



Newman College Thodupuzha

Affiliated to Mahatma Gandhi University
Reaccredited by NAAC with A grade (Cycle 3, CGPA 3.32)

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Criterion I

Curricular Aspects

1.2

Academic Flexibility

1.2.1

**Curriculum of Certificate / Value added course with
Assessment Procedure**

2018-2019

Submitted to



National Assessment and Accreditation Council



Curriculum for Certificate/Value added programs with Assessment procedure

List of Courses for 2018-2019

Sl. No	Name of the course	Number of students completed the course	Refer page no
1	Certificate Course in Capital Market	30	4
2	Certificate Course on Research Methodology	47	6
3	Value added Course in Spoken English	50	8
4	Certificate Course on Fundamentals of Human Resource Management	42	10
5	Certificate Course in Formal Communication	42	12
6	Value added Course in Basics of Still Photography	42	13
7	Value added Course in Dynamic Entrepreneurial Development and Management	45	14
8	Certificate Course in Introduction to Gender History	52	16
9	UGC Sponsored Career Oriented Add on Course on Plant Tissue Culture	20	18
10	Certificate Course in Softwares for Beginners in Chemistry	45	21
11	Value added Course on Food Quality and Determination of Food Adulteration	33	24
12	Certificate Course on Data Analysis using Excel	35	26
13	Value added Course on Electronic Equipment Maintenance	19	28
14	Certificate Course on Solid Waste Management	33	31
15	Certificate Course on Tally ERP	42	34
16	Value added Course on Accounting with GST	41	36
17	Certificate Course on Database Management System for Business	130	38
18	Certificate Course on Web Designing for Business	122	40
19	Certificate Course on Basics of MS Office	116	43



20	Certificate Course on Health and Nutrition	100	45
21	Value added Course in E Commerce and General Informatics	37	48
22	Value added Course in Aptitude Test Training	39	50
23	Value added Course in Logical Reasoning	42	52
24	Value Added Course in Statistical Survey Using R	44	54
25	Certificate Course on Film History and Techniques	45	56

1.Certificate Course in Capital Market Curriculum with assessment procedure

POST GRADUATE DEPARTMENT OF ECONOMICS NEWMAN COLLEGE THODUPUZHA

CERTIFICATE COURSE IN CAPITAL MARKET (ECOCCCM1)

SYLLABUS

Module 1

Markets and Financial Instruments Types of Markets: Equity Debt, Derivatives Commodities; Meaning and features of private, Public companies; Types of investment avenues. (10 hours).

Module 2

Concept and structure of mutual funds in India; Role of custodian; Registrar and transfer agent AMC; New fund offer's & procedure for investing in NFO; Investors rights and obligations. Concept of open ended and close ended fund; Types of funds - equity, index, diversified large cap funds, midcap fund, sec or fund and other equity schemes; Concept of entry and exit load Expense ratio; Portfolio turnover; AUM; Analysis of cash level in portfolio (10 hours).

Module 3

Definition and origin of derivatives; Definitions of forwards; futures; options; Moneyless of an option; Participants in the derivatives market and uses of derivatives. Derivatives trading and settlement on NSE; using daily newspapers to track futures and options; Accounting and taxation of derivatives. (5 Hours)

Module 4

Primary issuance process; Participants in Government bond markets; Constituent SGL accounts; Concept of Primary dealers, Satellite dealers; Secondary markets for Government bonds; Settlement of trades in G-Secs; Clearing corporation; Negotiated Dealing System; Liquidity Adjustment Facility (LAF). (5 Hours)

References

- S. Kevin: Security Analysis and Portfolio Management.
- Sourain. Harry; Investment Management, Prentice Hall of India.
- Francis and Archer: Portfolio Management, Prentice Hall of India.
- Gupta L.C.: Stock Exchange Trading in India, Society for Capital Market Research and Development, Delhi.
- MachiRaju, H.R.: Working of Stock Exchanges in India, Wiley Eastern Ltd, NewDelhi.

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Course outcome:

On completion of the course, the students will be able to:

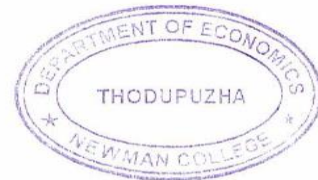
1. understand the basics of savings and investment
2. Understand how capital markets work and what functions capital markets fulfill in market economy
3. Calculate the Risk, Return and Liquidity of various investment instruments.

Assessment and evaluation:

Mode of assessment: Course end examination

Theory

- Mode of assessment: Course end examination
- Marks: 40



Dr. Jenni K Alex
Head of the Department

2. Certificate Course on Research Methodology

Curriculum with Assessment procedure

NEWMAN COLLEGE, THODUPUZHA
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN RESEARCH METHODOLOGY 2018-19

COURSE CODE: ENRM01
NO. OF HOURS: 30
NO. OF STUDENTS ENROLLED: 50
DATE OF INTRODUCTION: 20/06/2018

Course Description

The course of 30 hours consists of 5 modules that helps to develop a research aptitude among students. It offers an overview of research methodology and introduce basic concepts employed in research methods. This helps to highlight the significance of systematic planning and execution of research activity. The course also provides an in depth study of Modern Language Association (MLA) formats for citations of print and electronic materials.

Target Group

Under Graduate students of the college

Objective of the Course

The objective of the course is to develop research aptitude among students and thereby enable them to write research proposals, reports and dissertation.

Course Outcome

Better understanding of research methodology.
Effective use of methodologies in writing the dissertation.



SYLLABUS

Module I

Definition and Scope of Research

- Definition of “Research”
- Qualities of a good researcher
- Key terms in research: investigation, exploration, hypothesis, data, methods and techniques, results and findings, Variables

Module II

Materials and Tools of Research:

- Print: Books, Journals, International Abstract, International Conference Proceedings, etc.
- Audio-visual resources
- Interviewing
- Field Studies
- Web resources

Module III

Selection of Topic:

- Area of Research: Genre, Period, Region, Author, Texts, Approach
- Intra-disciplinary/Interdisciplinary
- Background Study
- Studies of Literatures
- Framing of Topic-statement

Module IV

Writing Research Paper

- Sources
- Note-making
- Socio-Legal issues: Originality, Integrity, Plagiarism
- Format of Writing

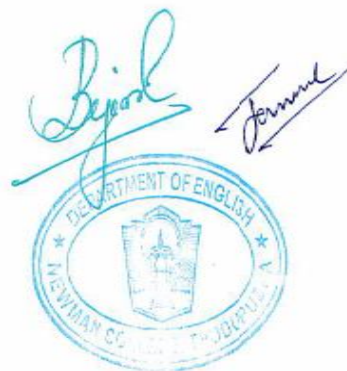
Assessment and Evaluation

Mode of assessment: Course end examination

Marks: 40

Minimum marks for pass: 16

Number of students Passed: 50



:

3. Value Added Course in Spoken English

Curriculum with Assessment procedure

COURSE OUTCOME

- Better communication and error free language
- Effective use of English Language
- Developing a more qualified and learned individual
- Bettering the knowledge of grammar and structure of the English language

SYLLABUS

MODULE 1

BASIC PHONETICS

1. Phonemes, Consonants, vowels and Diphthongs
2. Phonemes and Syllables
3. Phonetic transcription
4. Rules for word accents
5. Intonation

MODULE 2

BASIC GRAMMAR

1. Parts of speech
2. Tenses
3. Subject – verb agreement
4. Prefix and suffix
5. Antonyms and synonyms
6. Word formation

MODULE 3

LISTENING AND SPEAKING

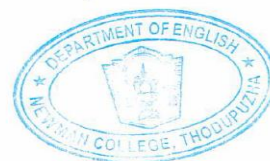
1. Listening to CDs and audios
2. Listening and comprehension
3. Principles of public speaking
4. Group discussion and Debate
5. Conversation, speech and descriptions

MODULE 4

READING AND WRITING

1. Techniques of reading
2. Reading comprehension
3. Essay writing- argumentative, narrative, descriptive, imaginative
4. Writing advertisements ,speech, conversations, letters and notice
5. Resume and CV

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Sic. Alphonsa P.O



Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and Evaluation

Mode of assessment: Course end examination

Marks: 40

Minimum marks for pass: 16

Number of students Passed: 51

Course Coordinator Leera P. Kuniakose 



**4. Certificate Course on Fundamentals of Human Resource Management
Curriculum with Assessment procedure**

Outcome of the course:

1. To develop the understanding of the concept of human resource management and to understand its relevance in organizations.
2. To develop necessary skill set for application of various HR issues.
3. To develop employability skills in Human Resource Management.

Syllabus:

Module 1: 8 hours

Introduction to Human Resource Management- Meaning, Function, Significance & Challenges of HRM, HR Policies.

Module 2: 12 hours

Human Resource Planning: Introduction to HRP, Various Methods of HRP Forecasting and HR Effectiveness- Recruiting, Selecting & Socializing- Policy Issues, sources of people, selection process & tests, Socialization.

