



SREE AYYAPPA COLLEGE FOR WOMEN
(Re-accredited with B Grade by NAAC)
Chunkankadai, Nagercoil

1.2 1. NUMBER OF ADD ON / CERTIFICATE /VALUE ADDED PROGRAMMES OFFERED DURING THE LAST FIVE YEARS

Supporting Documents

Curriculum

OVERVIEW OF ENGLISH COMMUNICATION

<p>OVERVIEW OF ENGLISH COMMUNICATION- NMLE21 SYLLABUS</p> <p>SESSION 1 POLITE CONVERSATION</p> <ul style="list-style-type: none">• Using polite phrases• Engaging in small talk• Asking and answering politely <p>SESSION 2 LOOKING BACK</p> <ul style="list-style-type: none">*Discussing Biographical Information*Discussing Things that Happened <p>SESSION 3 TECHNOLOGY</p> <ul style="list-style-type: none">Referring to Common DevicesSaying What Things are ForUnderstanding Instructions <p>SESSION 4 EXPERIENCES</p> <ul style="list-style-type: none">Describing Experiences and FeelingsMaking comparisonsTalking about Extremes <p>SESSION 5 ARRANGEMENTS</p> <ul style="list-style-type: none">Arranging to meet someoneLocations of Work placesSumming Up Arrangements	<p>SESSION 6 JOBS PEOPLE DO</p> <ul style="list-style-type: none">Talking about JobsRules at workLeisure <p>SESSION 7 EXPLAINING</p> <ul style="list-style-type: none">The Meaning of WordsDescribing quantitiesReferring to large and Small quantities <p>SESSION 8 RULES AND ABILITIES</p> <ul style="list-style-type: none">Requirements and abilities at workDescribing actionsTalking about precautions <p>SESSION 9 HEALTH AND HAPPINESS</p> <ul style="list-style-type: none">Discussing good and bad pointsGiving adviceDiscussing food <p>SESSION 10 DECISIONS AND PLANS</p> <ul style="list-style-type: none">Making decisionsMaking PlansDiscussing plans <p>SESSION 11 COMMUNICATION</p> <ul style="list-style-type: none">Talking about CommunicationMaking Phone calls
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SESSION 10
WRITING SKILLS
 WRITING THE
 PERSONAL AND PROFESSIONAL
 RESUME
 Identifying what you have done
 Points of Emphasis
SESSION 11
PREPARATION AND PRESENCE
 Etiquette
 Talking about Progress
 Travel Preparations
SESSION 12
TALKING ABOUT TRANSPORTATION
 Policies and Procedures of Movement
 Procedures
SESSION 13
THE FUTURE
 Making Predictions
 Giving Opinions
 Skills for Future Career
TABLE A
 The course An Overview of English Communication was conducted
 from 2017-2023 in U.S. 2023 through online and offline modes. The total
 duration of the course was 48 weeks.

MICROSOFT OFFICE ESSENTIALS

CURRICULUM
MICROSOFT OFFICE ESSENTIALS NMDE41

Beginners-Microsoft Office 365 Productivity
 Microsoft Excel Beginners Level
 Microsoft OneDrive
 Microsoft PowerPoint Beginners Level
 Microsoft Teams
 Microsoft Word Beginners Level
Advanced-Microsoft Office 365 Productivity
 Microsoft Excel Advanced Level
 Microsoft Word Advanced Level
 Microsoft PowerPoint Advanced Level
 Microsoft Outlook
 Microsoft SharePoint
Cyber Security Basics
 Cyber Security
 Digital Safety Essentials

EMPLOYABILITY SKILLS

IBM SKILLS BUILD EMPLOYABILITY SKILLS

Total 45 Hours Program

Topic

Job Readiness

- *Communication Skills – Formal & In-formal
- * Presentation skills

Resume Building & LinkedIn Profiling

- *Resume Writing, format and layouts
- * LinkedIn profiling and Creating a Profile

Digital Literacy

- *Digital Footprint
- * Effective use of social media

Introduction to Excel

- *Basic and Intermediate Excel Proficiency

Design Thinking

- *Problem Curation
- *Solution Ideation
- * Pitching

Project

- *Project Implementation Plan



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DATA ANALYTICS WITH TABLEAU

SYLLABUS

DATA ANALYTICS WITH TABLEAU

Introduction to Tableau

Build Tableau Web Application using Flask

Advance Data Manipulations

Data Extraction

Data Analytics

Data Visualization

Dash Board and Stories

Working with Metadata and Data Blending

Working with Filters

Parameters in Tableau

Project Flow

- Define problem
- Data Collection and Extraction
- Data Preparation
- Data Visualization
- Dashboard
- Story
- Performance Testing
- Web Integration
- Project Demonstration and Documentation



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MEDICAL CODING FOR EMPLOYABILITY

SYLLABUS
MEDICAL CODING FOR EMPLOYABILITY

S. NO	Module	Key Learning Outcomes	Duration
1	The World of Health Care	<ul style="list-style-type: none"> Learn about the day-to-day activities in medical facilities. Learn about the responsibilities of Medical coders and billers. Learn about career opportunities available to medical coding and billing specialists. 	1 hr.
2	Medical Terminology	<p>Introduction</p> <ul style="list-style-type: none"> Learn how to use medical terms in case reports. Learn about root words, prefixes and suffixes and learn how to derive word parts from medical terms. Practice using a medical dictionary. <p>Medical Terminology: Dividing and Combining Terms</p> <ul style="list-style-type: none"> Learn to divide and combine difficult medical words to help you understand and meanings of these words. Learn how those medical terms are used to describe diagnoses and procedures. <p>Medical Terminology: Abbreviations, Symbols and Special Terms</p> <ul style="list-style-type: none"> To recognize common medical abbreviations, symbols and plural words. This lesson also discusses special terms such as eponyms, acronyms, homophones, and antonyms. <p>Documenting Medical Records</p> <ul style="list-style-type: none"> The role medical records play in a coding specialist's job. Explore the importance of documentation in medical records and learn to recognize the various types of dictation formats and also discuss how healthcare professionals manage medical records. 	8 hrs.

3	Medical Ethics	<ul style="list-style-type: none"> Concepts of ethics, confidentiality, fraud and abuse and teach students how these concepts apply to medical coding specialties. The importance of confidentiality when dealing with medical records and discuss insurance ethics and its legal protocols involved. 	2 hrs.
4	Diagnostic Coding	<p>Introduction to Diagnostic Coding</p> <ul style="list-style-type: none"> The actual coding process. History of the International Classification of Diseases and the development of the ICD-10-CM coding system. To identify main terms and sub terms and describe coding pathways. <p>ICD-10-CM Coding Manual Introduction</p> <ul style="list-style-type: none"> The structure of the coding manual as well as the purposes of the various volumes within the manual. Learn to handle abbreviations, cross references, and punctuation when coding, and they gain an introduction to Volume I and II of the ICD-10-CM. 	2 hrs.
5	ICD-10-CM Diagnostic Coding: Guidelines and Rules	<ul style="list-style-type: none"> Learn the guidelines and rules of the diagnostic coding process. Learn how codes interact with the super bill and claim forms and how the forms relate to the ICD-10-CM. 	2 hrs.
6	ICD-10-CM Coding from Infections to Blood Diseases	<ul style="list-style-type: none"> Start coding diagnoses. Learn about infections, parasitic diseases, and neoplasms, as well as how to code them. The lesson also discusses the coding of endocrine, nutritional, metabolic, and blood diseases. <p>ICD-10-CM Coding from Mental Disorders to the Respiratory System</p> <ul style="list-style-type: none"> More practice with diagnosis coding as they learn about the nervous, circulatory, and respiratory systems. This lesson also teaches students about mental disorders and how to code these disorders. 	2 hrs.

7	ICD-10-CM Coding from the Digestive System to Respiratory	<ul style="list-style-type: none"> Learn about the digestive and respiratory systems. Practice coding the diagnoses related to the digestive, the respiratory and combinations of respiratory. <p>ICD-10-CM Coding from the Skin to Genitourinary of the Female Patient</p> <ul style="list-style-type: none"> Diagnose coding of skin and subcutaneous tissues. Learn about the musculoskeletal system, congenital abnormalities, and conditions in the perinatal period, as well as how to code related diagnoses. 	4 hrs.
8	ICD-10-CM Coding from Respiratory to Cardiovascular	<ul style="list-style-type: none"> Practice coding symptoms, signs, and defined conditions, as well as related and poisoning. Practice coding new and old skills. Diagnose coding knowledge in real world scenarios. Learn how to apply ICD-10-CM codes in coding practices. 	2 hrs.
9	ICD-10-CM Coding from Cardiovascular to ICD-10-CM Coding Preliminary	<ul style="list-style-type: none"> Practice coding knowledge in real world scenarios. Learn how to apply ICD-10-CM codes in coding practices. 	2 hrs.
10	ICD-10-CM Coding	<ul style="list-style-type: none"> Learn about the history of procedural coding and how to differentiate between CPT and HCPCS codes. This lesson also explains the structure and format of the ICD-10-CM coding manual, as well as the basic steps of CPT coding. 	2 hrs.
11	CPT Coding from the Respiratory System	<ul style="list-style-type: none"> Learn to code procedures related to the respiratory system: Coding diagnoses, skin wounds, excisions, lacerations, laceration repairs, and other coding for minimally-invasive procedures. <p>CPT Coding from the Reproductive System to the Operating Microscope</p> <ul style="list-style-type: none"> Discuss the male and female reproductive systems. Learn to code procedures and diagnostic procedures, as well as procedures related to the skin, excisions, lacerations, and other coding for minimally-invasive procedures. 	6 hrs.

12	CPT Coding for Radiology, Pathology, Medicine and Anesthesia	<p>CPT Coding for Radiology, Pathology, Medicine and Anesthesia</p> <ul style="list-style-type: none"> About radiology terms, subsections, guidelines, and coding methodology procedures. Discuss how coding information for pathology and anesthesia are also included. 	4 hrs.
13	CPT Coding for Evaluation and Management Services	<p>Comprehensive CPT Evaluation and Management</p> <ul style="list-style-type: none"> Learn about evaluation and management coding in this lesson. About the coding building process, as well as how encounter forms are used in a coding specialist's work. Topic on procedure coding. Review of previously discussed CPT codes specific to surgery, a majority of outpatient medical coding. 	4 hrs.
14	Comprehensive Surgery Coding	<p>Comprehensive Musculoskeletal Coding</p> <ul style="list-style-type: none"> Comprehensive Quality System Coding 	2 hrs.
15	Musculoskeletal Coding	<p>Comprehensive Quality System Coding</p>	2 hrs.
16	Urology and Reproductive System Coding	<p>Comprehensive Urology and Reproductive system coding</p>	2 hrs.
17	Pathology and Cardiovascular Coding	<p>Comprehensive Pathology and Cardiovascular coding</p>	2 hrs.
18	CPT Coding for Radiology, Pathology, Anesthesia	<p>Comprehensive CPT Coding for Radiology, Pathology, Anesthesia</p>	2 hr.
19	Anesthesia Coding	<p>Comprehensive Anesthesia Coding</p>	1 hr.
20	HCPCS Coding	<p>Comprehensive HCPCS Coding</p>	1 hr.

Grand Total : 45 hrs

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F.P.S. (M),
For Women

INDUSTRY READINESS PROGRAMME ON INSURANCE

SYLLABUS
INDUSTRY READINESS PROGRAMME ON INSURANCE

INSURANCE

PLTPC
1 0 1 2

Course Objective:

1. To provide a customized business education that prepares students for seeking career opportunities in the growing risk and insurance industry.
2. Ability to profile any given scenario of a client and suggest appropriate insurance product.
3. Ability to identify and categorize various types of risks.
4. Ability to design risk management campaigns and associate them with relevant insurance products.
5. Should be able to choose appropriate insurance policies related to life, non life, and general insurance for clients.
6. Should be able to apply insurance mechanisms in risk management and suggest ways to finance risk.

