NSQF: SKILL BASED PROGRAMS FOR THE ACADEMIC YEAR 2020-2021

Institution Details

State	Affiliating University	Name
Tamil Nadu	Manonmaniam Sundaranar University, Tirunelveli	Nanjil Catholic College of Arts & Science

Full Postal Address	Email ID	Phone No	Pin	Nature
Nedumcode, Kaliyakkavilai - 629 153, District Kanyakumari	meenakshingl@gmail.com	9443119565	629153	Self Financing

Head of the Institution

Head Name	Head Designation	Head Email	Head Mobile Number
Dr.A.Meenakshisundararajan	Principal	meenakshingl@gmail.com	9443119565

Nodal Officer

Nodal Name	Nodal Designation	Nodal Email	Nodal Mobile Number
Dr.M.Amalanathan	Assistant Professor	nathan.amalphysics@gmail.com	9940347178

Programme Details

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR
1	Certificate	IT/ITes	Certificate in Desktop Publishing	New	NA

Proposal	MOU
View	View

Year	Gender	Intake				Passout				Placement			
		GEN	OBC	SC	ST	GEN	OBC	SC	ST	GEN	OBC	SC	ST
2020	Male	0	13	0	0	0	0	0	0	0	0	0	0
2020	Female	2	26	0	0	0	0	0	0	0	0	0	0
2020	Total	2	39	0	0	0	0	0	0	0	0	0	0

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR
2	Certificate	Banking & Financial Service	Certificate in Banking and Finance	New	NA

Proposal	MOU
View	View

Year	Gender	Intake				Passout				Placement			
		GEN	OBC	SC	ST	GEN	OBC	SC	ST	GEN	OBC	SC	ST
2020	Male	0	2	0	0	0	0	0	0	0	0	0	0
2020	Female	1	44	0	0	0	0	0	0	0	0	0	0
2020	Total	1	46	0	0	0	0	0	0	0	0	0	0

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR
3	Certificate	Food Processing	Certificate in Dairy technology	New	NA

Proposal	MOU
View	View

Year	Gender	Intake				Passout				Placement			
		GEN	OBC	SC	ST	GEN	OBC	SC	ST	GEN	OBC	SC	ST
2020	Male	0	3	0	0	0	0	0	0	0	0	0	0
2020	Female	0	37	0	0	0	0	0	0	0	0	0	0
2020	Total	0	40	0	0	0	0	0	0	0	0	0	0

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR
4	Certificate	IT/ITes	Certificate in Office Automation	New	NA

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR

Proposal	MOU
View	View

Year	Gender	Intake				Passout				Placement			
		GEN	OBC	SC	ST	GEN	OBC	SC	ST	GEN	OBC	SC	ST
2020	Male	0	9	0	0	0	0	0	0	0	0	0	0
2020	Female	2	31	2	0	0	0	0	0	0	0	0	0
2020	Total	2	40	2	0	0	0	0	0	0	0	0	0

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR
5	Certificate	IT/ITes	Certificate in Computer Hardware and Networking	New	NA

Proposal	MOU
View	View

Year	Gender	Intake				Passout				Placement			
		GEN	OBC	SC	ST	GEN	OBC	SC	ST	GEN	OBC	SC	ST
2020	Male	1	16	0	0	0	0	0	0	0	0	0	0
2020	Female	1	23	0	0	0	0	0	0	0	0	0	0
2020	Total	2	39	0	0	0	0	0	0	0	0	0	0

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR
6	Certificate	Healthcare	Certificate Course in Medical Laboratory Technology	New	NA

Sno	PROGRAMME	TRADE	NAME OF THE COURSE	STATUS	LABORATORY FACILITY/START YEAR

Proposal	MOU
View	View

Year	Gender	Intake				Passout				Placement			
		GEN	OBC	SC	ST	GEN	OBC	SC	ST	GEN	OBC	SC	ST
2020	Male	0	5	0	0	0	0	0	0	0	0	0	0
2020	Female	2	37	0	0	0	0	0	0	0	0	0	0
2020	Total	2	42	0	0	0	0	0	0	0	0	0	0

Start Up Assistnace Required

Whether Start Up Assistance Is Required For The New Course/S Applied	Whether The Institution Is Eligible To Receive Development Assistance From Ugc	12 B Certificate	Details of Startup Assistance Required
Required	Yes	View	View

Cancel

![Gmail](M Gmail)   **A Meenakshisundararajan <meenakshingl@gmail.com>**

Approval of fresh programmes / courses under NSQF for the year 2020-21

nsqfugc2020@gmail.com <nsqfugc2020@gmail.com>   Thu, Sep 24, 2020 at 10:46 AM
To: meenakshingl@gmail.com

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programme/s	Trade/Course
Certificate	IT/ITes/Certificate in Desktop Publishing
Certificate	Banking & Financial Service/Certificate in Banking and Finance
Certificate	Food Processing/Certificate in Dairy technology
Certificate	IT/ITes
Certificate	IT/ITes/Certificate in Computer Hardware and Networking
Certificate	Healthcare/ Medical Laboratory Technology

The institution must adhere to the following terms and conditions:

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc., it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The Institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by **31.10.2020**. The link to the portal is https://nsqf.ugc.ac.in/

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)
(Education Officer)

Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153, District Kanyakumari

Nanjil Catholic College Arts and Science, Kaliyakkavilai

UGC ADD-ON COURSE

Certificate in Banking and Finance

Sl.No	Name of the Student	Class
1	AdilBrutta .P	III B.A English(A1)
2	Anishka J	III B.A English(A1)
3	Pramila Jenifer S S	III B.Sc.Mathematics
4	RehnaIqbal M	III B.Sc.Mathematics
5	Arlin S	III B.Sc.Mathematics
6	Nihitha J	III B.Sc.Mathmatics
7	Sherlin Jus M	III B.Sc.Mathematics
8	AdlinMonisha R.S	III B.Sc.Mathematics
9	Jinitha J V	III B.Sc.Mathematics
10	Ancy Raj	III B.Sc.Mathematics
11	Reshma R	III B.Sc.Mathematics
12	Reshma R.S	III B.Sc.Mathematics
13	SnigoSibil B	III B.Sc.Mathematics
14	AthiraBibin	III B.Sc.Mathematics
15	VimalJenisha J R	III B.Sc.Mathematics
16	Sherin D V	III B.Sc.Mathematics
17	Sabitha S	III B.Sc.Mathematics
18	Sushma S	II M.Sc Mathematics
19	Ajisha G	II M.Sc Mathematics
20	Anisha X E	II M.Sc Mathematics
21	RamyaMol R	II M.Sc Mathematics
22	Femina M	II M.Sc Mathematics
23	Kebin D J Jerbin	III BBA
24	Bincy B S	III BBA
25	Brintha F Glady	III BBA
26	Stephy K S	III BBA
27	Saranya S L	III B.Com A1
28	Priya M P	III B.Com A1
29	Nithya T A	III B.Com A1
30	Bensha W	III B.Com A1
31	Sajitha G U	III B.Com A1
32	Sruthi P S	III B.Com A1
33	Jinisha Raj P B	III B.Com A1
34	JincyMol R S	III B.Com A1
35	LabinDeepthi V	III B.Com A1
		III B.Com A1

36	Nishma K	III B.Com A1
37	Abi Paul V.S	III B.Com A2
38	Adarsh S Kumar	III B.Com A2
39	Vijin W V	III B.Com A2
40	Jenisha S	III B.Com A2
41	Saiyeema V.M	III B.Com A2
42	Premya S	III B.Com A2
43	Chinnu O S	II M.Com
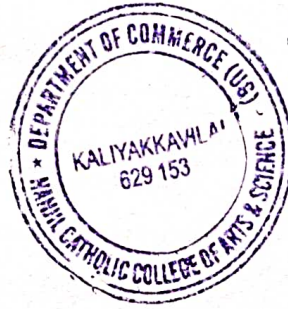
Diploma in Banking and Finance

Objective: Keeping in view job prospects in banking & financial sector the objective of the course is to give in-depth knowledge of Banking & Finance to the students of commerce, management and economics with practical inputs and prepare them for career in Banks & other Financial Institutions.

Structure of the Course: The course will be of three months duration.

The course contents: Theory Papers:

1) Banking

2) Financial Management

3) Financial Markets

PAPER-I
BANKING

Unit – I

Banking System

Indigenous Bankers – Commercial Banks – Co-Operative Banks –Industrial Development Banks - NABARD- EXIM Banks – Foreign Exchange Banks- Central Bank.

Unit-II

Banker and Customer

Definition – General relationship and specific relationship – Rights and Duties of Banker and Customer. KYC/ AML/ CFT norms.

Unit -III

Instruments in Banking

Negotiable Instruments-Features-Types of Cheques-Draft-Promissory notes.

Unit-IV

Role of Technology Upgradation and its impact on Banks

Trends in Technology Developments; Role & Uses of Technology Upgradation; Global Trends; Impact of IT on Banks

Unit-V

Modernised Banking

-Core banking – Home banking – Internet banking –Mobile banking –Electronic Funds Transfer – ATM and Debit Card – Smart Card – Credit Card –Swift – RTGS.

PAPER-II

FINANCIAL MANAGEMENT

Unit-I

Nature, Scope and Objectives of Financial Management, – Finance Functions – Financial Planning and Forecasting- Role of Financial Manager

Unit-II

Financing Decision: Financial Leverage –Cost of Capital – Weighted Average Cost Capital – Capital Structure – Factors Affecting Capital Structure. Theories of Capital Structure.

Unit-III

Dividend Decision: Meaning and Significance – Theories of Dividend – Determinants of Dividend – Dividend policy – Bonus Shares – Stock Splits.

Unit-IV

Investment Decision: Nature and Significance of Investment Decision- Estimation of Cash Flows – Capital Budgeting Process.

Unit-V

Working Capital Decision: Meaning – Classification and Significance of Working Capital – Component of Working Capital - Cash Management Models – Cash Budgeting.

PAPER-III

Financial Markets

Unit-I

Financial markets –Meanings – Objective - Classification of Financial market - Development of Financial system in India - Weaknesses of Indian Financial system.

Unit-II

Money Market - Definition –Money market Vs Capital Market - Features – Objectives - Importance of money market.

Unit-III

Capital Market - New issue market - New issue market Vs Stock exchange – Functions of new issue market - Secondary market

Unit-IV

Stock exchanges - Functions - Listing of Securities – Registration of stock brokers - Methods of trading in stock exchange

Unit-V

Mutual funds –Definition ,Importance - Risks - Classification of funds - Close – ended funds - Open –ended funds - Income funds – Growth funds – Balance funds - Specialized funds – Money market mutual fund .