Module 3: 10 hours

Introduction and Approaches to Global HRM, Expatriate Management- Training, Appraising and Planning, Components & Tools of Job Analysis.

Assignment: Modern trends in HRM

Reference Texts:

1. K Aswathappa, "Human Resource and Personal Management"
2. K. Chand, Human Resource Management.



Q.A. John

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and evaluation:

Assignment (15%)

Attendance (5%)

Final Examination (80%)

Pass mark minimum - 40



John
P. A. John

5. Certificate Course on Formal Communication

Curriculum with Assessment procedure

Outcome of the course:

1. To communicate effectively in formal situation
2. To prepare effective formal letters.
3. To train the students to face interview board confidently.

Syllabus:

Module 1- 12 hrs

Communication – Types of Communication – Verbal and Non-verbal communication- Body language- Kinesics- Proxemics- Para language

Module 2- 8 hours

Business Letters- Parts and layout of business letters- different types of business letters

Module 3- 8 hours

Job application letters- resume and covering letter- reference and recommendation letters- employment letters.

Module 4- 8 hrs

Group discussion and Interview skills- soft skills- telephone communication- how to be successful in a GD- preparing for a job interview- dos and don'ts in an interview.

Assignment: Prepare resume and job application letter for the post of content writer in an online magazine.

Reference text: Rahendra Pal, J.S Korlahalli Essentials of Business Communication



Assessment and evaluation:

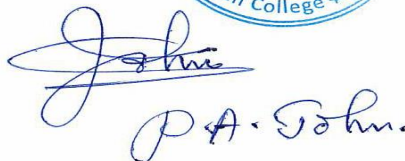
Assignment (15%)

Attendance (5%)

Final Examination (80%)

Pass mark minimum - 40

Number of students passed: 42



6. Value Added Course on Basics of Still Photography

Curriculum with Assessment procedure

Course outcome: After the completion of the course

1. The students learned the advanced functions of digital camera and get familiarized with operations.
2. Gathered knowledge about the various principle of photographic composition. This will help them to improve the aesthetic quality of the photographs they take.
3. They got familiarized with different types of photography which helped them to choose a specialised area of photography.

Syllabus:

Module One: 15 hours

Handling the camera: Types of still cameras- lenses- filters- focusing- shutter speed-aperture exposure- lighting- depth of field- composition- digital technologies.

Module Two: 15 hours

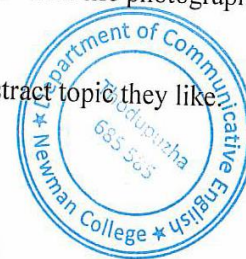
Different types of photography: photo features- portraits- spots photos- wild life photograph, fashion photography

Assignment: Students were asked to prepare a photo essay on any abstract topic they like

Reference Text:

Laurence Mallow, The Right Way To Use a Camera.

Ken Muse, Basic Photo Text.



John
P.A. John.

Assessment and evaluation:

Assignment (15%)

Attendance (5%)

Final Examination (80%)

Pass mark minimum - 40



**7. Value Added Course on Dynamic Entrepreneurial Development and
Management**

Curriculum with Assessment procedure

Outcome of the course:

1. To get basic concepts of entrepreneurship
2. To introduce different entrepreneurial support systems to students

Syllabus:

Module 1- 10 hrs

Definition of Entrepreneurship-Difference between an Entrepreneur and self-employed person - Role of an Entrepreneur in Economic development - Characteristics of an Entrepreneur

Module 2- 10 hrs

Entrepreneurial support systems: DIC KVIC, State financial corporations, small scale and export industries, SIDBI, NSIC, SISI - Activities and functions of District Industries Centers .

Module 3- 10 hrs

Consideration in Product/Project selection - Market survey - Project Classification - writing a Business Plan - Appraisal Criteria and formalities to be completed for financial assistance.

Assignment: Development of Women entrepreneurs.

Reference Texts: Bhanusali. Entrepreneurship Development

Gupta C.B. and Sivaraman N.P. Entrepreneurial Development



John
P.A. John

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and evaluation:

Assignment (15%)

Attendance (5%)


Final Examination (80%)

Pass mark minimum - 40

Number of students passed: 45

Certificates: Attached




P. A. John.

8. Certificate Course on Introduction to Gender History

Curriculum with Assessment procedure

Detailed Syllabus

Module 1

Gender as an academic Discipline - Development of Gender since 1960s - Themes in Gender Studies - Caste and Class in gender formation- Patriarchy and Sexuality

Module 2

Social Construction of Gender - Concept of Sex and Gender - Dislocating Gender Identity

Module 3

Major Feminist thinkers: Mary Wollstonecraft - Simone de Beauvoir - Judith Butler- Uma Chakravarti

Module 4

Politics of Gender - First, Second and Third Genders - Gender Liberation Movements - Waves of Feminism

Readings

Chatterjee, Indrani. "Alienation, Intimacy, and Gender: Problems for a History of Love in South Asia," in *Queering India: Same-Sex Love and Eroticism in Indian Culture and Society*, ed. Ruth Vanita, Routledge, 2002.

Gallagher, Catherine and Thomas Laquer, eds. *The Making of the Modern Body: Sexuality and Society in the 19th Century*, University of California Press, 1987.

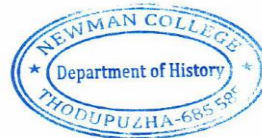
Nair, Janaki and Mary John, eds. *A Question of Silence: The Sexual Economies of Modern India*, Zed, 1998.

Todd, Janet. *Mary Wollstonecraft: A Revolutionary Life*, Columbia University Press, 2000.

de Beauvoir, Simone. *The Second Sex*, Vintage, 1989.

Butler, Judith and Joan W. Scott. *Feminists Theorize the Political*, Routledge, 1992.

Kosambi, Meera. "Personal Narratives of Two Women from Nineteenth-Century Maharashtra," in Sangari, Kumkum and Uma Chakravarti, eds. *From Myths to Markets*, Manohar, 1999.



Programme Outcomes

Through this course, the students will be able to:

- Articulate how gender history as a distinct academic field connected to other interdisciplinary fields of study.
- Evaluate gender theories, methodologies and movements in the global context.
- Understand the evolution of patriarchy and other gender notions that exists in the contemporary societies.
- Analyse the current social inequities based on the social and cultural construction of gender notions and suggest solutions based on research in gender studies.

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and evaluation:

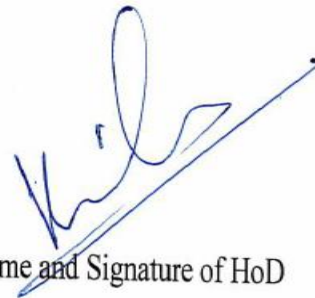
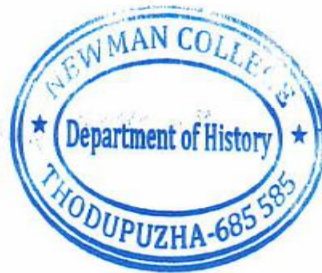
Mode of assessment: Course end examination

Theory

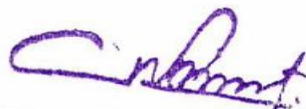
- Mode of assessment: Course end examination
- Marks: 80
- Minimum marks or pass: 25
- Assignment: 20



Name and Signature of Course Coordinator



Name and Signature of HoD



Name and signature of Principal

9. UGC Sponsored Career oriented Add on Course on Plant Tissue Culture Curriculum with Assessment procedure

Course outcome:

On completion of the course, the students will be able

- Identify the basics and application of Plant Tissue culture
- Isolate explants and inoculate it aseptically
- Perform Plant Tissue culture

PLANT TISSUE CULTURE

CERTIFICATE COURSE

Paper I. Fundamentals of Plant Tissue Culture: 3 credits

Paper II. Applications of Plant Tissue Culture: 3 credits

Paper III – Practical: 6 credits

Paper IV - Field Work, Project, Training: 8 credits

Paper I – Fundamentals of plant tissue culture 3 credits

1. Introduction and historical background of Plant Tissue Culture.
2. General Laboratory Techniques.-Maintenance of Laboratory.-Laboratory Space.-Culture Room Culture vessels and washing
3. Equipment - Principle and working - pH meter, Hot air oven, Autoclave, LAF, Rotary Shaker.
4. Sterilization techniques- Dry heat sterilization, Wet Heat sterilization and Surface sterilization of explants-Surface sterilants -different Methods.
5. Media preparation, Composition of Nutrient Media, Role of components, Method of preparation of Stock solution, preparation of Growth regulators. Calculations
6. Inoculation -Laminar Air Flow, Procedure of inoculation
7. Incubation -Maintenance of inoculation record, subculture and temperature control, Humidity
8. Hardening Techniques.

Paper II. Applications of Plant Tissue Culture - 3 credits

1. Callus culture, suspension culture- choice of explants subculture Estimation of growth of cells in culture.
2. Regeneration -Shoot regeneration, Somatic embryogenesis.
3. Brief study of - Anther culture, Ovary culture, Meristem culture, Embryo culture, Protoplast culture, hybridization.
4. Somaclonal variation - genetic basis of somaclonal variation.
5. Synthetic seeds - Preparation and Importance.