Course Content:

UNIT 1: KYC - Introduction to Insurance 3 + 6

What is Insurance | Purpose and Need of Insurance | Insurance as a Social Security Tool | Role of Insurance Economic in Development | Advantage of Life Insurance | Insurance Agency as a Career | Definition of an Agent | Agent Regulations | Other Intermediaries | Methods of Remunerating Agents | Procedure of Becoming an Agent | Principles of Life Assurance | Life Insurance Contract | Principle of utmost Good Faith | Insurable Interest | Principle of indemnity | Needs and Insurance

UNIT 2: Basic Level - Premium and Bonus 3 + 6

What is Premium | Premium Calculation & Actuarial Variation | Bonus | Life Insurance Product | Traditional / Unit Linked Policies | Individual & Group Policies With Profit And Without Profit | Types of Insurance Products as Whole Life Product, Interest Sensitive Products Term Assurance | Annuities Endowment Assurance, etc | Insurance Products for Female and Children, etc.

Course Content:

UNIT 1: KYC - Introduction to Insurance 3 + 6

What is Insurance | Purpose and Need of Insurance | Insurance as a Social Security Tool | Role of Insurance Economic in Development | Advantage of Life Insurance | Insurance Agency as a Career | Definition of an Agent | Agent Regulations | Other Intermediaries | Methods of Remunerating Agents | Procedure of Becoming an Agent | Principles of Life Assurance | Life Insurance Contract | Principle of utmost Good Faith | Insurable Interest | Principle of indemnity | Needs and Insurance

UNIT 2: Basic Level - Premium and Bonus 3 + 6

What is Premium | Premium Calculation & Actuarial Variation | Bonus | Life Insurance Product | Traditional / Unit Linked Policies | Individual & Group Policies With Profit And Without Profit | Types of Insurance Products as Whole Life Product, Interest Sensitive Products Term Assurance | Annuities Endowment Assurance, etc | Insurance Products for Female and Children, etc.

2 / 5

UNIT 3: Underwriting 3 + 6

Introduction | Classification of Risks | Financial Underwriting | Non-medical Underwriting | Underwriting by Agents | Recent Trends | Insurance Documents | Policy Conditions | Claims | Group Insurance Scheme EDLI & Non EDLI | Special, Legal/Other Features of Group Insurance | Superannuation Schemes | Group Gratuity Scheme Group Leave Encashment Schemes | Retirement Schemes

UNIT 4: Advance Level - Rural & Social Sector 3 + 6

Legal Provisions | Rural Sector | Social Sector | IRDP | LAUG | R.S.S.V.S.S.Y | Organization Structure | Important Activities | Indian Context | Structure The Actuarial Profession Life Insurance Marketing Distribution Channel The Customer Strengthening Relationship Functions of an Agent Advertisement Customer Satisfaction

UNIT 5: Role of an Insurance Agent & Information Technology 3 + 6

What is Insurance Agent | Selling Process | Consumer In Insurance | Personal Development | Product Knowledge | Customer Orientation for business Target | Time Management | Long Term Relationship | Motivation, Minors | Communication Skill | Law and Regulations | Income by Insurance | Benefits of Agents & Policy Holders | KOSAS | IT in Rural Sector

Dr. K.V. JAYASHREE M.B.A., M.FIN., Ph.D.

SOAP MAKING AND CONSUMER PRODUCTS

INSTITUTION INNOVATION COUNCIL
SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKADAI

CERTIFICATE COURSE IN SOAP MAKING AND CONSUMER PRODUCTS
Duration: 30 hours

COURSE TITLE: Certificate Course in Soap Making and Consumer products (Skill Development)

COURSE DURATION: 30 hours

COURSE COMMENCEMENT DATE: 17-10-2022 to 21-10-2022

COURSE OBJECTIVES:

- ❖ Provide students with proficiency in soap making techniques.
- ❖ Develop skills in understanding the effect of oils and chemicals in soaps.
- ❖ Prepare students for self-employment opportunities in soap making process.
- ❖ Foster a deep appreciation for preparation of varieties of soaps.

COURSE OVERVIEW: The course is aimed at empowering women to gain the necessary knowledge, skills and attitudes to make various soap products using locally available tools and materials. This course aims at imparting a useful and practical skill whereby they can be self-employed and can generate income for their family.

COURSE TEACHING METHODOLOGY:

1. **Interactive Workshops:** Engaging sessions covering the theory and practical aspects of soap making.
2. **Hands-on Practice:** Extensive practice sessions for each type of soaps.
3. **Guest Instructors:** Experienced entrepreneurs sharing industry insights and showcasing their work.
4. **Assessments:** Regular evaluations of student work to track progress and offer constructive feedback.

The course covers the following competencies:

- Identify and use tools & materials required to make different types of soap products.
- Make various types of soap products like bathing soap, washing soap, detergent powder, dishwashing powder, phenol, soap oil and Liquid Blue.
- Take necessary safety precautions and first aid while engaged in making soap products.
- Have a knowledge base regarding the various ingredients and oils used in the soap products.
- Also equips them with the ability to troubleshoot problems during the soap making process.

COURSE CONTENTS

- **MODULE 1: Historical Depths:** Dive into the evolution of soap-making, understanding its history and the essential tools and ingredients.
- **MODULE 2: Soap Science:** Delve into the intricate materials, the role of fillers, fragrances, and the science behind the soap-making process.
- **MODULE 3: Basic Soap Crafting:** Master fundamental recipes, exploring the use of fruits, vegetables, and spices.
- **MODULE 4: Signature Soaps:** Explore the art of aromatherapy, herbs, and color infusion in creating signature soap bars.
- **MODULE 5: Specialty Soaps:** Learn to create distinct soaps like shampoos, antiseptics, and bath salts.
- **MODULE 6: Troubleshooting:** Address common challenges in soap-making and discover tried-and-true solutions.
- **MODULE 7: Business Brilliance:** Unearth the secrets of successful soap businesses—from costing and pricing to strategic marketing.

Note: Course contents can be customized based on the specific needs of learners or location.

ASSESSMENT CRITERIA

Learning Outcome	Assessment Criteria
1. Apply Preparatory Skills and Practice the preparation of different types of soaps	<ul style="list-style-type: none"> ➤ Comprehend the basic terms used in soapmaking. ➤ Demonstrate the ability to formulate (use proportions in a recipe for a minimum of three different oils in a formula by calculating the given saponification values). ➤ Understand safe handling/storage procedures for soapmaking supplies and equipment. ➤ Know mandatory labeling of soap per universally standard guidelines. ➤ Use good manufacturing practices.
2. Use the methods of soap preparation and calculating the cost.	<ul style="list-style-type: none"> ➤ Comprehend the basic terms used in soapmaking. ➤ Have a basic knowledge of making Melt and Pour soap using at least three different additives to the base. ➤ Understand safe handling/storage procedures for soapmaking supplies.


	<ul style="list-style-type: none"> ➤ Know mandatory labeling of soap per universally standard guidelines. ➤ Use good manufacturing practices.
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ASSESSMENT & CERTIFICATION

The students will be assessed for her Instructional skills, knowledge and attitude towards learning throughout the course span.

- a) The Continuous Assessment (Internal) during the period of training will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes.
- b) The learning outcome and assessment criteria will be the basis for setting question papers for final assessment.
- c) Assessment will be evidence based comprising the following:
 - Job carried out in labs/workshop/Field
 - Answer sheet of assessment
 - Viva voce
- d) The minimum pass percentage for skill test is 60%.

COURSE INSTRUCTOR: Dr. Jacob Pullikan, Director, Gandhi Centre for Rural Development, Swadeshi Centre, Thiruvananthapuram



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FABRIC PAINTING

INSTITUTION INNOVATION COUNCIL
SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKADAL

CERTIFICATE COURSE IN FABRIC PAINTING
Duration: 30 hours

COURSE TITLE: Certificate Course in Fabric Painting (Skill Development)

COURSE DURATION: 30 hours

COURSE COMMENCEMENT DATE: 16-10-2023

COURSE OBJECTIVES:

- ◆ To create skill of fabric painting
- ◆ To develop creativity and learn techniques of fabric painting
- ◆ To train students to get self employment
- ◆ To give the knowledge of organizing Exhibition
- ◆ To acquire knowledge about the colour & colour chart
- ◆ To decorate fabric with painted designs

COURSE OVERVIEW: This course is designed to empower students with the knowledge and skills required to master fabric painting techniques. The course emphasizes hands-on practice, allowing students to create beautiful and intricate designs. Fabric painting is indeed a captivating art form that transforms ordinary fabrics into exquisite pieces of personalized art.

COURSE TEACHING METHODOLOGY:

1. **Interactive Workshops:** Engaging sessions covering the theory and practical aspects of fabric painting.
2. **Hands-on Practice:** Extensive practice sessions for each technique in fabric painting.
3. **Design Projects:** Creating unique designs and motifs to apply learned skills.
4. **Guest Instructors:** Experienced embroidery artisans sharing industry insights and showcasing their work.
5. **Assessments:** Regular evaluations of student work to track progress and offer constructive feedback.

IMPORTANCE FOR LEARNER IN CAREER GROWTH

Fabric painting isn't just about creating beautiful designs on textiles; it's a gateway to a world of artistic possibilities. By delving into fabric painting, the various benefits a learner can experience.

- **Self-Expression:** Firstly, fabric painting allows to express one's own thoughts, emotions, and individuality through vibrant colors and intricate designs.
- **Therapeutic Pursuit:** Secondly, it offers a therapeutic escape, helping you unwind and de-stress as you immerse in the creative process.
- **Unique Creations:** Thirdly, One can craft one-of-a-kind, personalized fabric creations, from clothing and accessories to home decor items.
- **Experiment with Colors:** Fourthly, Discover the fascinating world of color combinations and contrasts, creating visually striking pieces.
- **Explore Textures:** Secondly, fabric painting allows you to play with various textures, adding depth and character to your work.

COURSE CONTENTS

MODULE I: History of fabric painting, Meaning of fabric painting, History of fabric painting, Tools and materials used for fabric painting - Fabric, Paints, brushes, Paint palette, Frame, Paper, Bowl, 30 size lines, Drawing cloth.

MODULE II: Colour - Primary colours, Secondary colours, Tertiary colours

MODULE III: Application of fabric painting, Preparing fabric ready for painting, Transfer of design onto fabric, fixing the colours, Post treatment of fabrics

MODULE IV: Blending Techniques of Painting - brush control, brush loading, Types of strokes used for painting - Blended up brush, Flat tip brush, liner brush, foam brush, Distances to be used with paint.

MODULE V: Techniques of Fabric Painting - Wet Brush Technique, Dry Brush Technique, Taping, Dot work, Wet on wet, Different strokes like - comma stroke, Chisel stroke, Flat stroke, leaf stroke, S stroke, Tear drop, Line work and marbling, DOT and DOTS in fabric painting.

MODULE VI: Strokes of fabric painting: Comma stroke, Chisel stroke, Flat comma, Leaf stroke, S stroke, Tear drop, Line work, Marbling, DOT and DOTS in fabric painting.

MODULE VII: Types of fabric Painting: Blank painting, Sea painting, Stencil painting, Stamp painting, Sponge painting, Painting with brush, Types of Paints - Acrylic based paint and fabric dye.

MODULE VIII: Entrepreneurial aspects - Setting up a small fabric painting work business, pricing, marketing, and selling products.

Note: Course contents can be customized based on the specific needs of learners or location.

This course equips future students with the skills and knowledge required to excel in fabric painting, offering both professional growth opportunities and career advancement potential in India's specific and fashion industry. It prepares learners to create exquisite fabric paint designs, meeting the demands of the market for traditional and customized textile products.

