centre Code 40031 Kalivakkavilai

Students' Attendance Sheet

Programme: CETM Course Code: 05Y008 Year: Semester: Batch No: I

Date: 14.11.2018 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Ajina J.L.	183662167	<u>Ajina</u>	
2	Brindha T.	183662110	<u>T. Brindha</u>	
3	Shanu S.	183662181	<u>Shanu</u>	
4	Sherin S.C.	183662128	<u>Sherin</u>	
5	Shini S.N.	183662150	<u>Shini</u>	
6	Stefy K.V.	183662174	<u>Stefy K.V.</u>	
7	Teenu D.	183662103	<u>Teenu</u>	
8	Viji S.N.	183662135	<u>Viji</u>	
9	Vincy J.	183662142	<u>J. Vincy</u>	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Total No. of learners in the Programme : 9

Total No. of learners attended Counselling / learning activity : 9

Dr. C. ARUL MARY THANGAM
 Name & Signature of Co-ordinator
 Date: 14.11.2018
 IGNOU Study Centre
 (Stamp) Nanjil Catholic College of Arts and Science
 Kalivakkavilai - 629 153, T.N.

Beena V
 Name & Signature of the Counsellor

शं. IG33-135057
अं. IG33-135057

अनुक्रममांक
Enrolment No. 183662167

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Ajina J Q*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi
दिनांक / Dated February 15, 2019



मुख्यसचिव
Registrar

सं. IG33-135052
No.

अनुक्रममांक 183662110
Enrolment No.

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Brindha T*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi
दिनांक / Dated February 15, 2019



कुलसचिव
Registrar

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Shanu S*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi

दिनांक / Dated February 15, 2019



कुलसचिव

Registrar

क्र. No. IG33-135053

अनुक्रमणिका
Enrollment No. 183662128

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Sherin S C*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi
दिनांक / Dated February 15, 2019



कुलसचिव
Registrar

सं. IG33-135056
No.

अनुक्रमांक
Enrolment No. 183662150

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Shini SN*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi
दिनांक / Dated February 15, 2019



[Signature]
कुलसचिव
Registrar

सं. IG33-135058
No.

अनुक्रमांक
Enrolment No. 183662174

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that

Stefy KV

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi

दिनांक / Dated February 15, 2019



[Signature]

कुलसचिव
Registrar

सं.
No. IG33-135051

अनुक्रममांक
Enrolment No. 183662103

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Teenu B*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi

दिनांक / Dated February 15, 2019



कुलसचिव
Registrar

सं. IG33-135054
No.

अनुक्रमांक
Enrollment No. 183662135

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that

Viji SN

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2018

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi

दिनांक / Dated February 15, 2019



[Signature]

कुलसचिव
Registrar

सं. IG33-135055
No.

अनुक्रम सं. 183662142
Enrolment No.

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Viney J*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

June 2019

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded

Certificate in Energy Technology and Management

प्रदान किया जाता है।

नई दिल्ली / New Delhi
दिनांक / Dated August 14, 2019



कुलसचिव
Registrar

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

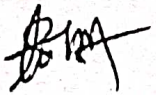
UNIT VI

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*

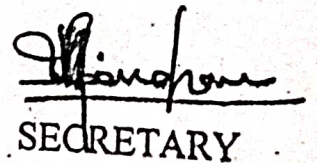
S.NO	LIST OF PRACTICAL
1	Company creation
2	Creation of accounting groups and ledgers
3	Prepare a purchase day book with your imaginary data
4	Prepare a sales day book with your own data
5	Prepare trial balance with your own data
6	Prepare subsidiary books and transaction with your own data
7	Prepare 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
Department of Computer Science
List of Student attending various add on courses
Batch:2018-2019
Course:Tally

S.NO	Class	Name of the Student
1	III BSc	Abi mol W
2	III BSc	Abisha V
3	III BSc	Ancilin A S
4	III BSc	Anju C
5	III BSc	Divya A
6	III BSc	Eevilin Brabha J L
7	III BSc	Jincy K M
8	III BSc	Mary Abitha R
9	III BSc	Nasrin Shah B
10	III BSc	Remya D R
11	III BSc	Siva Lekshmi A S
12	III BSc	Sujina M R
13	III BSc	Alex K S
14	III BSc	Bensujin J S
15	III BSc	Mihaya M




Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
RESULT ANALYSIS
SHIFT -II TALLY PROGRAMME 2018-19

Number of Students Registered	141
Number of Students Appeared	135
Number of Students Absent	6
Number of Students Pass	135
Number of Students Fail	NIL
Number of Students got A+ Grade	83
Number of Students got A Grade	38
Number of Students got B+ Grade	13
Number of Students got B Grade	1
TOTAL	135


CO-ORDINATOR


PRINCIPAL


SECRETARY

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
RESULT ANALYSIS
SHIFT -II TALLY PROGRAMME 2018-19

