



KURIAKOSE ELIAS COLLEGE MANNANAM

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Criterion - I

Curriculum Flexibility I.2.

1.2.1

Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years)



KURIAKOSE ELIAS COLLEGE, MANNANAM

Mannanam P.O., Kottayam - 686561, Kerala, India

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Affiliated to Mahatma Gandhi University, Kottayam

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0481-2597374 (Aided); 2599699 (Self-Financing)

DECLARATION BY THE PRINCIPAL

This is to certify that **06**-certificate courses were conducted during the academic year **2022-2023**. The **Syllabi** and **Brochures** are provided below




Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam - 686 561



principal@kecollege.ac.in



0481-2597074 (Principal)




+91 8174154846



SL.NO	NAME OF COURSES	COURSE CODE	DEPARTMENT IN-CHARGE
1.	Certificate course in Artificial Intelligence and Data Science	PH1CCB01	Physics
2.	Certificate course in Machine Learning Algorithm using R	ST2CCB02	Statistics
3.	Certificate course in Basics of Research Methodology	PS1CCB01	Psychology SF
4.	Certificate course in Learning Disability	PS2CCB01	Psychology SF
5.	Certificate course in Introduction to Machine Learning and Data analysis using PYTHON	CA1DP01	Computer Application
6.	Certificate course in Introduction to Research and Publication Ethics	PSIRP01	Psychology




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ARTIFICIAL INTELLIGENCE AND DATA SCIENCE – SYLLABUS- 2022-2023

Introduction

Introduction to Data Science, Knowing Big Data, Outcomes of Big Data, Big Data Basic Quiz In English

Job Acceleration Program (JAP)

Knowing JAP, Elaborating JAP, Chalo INDIA Startup Drive, Structured & Unstructured Basics Hadoop made simple

Data Mining

Introduction to Mining

Setting up Data Mining, Getting into Data Mining, Octaparsing Live, Scraping Quiz, ,Data Mining

Quiz -1 In English

HADOOP

Introduction to HADOOP, What is the difference between a Local file system (LFS) and HDFS?, HADOOP Distributed File System, How to Create a New Microsoft Azure Account, HADOOP, Yarn, Hadoop MapReduce, Step by step Guide Ubuntu (Linux) virtual machine installation on windows and configure Hadoop, Hadoop Installation and Map Reduce Job Execution DEMO, Hadoop- MapReduce Practical Assignments

SQL-Structured Query Language

SQL Quiz – Test your Knowledge

Apache HIVE – Hadoop Ecosystem Tool

Step by Step Guide : Apache HIVE installation using Cygwin on Windows & External Table Creation Apache HIVE-Practical Assignment -Part 1, Apache HIVE-Practical Assignment - Part 1 Continued, Apache Spark – Session 1, HIVE Quiz – Test your Knowledge, Step by



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Step Guide : Apache Hbase installation on Windows & Table Creation, Apache HBase Practical Assignment

Hadoop Eco System- Other Tools

Spark

Apache Spark -Session 2, Apache Spark Programming Guide, Hadoop Ecosystem Final Exit Mid Term Quiz, Hadoop – Test your knowledge, Apache Kafka Stream processing and DEMO, Apache Spark Streaming, Python for Apache Spark – pySpark

Getting into Azure


Big Data and Cloud Computing, Microsoft Azure Fundamentals and Overview, Azure Subscription Policies ,Resource Groups and Storage Account, Starting with Azure, Microsoft Azure- Working with Data Storage,Microsoft Azure – DataBricks, Microsoft Azure- Working with Databricks, Microsoft Azure- Cosmos DB, Microsoft Azure SQL, Microsoft Azure Synapse

Analytics and PolyBase, Microsoft Azure Stream Analytics and event hubs, Microsoft Azure Data Factory Service – ADF,Microsoft Azure Creating a Virtual Machine, Microsoft Azure : Securing Data Platforms, Microsoft Azure – Monitoring and Troubleshooting Data Storage and Processing Microsoft Azure : Data Engineer Associate Certification Path- Part 1, Microsoft Azure : Data Engineer Associate Certification Path- Part 2, Azure Data Engineer Quiz – Test your Knowledge In English, Microsoft Azure Data Engineer Mock Test

More Resources for you

How To Be A Big Data Engineer, What are the job opportunities in BigData?, How to Prepare for a Job Interview, What is the attitude to work in the Industry, How to Manage Life and Work, How to excel in the field, Finishing HADOOP, Introduction to Data Science, Background of Data Science




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Department of Statistics
**KURIAKOSE ELIAS COLLEGE,
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Machine Learning Algorithm Using R



COURSE OUTCOME

- Competence in managing and manipulating data using R , spreadsheet and specialized tools like DPlyr.
- Readiness to pursue further studies with a strong foundation in R programing, statistics and data analysis.

**DATE:
SEPTEMBER
2022**

**DURATION : 30
HRS**

**COURSE COORDNATOR :
Dhanya P Joseph**



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MACHINE LEARNING ALGORITHM USING R- SYLLABUS 2022-2023



Kuriakose Elias College, Mannanam

REPORT OF CERTIFICATE COURSE-2022-23

DEPARTMENT OF STATISTICS

COURSE: Machine Learning Algorithm Using R

The Department of Statistics is conducting a Certificate programme **Machine Learning Algorithm Using R**. Thirty students of M.Sc Statistics(I PG and II PG) were enrolled in the course. On 02-06-2022 a staff meeting was conducted. One of the agenda was the course structure of Certificate course. All the faculty members were attended the meeting. It was decided to start the course on September 2022 and the syllabus for 30 hours was formulated during the meeting. Mr Tijo Mathews is the resource person.

COURSE OBJECTIVES

1. Learn to perform basic operations, data types and functions in R
2. Explore advanced data manipulation techniques and best practises in R
3. Introduce students to IBM tools for data analysis
4. Familiarise students with the dplyr package

COURSE OUTCOME:

Upon completion of the course students will be able to:

1. Competence in managing and manipulating data using R, spreadsheets, and specialized tools like Dplyr
2. Readiness to pursue further studies with a strong foundation in R programming, statistics and data analysis.

Module 1: Introduction to R (10 Hrs.)

R basics, Data import and export, Functions in R, Data manipulation, Introduction to packages, Introduction to statistical analysis in R

Module 2: Intermediate R(10 Hrs.)

Review and advanced data structures, Data manipulation with dplyr, Advanced plotting with gg plot 2

Module 3: Cognitive IBM (10 hrs)

Introduction to IBM tools, Data modelling with IBM, Data visualisation with IBM, Project work and review



Tijo Mathews



[Signature]
Prof. (Dr.) Ison V. Vanchipurackal
Principal
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DEPARTMENT OF
PSYCHOLOGY
S.F.

KURIAKOSE ELIAS COLLEGE
MANNANAM
2022-23

CERTIFICATE COURSE

Basics of Research Methodology

Period of Course

June 2022 - December 2022

Course Coordinator

Anisha Rajan

HOD

Department of
Psychology
S.F.



RESEARCH
RESEARCH

Contact Details (7008945384)



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BASICS OF RESEARCH METHODOLOGY – SYLLABUS 2022-2023

SYLLABUS - RESEARCH METHODOLOGY

OBJECTIVES:

To provide foundation on the basics of research methods in Psychology

To sensitize students on the importance of scientific research and ethical issues

LEARNING OUTCOME

Students will be able to write research proposals, design research and will be equipped in report writing.

Module 1: Scientific research

Unit 1: Philosophy of Research - Ontology, Epistemology, Axiology.

Unit 2: Definition, meaning and characteristics of scientific research

Unit 3: Research strategies - Descriptive research, Correlation research, Experimental Research.

Unit 4: Validity of research, factors affecting research

Unit 5: Steps in research, Ethical issues.

Module 2: Variables and Sampling

Unit 1: Variables: Definition, Types- Independent, Dependent, Continuous, Discrete, Moderator, Mediator, active, attribute.

Unit 2: Controlling variables- Randomization, Matching, Pairing, Counter balancing

Unit 3: Sampling: Fundamentals, Factors influencing sampling.

Unit 4: Sampling errors, Types,

Unit 5: Sample size estimation.

Module 3: Experimental Research Design

Unit 1: Variance- Experimental variance, Extraneous variance, Error variance



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Unit 4: Experimental designs- Types - One group, Two group, Factorial designs.

Unit 5: Non experimental designs- Quasi experimental designs, Correlational design

Contrast design and case study designs

Module 4: Fundamentals of qualitative research

Unit 1: Difference between qualitative and quantitative research, Need for qualitative research in Psychology, Characteristics of qualitative research, Components of qualitative research design

Unit 2: Paradigms of qualitative Research- Constructivism, Transformative, Pragmatism
Traditions in qualitative research: Grounded theory, Narrative Approach, Ethnography, Discourse analysis.

Unit 3: Basic designs- case study, comparative study, retrospective study.

Unit 4: Data collection: Observation, Interviews, Focus group discussions, Documents, Audio-visual Materials, Coding and categorizing: Types of coding- open, thematic

Unit 5: Data analysis: Content analysis, Narrative analysis, Discourse analysis, Thematic analysis

Module 5: Carrying out data analysis

Unit 1: Normal Distribution- Parameter, Statistic, Level of significance, one tailed and two tailed tests

Unit 2: Parametric tests- 't' test, F test, Karl Pearson coefficient of correlation

Unit 3: Non parametric tests- Chi square test, Mann -Whitney U test, Kruskal Wallis test, Rank correlation

Unit 4: Correlation and Regression- Basic concepts- Meaning and significance of correlation coefficient, Prediction

Unit 5: Choosing appropriate statistics - Where to use parametric and non-parametric tests

Module 6: Report writing

Unit 1: Purpose of research report



- Unit 2: Structure of research report
- Unit 3: Style of writing a research report
- Unit 4: Preparing a research proposal.
- Unit 5: Guidelines for publication of articles

Recommended References:

Gravetter, F.J. &Forzano, L.B. (2012). Research methods for the behavioural sciences (4th ed.).

NY: Linda Schreiber-Ganster

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KURIAKOSE
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2022 - 2023

Learning Disability

DEPARTMENT OF
PSYCHOLOGY S.F.

CERTIFICATE
COURSE

Period of Course

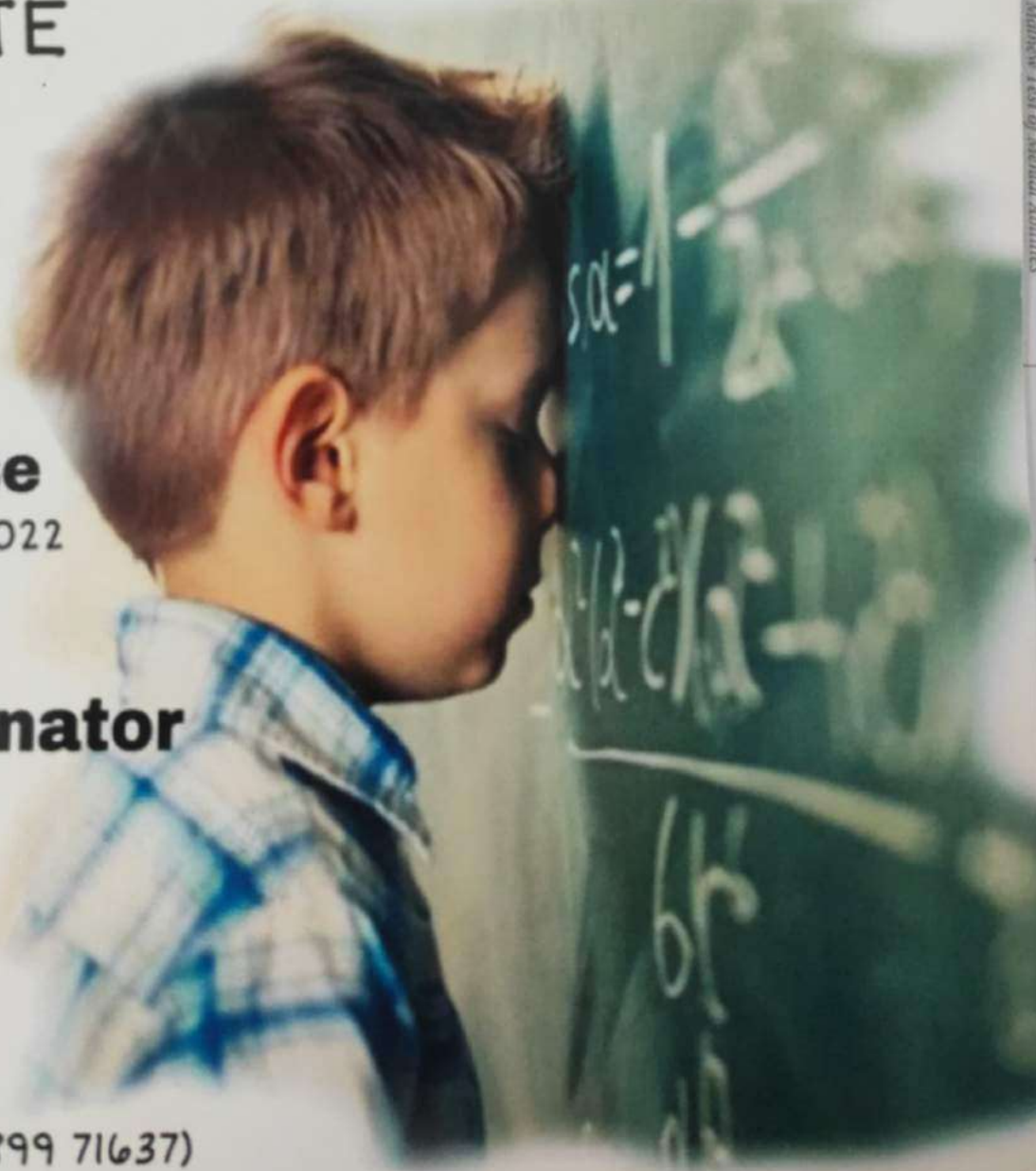
June 2022 - December 2022

Course Coordinator

Sara Viji

Assistant
Professor on
contract

Contact Details (82899 71637)





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LEARNING DISABILITY- SYLLABUS 2022-2023

DEPARTMENT OF PSYCHOLOGY

CERTIFICATE COURSE

Course Name: Learning Disability

OBJECTIVES

- To provide the knowledge about learning disability and related issues among children.
- To understand about the ways of treatment provided to those children.

LEARNING OUTCOME

- Students will be able to understand about learning disability and related issues among children.

