ADVANCED OFFICE AUTOMATION [C01]

Course Name:Advanced Office Automation	**Course Code: C01**
	Eligibility:SSLC or above
Duration: 40 Hrs. (1 Month)	**Course Fee :Rs.** 1,500**/- +(GST)** 01 Installment: 1.Rs. 1,500/- + GST, at the time of Registration

SYLLABUS

- COMPUTER FUNDAMENTS:

Definition, history, generation & applications of computer- block diagram and working principle of computer – types of computer. Introduction various OS, software & types of software. Introduction to computer hardware components – input devices, output devices, types of memory , CPU etc.

- **MS WORD:**

Working with documents -opening , entering text , saving & closing files, editing text documents- select, move, copy , cut , paste, delete, find & replace, undo, redo, zoom in & out , spell check etc. Formatting text, pages, working with tables, charts , mail merge , proofing and printing documents – shortcut keys.

- MS EXCEL:

Spread Sheet & its Applications, Opening Spreadsheet, Editing Work sheet – insert , move, select, delete, copy , cut, paste , find & replace, redo, undo etc. Formatting cells- cell types, fonts, rotate, alignment, Merge & wrap , borders & shades. Formatting Worksheets: - Sheet options, Margin, orientation, page breaks, Freeze panes, conditional format. Inserting Chart, Working with formulas , simple & multiple IF, printing.

- **MS POWER POINT:**

Create presentation, adding - new slides, text, text boxes , slide notes, setting backgrounds, saving, review and running slide show. Editing and formatting presentation.

- INTERNET AND E-MAIL.

Concept of Internet , Search Engines , Downloading ,Printing, Understanding URL , Surfing the web , Using e-governance, social media website. Basics of E-mail Email Addressing , Using E-mails creating and Opening Email account, Creating and Sending a new E-mail , Replying to an E-mail message , Forwarding an E-mail message , Sorting and Searching emails.

Add on Course Name List			
SL NO	NAME	CLASS	PHONE NUMBER
1	Anamika Ajay	III BA English	
2	Sayana C V	III BA English	
3	Kavya	III BA English	
4	Ripina	III BA English	
5	Treesa	III BA English	
6	Bhagath	III BA English	
7	Medha	III BA English	
8	Harsha	III BA English	
9	Jijina	III BA English	
10	Nayana	III BA English	
11	Megha	III BA English	
12	Anulakshmi	III BA English	
13	Nikhila	III BA English	
14	Pranav	III BA English	
15	Devika	III BA English	
16	Abhishek	III BA English	
17	Vismaya	III BA English	
18	Anugrah	III BA English	
19	Bhagyalakshmi	III BA English	
20	Abhijith	III BA English	
21	Shibin	III BA English	
22	Adith	III BA English	
23	Yadhu	III BA English	
24	Sreevarthy	III BA English	
25	Arjun Venu	III BA English	
26	Saniya	III BA English	
27	Aflah	III BA English	
28	Akash	III BA English	
29	Akhila P P	II MA English	
30	Ambili P V	II MA English	
31	Amrithasree	II MA English	
32	Anjali C	II MA English	
33	Anusree N	II MA English	
34	Aparna E V	II MA English	
35	Devika T H	II MA English	
36	Kavya E V	II MA English	
37	Navya chithra	II MA English	
38	Neelima	II MA English	
39	Sneha T	II MA English	
40	YadunaRaj	II MA English	
41	Anupriya	I MA English	
42	Nandana	I MA English	
43	Sruthina	I MA English	

44	Sadhiya	I MA English	
45	Archana	I MA English	
46	Abhila	I MA English	
47	Devika	I MA English	
48	Raheekhath	I MA English	
49	Aishwarya	I MA English	
50	Sanmaya	I MA English	
51	Athira	I MA English	
52	Navya Mohan	III BSc Chemistry	
53	Akshara Ravi	III BSc Chemistry	
54	Abhinav Manas	III BSc Chemistry	
55	Arjun P nambiar	III BSc Physics	
56	Ashin Balakrishnan	III BSc Physics	
57	Jishnu K V	III BSc Physics	
58	Jithin T P	III BSc Physics	
59	Sangeeth K	III BSc Physics	
60	Vishnu T	III BSc Physics	
61	Anusree P	III BSc Physics	
62	Prithvi jayaraman A V	III BSc Physics	
63	Swathi P P	III BSc Physics	
64	Sangeerth T V	III BSc Physics	
65	Anamika K	III BSc Physics	
66	Anjana K	III BSc Physics	
67	Bhagyalaxmi T M	III BSc Physics	
68	Devika P P	III BSc Physics	
69	Jibina P	III BSc Physics	
70	Jomina Joy	III BSc Physics	
71	Namitha K	III BSc Physics	
72	Navitha T P	III BSc Physics	
73	Sona P	III BSc Physics	

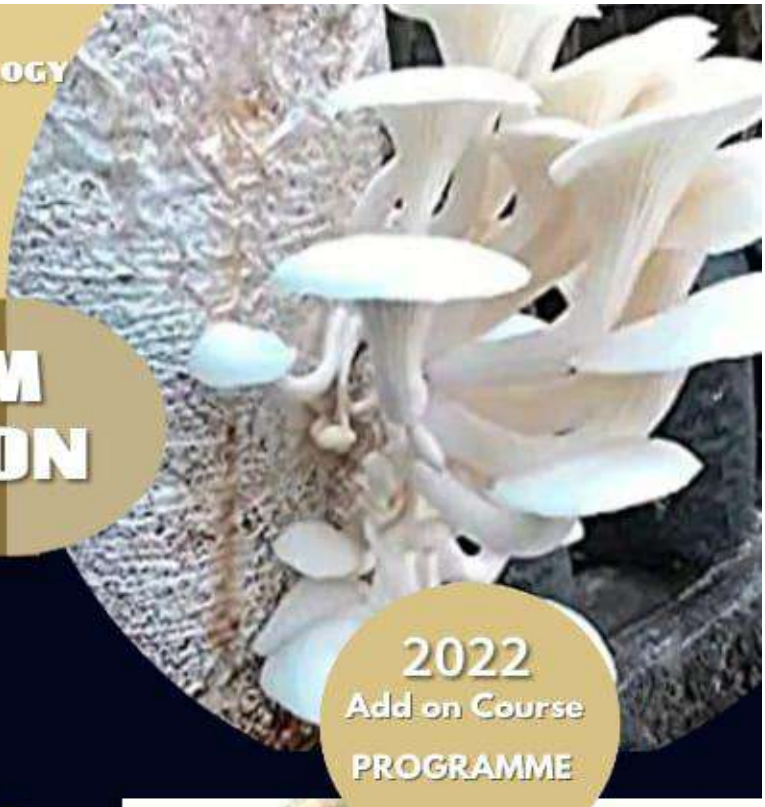
DEPARTMENT OF MICROBIOLOGY

GURUDEV

RABINDRANATH TAGORE

ARTS & SCIENCE COLLEGE

MUSHROOM CULTIVATION



2022

Add on Course

PROGRAMME

HEALTH BENEFITS OF MUSHROOM

- Lowers bad cholesterol levels
- Helps prevent osteoporosis & arthritis
- Helps prevent anemia
- Protects hair, nails & teeth
- Boosts bone mineral density
- Protects against cancer
- Regulates insulin levels in body
- Helps lower blood pressure

Vitamins*	Nutrients*	Minerals*
Riboflavin 24%	Protein 6%	Copper 16%
Niacin 18%	Dietary Fiber 4%	Selenium 13%
Pantothenic Acid 15%	Calories 1%	Phosphorus 9%
Vitamin B6 5%	Carbohydrate 1%	Potassium 9%
Thiamin 5%		Iron 3%

For more details contact

9496240605

Department of Microbiology
Gurudev Arts & Science College,
Mathil, Payyanur, Kannur, Kerala,
Pin : 670307

microbiologydept@gasc.ac.in

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COURSE TITLE: Mushroom cultivation

COURSE CODE: GASC MCB 01

COURSE OVERVIEW: This is an excellent introductory course to understand the cultivation of mushrooms. The course introduces methods of growing edible mushrooms, including culture maintenance, basic mushroom substrate preparation, composting, spawn generation techniques, inoculation methods, harvesting, and pests and pest management of mushrooms.