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

CERTIFICATE IN BANKING AND FINANCE

Attendance Sheet for the month of _March_ 2021

S.No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Abisha J.J															/		a	a				a									
2	Abisha R.S															a		a	Q				a									
3	Abisha W															a		a	a				a									
4	AdilBrutta .P															/		/	/				/									
5	AdlinMonisha R.S															/		/	/				/									
6	Ajisha G															a		a	a													
7	Ajith.S															a		/	a				a									
8	Anchana S															a		/	/				a									
9	Ancy Raj															a		a	a				a									
10	Anisha X E															a		a	a				/									
11	Anishka J															a		/	/				a									
12	Arlin S															/		/	/				/									
13	Athira A															a		/	a				/									
14	AthiraBibin															a		/	/				/									
15	Bincy B S															a		a	/				a									
16	Brintha F Glady															a		a	a				a									
17	Chinnu O S															a		a	a				a									
18	Dhanusha .G															a		/	a				a									
19	Ebinson															l		a	/				/									
20	Femina M															a		a	a				a									
21	Gayathri G															/		/	/				a									
22	JincyMol R S															/		/	/				/									
23	Jinisha Raj P B															/		/	/				/									
24	Jinitha J V															/		/	/				/									
25	Jobin R.S															a		/	a				a									
26	Kebin D J Jerbin															/		a	/				a									
27	LabinDeepthi V															/		/	/				/									

S.No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
28	Leeban R.V															/		/	/				/									
29	Nihitha J															a		/	/				/									
30	Niji R.S															a		/	)				/									
31	Nithya T A															/		/	/				/									
32	Pramila Jenifer S S															a		a	a				a									
33	RamyaMol R															a		a	a				a									
34	Rehnalqbal M															a		/	/				/									
35	Renjith R.S															/		/	/				/									
36	Reshma R															/		/	/				/									
37	Reshma R.S															a		a	a				a									
38	Rineesha V.S															a		/	/				a									
39	Sabitha S															a		a	a				a									
40	Sajitha G U															/		/	/				/									
41	Saranya S L															/		/	a				a									
42	Sherin D V															a		a	a			*	/									
43	Sherlin Jus M															/		/	/				/									
44	SnigoSibil B															a		a	a				a									
45	Soumiya S.C															a		a	/				a									
46	Stephy K S															a		a	/				a									
47	Sushma S															a		a	a				a									
48	Vijin W.V															a		/	a				a									
49	VimalJenisha J R															/		/	/				/									
50	Abhishika.C															—	—	—	—				/									
51	Aiswariyasri.Tv															—	—	—	—				v									
52	Aiswariya M.U															—	—	—	—				/									
53	Akhila.S.V															—	—	—	—				/									
54	Ancy Mary R S															—	—	—	—				/									
55	Anwiya k															—	—	—	—				/									
56	Nesha.S															—	—	—	—				/									
57	Aarthi.M.V															—	—	—	—				/									
58	Jesheesa.m																						/									
	Staff Signature																															

59. Jincy Alvin. J

Dr. M. Sindhu

Nanjil Catholic College of Arts and Science
Kaliyakkavilai
Department of Commerce
Report for Certificate in Banking and Finance
(2020-2021)

Nanjil Catholic College of Arts and Science initiated the skill-based programme, "Certificate in Banking and Finance" under National Skills Qualifications Framework (NSQF) during the Academic Year 2020-2021. Keeping in view the job prospects in Banking and Financial sector the objective of the course was designed to provide in depth-knowledge of Banking and Finance to the students of Commerce and Management with practical inputs and prepare them for career in Banks and other Financial Institutions.

The course focuses on Banking, Financial Management and Financial Markets. Dr.N.Vinil Kumar Assistant Professor of commerce used to share his expertise knowledge in the Baking area to the students and Mr.Godwin Prince handled Financial Management subject and experts from outside shared their knowledge on Financial Markets on the need basis. The syllabus was framed for 3 months (60hrs). 59 students from the Department of Commerce, Business Administration, English and Mathematics have enrolled for the programme. Unfortunately the course was not able to continue due to COVID-19 Lockdown.

Dr.M.Sindhu,Assistant Professor of commerce co-ordinates the programme in a successful manner.

Programme co-ordinator
Dr.M.SINDHU
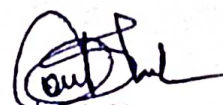
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE, KALIYAKKAVILAI

UGC ADD-ON COURSE 2020-2021

Certificate in Office Automation

S.No	Name	Class and Department
1	Asmiha D A	III B.Sc (Maths)
2	Anisha M	III B.Sc (Maths)
3	Ashok S	II MA (Social work)
4	Blessing B I	III B.Sc (Maths)
5	Jasmine J	III B.Sc (Maths)
6	Jebisha A G	III B.Sc (Maths)
7	Piouslin Jenila A	III B.Sc (Maths)
8	Preetha C	III B.Sc (Maths)
9	Rashika S P	III B.Sc (Maths)
10	Sathya S S	III B.Sc (Maths)
11	Shajini Joe J P	III B.Sc (Maths)
12	Shamili K	III B.Sc (Maths)
13	Smilin S A	III B.Sc (Maths)
14	Varsha V	II M.Com (Commerce)
15	Vinisha K C	II M.Com (Commerce)
16	Adhithya S U	III B.Sc (Physics)
17	Angel M	III B.Sc (Physics)
18	Anishma D S	III B.Sc (Physics)
19	Aparna K M	III B.Sc (Physics)
20	Archana N	III B.Sc (Physics)
21	Ardra S Kumar	III B.Sc (Physics)
22	Banisha P	III B.Sc (Physics)
23	Gopika S S	III B.Sc (Physics)
24	Jenisha A D	III B.Sc (Physics)
25	Nimin Raj J M	III B.Sc (Physics)
26	Sneha Mary R	III B.Sc (Physics)
27	Sowmiya G	III B.Sc (Physics)

28	Sredha M B	III B.Sc (Physics)
29	Vaishnavi P S	III B.Sc (Physics)
30	Vinisha Jasmin V M	III B.Sc (Physics)
31	Heloba C S	III B.Sc (Maths)
32	Shibi Mol	III B.Sc (Maths)

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

SYLLABUS

UNIT :1

Basics of Computer: Definition - History & Generation of Computer (From First to 5th) Applications of Computer – Advantages of Computer - Characteristics of Computer- Hardware & Software. Block Diagram of Computer

Memory: Types - Primary memory- Secondary memory

Input, Output devices: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port.

UNIT 2:

Operating Systems : Definition of Operating System - Functions of OS - Types of OS: Single user, Multi-User. Windows Desk top - GUI: Definition, Standards, Cursors/Pointers, Icons.

Desktop icons and their functions: My computer, My documents, Network neighborhood, Recycle Bin, Quick launch tool bar, System tray, Start menu, Task bar .**Dialog Boxes:** List Box, Spin Control Box, Slide, Drop-down list, Radio button, Check box, Text box **Task Bar** - System Tray - Quick launch tool bar - Start button . **Parts of Windows** -Title bar-Menu bar - Scroll bar- Status bar, Maximize, Minimize, close and Resize & Moving a Window –. **Windows** - Start Menu –Help Menu- Preview Menu. **Logoff & Shutdown – Keyboard Accelerators:** Key board short keys .

Linux:

Linux Programming & Administration: Introduction to Linux – Features of Linux – Components of Linux .

UNIT 3:

Introduction to MS Office - MS Word

MS Word - Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help, **Formatting Documents** - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. **Setting Page style** - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page. **Creating Tables**- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, **Drawing** - Inserting ClipArts, Pictures/Files etc., **Tools** – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes,

Security, Digital Signature. **Printing Documents** – Shortcut keys.

UNIT 4:

Introduction to MS Office – MS Excel

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. **Entering & Deleting Data-** Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions, Manual breaks, **Setting Formula** - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulae. **Formatting Spreadsheets-** Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells, Anchoring objects, Formatting layout for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders & Shading – Shortcut keys. **Working with sheets** – Sorting, Filtering, Validation, Consolidation, and Subtotal. **Creating Charts** - Drawing. **Printing.** **Using Tools** – Error checking, Spell Checks, Formula Auditing, Creating & Using Templates, Pivot Tables, Tracking Changes, Security, Customization.

UNIT5:

Introduction to MS Office-MS Access and Open Office-Base:

MS Access: Introduction, Planning a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports.

UNIT 6:

MS OFFICE: MS-POWER POINT

Introduction to MS Office-MS Power Point and Open Office-Impress:

MS Power point: Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. **Creating a presentation** - Setting Presentation style, Adding text to the Presentation. **Formatting a Presentation** - Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. **Adding Graphics to the Presentation**- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. **Adding Effects to the Presentation**- Setting Animation & transition effect.

UNIT 7:

Internet and Web Browsers: Definition & History of Internet - Uses of Internet - Definition of Web-
Addressing-URL-Different types of Internet Connections; Dial up connection, Broad band (ISDN,

Nanjil Catholic College Of Arts And Science
Kaliyakkavilai
UGC Course-Office Automation
Attendance Sheet

Dates (1/3/2021 to 22/3/2021)

S.No	Name	1	3	8	10	15	17	18	22							
1	Asmiha D A	x	x	x	x	a	x	a	x							
2	Anisha M	x	x	x	x	x	x	x	x							
3	Ashok S	-	-	-	x	x	x	a	a							
4	Blessing B I	x	x	x	x	x	x	x	x							
5	Jasmine J	x	x	x	a	x	x	x	x							
6	Jebisha A G	a	x	x	x	x	x	x	x							
7	Piouslin Jenila A	x	x	x	x	x	a	x	x							
8	Preetha C	a	x	x	x	a	x	a	x							
9	Rashika S P	x	x	x	x	x	x	x	a							
10	Sathya S S	x	x	x	a	x	x	x	a							
11	Shajini Joe J P	x	a	x	a	x	x	x	x							
12	Shamili K	x	x	x	a	a	x	x	x							
13	Smilin S A	x	x	x	x	x	x	x	a							
14	Varsha V	x	x	x	a	x	x	x	x							
15	Vinisha K C	x	x	x	x	x	x	x	x							
16	Adhithya S U	-	-	-	-	-	-	-	x							
17	Angel M	-	-	-	-	-	-	-	x							
18	Anishma D S	-	-	-	-	-	-	-	x							
19	Aparna K M	-	-	-	-	-	-	-	x							
20	Archana N	-	-	-	-	-	-	-	x							
21	Ardra S Kumar	-	-	-	-	-	-	-	x							
22	Banisha P	-	-	-	-	-	-	-	a							
23	Gopika S S	-	-	-	-	-	-	-	x							
24	Jenisha A D	-	-	-	-	-	-	-	x							
25	Nimin Raj J M	-	-	-	-	-	-	-	a							
26	Sneha Mary R	-	-	-	-	-	-	-	x							
27	Sowmiya G	-	-	-	-	-	-	-	x							
28	Sredha M B	-	-	-	-	-	-	-	x							
29	Vaishnavi P S	-	-	-	-	-	-	-	x							
30	Vinisha Jasmin V M	-	-	-	-	-	-	-	x							
31	Heloba C S	-	-	-	-	-	-	-	x							
32	Shibi Mol	-	-	-	-	-	-	-	x							

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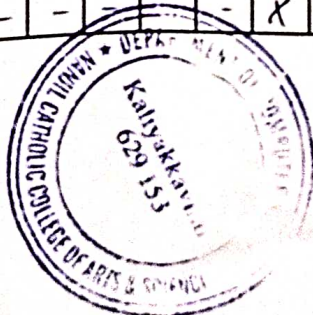
Kaliyakkavilai
629 153