SL. No	ID	NAME	MARK	GRADE
1	TA-270416201933	ADWAI DH S R	Ab	-
2	TA-150424201906	AJIN L	Ab	-
3	TA-120408201901	AJIN S	83.33	A+
4	TA-230424201939	AJITH KUMAR M S	76.67	A
5	TA-050250201953	ALSHA S ANTONY	73.33	A
6	TA-220438201912	ANANDA KRISHNAN K R	73.33	A
7	TA-270411201935	ANANTHU S	Ab	-
8	TA-050248201958	ANCY ANGEL MARY R	83.33	A+
9	TA-160425201900	ANEESH A	80	A+
10	TA-050248201911	ANISHA R	83.33	A+
11	TA-050248201905	ANISHLA M R	86.67	A+
12	TA-050248201951	ANJUMOL O	80	A+
13	TA-050250201946	ANTO NEHA X	80	A+

14	TA-050249201900	ARUL JASPIN A V	80	A+
15	TA-050248201913	ASHINI DHAS A C	83.33	A+
16	TA-120218201900	ASWINI J	76.67	A
17	TA-050248201906	DEEPA S D	70	A
18	TA-160425201911	EZHLIN HERJITH C G	AB	-
19	TA-120409201908	FRANCIS XAVIER S	83.33	A+
20	TA-240404201920	GEORGE MARY A	90	A+
21	TA-160425201913	HARISON W S	83.33	A+
22	TA-050248201918	JEBISHA J	83.33	A+
23	TA-290130201901	JENSIYA J R	73.33	A
24	TA-240454201918	JINEESHA MOL S U	80	A+
25	TA-120407201941	MEGHA M L	76.67	A
26	TA-050248201946	MINI S	83,33	A+
27	TA-120408201942	MUHAMMAD RASHID A	90	A+
28	TA-050250201944	NITHYA DAS	83.33	A+

29	TA-090224201908	PRATHEESH A	90	A+
30	TA-090224201902	RAJI R S	66.67	B+
31	TA-120407201942	RISWANA THASNEEM S	80	A+
32	TA-090224201904	ROBIN RAJ R	80	A+
33	TA-240453201952	SARANYA S	83.33	A+
34	TA-160425201905	SARATH G	Ab	-
35	TA-230422201940	SHAM DAS M	90	A+
36	TA-050248201949	SHIBI C	86.67	A+
37	TA-090224201906	SIBIN JOSE C	80	A+
38	TA-220438201901	SOJIN S	80	A+
39	TA-050258201932	SREENU S M	63.33	B+
40	TA-150424201912	SUBIN P S	90	A+
41	TA-230422201938	THATHEUS ANTONY J L	86.67	A+
42	TA-090224201909	VINEESH W	90	A+
43	TA-150424201914	VINEETH R V	83.33	A+

44	TA-120408201915	YESUDAS A	76.67	A
45	TA-050249201903	AGANYA S	70	A
46	TA-160424201954	AJAY C	80	A+
47	TA-150426201910	AJEESH S	76.67	A
48	TA-050249201902	AJISHA RAJ D	83.33	A+
49	TA-110224201926	ANCHANA T R	83.33	A+
50	TA-070206201904	ANCY T R	76.67	A
51	TA-230422201933	ANEESH N A	83.33	A+
52	TA-070259201948	ANUBA S	56.67	B
53	TA-160425201909	ASHA SREE J	80	A+
54	TA-230422201941	ASWIN S	66.67	B+
55	TA-070206201903	ATHIRA Y S	73.33	A
56	TA-050258201930	BABIN P L	80	A+
57	TA-220438201940	DERPHIN J	83.33	A+
58	TA-160456201903	FELIX B JOSEPH	86.67	A+

59	TA-150424201910	GEORGE VIJITH T R	86.67	A+
60	TA-110224201938	HARI KRISHNAN G R	73.33	A
61	TA-160455201933	JEGAN T	66.67	B+
62	TA-070206201923	JENIL J	66.67	B+
63	TA-120407201917	JINCY V M	83.33	A+
64	TA-160425201907	LIBIYA L	66.67	B+
65	TA-050248201940	MANJUSHA MANONMANI M	70	A
66	TA-230422201945	MUHAMMED IRFAN N	83.33	A+
67	TA-110224201944	NANDAN V R	76.67	A
68	TA-270416201956	NEETHU VIJAYAN	83.33	A+
69	TA-160401201926	RAHUL KRISHNA M A	70	A
70	TA-110224201951	SAJAN RAJ C S	76.67	A
71	TA-120407201906	SAJIN M C	76.67	A
72	TA-160425201904	SARATH R S	93.33	A+
73	TA-160401201932	SEYYATHALI M	86.67	A+

74	TA-120217201958	SHALU L	83.33	A+
75	TA-070206201906	SHAMEENA S	73.33	A
76	TA-050248201903	SHANU S	80	A+
77	TA-110224201953	SIMI MOHIDEEN S M	76.67	A
78	TA-070206201913	SOWMIYA D	90	A+
79	TA-160424201958	SUBIN K T	80	A+
80	TA-160425201902	VIBIN V	66.67	B+
81	TA-230422201943	VIMAL JOSEPH J	83.33	A+
82	TA-110224201924	VINCY R	73.33	A
83	TA-110223201918	ABISHA R P	80	A+
84	TA-120256201946	ADARSH R	86.67	A+
85	TA-110224201923	ADLIN ANCY S	83.33	A+
86	TA-110224201900	AGNES CATHERINE S J	90	A+
87	TA-250454201916	AJAY V R	93.33	A+
88	TA-120215201955	AJITH S	76.67	A