AIM OF THE COURSE

 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.

COURSE DETAILS

i. Practical ii. Theory session iii. Discussions

COURSE SYLLABUS:

Module 1: Introduction to mushrooms - Mushrooms -Taxonomical rank -History and Scope of mushroom cultivation - Edible and Poisonous Mushrooms-Vegetative characters. Common edible mushrooms

Module 2:

Principles of mushroom cultivation- 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 3:

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

Module 4:

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

Module 5:

Training/ Workshop/ Field visit. Sterilization and sanitation of mushroom house, instruments and substrates Preparation of mother culture, media preparation, inoculation, incubation and spawn production Cultivation of oyster mushroom using paddy straw/agricultural wastes

REFERENCE:

1) Text book of fungi – Pandey.B.P

2) Mushroom- the art of cultivation – Harander Singh

3) Elements of biotechnology – Gupta.P.K

ELIGIBILITY:

 Final year (life science) students of Gurudev Arts and Science College.

INTAKE:

 Maximum of 40 students.

EVALUATION AND GRADING

 Active participation and individual preparation in the class are important for the successful completion of the course. Grades will be determined by the results of written assignments (10%), a comprehensive written final examination (50%), and class participation and practical (40%).

 [A = 93-100 total points; A - = 90-92; B+ = 87-89; B = 83-86; B- = 80-82; C+ = 77-79; C = 73-76; C- = 70-72; D+ = 67-69; D = 60-66; F = 59 or below]

LEARNING METHOD Online and offline

COURSE FEE: 500/-

COURSE CO-ORDINATOR:

 Aneesh K Assistant Professor

Dept. of Microbiology Gurudev Arts and Science College

Ph: 9496240605

Name of Add on course**: Mushroom cultivation**

Class mode**: Online through Google meet and offline mode**

Duration of course**: 3 months (Total hours: 25)**

Two hours exam has been conducted at the end of course for issuing the certificate

Course code**: GASC MCB 01**

Faculty**: Mrs Prajina P**

Assistant professor

SN college, Kannur

Total number of students registered (2022-2023): 37

SL NO:	REG. NO:	NAME OF THE STUDENT
1	GD20CMIR01	ADITH.K.V
a	GD20CMIR02	SIDHARTH NAIR
3	GD20CMIR03	AISHATH HARSHIYA
4	GD20CMIR04	AISWARYA CHANDRAN
5	GD20CMIR05	AIYSHA.N
6	GD20CMIR06	ANUSHA.P.M
7	GD20CMIR07	ANUSREE.M.P
8	GD20CMIR08	ARATHI.V.P
9	GD20CMIR09	AYISHA ISHAK .B

10	GD20CMIR10	KEERTHANA RAJESH
11	GD20CMIR11	KRISHNANJANA .S
12	GD20CMIR12	KRISHNAPRIYA PRABHAKARAN
13	GD20CMIR13	MUBEENA.K
14	GD20CMIR14	NITHINA .P
15	GD20CMIR15	SWATHI.C
16	GD20CMIR16	THOUFEERA.M
17	GD20CMIR17	VAISHNAVI BABU
18	GD20CMIR18	ZINCIA SHERIN
19	GD20CMIR19	ADITH THOMAS
20	GD20CMIR20	NAVAYUG ANIL
21	GD20CMIR21	AISWARYA.P
22	GD20CMIR22	ANAGHA.N.V
23	GD20CMIR23	ASWATHI RAJ
24	GD20CMIR24	ASWATHY.T.M
25	GD20CMIR25	BHAVYA BASIN
26	GD20CMIR26	DEVIKA.P.V
27	GD20CMIR27	GOPIKA.A.V
28	GD20CMIR28	LAVANYA.K
29	GD20CMIR29	NANDANA HARIDAS
30	GD20CMIR30	NANDANA.T
31	GD20CMIR31	POOJA PRAVEEN.N
32	GD20CMIR32	RICHA GEORGE
33	GD20CMIR33	RIYA RONY
34	GD20CMIR34	SANDRA SASEENDRAN
35	GD20CMIR35	SANJANA SAJITH

36	GD20CMIR36	SREENA.T.V
37	GD20CMIR37	VAIDHEHI.M.A

ATTENDENCE DETAILS **CLASS STARTED ON: 18/02/23** **EXAM CONDUCTED ON: 30/03/23**

NAME OF THE TEACHER: PRAJINA P SUNIL

SL NO:	REG. NO:	NAME OF THE STUDENT	18/02/23	19/02/23	25/02/23	26/02/23	04/03/23	05/03/23	11/03/23	18/03/23	19/03/23	25/03/23	26/03/23	30/03/23
1	GD20CMIR01	ADITH.K.V												
a	GD20CMIR02	SIDHARTH NAIR							A					
3	GD20CMIR03	AISHATH HARSHIYA												
4	GD20CMIR04	AISWARYA CHANDRAN										A		
5	GD20CMIR05	AIYSHA.N			A									
6	GD20CMIR06	ANUSHA.P.M												
7	GD20CMIR07	ANUSREE.M.P												
8	GD20CMIR08	ARATHI.V.P												
9	GD20CMIR09	AYISHA ISHAK .B												
10	GD20CMIR10	KEERTHANA RAJESH						A						
11	GD20CMIR11	KRISHNANJANA .S												
12	GD20CMIR12	KRISHNAPRIYA PRABHAKARAN												
13	GD20CMIR13	MUBEENA.K												
14	GD20CMIR14	NITHINA .P												

15	GD20CMIR15	SWATHI.C												
16	GD20CMIR16	THOUFEERA.M												
17	GD20CMIR17	VAISHNAVI BABU												
18	GD20CMIR18	ZINCIA SHERIN												
19	GD20CMIR19	ADITH THOMAS												
20	GD20CMIR20	NAVAYUG ANIL												
21	GD20CMIR21	AISWARYA.P		A										
22	GD20CMIR22	ANAGHA.N.V												
23	GD20CMIR23	ASWATHI RAJ												
24	GD20CMIR24	ASWATHY.T.M												
25	GD20CMIR25	BHAVYA BASIN												
26	GD20CMIR26	DEVIKA.P.V												
27	GD20CMIR27	GOPIKA.A.V												
28	GD20CMIR28	LAVANYA.K												
29	GD20CMIR29	NANDANA HARIDAS							A					
30	GD20CMIR30	NANDANA.T												
31	GD20CMIR31	POOJA PRAVEEN.N												
32	GD20CMIR32	RICHA GEORGE					A							
33	GD20CMIR33	RIYA RONY												
34	GD20CMIR34	SANDRA SASEENDRAN												
35	GD20CMIR35	SANJANA SAJITH												

36	GD20CMIR36	SREENA.T.V												
37	GD20CMIR37	VAIDHEHI.M.A										**A**		

EXAM DETAILS

QUESTION PAPER

GURUDEV ARTS AND SCIENCE COLLEGE, MATHIL

ADD ON COURSE COMPLETION EXAMINATION MARCH -2023

MICROBIOLOGY (CORE)

GASC MCB 01: MUSHROOM CULTIVATION

Time: 2Hrs **Max.Marks: 25**

SECTION –A

Answer all questions. Each question carries one mark

1. Write the name of an edible mushroom.……
2. Toxin produced by mushroom is called……...
3. Give an example for toxic mushroom…...
4. The mushrooms are belongs to the class…..
5. Write any two diseases caused to the mushrooms. (5x1=5)

SECTION-B

Answer any four of the following. Each question carries 2 marks

6. Spawn production
7. Poisonous mushrooms
8. Agaricus
9. Value added products of mushrooms
10. Vegetative character of mushrooms
11. Amanita phelloids
12. Basidiomycetes (4x2=8)

SECTION-C

Answer any two of the following. Each question carries 3 marks.

