

ADD ON COURSE - IT

Syllabus

Paper I- Introduction to Computers

Unit I

What is a computer?- An introduction-uses of computers in modern society-weather forecasting, census, oil exploration, speech recognition, banking, publishing, accounting, research etc.

Unit II

History of computers, architecture of computers, characteristics of computers-speed, accuracy, storage and versatility

Unit-III

Computer Languages-Evolution of languages, machine language, assemble and high level language, third, fourth and fifth generation languages

Unit IV

interfacing with computers- Input and output devices- keyboard, mouse, scanner, voice recognition systems, optical image systems, touch pad, light pens, sensors, VDU, CRT, HDTV, audio o/p devices.

Unit V

Storage devices-primary storage devices-RAM, SRAM, DRAM, ROM-secondary storage devices-magnetic tapes-discs-floppy, hard disk, optical disk, CD, DVD, bubble memory, memory cards, smart cards.

References:

1. Peter Norton's Introduction to Computers, Sixth Edition, Tata Mc Graw Hill.
2. Fundamentals of Computers, V. Rajaraman, Prentice Hall of India, New Delhi.
3. Computer Fundamentals, P.K. Sinha, BPB Publications, New Delhi.

Paper II- Operating Systems and Packages

Unit I

Operating System- Categories of OS, Functions of OS

Unit II

Windows OS,

Unit III

MS-DOS, Linux, UNIX

Unit IV

Package I- MS-Office (Word, Excel, Power Point, Access), Information Systems, Automated Office Functions

Unit V

Package II- Computer Graphics, Typesetting and Designing, Desk Top Publishing (DTP) Tools and Techniques, Graphic Designing-Basics, Prepress Graphics

Practicals

File management in Windows

Working with DOS commands
Creating and formatting a document
Spreadsheet handling with Excel
Presentation Packages

References:

1. Systems Programming and Operating Systems, D.M. Damdhere, Second Revised Edition, Tata MC Graw Hill
2. Operating System Principles, Seventh Edition, Abraham Silberschatz, Peter Galvin and Gagne, John Wiley.
3. Windows 98, Users Guide and Reference.

Paper III-Communicative English

Unit I

Structure of English language, Basic sentence patterns- structural ambiguity, remedial grammar

Unit II

English for conversation, phonetics, English in various situations

Unit III

Communication, definition, types and importance, non verbal communication, public behavior, language skills

Unit IV

One to one communication, one to many communication, many to many communication

Unit-V

Listening techniques, art of listening, types of listening, difference between hearing and listening.

Presentations

Exercises

Paper IV-Internet and web page Designing

Unit I

Introduction to networks-types of networks-advantages, LAN, WAN, MAN

Unit II

Internet-services-addressing scheme, Machine addressing, mail address, resource addressing, TCP/IP, URL, MODEM

Unit III

Internet connectivity-setting up a connection-ISP-visiting a web site-e-mail, attachments

Unit IV

Types of web sites-need for web sites, web pages, search engines, scope of web designing, a good web site

Unit V

Introduction to HTML-Creating an HTML document-displaying and re using of HTML document, HTML tags, creating a sample web page

Practicals:

Web page creation
E-mail address creation
Resource gathering

References:

1. The Internet, Complete Reference, Harley Hahn, Tata MCGraw Hill
2. HTML Complete Reference, Wiley Publications.
3. A Text Book on Computer Awareness and Applications, Gireesh Kumar, Prakash Publications.

Paper V-On the Job Training and Project Report

SYLLABUS FOR ADDON COURSE: RURAL ECO MANAGEMENT



DEPARTMENT OF BOTANY
NIRMALA COLLEGE, MUVATTUPUZHA

SYLLABUS FOR ADDON COURSE: RURAL ECO MANAGEMENT

SYLLABUS

CERTIFICATE COURSE

TOTAL CREDITS – 20

Subject 1: Information Technology:

Basic Components of computer, Generation of Computers, Operating system, M.S.Office – Word, Power point, Excel, Internet application- E-mail.Browser, Use of search engines for data collection,Computer and its applications. Introduction to MS-DOS, introduction to Windows operating system. MS Word. MS Excel and MS power point-Application in biological systems.Office automation tools, Types of computers- mainframe, desktop, main frame, Foundations of modern information technology, digital versus analog, binary number, types of operating systemthe World Wide Web, browsing webnetworks and application. Bioinformatics :Introduction and application- homepages, application of computers in biostatistics.

5 Credits

Subject 2: Floriculture:

Cut Flowers and flower trade. Cultivation, harvesting, storage, packaging and marketing of flowers –rose, orchid, anthurium, jasmine and heliconia. Flower arrangement, flower making and dry flower decorations. Flower pigments, perfume industry, aromatherapy. Availing of loans funds and financial assistance from Govt. for large scale cultivations and making of ornamentals.

2 Credits

Subject 3: Gardening:

Ornamental garden, indoor garden, Outdoor garden, landscape garden, Japanese garden, roof top garden, kitchen garden, rock garden, water garden and growing medicinal and aromatic plants.Garden components – annuals, biennials, herbs, shrubs, trees, climbers, drives, arches, pergolas, flower beds, hedges, edges, borders and garden adornments. Lawn, Bonsai, Water garden / Sunken garden, Rock Garden, Conservatory etc.

3 Credits

Subject 5: Mushroom cultivation:

Historical account importance of mushroom, edible mushrooms and poisonous mushroom a brief study of morphology, structure, reproduction, micro and macro characters of the fruiting body with special reference to common edible varieties. Identification of edible a poisonous mushrooms: methods for identification.

2 Credits

Project/field work/ Training based on the above units

8 Credits

NIRMALA COLLEGE, MUVATTUPUZHA

SYLLABUS OF SPOKEN HINDI

NO. OF CONTACT HOURS.30

AIM OF THE COURSE

To enable students to use HINDI fluently just like their mother tongue.

Course outline

Module 1

Functional Hindi- Main features-relevance-Different types of Functional Hindi

Module II

Technical Terminology-Classification of Technical Terminology, Translation Practices, Correspondence

Module III

Practical sessions of communicative Hindi- Conversation, Analysis of Contemporary Issues, Interviews, Dramatization Of Literary Forms, Debate, Study Circle

Required Reading: prayojanmoolak Hindi – Kailash Chandra Bhatiya

prayojanmoolak Hindi - Vinod Godre

prayojanmoolak Hindi - Madhav Sontakke

Vyavaharik Hindi tatha Rachana – Krishnakumar Goswami

prayojanmoolak Vyavaharik Hindi Bhasha - Kailash Chandra Bhatiya

**CERTIFICATE COURSE
ON
MUSHROOM CULTIVATION**

Course code: MCCC14

Duration: 30 Hours

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 to the experiences of experts and functioning mushroom farms
- Help the students to learn a means of self employment and income generation

Course outcome:

By successfully completing the course, students will be able to:

- Identify edible types of mushroom
- Gain the knowledge of cultivation of different types of edible mushrooms and spawn production
- Manage the diseases and pests of mushrooms
- Learn a means of self-employment and income generation

Syllabus

Module 1: Introduction to mushrooms (2 hours)

Mushrooms -Taxonomical rank -History and Scope of mushroom cultivation - Edible and Poisonous Mushrooms-Vegetative characters

Module 2: Common edible mushrooms (2 Hours)

Button mushroom (*Agaricus bisporus*), Milky mushroom (*Calocybe indica*), Oyster mushroom (*Pleurotus sajorcaju*) and paddy straw mushroom (*Volvariella volvcea*).

Module 3: Principles of mushroom cultivation (8 Hours)

Structure and construction of mushroom house. Sterilization of substrates. Spawn production - culture media preparation- production of pure culture, mother spawn, and multiplication of spawn. Composting technology, mushroom bed preparation. Spawning, spawn running, harvesting. Cultivation of oyster and paddy straw mushroom. Problems in cultivation - diseases, pests and nematodes, weed moulds and their management strategies.

Module 4:Health benefits of mushrooms(2 Hours)

Nutritional and medicinal values of mushrooms. Therapeutic aspects- antitumor effect

Module 5:Post harvest technology: (4 Hours)

Preservation of mushrooms - freezing, dry freezing, drying, canning, quality assurance and entrepreneurship.Value added products of mushrooms.