Staff Incharge

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIAKKAVILAI

DEPARTMENT OF COMPUTER SCIENCE

UGC ADD-ON COURSE REPORT 2020-2021

Course: Office Automation

The department of computer science organizes UGC Add-On courses for college students. The course has planned to 3 months duration. There are 32 students registered their names for this course. The course started on 1/03/2021 and the students are regularly attended the course. The department faculties taught the courses with practical manner. Unfortunately, due to the pandemic situation we are unable to continue the classes.
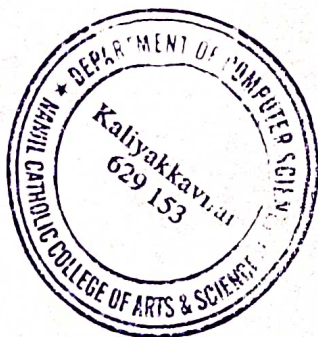
Head, Department of Computer Science
Nanjil Catholic College of Arts & S
Nedumcode, Kaliyakkavilai - 629

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE, KALIYAKKAVILAI

UGC ADD-ON COURSE 2020-2021

Certificate in Desktop Publishing

S.No	Name	Class and Deptartment
1	Akharsha S S	II BCom (Commerce)
2	Jenifer J F	II BCom (Commerce)
3	Abisha J	II Mcom (Commerce)
4	Abisha R P	II Mcom (Commerce)
5	Anisha R	II Mcom (Commerce)
6	Keerthana Christopher	II BA(English)
7	Christy Mol C.T	II BA(English)
8	Sona Abraham	III Bsc(Comp.Sci)
9	Jinu Mol	III Bsc(Comp.Sci)
10	Akhila A P	III Bsc(Comp.Sci)
11	Princy Eunice	III Bsc(Comp.Sci)
12	Ariya M A	III Bsc(Comp.Sci)
13	Arsha Mary B	III Bsc(Comp.Sci)
14	Anju A S	II MCom (Commerce)
15	Anjumol O	II MCom (Commerce)
16	Babisha C	II MCom (Commerce)
17	Jineesha Mol S U	II MCom (Commerce)
18	Mega M L	II MCom (Commerce)
19	Nega A	II MCom (Commerce)
20	NishaMol R	II MCom (Commerce)
21	Rishma Vince V C	II MCom (Commerce)

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

Nanjil Catholic College of Arts and Science

Kaliyakkavilai-629153

Department of Computer Science

Certificate in Desktop Publishing Syllabus

Syllabus

Unit-1 Ms Paint

Introduction-About the limits of MS Paint- Presentation and setup of user interface and help - Open and save an image-Knowledge of available file types (JPG, TIFF, ICO, PNG, GIF...)- Set opened image as desktop wallpaper - Display options (zoom, miniature, grid, etc.) - Define or resize the size of an image (nonfunctional transparency) - Drawing tools overview-Colors selection with right click/left click in the palette - Copy/Paste from selection with or without transparency -Insert an external image in a composition - Colors number selection

Unit -2 Ms Office

Ms. word Creating, editing, saving and printing text documents- Font and paragraph formatting- Simple character formatting- Inserting tables, smart art, page breaks- Using lists and styles- Working with images-Using Spelling and Grammar check- Understanding document properties- Mail Merge-**Ms. Excel** Spreadsheet basics- Creating, editing, saving and printing spreadsheets- Working with functions& formulas -Modifying worksheets with color & autoformats - Graphically representing data : Charts & Graphs -Formatting worksheets- Securing & Protecting spreadsheets-**Ms. PowerPoint** Opening, viewing, creating, and printing slides- Applying auto layouts- Adding custom animation- Using slide transitions- Graphically representing data : Charts- & Graphs Creating Professional Slide for Presentation.

Unit-3 Pagemaker

PageMaker Basics: Starting PageMaker-about the work area- using the toolbox-working with palettes-viewing pages-working with text and graphics- moving between pages-adding and deleting pages-working with multiple open publications- **Constructing a publication:** Creating and opening publication- naming and saving a publication-closing a publication-setting up pages- changing document setup options-setting up rulers-creating running headers and footers- **Drawing tools and text tools:** Different drawing tools- text tools- character formatting-

paragraph formatting- controlling windows and orphans- controlling page breaks- tabs and hyphenation, grid manager, printing a document-**Importing Graphics :**Placing graphics-sizing and cropping graphics. **Master Pages:** Creating a master page-numbering pages-setting up ruler guides-applying master page design- **Utilities:** Using a table editor- create keyline,-bullets and numbering,-creating PDF file with acrobat, story editor, spell checker.
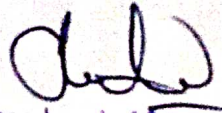
Unit-4 Coral Draw

Getting started with Corel Draw- Introduction to Corel Draw- Features of Corel Draw, Corel Draw Interface, Tool Box- Moving from Adobe Illustrator to Corel Draw-Common Tasks-Drawing and Coloring,-Selecting Objects- Creating Basic Shapes-Reshaping Objects-Organizing objects-Applying color fills and Outlines-Mastering with Text- Text Tool Artistic and paragraph text- Formatting Text- Embedding Objects into text-Wrapping Text around Object-Linking Text to Objects-Applying Effects- Power of Blends Distortion-Contour Effects-Envelopes- Lens effects- Transparency- Creating Depth Effects- Power Clips-Working with Bitmap Commands-Working with Bitmaps-Editing Bitmap- Applying effects on Bitmaps-Printing-Corel Draw- Web resources- Internet Tool bar-Setting your webpage- Exporting files, Creating buttons with rollover effects

Unit-5 Photoshop

Getting Acquainted with Photoshop-Basic Image Manipulation- Color Basics- Painting Tools-Brush Settings- Making Selections- Filling and stroking-Layers- Advanced Layers-Text-Drawing-Using Channels and Masking Manipulating images- Getting to know the work area - Using Adobe Bridge-Basic Photo Corrections-Retouching and Repairing-Working with selections-Layer Basics-Masks and channels-Correcting and enhancing digital photographs-Topographic design-Vector drawing techniques-Advanced Layer techniques-Creating Links within an image-Creating rollover web visuals-Animating GIF images for the web-Producing and printing consistent color
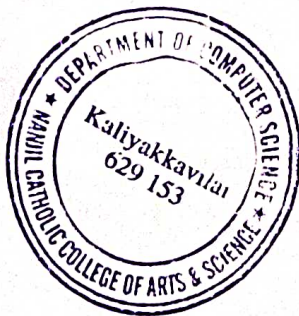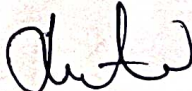
Head. Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE, KALIYAKKAVILAI

UGC ADD-ON COURSE

Certificate in Desktop Publishing

S.No	Name	Dept	1/3/21	1/3/21	8/3/21	8/3/21	15/3/21	15/3/21	17/3/21	17/3/21	18/3/21	18/3/21	22/3/21	22/3/21				
1	Akharsha S S	II BCom	/	/	/	/	/	/	/	/	/	/	/	/				
2	Jenifer J F	II BCom	/	/	/	/	a	a	/	/	/	/	/	/				
3	Abisha J	II Mcom	/	/	/	/		/	/	/	/	/	/	/				
4	Abisha R P	II Mcom	/	/	/	/	/	/	/	/	/	/	a	a				
5	Anisha R	II Mcom	/	/	/	/		/	/	/	/	/	/	/				
6	Keerthana Christopher	II BA(Eng)	/	/	/	/	/	/	/	/	/	/	/	/				
7	Christy Mol C.T	II BA(Eng)	/	/	/	/	/	/	/	/	/	/	/	/				
8	Sona Abraham	III Bsc(CS)	/	/	/	/	/	/	/	/	/	/	/	/				
9	Jinu Mol	III Bsc(CS)	/	/	/	/	/	/	/	/	/	/	/	/				
10	Akhila A P	III Bsc(CS)	/	/	/	/	/	/	/	/	/	/	/	/				
11	Princy Eunice	III Bsc(CS)	/	/	/	/	a	a	/	/	/	/	/	/				
12	Ariya M A	III Bsc(CS)	/	/	/	/	/	/	/	/	/	/	/	/				
13	Arsha Mary B	III Bsc(CS)	/	/	/	/	/	/	/	/	/	/	/	/				
14	Anju A S	II MCom	/	/	/	/	/	/	/	/	/	/	/					
15	Anjumol O	II MCom	/	/	/	/	/	/	/	/	/	/	/	/				
16	Babisha C	II MCom	/	/	/	/	/	/	/	/	/	/	/	/				
17	Jineesha Mol S U	II MCom	a	a	/	/	/	/	/	/	/	/	/	/				
18	Mega M L	II MCom	/	/	/	/	/	/	/	/	/	/	/	/				
19	Nega A	II MCom	/	/	/	/	/	/	/	/	/	/	/	/				
20	NishaMol R	II MCom	/	/	/	/	/	/	/	/	/	/	/	/				
21	Rishma Vince V C	II MCom	/	/	/	/	/	/	a	a	/	/	/	/				

Faculty incharge

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

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIAKKAVILAI

DEPARTMENT OF COMPUTER SCIENCE

UGC ADD-ON COURSE REPORT 2020-2021

Course: Desktop Publishing

The department of computer science organizes UGC Add-On courses for college students. The course has planned to 3 months duration. There are 21 students registered their names for this course. The course started on 1/03/2021 and the students are regularly attended the course. The department faculties taught the courses with practical manner. Unfortunately, due to the pandemic situation we are unable to continue the classes.

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

Certificate course in Medical Laboratory Technique

Human Anatomy

Unit -1   **Hrs:20**

Musculoskeletal System- Types of Tissues and muscles, structure of skeletal muscles and muscle contraction

Respiratory system: parts of respiratory system, mechanism of respiration, Gas transport between lungs and tissues,

Unit –II

Nervous system: function of important structure of brain, spinal cord, neuron

Circulatory System: heart - heart structure and function, cardiac cycle, heart sounds, heart rate, blood pressure. Blood-composition, function

Unit-III

Digestive system: structure & function, digestion of carbohydrates, proteins & lipids,

Excretory : Kidneys, Nephron, Mechanism of Excretion, Urine formation

Unit IV

Endocrine System: Brief introduction about endocrine glands and their secretion.

Unit – V

Reproductive system- male & female reproductive organs, sex hormones, secondary sexual characteristics, menstrual cycle, contraceptive measures

Practical

1. To perform total platelet count.

2. To perform bleeding time.

3. To perform clotting time

4. To measure pulse rate

5. To measure blood pressure

6. To perform Total RBC count.

7. To perform total leucocyte count.

8. Models- heart, Lungs, Kidney, Nephron, Eye,Ear

Sr. Mary Metilda
Convener
Students Grievance Redressal Cell
Nanjil Catholic College of Arts & Science
Kaliyakkavilai

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu

Immunology and Microbiology

Unit I

Introduction; Innate immune system-properties and mechanism, Adaptive immune system-properties and mechanism, c

Unit II

Cells of Immune system: Lymphoid cells, mononuclear phagocytes

Lymphoid organs-Structure and functions

Unit III

B- cell and T- cell responses, immunoglobulins

Unit IV

classification of microorganism – Prokaryotes and Eukaryotes

Sterilization and disinfection

Culture methods (streak culture, Pour plate culture, Stab culture, Anaerobic culture methods)

Unit V

Antibacterial antibiotics and their mode of action.

Quality control in clinical microbiology laboratory.