Paper III practical - 6 credits

1. Preparation of Standard tissue culture media -MS and White's. Preparation of Stock solution, Preparation of hormones, cotton plugs.
2. Method of preparation of Media, Sterilization of media.
3. Collection of explants Sterilization, inoculation of explants-leaf; root, shoot, anther, ovary and embryo.

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

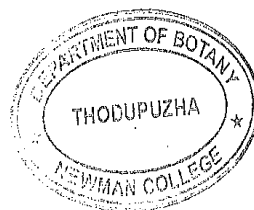
4. Preparation of synthetic seeds
5. Maintenance of cultures, Sub culturing at periodical intervals.
6. Hardening of rooted plantlets.

Paper IV field work, project, and training - 8 credits

Collection of plant Material with medicinal and economic importance. Establishment in field,
Selection of explants, contamination free cultures.

Reference

1. Kalyan Kumar De., (1992) An introduction to plant tissue culture. New Central Agency Calcutta.
2. Razdan M K 1993 an Introduction to plant Tissue culture. Oxford IBH Publi. Co. Ltd.
ReinertJand Baja YPS. 1989 applied and fundamental aspects of Plant cell tissue and organ
culture NarosePubli. House, New Delhi.



Assessment and evaluation:

Theory and Practical (Paper I, II, III)

- Mode of assessment:

Continual assessment: Test papers (I and II); Seminar/ viva; Assignments;
Attendance

Written assessment: Written examination at the end of course

- Weightage:

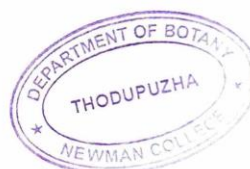
- ✓ Continual assessment – 50%

Test paper I – 10 marks

Test paper II – 10 marks

Seminar/ viva – 10 marks

Assignments- 10 marks



10. Certificate Course on Softwares for Beginners in Chemistry

Curriculum with Assessment procedure

1. INTRODUCTION

Science is pivotal to the development of any modern society. However, the creation of a scientific temper in society necessitates proper education and guidance. An effective science education can be imparted at the undergraduate level only by revamping the present curriculum. To achieve this goal, the curriculum should emphasize on various aspects such as the creativity of students, knowledge of current developments in the discipline, awareness of softwares due to the development of science and technology, and the skills essential for handling equipment and instruments in laboratories and industries.

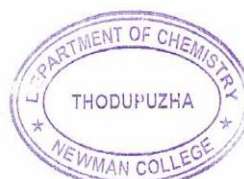
The Department has taken the initiative to reformulate the undergraduate syllabi by introducing certificate and add-on courses. This curriculum is prepared to give sound knowledge and understanding of chemistry to undergraduate students. The goal of the syllabus is to make the study of chemistry stimulating, relevant and interesting. The syllabus is prepared with a view to equipping the students with the potential to contribute to academic, research and industrial environments. This curriculum will expose students to various technological aspects in chemistry and develop interest in related disciplines. Chemistry, being a border science to biology, physics and engineering, has a key role to play in learning these disciplines. The syllabus is based on an interdisciplinary approach with vigour and depth. Care has been given to ensure that the syllabus is not very heavy while remaining compatible to the syllabi for in undergraduate level. Chemistry being an experimental science, sufficient emphasis is given in the syllabus for training in practical applications. The syllabus has been prepared in a participatory manner, after discussions with a number of faculty members in the subject and also after evaluating the existing the syllabi of other Universities. A list of reference books is provided at the end of each course.

2. OBJECTIVES AND OUTCOME

2.1 Objectives

ChemDraw is the industry standard structure drawing suite for the serious professional to draw accurate, chemically-aware structures for use in database queries, preparation of publication-quality graphics, and entry for modeling and other programs that require an electronic description of molecules and reactions as well as advanced prediction tools. ChemDraw also provides a drawing tool for biological pathways. It includes common pathway elements (membranes, DNA, enzymes, receptors, etc.) as well as the ability to import other elements. One of the advantages over alternative pathways drawing tools is the integrated power of

or Certificate course in Softwares for beginners in chemistry



ChemDraw's chemical intelligence. ChemDraw is the gold standard for chemical and biological drawing, publication, and query preparation. Origin introduces you to key features of Origin related to importing data, performing basic data processing and analysis, and creating and publishing graphs.

This Course will provide instructions on how to effectively use chemical drawing software and Origin software.

2.2 Outcome

On completion of this certificate course the student will be able to get an in-depth understanding of the basic concepts of softwares in chemical sciences and enable them with tools needed for the practice of chemistry, which remains a discipline with much stress on experimentation. It will provide a detailed knowledge of the terms, concepts, methods, principles and experimental techniques in chemistry.

3. COURSE STRUCTURE

3.1 Course Code – CCCH01

3.2 Duration of the course

- The duration of the course shall be 40 hours.
- Attendance: Students having a minimum of 80 % average attendance will only be eligible for the final examination.

3.3 Mark Distribution for External Examination and Internal Evaluation

The external theory examination shall be conducted by the Department at the end of the course. Internal evaluation is to be done by continuous assessment. For theory and practical, the total percentage of marks of external examination is 80 and total percentage of marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

For Theory Examination:

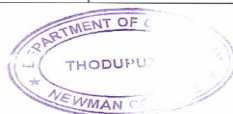
- (a) Marks of external examination: 40
- (b) Marks of internal examination: 10

Components of theory internal evaluation	Marks
Attendance	2
Assignment/ Seminar	2
Test papers	6
Total	10

For Practical Examination:

- (a) Marks of external examination: 40
- (b) Marks of internal examination: 10

Components of practical internal evaluation	Marks
Attendance	2
Record	4
Test papers	4
Total	10



Syllabus for Certificate course in Softwares for beginners in chemistry

**3.4 SYLLABUS- SOFTWARES FOR BEGINNERS IN CHEMISTRY (COURSE CODE- CCCH01)
(40 hour)****(8hours)****Unit I : Fundamentals of Chemdraw**

Introduction to command window, introduction to tools used in drawing chemical structures, captions and atom labels, orbitals, symbols and other shapes, writing chemical equation schemes using softwares, editing, transporting pictures into word document, use of analytical tools and TLC plate tool, An introduction to Chem 3D.

Unit II: Chem Draw - Laboratory Session**(12 hours)**

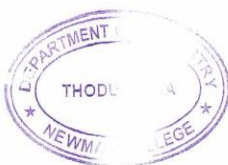
How to start ChemDraw, ChemDraw menus, Tool palette overview, Basic drawing techniques, Drawing tips, Do and Undo, Save and Open, Working in docs, Cleanup Structure, Chemical Reactions, Calculation Properties, NMR, Name to Structure and Structure to name conversion.

Unit III: Fundamentals of Origin**(8 hours)**

Introduction to the Command Window. The Origin Workspace, Multi-sheet Workbooks, Managing Data and Metadata, Importing Data from different sources, Working with Excel and Origin, Basic Data Manipulation, Creating and Customizing Graphs, Customizing Data Import, Post Processing of Imported Data, Creating and Customizing Multi-layer Graphs, Data Exploration and Pre-selection, Advanced Nonlinear Fitting, including Creating Custom Fitting Functions, Analysis Themes, Customizing Reports and Creating Custom Tables in Graphs, Recalculating/Updating Results, Analysis Templates and Custom Reports, Peaks and Baseline

Unit IV: Origin- Laboratory Session**(12 hours)**

How to start Origin , Menus, Tool palette overview, Basic drawing techniques, Multi-sheet Workbooks, Importing Data from different sources, Creating and Customizing Graphs, Drawing tips, Creating and Customizing Multi-layer Graphs, Do and Undo, Save and Open, Analysis of graphs, Peaks and Baseline.