Module 6: Training/ Workshop/ Field visit(12 Hours)

Sterilization and sanitation of mushroom house, instruments and substrates

Preparation of mother culture, media preparation, inoculation, incubationand spawn production

Cultivation of oyster mushroom using paddy straw/agricultural wastes

References

1. Marimuthu, T. et al. (1991). Oster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
- 5.Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.
6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)

Interactive English Course

Syllabus

Module 1

LSRW – Practice sessions

Phonetics- Pronunciation Practice

- Received Pronunciation
- Standard Indian English

English for Daily Communication- practice

Module 2

English for Special Purpose

- Business English
- English for Academics
- Technical Writing

Module 3

Resume

Cover letter

Interview Skills

Group discussion

DIPLOMA IN COMPUTER APPLICATION

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SYLLABUS FOR ADDON COURSE: RURAL ECO MANAGEMENT



DEPARTMENT OF BOTANY
NIRMALA COLLEGE, MUVATTUPUZHA

SYLLABUS FOR ADDON COURSE: RURAL ECO MANAGEMENT

SYLLABUS DIPLOMA COURSE TOTAL CREDITS: 20

Subject 1: Plant Propagation Methods:

Vegetative propagation- Cutting, Layering, Budding and Grafting application and advantages, Theoretical aspects of Grafting and budding, seed propagation- seed bed preparation, seed harvesting and seed treatment transplanting and hardening of seedlings.

2 Credits

Subject 2: Plant growing structures:

Green house, glass house, shade house and plant conservatories.

2 Credits

Subject 3: Fundamentals of plant tissue culture:

Introduction and historical background of Plant Tissue Culture. General Laboratory Techniques.- Maintenance of Laboratory.-Laboratory Space.-Culture Room, Culture vessels and washing Equipments - pH meter, Hot air oven, Autoclave, LAF, Rotary Shaker. Sterilization techniques - Dry heat sterilization, Wet Heat sterilization and Surface sterilization of explants- Surface sterilants - different methods.

3 Credits

Subject 4: Tissue Culture Media preparation:

Composition of Nutrient Media, Role of components, Method of preparation of Stock solution, preparation of Growth regulators. Inoculation -Laminar Air Flow, Procedure of inoculation. Incubation -Maintenance of inoculation record, subculture and temperature control, Humidity. Hardening Techniques.

2 Credits

Subject 5: Medicinal plants in folk tradition:

Identification of medicinal plants used in local folk tradition, propagation and its formulations of the following plants. *Acorus calamus*, *Alpinia calcarata*, *Andrographis paniculata*, *Coleus zeylanicus*, *Kaempheria galanga*, *Ocimum sanctum*, *Plumbago rosea*, *Rauwolfia serpentina*, *Ruta graveolens*, *Trichopus zeylanicus*, *Tylophora indica*, *Saraca asoka*, *Withania somnifera*, *Datura stamonium*, *Phyllanthus neruri*, *Adhatoda vasica*, *Aloe vera*, *Achyranthus aspera*, *Hemidesmis indicus*, *Tinospora cordifolia*, *Calotropis gigantea*.

3 Credits

Project/training /field work: Based on the above units.

8 Credits

Communication Skills in English

ADDITIONAL
SKILL ACQUISITION
PROGRAMME



State Skill Development Project
Government of Kerala
2014

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SYLLABUS FOR ADDON COURSE: RURAL ECO MANAGEMENT



DEPARTMENT OF BOTANY
NIRMALA COLLEGE, MUVATTUPUZHA

SYLLABUS FOR ADDON COURSE: RURAL ECO MANAGEMENT

SYLLABUS

ADVANCED DIPLOMA COURSE

TOTAL CREDITS- 20

Subject 1: Apiculture:

Uses of bees. Organization of honey bee colony, communication among honey bee, keeping methods and equipments, maintenance of an apiary – growth period, dividing the colony, uniting two colonies, replacing old queen with new queen, Enemies of bees. Bee diseases pasturage. Honey and wax composition. Testing the quality of honey. Extraction of wax uses of honey and wax. Agencies supporting apiculture.

3 Credits

Subject 2: Mushroom Cultivation:

Utilization of different substrates – paddy straws and other agro waste, Preparation of poly bags for cultivation, humidity maintenance, farm designing suited to local conditions, pest diseases and control. Large Scale production of Mushroom spawn production, cultivation, storage, preservation techniques, marketing, value added products. Construction of Mushroom house

5 Credits

Subject 3: Mushroom in human nutrition:

Nutritional value, Delicious recipes using mushroom

1 credit

Subject 4: Food preservation: principles and methods:

Simple preparations using vegetables and fruits. Salad dressing- Mayonnaise Baking-cake, pizza, cooking (Demo) Food preservation - jams jelly and pickles.

2 Credits

Subject 5: Research methodology:

Collection of data, tabulation, and statistical analysis. Data compilation and computation

1 Credit

Project/training / field work: Based on the above units.

8 Credits

COURSE SYLLABUS

FOR

PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS





PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS

SUBJECT TITLE	FUNDAMENTALS OF TRANSPORTATION, WAREHOUSING AND DISTRIBUTION MANAGEMENT	
TOTAL MARKS	Subject Mark : 100	Internal Mark : 50
TOTAL HOURS	150 hours	

Estimated Hours: 150 hrs

A. FUNDAMENTALS OF LOGISTICS

(60 Hours)

1. Logistics & Role of Logistics

- Definitions of logistics
- Objectives of Logistics
- The various functions of logistics
- Value delivery in the supply-chain
- Future of logistics


2. Logistics & Customer Service

- Elements of customer service
- Phases in customer service
- Conclusion

3. Supply Chain Mgt

- Introduction
- What is SCM?
- Importance of SCM
- Objectives of SCM
- Guiding principles of SCM
- Supply chain operative reference model

4. Material Mgt

- Objectives of materials mgt
 - Materials planning
 - Purchasing
 - Types of material handling equipments
 - Material storage system
- 

5. Inventory Mgt

- Characteristics of Inventory
- The need of inventory and its control
- Importance of inventory mgt
- Types of inventory mgt
- Inventory control
- Types of selective inventory control techniques
- Inventory planning models
- Inventory mgt strategy development process
- Conclusion


6. Packaging

- Functions of packaging
- Packaging cost
- Types of packaging material
- Palletisation for unitization
- Containerization
- Designing a package
- Factors effecting the packaging materials
- Conclusion

7. Integrated IT Solution in Logistics & Supply Chain Management

- Logistics information system (LIS)-functionality and architectures
- Logistics data warehousing, data mining and decision support systems
- Web based logistics
- Paperless and wireless logistic systems
- LIS justification, selection and implementation

10 Global Logistics

- Logistics intermediaries
 - The global supply chain
 - Organizing for global logistics
 - Strategic issues in global logistics
 - Forces driving globalization
 - Strategies to enter global market
 - Modes of transportation in global logistics
 - Barriers to global logistics
 - Conclusion
- 

11. Reverse Logistics

- Reverse logistics activities
- Reverse logistics processes
- Forward vs. reverse logistics
- Key elements of reverse logistics models
- Strategic use of reverse logistics
- Reverse logistics challenges

12. Role of 3 PL & 4 PL

- Logistics Service providers
- Third party logistics – primary role – effectiveness – use
- 4 PL service providers – primary role – effectiveness – use
- Comparison of 3 PL and 4 PL

B. TRANSPORTATION & DISTRIBUTION MGT

(40 Hours)

1. **Different types of transportation system**
2. **Transportation principles & participants**
 - Transportation participants
 - Shipper and consignee
 - Agents / Brokers / Transporters
 - Government
 - Internet
 - Public
3. **Role of Transportation in Supply Chain**
 - Shipper
 - Transportation cost
 - Inventory cost
 - Facility cost
 - Processing cost
 - Transporter
 - Vehicle related costs
 - Fixed operating expenses
 - Operations related expenses
 - Quantity related costs
 - Overhead costs
4. **Distribution channels**
5. **Network Design**
 - Problems definition and planning
 - Data collection and analysis
 - Recommendations and implementation
 - Decision analysis methods and techniques
6. **Role of distribution in supply chain**
 - a. Introduction – Role of distribution
 - Transportation Mgt
 - Inventory control
 - Warehousing
7. **Transportation mode, performance characteristics & selection**
 - Air ways
 - Road ways
 - Railway transport
 - Water transport
 - Pipeline transport
 - Ropeways
 - Intermodal transport
8. **Transportation performances cost & value measures**
 - Factors driving cost
 - Cost structures
 - Carrier pricing strategies
 - Transportation rates

9. **Transportation routing decision**

- Routing and scheduling techniques
- Transportation administration
- IT Applications in transportation
- New trends in transportation systems

10. **Transit operation system**

- Computer-Aided Dispatch (CAD)
- Geographic information systems

11. **Advanced Freight Mgt system**

- Prime function
- Secondary function
- Benefits to user

12. **Intermodal Freight Technology**

- Intermodal transportation and supply chain
- Status of intermodal freight
- Intermodal direction for the future