Course code:

MODULE 1: INTRODUCTION

Unit 1: Historical background of LD;

Unit 2: Meaning & Definitions

Unit 3: Theoretical Approaches (Biological, Cognitive, Psycho-social, Educational)

Unit 4: Prevalence & Causes

Unit 5: Characteristics of children with LD

Unit 6: Classification and sub-types

Unit 7: Cognitive deficits in LD

Unit 8: Nonverbal LD

Unit 9: Current status and Research Issues

MODULE II: LANGUAGE AND LEARNING DISABILITY

Unit 1: Properties and Components of language

Unit 2: Language development models (Behaviorist, Psycholinguistic and Sociolinguistic);

Unit 3: Neurolinguistics; Clinical Linguistics; Bidialectism, bilingualism & multilingualism;



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- Unit 4: LD and English as Second Language;
- Unit 5: LD and Language in Minority children;
- Unit 6: LD and other learning difficulty problems in Indian context.

MODULE III. DYSGRAPHIA AND DYSCALCULIA

- Unit 1: Problems of hand writing, Spelling & written expression
- Unit 2: Evaluation of dysgraphia
- Unit 3: Neuropsychology of dysgraphia
- Unit 4: Development of Number concept and mathematical skills
- Unit 5: Nature, incidence, and common features of Mathematical Disability (MD)
- Unit 6: Diagnosis and assessment
- Unit 7: Remedial strategies.

MODULE IV. ASSESSMENT

- Unit 1: Approaches and methods of identification and diagnosis of LD
- Unit 2: Assessment tools available
- Unit 3: Neuropsychological assessments
- Unit 4: Hemispheric activation arousal in LD
- Unit 5: ERP & Brain Imaging in LD.

MODULE V. MANAGEMENT

- Unit 1: Teachers perspective, parents' perspective, management of LD outside Classroom
- Unit 2: Role of Special education
- Unit 3: Assistive technology and other support by teachers and parents
- Unit 4: Individualized Educational Program (IEP)
- Unit 5: Principles of remediation and remedial strategies;
- Unit 6: Common tests and tools that aid intervention



- Unit 7: Work with children – play therapy
- Unit 8: Family therapy – Parent management training
- Unit 9: Challenges in parenting LD children
- Unit 10: Basics of psychoeducation

MODULE VI. INTEGRATED EDUCATION: WHY & HOW?

- UNIT 1: Role of LD specialist as resource room person in schools
- Unit 2: Importance of liaison with teachers, other special educators
- Unit 3: Report writing skills – compiling/integrating test results and submitting a report to referral agencies/school authorities,
- Unit 4: Bilingual/multilingual special education
- Unit 5: Benefits of early intervention- nurturing early language skills at home and school.

MODULE VII. BEHAVIORAL & EMOTIONAL PROBLEMS IN LD

- Unit 1: ADD and ADHD: Characteristics, causes & management
- Unit 2: Self-Esteem and other related personality correlates of LD
- Unit 3: Social Skills and LD.

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8. J.P. Das (1998). Dyslexia & Reading Difficulties. Mumbai: The Maharashtra Dyslexia Association
9. Alan. A. Beaton (2004). Dyslexia, Reading and the Brain. Sussex: Psychology Press.



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Course Objectives

- **Understand Fundamental Concepts:** Grasp the basic concepts of machine learning and artificial intelligence, including the different types and applications of machine learning, as well as the key steps in building and validating machine learning models.
- **Work with Pandas Data Structures:** Develop proficiency in using the pandas library to create, manipulate, and analyze datasets. This includes working with Series and DataFrame structures, performing advanced operations, and handling missing data.
- **Explore Technology Trends:** Gain insights into the latest technology trends in data science, including big data, deep learning, natural language processing, and blockchain, and understand their impact and applications in various domains.
- **Apply Machine Learning Techniques:*** Apply supervised and unsupervised machine learning techniques to classify data, build predictive models, and evaluate their performance using appropriate metrics.

Course Description

This course provides a comprehensive introduction to the fundamentals of machine learning and data analysis, with a focus on practical implementation using Python. It begins with an overview of machine learning concepts, including artificial intelligence, types of learning, and the various steps involved in building and validating models.

By the end of this course, students will have gained the foundational skills required to perform data analysis and build machine learning models, making them well-prepared for advanced studies or careers in data science.

Introduction to Machine Learning and Data Analysis using Python

- Certificate Course -

Department of Computer Application

2022-23

Unit-4

Technology Trends in Data Science Big Data, Deep Learning, Natural Language Processing, Data Analytics Types of Analytics - Descriptive and Predictive, Web Analytics, Graph Network, Block Chain-Bitcoin.

COURSE STARTS ON:
6 Oct 2022

FOR MORE DETAILS CONTACT ON:
+91 949532712
ANITTA T MANUEL (HOD)

Unit-1

Introduction What is learning? Artificial Intelligence-Introduction, Types, Applications, Intelligent Systems, Machine Learning-Introduction, History, Types of Machine Learning Learning System-Data, Dataset, Data Preprocessing, Data Visualization, Problems in Machine Learning. Machine Learning as a Classifier, Machine Learning Applications, Steps in Machine Learning -Training. Models in Machine Learning, Testing, Evaluation- Measures of Evaluation, Validation of Models Supervised Machine Learning, Unsupervised Machine Learning

Unit-2

Introduction to pandas datastructure, Series dDatastructure, dataframe, creating and displaying dataframe, dataframe attribute, selecting or accessing data, modifying values in a dataframe, deleting rows, Iteration over a DataFrame, binary operation in a Dataframe, advanced operation on dataframe, handling missing data, combining DataFrame.

Unit-3

Plotting with pyplot

Data visualization, creating line chart and scatter chart, Bar chart, pie chart customizing the plot creating histogram with pyplot, frequency polygon

Learning Outcomes

- **Understand Machine Learning Basics:** Explain key concepts, types, and applications of machine learning.
- **Manipulate Data with Pandas:** Create, modify, and analyze datasets using pandas.
- **Visualize Data:** Create various data visualizations using matplotlib's pyplot.
- **Evaluate Models:** Implement and assess machine learning models using proper metrics.
- **Recognize Data Science Trends:** Identify and describe emerging trends in data science.
- **Apply Python to Real Problems:** Use Python to solve practical data analysis challenges.



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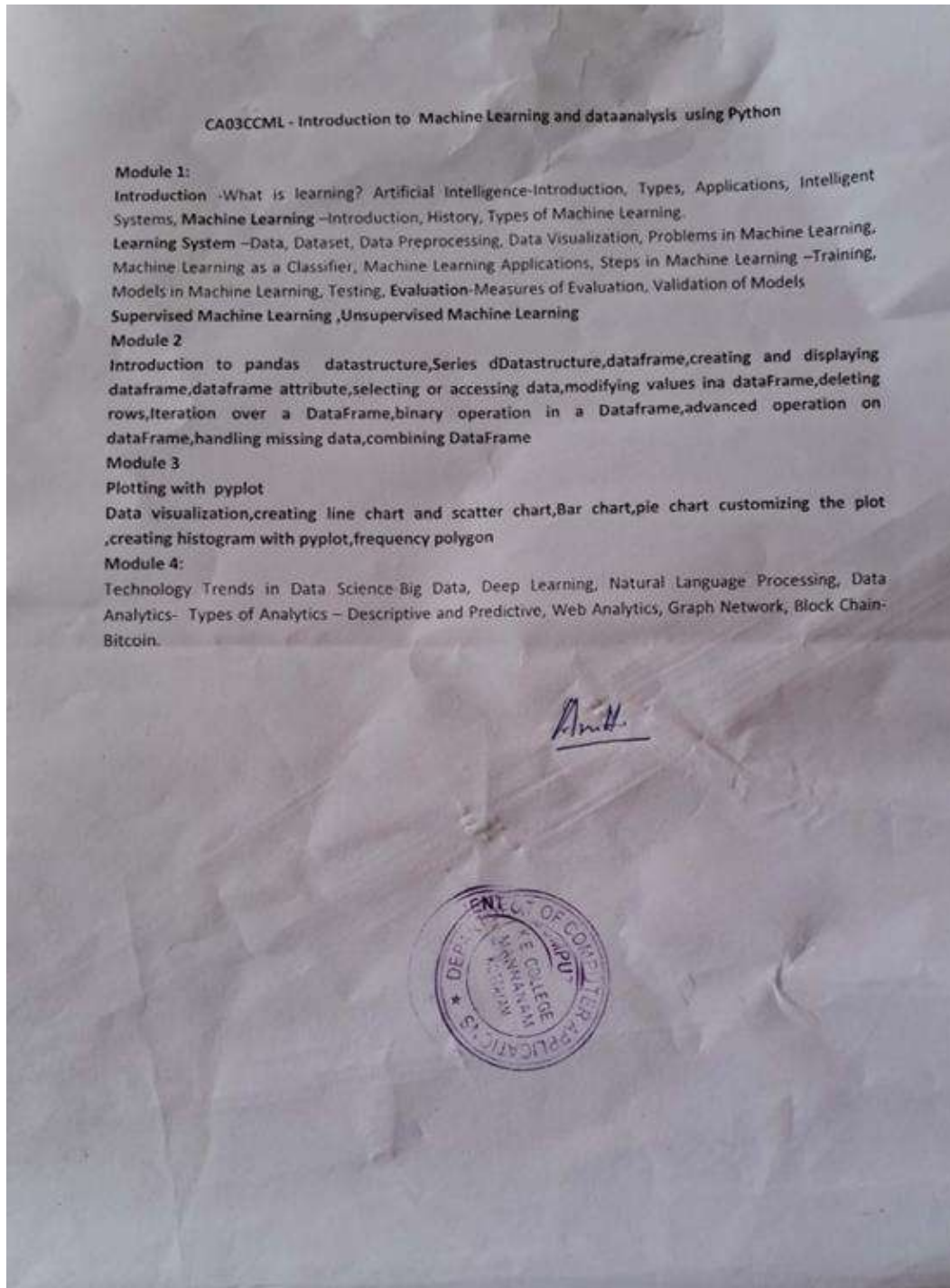


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INTRODUCTION TO MACHINE LEARNING AND DATA ANALYSIS USING PYTHON – SYLLABUS 2022-2023



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Principal
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0481-2597074 (Principal)

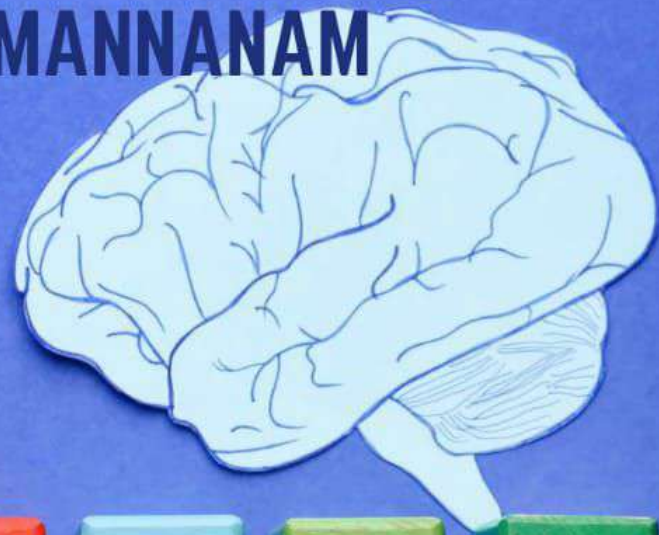


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KURIAKOSE ELIAS COLLEGE

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DEPARTMENT
OF
PSYCHOLOGY



**Certificate course on
INTRODUCTION TO
RESEARCH AND
PUBLICATION ETHICS
2022-2023**

11

October
2022

Duration

6 months

SYLLABUS

INTRODUCTION TO PSYCHOLOGICAL RESEARCH
RESEARCH ETHICS
PUBLICATION ETHICS
OPEN ACCESS PUBLISHING AND DATABASES

HOD : Fr. Johnson Joseph

Coordinator: Chinchu Rani Vincent

Contact Number:8086477671



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Certificate Course Syllabus

INTRODUCTION TO RESEARCH AND PUBLICATION ETHICS

MODULE 1 : INTRODUCTION TO PSYCHOLOGICAL RESEARCH (7 hrs)

Introduction and Nature of Psychological research - Characteristics, goals and objectives –
Research Problem identification – Hypothesis and Variables – Methods of data collection

MODULE 2: RESEARCH ETHICS (8 hrs)

Ethical Guidelines – Intellectual Honesty and Research Integrity- Scientific misconducts:
Falsification, Fabrication, and Plagiarism (FFP) - Use of plagiarism software - National
Policy regarding Plagiarism - Punishment against Misconducts

MODULE 3: PUBLICATION ETHICS (10 hrs)

Introduction to Publication ethics - Standards setting initiatives and guidelines: COPE,
WAME - Publication misconduct - Redundant publications: duplicate and overlapping
publications, salami slicing - Selective reporting and misrepresentation of data - Violation of
publication ethics, authorship and contributor ship - Conflict of Interest (COIs) - Cloned /
Predatory Publishers and Journals:

MODULE 4: OPEN ACCESS PUBLISHING AND DATABASES (5 hrs)

Open Access Publications and initiatives - Journal finder / Journal suggestion tools viz.
JANE, Elsevier Journal Finder, Springer Journal Suggest



principal@kecollege.ac.in



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Databases - Database Management System (DBMS) - Indexing Database - Citation

Databases: Web of Science, Scopus, etc.- Bibliographic Databases - Research Metrics :

Impact Factor

References

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[contributors.html#:~:text=The%20ICMJE%20recommends%20that%20authorship,for%20important%20intellectual%20content%3B%20AND](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html#:~:text=The%20ICMJE%20recommends%20that%20authorship,for%20important%20intellectual%20content%3B%20AND)

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Prof. (Dr.) Ison V. Vanchipurackal
Principal

Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam - 686 561



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kecollegemnm@gmail.com




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DECLARATION BY THE PRINCIPAL

This is to certify that **11**-certificate courses were conducted during the academic year **2021-2022**. The **Syllabi** and **Brochures** are provided below




Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam - 686 561



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



SL.NO	NAME OF COURSES	COURSE CODE	DEPARTMENT IN-CHARGE
1.	Certificate course in Data processing using MICROSOFT EXCEL	ST1CCB02	Statistics
2.	Certificate course in Proficiency in English	ENPE01	English
3.	Certificate course in Mushroom Cultivation	BOCCM	Botany
4.	Certificate course in Functional English	EN1CCB01	English
5.	Certificate course in English for Future	EN2CCB02	English
6.	Certificate course in Entrepreneurship Development	EC5CCB05	Economics
7.	Certificate course in Horticulture and nursery management	BSHN01	Botany
8.	Certificate course in An Introduction to the Advanced Areas of Physics	EM04	Physics with Applied Electronics
9.	NPTEL Online certification on Symmetry and Group Theory	NA	Chemistry
10.	NPTEL Online certification on Data Analytics with Python	NA	Chemistry
11.	UGC Approved NSQF Certificate course in Yoga and wellness	BWS/02203	Psychology



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Syllabus

**MODULE 1: MS EXCEL
BASICS (10 HRS.)**

**MODULE 2: FORMATTING
CELLS (10 HRS.)**

**MODULE 3: WORKING
WITH EXCEL FORMULA
(10 HRS.)**

**DURATION:
30 HRS**

**KURIAKOSE ELIAS COLLEGE
MANNANAM**



Department of
Statistics offers

**DATA PROCESSING
USING MICROSOFT
EXCEL
2021-22**



DATA PROCESSING USING MICROSOFT EXCEL- SYLLABUS 2021-22

COURSE: DATA PROCESSING USING MICROSOFT EXCEL

The Department of Statistics is conducting a Certificate programme on “DATA PROCESSING USING MICROSOFT EXCEL”. Thirty students of M.Sc Statistics(I PG and II PG) were enrolled in the course. On 10 th October 2021 a staff meeting was conducted. One of the agenda was the course structure of Certificate course. All the faculty members were attended the meeting. It was decided to start the course on 18th December 2021 and the syllabus for 30 hours was formulated during the meeting. Lt Jobin Varghese is the resource person.