13. Health benefits of mushrooms
14. Cultivation of oyster mushroom using paddy straw/agricultural wastes.
15. Need for mushroom cultivation.
16. Therapeutic aspects of mushrooms (2x3=6)

SECTION-D

Answer any one of the following. Each question carries 5 marks

17. Discuss briefly about the general principles of mushroom cultivation.
18. Write a note on preservation and post harvest technologies associated with mushroom cultivation. (1x8=8)

ADD ON COURSE EXAM DETAILS

EXAMINATION DATE: 30/03/2023 10AM-12 PM
TIME: 2 HOURS
TOTAL MARKS OF QUESTION PAPER: 25
MINIMUM PASS MARKS: 10
TOTAL NUMBER OF STUDENTS APPEARED: 37
TOATAL NUMBER OF STUDENTS PASSED: 37

SL NO:	REG. NO:	NAME OF THE STUDENT	Marks obtained	Minimum Pass marks	Status :whether Passed or not
1	GD20CMIR01	ADITH.K.V	25	10	Passed
a	GD20CMIR02	SIDHARTH NAIR	23	10	passed
3	GD20CMIR03	AISHATH HARSHIYA	24	10	Passed
4	GD20CMIR04	AISWARYA CHANDRAN	24	10	passed
5	GD20CMIR05	AIYSHA.N	25	10	Passed
6	GD20CMIR06	ANUSHA.P.M	25	10	passed

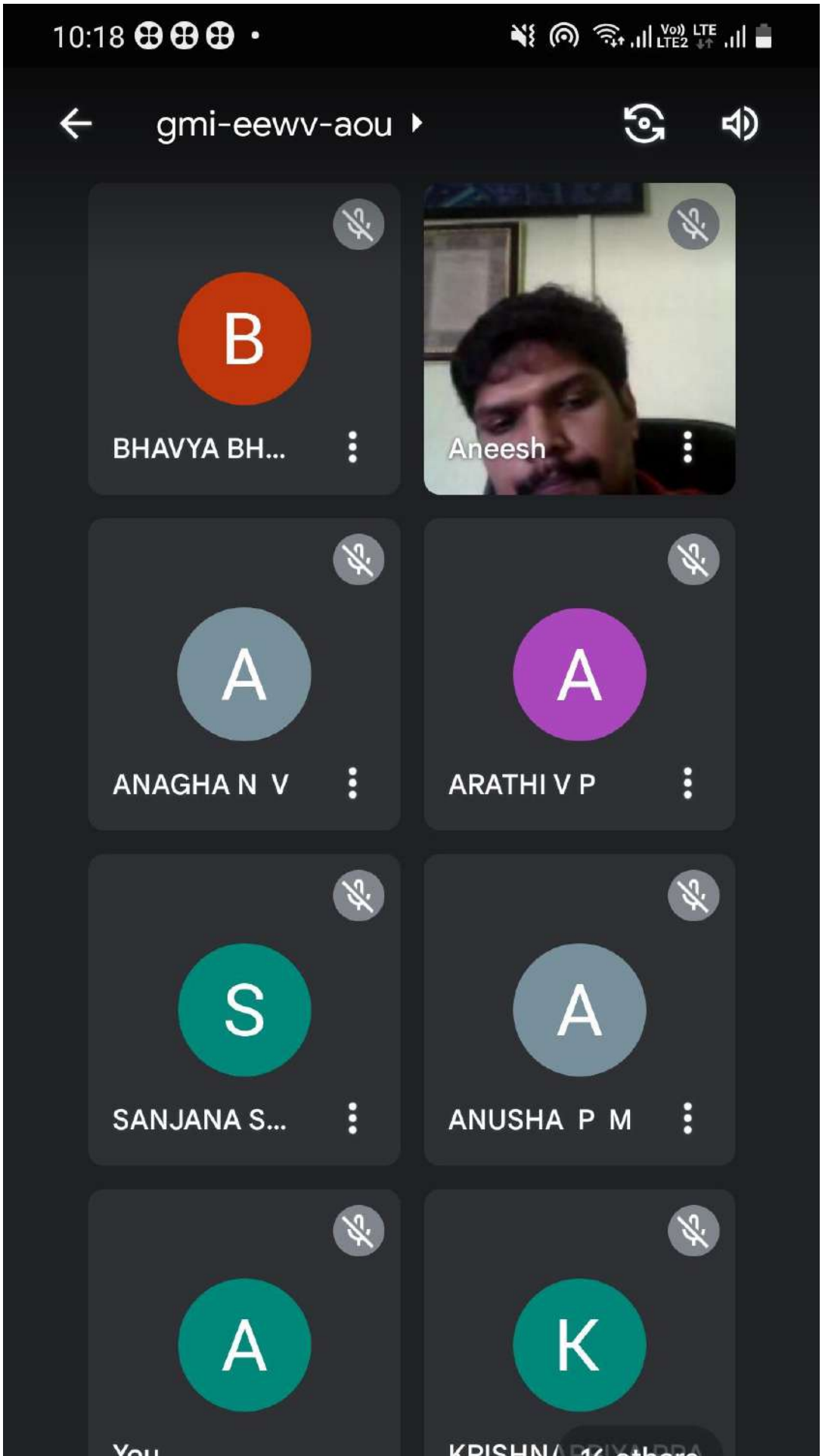
7	GD20CMIR07	ANUSREE.M.P	22	10	Passed
8	GD20CMIR08	ARATHI.V.P	22	10	passed
9	GD20CMIR09	AYISHA ISHAK .B	19	10	Passed
10	GD20CMIR10	KEERTHANA RAJESH	18	10	passed
11	GD20CMIR11	KRISHNANJANA .S	19	10	Passed
12	GD20CMIR12	KRISHNAPRIYA PRABHAKARAN	23	10	passed
13	GD20CMIR13	MUBEENA.K	23	10	Passed
14	GD20CMIR14	NITHINA .P	22	10	passed
15	GD20CMIR15	SWATHI.C	24	10	Passed
16	GD20CMIR16	THOUFEERA.M	23	10	passed
17	GD20CMIR17	VAISHNAVI BABU	22	10	Passed
18	GD20CMIR18	ZINCIA SHERIN	24	10	passed
19	GD20CMIR19	ADITH THOMAS	19	10	Passed
20	GD20CMIR20	NAVAYUG ANIL	18	10	passed
21	GD20CMIR21	AISWARYA.P	20	10	Passed
22	GD20CMIR22	ANAGHA.N.V	23	10	passed
23	GD20CMIR23	ASWATHI RAJ	20	10	Passed
24	GD20CMIR24	ASWATHY.T.M	25	10	passed
25	GD20CMIR25	BHAVYA BASIN	22	10	Passed
26	GD20CMIR26	DEVIKA.P.V	21	10	passed
27	GD20CMIR27	GOPIKA.A.V	20	10	Passed
28	GD20CMIR28	LAVANYA.K	23	10	passed
29	GD20CMIR29	NANDANA HARIDAS	18	10	Passed
30	GD20CMIR30	NANDANA.T	18	10	passed
31	GD20CMIR31	POOJA PRAVEEN.N	25	10	Passed
32	GD20CMIR32	RICHA GEORGE	22	10	passed
33	GD20CMIR33	RIYA RONY	24	10	passed

34	GD20CMIR34	SANDRA SASEENDRAN	24	10	Passed
35	GD20CMIR35	SANJANA SAJITH	23	10	passed
36	GD20CMIR36	SREENA.T.V	25	10	Passed
37	GD20CMIR37	VAIDHEHI.M.A	17	10	passed

MICROBIOLOGY DEPARTMENT

ADD ON COURSE OUTCOME

During the academic year 2022-2023, the department of Microbiology organized a certificate course on "MUSHROOM CULTIVATION" for life science students. The objective of the course is to enable the students to identify edible and poisonous mushrooms, provide hands on training for the preparation of bed for mushroom cultivation and spawn production. It also gives the students exposure to the experiences of experts and functioning mushroom farms and help the students to learn a means of self employment and income generation. The outcome of the corse was 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. The course coordinator is Mr. Aneesh.K, Assistant Professor, and Microbiology. Duration of the course is 25hrs and was handled by Mrs. Mrs Prajina P Assistant professor, SN college, Kannur through Google meet. About 37 students attended the course and cleared the exam. Evaluation was done based on written exam conducted for 2hrs for 25 marks online mode.