Syllabus for Certificate course in Softwares for beginners in chemistry

11. Value Added Course on Food Quality and Detection of Food Adulteration

Curriculum with Assessment procedure

COURSE LEARNING OUTCOMES

On successful completion of the course, students will be able to

- Understand the label of a food product
- Identify the adulteration in food products
- Analyse food Adulteration at home
- Understand the significance of various food laws

Unit 1: Food Quality Control

(9 Hours)

- 1.1 Quality Control and its importance, Quality Assurance, HACCP
- 1.2 Food Laws: Prevention of Food Adulteration Act, BIS Act, FPO Act, Essential Commodities Act, Consumer Protection Act, Agricultural Produce Act (AGMARK), FSSAI, Drug License and WHO Standards
- 1.3 Salient Features of P.F.A., Misbranded Food, Brief Outline of Labeling Provisions Under P.F.A
- 1.4 Role and Functions of Implementing Agencies with references to Indian Scenario. Tips to Consumers for Buying Safety Food
- 1.5 Sensory Characteristics of Food, Factors affecting Food Acceptance - Sensory and Psychological. Objective Method of Sensory Evaluation

Unit 2: Food Adulteration and Food Toxins

(5 Hours)

- 2.1 Definition of Food Adulteration, Adulterants in various Food Commodities, Health Hazards of Adulterants and Contaminants
- 2.2 Adulteration in Fruits, Vegetables, Meat and Dairy Products
- 2.3 Food Toxins- Natural Toxins, Environmental Toxins-Pesticides and Heavy Metal Contamination in Foods

Unit 3: Food Additives**(5 Hours)**

- 3.1 Artificial Sweeteners - Saccharin, Cyclamate, Aspartame, Food Flavours - MSG, Esters, Aldehydes and Heterocyclic Compounds, Antioxidants, Food Colours - Permitted and Non Permitted Colours, Emulsifying Agents, Preservatives, Leavening Agents- Baking Powder and Yeast

Unit 4: Assessment of Food Quality - Sensory Evaluation**(8 Hours)**

- 4.1 Sensory Characteristics of Food, Factors affecting Food Acceptance- Sensory and Psychological
4.2 Requirements for conducting Sensory Tests-Trained Panel Members, Testing Area, Sample Preparation and Presentation, Testing Time, Temperature, Design of the Experiment
4.3 Types of Tests- Difference Tests, Paired Difference Tests, Duo-Trio Test, Triangle Test, Rating Test -Ranking and Hedonic Rating Test, Numerical Scoring Test. Sensitivity Tests- Threshold Test and Dilution Test; Descriptive Tests - Flavour Profile
4.4 Objective Method of Sensory Evaluation - Chemical, Physico- Chemical, Physical Methods and Microscopic Examination

Unit 5: Practical (to be tested internally)**(13 Hours)**

- 5.1 Assessment of Food Quality - Sensory Evaluation: Threshold Test, Dilution Test - Colour Comparison, Scoring Test, Difference Test - Paired Difference Test, Duo- Trio Test, Triangle Test. Rating Test - Hedonic, Numerical Scoring Test, Descriptive Test - Flavour Profile
5.2 Detection of Adulterants: Chicory and Tamarind Seed Powder in Coffee Powder, Non Permitted Colours in Tea and Dhal, Metanil Yellow in Turmeric Powder, Kesari Dhal and Thoor Dhal, Castor Oil in Coconut Oil, Papaya Seeds and Rotten Pepper in Pepper, Brick Powder in Chilli Powder, Washing Soda in Jaggery, Vanaspathi in Ghee, Chalk Powder in Salt and Sugar, Non Permitted Colours in Jams, Jelly, Juices and Saccharin in Supari

BOOKS FOR REFERENCE

- Swaminathan Geetha and Mary George. *Laboratory Chemical Methods in Food Analysis*. Chennai: Margham, 2010.
- Thankamma Jacob, *Food Adulteration*. Macmillan Company, 1976
- Lilian Hoagland Meyer. *Food Chemistry*. CBS Publishers & Distributors, 2004.
- Mudambi, R, Sumathi and Raja Gopal, M.V. *Fundamentals of Foods and Nutrition*. India: Wiley Eastern, 2004
- Sri Lakshmi, B. *Food Science*. New Age International, 2005.
- Swaminathan, M. *Handbook of Food and Nutrition*. Bangalore: Bangalore Printing and Pub, 2001.

Course outcome:

On successful completion of this course the students will be able to:

- Understand the label of food product
- Identify the adulteration in food products
- Analyse food adulteration at home
- Understand the significance of various food laws

Assessment and evaluation:**Theory**

- Marks of external examination : 40
- Marks of internal examination : 10



12. Certificate Course on Data Analysis using Excel

Curriculum with Assessment procedure

Outcome of the Course

- To solve Mathematical and Statistical analysis using Microsoft office Excel

Syllabus**PART 1: FUNDAMENTAL OF MICROSOFT EXCEL 2013****Chapter 1 [5 Hours]**

How to start MS Excel 2013, Explore window, Back Stage View, Entering Values, Save Work Book, Create work Book, Copy Work Book, Hiding Work Book, Delete Work Book, close Work Book, Open Work Book. Insert data, Select Data, Delete data, Move Data, Rows & Columns, Copy & Paste, find & replace, inserting Comments. Setting fonts, rotate cells, Merging & Wrap, Borders and Wrap and Formatting Protecting Excel work Book.

PART 2: FUNDAMENTAL DATA ANALYSIS**Chapter 2 [5 Hours]**

Freeze Panes, Conditional Format, Creating Formula, copying Formula, Formula Reference, using functions, built in Functions.

Chapter 3 [5 Hours]

Data Filtering, Sorting of Data, Using ranges, Data validation, Using Styles, using Themes & Styles, Sorting Data by Color, Excel Slicers.

PART 3: POWERFUL DATA ANALYSIS**Chapter 4 [5 Hours]**

Create a PivotTable to analyze external data, Explore data using Pivot table, Create relationship between Tables, Data Model using Calculated Columns, Create Relationship between Tables.

Chapter 5 [5 Hours]

Excel – External Data Connection, Update the Data Connections, Automatically Refresh Data, Automatically refresh data at regular intervals. Excel – Pivot Table Tools, Source Data for a PivotTable, Change to a Different External Data Source. Delete a PivotTable, Using the Timeline, Use a Timeline to Filter by Time Period. Create a Standalone PivotChart.

Chapter 6 [5 Hours]

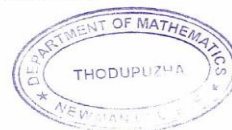
Create a Power View Sheet, Excel – Visualizations Create Charts and other Visualizations, Visualization – Matrix, Visualization – Card, Visualization – Charts.

References:

1. Excel Formulas And Functions Step-By-Step Guide With Examples by Ramirez Adam ,Caprioru
2. Advanced MS excel by Kavita Navlani
3. Ms-Office 2007: Gini Courter & Annette Marquis BPB Publications
4. Special Edition Ms Excel 2007: Patrick Blattner, Louie Utrich. Ken Cook & Timothy Dyck Prentice Hall India Pvt. Ltd.
5. Mastering PageMaker:Atman Rebecca & Atman Rich BPB Publications

Janet
Dr. Jan A Luke
Head, Statistics

Nancy Jacob
for
Nancy Jacob



Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and Evaluation:

Mode of assessment: End examination

Weightage: 50%

Marks: 50

Minimum marks or pass: 20

Name and Signature of Course Coordinator

Dr. Jane A. Luke

Name and Signature of HoD

Dr. Alice K.V.

Name and Signature of Principal

Fr. Dr. Vincent Joseph



13. Value Added Course on Electronic Equipment Maintenance Curriculum with Assessment procedure

ELECTRONIC EQUIPMENT MAINTENANCE

DEPARTMENT OF PHYSICS, NEWMAN COLLEGE, THODUPUZHA

Career Oriented Add On Course

Syllabus

Paper I: Basic Principles of Electronics – 15 hr

1. Resistors : General information: Symbol, colour code. Types, Variable resistors and measurement of resistance using multimeter.
2. Inductor : General information: Symbol, Types, Chokes Inductance measurement
3. Transformers : General information Principle. Types, and Design of main transformer
4. Capacitors : General information: Symbols, Colour codes, Types - Fixed and variable capacitors, measurement of capacitance
5. Diodes, Transistors and IC : General information: Symbols, Types and applications
6. Measuring Devices : Thermometer, Barometer, Multimeter, LCR meter, Voltmeter, Ammeter, Galvanometer, Signal generator CRO
7. Microphones and Loudspeakers : Principles, Types and Application areas
8. Swatches. Cables and Electrical fittings : Bulbs, Tubes, Plugs - Testing of connections, Bread Board, Soldering

Paper II : Principles of Electronic and Electrical Devices - 15 hr

1. Computers - Familiarization of input and output devices and connections
2. TV Receivers - Types, Receiver sections, Receiver power supplies, TV Receiver Antenna
3. TV Applications - Broadcasting, Cable TV. Closed circuit TV. Theatre TV, Picture Phone, Teleconferencing
4. Telephones - Receiver, Pulse dialling, Tone dialling, Troubleshooting, Modem, STD, ISD, EPABX Intercom, Fax, EMail
5. Power consumption - General information. Methods to reduce power consumption - Bulbs and Tubes.