ASSESSMENT CRITERIA


Learning Outcome	Assessment Criteria
1. Apply Preparatory Skills and Practice fabric painting.	<ul style="list-style-type: none"> ➤ Know the history and tools used for fabric painting ➤ Builds creativity in Knowledge about painting tools ➤ Learns different strokes in fabric painting ➤ Learns various techniques in fabric painting ➤ Display of fabric paintings in exhibitions

ASSESSMENT & CERTIFICATION

The students will be assessed for her instructional skills, knowledge and attitude towards learning throughout the course span.

- a) The Continuous Assessment (Internal) during the period of training will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes.
- b) The learning outcome and assessment criteria will be the basis for setting question papers for final assessment.
- c) Assessment will be evidence based comprising the following:
 - Job carried out in labs/workshop/Field
 - Answer sheet of assessment
 - Viva-voce
- d) The minimum pass percentage for skill test is 60%

COURSE INSTRUCTOR: Mrs. Ramani



Saini

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MUSHROOM CULTIVATION

INSTITUTION INNOVATION COUNCIL
SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKANDAI
CERTIFICATE COURSE IN MUSHROOM CULTIVATION
Duration: 30 hours

COURSE TITLE: Certificate Course in Mushroom Cultivation (Skill Development)

COURSE DURATION: 30 hours

COURSE COMMENCEMENT DATE: 25-07-2023

COURSE OBJECTIVES:

- ❖ Enable the students to identify edible and poisonous mushrooms
- ❖ Provide hands on training for the preparation of bed for mushroom cultivation and spawn production
- ❖ Give the students exposure visits and training, to the experiences of experts and functioning mushroom farms
- ❖ Help the students to learn a means of self employment and income generation by producing value addition of mushroom products.

COURSE OVERVIEW: The certificate course will prepare the student for a career in mushroom cultivation. The industry offers excellent employment prospects for those with relevant experience. A certificate course in mushroom cultivation will equip the students with the necessary skills to work in this field.

COURSE TEACHING METHODOLOGY:

1. **Interactive Workshops:** Engaging sessions covering the theory and practical aspects of mushroom cultivation.
2. **Hands-on Practice:** Extensive practice sessions for mushroom spawn sowing and cultivation techniques.
3. **Guest Instructors:** Experienced entrepreneurs sharing industry insights and showcasing their work.
4. **Assessments:** Regular evaluations of student work to track progress and offer constructive feedback.

COURSE CONTENTS:

MODULE 1: Introduction to mushrooms, Mushrooms -Taxonomical rank -History and Scope of mushroom cultivation - Edible and Poisonous Mushrooms-Vegetative characters

MODULE 2: Common edible mushrooms: Button mushroom (*Agaricus bisporus*), Milky mushroom (*Colocybe imitans*), Oyster mushroom (*Pleurotus ostreatus*) and paddy straw mushroom (*Volvariella volvacea*).

MODULE 3: Principles of mushroom cultivation, Selection and construction of mushroom house, Sterilization of substrate, Spawn production - culture media preparation, production of spawn, spawn inoculation, spawn sowing, harvesting, Cultivation of oyster and paddy straw mushrooms, Mushroom cultivation - flowers, pins and sclerotia, seed inocula and their management strategies.

MODULE 4: Health benefits of mushrooms, Nutritional and medicinal values of mushrooms, Therapeutic aspects- anticancer effect.

MODULE 5: Post-harvest technology, Preservation of mushrooms - Drying, Dry freezing, Spore, canning, quality assurance and entrepreneurship Value added products of mushrooms.

MODULE 6: Training/Workshop: Field visit, Identification and isolation of mushroom basids, Microscopic and molecular identification of basid, culture, media preparation, inoculation, incubation and spawn production, Cultivation of oyster mushroom using paddy straw agricultural waste.

Note: Course contents can be customized based on the specific needs of learners or location.

ASSESSMENT CRITERIA

Learning Outcomes	Assessment Criteria
1. Apply Preparatory Skills and Practice the sowing techniques involved in mushroom cultivation	<ul style="list-style-type: none"> ➤ Comprehend the basic terms used in mushroom cultivation ➤ To identify different types of mushrooms and to gain knowledge of cultivation and to know about the packaging, storing and grading of mushrooms, post-harvest procedures per internationally standard guidelines ➤ To manage the structure and pests of mushrooms ➤ To develop competency in self-employment and income generation

ASSESSMENT & CERTIFICATION

The students will be assessed for their theoretical skills, knowledge and attitude towards learning throughout the course span.

4) The Continuous Assessment (Internal) during the period of training will be done by Continuous Assessment Method by testing for Assessment criteria listed against learning outcomes.


5) The learning outcomes assessment criteria will be the basis for setting question papers for final assessment.

6) Assessment will be evidence based concerning the following:

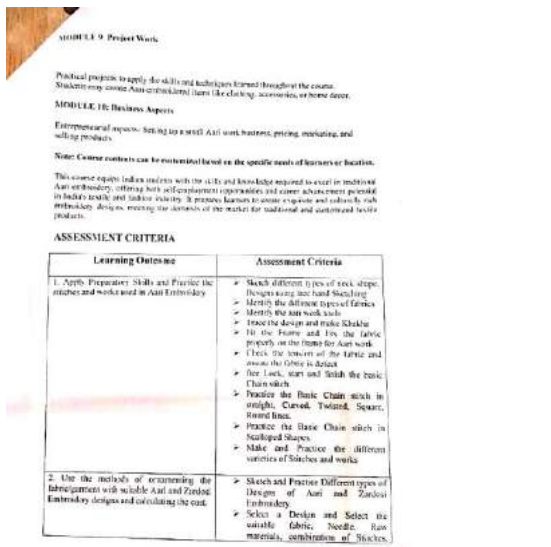
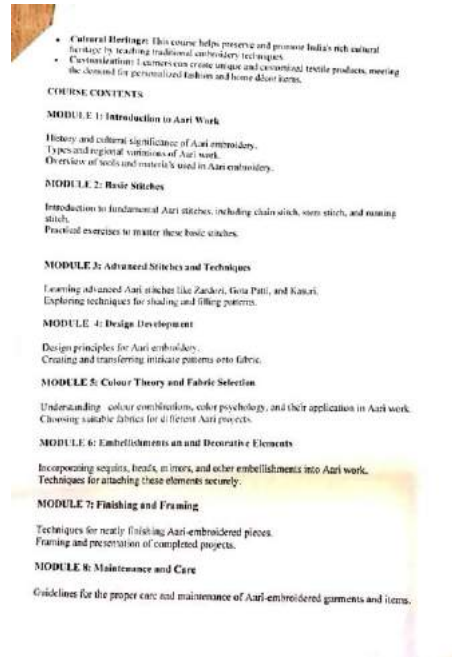
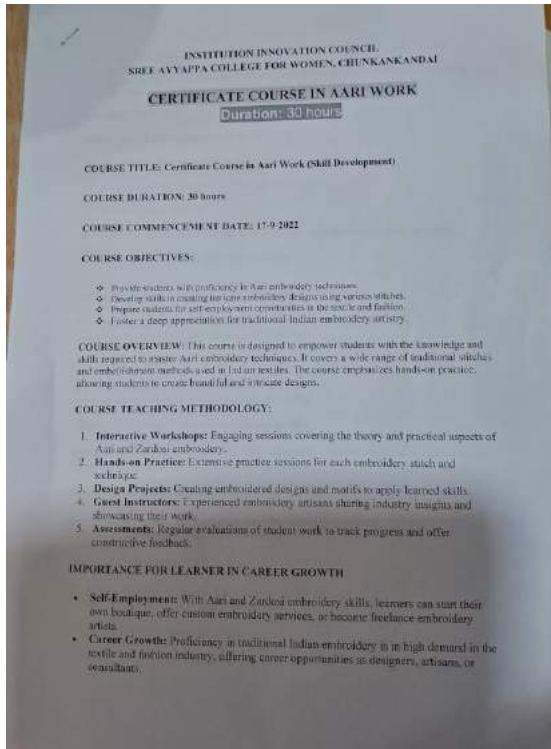
- Work carried out in lab/workshop/field.
- Written/ oral assessment
- Visual notes.
- The minimum pass percentage for each test is 40%.

COURSE INSTRUCTORS:

1. Dr. Prakash Sivaiahram, F. Sc. (Biol.), Postgraduate, Nagavani
2. Mrs. Padmalatha, Trill of Media, Bangalore, Karnataka.


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AARI WORK




VALUE-ADDED COURSE ON QUICK ARITHMETIC FOR COMPETITIVE EXAM

26 APRIL 2023

**LIBRARY
&
RESEARCH & DEVELOPMENT CELL & ECC ACADEMY**

Library and Research & Development Cell of our college in collaboration with ECC ACADEMY, Nagerecoil offers **VALUE ADDED COURSE** on **"QUICK ARITHMETIC FOR COMPETITIVE EXAMS"**. Awareness program was organised on 25 March 2023 and 30Hour Classes were conducted at our campus from 28/03/2023 to 28/04/2023. 50Students from our College attended the class

Online Exam was conducted on 28/04/2023 for the students on the following link: <http://www.eccacademy.in/career/signin.php?cjs=ECC>



ECC ACADEMY - EASY WAY TO GOVERNMENT JOB

NO	SYLABUS	DATE
1	NUMBER SYSTEM	29/03/2023
2	AVERAGE	30/03/2023
3	PERCENTAGE	31/03/2023
4	PROFIT & LOSS	1/04/2023
5	SIMPLE INTEREST	3/04/2023
6	COMPOUND INTEREST	4/04/2023
7	TIME & WORK	8/04/2023
8	TIME & DISTANCE	8/04/2023
9	PROBLEMS & TRAINS	10/04/2023
10	PROBLEMS & AGES	11/04/2023
11	AREA	12/04/2023
12	PROBABILITY	13/04/2023
13	CODING & DECODING	17/04/2023
14	ALPHABET SERIES	18/04/2023
15	DIRECTIONS	19/04/2023
16	RANKING	20/04/2023
17	BLOOD RELATIONS	21/04/2023
18	SYLLOGISM	24/04/2023
19	INEQUALITIES	28/04/2023
20	PUZZLES	26/04/2023
21	INPU OUT PUT	24/04/2023
22	TABLE PUZZLES	25/04/2023

Dr. K.V. JAYASHREE M.Sc., M.Phil., Ph.D.,
PRINCIPAL
Sree Ayyappa College for Women
Chunkankadai - 626 088

**CENTRAL LIBRARY,
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Nagerecoil-1.

offers
**VALUE ADDED COURSE ON
"QUICK ARITHMETIC FOR COMPETITIVE EXAMS"**
Total Duration: 30 Hours
VENUE: COLLEGE LIBRARY



ABOUT ECC ACADEMY:
This Academy has been functioning since 1996. More than 3000 students have passed. Central Government examinations such as Railway, Bank exams, SSC and State Government examinations like TNPS, Group II and Group IV. It is situated in the heart of the town with good infrastructure facilities and the students find it a safe place of easy access.

Course Features:
This program is to promote the employability skills of the students by providing training to face competitive examinations.

Certification:
At the end of the course, exam will be conducted and hard copies of the certificates will be issued to the students.

