



NIRMALA COLLEGE MUVATTUPUZHA

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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

DDEOCC16 CERTIFICATE COURSE-DOMESTIC DATA ENTRY OPERATOR

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

DDEOCC16 CERTIFICATE COURSE-DOMESTIC DATA ENTRY OPERATOR

1. SYLLABUS
2. STUDENTS LIST
3. ATTENDANCE REGISTER
4. ASSESSMENT PROCEDURE
5. SUMMARY REPORTS
6. CERTIFICATE
7. BROCHURE
8. MINUTES

Annexure IV

**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	

DATA ENTRY OPERATOR -STUDENT LIST- 2016-2017

SL NO.	NAME OF THE STUDENTS
1	Deepa Ravi
2	ABIN Vasn
3	Amal SHAJI
4	Manu Mohanan
5	Aljo Varghese
6	Stheerthiya . V. Kumar
7	Ambily A.S.
8	Remya Rajan
9	Rakhi p Raji
10	Aneesh Antony
11	Aravind Kumar k
12	Sooraj AS
13	Sreelakshmi T
14	Sreekutty Kunjappan
15	Gisha Pradosh
16	Dinsha Thankachan
17	Revathi CR
18	Arthira Saikumar
19	Abhirami K.S.
20	Shamna T Karim
21	Fasna Basheer
22	Riyas Muhammed
23	Revathy K.S.
24	Abin Benny
25	Amal P.G.


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NIRMALA COLLEGE, MUVATTUPUZHA
ASAP SKILL COURSE- CERTIFICATE COURSE IN DATA ENTRY
LIST OF STUDENTS 2017-2018

Sl. No.	Register Number	Name	Gender
1	111436	GOPIKA K SHIBU	Female
2	111440	LAKSHMI VIJAYAN	Female
3	111444	PAVITHRA BYJU	Female
4	111447	SRUTHIMOL K B	Female
5	111448	NAJIYA N.A	Female
6	111451	SHALUMARIA GEORGE	Female
7	111454	ANILA GOPI	Female
8	111455	MAYA M	Female
9	111456	SUMAYYA SAYYIDHI K S	Female
10	111459	NIBIYA MYTHEEN	Female
11	111462	BIBIN GEORGE	Male
12	111466	NAVYA SUNIL	Female
13	111472	DRISYA GOVIND	Female
14	111475	BINCY BABY	Female
15	111479	JINO JOSEPH	Male
16	111483	SHABANA ASHRAF	Female
17	111504	SAFA MOL V.B	Female
18	111506	ANJANA P.C	Female
19	111510	ASMA BEEVI T.E	Female
20	111516	RUKSANA .	Female
21	111518	DIYA THOMAS	Female
22	111521	KRISHNAPRIYA BABU	Female
23	111523	ALFINA V.S	Female
24	111526	SANDRA SANIL	Female
25	111544	INDU SUBASH	Female
26	111547	SIVANANDU CHANDRABOSE	Male
27	112789	NIVYA RAJ I R	Female
28	112791	SARIKA SUKUMARAN	Female
29	112792	BEEMA HASHMI ASHRAF	Female
30	112793	BASIMA K B	Female
31	113505	AMAL JOSE	Male
32	129214	FABI SALIM	Female
33	132872	ARDRA GIJI	Female

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ADDITIONAL SKILL ACQUISITION PROGRAMME			
CERTIFICATE COURSE IN DATA ENTRY OPERATOR			
LIST OF STUDENTS 2018-19			
Sl. No.	Register N	Name	Stream
1	169911	ANNA SABU	MATHEMATICS
2	169917	SANDRA RAJU	MALAYALAM
3	169923	ARSHAD ANWAR	ZOOLOGY
4	169926	NIRANJANA ANIL	ZOOLOGY
5	169990	AMMU SAJEEVAN	MATHEMATICS
6	169994	ANITTA ELIZABATH VARGH	MATHEMATICS
7	169998	VIDYA ANANDAN	MATHEMATICS
8	170001	ARATHY M NANDANAN	CHEMISTRY
9	170004	ABHINAYA K	ECONOMICS
10	170008	FATHIMA M A	MALAYALAM
11	170009	ALMA S SEBASTIAN	MALAYALAM
12	170010	BISMIYA NASSAR	MATHEMATICS
13	170013	SUREKHA K S	MATHEMATICS
14	170015	SAJIMI MUHAMMED	MATHEMATICS
15	170017	ASHNAMOL O S	ECONOMICS
16	170020	ARYA SUKU	MATHEMATICS
17	170022	PARVATHY UNNIKRISHNAN	CHEMISTRY
18	170025	ARATHY SUNIL	CHEMISTRY
19	170026	MEHRUNNISA T H	CHEMISTRY
20	170029	ALMAS ALI	CHEMISTRY
21	170033	AMITHA B ANILKUMAR	ZOOLOGY
22	170035	AMANA SHIYAS	CHEMISTRY
23	170039	ALWIN SAJI	PHYSICS
24	170211	NITHINKUMAR K J	COMMERCE
25	170214	AJESH V SAJI	ZOOLOGY
26	170216	JORDY VINCENT	MALAYALAM
27	170217	MAHIN P Y	BOTONY