13. **Transportation Security Incentives & role of Technology**

C. **WAREHOUSE & INVENTORY MANAGEMENT**

(50 Hours)

1. **Warehousing concept**

- Introduction
- Need for warehousing
- Functions of the warehouses
- Issues affecting warehousing
- Choice of unit load
- Types of warehouses
- Cost of storage
- Comparison private / public warehousing
- Location of warehouses
- Ideal characteristics for a warehouse
- Qualitative factor rating method of comparison
- Factors affecting the number of warehouses
- Slotting in warehouse
- Warehouse operations

2. Storage equipment

- Fixed and random stock location
- Palletized storage systems
- Summary

3. Material handling equipment

- Classifications
- Design criteria of handling system
- Factors for a appropriate system
- Design principles
- Types – non-powered / powered trucks
- Conveyers for unit load handling
- Conveyers
- Types of conveyers


4. Inventory functions, needs, & types

- Functions:
 - Minimize costs
 - Provide desired customer service level
 - Couple successive operations or functions
 - Stabilize production
- Needs to hold inventory
- Types of inventory
- Inventory costs
- Mechanics of inventory control

5. Introduction to bar code systems

- Introduction
- What is bar code?
- Main advantages
- Benefits of bar-coding
- Common bar code applications

6. RFID Systems

- Introduction
 - The principle of RFID
 - RFID V/S barcode system
 - Benefits of REID
 - RFID – parts
 - Potential benefits of RFID to retail enterprises
 - RFID in warehousing
 - Storage
- 

7. Warehouse Mgt system

- Why need WMS?
- Logic used in determining actual locations & sequences
- Other functionality / considerations
- Automated data collection
- Integration with automated material handling equipment
- Advanced shipment notifications
- Slotting


8. Economic Order Quantity (EOQ)

- P system And Q system of inventory
- Assumptions of EOQ model
- Determining stock levels and methods of stock control
- Methods of controlling stock levels
- Modified EOQ model

9. ASRS System

- Introduction
- Design of AS/RS system
- Major benefits of AS/RS system

10. Inventory Costing & Controls

- Inventory costing
 - Deciding optimum level of inventory
 - Inventory carrying cost
 - Ordering cost
 - Stock out cost
 - Selective inventory control techniques
- 

SUBJECT TITLE	EXPORT DOCUMENTATION, SHIPPING & FREIGHT FORWARDING AND LEGAL PRINCIPLES IN SHIPPING	
TOTAL MARKS	Subject Mark : 100	Internal Mark : 50
TOTAL HOURS	120 hours	

Estimated Hours: 120 hrs

A. SHIPPING & FREIGHT FORWARDING

(60 Hours)

1. Introduction to shipping

- The Ship
- History
- Government actions
- Indian register of shipping
- Directorate general of shipping
- The merchant ship & SHIPS measurement

2. Chartering

- Charter mode
- Shipping trade
- Charter party
- Vessel details
- Types of vessels
- Chartering agents / brokers
- Fixture note
- Freight
- Particulars of cargo
- Deviations
- Loading and discharging ports
- Lay days commencement and cancelling
- Lay time provisions
- Notice of readiness
- Statement of facts
- Demurrage
- Dispatch

- Calculation of demurrage / dispatch
- Exceptions and protective clauses
- Bills of lading
- Arbitration

3. Port Operations

- Port capacity
- Private participation

4. Containers

5. Freight forwarding

- Why do we need freight forwarder?
- Using export agents

6. Custom formalities

- Registration
- Processing of shipping bill
- Quota allocation
- Arrival of goods at docks
- System appraisal of shipping bills
- Customs examination of export cargo
- Stuffing / loading of goods in containers
- Drawl of samples
- Amendments
- Export of goods under claim for drawback
- Generation of shipping bills

7. Transport packing & freight calculations

- a. Sea – Freight
- b. Methods of quoting freight rates

8. Legal Principles in Shipping

- a. Carriage of goods by Sea Act
- b. Indian Contract Act
- c. Marine Insurance
- d. Legal Dimensions of Import Procedure
- e. Financial aspects of the Import Export business
- f. Legal aspects of the Liner trades

B. EXPORT DOCUMENTATION

(60 Hours)

1. Introduction to Export & Import

- Introduction to Export Marketing
- Export marketing channels
- Distribution
- Introduction to Import
- Reason for Import
- Preliminaries for starting Import / Export business
- Dos & Don't Dos in Imports & Exports

2. Classification of goods & Export Channels

- Methods of Exporting
- Advantages of Direct Exporting
- Disadvantages of Direct Exporting
- Export marketing organizations in India
- Function of Export marketing organizations

3. Registration formalities


- Import Export code number
- Duplicate copy of IEC number
- Surrender of IEC number
- Profile of Importer / Exporter
- Self Addressed Stamped envelop
- Guidelines for Application of IEC code number
- Check list of Documents to apply for IEC code

4. Export Pricing and Payment methods

5. Export Documentation

- Aligned documentation system
- Export documentations & processing
- Details of deferent forms

6. Incentives to Exporting & Importing

- Introduction
 - Preferential – Rates
 - DEPB
 - Duty Free replenishment certificate
 - Duty Free Import Authorization
 - Deemed – Exports
 - Agro Export Zones
 - Served from India
- 

- Manufacture under bond
- Export promotion capital goods scheme

7. INCO TERMS

8. Arrangements of Export & Import Finances

- Role of RBI
- Role of commercial banks
 - Pre-shipment finance
 - Post shipment finance
 - Finance against deferred payment export
 - Non fund based assistance of commercial banks
 - Financial assistance from EXIM bank
 - Documents to banks

9. Excise clearances & Quantity Inspection

- a. Procedure for central excise clearance for exportable goods
- b. Quality control and pre-shipment inspection

10. ICD (Inland Clearances Depot) - Dry Port

- a. What is dry port?
- b. Export procedures
- c. Procedure at Gateway port
- d. At the Inland Container Depot (ICD)

11. EXIM Policy 2009-2014



SUBJECT TITLE	MARKETING PRINCIPLES AND BUSINESS COMMUNICATION	
TOTAL MARKS	Subject Mark : 100	Internal Mark : 50
TOTAL HOURS	120 hours	

Estimated Hours: 120 hrs

A. MARKETING PRINCIPLES & OPERATIONS

(60 Hours)

1. Marketing Concept

- a. The production concept
- b. The selling concept
- c. The marketing concept
- d. Relationship marketing
- e. The societal marketing concept
- f. Holistic marketing approach

2. Marketing Environment

- a. Environment analysis
- b. The micro and macro environment

3. Marketing Mix

- a. Product (customer benefit)
- b. Promotion (marketing communications)
- c. Distribution (Customer convenience)
- d. Price (customer cost)

4. Marketing Information System

- a. Introduction
- b. MIS – Marketing Information System
- c. Computer networks and internet

5. Buyer Behaviour

- a. Definition of consumer behavior
- b. Personality and self concept



6. Segmentation & Targeting

7. Branding & Packaging

- Introduction
- Brand Identity
- Brand Image
- Brand Equity
- Brand Loyalty
- Branding strategies
- Product branding strategy factors influencing branding strategies
- Packing consideration

8. Positioning & Differentiation

- Introduction
- Positioning
- Concept of USP & UVP
- Differentiation.

9. Product Life Cycle Strategies

- Introduction
- Marketing strategies
- New product development

10. Integrated Marketing Communication

- Marketing communication
- Promotion
- Elements of the communication process
- Integrated marketing communications

11. Management Of Logistic & Physical Distribution

- Physical distribution
- Order processing
- Managing inventory
- Outsourcing physical distribution

12. International Marketing

- Problems
- Standardization



B. RETAIL MANAGEMENT

(20 Hours)

- Introduction to Retail Management
- Retail environment
- Store Management
- Customer Relationship Management
- Store Security
- Trends & future of Retail Management
- Visual Merchandising & pricing strategies
- Retail Information System
- Retail Marketing & promotions
- CRM – B2B & B2C Marketing
- Strategic Retail Management
- Merchandising & Pricing Strategies
- International Retail Management
- Careers in Retail Management

C. BUSINESS COMMUNICATION

(40 Hours)

1. Introduction to Business Communication

- Role of communication
- defining and classifying communication
- purpose of communication
- process of communication
- characteristics of successful communication
- What is oral Communication
- principles of successful oral communication
- barriers to communication
- what is conversation control
- reflection and empathy
- effective listening
- non – verbal communication
- written communication

2. Essential Grammar

- Essential grammar for written communication
- Tenses-Sentence making

3. Business letters and reports

- a. Introduction to business letters
- b. writing routine and persuasive letters
- c. positive and negative messages -writing memos
- d. what is a report
- e. electronic writing process-e mailing