89	TA-270416201955	AJITH S	90	A+
90	TA-110223201932	AKHIL Y S	93.33	A+
91	TA-150426201906	AMINI J R	76.67	A
92	TA-120256201954	ANISHA M	76.67	A
93	TA-110223201910	ANJU A S	66.67	B+
94	TA-270416201953	ANJU RAJ S	66.67	B+
95	TA-110224201908	ANNIE C	Ab	-
96	TA-230436201946	ARNIKA JENCY V	90	A+
97	TA-110222201955	ATHIRA S V	66.67	B+
98	TA-120407201935	DHEEPAN K	73.33	A
99	TA-120257201903	DRAVID ALEXANDER J	90	A+
100	TA-250454201945	JABESTIN S	73.33	A
101	TA-110224201905	JEBISHA J	66.67	B+
102	TA-110222201949	JINCY RAJ R V	86.67	A+
103	TA-110223201929	MANU M	80	A+

104	TA-110223201922	MINI R	90	A+
105	TA-110224201921	NEETHU R N	76.67	A
106	TA-220438201926	NUSRATH R	76.67	A
107	TA-110222201945	PAVITHRA C	83.33	A+
108	TA-110224201915	PRABISHA A V	70	A
109	TA-110223201905	PREETHI P R	83.33	A+
110	TA-050248201953	RANJITH N	83.33	A+
111	TA-110223201930	REEJU MON R V	83.33	A+
112	TA-120257201900	REMYA K	86.67	A+
113	TA-050250201947	RIJU MON S	66.67	B+
114	TA-110223201908	RISHMA VINCE V C	66.67	B+
115	TA-110223201907	SAJEENA V M	80	A+
116	TA-240450201953	SARATH KUMAR J	93.33	A+
117	TA-120257201902	SHAJITHA S	80	A+
118	TA-110222201958	SHINDYA M	76.67	A

119	TA-120256201950	SHINI A S	76.67	A
120	TA-110222201957	SOWMIYA R A	86.67	A+
121	TA-240451201912	SUBIN S A	73.33	A
122	TA-240452201922	SYED HANIF S	70	A
123	TA-270417201942	VINEETH V	90	A+
124	TA-110224201913	VINIJA V	76.67	A
125	TA-110223201920	VINISHA K C	90	A+
126	TA-090223201957	ABIMOL W	70	A
127	TA-070205201953	ABISHA V	90	A+
128	TA-150426201908	ALEX K S	80	A+
129	TA-070206201921	ANCILIN A S	70	A
130	TA-050247201955	ANJU C	83.33	A+
131	TA-110224201955	BENSUJIN J S	93.33	A+
132	TA-050247201951	DIVYA A	90	A+
133	TA-070206201915	EEVILIN BRABHA J L	83.33	A+

134	TA-070205201957	JINCY K M	73.33	A
135	TA-110224201932	MARY ABITHA R	90	A+
136	TA-110224201959	MIHAYA M	90	A+
137	TA-160425201922	NASRIN SHAH M B	90	A+
138	TA-050247201953	REMYA D R	86.67	A+
139	TA-070205201955	SIVA LEKSHMI A S	70	A
140	TA-110225201902	SUJINA M R	80	A+
141	TA-120257201905	JENISHA L	83.33	A+

D. M.
19/6/19
CO-ORDINATOR

A. M.
19.6.19
PRINCIPAL

L. M.
19/6/19
SECRETARY



Tally Academy™
CERTIFIED
Accountant

Certificate of Excellence

NASRIN SHAH M B

has successfully completed the requirements to be recognized as a

TallyAcademy Certified Accountant on Tally.ERP 9

Grade : **A+**

Certificate No : **TAC-1505194819**



Authorised Signatory

tallyacademy.in

CENTER :

"NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE", KALIYAKKAVILAI, KANYAKUMARI DISTRICT - 629 153

Nanjil Catholic College of Arts And Science,

Kaliyakkavilai

TALLY ENROLLMENT 2018-2019

Sl.No	Tally ID. No.	Name
1	TA- 050249201903	Aganya S
2	TA- 160424201954	AJAY C
3	TA- 150426201910	Ajeesh S
4	TA- 050249201902	Ajisha Raj D
5	TA- 110224201926	Anchana T R
6	TA- 070206201904	Ancy T R
7	TA- 230422201933	Aneesh N A
8	TA- 070259201948	Anuba S
9	TA- 160425201909	Asha Sree J
10	TA- 230422201941	Aswin S
11	TA- 070206201903	Athira Y S
12	TA- 050258201930	Babin P L
13	TA- 220438201940	DERPHIN J
14	TA- 160456201903	FELIX B JOSEPH
15	TA- 150424201910	GEORGE VIJITH T R
16	TA- 110224201938	Hari Krishnan G R
17	TA- 160455201933	JEGAN T
18	TA- 070206201923	Jenil J
19	TA- 120407201917	Jincy V M