Paper 111: Maintenance of Electrical and Electronic Household Devices – 15 hr

1. Troubleshooting and maintenance of Refrigerator, Mixer Grinder, Fan, Motor, Iron box safety precautions
2. Wiring – General information about house wiring, Phases, Two way switch, Master switch
3. Troubleshooting and maintenance of microwave oven
4. Different Types of Lamps -Filament Lamp. Fluorescent Lamp. Sodium Lamp, Mercury Lamp, UV and IR Lamps, Halogen Lamps, CFL Lamps -Their domestic and industrial applications. Basic Principle and working of lux meters Modern Methods of lighting-Stages, rooms and auditorium. Light Sensors.
5. Various Types of Stabilizers, inverters, UPS and its working

Paper IV- Project Training - 15 hr

1. Component identification, Checking and measurement of different parameters using multimeter (Resistors, Capacitors, Diodes, Transistors, Inductors)
2. Soldering Practice

ELECTRONIC EQUIPMENT MAINTENANCE**DEPARTMENT OF PHYSICS, NEWMAN COLLEGE, THODUPUZHA**

3. Electrical fittings - Bulbs, Tubes, Plugs Testing of connections
4. Computers-Familiarization of input and output devices and connections
5. Wiring-General information about house wiring, Phases, Two way switch, Master switch
6. Microprocessor 8085-Addition, Subtraction, Multiplication, Division, Data Transfer, Illumination Techniques-Domestic Applications
7. Project work – Designing and assembly of electronic circuits

Course Outcome

- Students will be able to analyze and construct basic analog and digital circuits.
- Students will be able to leverage this knowledge to build and produce electronic products completely themselves.
- Students will learn how to use basic electronics lab equipment such as oscilloscopes, power supplies, signal generators, and more.
- Students will learn hands on techniques such as circuit construction with solderless breadboards, wire wrapping, and soldering.
- Students will learn basic computer systems, Peripheral systems and their connections.
- Understand the basics of house wiring, including information about phases, two-way switches, and master switches.
- Students will learn the maintenance and troubleshooting of electrical and electronic household devices, including understanding common issues and implementing appropriate solutions.

Reference

1. "Electronic Devices and Circuits" by Salivahanan, N. Suresh Kumar, and A. Vallavaraj
2. Integrated Electronics: Analog and Digital Circuits and Systems" by Jacob Millman and Christos C. Halkias:
3. "Principles of Electronics" by V.K. Mehta and Rohit Mehta:
4. Basic Electrical and Electronics Engineering" by R.K. Rajput:
5. A Course in Electrical and Electronic Measurements and Instrumentation" by A.K. Sawhney:

Assessment & Evaluation:**Paper I-weightage 25%****Written Exam****Mode of Assessment: Course end Examination****Weightage: 50 %****Max. Marks: 50****Practical**

Mode of Assessment: Continual evaluation

Weightage: 50 %

Max. Marks: 50

Total Mark: 100

Paper II-weightage 25%

Written Exam

Mode of Assessment: Course end Examination

Weightage: 50 %

Max. Marks: 50

Practical

Mode of Assessment: Continual evaluation

Weightage: 50 %

Max. Marks: 50

Total Mark: 100

Paper III-weightage 25%

Written Exam

Mode of Assessment: Course end Examination

Weightage: 50 %

Max. Marks: 50

Practical

Mode of Assessment: Continual evaluation

Weightage: 50 %

Max. Marks: 50

Total Mark: 100

Paper IV- Project- weightage 25%

Design of simple electronic circuit

Max. Marks: 100

Total Marks: 400

Minimum pass mark: 40% (160 marks)

Number of students passed: 19



Dr. Beena Mary John
Name and Signature of
Course Coordinator



Prof. Rageena Joseph
Name and Signature of
Head of the Department



Dr. Vincent Joseph
Name and Signature of Principal



14. Certificate Course on Solid Waste Management

Curriculum with Assessment procedure

1. Course Description

This certificate course is a value added program which helps students to develop entrepreneurship through Solid waste Management and commercial production of compost.

Solid waste Management is a Value added certificate programme of 30 hours duration. This course has both theory and practical components with a total score of 100 marks.

Waste management is a pressing issue, and lack of know how in solid waste management is a great concern for all the Local Self Govt. units & community. Additionally, there is still little awareness on the importance of sound environmental management within the majority of the population. The course on Solid Waste Management gives the student an overview of solid waste management including collection, transfer, transport, and disposal. Methods of processing, basic disposal facilities, disposal options, and the environmental issues of solid waste management will be covered in this course. In addition, this course provides the student with relevant information about solid waste reduction and organic technique for the conversion of waste to income

Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board Higher Secondary Examination or any other examination recognized as equivalent there to with Biology as one of the subject are eligible to apply for this course without any age restriction.

2. Course Objectives

The theory should be taught and practical should be carried out in such a manner that students are able to acquire different learning out comes in cognitive, psychomotor and affective domain to understand the following objectives.

- *Understand solid waste management systems with respect to its physical properties, and associated critical considerations in view of emerging technologies
- *Outline sources, types and composition of solid waste with methods of handling, sampling and storage of solid waste.
- *Select the appropriate method for solid waste collection, transportation, redistribution and disposal.
- *Understand vermicomposting technologies for local waste reduction.

3. Course outcome

The course content should be taught and implemented with the aim to develop required skills in the students so that they are able to acquire following competency: Plan segregation,



collection, transportation, recycling and disposal of solid waste in such a way that its impact is minimal on environment, economy and community. It helps the students to convert the waste to economic potential and generate income from household wastes.

4. Assessment of Students

Assessment of students for the course will be done by internal continuous assessment for practical and course end examination for theory. Mark system is followed instead of direct grading for each question. Total marks for the course will be 100 marks with 80 marks for external exam and 20 marks for internal evaluation.

Syllabus

Module 01: Solid Waste Management – Introduction 2 hrs

Overview: problems and issues of solid waste management - Need for solid waste management-Functional elements such as waste generation, storage, collection, transfer and transport, processing, recovery and disposal in the management of solid waste.

Module 02: Sources and types of waste 2 hrs

Sources, Types, composition, quantity of waste generated

Module 03: Waste collection, storage and transport 4 hrs

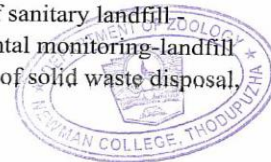
Collection and storage of municipal solid waste; Methods of collection
On site storage methods - Recycling and Reuse of waste -Need for transfer and transport;
Transfer station-selection of location, operation and maintenance; transportation Methods-
manual, Mechanical methods with or without compaction, economy in transportation of
waste, optimization of transportation routes.

Module 04: Waste processing techniques 6 hrs

Processing techniques-biological and chemical conversion technologies – composting and its
methods, Vermi-composting, mechanical composting, In vessel composting, incineration,
pyrolysis

Module 05: Disposal of Solid Waste 6 hrs

Segregation, Volume reduction at source, recovery and recycle; dumping of solid waste-
sanitary waste- sanitary landfills-site selection-design and operation of sanitary landfill-
leachate and landfill gas management- landfill closure and environmental monitoring-landfill
remediation; Municipal solid waste in Indian conditions, legal aspects of solid waste disposal.



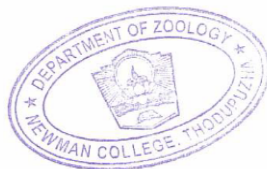
Plastic waste disposal. Vermicomposting and Vermiwash preparation, Role of microbial fauna in waste decomposition, Bioremediation, Phytoremediation

Module 6 : Practical demonstration**10 Hrs**

Field visit to composting unit, research labs. Field survey, training programme

Reference

1. Al-Tabbaa, A., & Stegemann, J. A. (Eds.). (2016). Sustainable Solid Waste Management. John Wiley & Sons.
2. Tchobanoglous, G., Theisen, H., & Vigil, S. A. (2014). Integrated Solid Waste Management: Engineering Principles and Management Issues. McGraw-Hill Education.
3. Christensen, T. H., Cossu, R., & Stegmann, R. (Eds.). (2016). Landfilling of Waste: Biogas. Springer.
4. Wilson, D. C., Rodic, L., Cowing, M. J., & Velis, C. A. (Eds.). (2017). Solid Waste Management Volume II: Waste Management and Sustainability. EOLSS Publications.
5. Kumar, S., & Alappat, B. J. (Eds.). (2018). Handbook of Research on Solid Waste Management Techniques for Environmental Protection. IGI Global.
6. UNEP. (2018). Global Waste Management Outlook. United Nations Environment Programme.
7. Zhu, D., Zhang, H., Chen, Q., Li, J., & Zhang, H. (Eds.). (2019). Waste Management and Resource Efficiency: Proceedings of 7th International Symposium on Environmental Vibration and Transportation Geodynamics (EVTD 2019). Springer.
8. La Gennusa, M., Rizzo, G., & Traverso, M. (2019). Solid Waste Management in Rural Areas: A Case Study from Sicily. MDPI.
9. Ghiani, G., Manni, E., & Vigo, D. (2015). Operations Research in the Waste Management Industry. Springer.
10. United Nations. (2015). Waste Management in Small Islands: A Practical Guide. United Nations Publications.



Jisha Jacob 

Head of the department
Department of Zoology
Newman College
Thodupuzha

15. Certificate Course on Tally ERP 9

Curriculum with Assessment procedure

TALLY ERP 9 (TLY0318)

SYLLABUS

No.	Contents to be Covered	Time Duration
1	Basics of Accounting, and Accounting Cycle	3 Hours
2	Introduction to Tally, and Company Information	3 Hours
3	Creating Groups, and Ledger Accounts	3 Hours
4	Voucher Types, and Voucher Entry	3 Hours
5	Practice Session	4 Hours
6	Voucher Entry	3 Hours
7	Closing Entries, and Adjustments	3 Hours
8	Practice Session	3 Hours
9	Debit Note, Credit Note, and Bank Reconciliation Statement	3 Hours
10	Memorandum, Optional, Post - dated, and Reversing Vouchers	3 Hours
11	Display, and Print Books / Reports	3 Hours
12	Revision	3 Hours
13	Examination	3 Hours

Objective of this course:

1. This course helps students to work with well-known accounting software i.e. Tally ERP.9
2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
3. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Outcome from this course:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
2. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
3. Students do possess required skill and can also be employed as Tally data entry operator.