10:18
gmi-eewv-aou
B
BHAVYA BH...
Aneesh
A
ANAGHA N V
A
ARATHI V P
S
SANJANA S...
A
ANUSHA P M
A
You
K

10:27
vxv-nnsi-zrj
Dry Yoghurt It has total solids between 90-94 %
CULTURED BUTTERMILK
Made by using mesophilic starters.Inoculated with a mixed culture having ***Sreptococcus lactis sub sp cremoris*** for lactic acid production. ***Leuconostoc mesenteroides*** sub sp cremoris or Streptococcus lactis subsp. diacetyl actis which produce diacetyl contribute aroma & flavor.
Cultured buttermilk is an acidic refreshing drink with a distinctive buttery flavor.It is produced by the fermentation of skimmed or partly skimmed milk.The buttery flavor is the result of diacetyl production.
The pasteurized homogenized milk is fermented for 22°C for 12-16hrs. Shelf life is 2 weeks at 5°C
Steps involved:
Milk \ skim milk
Heat treatment 95° C for 1 hr.
Homogenization 63°C
Aneesh is presenting
SREEL...
ANN M...
ANUS...
You
ATHIR
SA

PG DEPARTMENT OF CHEMISTRY

ADD ON COURSE 2022-2023

BASIC PRINCIPLES AND APPLICATIONS OF ORGANIC CHEMISTRY IN CHEMDRAW

Duration -6 months (once a year)

The Department of chemistry conducted an add on course on the topic Basic principles and Applications of organic chemistry in chemdraw during the academic year 2022-2023. It was a six month duration course comprises of both theory and practical classes. Students were evaluated on the basis of theory and practical examinations, assignment and their interactions in the class.

INTAKE

Each batch will be limited to a maximum of 33 students.

ELIGIBILITY

Final year Degree student of chemistry department.

MODE OF LEARNING

Blended mode

ABOUT THE COURSE

Stereochemistry is one of the emerging branch of chemistry which deals with three dimensional arrangement of atoms. Using stereochemistry, chemists can work out the relationships between different molecules that are made up from the same atoms.Chemdraw is a leading chemistry drawing software for drawing a molecule structure and finding stereochemistry of the molecule.

COURSE OBJECTIVE

This course will familiarize the students on aspects of chemdraw software and help them to draw molecular structure and finding stereochemistry. Also this course will help the students to study the basics of organic chemistry.

LEARNING OUTCOME

By the end of course students will able to

- **Explain basics of organic chemistry**
- **Drawing structures of molecules using chemdraw**
- **Formulating simple organic reactions**
- **Become more interested in organic chemistry**
- **Designate R&S and D&L configuration to molecule**

REQUIREMENT

- **Computers with chem draw software**
- **Molecular models**

COURSE SYLLABUS Module I (6 hr)

Nomenclature and structure of organic molecules.

Unique nature of carbon, functional groups, homologues series, classification of

organic compounds- open,closed,cyclicetc, nomenclature of alkanes, alkenes, alkynes and different functional groups, hybridization of hydrocarbons.

Module II (8 hr) Basics of stereochemistry

Introduction to isomerism –chain, position, functional, metamerism, tautomerism, concept of stereoisomerism, cis- trans, Z-E , anti- syn conformations,, configurations and conformations, D&L, R&S configurations,chirality, enantiomers, diastereoisomers.

Module III (6 hr) Basics of reaction mechanism

Introduction, substrate, reactants, reagent, types of reagents, different types of reactions, reaction intermediates.

Module IV (10 hr) Basics and applications of chemdraw

Tools of chemical structures, structural representation of simple chain molecules,structure of fused rings and heterocyclic molecules, configurational representation of simple and double stereo centered chiral compounds, representation of simple organic molecule.

Evaluation and Grading

Active participation and individual participation outside the class are important for the successful completion of the course.The student will have to submit one assignment and pass a written final examination .Assigment shall be for 10 marks,practical examination shall be for 30 marks and written examination shall be for 60 marks.So total 100 marks.The duration for practical examination will be 30 minutes and for written examination two hours.The written examination will have objective and subjective questions.

Grading scale of the course

Mark	Grade	Performance
90 and above	A	Outstanding

80-89	B	Excellent
70-79	C	Very good
60-69	D	Good
50-59	E	Satisfactory
<50	F	Needs to improve

Certificates will be issued to all those who successfully completed the course

Number of students participated-53

SL NO.	REG. No.	NAME
1	GD20CCHR01	ABHIJITH.K
2	GD20CCHR02	ABHINAV MANAS V
3	GD20CCHR03	ADITH RAVI V
4	GD20CCHR04	ANURANJ G K
5	GD20CCHR05	HARIKRISHNA. P
6	GD20CCHR06	RAHUL RATHEESAN
7	GD20CCHR07	SIDHARTH K T
8	GD20CCHR08	VISHNU T S
9	GD20CCHR09	AHNA JANARDHANAN M
10	GD20CCHR10	AKSHARA RAVI
11	GD20CCHR11	ANAGHASREE BABU

12	GD20CCHR12	ANUSREE K
13	GD20CCHR13	GOPIKA K P
14	GD20CCHR14	JASMINE JOLLY
15	GD20CCHR15	KEERTHANA K
16	GD20CCHR16	K.V. MALAVIKA
17	GD20CCHR17	MANEESHA K
18	GD20CCHR18	NANDANA DINESHAN
19	GD20CCHR19	NAVYA P V
20	GD20CCHR20	SITHARA K
21	GD20CCHR21	SREELAKSHMI K M
22	GD20CCHR22	ATHUL DAMODARAN
23	GD20CCHR23	NAVANEETH V
24	GD20CCHR24	RIJIL RIBI
25	GD20CCHR25	SATHYAJITH K
26	GD20CCHR26	ANAGHA.C
27	GD20CCHR27	ANAGHA P V
28	GD20CCHR28	ANUPRIYA V V
29	GD20CCHR29	APARNA.T.V.
30	GD20CCHR30	NEHA VINOD
31	GD20CCHR31	NIDHI SUNIL A V

32	GD20CCHR32	SONA M
33	GD20CCHR33	SREELAKSHMI SUDHAKARAN

PRACTICAL CLASSES ATTENDANCE

Name	01-02-23	02-02-23	03-02-23	06-02-23	07-02-23	08-02-23	09-02-23	10-02-23	13-02-23	14-02-23
ABHIJITH.K	P	P	P	P	P	P	P	P	P	P
ABHINAV MANAS V	P	P	P	P	P	P	P	P	P	P
ADITH RAVI V	P	P	P	P	P	P	P	P	P	P
ANURANJ G K	P	P	P	P	P	P	P	P	P	P
HARIKRISHNA. P	P	P	P	P	P	P	P	P	P	P
RAHUL RATHEESAN	P	P	P	P	P	P	P	P	P	P
SIDHARTH K T	P	P	P	P	P	P	P	P	P	P
VISHNU T S	P	P	P	P	P	P	P	P	P	P
AHNA JANARDHAN M	P	P	P	P	P	P	P	P	P	P
AKSHARA RAVI	P	P	P	P	P	P	P	P	P	P
ANAGHASREE BABU	P	P	P	P	P	P	P	P	P	P