Practicals

- Sterilization techniques.
- Staining techniques- gram staining
- Preparation of diffent culture media
- Blood grouping
- Biochemical reactions-Sugar fermentation test, Oxidation-Fermentation test, Urease test, Citrate test,

Fundamentals of medical laboratory technology

Hrs:20

Unit I

Common Laboratory Equipment's Incubator, Hot Air Oven, Water Bath - Anaerobic Jar, Centrifuge, Autoclave -Microscope - Fundamentals of Microscopy, Resolution & Magnification, Light Microscopy, Electron Microscopy- Glassware – Description of Glassware, its use, handling and care

Unit II

Requirement of Blood Collection - Blood collection - Phlebotomy - Sampling errors - Collection and preservation of biological fluids - Anticoagulants - Preservation of samples - Chemical preservatives - Process of analysing the specimens - The laboratory report.

Unit III

Sterilization-Classification and General Principle of Sterilization

Antiseptics & Disinfectants Definition -Types - Mode of Action - Uses

Unit IV

Self introduction, Explanation of various procedures, Reporting of any mishap, Explaining to a patient, Conversing with the doctor on patient care status.

Comprehension Passage, Explaining, letter writing, Report writing

Unit V

Introduction to Microsoft Word, Microsoft PowerPoint, Introduction to the Internet, Introduction to the Hospital Information System

Practical

1. Use and care of microscopes
2. Examination of stool for parasites.
3. Standard Plate Count
4. Microscopic slides examination of elementary human tissues, cells.
5. Examination of Urine
6. Sugar Analysis – Blood , Urine

Sr. Mary Metilda
Convener
Students Grievance Redressal Cell
Nanjil Catholic College of Arts & Science
Kalivakkavilai

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu.

Nanjil Catholic College of Arts & Science

Nedumcode, Kaliyakkavilai - 629 153

NSQF - UGC sponsored Certificate Programme

CERTIFICATE IN MEDICAL LABORATORY TECHNOLOGY

Attendance Sheet for the month of _____ 2021

S.No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Abisha R								/		/					/		/	/				/									
2	Abisha S P								/		/					/		/	/				/									
3	Adithya L								/		/					a		a	a				a									
4	Ajeesha King C								/		/					/		/	/				a									
5	Ajina W S								a		a					a		a	a				a									
6	Albert P								a		a					a		a	a				a									
7	Amirtha K M								/		/					/		/	/				/									
8	Amirtheswary M								/		/					/		/	/				a									
9	Ananthu Dominic								a		a					a		a	a				a									
10	Anchu Vincent								a		a					a		a	a				a									
11	Ancy S R								a		a					/		a	/				/									
12	Angel Benesha S								a		/					/		/	/				/									
13	Angel Blessy R S								a		/					/		/	/				a									
14	Angel Jefferin F N								a		/					/		/	/													
15	Angelin Arthi V								a		a					a		a	a				a									
16	Anie Mol S S								a		/					/		/	/				/									
17	Anisha J								/		/					/		/	/				/									
18	Athithya A V								a		a					a		/	/				/									
19	Bency Linta B L								a		a					a		a	a				a									
20	Bernisha S								a		a					/		a	/				/									
21	Bisma B								/		/					/		/	/				/									
22	Dona Abraham								/		/					/		/	/				/									
23	Fathima Steni S								a		/					a		/	/													
24	Gopika S R								/		/					/		/	/													
25	Jebisha J								a		a					/		a	/													

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Sr.Metilda
Sr. Mary Metilda
Convener
Students Grievance Re...
Nanjil Catholic College o Arts e
Kaliyakkavilai

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu.

S.No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
26	Jeeva C S								R		a					a		a	a													
27	Jeniba P								a		/					/		/	/				/									
28	Jenita R S								/		/					/		/	/				/									
29	Jinisha M S								/		/					/		/	/				/									
30	Joni J M								a		/					/		a	/				a									
31	Jothisha M K								/		/					/		/	/				/									
32	Karthik G J								a		a					a		a	a													
33	Kiran D P								a		a					a		a	a													
34	Kripa R G								a		a					a		R	a													
35	Nisha S								/		/					/		/	a				/									
36	Pavithra P S								/		/					/		a	a				a									
37	Philip Raj S								a		a					a		a	a													
38	Priji K S								/		/					/		/	/				/									
39	Punitha P S								/		/					/		/	a				/									
40	Rageena Wins R G								/		/					/		a	a				/									
41	Rebisha R								/		/					/		/	/				/									
42	Remya J P								a		a					a		a	a													
43	Renuka S								/		/					/		/	R				/									
44	Reshma R								a		/					/		/	/				a									
45	Riyana A S								a		a					a		a	a													
46	Shanika S								/		/					/		/	/				c									
47	Sherly S								/		a					/		a	a				/									
48	Shiny S								a		/					a		/	a				/									
49	Shyni Mol R								/		/					/		/	/				a									
50	Sreedevi M C								/		/					/		/	/				/									
51	Steffy Rabi R								/		/					/		/	/				/									
52	Vidya Mol V								/		/					/		/	/				/									
53	Vincy V								a		a					a		a	a				/									
54	Vinshiya D H								a		a					/		a	—													
55	Vishnu Priya A B								/		/					/		a	a													
	Staff Signature								Sp.		Sp.							Sp.															

Sheeja Mol
Athira. A. S

Sr. Metilda

Sr. Mary Metilda
Convener
Students Grievance Red
Nanjil Catholic College of A
Kaliyakkavilai

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai
Kanyakumari District, Tamilnadu.

DEPATMENT OF ZOOLOGY

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

Report for Certificate course in Medical Laboratory Technique

Our department in collaboration with UGC offers certificate course in Medical Laboratory Techniques from the academic year 2020-2021. This course comprises the instrumental use, study of microscopes, micro organisms, sterilization, anatomy and physiology, Fundamentals of Computer and IT applications, Communication and its associated components. The syllabus was framed for 60 hrs. Totally 57 students were enrolled for this course. Unfortunately the course was not completed due to COVID 19 Lockdown.

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu.

CERTIFICATE COURSE IN DAIRY TECHNOLOGY

SYLLABUS

Paper – I

Dairy management and Entrepreneurship

UNIT 1

Dairy industry - History – Breeds of dairy cattle – Animal breeding programs – Milking hygiene- Dairy nutrition - Formulation and Feeding system

UNIT 2

Dairy cattle health management – Mastitis - Types- causative organisms – viral- bacterial – parasitic- protozoal and other diseases – prevention and control measures- Animal welfare and environment.

UNIT -3

Dairy plant design and layout – Identificaton and monitoring the milk loses- controlling the milk loses – managing productivity

UNIT-4

Human resource planning – Optimizing use of Human resource

UNIT -5

Skills and delegation for entrepreneur – Employee management – Business planning - Socio economic management.
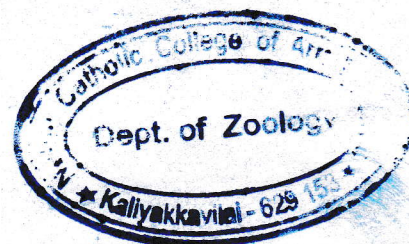
Paper –II

Quality Management of Dairy production

UNIT 1

Milk processing and production – cleaning and sanitization- Pasteurization and homogenization- centrifugation- cold storage and insulation - packaging material – types of material – Testing and standard for food ingredients – storage – transportation

UNIT 2

Milk- stages of milking-frequency of milking- Chemical composition of milk- factors affecting the milk- skim milk- casein- method and manufacture of milk powder- composition , standard and processing of cream- Good and hygienic practices.

UNIT -3

Quality assurance - Quality control management system- physical , chemical and microbiological analysis- preservation- method of sensory evaluation – application of sensory quality parameters – factors affecting the quality of products- packaging materials and other food ingredients.

UNIT-4

Diary products- Chemical composition, principles and method of manufacture of cream, butter, ghee, butter oil and low fat spread- Dried milks, concentrated milks, paneer, chhanna- Nutritional properties and utilization.

UNIT -5

Fermented products - frozen dairy products - Types, nutritive value, factors affecting fermentation process of starter - preparation of starter – by products.
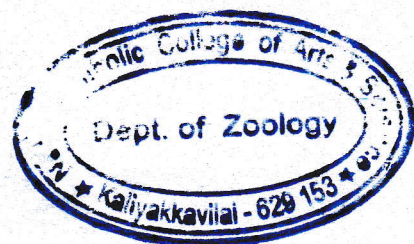
Paper –III

Dairy equipments and their utilities

UNIT 1

Dairy equipments and their maintainance – Refrigeration system – Principle and importance of refrigeration- VCR system-components- compressor- condenser- Evaporator- types of evaporator- Dryer – steam- types of steam- Boiler – components – types of boilers- operating a steam boiler- Instrument for measurement of process parameters- microbiological laboratory equipments

UNIT 2

Water supply and dairy effluent system – safety devices – Drainage equipments - Sanitary trap releaser and pipelines - Control and safety devices for steam boilers- water quality – physical, chemical and biological characterisation of water – water purification

UNIT -3

Milking machine system- components – vacuum pump, Teat cups and liners, claw piece or Beaker cup cluster, Pulsator , vacuum controller - Vacuum measurement- components- cluster- milk and air separation- milk flow detection- water heating-– milking shed – normal cowshed, Abreast milking shed , Turntable milking open sided shed

UNIT-4

Materials and their characteristics- selection of equipment- Dairy equipment for product processing-butter, cheese making equipment- ice-cream making equipment- ghee, khoa, paneer, chhana and casein making equipment- Dairy equipment for fluid milk processing – milk collection or chilling centre- cooling of milk
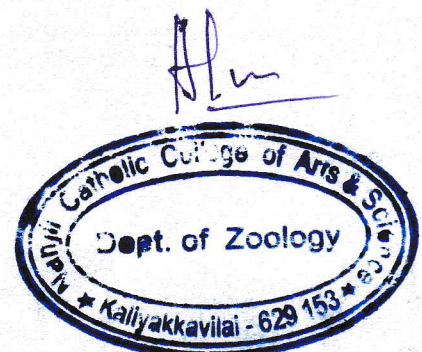
UNIT -5

Basic requirement of all dairies- Tube well water storage and supply – Water distribution system- Sources of water supply – Types of pumps- water conservation and rainwater harvesting
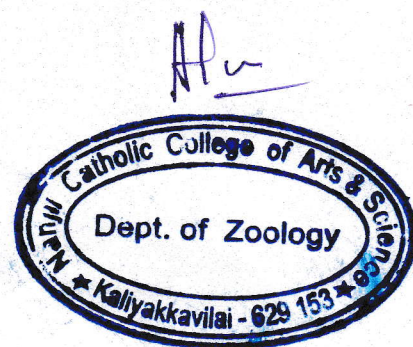
CERTIFICATE IN DAIRY TECHNOLOGY

Practicals

1. Identifying the various parameters of production efficiency in dairy plant:

a. **Milk chilling** – can conveyer, , Dumpvat, chiller, calibrated storage tank , Pipeline, pump, strainer, valves, Weighing balance, Fat & SNF tester, dip stick

b. **Milk processing** _ Milk pasteurizer, cream separator and homogenizer, cream tank/pasteurizer, milk silos compressed air / steam supply

c. **Milk packing** _ Insulated tank, milk SS pipe line, filter, packing machine, cold store, crate conveyor , clean and compressed air/ cool water supply etc.