20	TA- 160425201907	Libiya L
21	TA- 050248201940	Manjusha M
22	TA- 230422201945	Muhammed Irfan N
23	TA- 110224201944	Nandan V R
24	TA- 270416201956	Neethu Vijayan
25	TA- 160401201926	Rahul Krishna M A
26	TA- 110224201951	Sajan Raj C S
27	TA- 120407201906	Sajin M C
28	TA-160425201904	Sarath R S
29	TA- 160401201932	Seyyathali M
30	TA- 120217201958	Shalu L
31	TA- 070206201906	Shameena S
32	TA- 050248201903	Shanu S
33	TA- 110224201953	Simi Mohideen S M
34	TA- 070206201913	Sowmiya D
35	TA- 160424201958	SUBIN K T
36	TA- 160425201902	Vibin V
37	TA- 230422201943	Vimal Joseph J
38	TA- 110224201924	Vincy R

**Nanjil Catholic College of Arts And Science,
Kaliyakkavilai**

**SHIFT II - TALLY (Tally Academy Certified Accountant)
STUDENTS RESULT 2018 - 2019**

Sl.No	Tally ID. No.	Name		Mobile No.
1	TA-050249201903	Aganya S	antoaganya@gmail.com	7502120301
2	TA-160424201954	AJAY C	ajaypedro@gmail.com	8807564201
3	TA-150426201910	Ajeesh S	ajeeshsva@gmail.com	7010977614
4	TA-050249201902	Ajisha Raj D	dajisharaj@g.mail.com	7708601335
5	TA-110224201926	Anchana T R	keerthy662@gmail.com	7598606356
6	TA-070206201904	Ancy T R	ancytr1998@gmail.com	9442932256
7	TA-230422201933	Aneesh N A	aneeshnaaneesh@gmail.com	9486659814
8	TA-070259201948	Anuba S	anufaseljesi1998@gmail.com	9488241672
9	TA-160425201909	Asha Sree J	ashasreeashokk@gmail.com	7510532828
10	TA-230422201941	Aswin S	saswin13111997@gmail.com	9600355089
11	TA-070206201903	Athira Y S	athirays1999@gmail.com	9744104175
12	TA-050258201930	Babin P L	babinboby1999@gmail.com	8300752506

13	TA- 220438201940	DERPHIN J	derphinj02@gmail.com	8300229312
14	TA- 160456201903	FELIX B JOSEPH	felixmancode@gmail.com	7598408776
15	TA- 150424201910	GEORGE VIJITH T R	georgevijith619@gmail.com	9600484315
16	TA- 110224201938	Hari Krishnan G R	harikrishnangr1998@gmail.com	9003846401
17	TA- 160455201933	JEGAN T	jeganjegan260@gmail.com	9498408261
18	TA- 070206201923	Jenil J	jenishjerome1234@gmail.com	7825036871
19	TA- 120407201917	Jincy V M	charuannmariya@gmail.com	9746903850
20	TA- 160425201907	Libiya L	libiya28may@gmail.com	9486752741
21	TA- 050248201940	Manjusha M	neethu190398@gmail.com	9487510059
22	TA- 230422201945	Muhammed Irfan N	irfanfaizy3541@gmail.com	9487942710
23	TA- 110224201944	Nandan V R	nandanvr125@gmail.com	9495038423
24	TA- 270416201956	Neethu Vijayan	neethuvijayan.u@gmail.com	9944646212
25	TA- 160401201926	Rahul Krishna M A	rahulkrishna98463028@gmail.com	9446916203
26	TA- 110224201951	Sajan Raj C S	sajanrajcs8300@gmail.com	9487311096
27	TA- 120407201906	Sajin M C	sajinkakarrot@gmail.com	7356905372
28	TA-	Sarath R S	sarathrssara@gmail.com	9786272672

	160425201904			
29	TA- 160401201932	Seyyathali M	seyyathali777@gmail.com	9488201504
30	TA- 120217201958	Shalu L	shalulowrance2018@gmail.com	9544957209
31	TA- 070206201906	Shameena S	shameenasanthi@gmail.com	8098596635
32	TA- 050248201903	Shanu S	shanuparassala@gmail.com	9526148980
33	TA- 110224201953	Simi Mohideen S M	alfasimi@gmail.com	9495297459
34	TA- 070206201913	Sowmiya D	sowmiyadt99@gmail.com	8943516391
35	TA- 160424201958	SUBIN K T	subinswavidha@gmail.com	9489769823
36	TA- 160425201902	Vibin V	vibinvibinv99@gmail.com	7639027919
37	TA- 230422201943	Vimal Joseph J	vimaljoseph64j@gmail.com	8903539266
38	TA- 110224201924	Vincy R	vincychandrika1@gmail.com	9946498312

Tally academy

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Nanjil Catholic College of Arts And Science
Kaliyakkavilai 2018-2019