ANUSREE K	P	P	P	P	P	P	P	P	P	P
GOPIKA K P	P	P	P	P	P	P	P	P	P	P
JASMINE JOLLY	P	P	P	P	P	P	P	P	P	P
KEERTHANA K	P	P	P	P	P	P	P	P	P	P
K.V. MALAVIKA	P	P	P	P	P	P	P	P	P	P
MANEESHA K	P	P	P	P	P	P	P	P	P	P
NANDANA DINESHAN	P	P	P	P	P	P	P	P	P	P
NAVYA P V	P	P	P	P	P	P	P	P	P	P
SITHARA K	P	P	P	P	P	P	P	P	P	P
SREELAKSHMI K M	P	P	P	P	P	P	P	P	P	P
ATHUL DAMODARAN	P	P	P	P	P	P	P	P	P	P
NAVANEETH V	P	P	P	P	P	P	P	P	P	P
RIJIL RIBI	P	P	P	P	P	P	P	P	P	P
SATHYAJITH K	P	P	P	P	P	P	P	P	P	P
ANAGHA.C	P	P	P	P	P	P	P	P	P	P
ANAGHA P V	P	P	P	P	P	P	P	P	P	P
ANUPRIYA V V	P	P	P	P	P	P	P	P	P	P
APARNA.T.V.	P	P	P	P	P	P	P	P	P	P
NEHA VINOD	P	P	P	P	P	P	P	P	P	P
NIDHI SUNIL A V	P	P	P	P	P	P	P	P	P	P
SONA M	P	P	P	P	P	P	P	P	P	P
SREELAKSHMI SUDHAKARAN	P	P	P	P	P	P	P	P	P	P

Attendance for theory classes

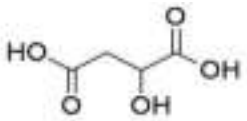
Name	01-02-23	02-02-23	03-02-23	06-02-23	07-02-23	08-02-23	09-02-23	10-02-23	13-02-23	14-02-23	15-02-23	16-02-23	17-02-23	20-02-23	21-02-23	22-02-23	23-02-23	24-02-23	27-02-23	28-02-23
ABHIJITH.K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHINAV MANAS V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADITH RAVI V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ANURANJ G K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
HARIKRISHNA. P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
RAHUL RATHEESAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SIDHARTH K T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
VISHNU T S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
AHNA JANARDHAN M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
AKSHARA RAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ANAGHASREE BABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ANUSREE K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

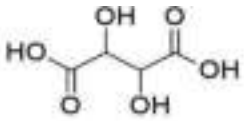
GOPIKA K P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
JASMINE JOLLY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
KEERTHANA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
K.V. MALAVIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
MANEESH A K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
NANDANA DINESHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
NAVYA P V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SITHARA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SREELAKSHMI K M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ATHUL DAMODARAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
NAVANEETH V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
RIJIL RIBI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SATHYAJITH K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ANAGHA.C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ANAGHA P V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ANUPRIYA V V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
APARNA.T.V.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

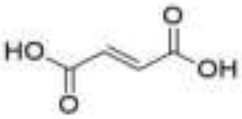
NEHA VINOD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
NIDHI SUNIL A V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SONA M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SREELAKSHMI SUDHAKARAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

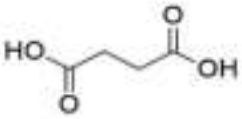
ChemDraw- Practical exam question paper

1. Which of the following is the structure of malic acid?

a) 

b) 

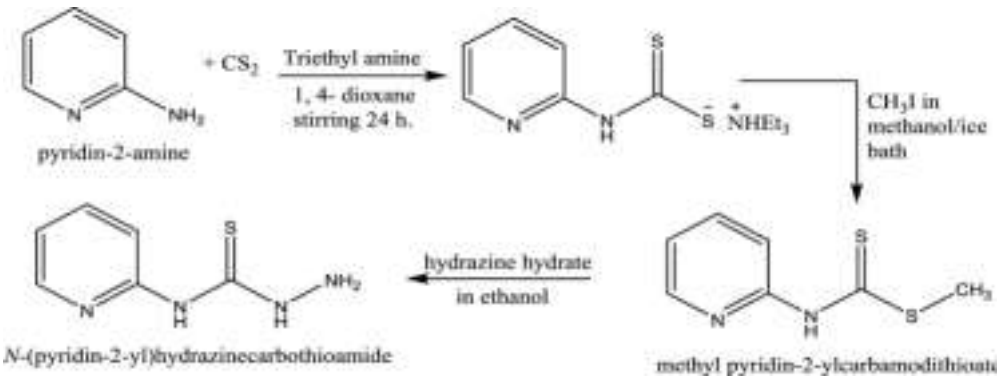
c) 

d) 

(1)

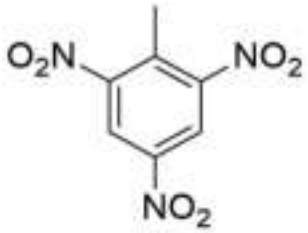
2. Below, a scheme for the synthesis of N-(pyridine-2-yl) hydrazinecarbothioamide is shown [from Abu-Melha, S. (2018). Pyridyl thiosemicarbazide: synthesis, crystal structure, DFT/B3LYP, molecular docking studies and its biological investigations.

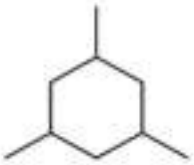
Chemistry Central Journal, 12(1)]



Re-draw the above scheme in a more aesthetically pleasing way. (5)

3. Predict the 1H and 13C NMR spectra of the following compounds

a) 

b) 

(5) 4. Obtain the structures of the following compounds using ChemDraw software

a) Raloxifene b) Aminopterin c) Minocycline (5)

5. Construct the molecule chlorobenzene using the software ChemDraw, and predict the Following properties

a) Molecular weight

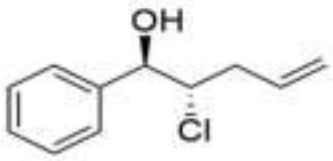
b) M/Z values

c) Boiling point

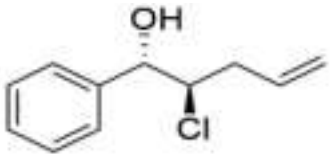
d) Bibbs energy

e) Critical volume (5)

6. The relation between the compounds A and B is



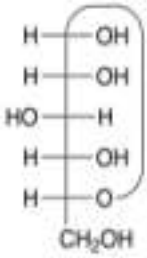
A



B

(2) a) Enantiomers b) Diastereomers c) Identical d) Mesocompounds

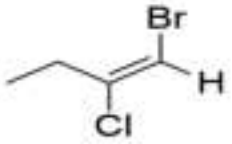
7. Draw the following structure as represented

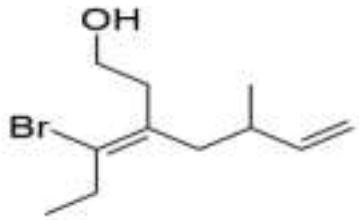


Haworth & Chair projections

(5)

8. Assign E & Z configurations for the following molecules

a) 

b) 

(2)

GURUDEV ARTS AND SCIENCE COLLEGE, MATHIL

Basic principles and Applications of organic chemistry in chemdraw

(GASCCHE20) Add on course, Theory Examination, May 2023

Time: 3hr maximum mark: 60

Answer all questions, each carries One Mark

1. **Define CIP**
2. **Who is the developer of chemdraw software**
3. **Which is the operating system for chemdraw software**
4. **Define conformation**
5. **Which is the latest version of CD**
6. **Give the application of text tool in chemdraw software**

Answer all questions, each carries 2 mark

1. **Explain different type of organic reactions**
2. **How can we represent an organic reaction in CD software**
3. **Explain structure clean up**
4. **Explain SMILES**
5. **Draw the structure of R- lactic acid**
6. **Define substrate**
7. **Differentiate between D& L glucose**
8. **Define enantiomers**
9. **Explain wet lab experiment**
10. **What is the function of erasor tool**
11. **Define tautomerism**
12. **Define CD software**
13. **Define stereochemistry**

Answer all questions, each carry 3 mark

1. **Explain methods to download and install chemdraw**
2. **Explain features of chemdraw**
3. **How can we convert molecular structure into name in CD**
4. **Give a comparison of wet lab and dry lab experiment**
5. **Differentiate between conformation and configuration**
6. **Explain classification of organic compounds**

Answer all questions, each carry 5 mark

1. **Give step by step method to find and analyze nmr spectrum and mass spectrum of 1,2 dichloro benzene and 1,3 dichlorobenzene,how many peaks will you get and draw a rough figure for each**

2. **Give the steps of CIP rule and assign structures the following**
   molecules 1) S- 2- Bromobutane
   2) R- 2 choro butane

3. **S- 3 bromo 2choro pentagon**

GASCBSW DCP 01 DIPLOMA IN COUNSELLING AND PSYCHOTHERAPY (Add on course of Social Work Department 2022-2023)

Social Work Department of Gurudev Arts and Science college, launches Diploma in Counselling and Psychotherapy. The programme is to equip candidates to pursue a career in counselling and psychotherapy. This will also strengthen the skills of those working as administrators, teachers, leaders, social activists/social workers and students etc. to respond effectively in conflicting situations/behaviours.