Chairperson
Dr. K.V. Jayashree
Principal
Organising Secretaries
Dr. S.R. Sudhamalika,
Dr. T.R. Udayakumari,
Organising Committee
RDC Team

भारतीय नोट प्रसारक
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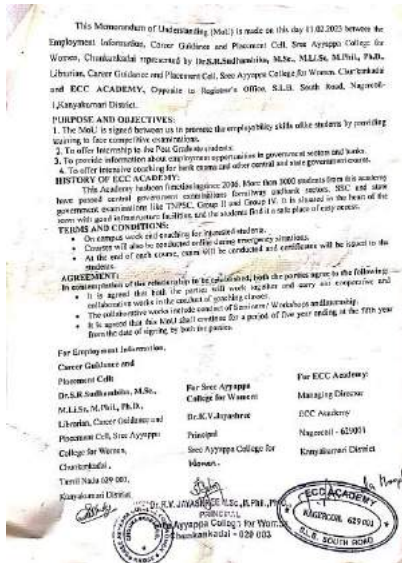
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E. Viswanth Reddy
Chandrapattinam

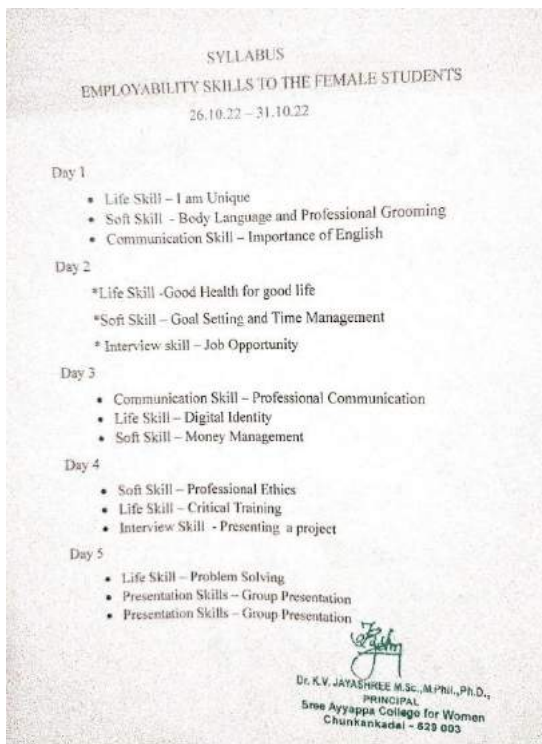
MEMORANDUM OF UNDERSTANDING (MoU)

Between
Career Guidance and Placement Cell, Sree Ayyappa College for Women,
Chunkankadai
and
ECC ACADEMY, Opposite to Registrar's Office, S.L.R. South Road, Nagerecoil-1.

Career Guidance and Placement Cell
Sree Ayyappa College for Women,
Chunkankadai, Nagerecoil-1,
Tamil Nadu-626 088
Email: placement@saawcollege.ac.in
ECC Academy
Opposite to Registrar's Office
S.L.R. South Road,
Nagerecoil-1
Email: placement@eccacademy.in



EMPLOYABILITY SKILLS TO THE FEMALE STUDENTS



Mahindra
PRIDE CLASSROOM

Naandi

SREE AYYAPPA COLLEGE FOR WOMEN
 (Re - accredited by NAAC with B grade (3rd cycle))
 Affiliated to Manonmaniam Sundaramar University, Tirunelveli
 Chunnakkada, Kanyakumari District, Tamil Nadu

Department of Physics

Organized

One week training program on

EMPLOYABILITY SKILLS TO THE FEMALE STUDENTS

Date
 October 26 - October 31, 2022

Time
 10 am - 3.30 pm

Menu
 Auditors:
 Sree Ayyappa College for Women
 Chunnakkada

Day 1:

- Life Skill - I am Unique
- Soft Skill - Body Language & Professional Grooming
- Communication Skill - Importance of English

Day 2:

- Life Skill - Good health for good life
- Soft Skill - Goal Setting & Time Management
- Interview Skill - Job Opportunity

Day 3:

- Communication Skill - Professional Communication
- Life Skill - Digital Identity
- Soft Skill - Money Management

Day 4:

- Soft Skill - Professional Ethics
- Life Skill - Critical Training
- Interview Skill - Presenting a Project

Day 5:

- Life Skill - Problem Solving
- Presentation Skills - Group Presentation
- Presentation Skills - Group Presentation (Assessment)

Organizing Committee:

Chief Patron: Shri. M. Sangeetha Kumar, Secretary
 Patron: Dr. K.V. Jayashree, Principal
 Convener: Dr. I.S. Pavanada Murari, HOD of Physics

Organizing Secretary:
 Dr. Meena M.R., Assistant Professor of Physics

Organizing Team:
 Mr. Mohamed Fajal, Program Manager, TII
 Mr. Vijayashree, Training Coordinator, TII

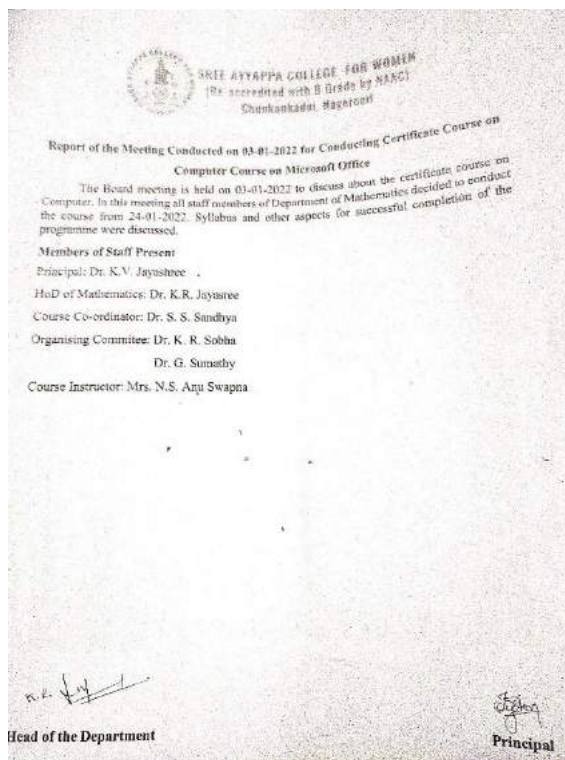
Mr. R.S. Ajitha, Associate Professor of Physics
 Dr. C.S. Jayaraj, Associate Professor of Physics
 Dr. P.V. Radhika, Associate Professor of Physics

Student Coordinator:
 Nishakha Gowda, III Year BSc. Physics

DIPLOMA COURSE IN JOURNALISM



COMPUTER COURSE ON MICROSOFT OFFICE

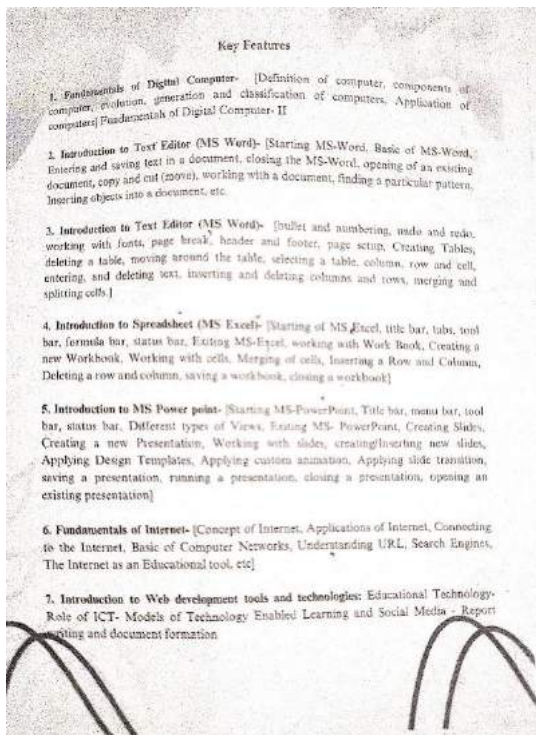
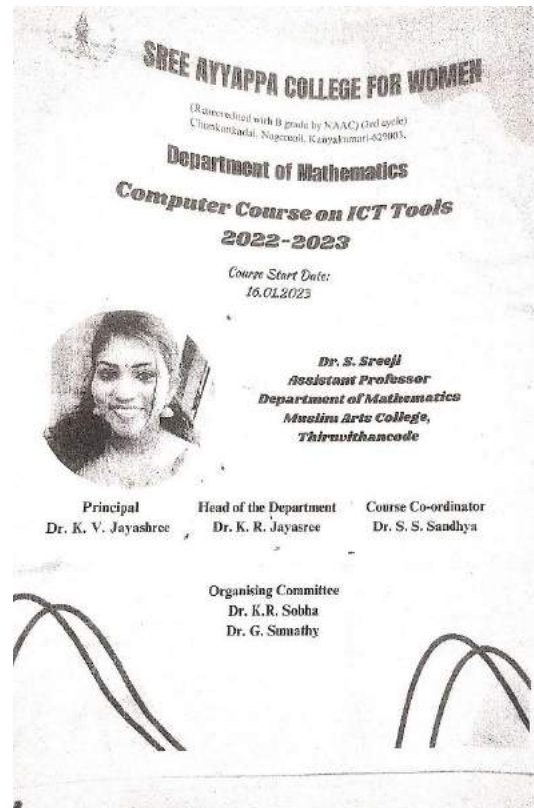
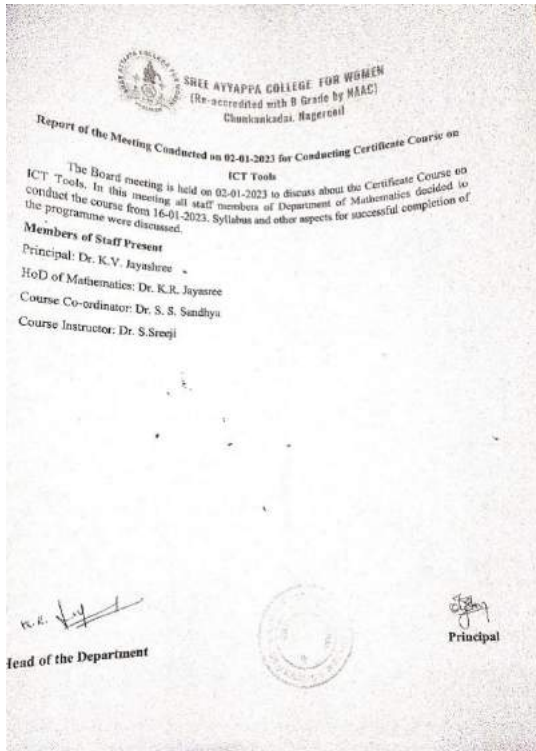