4. Presentation skills

- a. What is a presentation?
- b. elements of presentation
- c. designing a presentation
- d. types of visual aid-PPT Presentations
- e. negotiations skills

5. Essential soft skills

- Etiquette-Social grace
- Interpersonal skills -Team spirit
- Conflict management
- Attitude - Emotion and Attitude Change
- Components of Emotion Appeals
- Motivation concepts
- Time management
- Stress management
- Personality
- Social & Corporate sensitivity

6. Employment communication

- Effective methods of Job hunting
- Resume and covering letter preparation
- Pre interview preparation
- Telephonic interview
- Group discussion
- Personal interview
- Post interview formalities
- Impact of Technological Advancement
- Communication networks
- Intranet
- Internet
- e mails
- SMS
- Teleconferencing



Data Entry Operator PARTICIPANT HANDBOOK

course offered by

ADDITIONAL SKILL ACQUISITION PROGRAMME

(A joint initiative of Higher Education Department and General Education Department, Government of Kerala)

in association with skill provider

IL&FS Skills

4. Module / Units / Session-wise Course Duration

Sl. No.	Module/Unit/Session Name	Theory [hrs]	Practical [hrs]	Internship [hrs]
Module 1: Introduction to the Course				
Unit 1: Overview of the industry				
1	Icebreakers	1		
2	Introduction to IT/ITES	1		
3	Introduction to Data Entry and Job Role	1		
4	Pre-Assessment		1	
Module 2: Computer Fundamentals				
Unit 1: Basics of Computers				
5	Introduction to Computer	1		
6	Operating Systems	1		
Unit 2: Introduction to Microsoft Word				
7	MS Word - Home	1		
8	MS Word - Home - Activity		1	
9	MS Word - Insert	1		
10	MS Word - Insert - Activity		1	
11	MS Word - Insert- Activity		1	
12	MS Word - Page Layout	1		
13	MS Word - Page Layout - Activity		1	
14	MS Word - References	1		
15	MS Word - References - Activity		1	
16	MS Word - Mailings	1		
17	MS Word - Mailings- Activity		1	
18	MS Word - Mailings - Activity		1	
19	MS Word - Review & View	1		
20	MS Word - Review- Activity		1	
21	MS Word - View - Activity		1	
22	MS Word - Design & Layout	1		
23	MS Word - Design - Activity		1	
24	MS Word - Layout - Activity		1	
25	MS Word - Revision - Activity		1	
26	MS Word - Revision - Activity		1	
27	Assessment 1		1	
Unit 3: Microsoft Excel				
28	MS Excel - Home	1		
29	MS Excel - Home - Activity		1	
30	MS Excel - Insert	1		
31	MS Excel - Inserting charts - Activity		1	
32	MS Excel - Pivot table - Activity		1	
33	MS Excel - Page Layout	1		
34	MS Excel - Page Layout- Activity		1	
35	MS Excel - Formulas	1		

36	MS Excel - VlookUp	1		
37	MS Excel - Vlookup- Activity		1	
38	MS Excel - Hlookup- Activity		1	
39	MS Excel - Concatenate - Activity		1	
40	MS Excel - IF, SUMIF - Activity		1	
41	MS Excel - COUNTIF & AVERAGEIF - Activity		1	
42	MS Excel - Data	1		
43	MS Excel - Remove Duplicates and Data Validation - Activity		1	
44	MS Excel - Filters - Activity		1	
45	MS Excel - Review and View	1		
46	MS Excel - Review - Activity		1	
47	MS Excel - View - Activity		1	
48	MS Excel - Revision - Activity		1	
49	MS Excel - Revision - Activity		1	
50	Assessment 2		1	
Unit 4: MS Access				
51	MS Access - Creating a Database	1		
52	MS Access - Creating a Database - Activity		1	
53	MS Access - Table and Form Creation	1		
54	MS Access - Table Creation - Activity		1	
55	MS Access - Form Creation - Activity		1	
56	MS Access - Revision - Activity		1	
Unit 5: MS PowerPoint				
57	MS PowerPoint - Overview	1		
58	MS PowerPoint - Activity		1	
59	MS PowerPoint - Activity 1.1		1	
Unit 6: Keyboard Shortcuts				
60	Shortcuts		1	
Unit 7: Extension of Files				
61	File Extensions	1		
62	Assessment 3	1		
63	Assessment 4		1	
Unit 8: Adobe InDesign				
64	Introduction to Adobe InDesign, Menu and Tools	1		
65	Setting up the Document		1	
66	Toolbox		1	
67	Organising the Document		1	
68	Inserting and Formatting the Text		1	
69	InDesign - Revision – Activity		1	
70	InDesign - Revision - Activity 1.1		1	
Unit 9: Basics of Network and Internet				
71	Types of Networks	1		

72	Networking Components	1		
73	Introduction to Internet and Intranet	1		
74	Search Engine and Keyword		1	
75	Web Chat - AOL, Skype and Google Hangouts		1	
76	E - Mail		1	
Unit 10: Google Drive				
77	Introduction to Google Drive		1	
78	Use Google Drive		1	
79	Security Threats	1		
80	Troubleshooting - Installation	1		
81	Troubleshooting - Hardware	1		
82	Troubleshooting - Networking	1		
83	Revision		1	
Module 3: Typing Skills				
Unit 1: Introduction to Keyboard				
84	QWERTY Keypad	1		
85	Hand and Body Positioning	1		
86	Typing Practice 1		1	
87	Typing Practice 2		1	
88	Typing Practice 3		1	
89	Typing Practice 4		1	
90	Typing Practice 5		1	
91	Typing Practice 6		1	
92	Typing Practice 7		1	
93	Typing Practice 8		1	
94	Typing Practice 9		1	
95	Typing Practice 10		1	
96	Typing Practice 11		1	
97	Typing Practice 12		1	
98	Typing Practice 13		1	
99	Typing Practice 14		1	
100	Typing Practice 15		1	
101	Typing Practice 16		1	
102	Typing Practice 17		1	
103	Typing Practice 18		1	
104	Typing Practice 19		1	
105	Typing Practice 20		1	
106	Typing Practice 21		1	
107	Typing Practice 22		1	
108	Typing Practice 23		1	
109	Typing Practice 24		1	
110	Typing Practice 25		1	
111	Typing Practice 26		1	
112	Typing Practice 27		1	
113	Typing Practice 28		1	
114	Typing Practice 29		1	
115	Typing Practice 30		1	

116	Typing Practice 31		1	
117	Typing Practice 32		1	
118	Typing Practice 33		1	
119	Typing Practice 34		1	
120	Typing Practice 35		1	
121	Assessment 5		1	
122	Typing Malayalam - 1		1	
123	Typing Malayalam - 2		1	
124	Typing Malayalam - 3		1	
125	Typing Malayalam - 4		1	
126	Typing Malayalam - 5		1	
127	Typing Malayalam - 6		1	
128	Typing Malayalam - 7		1	
129	Typing Malayalam - 8		1	
130	Typing Malayalam - 9		1	
131	Typing Malayalam - 10		1	
Module 4: Undertake Data Entry Services				
Unit 3: Undertake Data Entry Services				
132	Obtain Info and Assist a Customer	1		
133	Prioritise Tasks	1		
134	Recording Service Request	1		
135	Scanning Source Documents		1	
136	Comparing and Verification of Files		1	
137	Identifying Cause of Errors		1	
138	Common Data Entry Errors		1	
139	Rectifying Errors		1	
140	Taking Back-up of Files		1	
141	Seeking Specialist Support	1		
142	Ticketing System - Introduction	1		
143	Ticketing System - Activity		1	
144	Ticketing System - Activity.1.1		1	
145	Workplace Etiquettes	1		
146	Assessment 6		1	
147	Assessment 7		1	
Module 5: Manage your Work to Meet Requirements				
Unit 1: Manage at Workplace				
148	Dealing with Colleagues and Customers	1		
149	Time Management at Workplace	1		
150	Planning and Organising	1		
151	Problem Solving and Decision Making	1		
152	Data Confidentiality	1		
153	Team Building and Customer Centricity	1		
154	Attention to Detail & Effective use of Resources	1		
155	Assessment 8	1		

Module 6: Maintain Health and Safety at Workplace				
Unit 1: Hazards				
156	Prevention of Hazards at Workplace	1		
157	Various Hazard Signs at Workplace	1		
158	Reporting Hazards and Accidents	1		
Unit 2: Health and Safety Measures				
159	Employee Health and Safety Policies	1		
160	First Aid Measures	1		
161	Emergency Procedures and Practices	1		
162	Fire Evacuation Plan	1		
163	Breaches of Security	1		
164	Assessment 9	1		
165	Resume Preparation		1	
166	Preparing for an Interview		1	
167	Final Internal Assessment 10	1		
168	Final Internal Assessment 11		1	
169	Revision			
170	Post-Assessment	1	1	
	Total for each category	59	111	
	Total Course Duration		170 hrs	

Annexure 6

ACCOUNTS EXECUTIVE PRACTICAL WORKSHOP GUIDE

Submitted by

EduBridge Learning Private Ltd.