d. **Butter making** _ Butter churn, cream loading pump, Trolly, chilled water supply , Fat /SNF / moisture testing devices

e. **Ghee manufacture** _ Butter melting vat, ghee boiler, clarifier, Pump, valve, pipe line, temperature & pressure gauges, settling tank, packing machine

f. **Milk Powder** _ Condensing and drying units, Pumps, condenser, spray pond, bag filling machine

2. Identification of steam generation and boilers in dairy plant

3. Identification of Refrigeration system in dairy plant

4. Identification of microbial equipments

   a. Autoclave b. hot air oven c. Incubator d. Centrifuge e. Colorimeter
   f. Laminar air flow   g. Membrane filter

5. Determination of pH in milk

6. Chemical examination of milk- calcium - casein

7. Simple staining of bacteria and Gram Staining of bacteria

8. List out certain dairy products and their uses

9. Computer application in Dairy plant

10. Report to visit the dairy plant.

Nanjil Catholic College of Arts & Science

Nedumcode, Kaliyakkavilai - 629 153

NSQF - UGC sponsored Certificate Programme

CERTIFICATE IN DAIRY TECHNOLOGY

Attendance Sheet for the month of _March_ **2021**

S.No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Aacish G P	/		/		/			/	a	a		/			/		/	/				a									
2	Abin J L	a		a		/			/	a	/		/			a		/	/				a									
3	Achsah Justin J M	/		/		/			/	/	/		/			/		/	/	/			/									
4	Agastra D A S	/		/		/			/	/	/		/			/		/	/	/			/									
5	Ajay P B	a		a		a			a	a	a		/			/		/	/				/									
6	Ajina W S	/		/		/			/	/	/		/			a		/	/	/			/									
7	Akshaya S A	/		/		/			/	/	/		/			a		/	/				a									
8	Ancy S J	/		/		/			/	/	a		a			/		/	/				a									
9	Anoj S L	a		a		a			a	a	/		a			a		/	/				a									
10	Anu Chithra D AA	a		a		a			a	a	a		a			a		/	/	/			/									
11	Anuja Roy J R	/		/		/			/		/		/			a		/	/	/			/									
12	Arshini P P	/		/		/			/		/		/			/		/	/				a									
13	Ashik M R	a		a		a			a	/	a		a			a		/	/				a									
14	Ashish Wilfred P	/		/		/			/	a	/		a			/		/	/	/			/									
15	Aswathy R C	/		/		/			/		/		/			/		/	/				a									
16	Deepa P J (AA)	a		a		a			a	a	a					/		/	/	/			/									
17	Judith R	a		a		a			a	a	a					/		/	/				a									
18	Monisha K AA	a		a		a			a	a	a					/		/	/				a									

S.No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
19	Nandhika R	/		|		|			/		/		/			/		a	/				/									
20	Niffin S V Shajin	a		a		a			a		1		a			a		/	/				a									
21	Nijan S	/		|		|			/		a		a			/		/	i				a									
22	Pavithra S (AA)	a		a		a			a		a		a			a			/				/									
23	Prajith R P	a		a		a			a		/		/			/		/	/				a									
24	Pravin S	a		a		a			a		/		/			/		/	/				a									
25	Preetha R P	/		|		|			/		/		/			/		/	/				|									
26	Reema Raj K	|		|		|			/		/		|			/		/					|									
27	Remya V G	/		|					/	/	/		/			a		/	/				a									
28	Reshma R G (AA)	a		a		a			a		a		a			a		a	/				a									
29	Revathy B (AA)	a		a		a			a		a		a			a		a	/				/									
30	Shalu D B (AA)	a		a		a			a		a		a			a		a	/				a									
31	Shanu S M	/	|	/		|			|		/		|			|		/	|				|									
32	Sheeja C	/		|		|			/		/		|			|		/	i				|									
33	Sree Ragh M	a		a		a			a	a	/		/			/		/	/				a									
34	Subitha S (AA)	a		a		a			a	a	a		a			a		a	a				a									
	Staff Signature																															

35 Anjana krishna   a   a   a   a   a   a   a   /   /
36 Barintha Gowtham   a   a   a   a   a   a   a   /   /   /
37 Vinshiya.   a   a   a   a   a   a   a   /   /   /
38 C.S. Jeeva   a   a   a   a   a   a   a

Programme Co-ordinator

Dept. of Zoology

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

KALIYAKKAVILAI

CERTIFICATE COURSE IN DAIRY TECHNOLOGY

REPORT

Theory Papers

Dairy Technology Course contains three theory papers

➢ Dairy Management and Entrepreneurship
➢ Quality Management of Dairy production
➢ Dairy equipments and their utilities
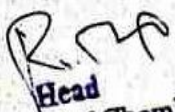
Each paper contains 5 units. Teachers from Chemistry and Zoology departments taught the students after the college time. The classes were from 2.00 p.m- 4.00 p.m. Upto Corona lockdown the classes were conducted.

Practicals

There are ten practicals in Dairy Technology.

38 students from III UG Chemistry and II PG Chemistry joined this course. This course was very useful to the students.

(A. Ajitha Mol)
Programme - Coordinator

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

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
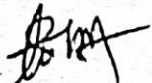
UNIT VI

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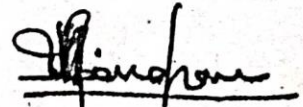
UNIT VII

Meaning of VAT- General technologies used in tally- VAT rates- computation of VAT- VAT classification ledgers- Composite dealers- Features of composite dealers- I nput 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 & Science, Kaliyakkavilai

SHIFT - II Tally (Time Table 2020-2021)

Sl. No	Date	Days	Batch A(B.Com A1)	Batch B(B.Com.A2)	Batch C(BBA&CS)
1	18-Feb-2021	Thursday	Theory	Theory	Theory
2	19-Feb-2021	Friday	Theory	Theory	Theory
3	22-Feb-2021	Monday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
4	23-Feb-2021	Tuesday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
5	24-Feb-2021	Wednesday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory
6	25-Feb-2021	Thursday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
7	01-Mar-2021	Monday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
8	02-Mar-2021	Tuesday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory
9	06-Mar-2021	Saturday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
10	09-Mar-2021	Tuesday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
11	12-Mar-2021	Friday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory
12	13-Mar-2021	Saturday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
13	16-Mar-2021	Tuesday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
14	19-Mar-2021	Friday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory
15	20-Mar-2021	Saturday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
16	23-Mar-2021	Tuesday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
17	26-Mar-2021	Friday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory
18	27-Mar-2021	Saturday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
19	30-Mar-2021	Tuesday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
23	09-Apr-2021	Friday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory

Sl. No	Date	Days	Batch A(B.Com A1)	Batch B(B.Com.A2)	Batch C(BBA&CS)
24	10-Apr-2021	Saturday	Practical (E-Library)	Theory	Practical (CS – UG-Lab)
25	16-Apr-2021	Friday	Theory	Practical (E-Library)	Practical (CS – UG-Lab)
26	17-Apr-2021	Saturday	Practical (E-Library)	Practical (CS – UG-Lab)	Theory
27	20-Apr-2021	Tuesday	Practical (E-Library)	Theory	Practical (CS – UG-Lab)
28	23-Apr-2021	Friday	Theory	Practical (E-Library)	Practical (CS – UG-Lab)
29	24-Apr-2021	Saturday	Practical (E-Library)	Practical (CS – UG-Lab)	Theory
30	27-Apr-2021	Tuesday	Practical (E-Library)	Theory	Practical (CS – UG-Lab)
31	30-Apr-2021	Friday	Theory	Practical (E-Library)	Practical (CS - UG-Lab)
32	01-May-2021	Saturday	Practical (E-Library)	Practical (CS - UG-Lab)	Theory
33	04-May-2021	Tuesday	Practical (E-Library)	Theory	Practical (CS - UG-Lab)
59	Total Theory		11	12	11
60	Total Practical		19	36	35
61			30	48	46

Nanjil Catholic College of Arts & Science, Kaliyakkavilai

BBA & B.Sc (CS) (2020-2021)

Students attendance for Tally Shift - II

S. No	Name of the Student	18/02/2021	19/02/2021	22/02/2021	23/02/2021	24/02/2021	25/02/2021	01/03/21	03/03/21	06/03/21	12/03/21	13/03/21	16/03/21	19/03/21
1	Akhila A P	a	q	a	/	/	a	a	/	/	q	q	q	q
2	Ashmi R K	a	a	a	a	a	a	G	/	/	/	q	/	/
3	Benjin Jose J	a	a	/	/	/	a	/	/	/	q	/	/	/
4	Blessen Jose J S	a	q	a	/	/	a	/	a	/	q	/	/	/
5	Gisha C John	a	/	a	a	/	a	/	/	a	q	/	/	a
6	Nethika N C	a	q	/	/	/	a	/	/	a	a	/	/	a
7	Rahul M V	a	q	a	a	q	q	/	q	/	q	/	q	a
8	Reshma R	a	/	a	/	/	a	/	/	/	/	/	/	/
9	Sajan jose E / Sherbin S R	a	q	q	a	a	a	/	/	/	q	/	/	a
10	Shala R L	a	/	a	/	/	a	a	a	a	a	/	/	a
	BBA													
11	Al-Sumitha S H	q	/	/	/	a	/	/	q	/	q	a	q	q
12	Bincy B S	q	/	/	/	a	/	/	a	/	/	/	/	q
13	Brintha F Gladi H	q	/	/	/	/	a	/	/	/	/	/	/	/
14	Jubin Silu G V	a	a	a	a	a	q	a	a					
15	Abitha Jency V	a	/	/	/	/	a	a	/	a	a	q	/	a
16	Brigin B	/	a	/	/	/	a	a	a	/	/	/	q	a
17	Jinu J	/	/	/	/	/	a	a	a	/	/	/	/	G
18	Savin Ragul S V	a	a	a	a	a	a	a	a	/	a	q	a	a
	BCOM A1													
19	Vijitha W V	/	/	/	a	/	/	/	a	a	/	/	/	/
20	Anisha M A	/	/	/	/	/	/	/	/	a	/	/	/	/
21	Aswini S A	/	/	/	/	/	/	/	/	/	/	/	/	/
22	Subija D	/	/	/	/	/	/	a	/	/	/	/	/	/
23	Surya OS	/	/	/	a	a	a	/	a	/	a	/	/	/
	Denisha W / **BCOM A2**													/
24	Reshma V S	q	/	/	a	/	a	/	a	/	/	a	/	a
25	Rineesha V S	/	a	a	a	a	a	/	a	/	/	a	/	a
26	Sahaya Jenish M	/	a	a	/	/	a	a	/	a	a	a	a	a
27	Sandhya S	/	/	a	a	/	/	/	a	/	/	a	/	/
28	Shiju J	/	a	a	/	/		a	/	a	a	a	a	a
29	Sowmya S C	/	/	a	a	/	/	/	a	/	/	a	/	/

39. Jubin D S (I Bcom A1) — / a a q a a q a q a

Vaishnavi R (II Bcom A1) — / /

Aswathy A L (II Bcom A1) — / /

37. Kipson .
38. Aal Kipson. G.s
    Eb. Peter

30	Steni P Siman	/	/	/	/	/	a	/	/	/	/	a	/	/												
31	Sujith S	/	a	a	/	/	a	a	a	a	a	a	a	a												
32	Sunimol K	a	a	a	a	a	a	a	a	a	a	a	a													
33	Vimal P	/	a	a	/	/	a	a	/	a	a	a	a	a												
34	Abisha. W. BAP		/	/	/	/	/	/	/	/	a	a	/	a												
35	Angel. S- BAP	/	/	/	/	a	/	/	/	a	a	/	a													
36	Jenifer M -BAP	/	/	/	/	/	/	/	/	/	/	a	a													