Sl.No	Tally ID. No.	Name
1	TA-270416201933	ADWAIDH S R
2	TA-150424201906	AJIN L
3	TA-120408201901	AJIN S
4	TA-230424201939	AJITH KUMAR M S
5	TA-050250201953	ALSHA S ANTONY
6	TA-220438201912	ANANDA KRISHNAN K R
7	TA-270411201935	ANANTHU S
8	TA-050248201958	ANCY ANGEL MARY R
9	TA-160425201900	ANEESH A
10	TA-050248201911	ANISHA R
11	TA-050248201905	ANISHLA M R
12	TA-050248201951	ANJUMOL O
13	TA-050250201946	ANTO NEHA X
14	TA-050249201900	ARUL JASPIN A V
15	TA-050248201913	ASHINI DHAS A C
16	TA-120218201900	ASWINI J
17	TA-050248201906	DEEBA S D
18	TA-160425201911	EZHILIN HERJITH C G
19	TA-120409201908	FRANCIS XAVIER S
20	TA-240404201920	GEORGE MARY A
21	TA-160425201913	HARISON W S
22	TA-050248201918	JEBISHA J
23	TA-290130201901	JENSIYA J R
24	TA-240454201918	JINEESHA MOL S U
25	TA-120407201941	MEGHA M L
26	TA-050248201946	MINI S
27	TA-120408201942	MUHAMMAD RASHID A
28	TA-050250201944	NITHYA DAS
29	TA-090224201908	PRATHEESH A
30	TA-090224201902	RAJI R S
31	TA-120407201942	RISWANA THASNEEM S
32	TA-090224201904	ROBIN RAJ R
33	TA-240453201952	SARANYA S
34	TA-160425201905	SARATH G
35	TA-230422201940	SHAM DAS M
36	TA-050248201949	SHIBI C

37	TA-090224201906	SIBIN JOSE C
38	TA-220438201901	SOJIN S
39	TA-050258201932	SREENU S M
40	TA-150424201912	SUBIN P S
41	TA-230422201938	THATHEUS ANTONY J L
42	TA-090224201909	VINEESH W
43	TA-150424201914	VINEETH R V
44	TA-120408201915	YESUDAS A
45	TA-110223201918	ABISHA R P
46	TA-120256201946	ADARSH R
47	TA-110224201923	ADLIN ANCY S
48	TA-110224201900	AGNES CATHERINE S J
49	TA-250454201916	AJAY V R
50	TA-120215201955	AJITH S
51	TA-270416201955	AJITH S
52	TA-110223201932	AKHIL Y S
53	TA-150426201906	AMINI J R
54	TA-120256201954	ANISHA M
55	TA-110223201910	ANJU A S
56	TA-270416201953	ANJURAJ S
57	TA-110224201908	ANNIE C
58	TA-230436201946	ARNIKA JENCY B
59	TA-110222201955	ATHIRA S V
60	TA-120407201935	DHEEPAN K
61	TA-120257201903	DRAVID ALEXANDER J
62	TA-250454201945	JABESTIN S
63	TA-110224201905	JEBISHA J
64	TA-110222201949	JINCY RAJ R V
65	TA-110223201929	MANU M
66	TA-110223201922	MINI R
67	TA-110224201921	NEETHU R N
68	TA-220438201926	NUSRATH R
69	TA-110222201945	PAVITHRA C
70	TA-110224201915	PRABISHA A B
71	TA-110223201905	PREETHI P R
72	TA-050248201953	RANJITH N
73	TA-110223201930	REEJU MON R V
74	TA-120257201900	REMYA K
75	TA-050250201947	RIJU MON S
76	TA-110223201908	RISHMA VINCE V C
77	TA-110223201907	SAJEENA V M
78	TA-240450201953	SARATH KUMAR J
79	TA-120257201902	SHAJITHA S

80	TA-110222201958	SHINDYA M
81	TA-120256201950	SHINI A S
82	TA-110222201957	SOWMIYA R A
83	TA-240451201912	SUBIN S A
84	TA-240452201922	SYED HANIF S
85	TA-270417201942	VINEETH V
86	TA-110224201913	VINIJA V
87	TA-110223201920	VINISHA K C
88	TA-090223201957	ABI MOL W
89	TA-070205201953	ABISHA V
90	TA-150426201908	ALEX K S
91	TA-070206201921	ANCILIN A S
92	TA-050247201955	ANJU C
93	TA-110224201955	BENSUJIN J S
94	TA-050247201951	DIVYA A
95	TA-070206201915	EEVILIN BRABHA J L
96	TA-070205201957	JINCY K M
97	TA-110224201932	MARY ABITHA R
98	TA-110224201959	MIHAYA M
99	TA-160425201922	NASRIN SHAH M B
100	TA-050247201953	REMYA D R
101	TA-070205201955	SIVALEKSHMI A S
102	TA-110225201902	SUJINA M R

[Handwritten Signature]
21/5/2019

signature of Incharge



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

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
RESULT ANALYSIS
SHIFT -II TALLY PROGRAMME 2018-19

Number of Students Registered	141
Number of Students Appeared	135
Number of Students Absent	6
Number of Students Pass	135
Number of Students Fail	NIL
Number of Students got A+ Grade	83
Number of Students got A Grade	38
Number of Students got B+ Grade	13
Number of Students got B Grade	1
TOTAL	135


19/6/19
CO-ORDINATOR


19/6/19
PRINCIPAL


19/6/19
SECRETARY

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
RESULT ANALYSIS
SHIFT -II TALLY PROGRAMME 2018-19