Annexure 4

ACCOUNTS EXECUTIVE- PAYABLES & RECEIVABLES

PARTICIPANT HANDBOOK

Volume II

4. Module / Units / Session-wise Course Duration

Sl. No.	Module Name	Theory	Practical	Internship
1	Introduction to Accounts	4 hours	7 hours	
2	Accounting Concepts	4 hours	6 hours	
3	Accounting Equations	2 hours	4 hours	
4	Accounting Transactions	6 hours	9 hours	
5	Book Keeping & Accountancy	6 hours	9 hours	
6	Accounting System	6 hours	9 hours	
7	Accounting Cycle	6 hours	10 hours	
8	Financial Reports	4 hours	8 hours	
9	Inventory Management	4 hours	8 hours	
10	Accounts Payable and Receivable	5 hours	10 hours	
11	Documentation & Software	5 hours	8 hours	
12	Health & Safety	8 hours		
13	Assessment		2 hours	
	Total each category	60 hours	90 hours	100 hours
	Total Course Duration	250 hours		

COST AND MANAGEMENT ACCOUNTANCY SYLLABUS 2016

4. SYLLABUS 2016

4.1 AIM OF THE SYLLABUS 2016

– A JOURNEY TOWARDS SUCCESS

Syllabus 2016 is designed to nurture young business leaders of tomorrow who can convert the dream of 'MAKE IN INDIA' into reality by taking strategic management decisions effectively in both the National and International arena. The syllabus 2016 is based on International Standards set by IFAC (International Federation of Accountants) and IAESB (International Accounting Education Standards Board) and Initial Professional Development - Professional Skills (Revised) through IEG (International Educational Guidelines):

- To create awareness and promote cost & management accounting education.
- To achieve six skill sets - knowledge, comprehension, application, analysis, synthesis and evaluation.
- Based on four knowledge pillars - management, strategy, regulatory framework and financial reporting.
- To inculcate skills for employability.
- Increased emphasis on Accounting, Analysis, Reporting & Control, Strategy, Performance Measurement, Analysis, Reporting, Corporate & Allied Laws, Taxation, Ethics and Governance.
- To extend all possible professional expertise to ensure transparency and governance as desired by the government.
- To enhance competency level of cost and management accounting professionals at par with international level.

4.2 STRUCTURE OF SYLLABUS 2016

Foundation Course is an Entry Level Programme for non-graduate students which is held twice in year.

The next steps is Intermediate Course. Intermediate Course & Final Course comprises of sixteen subjects. These subjects provide balanced and comprehensive knowledge which is evenly distributed among four knowledge pillars.

A percentage weightage is shown amongst topics for all subjects. This is intended to provide better guidance to the students as to the spread of coverage of different topics in a subject. Moreover, this will be useful for examination system to rationally evaluate the knowledge of students in different topics in a subject.

FOUNDATION COURSE

- Paper 1 : Fundamentals of Economics and Management (FEM)
- Paper 2 : Fundamentals of Accounting (FOA)
- Paper 3 : Fundamentals of Laws and Ethics (FLE)
- Paper 4 : Fundamentals of Business Mathematics and Statistics (FBMS)

INTERMEDIATE COURSE

Group I

- Paper 5 : Financial Accounting (FAC)
- Paper 6 : Laws & Ethics (LNE)
- Paper 7 : Direct Taxation (DTX)
- Paper 8 : Cost Accounting (CAC)

Group II

- Paper 9 : Operations Management & Strategic Management (OMSM)
- Paper 10 : Cost & Management Accounting and Financial Management (CMFM)
- Paper 11 : Indirect Taxation (ITX)
- Paper 12 : Company Accounts & Audit (CAA)

FINAL COURSE

Group III

- Paper 13 : Corporate Laws & Compliance (CLC)
- Paper 14 : Strategic Financial Management (SFM)
- Paper 15 : Strategic Cost Management – Decision Making (SCMD)
- Paper 16 : Direct Tax Laws and International Taxation (DTI)

Group IV

- Paper 17 : Corporate Financial Reporting (CFR)
- Paper 18 : Indirect Tax Laws & Practice (ITP)
- Paper 19 : Cost & Management Audit (CMAD)
- Paper 20 : Strategic Performance Management and Business Valuation (SPBV)

Research and PG Department of Commerce

CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING

Duration: 40 hrs.

COURSE OBJECTIVE: At present, almost all the firms follow computerised system of accounting and hence, an employee who is to be appointed in Finance and Accounts Department is expected to have acquired sufficient knowledge in Computerised Accounting. However, the existing syllabus prescribed by M.G. University for B.Com (Taxation) has not been included any module related to this. Therefore, the present training programme in Computerised Accounting with special importance to TALLY is intended to equip the students to acquire both theoretical and practical training in computerised accounting.

COURSE OUTCOME: After attending 10 of Lecture hours and 30 hours of Practical training, the students can maintain the accounts independently.

MODULE – 1: Getting Functional with Tally.ERP 9

- 1.1. Tally.ERP 9 Start-Up
- 1.2. Tally.ERP 9 Screen Components
- 1.3. Mouse / Keyboard Conventions
- 1.4. Quitting Tally.ERP 9

MODULE – 2: Company Information

- 2.1. Company Creation
- 2.2. Opening (Loading) of Tally.ERP 9
- 2.3. Modification of Company
- 2.4. Deletion of Company
- 2.5. Shut (Close) a Company
- 2.6. Company Selection

MODULE – 3: Set-Up of Accounts

- 3.1. The Group
 - 3.1.1. Creating Group
 - 3.1.1.1. Creating a Group with Advanced Usage
 - 3.1.1.2. Creating Multiple Groups
 - 3.1.2. Altering or Modifying Group
 - 3.1.3. Permanently Deleting a Group
 - 3.1.4. Displaying a Group
- 3.2. The Ledger
 - 3.2.1. Creating a Single Ledger
 - A- Creating a Purchase / Sales Ledger
 - B- Creating a Expenses / Income Ledger
 - C- Creating a Party Ledger

- D- Creating Bank Account
- E- Creating Duties and Taxes Ledger
- F- Creating a Current Liabilities / Assets Ledger

3.2.2. Creating a Multiple Ledger

3.2.3. Displaying or Alter a Single Ledger Account.

3.2.4. Deleting a Single Ledger Account

3.3. Vouchers Types

3.3.1. Accounting Vouchers

3.3.1.1. Contra Vouchers (F4)

3.3.1.2. Payment Voucher (F5)

3.3.1.3. Receipt Voucher (F6)

3.3.1.4. Journal Voucher (F7)

3.3.1.5. Sales Vouchers (F8)

3.3.2. Pre-defined Voucher Types in Tally ERP 9

3.3.2.1. Alter a Pre-defined Voucher Type

MODULE – 4: Inventory / Items & Goods / Stock

4.1. Creating a Single Stock Group

4.1.1. Modifying a Single Stock Group

4.1.2. Displaying a Stock Group

4.1.3. Deleting a Single Stock Group

4.2. Creating a Multiple Stock Group

4.3. Creation of Stock Units

4.4. Alternation / Deletion of Stock Units

4.5. Stock Items

4.5.1. Creation of Single Stock Item

4.5.2. Creation of Multiple Stock Item

4.5.3. Modification and Deletion of Stock Item

MODULE – 5: Features of Tally ERP 9 and Their Uses (F11)

5.1. Accounting Features

5.2. Inventory Features

5.3. Statutory & Taxation Features

MODULE – 6: Accounting Vouchers in Tally ERP 9

>> Types of Vouchers

6.1. Contra Voucher (F4)

6.2. Payment Vouchers (F5)

6.3. Receipt Vouchers (F6)

6.4. Journal Vouchers (F7)

6.5. Sales Vouchers (F8)

6.6. Credit Note Voucher (Ctrl + F8) – For Sales return accounting

6.7. Purchase Vouchers (F9)

6.8. Debit Note Vouchers (Ctrl + F9)- For Purchase return accounting

6.9. Memo Voucher (Ctrl + F10)

MODULE – 7: GST (Goods and Service Tax) in Tally ERP 9

7.1. Introduction to GST (IGST, CGST, SGST)

7.2. Calculation of GST (IGST, CGST & SGST)

7.3. GST on Tally ERP 9

Step-1: Activating GST for the Company

Step-2: Setting Up GST Rates

A- To Set GST Rates for Stock Groups and Stock Items

B- Updating Stock Items and Stock Groups for GST Compliance

C- Setting MRP Details

D- Mapping UoM to UQC

Step-3: Updating/Creating Sales and Purchase Ledgers for GST Compliance

A- Updating / Creating a Sales Ledger: GST Sales

B- Updating or Creating a Purchase Ledger: GST- Purchase

Step-4: Restarting Voucher Numbering for GST Transactions

Step-5: Updating/Creating Party GSTIN/UIN

Step-6: Creating GST Ledgers

Step-7: Creating Party Ledgers for GST

Step-8: Recording Purchase under GST

A- Local Purchase (inside State)