Ajil   Aji.l
Absent   Absent
Sutin
present

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance

Date : 8-7-21

Section :

Sl.No	Name of the Student	Class	Signature	
1	Rineesha·v·s	III·B·com A₂	Rineesha	Rineesha
2	Soumya S·c	III B·com A₂	Soumya	Soumya
3.	Jincymol. R·S	III·B·com A₁	Jym	Jym
4.	Lablo Deepthi V	III B com A₁	V. Qupthi	V. Qupthi
5	Jinisha Raj P.B	III B com A₁	Jinisha Raj	Jinisha Raj
6.	Nishma·K	III·B·com A₁	Nishmala	Nishma·b
7.	Nithya·T·A	III B·ComA₁	Nithya·T·A	Nithya·TA
8.	Sruthi P·S	III B·com A₁	Sruthi	Sruthi
9.	Anisha·M·N	III B·com N₁	anisha	anisha
10.	Mahima M·R·	III B·Com (A₁)	Mahima	Mahima
11.	Bensha·W	III·B·com (A₁)	B	B
12.	Priya·M·P·	III·B·Com (A₁)	Priya	Priya
13	Alisha R·N	III·B·com (A1)	Alisha	Alisha
14	Sajitha·G·u	III·B·Com (A₁)	Sajitha	Sajitha
15	Dhinya·R·s	III B·com (A₂)	Dhinya R·s	Dhinya·R·s
16.	Jerlin·C·J	III B·com (A₂)	C·J·Jerlj	C·J·Jerly
17.	Poncy grace·D	III·B·com (A₀)	Poncygrace·D	Poncygrace·D
18.	Brintha F. Giladi·H	III BBA	Brintha·H	Brintha·H
19	Jenifer·M	III BBA	Jenifer·M	Jenifer·M
20.	Binxy·B·S	III BBA		
21.	Steni·D·siman	III B·com(A2)	Steni	Steni
22.	Niji R·S	IV B·com (A₂)	Niji	Niji
23.	Aswathy	III B·com (A₂)	Aswa	Aswa
24.	kabisha	III B·com (A₁)	Kabisha	Kabisha
25.	Jarusha	III B·com (A₂)	Jarusha·M	Jarusha·M
26.	S. Abiesh	III B·Com(A₁)	Abiesh·s	Abiesh·s
27.	S·Lijin	III B·com(A₁)	Lijin	Lijin
28	Renjith R·B	III B·Com (A₁)	Renjith	Renjith
29.	M·Yiku Prakash·	III B·com(A₂)	M·Yiku	M·Yiku
30.	D·S·Jebin	III B·com(A₁)	D·S·Jebin	D·S·Jebin
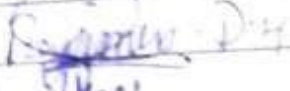
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance
Section :

Date :

Sl.No	Name of the Student	Class	Signature
31	Benjamin D.Y	II B Com (A)	Benjamin D.Y
32	Akash S	II B.Com (A)	
33	T. Binash	II B.Com (A)	
34	A JObin	II B.Com (A)	
35			

Sheela N.R
08/07/21

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance Sheet

(38)

Date : 09/07/2021

Sl.No	Name of the Student	Class	Signature F.N	Signature A.N
1	Soumya S.C	III B.Com A2	Soumya	Soumya
2.	Aswathy. P.S	,,	Aswa	Aswo
3)	Niji.R.S	,,	Nij	Nij
4	Kabisha.D.K.	,,	Kabitha	Kabita
5.	Jerusha.M	,,	Jerush	Jeru
6.	Rincesha V S	,,	Rinedo	Rin
7.	Poncygrace.D	,,	Poncygrace D	Poncygrace D
8.	Sleni.D.Siman	,,	Slini	Slein
9.	Bincy.B.S	III BBA	BB	BB
10.	Brintha F.Giladi. H	III BBA	Brintha H	Brintha H
11.	Jenifer. M	III BBA	Jenifer.M	Jenifer.M
12	Abitha Jency. V	,,	Abithajency	Abithajency.
13.	Jeslin . C.J	III. B.com A2.	C.J. Jesly	C.J. Jesly
14.	Dhiuya. R.S.	III. B.com. A2	R.S. Dhiya	R.S. Dhiya
15.	Nithya.T.A	III.B.com A1	Nithya.T.A	Nithya.T.A
16.	Nishma.k	III.B.com A1	Nishma k	Nishma.k
17	Benisha.w (1500)	,,	Benly	Benly
18	Priya. N.P.	,,	NP Priya	NP Priya
19	Sajitha.G.u	,,	Sajitha	Sajitha
20	Jincymol. R.S	,,	Jincymol	Jincymol
21	Tinisha Raj P.B	,,	Tinisha Raj	Tinisha Raj
22	Jobin Deepthi .V	,,	V. Deepthi	V. Deepthi
23	Alisha R.N	,,	Alisha	Alisha
24	Aarsha. M.A	,,	aarsha	aarsha
25.	Mahima M.R	,,	Mahima	Mahima
26.	Binosh.T	,,	B.T	B.T
27	Jobin.A	,,		
28.	Benjamin.D.H	,,	Benjamin D.H	Benjamin.D.H
29	S. Abiesh	III B.Com (A1)	Abiesh S	Abiesh S
30.	Eabinson.E	III.B.Com A2	E.Eabinson	E.Eabinson
31.	Leeban.R.V	III B.com(A1)	Leeban	Leeban
32	Bjiths	,,	Ajith	Ajith
33.	M.Jinu Prakash	III. B.Com A2	MJinu	MJinu
34	Jabin.R.S	III.B.com (A1)	Jabin	Jabin
35	Renjith.R.B	III B Com A1	Renjith	Renjith
36	Lijin.S	III B.Com A1	Lijin	Lijin
37	D.S. Jebin	III B.com(A1)	D.S. Jebin	D.S. Jebin
38	S.Akash	III B.Com(A1)	Akash	Akash

39

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance Sheet

Date: 12/07/2021

Sl.No	Name of the Student	Class	Signature F.N	Signature A.N
1.	Leeban. R.V.	III B.com(A2)	Leeban	Leeban
2.	Jenifer. M	III BBA	Jen. M	Jenifer M
3.	Artha Jerxy. V	III BBA	Artha	Artha Jerxy.V.
4.	Jincymol. R.s	III. B.com (A1)	Jimna	Jimna
5.	Jabin Deepthi. V	" "	V. Dipth	V. Deepth
6.	Jinusha Raj P. B.	"	Junisha Raj	Jrush. Raj
7.	Nishma.k	III.B.com A1	Nshma.k	Nishma
8.	Nithya. T.A	III. B.ComA1	Nithya T.A	Nithya.T.A
9.	Sruthi. P.S	III. B.com A1	Sruthi.	Sruthi
10.	Ajitha. G.u	III. B.Com A1	Ajitha	Ajitha
11.	Nisha R.N	III. B.COM(A)	Nisha	Nisha
12.	Anisha. M.N	III. B. com A1	Anisha	Anisha
13.	Mahima m.R.	III B.Com A1	Mahima	Mahima
14.	Binosh. G	III. Bcom A1	B.G	B.G
15.	Jebin A	III. B.Com. A1	J.A	J.A
16.	S. Abiesh	III B.Com (A1)	Abiesh.S	Abiesh
17.	D.H.Benjamin	III B.Com (A)	Benjamin.D.H	Benjamin D.H
18.	S. Akash	III B.Com (A1)	Akash	Akash
19.	S. Jebin	III Bcom(A1)	S.Jebin	S.Jebin
20.	Renjith. R.B	III B.Com(A1)	Renjith	Renjith
21.	C. Lijin	III B.com(A1)	Lijin	Lijin
22.	E. Fabinson	III B.Com (A2)	E.Fabinson	E.Fabinson
23.	Kabisha. D.k	III. B.Com(A2)	Kabisha	Kabisha
24.	Jousha. M	III. B.Com(A2)	Jousha.M	Jousha.M
25.	Niji. R.S.	III B.com A2	Niji	Niji
26.	Rinusha. V.S.	III B.com A2	Rinusha	Rinusha
27.	Anusha. P.S.	III B.com A2	Anusha	Anusha
28.	Freena. M.	III B.com A2	Freena	Freena
29.	Brintha F. Gladi. H	III BBA	Brintha.H	Brintha
30.	Bincy	II BBA	B	B
31.	Steni.P.siman	III. B.com(A2)	Steni	Steni
32.	Jerlin. C.J	III. Bcom (A2)	Jerly	Jerly
33.	R.s. Dhiuya	III. B.Com(A2)	Dhiya	Dhiya
34.	M.P. Priya	III. B.Com(A2)	M.P.Priya	M.P.Priya
35.	Bentha.w	III. B.com (A1)	Betha	Betha
36.	Renoba. M	"		

D1. E. Johasya Lijin Mary

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance Sheet

Date : 13/07/2021

Sl.No	Name of the Student	Class	Signature F.N	Signature A.N
1	Jenifer. M	III BBA	Jenifer.M	Jenifer.M
2	Aartha Jerry. V	III BBA	Aathrapeny	
3.	Jinsymol. Rs	III. B.com (AI)	Jinsymol	Jinsymol
4	Jobin Deepthi. V	,,	V. Deepthi	V. Deepthi
5	Jinisha Raj. P.B.	"	Jinisha Raj	Jinisha Raj
6.	Nishma. K	,,	Nishma.k	Nishma.k
7.	Nithya. T.A	,,	Nithya.TA	Nithya.TA
8	Sruthi. P.S	,,	Sruthi	Sruthi
9	Sajitha. G.u	,,	Sajitha	Sajitha
10	Nisha R.N	"	Nisha	Nisha
11	Anisha. M. A	"	anisha	Anisha
12	Mahima M.R	"	Mahima	Mahima
13	Binosh J	"	B.J	B.J
14	S. Abiesh	III B.Com (A₁)	Abiesh.s	Abiesh.s
15	Renjith. R.B	III B.Com(A₁)	Renjith	Renjith
16	Lijin. S.	III B.Com IA"	Lijin	Lijin
17.	Leeban. R.V	III. B.Com(A₂)	Leeban	Leeban
18.	M. Yinu Pratheesh.	" "	Yinu P	Yinu P
19	E. Sabinson	III. B.Com A₂	E.Sabinson	E.Sabinson
20	Jerusha. M	III. B.com(A₂)	Rousha.M	Jerusha
21	Swanthy. P.S	"	Swanthy	Swanthy
22	Afsana M	,,	Afsana	Afsana
23	Niji. R.S	"	Niji	Niji
24	Rineesha. V.S		Rineesha	Rineesha
25	Sowmya. S.C.		Sowmya	Sowmya
26	Brintha F. Gladi H	VII BB	Brintha.H	Brintha. H
27	Bincy. B.S	III BBA	B.	B.
28.	Pency grace. D	III.B.com(A₂)	Pency grace	Pency grace
29.	Jeslin. C.J	III. B.com A₂	Jesly	Jesly
30	Dhinya. P.S	III. B com. A₂	Dhinya	Dhinya
31	Steni. D. siman	"	Steni	Steni
32.	Priya. M.P	III. B.Com A₁	Priya	Priya
33.	Bensha. W	"	Bensha	Bensha
34				
34	Benjamin. D.H	III B.Com (A)	Benjamin.D.H	Benjamin.D.H
35	S. Akash	III B.Com(AI)	Akash	Akash