COURSE OBJECTIVES

1. Identify the different components of the Excel worksheet.
2. Use formulas in an Excel spreadsheet.
3. Create simple & Complex Macros, Charts and Pivot Tables in Excel.

COURSE OUTCOME: Upon completion of the course students will be able to:

1. Use Microsoft Excel to create personal and/or business spreadsheets following current professional and/or industry standards.
2. Use critical thinking skills to design and create spreadsheets.
3. Communicate in a business setting using spreadsheet vocabulary.

Module 1:

MS Excel Basics (10 Hrs.) Excel – Home, Getting Started, Explore Window, Entering Values, Save Workbook, Create Worksheet, Copy Worksheet, Hiding Worksheet, Delete Worksheet, Close Workbook, Open Workbook, Context Help, Editing Worksheet- Insert Data, Select Data, Delete Data, Move Data, Rows & Columns, Copy & Paste, Find & Replace, Spell Check, Zoom In-Out, Special Symbols, - Insert Comments, Add Text Box, Undo Changes.

Module 2:





Formatting Cells (10 Hrs.) Setting Cell Type, Setting Fonts, Text Decoration, Rotate Cells, Setting Colours, Text Alignments: Merge & Wrap, Borders and Shades, Apply Formatting, Formatting Worksheets - Sheet Options, Adjust Margins, Page Orientation, Header and Footer, Insert Page Breaks, Set Background, Freeze Panes, Conditional Format,

Module 3:

Working with Excel Formula (10 Hrs.) Formula - Creating Formulas, Copying Formulas, Formula Reference, Using Functions, Built-in Functions, Advanced Operations - Data Filtering, Data Sorting.



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Syllabus

- 1 Forms of the verb "to be".
- 2 Auxiliary verbs
- 3 "ing" sentences
- 4 Question phrases
- 5 Tenses
- 6 Adjectives and adverbs

Get in touch!

pgenglish@kecollege.ac.in

Visit the Postgraduate department of English to learn more about our course.



PROFICIENCY IN ENGLISH



**Kuriakose Elias College, Mannanam
Postgraduate Department of English**

*Enhance Your
English Skills for a
Brighter Future!*



Proficiency in English is not just an academic skill; it is the passport to global opportunities and a key to unlocking personal and professional growth.

Program Outcomes

- Enhanced Communication Skills
- Advanced Writing Proficiency
- Improved Reading Comprehension
- Expanded Vocabulary
- Personal Growth and Confidence
- Professional and Academic Readiness



Course Overview

The Proficiency in English Certificate Course offered by the Post Graduate Department of English is designed to equip students with advanced English language skills essential for academic success and professional growth. Through interactive lessons, practical exercises, and personalized feedback, students will gain the confidence and competence needed to excel in diverse contexts. Whether you aim to improve your language skills for career advancement or personal development, this course provides the foundation and expertise to achieve your goals.

Why choose us?

Practical assignments

Experienced Teachers

Entire course spans 30 hours

One-on-one mentoring



Important Dates

- First Day of Course: December 13, 2021
- Enrolment closes on December 10, 2021

Open Enrollment

For students of all backgrounds and abilities. Come visit us to learn more!



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PROFICIENCY IN ENGLISH – SYLLABUS 2021-22

Syllabus

- I. Pages 50-85: am, is, are, was, were, will be
Vocabulary pages 442-447
- II. Pages 88-123: do, does, did, will
Vocabulary pages 417-441
Pages: 172-189: Has, have, had, will have, Past Participle
Vocabulary pages 451-454
- III. Pages 228-236: ING sentences
Vocabulary: 417-441
- IV. Pages 138-149: How Many, There
Vocabulary: 464-472, 449-450
- V. Pages 242-264: Tenses
Vocabulary: 486-491
- VI. Pages 268-287: Revision of Tenses
Vocabulary: 492-496
- VII. Pages 206-215: Adjectives and Adverbs
Vocabulary: 456-462
- VIII. Pages 290-296: Confusion Clearance



Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam - 686 561



principal@kecollege.ac.in



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Department of Botany
KURIAKOSE ELIAS COLLEGE , MANNANAM

ADD ON COURSE ON

MUSHROOM CULTIVATION

FOR THE ACADEMIC YEAR

2021-2022

COURSE OUTCOMES

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

Course Coordinator :
Midhila Baby



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MUSHROOM CULTIVATION- SYLLABUS 2021-22

Module 1: Introduction to mushrooms (4hours)

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

Mushrooms-Vegetative characters. Common edible mushrooms-Button mushroom (*Agaricus bisporus*),

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

Module 2: Sterilization of substrate and spawning (4 Hours)

Structure and construction of mushroom house. Sterilization of substrates. Spawn production - culture

media preparation- production of pure culture, mother spawn, and multiplication of spawn, mushroom

bed preparation. Spawning, spawn running, harvesting.

Module 3: Cultivation techniques (8 hrs)

Cultivation of following types of mushrooms – milky mushroom; oyster mushroom, button mushroom. Management of diseases and pests.

Module 4: Post harvest technology: (4 Hours)

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

Module 5: Nutrient values of mushroom (2 hrs)

Protein, carbohydrate, fat, fibre, vitamins and amino acids contents, general health benefits of



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mushrooms


Module 6: Training/ Workshop/ Field visit (8 Hours)

Visit to relevant labs, field visits, hands on training programmes.

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**Kuriakose Elias
College Mannanam**



**Department of
English** Presents
Certificate Course in

Functional English

2021-2022

For Second-Year B.A. English Students

Why Choose Functional English?

In today's globalized world, effective communication in English is essential for academic and professional success. The Functional English course is designed to bridge the gap between theoretical knowledge and practical application, equipping you with the skills to communicate confidently and effectively in various contexts.

Course Highlight

Interactive Sessions

Engage in real-life communication scenarios.

Personalized Feedback

Get tailored guidance to improve your language skills.

Expert Instructors

Learn from experienced faculty members.

Certification

Earn a certificate upon successful completion of the course.

Course Structure

Duration: 30Hours (June–March)

Modules Covered

Introduction to Functional English (4 Hours)

Overview of key language skills: Listening, Speaking, Reading, and Writing.

Listening Skills (4 Hours)

Strategies for active listening and comprehension.

Speaking Skills (6 Hours)

Public speaking, group discussions, and pronunciation.

Reading Skills (5 Hours)

Efficient reading techniques and vocabulary building.

Writing Skills (7 Hours)

Formal and informal writing, including emails, reports, and letters.

Integrated Language Practice (4 Hours)

Role-plays, simulations, and a final project presentation.

Course Outcome

By the end of this course, you will be able to:

Communicate effectively in both formal and informal settings.

Improve your listening, speaking, reading, and writing skills.

Confidently participate in public speaking and group discussions.

Write clear and well-structured texts, including reports, letters, and emails.

Enhance your pronunciation and fluency using phonetic principles.

Assessment and Certification

Continuous Assessment Quizzes, assignments, and participation.

Final Examination Written and oral exams.

Certification Awarded upon successful completion of the course.

CONTACT INFORMATION

Course Coordinator: Mr. Rony George

Phone: 9496635025

**JOIN US AND TRANSFORM YOUR
ENGLISH COMMUNICATION
SKILLS!**



FUNCTIONAL ENGLISH – SYLLABUS 2021-22

Module 1: Introduction to Functional English (4 Hours)

- Overview of Functional English and its importance
- Diagnostic test to assess students' current language skills
- Understanding the four key language skills: Listening, Speaking, Reading, and writing

Module 2: Listening Skills (4 Hours)

- Active listening strategies
- Understanding accents and intonations
- Listening comprehension exercises: dialogues, interviews, and speeches
- Note-taking techniques

Module 3: Speaking Skills (6 Hours)

- Basics of effective communication: clarity, coherence, and conciseness
- Practicing everyday conversations and greetings
- Public speaking: preparing and delivering speeches and presentations
- Group discussions and debates: techniques for participation and articulation
- Pronunciation and phonetics: improving articulation and fluency

Module 4: Reading Skills (5 Hours)

- Skimming and scanning techniques for efficient reading
- Analytical reading: understanding tone, purpose, and audience
- Reading comprehension exercises: articles, essays, and literary texts
- Vocabulary building: using context to understand unfamiliar words





Module 5: Writing Skills (7 Hours)

- Writing formal and informal emails
- Structuring essays and reports
- Developing coherence and cohesion in writing
- Writing letters: formal, informal, and business communication
- Editing and proofreading: techniques to improve writing quality

Module 6: Integrated Language Practice (4 Hours)

- Real-life scenarios: role-plays and simulations (e.g., job interviews, customer service, telephonic conversations)
- Peer-review sessions: providing and receiving feedback on written and spoken tasks
- Final project: preparing and presenting a comprehensive communication task (e.g., a report, a presentation, or a speech)


Assessment:

- Continuous assessment through quizzes, assignments, and participation (20%)
- Final assessment: a combination of written and oral exams (60%)

Recommended Reading:

- "Practical English Usage" by Michael Swan
- "English Grammar in Use" by Raymond Murphy
- "Effective Communication Skills" by MTD Training




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English for Future

2021-2022 Certificate Course

Program outcome

1. To improve your language skills to achieve your professional goals
2. To enhance and hone the English communication skills of the learners
3. To equip the learners with the expertise to practice the language and life skills needed for the job in real work situations.
4. To extend and reinforce the life skills and confidence in the minds of learners
5. To boost one's ability to speak English professionally in person, online and on-phone

40 hour course | No fee

Eligibility: Completed 2 years of BA English Programme

Contact

Indu Peter (Coordinator)
Dept. Of English
Kuriakose Elias College Mannanam

Email : indupeter@kecollege.ac.in
Mobile : +91 9497323215



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ENGLISH FOR FUTURE- SYLLABUS 2021-22

A. Languages and Common courses (General Components)

General Component 1

Phonetics in Practice Total Hours:5

Speech Sounds

Phonemic symbols - Vowels - Consonants - Syllables - Word stress - Stress in polysyllabic words

- Sentence stress – Weak forms and strong forms – Intonation – Influence of the mother tongue-

Transcription practice

General Component 2

English Grammar Total Hours:5

Parts of Speech- Tenses and Usages – Subject-verb Agreement- Concord- Types of Sentences-

Punctuation- Common Errors

General Component 3

Soft Skills for Life Total Hours: 5

Team Work- Inter-personal Skills – Time and Stress Management - Problem-Solving –People Skills

B. Core Courses (Skill Components)

Listening and Reading Total Hours: 5

Verbal/ Nonverbal communication-Body language - Active listening – Barriers to listening –



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Listening to Audios and practice-

Understanding text structure – Locating main points – Making inferences - Reading graphics

-

reading critically- skimming, scanning

Speaking Total Hours: 5

Word stress and rhythm – Intonation – Art of small talk – Participating in conversations –

Making a short formal speech – Describing people, place, events and things – Telephone

Communication

Writing Skills Total Hours: 5

Letters –Writing Formal Letters - e-mail – Notices- Project Reports- Minutes – Essays

Public Speaking and Group Discussions Total Hours: 5

Understanding

speech- Illustrating and delivering ideas - Overcoming your fear of public speaking and

developing great delivery- Group Discussion Dos and Don'ts- Practicals

Interview Skills Total Hours: 5

Writing Job application letters-Writing Resume/CV- Self-introduction done right- Interview

Tips – Mock Interview



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Principal
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K E College Mannanam

RESEARCH AND POSTGRADUATE
DEPARTMENT OF ECONOMICS

Certificate Courses 2021-22

- 1. Foundation programme in Banking and Financial Services***
- 2. Entrepreneurship Development***

About Courses

The course in banking and financial services is intended to equip students with the basics in banking and financial services and it act as a gateway for their career in banking

Entrepreneurship Development course provides students with the skills they need to successfully start, manage, or improve their own business. Students receive instruction in management, finance, basic accounting, and marketing.