B- Inter-State Purchase (outside State)

Step-9: Recording GST Sales and Printing Invoices

A- Local Sale

B- Printed Invoice Format

C- Inter-State Sales (Outside State)

D- Sale of Goods and Services in a Single Invoice

E- Ledgers for any Indirect Expenses like... Discount on Sale, Packing Charges etc. can be created and to be included in GST Sale Invoice

7.4. Generate GSTR-1 Returns / Reports under Tally.ERP9

7.4.1. Table-Wise Format (Department Format)

7.4.2. Returns Summary (GSTR-1)

7.4.2.1. Total number of vouchers for the period

7.4.2.2. Included in returns

7.4.2.3. Not relevant for returns

7.4.2.4. Incomplete / Mismatch in information (to be resolved)

(SUMMARY OF EXCEPTIONS – GSTR-1)

7.4.2.4.1. No. of voucher with incomplete / mismatch in information

7.4.2.4.2. UoM (S) Not Mapped To Unit Quantity Code (UQC)

7.4.2.4.3. Country, State and Dealer Type not specified

7.4.2.4.4. Tax Rate / Tax Type not specified

7.4.2.4.5. Nature of transaction, taxable value, rate of tax modified in voucher

- 7.4.2.4.6. Incorrect tax type selected in tax ledger
- 7.4.2.4.7. Mismatch due to tax amount modified in voucher
 - 7.4.2.4.7.1. Voucher with incomplete / incorrect adjustment details (SGTR-2)
- 7.4.2.4.8. Information required for generating table-wise details not provided
- 7.4.3. GSTR-1 Particulars (Computation Details)
 - 7.4.3.1. Outward Supplies
- 7.4.4. Status Reconciliation (GSTR-1)
 - 7.4.4.1. Set Status
 - 7.4.4.2. Status-wise View
- 7.4.5. Exporting GSTR-1
- 7.5. Generate GSTR-2 Returns / Reports under Tally.ERP9
 - 7.5.1. Returns Summary
 - 7.5.1.1. Total Number of Vouchers for the Period
 - 7.5.1.2. Included in the Returns
 - 7.5.1.3. Not Relevant for Returns
 - 7.5.1.4. Incomplete / Mismatch in information (to be resolved)

[SUMMARY OF EXCEPTIONS – GSTR-2]

- 7.5.1.4.1. No. of voucher with incomplete /mismatch in information
- 7.5.1.4.2. UoM not mapped to Unit Quantity Code (UQC)
- 7.5.1.4.3. Country, State and Dealer Type not specified
- 7.5.1.4.4. Tax Rate/ Tax Type Not specified
- 7.5.1.4.5. Nature of Transaction, Taxable Value, Rate of Tax Modified In Voucher
- 7.5.1.4.6. Incorrect Tax Type Selected in Tax Ledger
- 7.5.1.4.7. Mismatch due to Tax Amount Modified in Voucher
- 7.5.1.4.8. Voucher with incomplete / incorrect Adjustment Details (GSTR-2)
- 7.5.1.4.9. Information required for Generating Table-Wise details not provided
- 7.5.2. File GSTR-2
 - 7.5.2.1. Download GSTR-2 file from the GST portal
 - 7.5.2.2. Load the GSTR-2 file in Tally.ERP9
 - 7.5.2.3. Reconcile the Status for Invoice in GSTR-2 File
 - 7.5.2.4. Generate the return in JSON format and file the return
- 7.6. Generating Form GSTR-3B
 - 7.6.1. Summary View (GSTR-3B)
 - 7.6.2. Generate GSTR-3B and File Returns
- 7.7. Challan Reconciliation Report for GST Payments
- 7.8. Creating Income and Expenses Ledger in GST
- 7.9. Reverse Charge on Purchase from Unregistered Dealer (URD) | Reverse Charge in GST in Tally
- 7.10. GST on Advance Payment Received from Customer in Tally | GST in Tally ERP 9
 - 7.10.1. Advance Receipt exclusive of tax adjusted against Sales Invoice in same month
 - 7.10.1.1. To record a receipt voucher for advance receipt from customer exclusive of tax
 - 7.10.1.2. Sales Invoice Linked to an Advance Receipt Voucher in the same month as above.
 - 7.10.2. Advance Received and Sales Invoice recorded in different months.
 - 7.10.2.1. Advance Receipt Voucher

- 7.10.2.2. Journal Voucher to Raise the Liability
- 7.10.2.3. Sales Invoice against Advance Receipt of Previous Month
- 7.10.3. Journal Voucher to Reverse the Tax Liability raised for the Advance Received of the Previous Month
 - 7.10.3.1. To exclude a transaction
 - 7.10.3.2. To reverse the liability on cancellation of a transaction
- 7.11. Recording an Advance Payment To Supplier Under GST
- 7.12. Transferring Tax Credits of VAT, Excise, and Service Tax to GST
- 7.13. Recording Sales of Composite Supply under GST (Expenses Apportioning)
- 7.14. Nil-Rated Sales
- 7.15. Exempt Sales
- 7.16. Adjustment & Set-off the Liability of GST (Tax) Credit under GST
- 7.17. Recording Journal Vouchers for Interest, Penalty, Late Fee and Other Dues in GST
- 7.18. **e-Way Bill in Tally.ERP9**
 - 7.18.1. (Step-1): Setup e-Way Bill in Tally.ERP9
 - 7.18.2. (Step -2): Record invoice with details required for e-Way Bill, and create JSON in Tally ERP 9
 - 7.18.3. (Step-3): Print the invoice with e-Way Bill number in Tally.ERP9 in Tally.ERP9
 - 7.18.4. (Step - 4): Export for e-Way Bill Report in Tally.ERP9
 - 7.18.4.1. Status-wise View of e-Way Bill Report
 - A- Exception: HSN Code not specified
 - B- Exception: Information required for e-Way Bill not provided
 - C- Invoices Ready for Export
 - D- Invoices Exported
 - 7.18.4.2. Voucher-wise View of e-Way Bill Report
 - 7.18.5. (Step-5): Update e-Way Bill Information in Tally.ERP9
 - 7.18.6. (Step-6): e-Way Bill Report in Tally.ERP9
 - 7.18.6.1. Invoices with e-Way Bill Information
 - 7.18.6.2. Consolidated e-Way Bill View
 - 7.18.6.3. Export Data to JSON preparation tool, and Create JSON
 - 7.18.7. (Step -7): Enter e-Way Bill Details Directly on the Portal
 - 7.18.7.1. Generate the e-Way Bill number
 - 7.18.7.2. Print e-Way Bill later
 - 7.18.7.3. Update invoices in Tally.ERP 9 with e-Way Bill numbers and print
 - 7.18.7.4. Generate e-Way Bill using JSON Preparation Tools, and upload to Portal

MODULE – 8: Advanced Inventory Vouchers in Tally.ERP 9

- 8.1. Order Processing
 - 8.1.1. Purchase Order Processing
 - 8.1.2. Altering a Purchase Order
 - 8.1.3. Sales Order Processing
 - 8.1.4. Altering a Sales Order
 - 8.1.5. Display Order Position
 - 8.1.6. Display Columnar Orders & Stock Details
 - 8.1.7. Adjusting Orders

- 8.2. Re-Order Levels
 - 8.2.1. Defining Re-Order Levels
 - 8.2.2. Display Re-Order Status
- 8.3. Tracking Numbers
 - 8.3.1. Using Tracking Numbers
 - 8.3.2. Display Purchase Bill Pending
- 8.4. Batch-wise Details
 - 8.4.1. Activating Batch-wise Details
 - 8.4.2. Using Batch-wise Details in Sales Invoice
- 8.5. Bill of Materials (BoM)
 - 8.5.1. Creating Bill of Materials
 - 8.5.2. Creating a Manufacturing Journal
 - 8.5.3. Using Bill of Materials
- 8.6. Price Levels and Price Lists
 - 8.6.1. Activating Price Lists and Defining Price Lists
 - 8.6.2. Using Price Lists
- 8.7. Zero Valued Entries
 - 8.7.1. Creating Zero Valued Entries
- 8.8. Inventory Ageing Analysis
 - 8.8.1. View Inventory Ageing Report
- 8.9. Different Actual and Billed Quantities
 - 8.9.1. Using Different Actual and Billed Quantities
- 8.10. Physical Stock Voucher (Alt + F10)
- 8.11. Rejection In (Ctrl + F6)
- 8.12. Rejection Out (Alt + F6)
- 8.13. Stock Journal (Alt + F7)