SYLLABUS

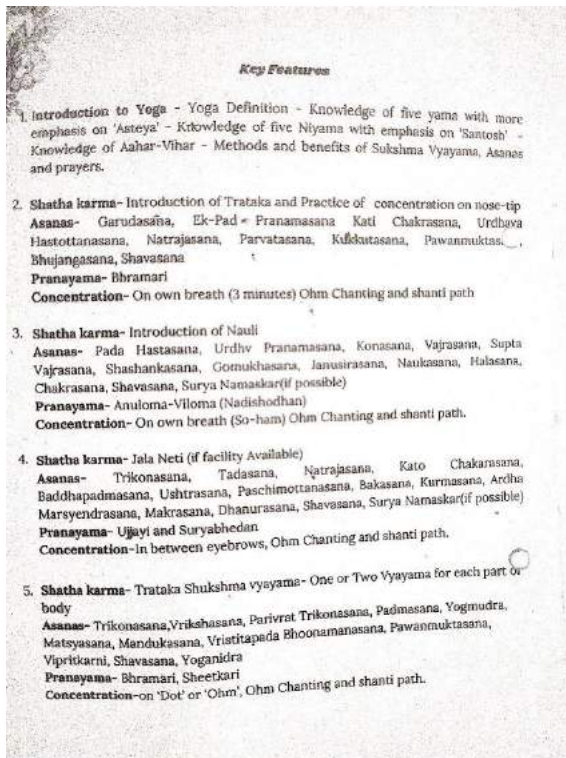
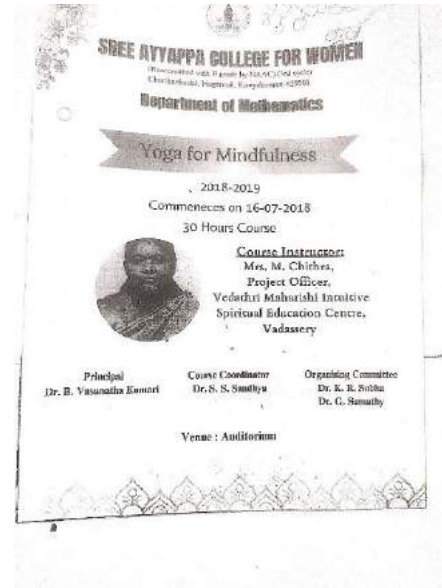
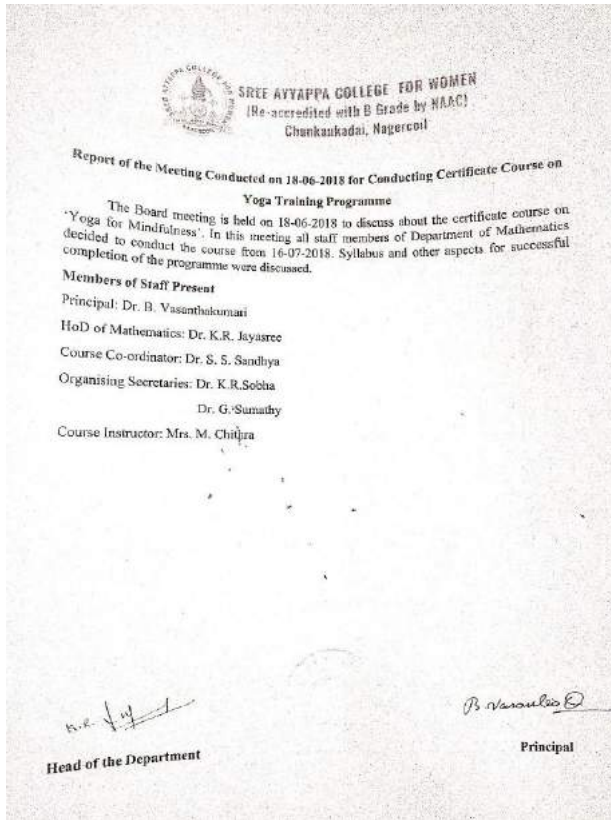
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- 3. Create and Manage References :** Create and Manage Reference Markers - Insert footnotes and endnotes • Modify footnote and endnote properties • Create bibliography citation sources • Insert figure and table captions
- 4. Insert and Format Graphic Element:** Insert Graphic Elements - Format Graphic Elements • Apply artistic effects • Apply picture effects • Remove picture backgrounds
- 5. Manage document options and settings:** Manage Documents and Templates • Manage document versions • Compare and combine multiple documents • Link to external document content • Enable macros in a document - Manage Document Changes
- 6. Design advanced documents:** Perform Advanced Editing and Formatting - Create Styles
- 7. Create Advanced References:** Create and Manage Indexes • Mark index entries • Create indexes • Update indexes - Create and Manage References • Customize a table of contents - Manage Forms, Fields, and Mail Merge Operations

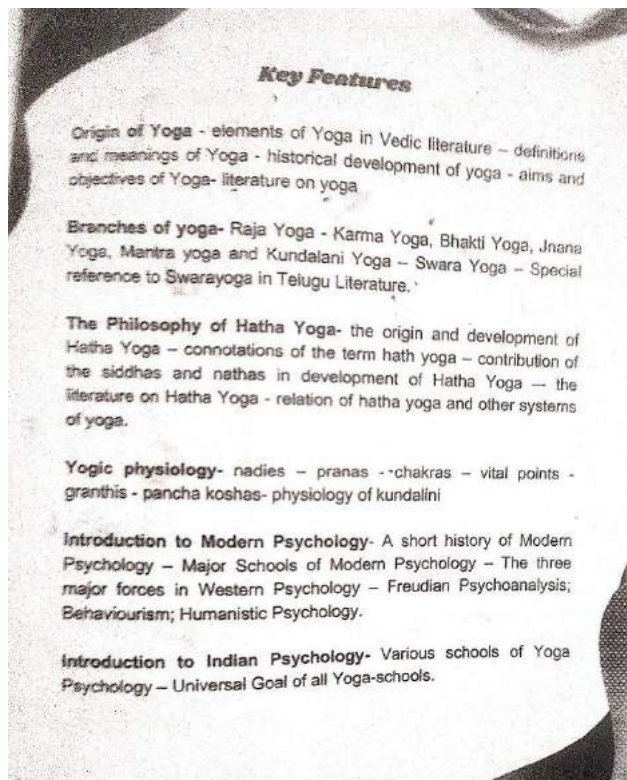
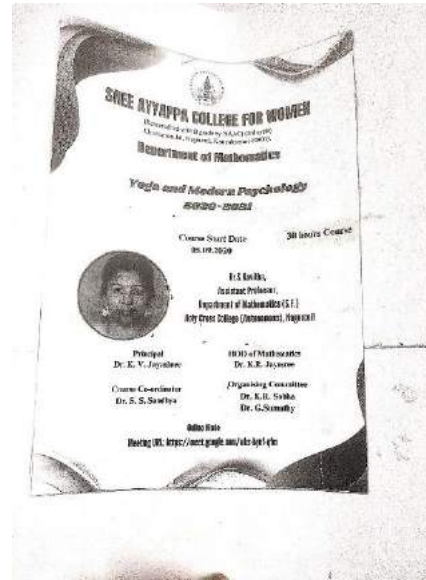
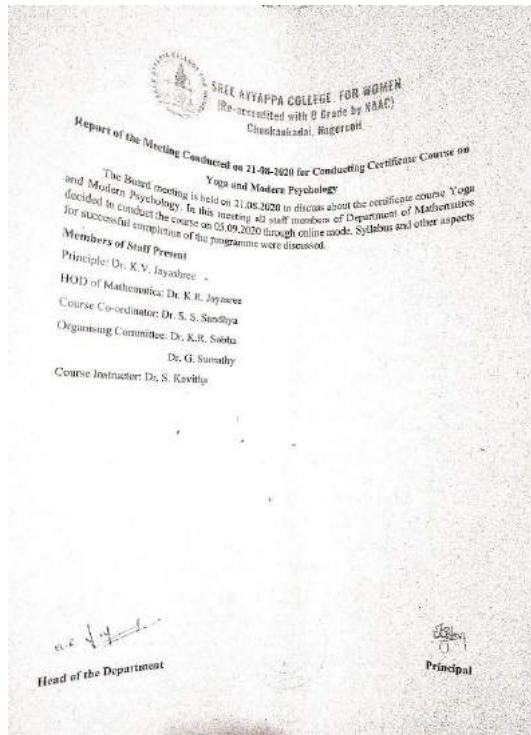
COMPUTER COURSE ON ICT TOOLS



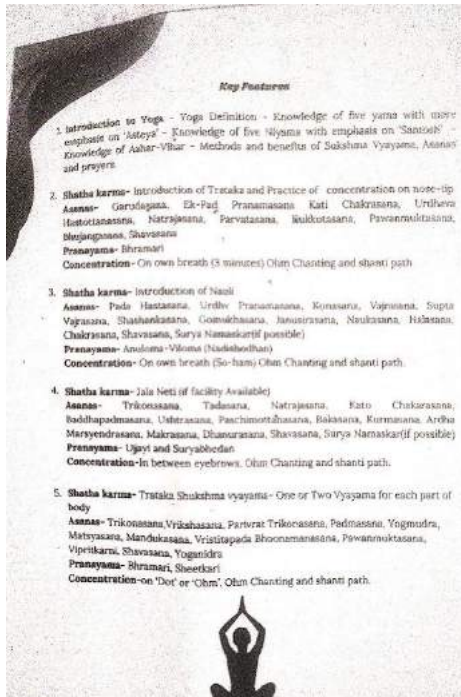
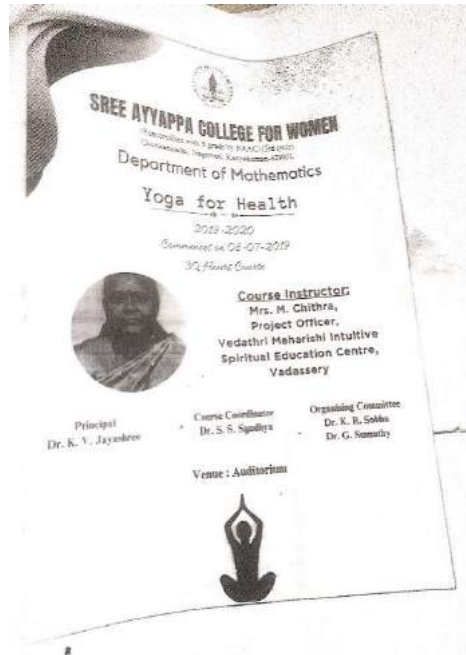
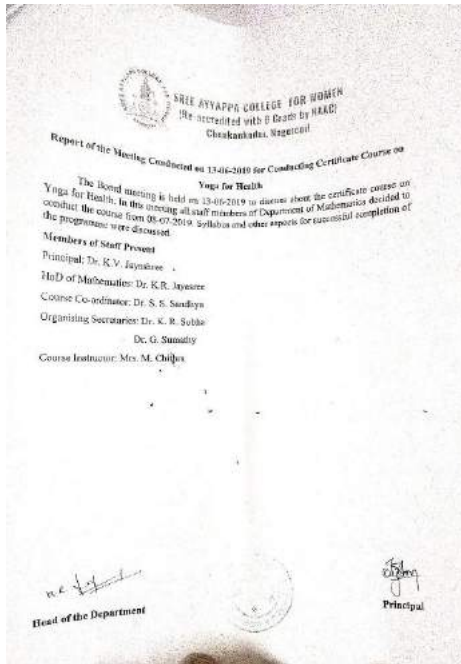
YOGA FOR MINDFULNESS



YOGA AND MODERN PSYCHOLOGY



YOGA FOR HEALTH



CERTIFICATE COURSE ON VALUE ADDED PRODUCTS IN FISHERIES

SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKADAI
DEPARTMENT OF ZOOLOGY

COURSE TITLE: Certificate Course on Value Added Products in Fisheries

COURSE DURATION: 30 hours

COURSE CODE: ZOO/CVAB

COURSE COMMENCEMENT DATE: 07-02-2023 to 24-02-2023

COURSE OBJECTIVES:

- ◊ To understand the concept of value-added fishery products.
- ◊ To identify different techniques for processing and preserving fishery products.
- ◊ To learn best practices for ensuring quality and safety in value-added fishery product processing.
- ◊ To gain practical skills in producing a variety of value-added fishery products.
- ◊ To explore market opportunities and challenges for value-added fishery products.

COURSE OVERVIEW: This certificate course aims to provide participants with comprehensive knowledge and practical skills in producing value-added fishery products. Participants will learn various techniques for processing and preserving fishery products to enhance their value, shelf life, and marketability.

COURSE TEACHING METHODOLOGY:

The teaching methodology for the course typically involves a combination of the following approaches:

1. **Interactive Lectures:** Traditional classroom lectures are used to introduce theoretical concepts, principles, and fundamental knowledge related to value added fishery products and its preparation.
2. **Hands-on Demonstrations:** Practical demonstrations are conducted to illustrate preparation of value added fishery products. This hands-on approach allows students to gain practical experience and skills.
3. **Laboratory Sessions:** Laboratory sessions provide students with opportunities to apply theoretical knowledge in practical settings.
4. **Assessment:** Regular evaluations of student work to track progress and offer constructive feedback.

