NIRMALA COLLEGE
MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661
Telephones:0485 2832361, 2836300
e-mail:nirmalacollege@gmail.com, Website: www.nirmalacollege.ac.in

FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

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

ITDC14   DIPLOMA COURSE-**INFORMATION TECHNOLOGY**(UGC SPONSERED)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1
CURRICULAR ASPECTS

ITDC14 DIPLOMA COURSE-**INFORMATION TECHNOLOGY**(UGC SPONSERED)

1.SYLLABUS

2. STUDENTS LIST

3. ATTENDANCE REGISTER

4. ASSESSMENT PROCEDURE

5. SUMMARY REPORTS

6. CERTIFICATE

7. BROCHURE

8. SANCTION ORDER

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

ADD ON COURSE – Information Technology

2014-2015

List of students

1. NITHIN THOMAS
2. JERIN SUNNY
3. ANJANA JOSE
4. AYONA PAUL
5. ARCHANA JOSE
6. ANJU THOMAS
7. MARIA BABU
8. ANCY PETER
9. ELIZABETH KURIAKOSE
10. AIMY ISAC
11. NAYANA P.S
12. SANDRA DILEEP
13. LIDIYA THERESA PIUS
14. DEVICHANDANA A MURALI
15. GAYATHRI MADHU
16. TEENA MATHEW
17. JINTO JAMES
18. ANUJA ROY
19. JASTINA FRANCIS
20. DANIYA JACOB

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

Information Technology Diploma -Attendance 2014-2015

(2014-2015)

No	Name		23/10/14	24/10/14	28/10/14	29/10	13/11	14/11	16/12	17/12	18/12	20/12	5/2/15	6/2/15	8/2/15	9/2/15	10/2/15	13/2/15	14/2/15	16/2/15	18/2/15	19/2/15	20/2/15	21/2/15	23/2/15	24/2/15	25/2/15	26/2/15	28/2/15	26/2/15	5/3/15	6/3/15	7/3/15	9/3/15	10/3/15	11/3/15	12/3/15	13/3/15	17/3/15	18/3/15	19/3/15	20/3/15
1	Nithin Thomas	IP																																								
2	Jerin Sunny	IPv																																								
3	Anjana Jose	IPv																																								
4	Ayona Paul	IPv			a																																					
5	Archana Jose	IPv																																								
6	Anju Thomas	IP																																								
7	Maria Babu	IP					A																																			
8	Ancy Peter	IC																																								
9	Elizabeth Kuriakose	IP				a					a																															
10	Amy Isaac	IP									a																															
11	Nayana P.S.	IP																																								
12	Sandra Dileep	IP		a		a					a																	a														
13	Lidiya Theresa Pius	IP				a					a																															
14	Devichandra A Muveli	IP		a																																						
15	Gayathri Madhu	IPv																																								
16	Teena Mathew	IPv																																								
17	Jinto James	IPv											a																													
18	Anjin Roy	IP	a										a																													
19	Jasline Francis	IP	a																																							
20	Danish Jacob Daniya	IPv	a																																							

CAREER ORIENTED ADD-ON PROGRAMME

IN

INFORMATION TECHNOLOGY (UGC SPONSERED)

ACADEMIC YEAR 2014-2015

Course Structure

The course is credit based and each credit will have 15 hours workload. In each course, 8 credits are assigned for project work. The course has total 20 credits.

Grade Pattern

Total Marks	
90% and above	A+
80-89%	A
70-79%	B+
60-69%	B
50-59%	C

Papers

Paper 1- Introduction to computers - Max. Marks: 100 (Continuous Assessment 50 Marks and External Examination 50 Marks)

Paper II-Operating systems and packages-Max. Marks: 100 (Continuous Assessment 50 Marks and External Examination 50 Marks)

Paper III- Communicative English- Max. Marks: 100 (Continuous Assessment 50 Marks and External Examination 50 Marks)

Paper IV- Project Work- Max. Marks: 100

No. of students Enrolled during 2014-2015: 20

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NIRMALA COLLEGE
MUVATTUPUZHA

CAREER ORIENTED ADD-ON DIPLOMA COURSE IN INFORMATION TECHNOLOGY (UGC SPONSERED)

ACADEMIC YEAR 2014-2015

Career oriented Add-on course in Information Technology is conducted by Dept. of Physics, Nirmala college, Muvattupuzha in the academic year 2014-15. It is a UGC sponsored course approved by Mahatma Gandhi University, Kottayam.

2014-15 summary report

In this academic year, 20 students enrolled for the course. The course started on 23/10/2014 and finished on 28/3/2015. The examination was conducted by the Dept. of Physics. All the 20 students who cleared the examination were awarded the certificate on 06/01/2016.

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NIRMALA COLLEGE
MUVATTUPUZHA

Reg. No... 2020 ....

Sample Copy.