MODULE – 9

- 9.1. Maintain Bill-wise Details
- 9.2. Cost Centre and Cost Category
- 9.3. Interest Calculation
- 9.4. Reversing Journal
- 9.6. Post-Dated Voucher
- 9.6. Memo (Memorandum) Voucher
- 9.7. Optional Voucher

MODULE – 10: Tally.ERP 9 Reporting

- 10.1. Modifying Reports (Options)
- 10.2. Balance Sheet
- 10.3. Profit & Loss Account
- 10.4. Stock Summary
- 10.5. Trial Balance
- 10.6. Day Book

10.7. Books of Accounts

10.7.1. Cash Book

10.7.2. Petty Cash Book

10.7.3. Bank Book

10.7.4. Journal Register

10.7.5. Ledger

- Group Summary

- Group Voucher

10.7.6. Purchase Register

10.7.7. Sales Register

10.8. Statement of Accounts

10.8.1. Outstanding

10.8.1.1. Ledger-wise view of Outstanding Reports

10.8.1.2. Group (Outstanding)

10.8.2. Interest Calculations

10.8.2.1. Interest Receivable

10.8.2.2. Interest Payable

10.8.3. Cost Centres

10.8.3.1. Cost Category Summary

10.8.3.2. Group Break-Up

10.8.4. Statistics

10.9. Inventory Books

10.9.1. Inventory Group Summary

10.9.2. Stock Transfers

10.9.3. Physical Stock Register

10.9.4. Sales Order Book

10.9.5. Purchase Order Book

10.10. Statutory Reports

10.11. List of Accounts (Chart of Accounts)

10.12. Exception Reports

10.12.1. Negative Stock

10.12.2. Negative Ledgers

10.12.3. Overdue Receivables

10.12.4. Overdue Payable

10.12.5. List of Memorandum Vouchers

10.12.6. List of Reversing Journal

10.12.7. List of Optional Voucher

10.12.8. List of Cancelled Vouchers

10.12.9. List of Post-dated Voucher

10.13. Printing Reports

10.13.1. Using the Print Button

10.13.2. Multi-Accounting Printing

MODULE – 11: MIS and Other Reports

- 11.1. Receivable and Payable Statement Report
- 11.2. Ageing Report
- 11.3. Godown wise Stock Report
- 11.4. Movement Analysis
- 11.5. Transaction wise Profitability Analysis
- 11.6. Stock Summary
- 11.7. Bank Reconciliation
- 11.8. Stock Category wise Report
- 11.9. Sales Order Pending Register
- 11.10. Purchase Order Pending Register
- 11.11. Sales Bill Pending Register
- 11.12. Product Register

MODULE – 12: Utility

- 12.1. Back Up / Restore
- 12.2. Split Company Data
 - 12.2.1. How to Split Financial Years
- 12.3. Tally.ERP 9 Vault
- 12.4. Exporting Master Data
- 12.5. Importing Data
- 12.6. Consolidation of Accounts
 - 12.6.1. Create a Group Company
- 12.7. Password or Security Control
 - 12.7.1. Types of Security (Security or authority levels)
 - 12.7.2. Users and Passwords
- 12.8. Credit Limits
 - 12.8.1. Setting Credit Limits
 - 12.8.2. Exceeding Credit Limits

MODULE-13: Voucher Classes & Voucher Types (Creations)

MODULE-14: POS - Point of Sale (POS Invoicing)

MODULE-15: TDS (Tax Deducted at Source) using Tally.ERP9

- 15.1. Enabling TDS in Tally.ERP9
- 15.2. Creating TDS Nature of Payment
- 15.3. Creating Master Ledgers with TDS Transactions
 - A- TDS on Expenses
 - B- TDS on Advance Payment against Expenses
 - C- Recording TDS Payment Transaction
- 15.4. TDS Reports
 - A- Form 26Q (TDS)
 - B- Form 27Q (TDS)
 - C- TDS Reconciliation Report
 - D- TDS Outstanding Report

MODULE – 16: Short-Cut Keys

DEPARTMENT OF MANAGEMENT STUDIES

NIRMALA COLLEGE, MUVATTUPUZHA

Certificate Course on Managerial Skill Development

Hours: 30 hours

Course Code: MSDCC16

Course objectives

- To enable the students to handle a wide variety of assignments.
- to improve the total personality of the student
- To help students realise the importance of team building and interpersonal communication
- To develop their conceptual and analytical abilities to manage people.

Course outcome

- By successfully completing the course the students will be able to
- to handle wide variety of assignment to handle wide variety of assignments
- to improve the total personality of the students
- to realise the importance of team building and interpersonal communication
- To develop their conceptual and analytical abilities to manage people.

Course content

Module 1: Introduction to managerial skills

5 hours

Importance of competent managers, skills required for managers, learning of skills and application of skills

Module 2: Personality

5 hours

Determinants of personality, personality characteristics, self learning style values, attitude towards change

Module 3: Team building and effective communication

15 hours

Developing teams and teamwork, advantages of team, communication, how to make oral presentation, conduct meeting, reporting project, reporting of Ease analysis.

Module 4: Problem solving and Building relationship

5 hours

Problem solving - creativity – innovation - steps of analytical problem solving – limitations.

References

Organizational Behavior – Shah K Gupta, Rosy josh – Jalandhar 2012

Human Resource Management – VSP Rao – Tent and Cases, Excel Books, New Delhi 2012

HRM Concepts and Issues, TN CHabra, DHanpal –m Rao and Co, New Delhi 12016

NIRMALA COLLEGE, MUVATTUPUZHA
P G AND RESEARCH DEPARTMENT OF HINDI
CERTIFICATE COURSE
ON
FUNCTIONAL HINDI-FHCC17

SYLLABUS

OBJECTIVES:

This course offers skill development in translation, paraphrasing and lexical skills in technical terminology, drafting skill, documentation skill,

OUTCOMES:

This course assures a secured platform for the language related jobs like Translator, Hindi officer, Office assistant, Drafting /Documentation field (DTP), Teaching, advertisement writing etc...

MODULE :1

- Theories of translation, Technical terminology
- Translation –English to Hindi, Hindi to English,

MODULE :2

- Communicative Hindi
- Conversation related with different fields
- Mock interviews
- Dramatization of literary forms
- Debate
- Group discussion

MODULE: 3

- Hindi Grammar and practical sessions

MODULE: 4

- Functional Hindi
- Official letter writing and drafting

MODULE: 5

- DTP in Hindi
- Hindi Computing
- M S word, Power point,
- Internet and Hindi, ISM, IME, Unicode, Hindi Indic
- I leap, google input
- Devanagari font-(Mangal)
- Google Translation

GERMAN LANGUAGE TRAINING

Total Hours 30

Modules of the Program

Unit-1

Build on basic grammar skills and increase vocabulary. Learn how to express self adequately in familiar, everyday situations and to read and understand simple texts.

Unit-2

Familiarize basic grammar structures, and learn to lead discussions on interesting topic of essentials of German.

Unit-3

Learn to express yourself clearly both in speaking and writing on a large number of topics and to understand almost all texts. Create an awareness fluently in German.

Work on literary, socio-political, cultural and scientific topics.