COURSE CONTENTS

- **MODULE 1:** Introduction to Value-added Fishery Products: Definition and significance of value-added fishery products, Market needs and consumer preferences, Regulatory and quality standards.
- **MODULE 2:** Fish Processing Techniques: Principles of fish processing, Filleting, deboning, and packaging techniques, Smoking, curing, and drying methods, Marination, pickling, and fermentation processes.
- **MODULE 3:** Preservation Methods - Principles of food preservation, freezing and chilling techniques, Canning and vacuum packaging, Use of additives and preservatives.
- **MODULE 4:** Quality Assurance and Safety-Importance of quality assurance in fishery products, Hygiene and sanitation practices, Hazard Analysis and Critical Control Points (HACCP) principles.
- **MODULE 5:** Practical Sessions - Hands-on training in producing value-added fishery products, Demonstration and practice of processing techniques.

Reference Books:

1. Fish Processing: Sustainability and New Opportunities" by George M. Hill
2. Seafood Processing: Technology, Quality and Safety" edited by Inanna S. Borstler
3. Fisheries Processing: Biotechnology applications" edited by M. A. G. Siddiqui
4. "Quality Assurance in Seafood Processing: A Practical Guide" by J. Antonio Torres and Jose M. Cobas
5. Handbook of Fish Biology and Fisheries: Fisheries" edited by Paul D.D. Hart and John D. Reynolds
6. "Seafood Processing By-Products: Trends and Applications" edited by Gannu Rajapota and So-Kwon Kim
7. "Seafood Processing: Adding Value Through Quick Freezing, Retortable Packaging and Cook-Chilling" edited by Collis Daniels
8. "Handbook of Seafood and Seafood Products Analysis" edited by Leo M. L. Nolte and Fred Toole

ASSESSMENT CRITERIA

Learning Outcome	Assessment Criteria
1. Apply Preparatory Skills and Practice the ability of the student to prepare value added products in fishery.	<ul style="list-style-type: none"> ➤ Assess the theoretical concepts, principles and terminology related to aquaculture and value added strategies. ➤ Evaluate the ability of students to apply value added, fermentation techniques and perform manufacturing processes accurately.

	and efficiently.
2. Use the methods of value added formulation in practical settings	➤ Assess the ability of students to apply theoretical knowledge and reflect their experiences to enhance skills and competencies in aquaculture and value added formulation.

ASSESSMENT & CERTIFICATION

The students will be assessed for her Instructional skills, knowledge and attitude towards learning throughout the course span.

- a) The Continuous Assessment (Internal) during the period of training will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes.
- b) The learning outcome and assessment criteria will be the basis for setting question papers for final assessment.
- c) Assessment will be evidence based comprising the following:
 - Job carried out in lab/workshop/field
 - Answer sheet of assessment
 - Viva-voce
- d) The minimum pass percentage for skill test is 35%

COURSE CO-ORDINATOR: Dr. V.R.Anjana, Assistant Professor and Head, Department of Zoology, Sree Ayyappa College for Women, Chunkankadai

COURSE INSTRUCTORS: Dr. Sneha G Nair, Mrs. Y.C.Viji and Dr. R.Radha, Assistant Professors, Department of Zoology

SREE AYYAPPA COLLEGE FOR WOMEN
(It is accredited with B grade by NAAC (3rd Cycle)
Affiliated to Manonmaniam Sundaranar University, Tirunelveli,
Chunkankadai, Nagercoil, Kanyakumari District, Tamil Nadu

DEPARTMENT OF ZOOLOGY

Duration
30 HRS

CERTIFICATE COURSE ON VALUE ADDED PRODUCTS IN FISHERIES

Class III B.Sc Zoology (6th Semester 2022-2023)

Start Date: 07.02.2023
End Date: 24.02.2023

COURSE INSTRUCTORS
DR SNEHA G. NAIR, ASSISTANT PROFESSOR
MRS Y.C.VIJI, ASSISTANT PROFESSOR
DR R.RADHA, ASSISTANT PROFESSOR
DEPARTMENT OF ZOOLOGY

COURSE COORDINATOR
DR V R ANJANA
HEAD & ASSISTANT PROFESSOR
DEPARTMENT OF ZOOLOGY

PRINCIPAL
DR K V JAYASHREE
SREE AYYAPPA COLLEGE FOR WOMEN,
CHUNKANKADAI, NAGERCOIL, IIR DISTRICT

OFFICE AUTOMATION

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 & REGD. OFFICE NO. 108, KAZHAKKOTTA
 New Central Bank of India
 Main Road, Chukkankodal - 629603

COMPUTER ON OFFICE AUTOMATION

COURSE INAUGURATION BY
Dr. K V JAYASREE
Principal
 Sree Ayyappa College For Women
 Chukkankodal, Nagercoil - 629603.

ORGANISING COMMITTEE
 Dr T Anitha
 (Associate Professor of History)
 Dr Anand Lali Seena
 (Associate Professor of History)
 Dr P Leelamoni
 (Assistant Professor of History)
 Dr V Karthik Anitha
 (Assistant Professor of History)
 Dr P Pravitha
 (Assistant Professor of History)
 Dr S Prathika
 (Assistant Professor of History)
 Dr J Prasanna (Kishor)
 (Associate Professor of Commerce)

Branch Director
 Mr. T SREE KUMAR
Course Coordinator
 Dr. D LEKHA
 (HOD Of History)
Course Instructor
 Mrs. M SHALINI
 BRANCH MANAGER
 Mrs. AMMU
 FACULTY

30 hours
06.12.2022



BITS INFORMATION TECHNOLOGY
COURSE SYLLABUS

31	Lab	1
32	Lab	1
33	Lab	1
34	Lab	1
35	Lab	1
36	Lab	1
37	Lab	1
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39	Lab	1
40	Lab	1
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100	Lab	1

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 Chankankadai, Rajangudi-629 003, Kanyakumari Dist.

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 Near Central Bank of India
 Main Road, Chankankadai - 629003

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COURSE INAGGERATION BY
Dr. K V JAYASREE
Principal
 Sree Ayyappa College For Women
 Chankankadai, Rajangudi - 629003

ORGANISING COMMITTEE
 Dr T Anitha
 (Associate Professor of History)
 Dr Anand Lali Soana
 (Associate Professor of History)
 Dr P Leelamani
 (Assistant Professor of History)
 Dr V Karthik Nisha
 (Assistant Professor of History)
 Dr P Pravitha
 (Assistant Professor of History)
 Dr S Prabhika
 (Assistant Professor of History)
 Dr J Prasanna Kumari
 (Associate Professor of Econom)

Branch Director
 Mr. T SREE KUMAR
Course Coordinator
 Dr. O LEKHA
 (HOD OF History)
Course Instructor
 Mrs. M SHALINI
 BRANCH MANAGER
 Mrs. AMRU
 FACULTY

Duration
 30 hours
Date
 05.07.2022.

BITS INFORMATION TECHNOLOGY
Lecture Plan
NAME OF THE COURSE

Session	Session	Hours
1	Introduction to office automation - (Overview - Spreadsheet)	1
2	Database - Email - Presentation in word	1
3	Lab	1
4	File menu	1
5	Lab	1
6	Edit menu	1
7	Lab	1
8	View menu	1
9	Lab	1
10	Insert menu	1
11	Lab	1
12	Insert menu	1
13	Lab	1
14	Format menu	1
15	Lab	1
16	Format menu	1
17	Lab	1
18	Tools menu	1
19	Lab	1
20	Tools menu	1
21	Lab	1
22	Tools menu	1
23	Lab	1
24	Tools menu	1
25	Lab	1
26	Windows and Help menu	1
27	Lab	1
28	Windows and Help menu	1
29	Lab	1
30	Spread sheet - Excel introduction	1

30	Lab	1
31	File menu	1
32	Lab	1
33	Edit menu	1
34	Lab	1
35	Edit menu	1
36	Lab	1
37	View menu	1
38	Lab	1
39	Insert menu	1
40	Lab	1
41	Insert menu	1
42	Lab	1
43	Insert menu	1
44	Lab	1
45	Format menu	1
46	Lab	1
47	Tools menu	1
48	Lab	1
49	Tools menu	1
50	Lab	1
51	Tools menu	1
52	Lab	1
53	Data menu	1
54	Lab	1
55	Data menu	1
56	Lab	1
57	Windows and Help menu	1
58	Lab	1
59	Presentation - Introduction - file menu and Edit menu	1
60	Lab	1
61	View and insert menu	1

BITS INFORMATION TECHNOLOGY
Lecture Plan

62	Lab	1
63	Format menu	1
64	Lab	1
65	Tools, windows and help menu	1
66	Lab	1
67	Slide show menu	1
68	Lab	1
69	DBMS introduction - Ms Access introduction	1
70	Lab	1
71	Tables	1
72	Lab	1
73	Reports	1
74	Lab	1
75	Forms	1
76	Lab	1
77	Queries	1
78	Lab	1

P. Sreelekha
 Head of Associate Professor
 Department of History
 Sree Ayyappa College For Women
 Chankankadai - 629 003

CERTIFICATE COURSE ON VALUE ADDED PRODUCTS OF SERICULTURE

SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKADAI
DEPARTMENT OF ZOOLOGY-Academic Year 2019-20

COURSE TITLE: Certificate Course on Value Added Products of Sericulture
COURSE DURATION: 30 hours
COURSE CODE: ZOOCCV01
COURSE COMMENCEMENT DATE: 15-01-2020 to 31-1-2020

COURSE OBJECTIVES:

- To make the students understand about various value added products prepared from different wastes generated during various stages of sericulture.
- To provide hands-on training in the preparation of value added products from sericulture wastes obtained during various stages of silk production.
- To identify different types of sericulture wastes.
- To get hands-on experience in the preparation of various value added products from sericulture and to acquire entrepreneurial skills.

COURSE OVERVIEW: This certificate course aims to equip participants with the knowledge and skills necessary for adding value to sericulture products. Participants will learn various techniques for processing silk and other sericulture products to create value-added items with enhanced marketability.

COURSE TEACHING METHODOLOGY:

The teaching methodology for the Certificate Course on Value Added Products of Sericulture typically involves a combination of the following approaches:

1. **Interactive Lectures:** Traditional classroom lectures are used to introduce theoretical concepts, principles, and fundamental knowledge related to value added products of sericulture, and value addition strategies.
2. **Hands-on Demonstrations:** Practical demonstrations are conducted to illustrate hands-on training in the preparation of value added products from sericulture wastes obtained during various stages of silk production. This hands-on approach allows students to gain practical experience and skills.
3. **Laboratory Sessions:** Laboratory sessions provide students with opportunities to apply theoretical knowledge in practical settings. Students may conduct experiments, analyze various value-added products prepared from different wastes generated during various stages of sericulture.
4. **Field Trips:** Visits to sericulture farms, research facilities, and other relevant industry sites allow students to observe real-world operations, interact with professionals, and gain experience in the sericulture industry.

3. Assessment: Regular evaluation of student work to track progress and offer constructive feedback.

COURSE CONTENTS

UNIT-I: General account of by-products, value added products in Sericulture, Importance and Scope of Sericulture, Entrepreneurship development in by-products of Sericulture

UNIT-II: Pharmaceutical value of mulberry, Mulberry Leaf chemical composition, Medicinal value, Pharmacological utility of mulberry leaf, mulberry bark, mulberry stem and root.

UNIT-III: Value added products of Mulberry - Different wastes from mulberry leaf and Bark - Value added products from mulberry leaf, stem, root and Bark

UNIT-IV: Value added products of Common Silkworm rearing and rearing for various complex preparation and Mulberry cultivation - Silk worm larvae for human consumption, nutrition value, Common household, decorative and double cocoons for production of dupion silk.

UNIT-V: Value added products of Silk - Value Adding Potential and Prospects for Silk - Types of silk wastes - spun silk, silk waste paper as food material and - paper of cocoon and its uses.