Contact Us

Adhila
Programme Coordinator
Phone: 9207005938
E-mail: adhilasuneer@kecollege.ac.in

economics@kecollege.ac.in

Fr.Dr. Xavier C.S.
Principal

Dr. Rinu Jose
HOD



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ENTREPRENEURSHIP DEVELOPMENT – SYLLABUS 2021-22

Kuriakose Elias College, Mannanam

Department of Economics

Certificate Course in Entrepreneurship Development

Duration: 30 hours

Course Objectives:

- i) to provide students with the skills needed to start, manage, or improve their own business.
- ii) to familiarize the students about management, finance, basic accounting, and marketing

Course Outcome: Students were able to start, manage, or improve their own business

Module 1. Entrepreneur and Entrepreneurship (5 hrs)

- 1.1. Entrepreneur: -Meaning, Definition - Evolution of the concept of Entrepreneur- Characteristics of Entrepreneur and Entrepreneurship
- 1.2. Factors Affecting Entrepreneurial Growth-Qualities of a successful Entrepreneur
- 1.3. Importance (or role) of Entrepreneurs in Economic Development
- 1.4. Entrepreneurial Competencies
- 1.5. Concept of Women Entrepreneurship-Problems and Measures taken for development women entrepreneurs -Women Entrepreneurship in Kerala

Module 2. Project Management (5 hrs)

- 2.1. Meaning, Characteristics and Classification of Projects
- 2.2. Project Life Cycle- Project Management- Phases and Objectives- Need for Project Management
- 2.3. Project Identification-Sources of Project Ideas
- 2.4. Screening of Project Ideas- Project Profile-Environmental scanning- SWOT Analysis
- 2.5. Project Formulation-Meaning-Need and Significance

Module 3. Project Appraisal and Evaluation (5 hrs)

- 3.1. Project Appraisal- Meaning- Elements of Project Appraisal-Project Evaluation- Meaning and Importance- Difference Between PA & PE
- 3.2. Traditional Methods of Project Appraisal (Urgency, Pay Back, Post Pay Back and Average Rate of Return Methods)



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3.3. Modern Methods of Project Appraisal (Discounted Pay Back, NPV, BCR, Internal Rate of return, Net Terminal value Methods)

Module 4. Project Report Preparation and Project Financing (5 hrs)

4.1. Project Report Presentation- Meaning- Objectives-Importance- Content- Requisites of an Ideal Project Report- Problems faced in Report Preparation

4.2. Project Financing- Classification of Capital- Sources of finance

Module 5. Identification of Business Opportunities in the context of Kerala (5 hrs)

5.1. Advantages of Kerala Economy -Future of Business in Kerala

5.2 Role of ED Clubs

5.3. Skill Development for Entrepreneurs

5.4 Business Incubation- Meaning- Setting up of BCI

Module 6. E- Commerce for Entrepreneurs (5 hrs)

6.1. Introduction and Overview- Advantages and Disadvantage- Traditional vs. E-commerce

6.2 E- Commerce Infrastructure- Hardware, Software, Networking , Internet, www.

6.3. Electronic Payment Systems

Dr. RINU JOSE
Head of the Department of Economics
Kuriakose Elias College, Mannanam, Kottayam
Kerala, Pin-686 561



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Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
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P.G DEPARTMENT OF BOTANY

K.E COLLEGE MANNANAM

CERTIFICATE COURSE

HORTICULTURE AND NURSERY MANAGEMENT

COURSE OUTLINE

MODULE 1: Introduction to horticulture and nursery management(3 hours)
MODULE 2: Management practices of horticulture and nursery; plant nutrition and plant protection (12 hours)
MODULE 3: Plant propagation methods (15 hours Theory &10 hours Practical)
MODULE 4 : Mass production of seedlings (15 hours Theory &5 hours Practical)

Head of the Department: Dr. V.T Antony
Course coordinator : Dr. Mejo Jose





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HORTICULTURE AND NURSERY MANAGEMENT – SYLLABUS 2021-22

OBJECTIVES

After the completion of this certificate course students will be able to:

- know about agricultural practices.
- understand the basic practices of crop production.
- know about the importance of rotation of crops.
- recognise the importance of seed bank, seed balls and preservation of seeds.
- to achieve self-sufficiency in food production.
- to increase Agricultural production and income of farmers / farm labours.
- to promote sustainable use of Natural Resources such as Land and Water.
- to promote Soil Health Management and Integrated Nutrient Management.

CONTENT	HOURS REQUIRED
Module :1 Introduction to Horticulture &Nursery Management(Theory)	3 Hours
Module :2 Management Practices in Horticulture Nursery; Plant nutrition and protection (Theory)	12 hours
Module :3 Plant propagation methods(Theory)	15 hours
Plant propagation methods(Practicals)	10 hours
Module :4	15 hours



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Mass production of seedlings (Theory)	
Mass production of seedlings(Practicals)	5 Hours

Module :1

Introduction to Horticulture Nursery Management

Scope and Importance of Plant Propagation, Role of Nurseries in Horticulture
 Development, Types of Plant Propagation Nurseries, Physical and Financial Resources for
 Nursery, Mother Plants: Selection and Maintenance

Module :2

Management Practices in Horticulture Nursery; Plant Nutrition and plant protection

Sanitation, Drainage, Training and Pruning in Nursery, Potting, Re-potting, De-potting and
 Mulching in Nursery, Plant Growth Regulators in Nursery, Packing and Transport of Nursery
 Plants, Customer Services in Nursery Plants

Plant Nutrition :Plant Nutrients and Their Requirements, Manures and Fertilizers
 Application in Nursery Growth Media and Media Preparation in Nursery, Water qualities and
 Water Management in Nursery, Integrated Nutrient Management in Nursery

Plant Protection: Pest Management in Nursery, Disease Management in Nursery, Weeds and
 Weed Management in Nursery, Bio-pesticide Application in Nursery, Integrated Pest
 Management in Nursery

Module :3

Sexual and Asexual Propagation, Seed Production and Seed Propagation, Vegetative
 Propagation, Budding, Layering and Grafting in Horticultural Plants, Micro-Propagation and
 Hardening of Nursery Plants

Module :4

Mass production of seedlings


Mass Scale Nursery Plant Production, Plant Propagation Structures in Plant Nursery, Input
 Management in Mass Plant Production, Production and Hardening in Plant Production,
 Quality Standards in Nursery Plants



REFERENCES

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Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
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DEPARTMENT OF PHYSICS WITH APPLIED ELECTRONICS

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MANNANAM**

ADD ON COURSE ON

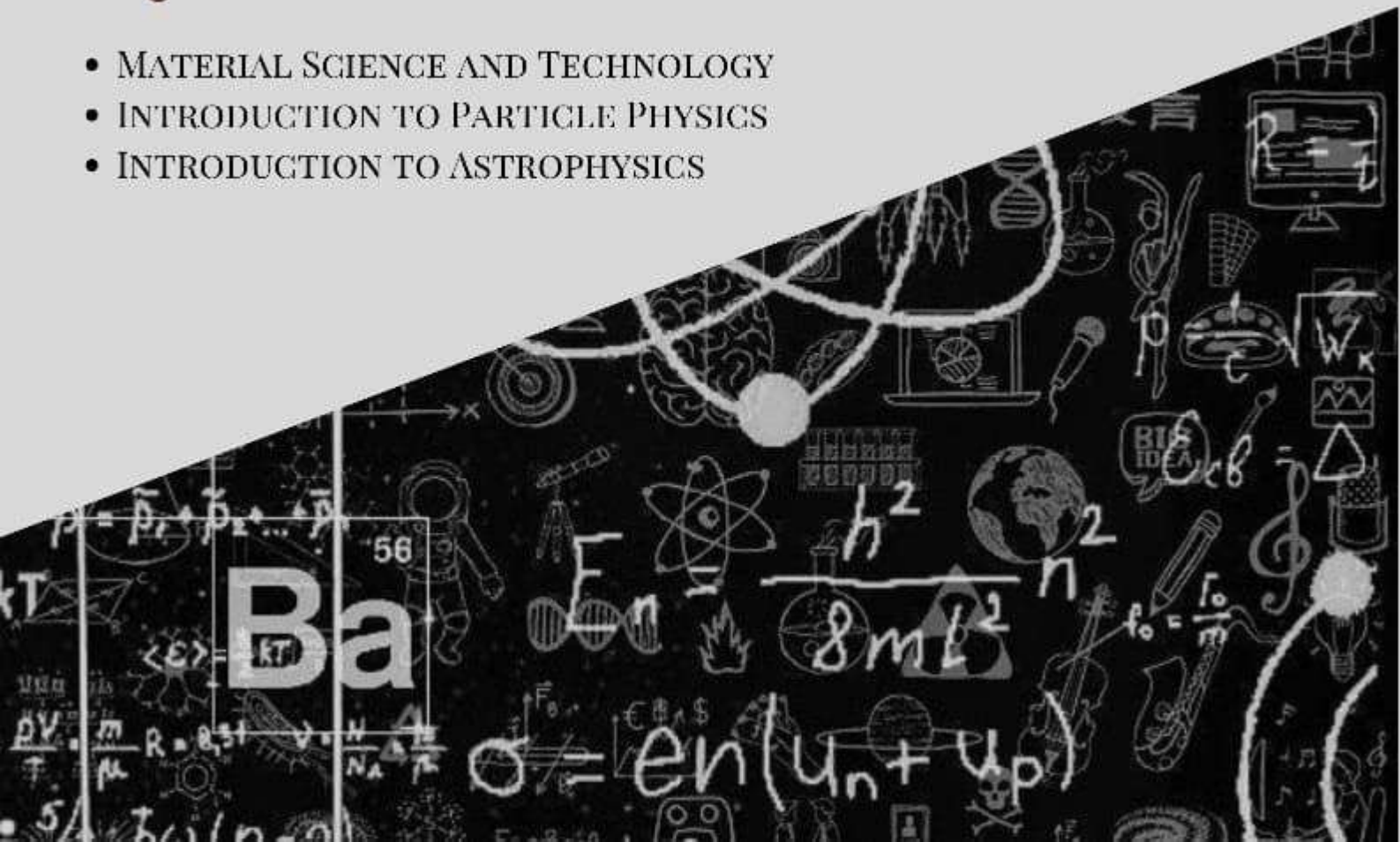
AN INTRODUCTION TO THE ADVANCED AREAS OF PHYSICS

for the academic year

2021 - 2022

Syllabus

- MATERIAL SCIENCE AND TECHNOLOGY
- INTRODUCTION TO PARTICLE PHYSICS
- INTRODUCTION TO ASTROPHYSICS





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AN INTRODUCTION TO THE ADVANCED AREAS OF PHYSICS – SYLLABUS

2021-22

CREDIT 3(45 HOURS)

Module I

Material Science and Technology (15 Hours)

Amorphous semiconductors – Liquid Crystals – Polymers – Thin films – Properties of Crystalline materials and applications – Nanostructures and Nanomaterials – Different techniques – Applications

Module II

Introduction to Particle Physics (15 Hours)


Matter and forces, measuring and counting – Applications of nuclear physics – Accelerators and detectors, The CERN accelerator, Heavy particles in matter, Light particles in matter, Photons in matter, Particle detection with ATLAS and various detectors – Electromagnetic interactions

Module III

Introduction to Astrophysics (15 hours)

Parallaxes and Parsec- General Introduction- Mass and Distance scales - Kepler's Laws - Stellar Evolution in the HR Diagram- Stellar Deaths- Supernovae, Planetary Nebulae, White Dwarfs, Neutron Stars- Age of Stellar Clusters - Galaxies: General Description- Morphological Classification - The Milky Way - - Rotation Curves of Spiral Galaxies- Elliptical galaxies and the Virial Theorem- Galaxy Clusters- Dark Matter.




Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam - 686 561



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



Yoga & WELLNES

CERTIFICATE COURSE

Minimum Qualification	PERIOD OF COURSE	COURSE DURATION
12TH CLASS PASS	December 2021- July 2022	30 HOURS

CERTIFICATE COURSE OUTCOMES

- To understand the basic principles that underly Yoga.
- To understand the benefits of Yoga towards wellness.
- To equip students to practice basic Yoga.

Ms. Karthika Elizabeth
9495993673
Faculty Coordinator



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YOGA AND WELLNESS- SYLLABUS 2021-22

Total Credit- 12, Total Hours-180

Theory & Practical of the following

Unit1 - (Theory 10 hrs, Practical 10 hrs)

Yoga: Etymology, definitions, aim, objectives and misconceptions, Its Origin, history and development, Rules and regulations to be followed by Yoga Practitioners

Unit-2-(Theory15 hrs Practical 15 hrs)

Veda & Upanishad in relation to yoga

Introduction to major schools of Yoga (Jnana, Bhakti, Karma, Patanjali, Hatha, Four streams of yoga

Eight limbs of Ashtang yoga, Introduction to Yoga Texts, Introduction and study of Patanjali Yoga Sutra including memorization of selected Sutras (P. Y.S. 1/2, 14, 2/1, 27, 29, 46, 47, 49)

Introduction and study of Bhagavad Gita including memorization of selected Slokas (B.G. 2/47, 48, 50 3/13)

Unit-3-(Theory 15 hrs Practical 15 hrs)

Career opportunities in Yoga

Introduction to Yoga practices, Shatkarma: Meaning, purpose and their significance in Yoga Sadhana

Introduction to Yogic Sukshma Vyayama, Sthula Vyayama and Surya Namaskar

Unit-4-(Theory 10 hrs Practical 25 hrs)

Importance of physical exercise- Physical exercises: Hand Exercises-Breathing Exercises-Eye Exercises-Ear exercises-Kapalabhati-- Makarasana part I-Makarasana part II

Introduction to Yogasana: Meaning, principles, and their health benefits, Human anatomy

Define role of organs and glands in a person's health, Pre-natal & post-natal yoga, Hatha

Yoga: Yama and Niyama, Bal Yoga, Mahila Yoga, Vridha Yoga



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Unit 5 -(Theory 10 Hrs, Practical 30 hrs)

Pranayama: ,Introduction to Pranayama and their health benefits

Naddi suddi-Seettali-Seethkari-Kapalapathi,Brhmari,Aniloma Viloma

Mudras: Aswini mudra-Kesari mudra-Aadhi mudra-Gnana mudra (Chin mudra)-Vaavumudra-Shunya

Kaya Kalpa Exercise: Aswini Mudhra-Moola Bandha-Ojas Breath, Kaya Kalpa Yoga for Anti Aging

Unit 6-(Theory 5 Hrs, Practical 20 hrs)

Meditation, Introspection, Sublimation, Perfection



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Principal
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DECLARATION BY THE PRINCIPAL

This is to certify that **15**-certificate courses were conducted during the academic year **2020-2021**. The **Syllabi** and **Brochures** are provided below.