- understand key issues in the relationship between language and learning
- understand the importance of language in learning
- understand the different ways in which language features in learning

Course offered for

All college

Students

Especially pg

Students

Contact

Dept Management

Studies

For further queries

CERTIFICATE COURSE

ON

Ms office And Equation Editor -MSOEECC17

Module 1: 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

Module 2: Ms. Excel

- Spreadsheet basics
- Working with functions & formulas
- Modifying worksheets with colour & auto formats
- Graphically representing data: Charts & Graphs
- Speeding data entry: Using Data Forms
- Analysing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

Module 3: Ms. Power Point

- Opening, viewing, creating, and printing slides
- Using slide transitions
- Graphically representing data: Charts & Graphs

Module 4: Internet

- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- learn with best practices

Module 5: Equation Editor

Syllabus of the course

Duration:30hrs

Module I-Introduction

Introduction to SPSS-Data analysis with SPSS: general understanding-SPSS: general description, functions, commands- SPSS file management

Module II Input and data cleaning

Defining variables - Manual input of data - Automated input of data and file import- Data manipulation - Data Transformation - Syntax files and scripts - Output management

Module III Descriptive analysis of data

Frequencies - Descriptives - Explore - Crosstabs – Charts

Module IV Statistical tests

Means - T-test - One-way ANOVA - Non parametric tests - Normality tests

Module V

Multivariate analysis - Factor analysis - Cluster analysis

CERTIFICATE COURSE IN WILDLIFE BIOLOGY

SYLLABUS

30 Hrs

Objectives: To make the students equipped with the knowledge of wildlife resources of India having emphasis to the principles and applications of various wildlife management techniques

Module I: Wildlife Resources of India with special reference to Kerala: Definition of wildlife, Brief account of mammals, birds, herpetofauna, fishes, invertebrates of Kerala, IUCN status (brief account) 7 hrs

Module II: Evaluation of Wildlife habitat: Define habitat – Forest habitat types (mangroves, moist deciduous, dry deciduous, semi evergreen, evergreen, shola forests)

3 hrs

Module IV: Human-Wildlife Conflicts and Wildlife Management:

Human-Wildlife Conflicts: Basic concepts, reason for conflicts, Identification of damages caused by wild animals and control measures. Case studies – Elephant, gaur, wild boar, monkey, tiger and leopard, Translocation of Wild animals – Principles, Methods and application. Traditional knowledge in wildlife conservation

8 hrs

Wildlife management: Threats and conservation issues (poaching, habitat loss, habitat fragmentation and habitat degradation, roadside kills, alien species, pollution, other anthropogenic activities, endemism etc.). Wildlife (Protection) Act, 1972 – IUCN – CITES – NBA – IBA – Project Tiger – Project Elephant – Project Crocodile

8 hrs

Module V: Wildlife Conservation: Definition, In-situ and ex-situ conservation. Case studies (Silent Valley National Park, Periyar Tiger Reserve).

4 hrs

Field Visit

Field visit to any wildlife protected area

References:

1. Saharia, V.B. 1982 Wildlife in India, Nataraj Publishers, Dehra Dun
2. Seshadri, B.1986 India's Wildlife reserves , Sterling Pub'rs Pvt. Ltd., New Delhi
3. Giles, R.H. Jr. (Ed) 1984. Wildlife Management Techniques 3rd edition. The wildlife Society, Washington. D.C. Nataraj Publishers,Dehradun. India
4. Dasmann, RF. 1964, Wildlife Biology. John and Wiley and sons Newyork. Pp231.
5. Robinson, WI. and Eric, G. Bolen, 1984. Wildlife Ecology and Management Mac Millan Publishing Co, Ny. Pp 478.
6. Menon, V. 2003. A Field Guide to Indian Mammals. Dorling Kindersley (India) Pvt. Limited
7. Thomas, A.P. (Ed) 2013. Biodiversity Scope and Challenges. Green leaf Publications, Kottayam
8. Sharma P.D. 2001. Ecology and Environment. Rastogi Pulications, Meerut
9. Daniel, J.C. 2002. The Book of Indian Reptiles and Amphibians, Oxford University Press, Mumbai
10. Daniels, R.J. R. 2002. Freshwater Fishes of peninsular India. Universities press (India) Private Ltd. Hyderabad
11. Tripheron, C.A. and Johnson, N.F. 2005. Borrer and Delong's Introduction to the Study of Insects. Brooks/Cole Ceanage Learning Ltd.
12. Vilanilam, J. V.Antony Palakkal, Sunny Luke, 2012, Inroduction to Kerala Studies. International Institute for Scientific and Academic Collaboration, Inc, New Jersey USA



Modules

Module 1

Business Communication

Internal & External Business communication,
Employment Communication

Module 2

Professional Grooming & Etiquettes

Social Graces, Etiquettes and Body Language,
Personnel Hygiene , Corporate environment

Module 3

Corporate Skills

Public Speaking, Presentation skills,
SMART, Visual Aids, Behavioral Skills

Course Path

Industrial Interaction
Business Meet
Coffee with corporates
Placement

Total Hours 30

External Resource Personae

Course Fee 5000/-

*“we are what we repeatedly do.
Excellence, then is not an act ,
but a habit*

Aristotle



CAMPUS TO CORPORATE

Dept. of Management Studies



Key Learnings

Making a transition from **campus to corporate** life proves to be a major stumbling block for many new hires. Employability requires three key ingredients of competency - knowledge, skills and attitude – knowledge, as you notice is just one component.

Main Objectives

- To help new hires better understanding of corporate life.
- Creating a good perspective of self through SWOT Analysis
- To practice critical skills like Time Management
- To develop participants for good teamwork .
- To understand how to set goals and manage stress

Learning Outcomes

- Mere gaining of an academic degree does not guarantee an individual being employable. If that were to be so, all graduates would have had a decent shot at jobs across India, whereas the facts are otherwise.
- Understand the basics of business communication.
- To develop the culture of working in teams
- Managing time effectively
- ICT based workplace training
- Understand the day to day activities of a business firm
- Separate care for grooming of each individuals

Mostly Ideal For

- UG & PG Students



Corporate Lounge

Key Understanding

It is believed that each of the students is having potential to succeed in campus selection process of any company. It's only a matter of understanding the strength and weaknesses and working on them to fill the gap from being an average academic scorer to a sure shot candidate of choice for corporates .

We assure you that each and every individual is capable of adapting to a new world of corporates . While understanding the SWOT will develop self-confidence to perform and produce better results. Cultivate a culture for Students to be aligned to the realistic goals and lean towards to them to achieve the targets. Grant a platform for top rated choice of employers around the Globe.

Contact Us

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Faculty
Management Studies
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Functional Usage of English : FUECC18

Syllabus

Module 1 (10hrs)

- English: Not a 'phonetic language'
- Phonemic Symbols: Consonants, Vowels and Diphthongs
- Syllables
- Word Stress
- Sentence Stress
- Weak Forms and Strong Forms
- Intonation
- Awareness of Different Accents
- Influence of Mother Tongue

Module 2 (5 hrs)

- Listening
- Barriers to Listening
- Academic Listening

Module 3 (15 hrs)

- Art of Small Talk
- Participating in Conversation
- Making a Short Formal Speech
- Describing People, Places, Events and Things
- Group Discussion
- Interview Skills
- Telephone Communication

Certificate course

on

LABORATORY EQUIPMENT MAINTENANCE

Course code: LEMCCC18

Duration: 30 Hours

Overview: This course is designed for undergraduate students. Participants will gain experience of working with a wide range of laboratory equipments and learn how to test, check faults and use laboratory equipment.

Course Objectives:

- Understand the working of various electronic equipments
- Provide hands on training on maintenance and repairing of various electronic equipments

Course outcome:

By successfully completing the course, students will be able to:

- Identify the fault of equipment
- Repair & do maintenance of electronic products.

Course content

Module 1 Introduction to calibration & testing of electronic equipments

Module 2 - Checking of Switches, cables and connectors, Batteries and fuses, switch box, dual power supply, Checking of Measuring devices - Voltmeter, ammeter, galvanometer, multimeter.

Module 3 - Checking of transformers, inductors, capacitors and resistors, identification of resistors, IC, use of multimeter to check resistance box, resistors, diode, transistor, zener diode, fuse.

Module 4 - Checking of cathode ray oscilloscope, digital storage oscilloscope, function generator, potentiometer, maintenance of Spectrometer, telescope, beam balance, lasers, sonometer, Meldey's apparatus, ballistic galvanometer, tangent galvanometer, compass box, vibration magnetometer, deflection magnetometer, sodium vapour lamp, mercury vapour lamp, grating, flywheel, Carey Foster's Bridge, IC trainer kit.

References

- [1]. Troubleshooting Electronic Equipment: Includes Repair And Maintenance, Second Edition: Dr R.S. Khandpur.
- [2]. How to Diagnose and Fix Everything Electronic, Second Edition 2nd Edition by Michael Geier.
- [3]. Troubleshooting and Repairing Consumer Electronics Without a Schematic, 3rd edition, Homer L. Davidson.

CERTIFICATE COURSE
ON
PROGRAMMING SKILL ENHANCEMENT

CODE: PSECC18

COURSE DURATION:30 Hrs

Module I: Introduction to SAS, Getting Started in SAS, Reading Data into a SAS Data Set

Module II: Assignment Statements and Numeric Functions, If-Then-Else Statements,
Creating List Reports

Module III: Writing Programs That Work, The Format Procedure, The REPORT Procedure

Module IV: Summarizing Continuous Data, Summarizing Categorical Data