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Sl No	Name of the Students	26/5	29/5	31/5	01/6	06/6	15/6	21/6	30/6	7/7	16/7	21/7
1	Deepu Ravi	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu
2	Abin Vasa	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin
3	Amal Shaji	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal
4	Manu Mohanan	Manu	Manu	Manu	Manu	Manu	Manu	Manu	Manu	Manu	Manu	Manu
5	Aljo Varghese	Aljo	Aljo	Aljo	Aljo	Aljo	Aljo	Aljo	Aljo	Aljo	Aljo	Aljo
6	Salheerthya V. Kuman	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya	Salheerthya
7	Ambily A.S	Ambily	Ambily	Ambily	Ambily	Ambily	Ambily	Ambily	Ambily	Ambily	Ambily	Ambily
8	Remya Rajan	Remya	Remya	Remya	Remya	Remya	Remya	Remya	Remya	Remya	Remya	Remya
9	Rakhi P Raji	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi
10	Aneesh Antony	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh	Aneesh
11	Aarvind Kuman K	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind	Aarvind
12	Sooraj A.S	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj	Sooraj
13	Sreelakshi T	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi	Sreelakshi
14	Sreethya Kujappan	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya	Sreethya
15	Gisha Pradosh	Gisha	Gisha	Gisha	Gisha	Gisha	Gisha	Gisha	Gisha	Gisha	Gisha	Gisha
16	Dinsha Thankachan	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha	Dinsha
17	Revalthy CR	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy
18	Athira Sasikumar	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira
19	Abhirami K.S	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami	Abhirami
20	Shamna T Karim	Shamna	Shamna	Shamna	Shamna	Shamna	Shamna	Shamna	Shamna	Shamna	Shamna	Shamna
21	Fasna Basheer	Fasna	Fasna	Fasna	Fasna	Fasna	Fasna	Fasna	Fasna	Fasna	Fasna	Fasna
22	Riyas Muhammed	Riyas	Riyas	Riyas	Riyas	Riyas	Riyas	Riyas	Riyas	Riyas	Riyas	Riyas
23	Revalthy K.S	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy	Revalthy
24	Abin Benny	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin	Abin
25	Amal P.G.	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal	Amal

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ASAP SKILL COURSE, 2017-2019