B. J. Paul

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA - 686 561



principal@kecollege.ac.in



0481-2597074 (Principal)



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SL.NO	NAME OF COURSES	COURSE CODE	DEPARTMENT IN-CHARGE
1.	UGC Approved NSQF Certificate course in Web Designing	SSC/Q0508	Computer Application
2.	UGC Approved NSQF course in Bee Keeping (Diploma)	AGR/Q5301	Botany
3.	Certificate course in Counselling Micro Skills	PY5CCB05	Psychology
4.	Certificate course in Ornamental Fish Breeding	ZOCFBO2	Zoology
5.	UGC Approved NSQF Certificate course in Food Processing and Technology	FDP01	Zoology
6.	UGC Approved NSQF Certificate course in Herbal Chemistry and Technology	CH1NSB01	Chemistry
7.	Certificate course in Introduction to LaTeX typesetting	KECMAT002	Mathematics
8.	UGC Approved NSQF course in Computer Hardware & Networking (Diploma)	SSC/Q0101	Physics with Applied Electronics
9.	Certificate Course in Hand Soldering	AE3CCB03	Physics with Applied Electronics
10.	UGC Approved NSQF Certificate course in Visual Media & Communication	EN1NSB01	English
11.	UGC Approved NSQF Certificate Course in Organic Farming	ORMOOC	Commerce
12.	Certificate course in Value Education	KEVE01	IQAC
13.	Certificate Course in Computerised Accounting (Add on)	CACA01	Commerce



14.	UGC Approved NSQF Certificate Course in Communication skills in English	CO1CCB04	English
15.	Mooc course on Organic Farming	MOOC001	Neethu Jose

Principals



**PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-685 561**

Approval of fresh programmes / courses under NSQF for the year 2020-21

Inbox

nsqfugc2020@gmail.com

Wed, Sep 23,
7:08 PM (16
hours ago)

to me

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programme/s	Trade/Course
Certificate	Healthcare/Yoga and Wellness
Certificate	Food Processing and Technology
Diploma	Green Jobs/Bee Keeping
Certificate	Agriculture/Organic Farming
Diploma	Electronics/Computer Hardware and Networking
Certificate	IT/Ites/Web Designing
Diploma	Herbal Chemistry and Technology
Certificate	Communication Skills in English
Certificate	Visual Media and Communication

The institution must adhere to the following terms and conditions:

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.

3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc., it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The Institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by **31.10.2020**. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)
(Education Officer)

Kuriakose Elias College
Mannanam P.O, Dist. Kottayam - 686 561



ReplyForward



**KURIAKOSE ELIAS
COLLEGE, MANNANAM**

UGC-NSQF APPROVED NEW COURSES STARTING

Programmes	Trade/Course
Diploma	Bee Keeping
Diploma	Computer Hardware and Networking
Diploma	Herbal Chemistry and Technology
Certificate	Yoga and Wellness
Certificate	Food Processing and Technology
Certificate	Web Designing
Certificate	Organic Farming
Certificate	Communication Skills in English
Certificate	Visual Media and Communication

Minimum Education For Admission
10+2 / Equivalent/ Degree

No Age Limit

Duration
Certificate Course : 6 Months
Diploma : 1 Year

PRINCIPAL



For more Details, Contact:
Dr. Jollyamma Mathew
(NSQF Coordinator)
+91 9961153538



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WEB DESIGNING - SYLLABUS 2020-2021

Basics in Web Design Introduction to Web, WWW architecture, Web pages, Basic principles involved in developing a web site, Planning process, Page design, Home Page Layout, Design Concept. Brief history of Internet, World Wide Web concept, Web Standards, Audience requirement.

Introduction to HTML

HTML Basics, HTML Documents, Basic structure of an HTML document, Creating an HTML document, Mark up Tags, Heading-Paragraphs, Line Breaks, HTML Tags.

Elements of HTML

Introduction to elements of HTML, Working with Text, Working with Lists, Tables and Frames Working with Hyperlinks, Images and Multimedia, Working with Forms and controls.

HTML(Practical)

Total Credit 1 Total Hours-15

- 1) Create an HTML file using text format, titles, headings, breaks, paragraph emphasis
- 2) Create an HTML file using list tag
- 3) Create an HTML file using Table tag
- 4) Create an HTML file using frame tag
- 5) Create an HTML file using anchor tag
- 6) Create an HTML file using image, sound
- 7) Create an HTML file using form tag

JAVA SCRIPT Core course-2

Total Credit 1 Total Hours-15

JavaScript Overview Introduction to ,JavaScript Syntax, Variable Embedding Script in





HTML File

,Operators Arithmetic, Logical, Comparison, Assignment, Conditional

Decision control statement and Loop

Simple If statement If... else statement, if---- elseif ----- statement,swich statement

,while loop, do ----- while, for loop

Function & Object Passing Parameter to function, Returning a value from function, Creating Object Accessing Object Properties

Event Type Mouse Events, Frame/Object Events, Form Events

JAVA SCRIPT (Practical)

Total Credit 2 Total Hours-30

1. Write a script to find the reverse of a given number
2. Write a script to perform the mathematical operation(+,-,/,*) using case table
3. Write a script to find the sum of digit of a given number
4. Write a script to read the roll no,name,and mark and store in a file and display the list
5. Write a script to find the square and cube of a given number
6. Write a function programming
7. Write a program using input box and text field
8. Write a program using mouse events
9. Write a program using frame/object event
10. Write a program using form events

PHP & MySQL

Core course-3 Total Credit 1

Total Hours-15

PHP overview

Introduction to PHP.Server side scripting,role of webserver,software,,Benefits of Using PHP MySQL,Server Client Environment,Wamp ServerPHP

comments,variables,data types ,operators,arrays,echo and print,content in PHPWrite your

First PHP Program,Embed PHP in HTML/HTML in PHP

Control & Structure Looping Structure

If Statement, If.....Else Statement, If...If Else Statement, Nested If Statement Switch

Statement,For Loop,While Loop,Do...While Loop

Function User Defined Function,System Defined Function,Date & Time Function

Working with File Opening File,Reading File,Writing File,Closing File

Introduction to MySQL Understanding an RDBMS,Understanding Tables, Record &

Fields,SQL Language

MySQL Function in PHP Database Connections,Managing Database

Connections,Performing Queries,Closing Connection

SQL Queries



Brigitte

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DEPARTMENT OF BOTANY
Kuriakose Elias College Mannanam



DIPLOMA COURSE
BEE KEEPING

Course duration: 1 year

Minmum Qualification: Plus 2



PROGRAMME OUTCOMES:

- PO 1: Understand the basics of beekeeping tools, equipment, and managing beehives.
- PO 2: Understand the primary life cycle of the honeybees, beekeeping tools and equipment.
- PO 3: Learn and manage beehives for honey production and pollination.
- PO 4: Provide self-employment to the learner.
- PO 5: Understand the marketing of various bee products.

Course Outcomes

- CO 1: Able to manage beehives for honey production
- CO 2: Provide self-employment
- CO 3: Understand the marketing of various bee products
- CO 4: Understand beekeeping tools and equipments
- CO 5: Understand the basic life cycle of the bees
- CO 6: Understand bee enemies & various types of beediseases.

Course Coordinator : Dr. Mathews T Thelly
9895200582



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DIPLOMA IN BEE KEEPING – SYLLABUS 2020-2021

UNIT 1

History of bee keeping: Definition, Bee keeping in India.

UNIT 2

Honey bee species and identification: Introduction to honey bee; Types of honey bees, Species of honey bees. Bee identification.

UNIT 3

Life cycle of the different bee castes: Ascertain different development stages of life cycle of the different types of bees. Identify time needed to complete each stage. Identify raw products generated by bees during life cycle.

UNIT 4

Social organization in honey bees: Colony life and social organization – Queen, drone, worker. Annual biological cycle of the bee colony. Role of Central Honey Bee Research & Training Institute.

UNIT 5

Communication in honey bees: Bee learning and communication – Learning - Color learning in honeybees, Color discrimination, Color learning rates and preferences, Color memory, Timing in color learning, Neurobiology of color vision; Communication - Odor plume, Trophallaxis.

PRACTICALS

- Identify different types of bees.
- Familiarize with the life cycle of different types of bees.
- Get acquainted with the communication method used by bees.

References:

Stingless Bees Culture {Meliponi Culture} in Kerala: handbook for farmers by Sajan Jose and Prem Jose in Kerala



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



Fundamental of Bee Keeping by Daya Publishing House

Apiculture in India by Indian Council of Agricultural Research

Dewey M. Caron, 2013. Honey Bee Biology and Beekeeping, Revised Edition. Wicwas Press, Kalamazoo.

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COUNSELLING MICRO SKILLS



**Kuriakose
Elias College,
Manannam**

CO 1- Introduce students to an overview of counselling.

CO 2- Explain skills required for micro counselling.

CO 3- Deduce ethical issues related to counselling.

MINIMUM QUALIFICATION

12TH CLASS PASS

COURSE DURATION

30 HOURS- 6 MONTHS

PERIOD OF COURSE

June 2020- December 2020

COURSE COORDINATOR

FR. JOHNSON JOSEPH

Head & Asst. Professor
Department of Psychology
KE College, Manannam

Contact: 9447753309

psychology@kecollege.ac.in



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COUNSELLING MICRO SKILLS – SYLLABUS 2020-21

OBJECTIVES: This paper aims at introducing the students to an overview of counseling; special emphasis is laid on learning micro counselling skills. The students are also introduced to ethical issues in counselling.

LEARNING OUTCOMES

The students would have a comprehensive Idea of the significance of the two major skills underlying the process of counselling.

UNIT I MICRO SKILLS AND MACRO SKILLS

Macro skills of Focussing and Confrontation Types of focussing- Individual focussing, problem focussing, family focussing, interview focussing, cultural focusing, environmental/ context focussing

Macro skill of Reflection of meaning, self-disclosure and feedback Reflection of meaning- Encouraging the client to find new ways of examining their lives. Indepth listening for deepen issues and visions of the present, past and future. Interpretation/ Reframing- Supplying clients with new perspectives, ideas and words so they can use new ways of thinking, feeling and ultimately behaving differently. Self-disclosure- Staring own related past and personal observation. Feedback also helps in reorienting the clients

UNIT II MICRO SKILLS

Attending Skills 3 Vs and 1b 3- Visuals, Vocals and Verbal Tracking 1- Body language-

Empathy- Art of moving around freely into client's psychological world as if the world were your own, without ever using the 'as if' quality of the experience. Listening- Active Empathy

Questioning- Open and closed questions Open questions elicit more meaningful responses by encouraging the clients to talk at greater length and the client has the power to choose the

content and direction of the session. Closed questions are used when the counsellor needs to obtain very specific concrete information and get all facts straight. Clients Observation- It

allows to identify discrepancy/ congruence in communication.



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UNIT III ENCOURAGING, PARAPHRASING AND SUMMARIZING

Encouraging- - Fully attending to the client - Exploring feelings and thoughts - Minimal non-verbal responses - Minimal verbal responses - Brief invitation responses Paraphrasing The counsellor mirrors back to the client non- judgementally, an accurate understanding of what has been communicated by the client. Summarizing The counsellor puts together the key themes, feelings and issues filtering out the irrelevant part which initially may have appeared overwhelmingly. The counsellor attends to both verbal and non-verbal comments. Reflection Reflection of feelings can promote the development of accurate empathy and emotional security

REFERENCES

Corey, J. (2019). Theory and Practice of counselling and Psychotherapy. Amazon. Beck, K. and Kutzer, J. (2018). Teaching Counselling microskills to audiology students. Recommendation from professional counselling Educatory seminars in Hearing, 39 (1):91-106. Joubert, S. (2015). Daily life skills big book, google. Books.

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CERTIFICATE COURSE IN ORNAMENTAL FISH BREEDING

(Offered by Department of Zoology)

PROGRAMME OUTLINE

India's share in global ornamental fish trade is negligible and at present the ornamental fish export from India is dominated by the wild caught species. Ornamental fish culture in India involves breeding of exotic species and this activity is a small segment of the Fisheries Sector. India is endowed with a suitable climate, water resources and large manpower base. The potential manpower can be easily trained into ornamental fish breeding technology and fast-growing domestic market. The Government of India has also identified this sector as one of the thrust area for development and providing employment to the rural poor as well as unemployed youth. In addition to that, earning potential of this sector has hardly been understood and the same is not being exploited due to lack of skilled human resources who can be self-employed as well as can play a key role for disseminating the technology of ornamental fishery as an earning tool to different places of the country.

WHO CAN ATTEND

Students of third year BSc. Zoology

DURATION

6 Months

PROGRAMME STRUCTURE

- ✓ Study of breeding in live bearer
- ✓ Engineering Aspect and construction of aquarium
- ✓ Introduction to Aquarium plants and its propagation techniques
- ✓ Ornamental fish farming-Management Aspects

For More Details, Contact:

Course Co-ordinators: Sr.Dr.Jessy Joseph & Rose Mary N.J (9605757287)



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zoology@kecollege.ac.in



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ORNAMENTAL FISH BREEDING- SYLLABUS 2020-21

UNIT-I

Introduction to Aquaculture and Ornamental Fishes Trading

Introduction Aquaculture and Ornamental Fishes Trading: Basics of aquaculture- definition and scope. History of aquaculture: Present global and national scenario

2. Introduction to Ornamental fishes

2.1 : Introduction to aquarium and aquarium accessories.

2.2: Basic knowledge on profile of ornamental fishes in world.

UNIT- II

3. Engineering Aspect and construction of aquarium

3.1 : Design and construction of public fresh water and marine aquaria and oceanarium. 3.2: Aerators, filters and lighting.

3.3: Biofilters in aquarium.

4. Introduction to Aquarium plants and its propagation techniques

4.1: Introduction to Aquarium plants and their export potential.

4.2: Profiles of some selected aquarium plants. Morphology, multiplication of aquarium plants – different methods. Indigenous ornamental plants of Western Ghats.

4.3: Aquarium plant propagation.

4.4: Management of ornamental aquatic plants and its trading.

UNIT-III

5. Fish Breeding and rearing in Live Bearers

5.1 : Breeding of ornamental fish with reference to live bearer species. 5.2: Breeding of Guppies, Mollies, Sword tail fish and Platy fish



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5.3: Introduction hatchery management system for live bearers 5.4: Nursery management of live bearers- Rearing of live bearers

6.Fish Breeding and rearing in Egg layers

6.1 : Breeding of ornamental fish with reference to selected egg layer species. 6.2: Introduction to Breeding of Angel fish, Zebra fish and Neon tetra

6.3 : Introduction hatchery management system for egg layers

6.4 : Nursery management of egg layers Special emphasis on Breeding of Gold fish

UNIT-IV

7.Ornamental fish farming-Management Aspects 7.1 : Ornamental Fish-diseases and their management 7.2: Live Food culture for tropical ornamental fish

7.3: Feeding for breeding and maintenance of ornamental fish. 7.4: Health management in Ornamental Fish Farming

8.Engineering Aspect and construction of aquarium 8.1: Construction, settings and maintenance of aquarium 8.2: Construction of ornamental fish unit

8.3: Engineering aspect in Ornamental Fish Farming

PRACTICALS

1.Identify classify and describe an aquarium fish (any five).