SL. No	ID	NAME	MARK	GRADE
1	TA-270416201933	ADWAIDH S R	Ab	-
2	TA-150424201906	AJIN L	Ab	-
3	TA-120408201901	AJIN S	83.33	A+
4	TA-230424201939	AJITH KUMAR M S	76.67	A
5	TA-050250201953	ALSHA S ANTONY	73.33	A
6	TA-220438201912	ANANDA KRISHNAN K R	73.33	A
7	TA-270411201935	ANANTHU S	Ab	-
8	TA-050248201958	ANCY ANGEL MARY R	83.33	A+
9	TA-160425201900	ANEESH A	80	A+
10	TA-050248201911	ANISHA R	83.33	A+
11	TA-050248201905	ANISHLA M R	86.67	A+
12	TA-050248201951	ANJUMOL O	80	A+
13	TA-050250201946	ANTO NEHA X	80	A+

14	TA-050249201900	ARUL JASPIN A V	80	A+
15	TA-050248201913	ASHINI DHAS A C	83.33	A+
16	TA-120218201900	ASWINI J	76.67	A
17	TA-050248201906	DEEPA S D	70	A
18	TA-160425201911	EZHILIN HERJITH C G	AB	-
19	TA-120409201908	FRANCIS XAVIER S	83.33	A+
20	TA-240404201920	GEORGE MARY A	90	A+
21	TA-160425201913	HARISON W S	83.33	A+
22	TA-050248201918	JEBISHA J	83.33	A+
23	TA-290130201901	JENSIYA J R	73.33	A
24	TA-240454201918	JINEESHA MOL S U	80	A+
25	TA-120407201941	MEGHA M L	76.67	A
26	TA-050248201946	MINI S	83,33	A+
27	TA-120408201942	MUHAMMAD RASHID A	90	A+
28	TA-050250201944	NITHYA DAS	83.33	A+

29	TA-090224201908	PRATHEESH A	90	A+
30	TA-090224201902	RAJI R S	66.67	B+
31	TA-120407201942	RISWANA THASNEEM S	80	A+
32	TA-090224201904	ROBIN RAJ R	80	A+
33	TA-240453201952	SARANYA S	83.33	A+
34	TA-160425201905	SARATH G	Ab	-
35	TA-230422201940	SHAM DAS M	90	A+
36	TA-050248201949	SHIBI C	86.67	A+
37	TA-090224201906	SIBIN JOSE C	80	A+
38	TA-220438201901	SOJIN S	80	A+
39	TA-050258201932	SREENU S M	63.33	B+
40	TA-150424201912	SUBIN P S	90	A+
41	TA-230422201938	THATHEUS ANTONY J L	86.67	A+
42	TA-090224201909	VINEESH W	90	A+
43	TA-150424201914	VINEETH R V	83.33	A+

44	TA-120408201915	YESUDAS A	76.67	A
45	TA-050249201903	AGANYA S	70	A
46	TA-160424201954	AJAY C	80	A+
47	TA-150426201910	AJEESH S	76.67	A
48	TA-050249201902	AJISHA RAJ D	83.33	A+
49	TA-110224201926	ANCHANA T R	83.33	A+
50	TA-070206201904	ANCY T R	76.67	A
51	TA-230422201933	ANEESH N A	83.33	A+
52	TA-070259201948	ANUBA S	56.67	B
53	TA-160425201909	ASHA SREE J	80	A+
54	TA-230422201941	ASWIN S	66.67	B+
55	TA-070206201903	ATHIRA Y S	73.33	A
56	TA-050258201930	BABIN P L	80	A+
57	TA-220438201940	DERPHIN J	83.33	A+
58	TA-160456201903	FELIX B JOSEPH	86.67	A+

59	TA-150424201910	GEORGE VIJITH T R	86.67	A+
60	TA-110224201938	HARI KRISHNAN G R	73.33	A
61	TA-160455201933	JEGAN T	66.67	B+
62	TA-070206201923	JENIL J	66.67	B+
63	TA-120407201917	JINCY V M	83.33	A+
64	TA-160425201907	LIBIYA L	66.67	B+
65	TA-050248201940	MANJUSHA MANONMANI M	70	A
66	TA-230422201945	MUHAMMED IRFAN N	83.33	A+
67	TA-110224201944	NANDAN V R	76.67	A
68	TA-270416201956	NEETHU VIJAYAN	83.33	A+
69	TA-160401201926	RAHUL KRISHNA M A	70	A
70	TA-110224201951	SAJAN RAJ C S	76.67	A
71	TA-120407201906	SAJIN M C	76.67	A
72	TA-160425201904	SARATH R S	93.33	A+
73	TA-160401201932	SEYYATHALI M	86.67	A+

74	TA-120217201958	SHALU L	83.33	A+
75	TA-070206201906	SHAMEENA S	73.33	A
76	TA-050248201903	SHANU S	80	A+
77	TA-110224201953	SIMI MOHIDEEN S M	76.67	A
78	TA-070206201913	SOWMIYA D	90	A+
79	TA-160424201958	SUBIN K T	80	A+
80	TA-160425201902	VIBIN V	66.67	B+
81	TA-230422201943	VIMAL JOSEPH J	83.33	A+
82	TA-110224201924	VINCY R	73.33	A
83	TA-110223201918	ABISHA R P	80	A+
84	TA-120256201946	ADARSH R	86.67	A+
85	TA-110224201923	ADLIN ANCY S	83.33	A+
86	TA-110224201900	AGNES CATHERINE S J	90	A+
87	TA-250454201916	AJAY V R	93.33	A+
88	TA-120215201955	AJITH S	76.67	A