Dr. E. Sahaya Giri Mary

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance Sheet

Date : 14/07/2021

Sl.No	Name of the Student	Class	Signature F.N	Signature A.N
1.	Leeban . R.V	III B.Com(A2)	Leeban	Leeban
2	Jenifer . M	III BBA	Jenifer. M	Jenifer. M
3.	Bincy. B.S	"		
4.	Jincymol. R S	III. B.com (A1)		
5	Labin Deepthi. V	III. B.com (A1)	V. Deepti	V. Deepti
6.	Jinisha Raj P.B.	III B.com (A1)	Jinisha Raj	Jinisha Raj
7.	Nishma.k	III. B.com (A1)	Nishma	Nishma
8.	Nithya.T.A	III .B.com (A1)	Nithya.TA	Nithya. TA
9.	Sruthi P. S	III B.com (A1)	Sruthi	Sruthi
10	Sajitha. G.u	III . B.Com (A1)	Sajitha	Sajitha
11	Nisha	III. B.com (A1)	Nisha	Nisha
12	Anisha. M. A	III B.com (A1)	anisha	anisha
13.	Mahima M.R	III B.Com (A1)	Mahima	Mahima
14.	Binosh	III B.com (A1)		
15.	Tobin.A	III B.com (A1)		
16.	S.Abiesh	III B.(ami A1)	Abiesh	Abiesh
17	D.H.Benjamin	III B.Com(A1)	Benjamin.DH	Benjamin
18	S.Akash	III B.Com(A1)	Akash	Akash
19	D.S.Tebin	IV B.com(A1)	D.S.Teb	D.S.Teb
20	S.Lijin	III B.com(A1)	Lijin	Lijin
21	Renjith. R.B	III B.Com(A1)	Renjith	Renjith
22	M.Jinu Pratheesh.	" " (A2)	Jinu	Jinu
23	E.Eabinson	III. B.Com (A2)	E.Eabinson	E.Eabinson
24.	Kabisha. D.k	"	Kabisha	Kabisha
25.	Jerusha. M	"	Jerusha	Jerusham
26.	Niji. R.S.	"	Niji	Niji
27.	Aswathy. P	"	Aswa	Aswa
28.	Steni. P. ciman	"	Steni	Steni
29.	Brintha. f. Gladi. H	III BB	Brintha	Brintha-H
30	Percy grace. D	III. B.com(A2)	Percygrace	Percygrace
31.	Jexlin . C.J	III. B.com A2	Jexly	Jexly
32.	Afzena. M	III. B.Com. A2	Afzena	Afzena
33.	Dhinya R.s	III. B.com. A2	Dhinya	Dhinya
34	PRIYA. M.P	III. B.Com A1	Priya	v.Priya
35	Beasha.w	"	Besh	Besh
36	Rineesha. V.J	IV. B.com A2	Rineesha	Rineesha
37	Soumya. S.C	"	Soumya	Soumya

14/7/21

Lucas. R

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Kaiyakkaviali
Shift II – Tally – 2021: Attendance Sheet

Date : 15-7-2021

Sl.No	Name of the Student	Class	Signature F.N	Signature A.N
1.	Leeban. R.V	III B.com (A2)	Leeban	Leeban
2	Soumya. S.c	III B.com(A2)	Soumya	Soumya
3.	Rindsha. V.S	III ''	Rindsha	Rindsha
4.	Jincymol. R.S	III . B.com (A1)	Jymy	Jymy
5	Labin Deepthi V	III Bcom (A1)	V. Labithi	V. Labithi
6.	Jinisha Raj P.B	III B.com (A1)	Jinisha	Jinisha
7.	Nishma. k	III . B.com(A1)	Nishma k	Nishma k
8.	Nithya. T.A	III . B.com (A1)	Nithya. T.A	Nithya.TA
9.	Sauthi P.S	III . B.com (A1)	Sauthi	Sauthi
10	Sajitha. G.u	III . B.com (A1)	Sajithi	Sajitha
11	Nisha R.N	III . Bcom (A1)	Nisha	Nisha
12.	anisha. M.A	III . Bcom (A1)	anisha	anisha
13.	Mahima M.R	III B.com (A1)	Mahima	Mahima
14.	Binosh J	II B.com (A1)	B	B
15	Tebin A	III .B.com (A1)		
16	S. Abiesh	III B.com (A1)	Abiesh	Abiesh
17	D.H.Benjamin	III .B.com (B1)	Benjamin	Benjamin D'H
18	S. Akash	III B.com (A1)	Akash	Akash
19	D.S.Tebin	III B.com (A1)	D.S.Teb	D.S.Teb
20	Lijin	II B.com A1	Lijin	Lijin
21	Renjith. R.B	III B.com (A1)	Renjith	Renjith
22.	Jinu Pratheesh. M.	I '' (A2)	Jinu	Jinu
23.	Jobin. R.J	III . B.com (A1)		
24	Eabinson. E	III B.com (A2)	Eabinson	E. Eabinson
25.	Kabisha. D.K.	III .B.com (A2)	Srabisha	Srabisha
26	Jerusha . M	III .B. com (A2)	Jerusha.M	Jerusha.M
27.	Niji R.S.	''	Niji	Niji
28.	Aswunthy	''	Aswany	Aswany
29.	Afrena.M	''	Afrena	Afrena
30	Steni. P. siman	''	Steni	Steni
31	Pony grace.D	''	Pony grace	Pony grace
32.	Binu. B.S	III BBA	B	B
33.	Brintha. F. Gladi - H	III BBA	Brintha H	Brintha.H
34	Gerlin. C.J	III . B.com	Gerli	Gerli
35.	Dhinya .R.S.	III . B.com	Dhinya	Dhinya
36.	Abitha Jessy. V.	III BBA	Abitha	Abitha
37	Jenifer. M	III BBA	Jeny	Jeny

38. PRIYA N.P   III. B.Com(A,)   vegpriya   M.P.Priye

39 Benshaw   ,,   eithe   eBah

$\frac{\text{Bo M}}{19/1/21}$

Lucas·K

Nanjil Catholic College of Arts And Science,
Kaliyakkavilai
TALLY ENROLLMENT 2020-2021

Sl.No	Tally ID. No.	Name
1	TA- 070456201841	Angel S
2	TA- 070457201814	Abisha W
3	TA- 070456201845	Abitha Jency V
4	TA- 070456201835	Al- Sumitha S H
5	TA- 260355201845	Brijin B
6	TA- 260339201844	Bincy B S
7	TA- 160451201856	Brindha F Glady
8	TA- 260355201829	Jubin Silu G V
9	TA- 260339201841	Jinu
10	TA- 260339201843	Aswin Vasanth
11	TA- 160451201877	Savin Rahul

Nanjil Catholic College of Arts and Science, Kaliyakkaviali
Shift II Tally Grade Sheet - 2020-2021

Sl.No.	Exam ID	Name	% of Mark	Grade
1	TA-120710202108	ABIESH S	73.33	A
2	TA-120710202114	ABITHA JENCY V	68.89	B+
3	TA-120716202110	AFRENA M	68.89	B+
4	TA-120710202110	AKASH S	93.33	A+
5	TA-120716202102	ANISHA M. A	82.22	A+
6	TA-120716202104	ASWATHY P.S	66.67	B+
7	TA-110846202102	ASWINI S A	93.33	A+
8	TA-120716202105	BENSHA W	86.67	A+
9	TA-120710202116	BINCY B.S	82.22	A+
10	TA-260751202152	BINOSH T	77.78	A
11	TA-120710202112	BRINTHA F. GLADI .H	53.33	B
12	TA-120716202108	DHIVYA R.S	75.56	A
13	TA-120710202103	EABINSON E	66.67	B+
14	TA-120717202135	JEBIN A	62.22	B+
15	TA-120710202102	JEBIN D.S	66.67	B+
16	TA-120710202111	JENIFER M	88.89	A+
17	TA-120716202123	JERLIN C.J	60	B+
18	TA-120716202124	JERUSHA M	80	A+
19	TA-120717202111	JINCY MOL R.S	82.22	A+
20	TA-120716202112	JINISHA RAJ P.B	68.89	B+
21	TA-210702202141	JINU PRATHEESH M	86.67	A+
22	TA-210702202146	JOBIN R.S.	84.44	A+
23	TA-120716202125	KABISHA D.K	66.67	B+
24	TA-120716202127	LABIN DEEPTHI V	53.33	B
25	TA-120710202100	LEEBAN R.V	71.11	A
26	TA-120717202123	LIJIN S	64.44	B+

27	TA-120717202109	MAHIMA M R	73.33	A
28	TA-120717202122	NIJI R.S	93.33	A+
29	TA-120717202112	NISHA R.N	71.11	A
30	TA-120718202153	NISHMA K	86.67	A+
31	TA-120718202140	NITHYA T.A	75.56	A
32	TA-120710202123	PRIYA M.P	62.22	B+
33	TA-120717202125	RENJITH R.B.	73.33	A
34	TA-120718202154	RINEESHA V.S	64.44	B+
35	TA-120719202117	SAJITHA G.U	86.67	A+
36	TA-130718202117	SOUMYA S.C	75.56	A
37	TA-120718202156	SRUTHI P.S	55.56	B
38	TA-120710202118	STENI P. SIMAN	66.67	B+

31/8/21

Staff Incharge   **Principal**   **Secretary**
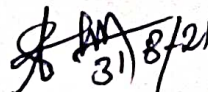
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI
SHIFT II (TALLY PROGRAMME)
RESULT ANALYSIS

Total Number of Students Registered	38
Total Number of Student Appeared	38
Total Number of Student Absent	-
Number of Student Passed	38
Number of Student failed	-

Number of Student got "A+" Grade	13
Number of Student got "A"	9
Number of Student got "B+"	13
Number of Student got " B"	3
Total Number of Students	38

31/8/21

Staff Incharge   **Principal**   **Secretary**

Nanjil Catholic College of Arts and Science

Kaliyakkavilai

Tally Shift II

Report 2020-21

The institution offers Tally Shift II programme to all the students every year. During the year 2020 -21, 38 students were registered from the college. The students registration reduced due to Covid-19 Pandemic. Of the total 38 , all 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 38 registered students, all the students completed the course successfully with high marks during year.

In-charge   Principal   Secretary

Tally academy ™
www.tallyacademy.in

Tally academy ™
C E R T I F I E D
Accountant

Certificate of Excellence

JEBIN D.S

has successfully completed the requirements to be recognized as a

TallyAcademy Certified Accountant
on TallyPrime

Grade : **B+**
Certificate No : **TAC-2100004725**

Tally academy
www.tallyacademy.in

Authorised Signatory

www.tallyacademy.in

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

BLOCK 1: CONCEPTS & FUNCTIONS OF NGOs

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 urcertainties. 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.