2.Study of breeding in live bearer

3.Identify and describe the aquarium accessories with their use and maintains.

4.Identify and describe hybrid aquarium fishes.

5.Identify and describe food and its Types

6.Identify and describe an aquarium plant (any five).

7Preparation of an aquarium tank of suitable size

8.Setting of aquarium.

9.Maintenance of an aquarium.



10. Cultivation of some common live food.

11. Aquarium fish diseases.

Books and References Recommended

1. Hawlins, A.D. (Ed). Aquarium Systems. Academic Press.

2. Hunnam, P. Ward Lock, Living Aquarium.

3. Ratjak, K. and Zukal, R., Aquarium Fishes and Plants.

4. Spotte and John Wiley, S., Seawater Aquariums.

5. Straughan, R.P.L. and Thomas Yoseloff. Salt water Aquarium in the Home.

6. Dick Mills, 1987. Illustrated Guide to Aquarium Fishes. Published by Galley and Price, an imprint of

W.H. Smith and Sons Limited, England.

7. Stephen Spotte. Marine Aquarium Keeping. A Wiley-Interscience Publication.

8. Dick Mills and Gwynne Veveve. Tropical Aquarium Fishes. Published by Salamander Books Limited. London.

9. Carcason, R.H. A field guide to the Coral Reef Fishes of the Indian and West Pacific Oceans.

10. Vincent B. Hargreaves. The Tropical Marine Aquarium. Mc-Graw-Hill Book Company. New York.

11. Guy N. Smith. Profitable Fish Keeping.

12. Maurice Melzak. Marine Aquarium Manual. B.T. Balsford Ltd., London.

13. Ornamental aquarium fishes of India- 1999- K.L. Tekrival and A.A. Rao.- TFH United Kingdom.

14. Marine Ornamental species (collection, culture and conservation) – J.C.Cato and C.L.Brown. – Blackwell Science.





KURIAKOSE ELIAS COLLEGE , MANNANAM

CERTIFICATE COURSE IN FOOD PROCESSING AND TECHNOLOGY

(SKILL DEVELOPMENT PROGRAMME UNDER UGC-NSQF)

PROGRAMME OUTLINE

Food Technology is the application of food science to the selection, preservation, processing, packaging, distribution and use of safe, wholesome and nutritious food. The food processing industry covers a range of food products. These include the basic or primary foods such as wheat and rice products, sugar, oil and pulses and the processes for converting them into edible form and the processed foods such as biscuits and bakery products, confectionery, dairy products, breakfast foods, meat and fish products, fruit and vegetable products and all such items which are processed and packaged to enhance and prolong their edible life. This course is organized to meet the demand for professionals who can manage the emerging challenges of the food processing industry effectively.

WHO CAN ATTEND

Candidates who have passed 10th /plus two/ equivalent are eligible to attend. There is **no age limit**.

DURATION

6 Months

PROGRAMME STRUCTURE

- ✓ Course 1- Food Processing Technology
- ✓ Course 2- Bakery & Confectionery
- ✓ Course 3- Dairy Technology

For More Details, Contact:

NSQF Co-Ordinator : Dr. Jollyamma Mathew (9961153538)

Course Co-ordinators: Sr.Dr.Jessy Joseph Kavumkal (7356134106)

Rose Mary N J (9605757287)



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**APPLY
NOW!**



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kecollegemnm@gmail.com



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FOOD PROCESSING AND TECHNOLOGY – SYLLABUS 2020-21

Unit 1

Introduction: Definition and scope of Food Science and Technology, Sources of food, scope and benefit of industrial food preservation.

Unit 2

Food Spoilage- Definition, types of spoilage - physical, enzymatic, chemical and biological spoilage. Mechanism of spoilage and its end products, shelf-life determination.

Unit 3

Food preservation- Definition, principles, importance of food preservation, traditional and modern methods of food preservation. Preservation by use of high temperature, low temperature and by removing moisture. Food additives – definition, types, Class I and Class II preservatives.

Food adulteration: Types of adulterants- intentional and incidental adulterants, methods of detection. Health hazards and risks.

FOOD PROCESSING TECHNOLOGY (Practical)

1. Demonstration of various perishable food items and degree of spoilage
2. Blanching of selected food items; Preservation of food by heat treatment- pasteurization
3. Preservation of food, concentration of sugar: Jam; Preservation of food by using salt: Pickle; Preservation of food by using acidulants i.e. pickling by acid, vinegar or acetic acid;
4. Preservation of food by using chemical preservatives; Preservation of bread, cake using mould inhibitor.
5. Drying of fruit slices pineapple slices, apple slices in cabinet drier; Drying of green



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



leafy vegetables.

6. Drying of mango/other pulp by foam-mat drying; Drying of semisolid foods using roller dryers; Drying of foods using freeze-drying process
7. Demonstration of preserving foods under cold vs. freezing process; Processing of foods using fermentation technique, i.e. preparation of sauerkraut
8. Preparation of Fruit Pulp from Various Fruits
9. Preparation of Jam, Jelly Marmalades, Sauce and Ketchup.
10. Preparation of pickle from various from fruits, vegetables and chicken.
11. Manufacture of noodles and potato chips.

Core Course 2

BAKERY AND CONFECTIONERY (Theory)

Unit 1

Principles of baking and Bread manufacturing- Major baking ingredients and their functions, role of baking ingredients in improving the quality of bread. Characteristics of good flour used for making bread, biscuits and cakes. Ingredients used for bread manufacture, methods of mixing the ingredients, dough development methods - straight dough, sponge dough, moulding, proofing, baking, packing, spoilage, bread staling, methods to reduce bread staling and spoilage.

Unit 2

Classification of confectionery- Sugar boiled confectionery- crystalline and amorphous confectionery, rock candy, hard candy, lemon drop, china balls, soft candy, lollypop, marshmallows, fudge, cream, caramel, toffee, lozenges, gumdrops, honeycomb candy.

Unit 3

Equipment used in bakery and confectionary industry: Construction and working of various equipment like Mixers, proofing chambers, dough dividers, moulder and sheeter, baking ovens, cooling chamber, sealing and packaging machines, Rolling and cutting machines.

BAKERY AND CONFECTIONERY (Practical)



- 1.Preparation of ghee biscuits
- 2.Preparation of melting marvels
- 3.Preparation of sweet and salt biscuits
- 4.Preparation of bread
- 5.Preparation of pizza
- 6.Preparation of hot cross buns (sweet buns)
- 7.Preparation of jamnut cookies
- 8.Preparation of vanilla cake
- 9.Preparation of cake.

Core Course 3

DAIRY TECHNOLOGY (Theory)

Unit 1

Introduction- Milk - Definition, sources, and composition of milk, factors effecting composition of milk, physiochemical properties of milk, grading of milk-definition and types of grades, collection and transportation of milk.

Unit 2

Special milks- Skim milk, evaporated milk, condensed milk, standardized milk, toned milk, double toned milk, flavoured milk, reconstituted milk.

Unit 3

Indigenous and Fermented milk products- Product description, methods for manufacture of butter, cheese, ice cream, Khoa, Channah, paneer, Shrikhand, ghee. Spray drying system: **dried milk- whole milk and skim milk powder. Instantization of milk.**

DAIRY TECHNOLOGY (Practical)

1. Preparation of Khoa from cow, buffalo and concentrated milk.
2. Preparation of Burfi, Peda, Kalakand, Milk cake and Gulab jamun. 3 Preparation of Paneer from cow, buffalo and mixed milk.



3. Preparation of Channa from cow and buffalo milk and mixed milk. 5 Preparation of Sandesh and Rasagolla.
4. Preparation of kheer.
5. Preparation of Rabri, Misti Dahi, Chhaka and Shrikhand. 8 Manufacture of plain and fruit flavour ice-cream.
6. Manufacture of chocolate, fruit and nut ice cream.
7. Preparation of sherbets/ices. Preparation of soft served and filled ice-cream. 11 Manufacture of kulfi.

Principal



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RESEARCH AND POSTGRADUATE DEPARTMENT OF CHEMISTRY

DIPLOMA COURSE

2020-2021

**SKILL DEVELOPMENT PROGRAMME
UNDER UGC-NSQF**

HERBAL CHEMISTRY AND TECHNOLOGY

COURSE OUTCOMES

CO1- Get exposed to strong theoretical and practical background in fundamental concepts of Herbal Chemistry.

CO2-Get training in the methods used to analyse and characterise medicinal natural products.

CO3-Examine the safety and efficacy of currently used herbal medicines, and analytical and bioassay method.

CO4--Procure hands on real time experience in industries.

CO5-Demonstrate professional and ethical attitude with enormous responsibility to serve the society.

MINIMUM QUALIFICATION- PLUS TWO / EQUIVALENT

CLASS DURATION- 1 YEAR

CREDIT-60



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HERBAL CHEMISTRY AND TECHNOLOGY – SYLLABUS 2020-21

Total Credits: 3

(Theory-1; Practicals- 2)

Total Hours: 45

Course Outcomes: Upon completion of the course, the student shall be able to know

1. Importance of medicinal plants in health care
2. Definition, history and scope of ethnomedicine
3. Different forms of classical health traditions like Ayurveda, naturopathy & Unani
4. Difference between folk and traditional medicines
5. Important ethnomedicines of Kerala

Unit -1

Importance of medicinal plants: Role in human health care, Local health traditions. Concept of health and disease, Traditional knowledge and utility of some medicinal plants of Kerala: Neem, Aloe vera, Amla, Tulsi, mint, Ginger, Keezhanelli, Thippali, Sathavari, Naruneendi, Veppu, and Kurumthotti (5 hrs).

Unit -2

Herbs and healing: Historical perspectives, Herbal cultures, origin and development of human civilizations, Ethnobotany and Ethnomedicine (basic ideas), A comparative account of (a) concept of health and disease and (b) principles of prevention and treatment of disease (5hrs).

Unit -3

Classical health traditions: Systems of medicine: origin and development of biomedicine; Indian Systems of Medicine (Ayurveda, Siddha, Unani, and Homoeopathy), role of Raw



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Juice Therapy, Aromatherapy, Naturopathy, Hydrotherapy and Yoga in health care (elementary idea only) (5hrs).

PRACTICAL (30 hrs)

1. Medicinal plant resources: Collection and preservation of plant specimens.
2. Preparation of herbarium (Chemflora- medicinal plants of Chemistry Department).
3. Field visit - for exploring the properties of important medicinal plants.

References:

- Bannerman, R.H., Burton, J. and Wen Chen, C. (eds). 1983. Traditional medicine and health care coverage. WHO, Geneva.
- Cotton, C.M. 1996. Ethnobotany: principles and applications. John Wiley & Sons, New York.
- Hughes, C.C. 1968. Ethnomedicine. In: International Encyclopedia of Social sciences. Vol. 10 MacMillan, New York.
- Jamil, T. 1997. Complementary Medicine. Butterworth Heinemann, Oxford.
- Jayasurya, A. 1997. The Future of Complementary Medicines. Medicina Alternativa, Colombo.
- Kameswara Rao, C. 2000. Database of Medicinal Plants. KSCST, Bangalore.
- Lele, R.D. 1986. Ayurveda and Modern Medicine. Baratiya Vidya Bhavan, Mumbai.
- Mukherjee, B. (ed). 1993. Traditional Medicine. Oxford & IBH Pub. Co. Pvt. Ltd. New Delhi.

B. Jayasurya



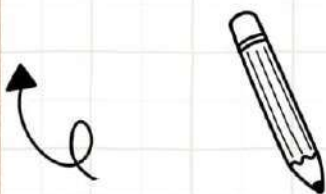
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Department of Mathematics

Certificate Course on

OUTCOME

Completing the LaTeX typesetting course will enable students to proficiently create well-formatted and professional-looking documents, including research papers, projects, and presentations.



“Let's improve the creative process!”

INTRODUCTION TO LATEX TYPESETTING



JOIN NOW!

SYLLABUS

- Formatting Commands
- Symbols
- Environments



03-07-2020
to
30-01-2021



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INTRODUCTION TO LATEX TYPESETTING- SYLLABUS 2020-21

Title: Introduction to LaTeX Typesetting	
Objectives: To make a basic knowledge in Mathematical Typesetting using LaTeX	
Module 1	Formatting commands Introduction - Typing ordinary text - Setting margins - Typing mathematical formulas as equations - Including a Matrix - Ordinary Text Aligning - Text within Equations and spacing - Sectioning - Theorem - Footnotes - Page breaks and line breaks - Multi column (10 hours)
Module 2	Symbols Accents, symbols and operators in text and Math mode - Relations - Arrows – Brackets - Trigonometric functions and other functions- Array - Table - List - Header – Fonts - Comments (10 hours)
Module 3	Environments Page settings - Handling graphics - Hyperlinks column –Preparing Slides (10 hours)
References	1. Leslie Lamport, LaTeX: A document preparation system, 2nd Edition, Addison-Wesley, 1994. 2. Fittelbachh Fittelbach, M. Goossens. The LaTeX Companion: 2nd Edition, 2004.
Theory: 40% & Practical: 60%	

B. J. J. J.



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**KURIAKOSE ELIAS
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UGC-NSQF APPROVED NEW COURSES STARTING

Programmes	Trade/Course
Diploma	Bee Keeping
Diploma	Computer Hardware and Networking
Diploma	Herbal Chemistry and Technology
Certificate	Yoga and Wellness
Certificate	Food Processing and Technology
Certificate	Web Designing
Certificate	Organic Farming
Certificate	Communication Skills in English
Certificate	Visual Media and Communication

Minimum Education For Admission
10+2 / Equivalent/ Degree

No Age Limit

Duration
Certificate Course : 6 Months
Diploma : 1 Year

PRINCIPAL



For more Details, Contact:
Dr. Jollyamma Mathew
(NSQF Coordinator)
+91 9961153538



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COMPUTER HARDWARE AND NETWORKING- SYLLABUS 2020-21

SEMESTER 1

Core Course - I

PC PERIPHERALS, INSTALLATION & MAINTENANCE

Total credits : 2 (Theory 1&Practical 1) Total hours : 30

Unit I

Getting to know Computers – Computer at a glance, Characteristics of computer, Hardware, Software and Firmware, History & Generation of Computers, Classification & Types of Computers. Components of a Computer System- Motherboard, Power Supply, Input/Output Devices, CPU, Storage Devices.