89	TA-270416201955	AJITH S	90	A+
90	TA-110223201932	AKHIL Y S	93.33	A+
91	TA-150426201906	AMINI J R	76.67	A
92	TA-120256201954	ANISHA M	76.67	A
93	TA-110223201910	ANJU A S	66.67	B+
94	TA-270416201953	ANJU RAJ S	66.67	B+
95	TA-110224201908	ANNIE C	Ab	-
96	TA-230436201946	ARNIKA JENCY V	90	A+
97	TA-110222201955	ATHIRA S V	66.67	B+
98	TA-120407201935	DHEEPAN K	73.33	A
99	TA-120257201903	DRAVID ALEXANDER J	90	A+
100	TA-250454201945	JABESTIN S	73.33	A
101	TA-110224201905	JEBISHA J	66.67	B+
102	TA-110222201949	JINCY RAJ R V	86.67	A+
103	TA-110223201929	MANU M	80	A+

104	TA-110223201922	MINI R	90	A+
105	TA-110224201921	NEETHU R N	76.67	A
106	TA-220438201926	NUSRATH R	76.67	A
107	TA-110222201945	PAVITHRA C	83.33	A+
108	TA-110224201915	PRABISHA A V	70	A
109	TA-110223201905	PREETHI P R	83.33	A+
110	TA-050248201953	RANJITH N	83.33	A+
111	TA-110223201930	REEJU MON R V	83.33	A+
112	TA-120257201900	REMYA K	86.67	A+
113	TA-050250201947	RIJU MON S	66.67	B+
114	TA-110223201908	RISHMA VINCE V C	66.67	B+
115	TA-110223201907	SAJEENA V M	80	A+
116	TA-240450201953	SARATH KUMAR J	93.33	A+
117	TA-120257201902	SHAJITHA S	80	A+
118	TA-110222201958	SHINDYA M	76.67	A

119	TA-120256201950	SHINI A S	76.67	A
120	TA-110222201957	SOWMIYA R A	86.67	A+
121	TA-240451201912	SUBIN S A	73.33	A
122	TA-240452201922	SYED HANIF S	70	A
123	TA-270417201942	VINEETH V	90	A+
124	TA-110224201913	VINIJA V	76.67	A
125	TA-110223201920	VINISHA K C	90	A+
126	TA-090223201957	ABIMOL W	70	A
127	TA-070205201953	ABISHA V	90	A+
128	TA-150426201908	ALEX K S	80	A+
129	TA-070206201921	ANCILIN A S	70	A
130	TA-050247201955	ANJU C	83.33	A+
131	TA-110224201955	BENSUJIN J S	93.33	A+
132	TA-050247201951	DIVYA A	90	A+
133	TA-070206201915	EEVILIN BRABHA J L	83.33	A+

134	TA-070205201957	JINCY K M	73.33	A
135	TA-110224201932	MARY ABITHA R	90	A+
136	TA-110224201959	MIHAYA M	90	A+
137	TA-160425201922	NASRIN SHAH M B	90	A+
138	TA-050247201953	REMYA D R	86.67	A+
139	TA-070205201955	SIVA LEKSHMI A S	70	A
140	TA-110225201902	SUJINA M R	80	A+
141	TA-120257201905	JENISHA L	83.33	A+

D. M.
19/6/19
CO-ORDINATOR

A. M.
PRINCIPAL

L. M.
19/6/19
SECRETARY

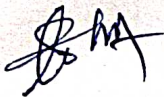
Nanjil Catholic College of Arts and Science

Kaliyakkavilai

Tally Shift II

Report 2018-2019

The institution offers Tally Shift II programme to all the students every year. During the year 2018 -19, 141 students were registered from the college. Of the total 141 , 102 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 102 registered students, 100 students completed the course successfully with high marks. Two students were absent for examination.



In-charge



A. [Signature]
Principal



[Signature]
Secretary





Tallyacademy™
CERTIFIED
Accountant

Certificate of Excellence

RESHMI G S

has successfully completed the requirements to be recognized as a

TallyAcademy Certified Accountant
on Tally.ERP 9

Grade : A+

Certificate No : TAC-2000004225



Jathare

Authorised Signatory

www.tallyacademy.in

CTE PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN THE TEACHING OF ENGLISH AS A SECOND LANGUAGE (CTE)



**School of Humanities
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068**

A detailed Description of the Programme is given below:

**Course Code: CTE-1
(Compulsory)**

Course Title: The Language Learner

**Blocks and Units
Number and Title**

Audios

Videos

1. The Learner

1. Who are the Learners of Language-1?
2. Who are the Learners of Language -2?
3. Learner Factors in Second Language Acquisition – 1
4. Learner Factors in Second Language Acquisition – 2

2. The Nature of Language

5. What is Language? Unique Features of Human Language
6. Language and Society
7. Language, Mind and Brain
8. Language Change in English through the Ages.