Reference Books:

1. Value Added Products from Sericulture by C. G. Anon Kumar
2. Sericulture and Serico-Technology" by K. C. Laxman and B. P. Gupta
3. Handbook of Value Added Products from Sericulture by K. S. Singh and Y. D. Yadav
4. Silk Processing, Properties and Applications edited by K. Manojkumar Babu and B. Y. Shreshth Kumar
5. Sericulture Manual by Saravananarayanan
6. Silk Production and Processing by M. A. Basili
7. Sericulture: The Mulberry Plant by J. A. Cooke
8. Sericulture and Silk Production by K. S. Singh and B. D. Yadav
9. Handbook of Sericulture by Jolly Roy
10. Sericulture: Emerging Trends and Opportunities by B. K. Das and D. Sarkar

ASSESSMENT CRITERIA

Learning Outcome	Assessment Criteria
1. Apply Preparatory Skills and Practice the ability of the student to analyze the value added products at sericulture.	<ul style="list-style-type: none"> ➤ Assess the theoretical concepts, principles and terminology related to sericulture and value added strategies ➤ Evaluate the ability of students to apply their knowledge in sericulture and perform food manufacturing.

	processes accurately and efficiently.
2. Use the methods of preparation of value added products in sericulture in practical settings	➤ Assess the ability of students to get hands-on experience in the preparation of various value added products from sericulture and to acquire entrepreneurial skills

ASSESSMENT & CERTIFICATION

The students will be assessed for her Instructional skills, knowledge and attitude towards learning throughout the course span.

- a) The Continuous Assessment (Internal) during the period of training will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes.
- b) The learning outcome and assessment criteria will be the basis for setting question papers for final assessment.
- c) Assessment will be evidence based comprising the following:
 - Job carried out in labs/workshop/Field
 - Answer sheet of assessment
 - Viva-voce
- d) The minimum pass percentage for skill test is 35%

COURSE CO-ORDINATOR: Mrs. V.R. Anjana, Head of the Department, Department of Zoology, Sree Ayyappa College for Women, Chunkankadai

COURSE INSTRUCTORS: Dr. Sreeraj G Nair, Mrs. Y.C. Vij and Dr.R. Radha, Assistant Professors, Department of Zoology

SREE AYYAPPA COLLEGE FOR WOMEN
(Re-accredited by NAAC with B grade 1st Cycle)
Affiliated to H. O. S. Rajawade Santhoshine University, Bangalore
Chunkankadai, Bengaluru - 560003, Karnataka District, Tamil Nadu

DEPARTMENT OF ZOOLOGY

CERTIFICATE COURSE ON VALUE ADDED PRODUCTS IN SERICULTURE

Class IIIrd Bsc Zoology (6th Semester 2019-2020)

START DATE: 15.01.2020 DURATION: 10 DAYS
END DATE: 31.01.2020

COURSE INSTRUCTORS:
DR. SREERAJ G. NAIR, ASSISTANT PROFESSOR
MRS. Y. C. VIJ, ASSISTANT PROFESSOR
DR. R. RADHA, ASSISTANT PROFESSOR
DEPARTMENT OF ZOOLOGY

COURSE COORDINATOR:
MRS. V. R. ANJANA,
HEAD OF THE DEPARTMENT
DEPARTMENT OF ZOOLOGY

PRINCIPAL:
DR. A. JAYASREE
SREE AYYAPPA COLLEGE FOR WOMEN
CHUNKANKADAI, BANGALURU

CERTIFICATE COURSE ON BASIC COMPUTER SOFT SKILLS

SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKADAI
DEPARTMENT OF ZOOLOGY

COURSE TITLE: Certificate Course on Basic Computer Soft Skills
COURSE DURATION: 30 hours
COURSE CODE: ZOOCVVA02
COURSE COMMENCEMENT DATE: 20-9-2021 to 25-10-2021

COURSE OBJECTIVES: The course objective of a certificate course on basic computer soft skills typically includes:

- ❖ Develop a foundational understanding of computer hardware and software.
- ❖ Gain proficiency in using popular operating systems.
- ❖ Navigate the internet effectively and safely.
- ❖ Understand and apply email etiquette principles.
- ❖ Master word processing, spreadsheet, and presentation software.
- ❖ Communicate digitally using various platforms and tools.
- ❖ Learn basic troubleshooting techniques.
- ❖ Enhance awareness of cybersecurity threats and practices.
- ❖ Cultivate digital citizenship and responsible online behavior.
- ❖ Improve time management skills.
- ❖ Explore collaboration tools for effective teamwork.
- ❖ Understand basic data privacy principles.
- ❖ Develop adaptability to new technologies.

COURSE OVERVIEW: This course is designed to provide participants with a comprehensive understanding of fundamental computer literacy and digital skills necessary for personal and professional success in today's technology-driven world. Through a combination of theoretical knowledge and hands-on practical exercises, participants will gain proficiency in various aspects of computing, including computer basics, operating systems, internet fundamentals, digital communication, cybersecurity awareness, and more.

COURSE TEACHING METHODOLOGY: The teaching methodology for the Certificate Course on Basic Computer Soft Skills typically involves a combination of the following approaches:

Interactive Lectures: Traditional classroom lectures are used to introduce theoretical concepts, principles, and fundamental knowledge related to Basic Computer Soft Skills.

Hands-on Demonstrations: Practical demonstrations are conducted to illustrate foundational knowledge and practical skills in computer usage, focusing on essential software applications and digital tools.

This hands-on approach allows students to gain practical experience and skills.

1. Laboratory Sessions: Laboratory sessions provide students with opportunities to apply theoretical knowledge in practical settings.

4. Assessment: Regular evaluations of student work to track progress and offer constructive feedback.

Overall, the teaching methodology is designed to provide a well-rounded learning experience that combines theoretical knowledge with practical skills, critical thinking, and industry exposure to prepare students for success in soft skills.

COURSE CONTENTS

Week 1: Introduction to Computer Basics and Operating Systems
Overview of computer hardware and software • Introduction to different types of operating systems (Windows, macOS, Linux) • Hardware overview: Navigating operating system interfaces, managing files and folders

Week 2: Internet Basics and Email Etiquette
Understanding internet fundamentals: protocols, browsers, search engines • Safe internet browsing practices and online security • Email etiquette: composing professional emails, managing email communication

Week 3: Word Processing and Spreadsheet Skills
Introduction to word processing software (Microsoft Word, Google Docs) - Formatting documents, creating templates, and basic document management • Spreadsheet fundamentals (Microsoft Excel, Google Sheets): data entry, formatting, basic formulas

Week 4: Presentation Software and Digital Communication
Creating effective presentations using software (Microsoft PowerPoint, Google Slides) • Virtual communication principles for professionals • Digital communication tools: instant messaging, video conferencing, virtual meetings

Week 5: File Management and Basic Troubleshooting
File management techniques: organizing files and folders, file compression • Basic troubleshooting strategies for common computer issues

Week 6: Cybersecurity Awareness and Digital Citizenship
Understanding cybersecurity threats: malware, phishing, social engineering • Best practices for securing personal and professional data • Digital citizenship: online ethics, respecting intellectual property rights

Week 7: Time Management and Collaboration Tools

Time management techniques: the productivity and efficiency • Introduction to collaborative tools (Google Workspace, Microsoft Teams) • Collaborating: document editing, shared files, and project management

Week 8: Time, Privacy and Adaptability in New Technologies

Principles of data privacy and protection • Adapting to new technologies: continuous learning and skill development • Course review and wrap-up

Reference Books:

1. "Computers Are Your Future" by Catherine Lambert
2. "Computer Basics: Absolute Beginner's Guide, Windows 10 Edition" by Michael Miller
3. "Microsoft Office 2019 & Office 2019 Introduction" by David W. Bookson
4. "Computing Essentials 2021" by Timothy J. (TJ) Leary and Linda L. O'Leary
5. "Computer Basics in Easy Steps" by Michael Price


ASSESSMENT CRITERIA

Learning Outcome	Assessment Criteria
1. Apply Preparatory Skills and Practice the ability of the student to apply the theoretical knowledge in computer operating system	<ul style="list-style-type: none"> ➤ Assess the theoretical concepts, principles and terminology related to basic computer soft skills. ➤ Evaluate the ability of students to apply basic techniques and perform computer operating system accurately and efficiently.
2. Use the methods of basic computer knowledge in practical settings.	<ul style="list-style-type: none"> ➤ Assess the ability of students to apply theoretical knowledge and reflect their experiences to enhance soft skills and competencies in computer operating system.

ASSESSMENT & CERTIFICATION

The students will be assessed for her instructional skills, knowledge and attitude towards learning throughout the course span.


a) The Continuous Assessment (Internal) during the period of training will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes.



Sree Ayyappa College for Women
Chunkankadai, Nagercoil, Kanyakumari District, Tamilnadu, India - 629 003
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Re-accredited by NAAC with B grade(2nd cycle)

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Department of Zoology
Certificate Course on
Basic Computer Soft Skills
I B.Sc Zoology



2021-2022

Course Contents

- Computer Basics
- Operating Systems
- Internet Basics
- Email Etiquette
- Word Processing
- Spreadsheet Skills
- Presentation Software
- Digital Communication
- File Management
- Basic Troubleshooting
- Cybersecurity Awareness
- Digital Citizenship
- Time Management
- Collaboration Tools
- Basic Data Privacy
- Adaptability to New Technologies

Course Instructor

Dr. S. T. Gopukumar
Research Associate
Sarada Krishna Homeopathic Medical College, Kumbakonam

Course Coordinator

Dr. V.R. Anjane
Head & Assistant Professor,
Department of Zoology
Sree Ayyappa College for Women,
Chunkankadai, Nagercoil, K.K. Dist

Course Convenors

Dr. Sreya G Nair
Assistant Professor,
Department of Zoology
Sree Ayyappa College for Women,
Chunkankadai, Nagercoil, K.K. Dist

Mrs. V.C. Vij
Assistant Professor,
Department of Zoology
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Chunkankadai, Nagercoil, K.K. Dist

Dr. R. Raaha
Assistant Professor,
Department of Zoology
Sree Ayyappa College for Women,
Chunkankadai, Nagercoil, K.K. Dist

Principal

Dr. K.V. Jayashree
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CERTIFICATE COURSE ON BASIC COMPUTER SOFT SKILLS

SREE AYYAPPA COLLEGE FOR WOMEN, CHUNKANKANDAI
DEPARTMENT OF ZOOLOGY

COURSE TITLE: Certificate Course on Basic Computer Soft Skills
COURSE DURATION: 30 hours
COURSE CODE: ZOCCVAB3
COURSE COMMENCEMENT DATE: 10-8-2022 to 22-09-2022

COURSE OBJECTIVES: The course objective of a certificate course on basic computer soft skills typically includes:

- ❖ Develop a foundational understanding of computer hardware and software.
- ❖ Gain proficiency in using popular operating systems.
- ❖ Navigate the internet effectively and safely.
- ❖ Understand and apply email etiquette principles.
- ❖ Master word processing, spreadsheet, and presentation software.
- ❖ Communicate digitally using various platforms and tools.
- ❖ Learn basic troubleshooting techniques.
- ❖ Enhance awareness of cybersecurity threats and practices.
- ❖ Cultivate digital citizenship and responsible online behavior.
- ❖ Improve time management skills.
- ❖ Explore collaboration tools for effective teamwork.
- ❖ Understand basic data privacy principles.
- ❖ Develop adaptability to new technologies.

COURSE OVERVIEW: This course is designed to provide participants with a comprehensive understanding of fundamental computer literacy and digital skills necessary for personal and professional success in today's technology-driven world. Through a combination of theoretical knowledge and hands-on practical exercises, participants will gain proficiency in various aspects of computing, including computer basics, operating systems, internet fundamentals, digital communication, cybersecurity awareness, and more.