DOMESTIC

DATA ENTRY OPERATOR

ATTENDANCE REGISTER

Name of the student	2017								2018																
	26/12	27/12	28/12	29/12	26/1	2/2/18	5/4/18	9/4/18	11/4/18	15/5/18	22/6/18	29/6/18	6/7/18	7/7/18	13/7/18	4/7/18	20/7	27/7	24/8/18	28/8/18	14/9/18	15/9/18	22/9/18	23/9/18	
1. Alfina v.S	a	a	x	x	x	a	x	a	a	x	x	x	a	a	x	x	x	x	x	x	a	x	a	a	a
2. Amal Jose	x	x	x	a	a	a	a	x	x	x	x	a	a	x	x	a	x	a	x	a	a	a	a	a	a
3. Anila Gopi	x	x	x	x	x	a	x	x	x	x	x	a	a	x	x	a	x	a	x	a	a	a	a	a	a
4. Anjana P.C	a	a	a	a	a	a	a	a	a	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x
5. Asma Beevi.T.E	a	a	x	x	a	x	x	a	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x
6. Basima K.B	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	a	x	x	a	x	x
7. Beema Hashmi Ashraf	x	x	x	x	a	a	x	x	x	x	x	x	x	x	a	x	x	a	a	a	a	a	a	a	a
8. Bibin George	x	x	x	x	a	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x
9. Binny Baby	a	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	a	x	a	a	x	x	x
10. Diya Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	a	x	x	x
11. Divishya Govind	x	x	x	x	a	x	a	x	x	x	x	x	x	x	a	x	x	x	x	x	x	a	x	x	x
12. Gopika.K.Shibu	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x
13. Indu Subash	a	x	x	x	x	a	x	a	x	x	x	x	x	x	x	x	x	x	x	a	a	x	x	a	a
14. Keushna priya Babu	x	x	a	x	a	a	x	x	x	x	x	x	x	x	a	x	a	x	a	x	x	x	x	x	x
15. Lakshmi Vijayan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a	a	a	x	x	x	x	x	x	x
16. Maya.M	x	a	x	x	x	a	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	a	a	a	a
17. Najiya.N.A	x	x	x	x	x	a	x	x	x	x	x	x	x	x	a	x	x	x	x	a	x	x	a	x	x
18. Navya Sunil	x	x	x	x	x	a	a	x	x	x	x	x	x	x	a	a	x	a	x	x	x	x	a	x	x
19. Nibiya Mytheen	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20. Nivya Raj.I.R	a	x	x	x	x	a	x	a	x	x	x	x	x	x	x	x	x	x	x	x	a	a	x	x	x
21. Pavithra Byju	a	a	a	a	a	x	x	x	x	x	x	x	x	x	a	x	a	a	x	x	x	a	x	x	x
22. Ruksana	x	x	x	x	a	x	x	a	x	x	x	x	x	x	a	a	x	x	x	x	x	x	a	a	x
23. Saja mol v.B	x	x	x	a	a	a	x	x	x	x	x	x	x	x	a	a	a	x	x	a	a	x	a	a	a
24. Sandra Sanil	a	x	x	x	a	x	x	a	x	x	x	x	x	x	a	a	a	x	x	a	a	x	a	a	a
25. Souka Sukumaran	a	a	x	x	a	a	x	a	x	x	x	x	x	x	a	x	a	a	x	a	a	a	a	a	a
26. Shabana Ashraf	x	a	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
27. Shalumaria George	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a	x	a	x	x
28. Sivanandu Chandrabose	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	a	x	x	x	x	a	x	x	x	x
29. Southamol KB	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x
30. Sumayya Sayyidhi	x	x	x	x	a	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	a	x	x	x	x
31. Ardra Gigi	x	x	x	a	x	a	x	x	x	x	x	x	x	x	a	a	x	x	x	a	x	x	x	x	x

Sl no:	Name of the student	19/1/19	20/1/19	21/1/19	22/1/19	23/1/19	24/1/19
1.	Abhinaya K	x	x	a	x	x	x
2.	Ajesh V Saji	x	a	a	x	x	a
3.	Alma S Sebastian	a	a	x	a	a	a
4.	Almas Ali	x	x	x	a	x	a
5.	Alwin Saji	x	x	x	x	x	a
6.	Amana Shiyas	x	x	x	x	x	x
7.	Amitha B Anilkumar	a	x	x	x	x	x
8.	Ammu Sejeevan	x	x	x	x	x	x
9.	Anitta Elizabeth Varghese	x	x	x	a	a	x
10.	Anna Sabu	a	x	x	x	x	x
11.	Arathy Sunil	x	x	x	x	x	x
12.	Arathy M Nandanan	a	x	x	x	x	a
13.	Arshad Anwar	a	a	a	a	x	a
14.	Asya Suku	x	x	a	x	x	x
15.	Ashnamol O.S	x	x	x	x	a	x
16.	Bismiyya Nassar	a	a	a	a	a	a
17.	Fathima M.A	a	x	a	x	x	x
18.	Josdy Vincent	a	x	x	x	a	x
19.	Mahin P.Y	a	a	a	a	x	a
20.	Mehumunisa T H	x	x	x	x	x	a
21.	Nisranya Amil	a	x	x	x	x	x
22.	Nithinkumar KJ	x	a	x	x	x	x
23.	Sajimi Muhammed	x	a	x	x	x	x
24.	Parvathy Unnikrishnan	x	x	x	x	x	x
25.	Sandra Raju	a	a	a	x	x	x
26.	Surekha K S	x	x	x	x	x	x
27.	Vidya Anandan	x	x	x	a	x	x

ASAP SKILL COURSE IN DOMESTIC DATA ENTRY OPERATOR

Summary Report

Additional Skill Acquisition Programme (ASAP), a joint initiative of General and Higher Education Departments launched with an objective to impart quality skill education to undergraduate students alongside their regular curriculum. The very philosophy of ASAP as a skill development agency is to accentuate the employability of the youth. ASAP gives special edge to those students who are in need of immediate employment. For the needy, ASAP lays out a way to fend a living by ideally placing them in an organisation.