3. The Nature of Language Learning

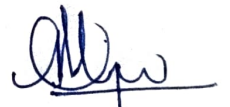
9. Learning Theories
10. The Role of Errors in Language Learning –1: Contrastive Analysis and Error Analysis
11. The Role of Errors in Language Learning – II

4. Language Learning in Multilingual Settings

12. Bilingualism
13. Code-Mixing, Code-Switching and their Use in the English Classroom
14. English in India
15. A Survey of the Position of English in Schools and Colleges
16. Language and Power

Audio

The Use of Mother
Tongue in the English
Classroom



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Blocks and Units Number and Title	Audios	Videos
1. English and its Varieties		Audios
1. Native and Non-native Varieties of English		Native and Non-natives Varieties of English-A Question Mark
2. Indianization of English		
3. Indian English- Question of Standard Form And Intelligibility		English in India: An Overview
2. The Nature of Text		
4. What is a Text?		
5. The Discourse Perspective		
6. Application of Text Analysis to Teaching the Four Language Skills		
3. Sentence Types: Form and Function		
7. Basic Sentence Patterns in English		
8. Sentence Transformation: Negatives and Interrogatives		
9. The Noun Phrase – I		
10. The Noun Phrase – II		
11. The Verb Phrase: Lexical, Auxiliary and Phrasal Verbs		
12. Complex and Compound Sentences		
4. English Word Patterns and Sounds		
13. Word Patterns		
14. Inflectional Morphology of English – I		
15. Inflectional Morphology of English –II		
16. Derivational Morphology of English		
17. Sounds of English: Vowels and Consonants		Audios
18. Stress and Rhythm in Connected Speech		Sounds of English: Vowels and Consonants 1, 2, 3

Blocks and Units
Number and Title

Audios

1. General Principles of Teaching-Learning

Audios

- | | | |
|---|-----|--|
| 1. Planning Lessons: From Course Materials to Classroom Process | 1. | Planning Lessons |
| 2. Classroom Management | 2. | Classroom Management |
| 3. Monitoring Instruction – The Reflective Teacher | 3. | The Role of the Teacher |
| 4. Experimenting with Teaching | 4&5 | The Usefulness of Cooperative Learning 1&2 |

2. Activities—Listening and Reading

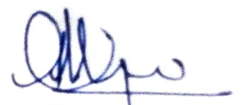
5. Language Learning Activities – I: Listening and Reading Comprehension
6. The Need for Teaching Listening Comprehension in the Classroom
7. The Reading Process
8. Developing Reading Skills

3. Activities—Speaking and Writing

9. Speaking and Writing: Similarities and Differences
10. Some Approaches to Teaching the Spoken Language
11. Classroom Activities (Speaking)
12. Emerging Trends in Teaching Writing
13. Teaching Grammar

4. Creating Materials

14. Teaching Materials
Their Need and Justification
 15. Approaches to Materials Production
 16. Evaluating and Adapting Instructional Materials
6. Making Tests
Useful and Enjoyable



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Blocks and Units
Number and Title

- | | Audios |
|--|--|
| 1. Pupil and Teacher | |
| 1. The Learner at Primary School Level | 1. Identifying the Special Learner |
| 2. Teaching Underprivileged Learners | 2. Classroom Management –
Elementary School |
| 3. Educating the Special Learner | 3. Role of the Teacher-
Elementary School |
| 2. Listening Comprehension and Speaking | |
| 4. Speaking | |
| 5. Listening in the Primary School | |
| 6. Listening for Perception – Auditory Discrimination Activities | |
| 7. Listening for Comprehension | 4&5 Once Upon a Time – 1&2 |
| 8. Testing Speaking and Listening | |
| 3. Reading Comprehension | |
| 9. Teaching Reading: General Principles | |
| 10. The Nature of Reading | |
| 11. Teaching Reading Strategies | |
| 12. Teaching Reading Comprehension Strategies | |
| 13. Developing and Implementing Reading Programmes | |
| 4a. Teaching Writing 1 | |
| 14. The Mechanics of Writing | |
| 15. Creating a Writing Environment | |
| 16. Types of Writing in the Primary School | |
| 17. The Writing Process with Beginners | |
| 4b. Teaching Writing 2 | |
| 18. Process Writing at a More Advanced Level | |
| 19. Writing Across the Curriculum | |
| 20. Evaluation of Written Work | |
| 21. Teaching Grammar: New Activities and Games | |



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 40031 Kaliyakkavilai

Students' Attendance Sheet

Programme: CTE Course Code: C7C-05 Year: Semester: Batch No:

Date: 4-05-2019 Time: From 10 To 12

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Anchana . S	191853865	Anchana S	
2	Anisha Raj k	191855457	Anisha Raj k	
3	Bibin A	191853177	A. Bibin	
4	Dinesh S.M	191848326	AD	
5	Jobin Jose J	191858413	Jobin Jose	
6	Shalini Rajan	191853858	Shalini Rajan	
7				
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17				
18				
19				
20				

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

Name & Signature of Co-ordinator / PIC
Dr. C. ARUL MARY THANGAM
Date:
(Stamp)
IGNOU Regional Centre - 40031
Nanjil Catholic College of

4
Name & Signature of the Counsellor