COURSE TEACHING METHODOLOGY: The teaching methodology for the Certificate Course on Basic Computer Soft Skills typically involves a combination of the following approaches:

1. **Interactive Lectures:** Traditional classroom lectures are used to introduce theoretical concepts, principles, and fundamental knowledge related to Basic Computer Soft Skills.

2. **Hands-on Demonstrations:** Practical demonstrations are conducted to illustrate foundational knowledge and practical skills in computer usage, focusing on essential software applications and digital tools.

This hands-on approach allows students to gain practical experience and skills.

3. **Laboratory Sessions:** Laboratory sessions provide students with opportunities to apply theoretical knowledge in practical settings.

4. **Assessment:** Regular evaluations of student work to track progress and offer constructive feedback.

Overall, the teaching methodology is designed to provide a well-rounded learning experience that combines theoretical knowledge with practical skills, critical thinking, and industry exposure to prepare students for careers in soft skills.

COURSE CONTENTS

Week 1: Introduction to Computer Basics and Operating Systems

Overview of computer hardware and software • Introduction to different types of operating systems (Windows, macOS, Linux) • Hands-on exercises: Navigating operating system interfaces, managing files and folders

Week 2: Internet Basics and Email Etiquette

Understanding internet fundamentals: protocols, browsers, search engines • Safe internet browsing practices and online security • Email etiquette: composing professional emails, managing email communication.

Week 3: Word Processing and Spreadsheet Skills

• Introduction to word processing software (Microsoft Word, Google Docs) • Formatting documents, creating templates, and basic document management • Spreadsheet fundamentals (Microsoft Excel, Google Sheets): data entry, formatting, basic formulas.

Week 4: Presentation Software and Digital Communication

Creating effective presentations using software (Microsoft PowerPoint, Google Slides) • Visual design principles for presentations • Digital communication tools: instant messaging, video conferencing, virtual meetings.

Week 5: File Management and Basic Troubleshooting

File management techniques: organizing files and folders, file compression • Basic troubleshooting strategies for common computer issues.

Week 6: Cybersecurity Awareness and Digital Citizenship

ASSESSMENT & CERTIFICATION


The students will be assessed for her instructional skills, knowledge and attitude towards learning throughout the course span.

- a) The Continuous Assessment (internal) during the period of learning will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes.
- b) The learning outcome and assessment criteria will be the basis for setting specific papers for final assessment.
- c) Assessment will be evidence based comprising the following:
 - Job carried out in lab/workshop/Field
 - Answer sheet of assessment
 - Viva-voce
- d) The minimum pass percentage for skill test is 35%.

COURSE CO-ORDINATOR: Dr. V.R. Anjana, Assistant Professor and Head, Department of Zoology, Sree Ayyappa College for Women, Chunkankandai

COURSE CONVENORS: Dr. Sreeya G Nair, Mrs. Y. C. Vijji and Dr. R. Radha, Assistant Professors, Department of Zoology, Sree Ayyappa College for Women, Chunkankandai

COURSE INSTRUCTORS: Mrs. V.R. Arathy, Office Assistant, Sree Ayyappa College for Women, Chunkankandai



Sree Ayyappa College for Women
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Affiliated to Shree Vasanthi Sankaravathi University
Re-accredited by NAAC with B grade(3rd cycle)


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Department of Zoology

Certificate Course on

Basic Computer Soft Skills

I & III B.Sc Zoology



2022-2023

Course Contents

- Computer Basics
- Operating Systems
- Internet Basics
- Email Etiquette
- Word Processing
- Spreadsheet Skills
- Presentation Software
- Digital Communication
- File Management
- Basic Troubleshooting
- Cybersecurity Awareness
- Digital Citizenship
- Time Management
- Collaboration Tools
- Basic Data Privacy
- Adaptability to New Technologies

Course Instructor

Mrs. V.R. Arathy
Sree Ayyappa College for Women

Course Coordinator

Dr. V.R. Anjana
Head & Assistant Professor,
Department of Zoology
Sree Ayyappa College for Women,
Chunkankandai, Nagercoil, KK Dist

Course Convenors

Dr. Sreeya G Nair
Assistant Professor,
Department of Zoology
Sree Ayyappa College for Women,
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Mrs. Y. C. Vijji
Assistant Professor,
Department of Zoology
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Dr. R. Radha
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Principal

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DIPLOMA IN OFFICE AUTOMATION


SREE AYYAPPA COLLEGE FOR WOMEN
 (Re-Accredited With B Grade By NAAC)
 Chunkankadal, Nagercoil-629 063, Kanyakumari Distt.

Department Of History
 In Collaboration with


BITS Info Tech
 Recognized by the Government of India, DGET
 & NEP Degree Status Old Scheme
 Near Central Bank of India
 Main Road, Chunkankadal - 629003

DIPLOMA IN OFFICE AUTOMATION

COURSE INAUGURATION BY
Dr. K V JAYASREE
Principal
 Sree Ayyappa College For Women
 Chunkankadal, Nagercoil - 629003.

ORGANISING COMMITTEE
 Dr T Anitha
 (Associate Professor of History)
 Dr Anand Lali Saena
 (Associate Professor of History)
 Dr P Leelamoni
 (Assistant Professor of History)
 Dr V Karthik Nisha
 (Assistant Professor of History)
 Dr P Praviha
 (Assistant Professor of History)
 Dr S Prathika
 (Assistant Professor of History)
 Dr J Prasanna Kumari
 (Associate Professor of Economics)

Duration
30 hours

Date
08.01.2022

Branch Director
 Mr. T SREE KUMAR
Course Coordinator
 Dr. D LEKHA
 (HOD Of History)
Course Instructor
 Mrs. M SHALINI
 BRANCH MANAGER

BITS INFORMATION TECHNOLOGY
LESSON PLAN
MICROSOFT OFFICE

Session	System	Hours
1	Introduction to office automation - Word - Excel - Spreadsheet - Database - Email - Presentation software	1
2	Lab	1
3	File menu	1
4	Lab	1
5	Edit menu	1
6	Lab	1
7	View menu	1
8	Lab	1
9	Insert menu	1
10	Lab	1
11	Format menu	1
12	Lab	1
13	Insert menu	1
14	Lab	1
15	Format menu	1
16	Lab	1
17	Format menu	1
18	Lab	1
19	Tools menu	1
20	Lab	1
21	Tools menu	1
22	Lab	1
23	Tools menu	1
24	Lab	1
25	Table menu	1
26	Lab	1
27	Windows and Help menu	1
28	Lab	1
29	Spread sheet - Excel Introduction	1

1/3

BITS INFORMATION TECHNOLOGY
LESSON PLAN

30	Lab	1
31	File menu	1
32	Lab	1
33	Edit menu	1
34	Lab	1
35	Edit menu	1
36	Lab	1
37	View menu	1
38	Lab	1
39	Insert menu	1
40	Lab	1
41	Insert menu	1
42	Lab	1
43	Insert menu	1
44	Lab	1
45	Format menu	1
46	Lab	1
47	Tools menu	1
48	Lab	1
49	Tools menu	1
50	Lab	1
51	Tools menu	1
52	Lab	1
53	Data menu	1
54	Lab	1
55	Data menu	1
56	Lab	1
57	Windows and Help menu	1
58	Lab	1
59	Presentation - Introduction - File menu and Edit menu	1
60	Lab	1
61	View and insert menu	1

2/3

BASICS OF GARDENING

SREE AYYAPPA COLLEGE FOR WOMEN
(Re-accredited with B Grade by NAAC)
Chankankadai, Nagercoil

DEPARTMENT OF BOTANY
Offers
Add on course on
BASICS OF GARDENING

STARTING DATE - 16TH FEBRUARY 2022
DURATION - 30HRS

PATRON - DR.KV JAYASHREE, PRINCIPAL, SAC
COURSE COORDINATORS - DR.M SUMA & MRS.S DIVYASREE
COURSE INSTRUCTORS - FACULTIES
DEPARTMENT OF BOTANY

SREE AYYAPPA COLLEGE FOR WOMEN
(Re-accredited with B Grade by NAAC)
Chankankadai, Nagercoil

DEPARTMENT OF BOTANY
ADD ON COURSE - BASICS OF GARDENING
SYLLABUS

Unit 1: (6 Lectures)
Gardening: definition, objectives and scope; different types of gardening - landscape and home gardening - parts and its components - plant materials and design - computer applications in landscaping - Gardening operations: soil being, measuring, watering, management of pests and diseases and harvesting.

Unit 2: (6 Lectures)
Vegetative propagation: Cutting, stem, leaf & root, Layering - simple & air-layering, Grafting - approach & whip grafting, Budding - T budding & Patch budding, Hardening of plants - grower house - mist chamber, shade net, shade house and glass house.

Unit 3: (1 Lecture)
Garden implements - Pruning shears, digging fork, spade, garden rake, water can, Pruning techniques.

Unit 4: (6 Lectures)
Garden composts - Hedge, egg, lawn, rockery, flower beds, topiary, rockery, water garden.

Unit 5: (8 Lectures)
Sowing/planting of seeds and seedlings - Transplanting of seedlings - study of cultivation of different vegetables: cabbage, brinjal, lady's finger, onion, garlic, tomatoes, and carrots.

Reference:

- Jain, I. S. & Mukherjee, D., 1977, Gardening in India, Oxford & BH Publishing Co., New Delhi.
- Singh, M.S., 1980, Plant Propagation: With Externals Ltd., Bangalore, India.
- Burner, N., 1987, Introduction to Horticulture, Rajagopal Publications, Nagercoil.
- Eppend Mauer & Andre, Fundamentals of Horticulture, McGraw Hill Book Co., New Delhi.
- Agrawal, P.C. 1993, Hand Book of Seed Technology, Dept. of Agriculture and Cooperation, National Seed Corporation Ltd., New Delhi.

MASTERING FOOD PRESERVATION

SREE AYYAPPA COLLEGE FOR WOMEN
Re-accredited with B grade by NAAC
Chankankadai, Nagercoil

Department of Botany
Offers
Add on Course in
Mastering Food Preservation

Course Inaugurated by
Dr. V. Viji
Associate Professor,
Department of Botany
Govt. College for Women
Thiruvananthapuram

Date: 18/01/2023 Time: 2 PM
Venue: Seminar Hall

Patron **Dr. K.V. Jayashree**

Course Instructors
Mrs. B.S. Rakhi
Mrs. S. Divyasree
Mrs. R.S. Bijukumari

Course Coordinators
Dr. M. Suma, Dr. S. Uma Devi

30 hours duration

Syllabus:

Unit I:
Advanced Juice Making (6 hours)
Introduction to advanced juicing techniques - Cold-pressing, centrifugal juicing, and blending methods - Exploring unique and exotic fruits for juicing - Hands-on workshop: Creating custom juice blends such as orange, grape, pine apple.

Unit II:
Specialty Squash Crafting (6 hours)
Advanced methods for making fruit and vegetable squashes - Reduction techniques and flavour infusions - Practical demonstration: Crafting squashes - such as grapes, pine apple, ginger lemon.

Unit III:
Gourmet Jam Making (6 hours)
Gourmet jam making using advanced pectin techniques - Flavour pairing and recipe development - Hands-on workshop: Creating gourmet jam using mixed fruit - Packaging and presentation techniques.

Unit IV:
Artisanal Pickle Crafting (6 hours)
Exploring advanced pickling methods - Fermentation, quick pickling, and hot pickling techniques - Hands-on demonstration: Crafting pickles with unique vegetables and spices: Lemon, mango, garlic - Flavour experimentation and aging.

Unit V:
Marketing and Branding (6 hours)
Strategies for marketing artisanal juice, squash, jam, and pickle products - Branding, packaging, and labelling considerations - Developing a business plan for small-scale production.

Practical:

- Making custom juice blends such as orange, grape, pine apple
- Crafting squashes - such as grapes, pine apple, ginger lemon.
- Making mixed fruit jam.
- Making lemon, mango and garlic pickles.