Under this programme, Nirmala College has offered skill-based certificate course in Data Entry Operator Course as Summer Skill Skool Programme for the under graduate students. The course is designed for 170 hours comprising of 59 hrs for theory and 111 hrs for practical. This course is designed for final year degree students who are job seekers. The students who successfully completed the course availed internship in reputed companies as account staff.

The objectives of the course are:

- To develop skills and competencies in the participants for the job role of Data Entry Operator

Highlights of the Course

- Equal importance to technical and non-technical aspects of training
- Develop communication skills
- Enhanced opportunities for brighter career and employment prospects


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ASAP SKILL COURSE IN DOMESTIC DATA ENTRY OPERATOR

ASSESSMENT PROCEDURE


After completion of 170 hours of this skill course the students will be able to:

- Undertake Data Entry Services
- Manage work and meet requirements
- Maintain healthy, safe and secure working environment

Assessment : At the end of the training programme, students have to undergo an assessment that evaluates their proficiency and knowledge on the subject. Internal evaluations are carried out at various stages of class progression. An Online Test is conducted by Skill Development Centre for testing skill acquired by the students. Students who pass the test gets Certificate approved by National Skill Development Corporation (NSDC).

Certification : On successful completion of the course, a student is entitled to receive a set of certificates that prove his/her merit on the domain subject. The certification process at the end of the program is in accordance with the conditions stipulated in National Skill Qualification Framework (NSQF). Student receives the following certificates :

- **NSDC / SSC Skill Certificate**– National Skill Development Corporation / Sector Skill Council (SSC) recognized certificates are issued to all the qualifying students.
- **ASAP Course completion certificate**- ASAP issues course certificate to all the students who have completed the course.


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ADDITIONAL
SKILL ACQUISITION
PROGRAMME



SSSCC/SDEO002/2017/00036

ADDITIONAL SKILL ACQUISITION PROGRAMME
(A joint initiative of General Education & Higher Education Departments, Government of Kerala)

COURSE CERTIFICATE

This is to certify that **GISHA PRADOSH**

has completed the Theory & Practical session of

..... **CERTIFICATE COURSE IN DOMESTIC DATA ENTRY OPERATOR**

Offered by..... **IL AND FS SKILLS DEVELOPMENT CORPORATION LTD**

held at **NIRMALA COLLEGE, MUVATTUPUZHA**

from..... **24-04-2017** to..... **31-05-2017**

Issued on :- **10-08-2017**

Registration Number: - **S10021646**

Senior Programme Manager
in-charge of district
Additional Skill Acquisition Programme



NIRMALA COLLEGE
MUVATTUPUZHA

CERTIFICATE COURSE IN

**DOMESTIC DATA ENTRY
OPERATOR**

COURSE INFORMATION

Maximum Intake	:	35
Eligibility	:	Under Graduates in any discipline
Duration	:	170 hours
Last Date to apply	:	10th February 2017

Staff Coordinator:
Mr. SHAIMON JOSEPH
ASSISTANT PROFESSOR

Commencement of the course: 24th April 2017

STAFF MEETING 30/9/2016

The staff meeting was held on 30/9/2016 at 12.45 pm. The following matters are discussed

- Complete the portions of IVth and VIth sem students by 15/12/17
 - Complete the portions of I sem MA by 15/12/16
 - All files should be up to date
 - Article writing
 - Reading Month
 - Mentoring
 - Article writing
 - **Decided to start two ASAP courses during the April-May Vacation. [Courses are Domestic data entry operators and A/c executive payables and receivables]**
- Members Present

Dr. J. Georgi Neenal
 Ms. Ligi George
 Mr. Shaiman Joseph
 Ms. Deepa Abraham
 Ms. Divya. K P
 Ms. Mithumol Babu
 Ms. Liya Mary George



STAFF MEETING 30/3/2017

The dept staff meeting was held on 30/3/2017 to give send off to Ms. Gowikrishna U. The meeting also welcomed Ms. Alphonsa K Joy who joined on 30/3/2017 after the Maternity leave. The following members were present

Dr. J. Georgi Neenal
 Ms. Ligi George
 Mr. Shaiman Joseph
 Ms. Deepa Abraham
 Ms. Divya. K P
 Ms. Mithumol Babu
 Ms. Liya Mary George
 Ms. Alphonsa K Joy
 Ms. Gowikrishna U.