The programme offers training in counselling and therapies spread under various courses such as research methodology, developmental psychology, family counselling, different therapies etc. and covers all foundation courses in psychology and counselling. The course includes practical training on counselling and therapies.

Objective of the Program

The objective of the Diploma in Counselling and Psychotherapy is to equip the candidates with both theoretical knowledge and practice skills to identify, assess and intervene to help the clients to resolve their mental health issues.

Programme Specific Outcomes

The students who successfully complete the Diploma in Counselling and Psychotherapy will be able to:

1. Counseling to families and give psychotherapy .

2. Assess and develop counselling and psychotherapeutic intervention plans for the mental health issues of the clients.

3. Make effective counselling and psychotherapeutic intervention.

4. School counseling .

5. Conduct researches for the advancement of knowledge

Course syllabus

Module 1

1.1COUNSELLING MEANING AND DEFFINITION: - counseling, client, psychotherapy,

1.2STAGES OF HUMAN DEVELOPMENT AND AREAS OF GUIDANCE,

1.2.1Characteristics of Different Stages of Development (Physical, Cognitive, Emotional, Social, and Moral)

1.2.2 Problems of Childhood

1. 2.3 Problems of Adolescence

1.2.4 Problems of Adulthood and the Aged

1.2.5 The Concept of Adjustment and Adjustment at Different Stages of Life

Module 2

2. FUNDAMENTAL COUNSELLING SKILLS

2.1 The Client-Counsellor Relationship The Counsellor as a Role Model

2.2 The Counsellor's Needs , Counsellor Objectivity/Subjectivity

2.3 Emotional Involvement

2.4 Psychotherapy

Module 3

3. COUNSELLING SPECIAL GROUPS

3.1 Destitute and Orphans

3.2 Delinquents

3.3Drop-outs

3.4 Aids Patients

3.5Drug Addicts and Alcoholics

3.6Paedophiles

3.7Homosexuals

3.8 Families

3.9 School children

3.10 Pre Marital counseling

ASSESSMENT and WEIGHTAGE of MARKS

ASSESSMENT	MARKS
Examinations	30
Assignment	10
Total	40

Grading of the Program

Mark Range	Grade	Performance
90 above	A	Outstanding
80 to 89	B	Excellent
70 to 79	C	Very Good
60 to 69	D	Good
50 to 59	E	Satisfactory
Bellow 50	F	Need to Improve

Certificate will be issued those who have complete successfully.

Course Coordinator

Lijo Joseph

9846186121

SL. NO	UNIVERSITY REGISTER NUMBER	NAME OF THE CANDIDATE	Marks Awarded
1	GD19BSWR001	ARATHILAKSHMI K	34
2	GD19BSWR002	NANDANA P	36
3	GD19BSWR003	SNEHA P V	31
4	GD19BSWR006	AKSHARA P	30
5	GD19BSWR007	ALPHY SUNNY	32
6	GD19BSWR009	ANJALI RAVI	34
7	GD19BSWR010	GOPIKA K	28
8	GD19BSWR012	MAYOOKHA V	30
9	GD19BSWR013	PRAVEENA A V	28
10	GD19BSWR014	SANDRA SHAJI	27
11	GD19BSWR016	SONA JOY	30
12	GD19BSWR017	SRIJILA M V	37

Student List Addon course 2022- 2023

DEPARTMENT OF BIOCHEMISTRY
ADD ON COURSE 2022-2023

Name of Add on course: **Vermicompost**

Class mode: **Online through Google meet**

Duration of course: **32 hours**

Course provided**: Once in a year**

Course code: **GASCBCH02**

Course fee**: Rs 500/-**

Faculty: **Mrs Vidya Valsarajan**,
Assistant Professor,
Department of Biotechnology,
SSITS, Taliparamba

Total number of students registered (2022-2023): **20**

SYLLABUS

GASCBCH02: CERTIFIED COURSE IN VERMICOMPOST

UNIT I

Waste management system: Classification of waste. Sewage treatment process, primary, secondary and tertiary treatment process. Solid waste management system – Sanitary landfills – Trench method, Area method and Ramp method.

UNIT II

Composting: Composting basics, Aerobic and Anaerobic composting. Home composting and Commercial composting. Aerated Windrow composting, Static pile composting, In vessel composting.

UNIT III

Vermicomposting: Earthworm as composting organisms, Types of earthworm and its characteristics (Eisenia foetida, Lumbricus rubellis, African night crawlers). Benefits of vermicomposting. Methods and types of vermicomposting. Characteristics of vermicompost.

EVALUATION AND GRADING

Active participation and individual preparation are important for successful completion of the course. The student will have to submit to assignments, present paper and pass written final examination.

Assignment shall be for 20 marks; the written examination shall be for 60 marks and paper presentation shall be for 20 marks. So total 100 marks. The duration of the written exam will be for two hours and it will have objective and subjective questions. The duration of the paper presentation will be for 15 minutes.

S No	Register No.	Name of Student
1	GD21CBCR01	ABHINAV. C
2	GD21CBCR03	AMALRAJ M
3	GD21CBCR04	ANANTHU K AJAYAN
4	GD21CBCR05	ASWIN BHARATH
5	GD21CBCR06	ANAMIKA K
6	GD21CBCR07	SRUTHI KRISHNAKUMAR
7	GD21CBCR09	ATHUL. P
8	GD21CBCR10	SREEHARI. N. V
9	GD21CBCR11	VISHNU. M
10	GD21CBCR12	AISHWARYA. P
11	GD21CBCR13	ASHIJA. A. S
12	GD21CBCR14	DONIYA BIJU
13	GD21CBCR15	GEETHU. K. P
14	GD21CBCR16	NAJLA MUTHALIB
15	GD21CBCR17	NIMISHA. K
16	GD21CBCR18	SANGEERTHANA SADANANDHAN. M
17	GD21CBCR19	SABHANA. M. K
18	GD21CBCR20	SREELAKSHMI. C
19	GD21CBCR21	SREELEKHA. M. H
20	GD21CBCR22	ADHIL. C. G

5. ADD ON COURSE DETAILS.

ADD-ON COURSES 2022-23 A SUMMARY REPORT

CONTENTS
1) Summary Table 2) Details of each course a. Name of the course b. Course outline c. MOU d. Names of students enrolled e. Attendance sheets f. Assessment procedure and Outcome 3) List of students signed by Principal for all courses