CAREER ORIENTED ADD-ON PROGRAMME

Sponsored by

UNIVERSITY GRANTS COMMISSION

Approved by **MAHATMA GANDHI UNIVERSITY**

Conducted by

> **DEPARTMENT OF PHYSICS**
> **NIRMALA COLLEGE**
> **MUVATTUPUZHA**

The Career Orientation Council for the UGC Career-Oriented Program of
.... Add - on course ....hereby makes known that
.... Daniya Jacob (Name) ....has been awarded
Certificate/Diploma/Advanced Diploma in ..... Information ....
.... Technology............................... *conducted by the Department of*
.... Physics ...., *he/she*
having been certified by the duly appointed examiners to be qualified to receive
the same and having been placed by them in Grade .... A .... *at the examination*
held in ..... September 2015

DIRECTOR
College Development Council
Mahatma Gandhi University
Kottayam, Kerala - 686 560

(Seal)

PRINCIPAL

(College seal)

Date : 29/9/2015

University Sl. No... N C M /380 7/2015

No.	Name	21/3/15 10-4 B	28/3/15 9-10 64	28/3/15 10-46
1	Nithin Thomas	1	1	1
2	Tesin Sunny	1	1	1
3	Anjana Jose	1	A	1
4	Ayona Paul	1	1	1
5	Archana Jose	1	1	1
6	Anju Thomas	1	1	1
7	Maria Baby	1	1	A
8	Ancy Peter	1	1	1
9	Elizabeth Kuriakose	1	A	1
10	Ainy Issac	1	A	1
11	Nayana P.S	1	1	1
12	Sandra Dileep	1	1	1
13	Lidiya Theresa Pious	A	1	1
14	Devichandra A Musali	1	1	1
15	Gayathri Madhu	1	1	1
16	Teena Mathew	1	1	1
17	Jinto James	.	1	1
18	Anujs Roy	1	1	1
19	Jasleena Francis	1	1	1
20	Daniya Jacob	1	1	1

issued

Certificate Received on 6/1/2016.

(column of signatures)

Certificate Issued

Dr. Thomas Stephen

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF PHYSICS

DIPLOMA COURSE

INFORMATION Technology

Staff Coordinator:

Dr. THOMAS VARGHESE
ASSISTANT PROFESSOR

Commencement of the course: 23rd October 2014

Dear Students,

Department of Physics is organizing a Certificate course
in Information Technology. IT is one of the most job generating
sectors in India abroad at the moment. A certificate course in IT is the
most relevant and need of the hour. we request the students to
enrol for the same

Dr. Vincent Joseph   Dr. Thomas Varghese
Principal   Course Coordinator

COURSE INFORMATION

Maximum Intake   :   20
Eligibility   :   Under Graduates
Duration   :   300 hours
Last Date to apply :   10th October 2015

For more Details contact Course Coordinator
  Mob: 9447046922
Email: tv@nirmalacollege.ac.in

3/4

(1)

UNIVERSITY GRANTS COMMISSION
CAREER ORIENTED PROGRAMME
35-FEROZSHAH ROAD
NEW DELHI-110 001

F. No. 4- 97/2008 (COP)   March, 2008

The Under Secretary (FD-III)
University Grants Commission
New Delhi-110002

Sub: - Release of Grants-in-aid to **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala** for Career Oriented Programme 2008-09 under Plan.

Sir,

        With reference to the proposal submitted by Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala under the UGC scheme of Career Oriented Programme, I am directed to convey the approval of the University Grants Commission for starting the following Career Oriented Courses in the above mentioned College from the academic year 2008-09.

Courses Approved	Seed Money (Rs. in lakh)
Sciences	7.00
1. Information Technology	
Total	7.00

-2-

I am also directed to convey the sanction of the University Grants Commission for payment of **Rs. 7,00,000/-** (Rupees Seven lakh only) to **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala** as one time grant (Seed money) under the scheme of Career Oriented Programme.

The assistance available in the programme is only in the form of a one — time as **"Seed Money"**. The amount may be utilized for the purchase of books and journals augmentation of laboratory facilities, equipment and payment of remuneration to the Guest faculty only.

The terms and conditions of the approval and grant released are as per the guidelines of the scheme.

The sanctioned amount is debitable to the major Head 5.(i) (Career Oriented to Education). The above sanction is valid for payment during the current financial year **2007-08.**

The amount of grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer), University Grants Commission on the Grants –in –aid bill and shall be disbursed to the credited to the Principal Nirmala College, **Muvattupuzha, Dist. Ernakulam, Kerala** through Demand Draft/Mail Transfer.

The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/College/Institution.

The University/College shall maintain proper accounts only on approved items of expenditure.

The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it was sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year.

The assets acquired wholly or substantially out of the University Grants Commission grant shall not be disposed or encumbered or Utilized for the purposes other than those for which the grant was given, without proper sanction of the University Grants Commission and should, at any time the college ceases to function, such assets shall revert to the University Grants Commission.

A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the University in the prescribed form.

The grantee institution shall ensure the Utilization of a   id for which it is being sanction/paid. In case no   utilization, the simple interest @ 10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

9.   The interest earned by the University/College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institutions.

10.   The University/College shall follow strictly all the instructions issued by the Govt. of India from time to time with regard to reservation of posts for scheduled Caste and Scheduled Tribes.

11.   The University/College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963 and Official Language (use for officially purpose of the Union) Rules, 1976 etc. The Sanction issues in exercise of the delegation of powers vide Commission office order No. 25/92 dated May.01, 1992.

13.   The funds to the extent are available under the scheme and has been noted in BCR for the year 2007-08 at S. No.   Page No.

Yours faithfully,

(Dr. (Mrs.) H.K. Chauhan)
Joint Director

Copy forwarded for information and necessary action to:

1.   The Principal, Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala to intimate the receipt of the letter as well as the receipt of the sanction grant.

2.   The Secretary to the Government of Kerala, Deptt. Of Education, Thiruvananthapuram

3.   The Registrar, Mahatma Gandhi University, Kottayam.

4.   Joint Secretary/ The Deputy Secretary/ Education Officer/Account Officer South Eastern Region   Office PB. N 15   Building, Vth Floor 5 9-194 Chirag   ane, Hyderabad-5 0001 (A.P.) for info

5.   Office of Director G   neral Revenues, AGCR Bldg., I.P. Estate N

6.   Guard File, UGC, New Delhi.

(Joginder)
Under Secretary