Unit II

Overview of System– PC evolution, Inside the PC system unity, PC system, System box, Mother board types, Rear side connectors. Types of Buses- Address Bus, Control Bus, Data Bus. Functions of Buses Expansion Bus Types – ISA bus, EISA bus, MCA, VESA, PCI, PCMCIA, AGP, SCSI, USB.

Computer Software - Knowledge of different types of programming language, Packages Vs Programs, Necessity of software packages, Application Vs System software, Main software packages available for general use.

Computer BIOS - Introduction to BIOS , ROMBIOS , Hardware-BIOS- DOS interaction , Hardware BIOS Windows interaction , BIOS setup program , POST.

Unit III

Installation & Maintenance:

Hardware Repair Tools, Health and Safety, Motherboard Installation & Maintenance, Memory Maintenance, Hard Disk Installation & Maintenance, CD/DVD ROM Drive, Switch



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Mode Power Supply, Power Supply Maintenance & Troubleshooting. Installation & Maintenance of Monitors, Keyboards, Printers and Scanners etc.

CORE COURSE – III

OPERATING SYSTEM'S & DIAGNOSTICS UTILITIES

Total credits : 3 (Theory 1&Practical 2) Total hours : 45

UNIT I

Operating System Concept- Basic OS Concepts, Functions of OS, Types of OS, Basic concept of Windows & Linux Operating System.

Understanding Boot Process- Introduction to Boot process, Diagnosing boot issues.

Disk Operating System- Idea about Disk Operating System(DOS), Different functions of DOS, Some facts about DOS and Windows, System files, booting sequence, Internal and external commands, Batch files, Formatting and Partitioning with DOS.

UNIT II

Installing Windows 10, Windows 8.1/8, Windows 7, Linux Operating Systems- Pre – installation Checks, Setup Methods, The Setup Process, Finishing the Installation, Configuring the OS.

UNIT III

Configuring Drivers & Partitions, Editing Registry Settings, Configuring & Installing Software Utilities, Configure OS Updates, Configure Backup and Restore, Understanding Diagnostic Utilities, Troubleshooting and Preventive Maintenance.

Core Course III DIAGNOSING & TROUBLESHOOTING

Total credits : 3 (Theory 1&Practical 2) Total hours : 45

UNIT I

PC Maintenance and Diagnosis- Jumper setting and installing new motherboards, Beep sound identification, Tools and components, Startup problems, Run problems, Display problems, Creating Data Backup Discs, Creating System Recovery Discs, Removing Unused Programs,



Running the Disk Cleanup Program, Running the Disk Defragmenter Program, Checking for Hard Disk, Understanding Hard Disk DriveSpace, Recommended Maintenance Schedule.

UNIT II

PC Troubleshooting- Troubleshooting Power Supply, Motherboard, Hard Disk, Display(Monitor), DVD/CD drive and all other peripherals.

UNIT III

Network Card Troubleshooting- How to identify bad network hardware, How to identify bad network card drivers , Troubleshoot network connectivity issues.

Common Windows Troubleshooting- Troubleshooting Errors - ‘Windows program not responding’, ‘Restart without warning’, ‘Turn off without warning’, ‘Freezing of windows’, ‘Booting slow’, ‘win32error’, ‘Invalid page fault’, ‘Fatal exception error’, ‘General protection fault’, ‘Blue screen of death’. Troubleshoot the following OS problems- Unable to copy and paste, Replacing Windows splash screens, Out of memory error, Windows cannot find Program.exe to open, Windows Installer error.

Viruses, Anti viruses & Utilities- Understanding different types of viruses, anti-virus software & utilities.

SEMESTER – 2

Core Course 1 NETWORKING FUNDAMENTALS

Total credits : 4 (Theory-1 & Practical-3) Total hours : 60

Unit I

Introduction to Computer Networks, Network Architectures & their types

Unit II

Data Communications, Introduction to IP Addressing

Unit III

Introduction to WAN, Network Security

Core Course II

MICROSOFT WINDOWS SERVER ADMINISTRATION



Total credits 4 (Theory 1 & Practical 3)

Total hours : 60

Unit I

Installing Windows Server 2016, Local Storage, File System Management

Unit II

Implementing Active Directory, Managing Objects in ADDS, Implementing DNS

Unit III

Implementing Group Policy, Implementing DHCP, Installing and Configuring Hyper-V and Virtual Machines

Unit IV

Implementing Windows Deployment Services (WDS), Implementing Windows Server Update Services (WSUS), Remote Access in Windows Server 2016, Implementing Enterprise Storage Solutions, Implementing Disaster Recovery

Principals



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Department of Physics with Applied Electronics
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CERTIFICATE COURSE ON

HAND SOLDERING

FOR THE ACADEMIC YEAR

2020-2021

Theory +
practical
Duration :
30hrs



Course Outcome

- improve and enhance the capabilities and skills of electronic circuit making
- readiness to work in the industry.



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CERTIFICATE COURSE IN HAND SOLDERING- SYLLABUS 2020-21

Course Code: EM03

Duration: 30 hours (Theory+Practicals)

UNIT 1

1. Soldering

Soldering technique, De soldering Technique

2. Solder Joints

Dry solder joints, cold solder joints, good and bad solder joints

UNIT 2

3. Soldering tools

Soldering Materials, Paste, Soldering iron, Temperature controlled soldering iron

4. De soldering tools

De soldering pump, Desoldering Braid Practical

Soldering Practice, De Soldering Practice

Bygghaus



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Kerala, India

VISUAL MEDIA & COMMUNICATION

CERTIFICATE COURSE
6 Months - 30 credits



The **Visual Media Communication** course is a **6-month course** that equips students with essential skills in **graphic design, photography, video production, and digital media**. Through hands-on learning, students will master industry-standard software and develop a strong creative portfolio. This course is ideal for those seeking a career in the dynamic field of visual media.

***“Transform Your Creativity
into a Visual Career”***

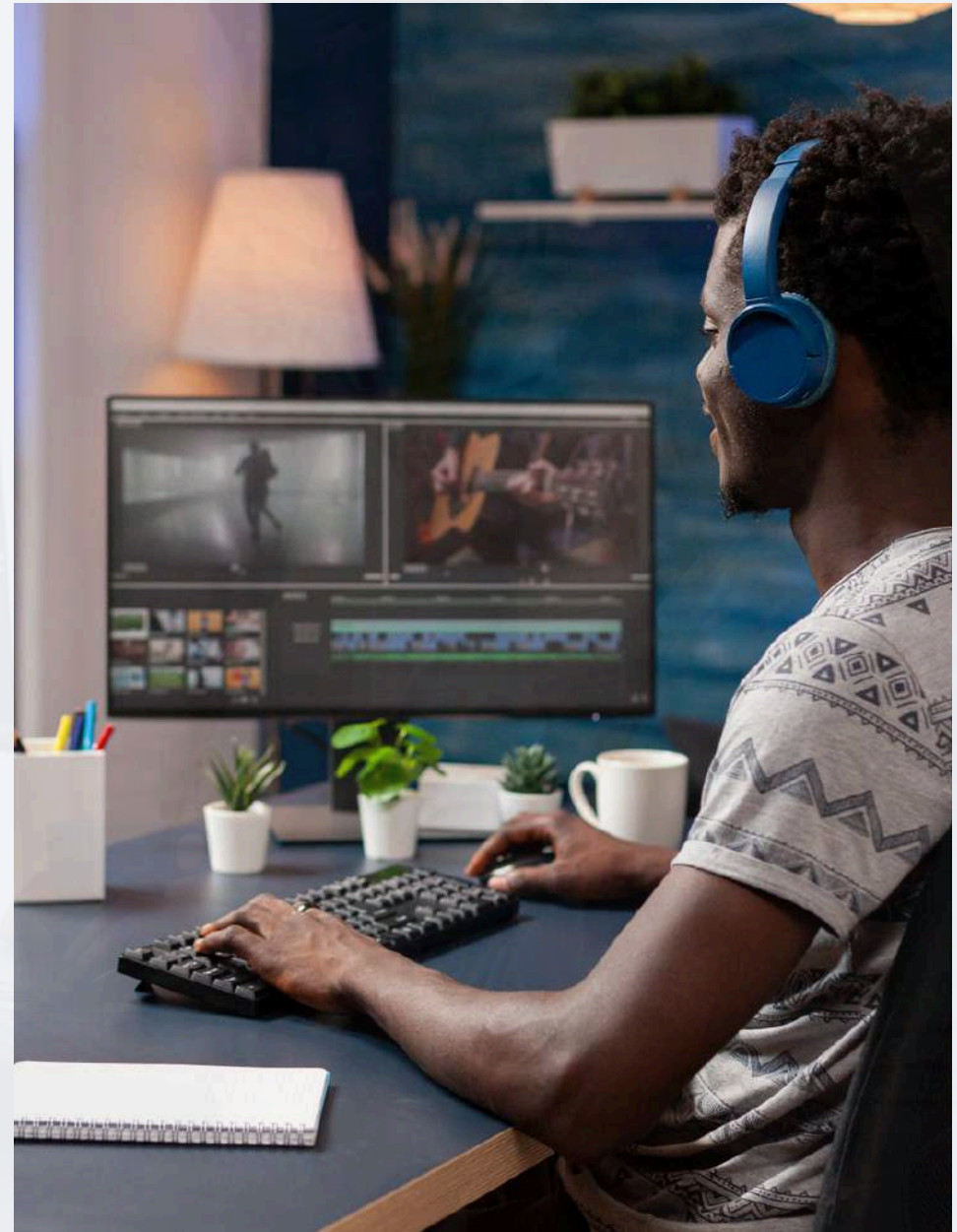
in association with



**MEDIA & ENTERTAINMENT
SKILLS COUNCIL**

THE PROGRAMME OUTCOME:

- To understand how various designing techniques are used to create amazing art.
- Students will be able to articulate the role of visual communication within society, and implement the creative process to solve diverse visual communication problems.
- Students will be able to articulate the fundamental elements and principals of design that enable a visual message to meaningfully engage an audience.
- To spread awareness in the community about how visual media can impact their way of thinking.
- To understand the laws and ethics in the field of Digital Media.
- To understand and experience the variety of forms of visual communication from print to digital media.



COURSE OUTCOME:

Sl. no :	Title of the Course	Course outcome
1	Communication Skills in English	At the completion of the course the learner will be able to: i) develop vocabulary and improve the accuracy in grammar ii) produce words with right pronunciation iii) Improve LSRW- listening, speaking, reading and writing skills and the related sub-skills.
2	Basic Computer Skills	Students will be able to- 1) Demonstrate a basic understanding of computer hardware and software. 2) Demonstrate problem-solving skills. 3)Present conclusions effectively, orally, and in writing. 4)Demonstrate basic understanding of network principles.
3	Life Skills	Students will: 1) Develop and exhibit and accurate sense of self. 2) Develop and nurture a deep understanding of personal motivation. 3) Develop an understanding of and practice personal and professional responsibility.

4	Principles of Management	1) Recognize the role of a manager and how it relates to the organization's mission. 2) Define management, its four basic functions and skills. 3) Know critical management theories and philosophies and how to apply them. 4) Recognize the concept of social responsiveness and its benefits.
5	Content Writing	Students will be able to write consistent, engaging, and high-quality content which can attract an audience.
6	Visual Media and Technology	Students will have hands-on experience on how different media techniques like communication, film making, production, designing, and photography work.
7	Media laws and Ethics	Students will understand the laws and ethics in the field of digital media and how they should use text and pictures properly.
8	Internship/ Industrial training/Project	

COURSE STRUCTURE:

Skill Component credits	General education Credits	Total Credits	Normal Duration of course	Exit points/ Awards
18	12	30	One Semester	Certificate

PROGRAMME STRUCTURE:

Sl.No.	Study Components	No. of Courses	Total credits (Theory+Practical)	Contact Hours
A	Languages and Common courses (General components)	1) Communication Skills in English	1+2 = 3	45

		2) Basic Computer Skills	$1+3 = 4$	60
		3) Life skills	$1+1 = 2$	30
		4) Principles of Management	$1+2 = 3$	45
B	Core Courses (Skill Components)	1) Content Writing	$1+2 = 3$	45
		2) Visual Media & Technology	$1+2 = 3$	45
		3) Media Laws and Ethics	$2+0 = 2$	30
		Internship/Industrial training/Project	10	150
	Total		30	450

CORE COURSE 1

CONTENT WRITING (THEORY)

Total credits: 1

Total hours: 15

Unit 1

Introduction: Definition and scope of Content Writing, Blog writing and Keyword research.

Unit 2

Content writing: Importance of Content Writing, problems of fraud in Content Writing.

Unit 3

Keyword Research: Importance of Keyword research and online tools.

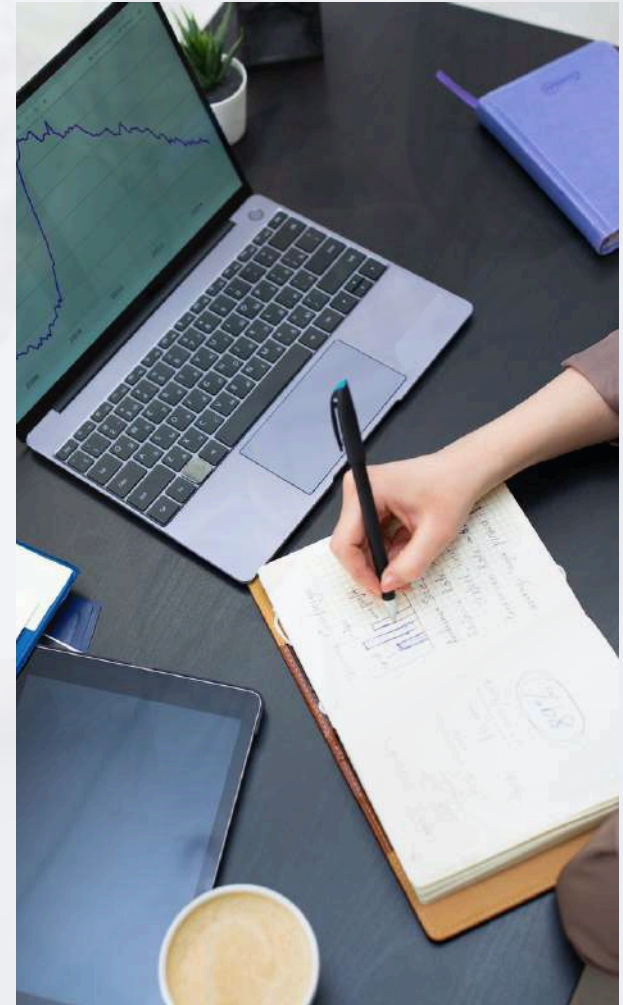


CONTENT WRITING (PRACTICAL)

Total credits: 2

Total hours: 30

1. Online tools for getting great **Content ideas**.
2. Online tools for **Keyword Research**.
3. Online tools for **word processing and Digital note-taking**.
4. Online tools for **checking quality of the Content**.