Name	TALLY
Course Outline	TALLY PRIME SYLLABUS MODULE 1 : FUNDAMENTALS OF ACCOUNTING 1.1 INTRODUCTION 1.2 ACCOUNTING TERMS 1.3 ACCOUNTING ASSUMPTIONS, CONCEPTS AND PRINCIPLES.. ASSUMPTIONS CONCEPTS PRINCIPLES 1.4 DOUBLE ENTRY SYSTEM OF ACCOUNTING 1.5 TYPES OF ACCOUNTS 1.6 THE GOLDEN RULES OF ACCOUNTING 1.7 SOURCE DOCUMENTS FOR ACCOUNTING 1.8 RECORDING OF BUSINESS TRANSACTIONS THE ACCOUNTING EQUATION RECORDING OF TRANSACTIONS IN BOOKS OF ORIGINAL ENTRY/JOURNAL USE OF DEBIT AND CREDIT RULES OF DEBIT AND CREDIT RECORDING OF BUSINESS TRANSACTIONS IN JOURNAL 1.9 LEDGER NEED FOR LEDGER DIFFERENCES BETWEEN A JOURNAL AND A LEDGER CLASSIFICATION OF LEDGER ACCOUNTS POSTING FROM JOURNAL 1.10 TRIAL BALANCE METHODS OF PREPARATION 1.11 SUBSIDIARY BOOKS& CONTROL ACCOUNTS.. CASH BOOK SINGLE COLUMN CASH BOOK DOUBLE COLUMN CASH BOOK THREE COLUMN CASH BOOK. PETTY CASH BOOK PURCHASE (JOURNAL) BOOK PURCHASES RETURN (JOURNAL) BOOK SALES (JOURNAL) BOOK SALES RETURN JOURNAL) BOOK JOURNAL PROPER CONTROL ACCOUNTS 1.12 ADJUSTMENTS 1.13 FINANCIAL STATEMENTS TRADING AND PROFIT & LOSS ACCOUNT TRADING ACCOUNT. PROFIT & LOSS ACCOUNT BALANCE SHEET TYPES OF ASSETS AND LIABILITIES INCLUDED IN A BALANCE SHEET MODULE 2 : MAINTAINING CHART OF ACCOUNTS IN TALLY PRIME 2.1 INTRODUCTION GETTING STARTED WITH TALLYPRIME MOUSE/KEYBOARD CONVENTIONS. 2.2 COMPANY CREATION SHUT A COMPANY. SELECT A COMPANY ALTER COMPANY DETAILS 2.3 COMPANY FEATURES AND CONFIGURATIONS F11: COMPANY FEATURES F12: CONFIGURATION 2.4 CHART OF ACCOUNTS LEDGER GROUP 2.5 LEDGER CREATION SINGLE LEDGER

	CREATION MULTI LEDGER CREATION ALTERING AND DISPLAYING LEDGERS 2.6 GROUP CREATION SINGLE GROUP CREATION MULTIPLE GROUP CREATION 2.7 DISPLAYING GROUPS AND LEDGERS DISPLAYING GROUPS DISPLAY OF LEDGERS 2.8 DELETION OF GROUPS AND LEDGERS MODULE 3 : MAINTAINING STOCK KEEPING UNITS (SKU) 3.1 INTRODUCTION 3.2 INVENTORY MASTERS IN TALLY PRIME 3.3 CREATING INVENTORY MASTERS. CREATION OF STOCK GROUP CREATION OF UNITS OF MEASURE CREATION OF STOCK ITEM CREATION OF GODOWN DEFINING OF STOCK OPENMODULE 4: RECORDING DAY-TO-DAY TRANSACTIONS IN TALLY PRIME 4.1 INTRODUCTION 4.2 BUSINESS TRANSACTIONS SOURCE DOCUMENT OR VOUCHER RECORDING TRANSACTIONS IN TALLY PRIMEING BALANCE IN TALLY PRIME STOCK CATEGORY 3.4 REPORTS4.3 ACCOUNTING VOUCHERS RECEIPT VOUCHER (F6) CONTRA VOUCHER (F4) PAYMENT VOUCHER (F5) PURCHASE VOUCHER (F9) SALES VOUCHER (F8) DEBIT NOTE VOUCHER. CREDIT NOTE (CTRL+F8) JOURNAL VOUCHER (F7) MODULE 5: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT 5.1 INTRODUCTION ACCOUNTS PAYABLES AND RECEIVABLES 5.2 MAINTAINING BILL-WISE DETAILS 5.3 ACTIVATION OF MAINTAIN BILL-WISE DETAILS FEATURES 5.4 NEW REFERENCE 5.5 AGAINST REFERENCE 5.6 ADVANCE 5.7 ON ACCOUNT 5.8 STOCK CATEGORY REPORT 5.9 CHANGING THE FINANCIAL YEAR IN TALLYPRIME (WHILE CONTINUING TO WORK IN THE SAME COMPANY) CHAPTER 6: MIS REPORTS 6.1 INTRODUCTION 6.2 ADVANTAGES OF MANAGEMENT INFORMATION SYSTEMS 6.3 MIS REPORTS IN TALLYPRIME TRIAL BALANCE BALANCE SHEET. PROFIT AND LOSS ACCOUNT CASH FLOW STATEMENT. RATIO ANALYSIS BOOKS AND REPORTS DAY BOOK RECEIPTS AND PAYMENTS. PURCHASE REGISTER SALES REGISTER. BILLS RECEIVABLE AND BILLS PAYABLE CHAPTER 7: GETTING STARTED WITH GST 7.1 INTRODUCTION 7.2 SENABLING GST AND DEFINING TAX DETAILS 7.3 TRANSFERRING INPUT TAX CREDIT TO GST 7.4 INTRASTATE SUPPLY OF GOODS INTRASTATE INWARD SUPPLY INTRASTATE OUTWARD SUPPL7.5 INTERSTATE SUPPLY INTERSTATE INWARD SUPPLY INTERSTATE OUTWARD SUPPLY 7.6 RETURN OF GOODS PURCHASE RETURNS. SALES RETURNS 7.7 SUPPLIES INCLUSIVE OF TAX 7.8 DEFINING TAX RATES AT MASTER AND TRANSACTION LEVELS DEFINING GST RATES AT STOCK GROUP LEVEL DEFINING GST RATES AT STOCK ITEM LEVEL DEFINING GST RATE AT TRANSACTION LEVEL HIERARCHY OF APPLYING TAX RATE DETAILS 7.9 GST REPORTS GENERATING GSTR-1 REPORT IN TALLY PRIME GENERATING GSTR-2 REPORT IN TALLY PRIME 7.10 INPUT TAX CREDIT SET OFF 7.11 GST TAX PAYMENT TIME LINE FOR PAYMENT OF GST TAX.. MODES OF PAYMENT CHALLAN RECONCILIATION. 7.12 EXPORTING GSTR-1 RETURN AND UPLOADING IN GST PORTAL 7.13 ACCOUNTING OF SUPPLY OF SERVICES 7.14 ACCOUNTING EXEMPTED SERVICES CHAPTER 8: RECORDING VOUCHERS WITH TDS (TAX DEDUCTED AT SOURCE) 8.1 INTRODUCTION 8.2 BASIC CONCEPTS OF TDS 8.3 TDS IN TALLY.ERP 9 8.4

	ACTIVATION OF TDS FEATURE IN TALLY.ERP 9 8.5 TDS STATUTORY MASTERS 8.6 CONFIGURING TDS AT GROUP LEVEL 8.7 CONFIGURING TDS AT LEDGER LEVEL 8.8 BOOKING OF EXPENSES IN PURCHASE VOUCHER 8.9 TDS REPORT MODULE 9 : ADVANCED TALLY COST CENTRE & COST CATEGORIES BANK RECONCILIATION STATEMENTS BUDGETS & CONTROLS MULTY CURRENCIES EXPORT & IMPORT - TALLY REPORT
Course Out Line	Logistics
	LOGISTICS SCHEDULE PLAN Logistics – Introduction , scope in the present scenario – Drivers and factors affecting logistics industry in India – Supply chain Management – Scope, Functions and features of SCM in India – Role of Supply chains in Logistics – Diversified and extended chains in Logistics - Transportation and Networking in Logistics - Issues and Failures of logistics in India – Logistics Management – Lead Management – Inventory Managements and roles – Turnover Management – Supply chain Leads – Layout designs and space planning for supply chain management services – 3PL .4PL Logistics – Multi model Operations in Transport systems- Warehouse Management – Procurement Management – Network Integrations and analysis – Legal Principles in Shipping – CARGO Management – IMPORT EXPORT Documentations – Location Analysis – Retail Management and logistics – Trade Economics – Logistic parks – Technological advancements and its impact in Logistics

MOU	
Name of the Students Enrolled	
Attendence Sheet	Students pusuing the course
Course Out Come	Students pusuing the course

CERTIFICATE COURSE IN

ADVANCED EXCEL

DEPARTMENT OF COMPUTER SCIENCE

GURUDEV ARTS AND SCIENCE COLLEGE, MATHIL

CERTIFICATE COURSE IN ADVANCED EXCEL

Course Title : Advanced Excel

COURSE CODE : GASCBCA02

ABOUT THE COURSE :

Advanced Excel Course educates students on the functions, types of financial analysis, and the advanced formulas required to function as an Excel power user. This course program builds skill enhancement, specifically for spreadsheet users, to strengthen their fundamentals in Excel to an advanced level.