इन्दिरा गाँधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
Maidan Garhi, New Delhi - 110068
STATEMENT OF MARKS

CERTIFICATE IN NGO MANAGEMENT

CERTIFICATE NO. : B 099316

CNM 2001772949
STEPHY K S
paranvilai veedu
Eruthavoor

5398

DATE : 11/12/2020

Marthandam 629153
TAMIL NADU

TERM-END EXAM. : JUNE - 2020

MTH. & YR. OF ADMN.: JANUARY - 2020   **MEDIUM :** ENGLISH

COURSE CODE	COURSE TITLE	Cr.	SEM	MARKS IN ASSIGN-MENTS 1	2	MARKS IN T.E.E. 1	2	PRACTICAL/ LAB/PROJ 1	2	OVERALL MARKS	MAX. MARKS	CRS STS	T.E.E. MMYY
BMS001	INTRODUCTION TO NGO MANAGEMENT	4	1	27	#	39	#	#	#	66	100	SC	0620
BMS002	MANAGEMENT FUNCTIONS	4	1	28	#	37	#	#	#	66	100	SC	0620
BMS003	HEALTH CARE MANAGEMENT	4	1	25	#	33	#	#	#	59	100	SC	0620

CERTIFICATE IN NGO MANAGEMENT SUCCESSFULLY COMPLETED
WITH 64.00%

REGISTRAR (SED)

ABBREVIATIONS.
PROJ - Project Marks; Lab - Laboratory Marks; T.E.E. - Term End Examination Marks; SEM: Semester; CRS: Course;
STS: STATUS; CR - Credits; #-Not Applicable; * - Absent/Result Later/Not Submitted as the case may be;
MMYY: Month & Year; SC - Successfully Completed; NC - Not completed

>>>>> SCHEME OF ASSESSMENT OF STUDENT'S PERFORMANCE <<<<<
The performance of student in 'Certificate in NGO management (CNM)' programme is assessed under 'Numerical Marking
Scheme'. Evaluation Methodology has two components in a course: (i)Continous Evaluation through Assignment and (ii)
Term-end Examination. Continous Evaluation carries 30% and Term-end Examination carries 70% weightage.

>>>>> MINIMUM STANDARD FOR COMPLETION OF A COURSE AND PROGRAM <<<<<
Minimum 35% marks for continous evaluation and Term end examination seperately
with overall 35%

PERCENTAGE EQUIVALENT	QUALITATIVE LEVEL
60% & ABOVE	1st DIVISION
50% TO 59.9%	2nd DIVISION
35% TO 49.9%	PASS
BELOW 35%	FAILED

No. R 0144377

इन्दिरा गाँधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
Maidan Garhi, New Delhi - 110 068

PROVISIONAL CERTIFICATE

5398

This is to certify that STEPHY K S

(Enrolment No. 2001772949) has successfully completed the

CERTIFICATE IN NGO MANAGEMENT

in the examination held in JUNE – 2020 The grade card/statement of marks

indicating details of grades/marks has already been issued to the student.

Date : 11/12/20

(Valid till the original is issued at the next Convocation) Registrar (SED)
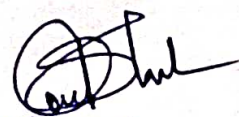
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE, KALIYAKKAVILAI

UGC ADD-ON COURSE 2020-2021

Certificate in Computer Hardware and Networking

S.No	Name	Class and Deptartment
1	Vaishnavi R L	III BA(English)
2	Lijisha L	III BA(English)
3	Abarna M S	III BA(English)
4	Shanu S S	III BA(English)
5	Sowmiya S	III BA(English)
6	Subi S	III BA(English)
7	Vergin Saji A	III BA(English)
8	Benjamin D H	III BCom (Commerce)
9	Anisha T	III BA(English)
10	Jenisha X.E	III BBA (Business Administration)
11	Brigin B	III BBA (Business Administration)
12	Abilash S	III BBA (Business Administration)
13	Jinu J	III BBA (Business Administration)

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

Nanjil Catholic College of Arts and Science

Kaliakkavilai

Certificate Program in Hardware and Networking

SYLLABUS

UNIT – I

Introduction to Computers– Types of Computers - Micro, Mini, Mainframe and Super Computer, Architecture of a Computer System–Processor (CPU) - Types and their specifications (Intel: Celeron, P4 family, Xeon, dual core, quad core, core 2 duo, i3,i5,i7 and AMD), ALU, Memory - Types, Storage, Semiconductor memories: RAM, ROM, PROM, EMPROM, EEPROM, Static and Dynamic, Cache Memory,Secondary Storage Devices -Types, Capacity, Popular Brands, Standards, Interface, Concept of Tracks, Sector, Cylinder and Cluster.Jumper setting, CMOS setting, Input/Output Devices

Serial Port and Parallel Port–Principle of Communication, Types of ConnectingDevices, Interface Standards, Connectors.

Concept of Operating System–Types of Operating Systems, Functions of an Operating System, Need of OS, Batch Processing, Multi-processing, Single user & Multi user OS, Distributed and Time Sharing Operating Systems, Introduction to Unix, Linux, Windows, Windows NT systems.

UNIT – II

Introduction to Computer Networks – Definition, Advantages, Architecture: Peer-to-Peer and Client/Server Network. Network Topologies – Star, Ring, Bus, Tree, Mesh, Hybrid.Types of Network – Local Area Network (LAN), Metropolitan Area Network (MAN), Wide Area Network (WAN), Intranet and Internet.Wi-Fi, Bluetooth.

Communication Media & Connectors – Introduction to Data Communication – Analog and Digital Signals. Transmission mode: Simplex, Half-Duplex and Full-Duplex.Unshielded twisted-pair (UTP), shielded twisted-pair (STP), Fiber Optics and coaxial cable: RJ-45, RJ-11, BNC. Understanding color codes of CAT5 cable. 568A and 568B convention.

Network Components – Modems, Firewall, Hubs, Bridges, Routers, Gateways, Repeaters, Transceivers, Switches– their functions, advantages and applications.

Protocols–OSI,TCP/IP.Simple Mail Transfer Protocol (SMTP), Telnet, File Transfer Protocol (FTP), Hyper Text Transfer Protocol (HTTP). Setting IP Address(IP4/IP6) & Subnet Mask, Classes of IP Addressing. Introduction to Network Security, Concept of Dynamic Host Control Protocol.

Reference Books
1. PC Hardware: The Complete Reference by Craig Zacker and John Rourke
2. PC Hardware: A Beginner's Guideby Ron Gilster
3. Computer Fundamentals - by P.K.Sinha
4. Networking The Complete Reference, Third Edition by Bobbi Sandberg
5. Basics of Computer Networking by Thomas Robertazzi

Practical Lab.

Hardware—Introduction to Computer System.Identify the front and rear panel controls and ports on a PC. Power Supply Connections. Motherboard Connections. Motherboard Components. CPU (Processor), RAM (Memory),Hard Drive Connections, ROM Drives, Video Cards, Sound Cards.

Installation of a PC—Removing and Installing - Power Supply, the Processor, the Motherboard, RAM, ROM, Hard Drive, Fans, Video Card, Expansion Cards, a CPU Cooler, CMOS Battery. Troubleshooting, About SMPS and its cable, Connector and Servicing Procedure.

Windows Installation—Windows - Concept of GUI, Desktop, Icons - My Computer, Network Neighborhood,Network Places, Recycle bin, Briefcase.Display, Drag and Drop, Task Bar, Start Menu, Tool Bar, and Menus.Windows Explorer.Properties of files and folders.Executing application programs.Properties of connected devices.Applications under windows accessories. Windows Help, Search feature, Control panel, Installation of devices.

A walkthrough of installing Windows XP, Windows 7 / 8, Imaging: create a Windows system image. How to Backup/Restore your Windows partition with the bootable image disk, Setting a multiboot system, the Windows bootmanager vs. an alternative bootmanager, Setting up a dualboot system, Dual Boot Linux and Windows. Windows XP registry tweaks.

Components of Computer Network—Layout of Network,Familiarization with various Network devices, Connectors and Cables.

Crimping & Punching—Crimping practice with straight and cross CAT 5 cables. Punching practice in IO Box and patch panel. Crimping and making cables.

Cabling—Create cabling in a lab with HUB/Switch and IO Boxes and patch panel. Fitting of Switch Rack.

Install & configure a Network— Installing & Configuring a Peer-to-Peer Network using Windows Software.

Configuration of Data Communication Equipment—Connecting computers with Network with Drop cable and using Wi Fi configuration. Basic Programmable switch Configuration, IP Routing Process, Verifying Configuration.

IP Addressing & TCP/IP— IP Addressing Technique(IP4/IP6) and Subnetting and Supernetting the network. Installation and Configuration of TCP/IP Protocol. Practice TCP/IP Utilities: PING, IPCONFIG, HOSTNAME, ROUTE.

Other Network Protocols: Working with SMTP, TELNET, FTP, HTTP,Configuring DHCP.
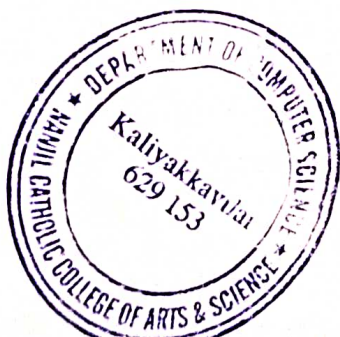
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE, KALIYAKKAVILAI

UGC ADD-ON COURSE

Certificate in Computer Hardware and aNetworking

S.No	Name	Dept	1/3/21	1/3/21	8/3/21	8/3/21	15/3/21	15/3/21	17/3/21	17/3/21	18/3/21	18/3/21	22/3/21
1	Vaishnavi R L	III BA(Eng)	l	l	l	l	l	/	ı	l	l	l	ı
2	Lijisha L	III BA(Eng)	l	l	l	l	/	l	/	l	/	l	l
3	Abarna M S	III BA(Eng)	l	l	/	l	/	/	l	l	a	a	ı
4	Shanu S S	III BA(Eng)	l	l	l	l	l	/	/	l	l	l	ı
5	Sowmiya S	III BA(Eng)	l	l	l	/	l	/	l	l	l	l	l
6	Subi S	III BA(Eng)	l	l	l	/	l	/	/	l	l	l	l
7	Vergin Saji A	III BA(Eng)	l	l	l	/	l	l	/	l	l	l	/
8	Benjamin D H	III BCom	l	l	a	a	l	l	l	/	l	l	l
9	Anisha T	III BA(Eng)	l	l	l	/	l	l	/	l	l	l	l
10	Jenisha X.E	III BBA	l	l	l	/	ı	l	/	l	l	l	l
11	Brigin B	III BBA	l	l	l	l	/	l	/	l	l	l	l
12	Abilash S	III BBA	a	a	l	l	l	/	l	l	l	l	l
13	Jinu J	III BBA	l	l	l	/	/	/	/	l	l	l	l

Faculty Incharge

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

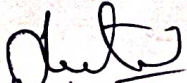# NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIAKKAVILAI

DEPARTMENT OF COMPUTER SCIENCE

UGC ADD-ON COURSE REPORT 2020-2021

Course: Certificate Program in Hardware and Networking

The department of computer science organizes UGC Add-On courses for college students. The course has planned to 3 months duration. There are 13 students registered their names for this course. The course started on 1/03/2021 and the students are regularly attended the course. The department faculties taught the courses with practical manner. Unfortunately, due to the pandemic situation we are unable to continue the classes.

Head, Department of Computer Science
Nanjil Catholic College of
Nedumcode, Kaliyakkavilai