HEAD,
 P.G. Department of Commerce
 Newman College
 Thodupuzha - 685 585

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and evaluation : Assessment was done after completion of each module through assignments and projects.

Final exam was conducted at the end of the program

Exam contained objective and descriptive questions

Maximum marks for the final exam was 100.

Grades were allotted based on the following scale

- ◇ 85% and above : A+
- ◇ 80% – 84% : A
- ◇ 75% -- 79% : B+
- ◇ 70% -- 74% : B
- ◇ 65% --69% : C+
- ◇ 60% --64% : C
- ◇ Less than 60% : D


Course Co-ordinator



16. Value Added Course on Accounting with Goods and Services Tax Curriculum with Assessment procedure

ACCOUNTING WITH GOODS AND SERVICES TAX (GST0418)

SYLLABUS

No.	Contents to be Covered	Time Duration
1	GST – An Introduction	5 Hours
2	Levy and collection of tax, time, value and place of supply and input tax credit	12 Hours
3	Registration, Tax Invoice, Credit and Debit Notes, Accounts and Records, Returns, Payment of Tax and Refund, Assessment and Audit	12 Hours
4	Authorities, Inspection, search, seizure and arrest, Demand and Recovery, Offences and Penalties, Appeals and Revision	5 Hours
5	Accounting with GST practical sessions	6 Hours

Objective of the Course:

To enable the learner to have a general understanding of the GST law in the country with a practical perspective and employability to the students in the commercial tax practices.

Expected Course Outcome:

1. Understand the basic concepts of the Goods and Services Tax
2. Develop a clear idea about the levy and collection of tax and tax credit
3. Develop the knowledge about the provisions regarding registration, preparations of books of accounts and filing of returns under the Act
4. Understand about the powers of GST authorities regarding inspection, search and seizure.




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Newman College
Thodupuzha - 685 585

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Assessment and evaluation : Assessment was done after completion of each module through assignments and projects.

Final exam was conducted at the end of the program

Exam contained objective and descriptive questions

Maximum marks for the final exam was 100.

Grades were allotted based on the following scale

- ◇ 85% and above : A+
- ◇ 80% – 84% : A
- ◇ 75% -- 79% : B+
- ◇ 70% -- 74% : B
- ◇ 65% --69% : C+
- ◇ 60% --64% : C
- ◇ Less than 60% : D



Course Coordinator



HEAD,
P.G. Department of Commerce
Newman College
Thodupuzha - 685 585

Rev. Dr. VINCENT JOSEPH
PRINCIPAL
NEWMAN COLLEGE
THODUPUZHA

Principal
Newman College
Thodupuzha

17. Certificate Course on Database Management System for Business Curriculum with Assessment procedure

1.3.1. CERTIFICATE COURSE INTRODUCED DURING 2018-19

NAME OF THE COURSE: DATABASE MANAGEMENT SYSTEM FOR BUSINESS

COURSE CODE: CP014DM

No. of hours: 38

No. of students enrolled: 34

Date of introduction: 03/11/2018

Objectives of the course:

- ❖ The objective of this course is to familiarize students with database concepts and equip them to handle database management system for business firms.
- ❖ This course helps students to work with well-known about the DBMS software tool that make possible to organize data in a database.
- ❖ DBMS helps to store and transform data into information to support making decisions
- ❖ Data Base Management System is a certificate course is not just theoretical program, but it also includes continuous practice, to make student.

Outcomes of the course:

1. Familiar with basic data base storage structures and access techniques.
2. Design ER models to represent simple data base application scenarios.
3. Students do possess required skill and can also be employed as database manager

Syllabus:

MODULE-1 Database Concepts: Database File structure- Database terminology- Data entities- attributes & Keys ,DBMS, Advantages of Database systems -Data Independence- Components of DBMS

MODULE-2 RDMS & Relationships in Database: Data Models- Relational Data Model- RDBMS Relationships - Types of Relationships- Public & Primary key.

MODULE-3 Basic Elements of Ms- Access 2007: Introduction- Objects in Ms- Access - Create, open, and close a database - Creating a data table- different ways of creating tables - editing relationships - summary queries, cross tab queries, action queries- Forms - The form's wizard - Editing the data in a form - The Form design view - The Form design bar - The Toolbox - Working with controls-The Report's wizard - The Report design view - The Report design bar - The Toolbox - The Preview window - Grouping and Sorting - Printing a Report.



Assessment and Evaluation :

- Final exam was conducted at the end of the program
- Exam contained objective and descriptive questions
- Maximum marks for the final exam was 100.
- Grads were allotted based on the following scale
 - 85% and above : A+
 - 80% – 84% : A
 - 75% -- 79% : B+
 - 70% – 74% : B
 - 65% –69% : C+
 - 60% --64% : C
 - Less than 60% : D



18. Certificate Course on Web Designing for Business

Curriculum with Assessment procedure

NEWMAN COLLEGE THODUPUZHA

DEPARTMENT OF COMMERCE COMPUTER APPLICATION (SF)

Certificate Course during 2018-19

Name of the course: WEB DESIGNING FOR BUSINESS

Course Code: WD0101

Number of instructional hours: 40hrs (15 hour theory and 25 hour practical)

Course objectives:

1. To impart functional knowledge in the field of Web design
2. To equip the students to meet the demands of the industry.
3. To develop practical skills in Web designing and production for business organizations.

Description

Web designing for business is a certification course for students who are seeking to learn the fundamentals of web designing. This is a course of 40 hours duration where the students are taught about some basic tools and web coding languages that are useful for web designing. The curriculum is made in such a way so that the students get the knowledge of fundamentals of web designing. It includes important web coding languages like HTML, CSS, and XML. The course prepares the students in successfully designing a creative and interactive website.

Syllabus

Module I

Planning a site for business: - Web page overview –, Elements of a web page. Types of Sites Personal sites, Small business sites, large business sites, online business sites, Educational institution sites, Government sites, Blogs twitters, - Matching format to audience, creating guidelines, creating a site structure, Writing for the web, download time. methods for creating pages, Publishing a site – Addressing a web site, Absolute & Relative addresses (6 hrs.)

Module II

HTML Basics - Head content, adding a title, Body content, Paragraph breaks, Line breaks, Horizontal lines, Fonts and text size, Text color, Headings, Aligning text, Lists, Background

color. Editing - About HTML editors, - Net beans, Dream viewer the editing environment
Effective Page design – Uniform style, finding design ideas, Heading, Lists, using white
space, splitting the text, colors and background., Creating pages with Save As.
(11hrs)

Module III

Frames, Forms, Images & Navigation – Frames and tables, animated effects – forms –
creating forms - Images – Image formats for the web, obtaining images, image size, editing
images, thumbnails, images and text, rollover images - Navigation – types of hyperlinks,
navigation bars, linking to external sites, email links, creating image maps, image maps in
action, site maps, three-click navigation, site linkage
(9hrs)

Module IV

CSS, Multimedia and Publishing - CSS – creating and editing cascading style sheets, adding
CSS. - Sound - types of sound files, linking to sound files, embedding sound files - Video –
Analog video, Digital video, webcams, Animation – Downloading animations, flash
Publishing – Testing, Transferring to the web, registering a site, marketing a site, maintaining
a site, Domain names, web hosting
(14hrs)

Learning Outcomes:

- Be able to use the HTML programming language
- Resolves written HTML codes.
- Runs the page he/she has designed using HTML codes
- Be able to use the Design Programs.
- Designs site and page via Web Page Maker program.
- Be able to make changes on the Site.
- Updates on the site when needed.

Assessment:

Total number of instructional hours assigned for this particular course is 40. Among that, 15
hours allotted for theoretical aspects and 25 hours allotted for practical sessions. Since the
course is more focused on practical works, the assessments are completely based on the
creative work done by the students during the practical sessions. Apart from that, after each
module, tasks had to given by the program instructor and within certain time span students

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

must complete the work and submitted to the program instructor. As the part of continues evaluation, each lab hours contains certain credit points. The total credit points calculated based on daily work done by the students plus the additional work given by the program instructor after each module.

Module wise credit distribution:

Module Name	Credit Hours	Credit Points
Module I	6	0
Module II	11	3
Module III	9	3
Module IV	14	4
Total Credits	40	10

References:

- Web Technologies by Uttam k Roy
- Learning Web Design: A Beginner's Guide by Jennifer Robbins
- Foundations of Semantic Web Technologies by Pascal Hitzler, Markus Krotzsch and Sebastian Rudolph



19. Certificate Course on Basics of MS Office**Curriculum with Assessment procedure****DEPARTMENT OF COMMERCE CO-OPERATION (SF)****CERTIFICATE COURSE 2018 - 2019****BASICS OF MS OFFICE**

Course Code: MSO503

Instructional Hours: 70 Hour/4 Months

Course Objectives:

- Give students an in-depth understanding of why computers are essential components in business, education and society.
- Introduce the fundamentals of computing devices
- Provide hands-on use of Microsoft Office 2013 applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.