SYLLABUS :

Overview:

Microsoft Excel enables users to format, organize and calculate data in a spreadsheet. By organizing data using software like Excel, data analysts and other users can make information easier to view as data is added or changed. Excel contains a large number of boxes called cells that are ordered in rows and columns.

Course Objectives:

After completion of the Advanced Excel course participants will be able to:

- Use advanced functions and productivity tools to assist in developing worksheets.
- Manipulate data lists using Outline, Autofilter and PivotTables.
- Use Consolidation to summarise and report results from multiple worksheets.
- Use advanced functions and productivity tools to assist in developing worksheets.
- Manipulate data lists using Outline, Autofilter and PivotTables.
- Use Consolidation to summarise and report results from multiple worksheets.
- Record repetitive tasks by creating Macros.

Pre-requisite / Target Audience: An intermediate knowledge on MS Office and MS Excel

SYLLABUS

Advanced Excel Course Syllabus

Excel 2007 & 2010, 2013, 2016 Quick Overview

- Difference between Excel 2003, 2007 and 2010,2013,2016
- Use of Excel, its boundaries & features

Basic Formula

- Formulae that Add / Subtract / Multiply / Divide
- BODMAS / Formula Error Checking
- The Sum Function

Absolute Referencing

- Problems with Absolute / Relative Cell Referencing
- Creating Absolute / Mixed References

LOOKUP Functions

- The VLOOKUP/ HLOOKUP Functions

PivotTables

- Creating, Formatting Simple PivotTables
- Page Field in a PivotTable
- Formatting a PivotTable
- Creating / Modifying a PivotChart

Logical Functions

- IFs and Nested IF Functions
- Using AND / OR / NOT Functions

Statistical Functions

- Using The SUMIF / COUNTIF Functions
- Using The AVERAGE / COUNT / LARGER / SMALLER Functions

Pivot Tables – Advance

- Adding new calculated Fields / Items
- Changing the Summary Function
- Consolidate Pivot table

LOOKUP Functions – Advance

- MATCH with VLOOKUP Functions
- INDEX & MATCH Functions
- OFFSET / INDIRECT functions

Logical Functions – Advance

- If Loop and Nested IF Loop Functions
- Using IF / ISERROR Functions

Chart Data Techniques

- The Chart Wizard
- Chart Types
- Adding Title / Legends / Lables
- Printing Charts
- Adding Data to a Chart
- Formatting / Renaming / Deleting Data Series
- Changing the Order of Data Series

Date / Time Functions

- Using The Today
- Now & Date Functions
- Using The Datedif / Networkdays / Eomonth Functions
- Using The Weeknum Functions
- Using The Edate / Networkdays. Intl / Weekdays.Intl Functions

Text Functions Using

- The Mid / Search / Left / Right Functions
- Using The Trim / Clean / Upper/ Lower Functions
- Using The Substitute / Text Functions
- Using The Trim / Clean / Proper / Dollar Function

Validations

- Input Messages / Error Alerts / Drop-Down Lists
- Conditional Formatting

Advanced Filters

- Extracting Records with Advanced Filter
- Using Formulas in Criteria

Advanced Sorting

- Sorting by Top to Bottom / Left to Right
- Creating / Deleting Custom List
- Sort by using Custom List

Hyper / Data Linking

- Hyper linking data, within sheet / workbook
- Linking & Updating links between workbooks & application

Math & Trigonometry Functions

- Using SUMPRODUCT Functions
- Using FLOOR / CEILING/ MROUND / MOD / QUOTIENT Functions

Summarizing Data

- Creating Subtotals / Nested Subtotals
- SUBTOTALS Formula

Outlining

- Creating / Working with an Automatic / Manual Outline
- Grouping / Ungrouping

Consolidation

- Consolidating Data with Identical / Different Layout

Using Auditing Tools

- Displaying / Removing Dependent & Precedent Arrows
- Evaluate Formula – Step IN / Step Out

Custom Views

- Creating Custom Views

- Displaying Custom Views
- Deleting Custom Views

Sharing and Protecting Workbooks

- Sharing Workbooks & Tracking Changes
- Protecting sheets / workbooks / Files

Importing & Exporting Data

- Importing Data from Database / Text Files / Web
- Exporting Data
- Changing External Data Range

ELIGIBILITY : BCA Second Year Students of Gurudev Arts and Science College can join

INTAKE : Limited to maximum of 40 students

EVALUATION AND GRADING :

Active participation and individual preparation outside the class are important for the successful completion of the course. The student will have to submit two assignments and pass a written final examination. Assignments shall be for 20 marks each and the written examination shall be for 60 marks. So total 100 marks. The duration of the written exam will be for two hours and it will have objective and subjective questions.

Certificates will be issued to all those who successfully complete the course.

MODE OF LEARNING : : Offline Mode

COURSE FEE : 500

Faculty : Priyesh K, Assistant Professor (HOD) , Department of Computer Science, Gurudev Arts and Science College, Mathil

NAME AND DETAILS OF COURSE COORDINATORS :

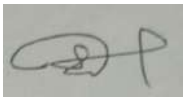
Priyesh K
Assistant Profesor (HOD),
Gurudev Arts and Science College
Mathil
Payyanur
Mobile : 8907907151

Rjalakshmi K,
Assistant Profesor,
Gurudev Arts and Science College
Mathil
Payyanur

Dept Of Computer Science

List Of Students who successfully completed the Add on Course – Advanced Excel

REG NO	NAME	REMARKS
GD21BCAR01	**ABHIRAM A**	PASSED
GD21BCAR02	**AMAL K BIJU**	PASSED
GD21BCAR03	**AMAL NEERAD K V**	PASSED
GD21BCAR04	**ARJUN K**	PASSED
GD21BCAR05	**ATHUL RAJ V V**	PASSED
GD21BCAR06	**KARUN RAJ V M**	PASSED
GD21BCAR07	**NIKHIL T V**	PASSED
GD21BCAR08	**RAHUL R NAIR**	PASSED
GD21BCAR09	**UJWALRAJ K V**	PASSED
GD21BCAR10	**BHAVYA SUNIL P V**	PASSED
GD21BCAR11	**LIPIKA M**	PASSED
GD21BCAR12	**NANDANA C M**	PASSED
GD21BCAR13	**NEHA M**	PASSED
GD21BCAR14	**SRIPARVATHI P P**	PASSED
GD21BCAR15	**ABHIJITH K**	PASSED
GD21BCAR16	**ABHINRAJ K C**	PASSED
GD21BCAR17	**ADARSH BIJU**	PASSED
GD21BCAR18	**ASWIN KRISHNA**	PASSED
GD21BCAR19	**SOHITH K V**	PASSED
GD21BCAR20	**SREEHARI K**	PASSED
GD21BCAR21	**UPASKRISHNA K T**	PASSED
GD21BCAR22	**VINU ANAND M**	PASSED
GD21BCAR23	**CHANDANA CHANDRAN**	PASSED
GD21BCAR24	**SURYA T V**	PASSED



Head Of Department