Course Outcomes

Upon completion of this course, the student will be able to apply technical knowledge and perform specific technical skills, including:

- Describe the usage of computers and why computers are essential components in business and society.
- Solve common business problems using appropriate Information Technology applications and systems.
- Identify categories of programs, system software and applications. Organize and work with files and folders.

SYLLABUS**Unit I – 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

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Unit II – Ms.Excel

- ❖ Spreadsheet basics
- ❖ Creating, editing, saving and printing spreadsheets
- ❖ Working with functions & formulas
- ❖ Modifying worksheets with color & auto formats
- ❖ Graphically representing data : Charts & Graphs
- ❖ Speeding data entry : Using Data Forms
- ❖ Analyzing data : Data Menu, Subtotal, Filtering Data
- ❖ Formatting worksheets
- ❖ Securing & Protecting spreadsheets

Unit III - Ms. Power Point

- ❖ Opening, viewing, creating, and printing slides
- ❖ Applying auto layouts
- ❖ Adding custom animation
- ❖ Using slide transitions
- ❖ Graphically representing data : Charts & Graphs
- ❖ Creating Professional Slide for Presentation.


Head of the Department




Course Co-ordinator

Assessment and evaluation:

- Mode of Assessment : Course end examination
- Mark : 50
- Minimum marks or pass : 20

Photos:

MoU (if any): Nil


Chandanjaly V.C.
Name and Signature of Course Coordinator




Selva Thomas
Name and Signature of HoD


Name and signature of Principal

20. Certificate Course on Health and Nutrition
Curriculum with Assessment procedure

Women's Forum
NEWMAN COLLEGE, THODUPUZHA



CURRICULUM AND SYLLABUS

FOR

CERTIFICATE COURSE ON

Health and Nutrition

2018-19

Programme Description

Certificate program in Women's Health and Nutrition focuses on providing students with knowledge and skills related to the unique health needs of women. This course is constructed for those who would like to understand how proper nutrition and dietary practices can help address women's special health concerns. A certificate holder in this field gets equipped with the knowledge and skills in women health and nutrition and can offer nutritional advice to groups of people or teach nutrition at various levels.

Mode of Delivery

Tutorials/ Lectures/Tests

Duration

30Hours

Objectives of the Course

The objective of offering the programme is to accord the participants basic understanding on women's health and hygiene and make the students to understand the relevance of alternative and complementary views of nutrition including the potential value of dietary supplements. Again to impart necessary knowledge to keep their body and mind sound.

Outcome of the Course

On completion of the programme the participants will have earned the basic learning on women's nutritional needs, hygiene and health. Further, they will acquire the practical knowledge to keep their body and mind healthy.

Assessment and Evaluation

Assessment was done by course end exam.

Exam contains descriptive questions.

Maximum marks for the final exam was 50.



Grades were allotted based on the following scale

- ✧ 85% and above : A+
- ✧ 80% – 84% : A
- ✧ 75% -- 79% : B+
- ✧ 70% -- 74% : B
- ✧ 65% --69% : C+
- ✧ 60% --64% : C
- ✧ Less than 60% : D

Syllabus

Module 1 :Introduction to Women's Health: An overview of the field of women's health.A detailed examination of the anatomy and physiology of the female reproductive system, menstrual cycle and hormonal changes.

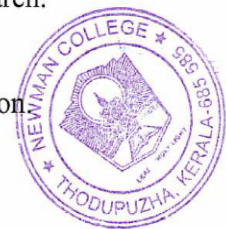
Module 2: Women's Nutritional Needs: An introduction to the fundamentals of nutrition, including exploration of the unique nutritional requirements of women at different stages of life such as puberty, pregnancy. Dietary guidelines in different life stages, Importance of a balanced diet for a healthy body and mind.

Module 3: Menstrual Health: In-depth knowledge of menstrual health, including common menstrual disorders, menstrual hygiene practices, and management of menstrual pain and discomfort.

Module 4: Women's Mental Health: An overview of mental health issues commonly experienced by women, such as postpartum depression, perimenopausal mood changes, and strategies for promoting mental well-being.Stress management for women: what is stress, causes of stress, symptoms of stress, strategies to cope with stress, equipping women to handle stress at family

References:

- 1.Eunsook T. Koh, Willis L. Owen: Introduction to nutrition and health research.
2. Goyal Shashi & Gupta Pooja : Food Nutrition and Health
3. B. Srilakshmi: Food Nutrition and Health
- 4.Judith L. Buttriss, Ailsa A. Welch, John M. Kearney : Public Health nutrition



21. Value Added Course in E Commerce and General Informatics

Curriculum with Assessment procedure

Department of Commerce Finance and Taxation (SF)

Newman College

Thodupuzha



Value added course in E-commerce and General Informatics

Syllabus

Course Title: Value added course in E-commerce and General Informatics

Course Code: VCEGI1801

Course Duration: 30 hours

Course Objective:

- To develop a comprehensive understanding of E-commerce principles
- To acquire the skills required to engage with E-commerce businesses
- To gain a solid grasp of general informatics principles, encompassing information technology, data management, and cybersecurity, providing a foundation for digital literacy.

Course Outcome:

Upon successfully completing the "E-commerce and General Informatics" course, participants will have developed a robust set of skills and knowledge. They will have a comprehensive grasp of E-commerce fundamentals, spanning business models, marketing strategies, and logistics, enabling them to engage effectively with the E-commerce industry. Additionally, participants will gain proficiency in E-commerce infrastructure, including website development, payment gateways, and hosting management, empowering them to establish and manage E-commerce platforms. They will acquire digital marketing skills and learn to promote E-commerce businesses and products effectively.

Assessment:

Assessment of students for the course will be done by internal continuous assessment and course end written examination for theory. Total marks for the course will be 100 marks with 80 marks for written examination and 20 marks internal exam.



Marks	Grade
90 Above	A+
80 Above	A
70 Above	B
60 Above	C
50 Above	D

Syllabus:

Module 1: Introduction to E-commerce Understanding E-commerce and its significance, Types of E-commerce (B2C, B2B, C2C, etc.) E-commerce business models, E-commerce Infrastructure - E-commerce platforms and website development Payment gateways and security considerations **(4 hours)**

Module 2 : E-commerce Marketing Digital marketing strategies for E-commerce Search engine optimization (SEO) Social media marketing and email campaigns, E-commerce Business Models Dropshipping vs. Inventory-based models, Subscription-based models Marketplace vs. Standalone E-commerce stores **(10 hours)**

Module 3: E-commerce Logistics and Fulfillment Order processing and inventory management Shipping and delivery options Returns and customer service, E-commerce Legal and Ethical Considerations Regulatory compliance (e.g., GDPR, PCI DSS Intellectual property and copyright Consumer protection laws **(6 hours)**

Module 4: General Informatics Principles, Basics of information technology, Introduction to data management and databases, Cybersecurity fundamentals, Network fundamentals and internet protocols, Data encryption and secure communications, Privacy considerations in informatics. **(10 hours)**

References:

"E-commerce 2020: Business, Technology, and Society" by Kenneth C. Laudon and Carol Guercio Traver - A comprehensive book covering E-commerce principles and trends.

"Digital Marketing for Dummies" by Ryan Deiss and Russ Henneberry - A practical guide to digital marketing strategies for E-commerce.

"Information Technology for Management: Digital Strategies for Insight, Action, and Sustainable Performance" by Efraim Turban et al. - Provides insights into general informatics principles.



22. Value added Course in Aptitude Test Training

Curriculum with Assessment procedure

Department of Commerce Computer Application (SF)

Newman College

Thodupuzha

Value added course in Aptitude Test Training

2018-19

Syllabus

Course Title: Aptitude Test Training

Course code: ATT18

Course Duration: 30 hours

Course Objective:

To equip participants with the essential skills, strategies, and confidence needed to excel in various aptitude tests commonly administered by employers and educational institutions.

By the end of the course, participants should be well-prepared to tackle numerical, verbal, and logical reasoning questions, thus enhancing their chances of success in competitive exams and job placement tests.

Course Outcome:

- Develop a strong foundation in aptitude testing for greater confidence.
- Impart Numerical Proficiency, Verbal Competence, Logical Reasoning Mastery, Data Interpretation Proficiency and Effective Time Management
- To increase Test-Taking Confidence, reduce test-related anxiety through real test practice and valuable tips, to gain test-like experience.

Syllabus:

Part 1: Introduction to Aptitude Tests- Types of aptitude tests (Numerical, Verbal, Logical, Abstract, etc.) Numerical Aptitude - Basic arithmetic concepts and operations Percentages, fractions, and decimals Ratio and proportion, Speed, distance, and time problems Averages and weighted averages Simple and compound interest - Practice problems

(10 hours)



Part 2: Verbal Aptitude Vocabulary building and word usage -Reading comprehension strategies - Grammar and sentence correction, Logical Reasoning - Introduction to logical reasoning Coding-decoding Blood relations and direction sense, Logical Reasoning Syllogism and statement-assumption Analogy and series completion, Abstract Reasoning and Puzzles Introduction to abstract reasoning, Solving puzzles and riddles Practice with non-verbal reasoning

(12 hours)

Part 3: Data Interpretation Bar charts, line graphs, and pie charts, Tabular data interpretation, Practice problems and graphical data analysis

Mock Tests and Time Management, Taking timed mock aptitude tests, Strategies for time management, Review and analysis of mock test results, Test-Taking Tips and Conclusion

(8 hours)

References:

"Verbal Ability and Reading Comprehension" by Arun Sharma and Meenakshi Upadhyay - A recommended book for enhancing verbal and reading comprehension skills.

"A Modern Approach to Verbal & Non-Verbal Reasoning" by R.S. Aggarwal - A comprehensive guide to reasoning skills, widely used for various competitive exams.

"Analytical Reasoning" by M.K. Pandey - Focuses on analytical and logical reasoning, providing a strong foundation for these skills.



23. Value added Course in Logical reasoning Curriculum with Assessment procedure

Department of Commerce Cooperation (SF)

Newman College, Thodupuzha

Value added Course in Logical Reasoning

Curriculum

Course Title: Value added Course in Logical Reasoning

Course Code: LR1801

Duration: 30 hours

Course Description:

This course provides students with a foundation in the principles of logical reasoning. Students will learn how to identify and evaluate arguments, identify fallacies, and construct sound arguments of their own. The course will also cover a variety of topics in applied logic, such as decision-making and problem-solving.

Course Objectives:

Upon completion of this course, students will be able to:

- Identify and evaluate arguments, Identify fallacies
- Construct sound arguments
- Apply logical reasoning to decision-making and problem-solving

Course Outline:

Module 1: Introduction to Logical Reasoning (6 hours) What is logical reasoning- importance of logical reasoning, Types of arguments Evaluating arguments

Module 2: Deductive Reasoning (6 hours) - Validity and soundness-Syllogisms-Other forms of deductive reasoning

Module 3: Inductive Reasoning (6 hours)- Inductive arguments- Strength and weakness of inductive arguments- Fallacies of inductive reasoning

Module 4: Fallacies (6 hours)- Common types of fallacies-How to identify and avoid fallacies

Module 5: Applied Logic (6 hours)-Decision-making-Problem-solving-Critical thinking

Assessment:

Students will be assessed on their understanding of the course material through a combination of assignments and exams.

Assignments -Students will complete a variety of assignments throughout the course, such as: Writing exercises, MCQ assignments

Exams-Students will take a comprehensive exam at the end of the course to assess their overall understanding of the Course Assignments: 40%; Exam: 60%

References

Dr. Arindam Chakrabarti is a professor of philosophy at the Indian Institute of Technology Kharagpur. He is the author of the book "Logical Reasoning: A Beginner's Guide."

Dr. G. N. Bhattacharya is a retired professor of philosophy from the University of Calcutta. He is the author of the book "An Introduction to Logic and Reasoning."

Dr. S. P. Gupta is a professor of philosophy at the University of Allahabad. He is the author of the book "Logical Reasoning and Critical Thinking."

Dr. R. K. Pandey is a retired professor of philosophy from the University of Lucknow. He is the author of the book "A Concise Introduction to Logic."



**24. Value added Course in Statistical Surveys using R
Curriculum with Assessment procedure**

**DEPARTMENT OF MATHEMATICS AND STATISTICS
NEWMAN COLLEGE, THODUPUZHA**



**CURRICULUM AND SYLLABUS
for**

VALUE ADDED COURSE 2018-19

**Statistical Surveys using R
VAC18**

R (Open Source Software) is a prominent tool for conducting statistical analysis on data. It operates as a programming language specifically designed for statistical computing and graphics, with support from both the R Core team and the R Foundation for Statistical Computing.



Objectives

- Provide basic knowledge in Statistical surveys.
- Impart working knowledge in R.
- Practice the knowledge gained in their degree course especially project work.

Course Outcomes

- The students will be enabled to undertake data analysis tasks required in preparing project reports and dissertations using statistical techniques.
- The students can undertake research projects, field surveys, data compilation, graphical displays etc.
- The participants will be empowered to undertake data analysis, which is in great demand today.

Course Duration: 30 hours**Syllabus****Module 1: Basics Statistics**

Introduction to Statistics, Statistical Investigation, Data Collection, Presentation - Charts & Diagrams, Basics of Descriptive Statistics- Central Tendency, Dispersion, Skewness and Kurtosis, Correlation and Regression. (5 hours)

Module 2: Statistical Surveys Using R

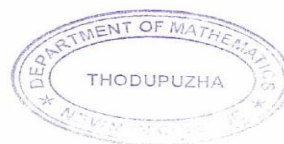
Handling statistical data in R, Analysis using R - Assessing relationships between continuous variables through plots - Measuring Central Tendency, Dispersion, Skewness and Kurtosis - Assessing relationships between continuous variables through correlation and Regression (15 Hours)

Module 3: Project Work

Exercising the Knowledge through a Project study with primary data collected through questionnaire method (10 hours)

Mode of Evaluation

Attendance, Assignments, Viva Voce, and Final Examination.

**References:**

1. Excel Formulas And Functions Step-By-Step Guide With Examples by Ramirez Adam ,Caprioru
2. Ms-Office 2007: Gini Courter & Annette Marquis BPB Publications
3. Beginning Data Science in R: Data Analysis, Visualisation, and Modelling for the data Scientist: Thomas Mailund



25. Certificate Course in Film History and Techniques
Curriculum with Assessment procedure



NEWMAN COLLEGE, THODUPUZHA

Reaccredited with 'A' Grade by NACC

(Affiliated to Mahatma Gandhi University, Kottayam)

Certificate Course in Film – History and Techniques

(Academic Year: 2018-2019)

Curriculum and Syllabus

Co-ordinated by

Department of Malayalam

Course Description

The certificate course in **Film – History and Techniques** is an orientation programme about Film History of 30 hours duration designed for the undergraduate students doing B.A. Malayalam Language and Literature programme. A proportional weightage is given to both theory and practical components with a total score of 50 marks.

Course Objectives:

- To provide a comprehensive understanding of the history of cinema
- To impart technical knowledge and skills in various aspects of filmmaking
- To enable the students to evaluate and critique films from various genres, styles, and periods.
- To foster an appreciation for the cultural and artistic significance of cinema

Learning Outcomes:

After the completion of the course, the learner will be able to

- Have a deep understanding of the historical evolution of cinema
- Students will gain practical skills in filmmaking, including proficiency in operating cameras, lighting setups, sound recording, and basic post-production, preparing them for entry-level roles in the industry.
- Have the ability to analyze and critically evaluate films, identifying their artistic elements, themes, and socio-cultural implications.
- Students will develop an appreciation for the diversity of global cinema and its impact on society.

Assessment Scheme

The assessment of the course is done at two levels. Out of the total 50 marks, 10 marks will be set apart for internal evaluation which will be done as a continuous summative process. At the end of the programme, a written exam carrying 10 marks will be conducted for the theory part and an practical exam carrying 30 marks will be done for the skill component.

**Certificate Course in Film- History and Techniques
Syllabus**

Course Code: MLCC2018-01

No. of Hours: 30

Criterion 1

1.2.1 Curriculum for Certificate/Value added programs with assessment procedures

Module 1

Film – Visual Lesson, Cinematic Language – Acting, the audience- Music – Drama & Cinema – Screenplay – Importance of Director – Simulation Movies – Feature Movies – Short Films – Documentary Films – Animation Films.

Module 2

General Knowledge of Film Techniques – Frame, Shot, Scene, Sequence, Montasch, Dubbing, Examples of Screenplays.

Module 3

Origin of the art form of cinema – Growth – World Film – Charlie Chaplin – Kurasawa – Hitchcock – Indian Cinema – Sathyajith Roy, Rithwik Ghattak, Mrunal Sen.

Module 4

Malayalam Movie – Beginnings & Growth – Old Malayalam Movies – Vigathakumaran, Balan, Newspaper Boy – Art Movies – Adoor, Aravindan, K G George, John Abraham – Madyavarthi movies – Padmarajan, Bharathan, Popular Movie – Sathyan Anthikkad, Sreenivasan, Blessy – New Generation Movies.

Reference

1. C S Venkiteswaran - Malayala Cinema Padanangal, Published by DC Books
2. Sajil Sreedhar- Thirakkadhayude Sancharavazhikal, Published by DC Books
3. Steven Bernstein - The Technique of Film Production (Library of Communication Techniques), Fourth Edition, Focal Press.
4. George K - The Ultimate Guide To Filmmaking: How To Direct A Movie From Script To Screen Using Latest Techniques (Movie Making, How To Direct a Film, Film Making, Film Direction),


Name and Signature of Course Coordinator