Unit 3

Film making and Television Production - Pre production. Production process. Post production.

Unit 4

Advertising - Introduction to the Digital Advertising Landscape. Search Advertising, Native Advertising.

Unit 5

Social Media Management - Introduction to Social Media Advertising. Creating Effective Ads on Social Media. Create a Creative Brief for Your Social Media Ad.



VISUAL MEDIA AND TECHNOLOGY (PRACTICAL)

Total credits: 2

Total hours: 30

Graphic Design tools, Setting up the Camera, Trying various shooting styles, Short film making, Creating Advertisements online, Digital publishing, Social media management.

CORE COURSE 3

MEDIA LAWS AND ETHICS (ONLY THEORY)

Total credits: 2

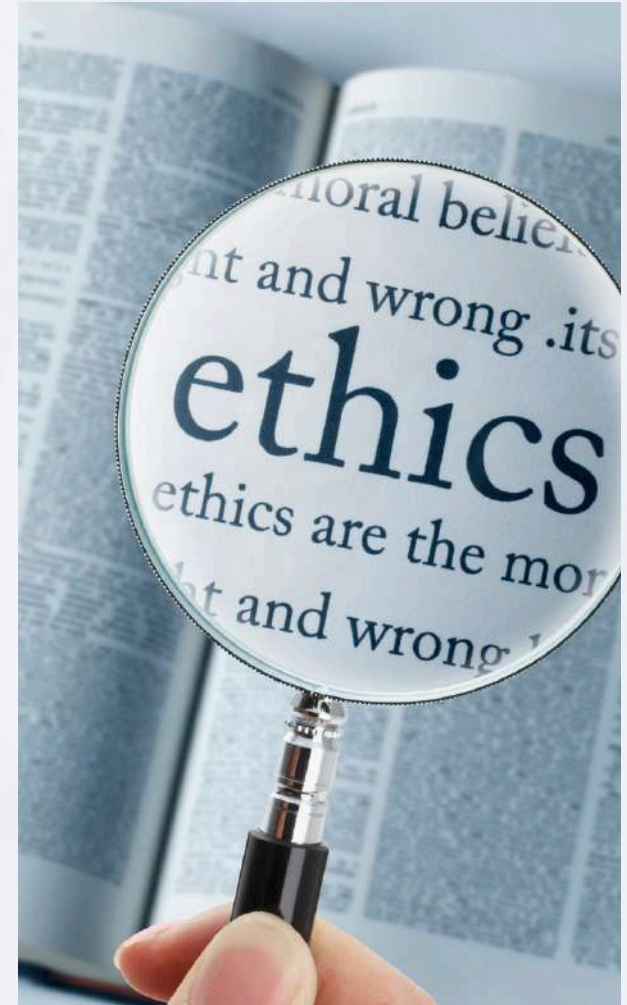
Total hours: 30

Unit 1

Introduction - The history of media. Media laws and regulations. Why is it important?

Unit 2

Advanced - Privacy Law and Privacy Ethics. Transparency and Freedom of Information. Freedom of Expression and Social Responsibility Internet Regulation and Internet Ethics. Truth, Harm and Libel. The Law and Ethics of Intellectual Property.



MORE INFO:

Course designed by:

Mr. Kevin George

Department of English

✉ kevingeorge3407@gmail.com

☎ +91 9562363077



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**MEDIA & ENTERTAINMENT
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VISUAL MEDIA & COMMUNICATION – SYLLABUS 2020-21

Core Course 1 CONTENT WRITING (Theory)

Total credits: 1

Total hours: 15

Unit 1

Introduction: Definition and scope of Content Writing, Blog writing and Keyword research.

Unit 2

Content writing: Importance of Content Writing, problems of fraud in Content Writing.

Unit 3

Keyword Research: Importance of Keyword research and online tools.

CONTENT WRITING (Practical)

Total credits: 2

Total hours: 30

1. Online tools for getting great Content ideas.
2. Online tools for Keyword Research.
3. Online tools for word processing and Digital note-taking.
4. Online tools for checking quality of the Content.

Core Course 2

VISUAL MEDIA AND TECHNOLOGY (Theory)

Total credits: 1

Total hours: 15



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Unit 1

Graphic Design – Elements of design. Layout. Typography. Tools used for designing. Colour theory. Digital publishing. Introduction to image making. Ideas from history of graphic design.

Unit 2

Photography – Fundamentals of Photography, Camera capabilities: differences and similarities, Setting up yourself and your digital camera: Menus and settings. Photography Techniques: Light, Content, and Sharing.

Unit 3

Film making and Television Production: Pre production. Production process. Post production.

Unit 4

Advertising: Introduction to the Digital Advertising Landscape. Search Advertising, Native Advertising.

Unit 5

Social Media Management: Introduction to Social Media Advertising. Creating Effective Ads on Social Media. Create a Creative Brief for Your Social Media Ad.

VISUAL MEDIA AND TECHNOLOGY (Practical)

Total credits: 2

Total hours: 30

1. Graphic Design tools.
2. Setting up the Camera.
3. Trying various shooting styles.
4. Short film making.
5. Creating Advertisements online.
6. Digital publishing.



7. Social media management.

Core Course 3

MEDIA LAWS AND ETHICS (Only Theory)

Total credits: 2

Total hours: 30

Unit 1

Introduction- The history of media. Media laws and regulations. Why is it important?

Unit 2

Advanced- Privacy Law and Privacy Ethics. Transparency and Freedom of Information. Freedom of Expression and Social Responsibility Internet Regulation and Internet Ethics. Truth, Harm and Libel. The Law and Ethics of Intellectual Property.

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DEPARTMENT OF COMMERCE

in association with
National Skill Development Corporation (NSDC)
 &
Agricultural Skill Council of India (ASCI)

Offers

Certificate Course in Organic Farming 2020-21

Course Duration: 6 months ✓
Minimum Eligibility for Candidates: 10th /+2 Equivalent ✓
Course Fees: Rs. 2000/- ✓
No. of Credits :30 ✓

Programme Outcome

- To impart knowledge and proficiency in organic farming practices thereby promoting self-employment and income generation
- To impart practical knowledge in different methods of plant propagation and organic farming procedures

Course Co-ordinator

Ms. Neethu Jose (Asst. Professor of Commerce)

APPLY NOW!





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ORGANIC FARMING – SYLLABUS 2020-21

DURATION - 6 MONTHS

MINIMUM ELIGIBILITY FOR CANDIDATES-10TH /PLUS TWO/EQUIVALENT

COURSE FEES -2000 INR

NO OF CREDITS - 30

PROGRAM OVERVIEW

Organic farming is a method of crop and livestock production that involves ecofriendly agricultural practices over chemical pesticides, fertilizers, genetically modified organisms, antibiotics and growth hormones. The focus of organic farming is to develop enterprises that are sustainable and harmonious with the environment through the use of crop rotations and cover crops, which encourages balanced host/predator relationships, recycling of organic residues and nutrients produced on the farm back to the soil. This nature friendly farming practice also uses preventative biological insect and disease control. Thus, Integrated pest and weed management, and soil conservation systems are valuable tools on an organic farm.

India is fast becoming a major base for production and supply of organically produced agricultural products to the world market. Although, organic farming is picking up pace in India but the sector has been jostling with lack of awareness, knowledge and confidence about farming practices, food products among both farmers and consumers. This course is introduced with aim of instilling its participants the concept of sustainable agriculture. The main objective of the program is to impart knowledge and proficiency in Organic Farming Practices promote self-employment and income generation

PROGRAM OUTCOME

- To enable the students, acquire knowledge on the importance of agriculture and how it can be done in nature friendly manner.
- To teach students the principles of sustainable soil management and nutrient balance in the organic farming system, plant protection strategies in relation to approved processes and weed management.



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- To impart practical knowledge in different methods of plant propagation and organic farming procedures.
- To impart knowledge and proficiency in Organic Farming Practices thereby promoting self-employment and income generation.

SL NO	TITLE OF THE COURSE	COURSE OUTCOME
1	Fundamentals of Organic farming	<ul style="list-style-type: none">• To familiarize with the concept of sustainability and sustainable development.• To acquaint with the fundamentals of organic farming.
2	Tools and Practices of Organic farming	<ul style="list-style-type: none">• To learn different methods of increasing soil fertility other than chemical fertilisers• To train the students in organic manure and compost preparation• To sensitize the students about the harmful effects of chemical pest control agents• To enable the students in using different methods of biological pest control and plant protection
3	Plant propagation techniques	<ul style="list-style-type: none">• To understand the importance of soil in agriculture.• To train the students in different aspects of plant propagation

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KURIAKOSE ELIAS COLLEGE, MANNANAM

HUMAN VALUE DEVELOPMENT

(Value Education Programme)

An IQAC Initiative

2020-2021

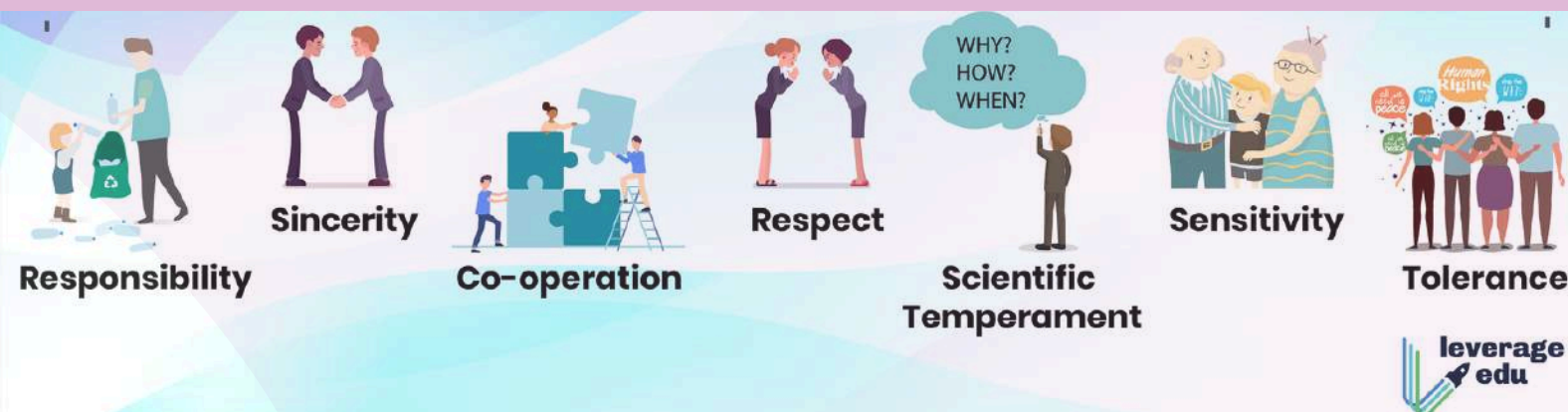
Syllabus for Under Graduate

Aim:

The course aims to guide our youth to identify right human values and to develop a holistic perspective towards values of national integration, equality and brotherhood which will enable the person to grow into a complete human being

Objectives of the course:

- To inculcate the values of religious harmony and national integration.
- To explore into one's own identity and to have a better insight of self- worth
- To cultivate the habit of positive thinking stress and enrich life skills.
- To build and nurture interpersonal relationship.
- To understand about gender and its various implications.
- To appreciate and experience the sanctity of family relationships



Syllabus for First Year Graduates

Life Enrichment Skills

- **Time and Stress management**
- **'Chavarul' - A beacon of light for youth**
- **Code of Conduct**

Syllabus For Second Year Graduates:

Dynamics of Interpersonal Relationships

- **Building relationships**
- **Conflict management in relationships**

Indian Constitutional Obligations

- **Values, rights, duties and responsibilities of citizens**

Gender Equity

- **Towards a gender just society**

Syllabus for Third Year Graduates:

Marriage and Contentment

- **Purpose of Marriage**

Societal Concerns and Challenges

- **Participation in Nation Building and Good governance**



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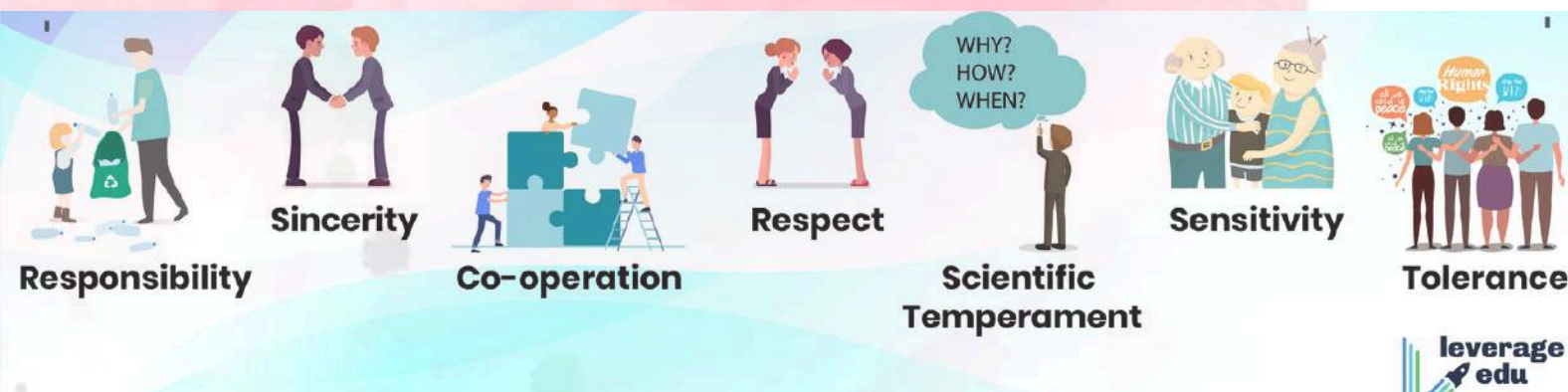
Syllabus for Post Graduate

Aim:

The course aims to guide our students to develop a holistic perspective towards values of social consciousness and to analyse the role of marriage and its impact on family life which will enable the person to grow into a complete human being

Objectives of the course:

1. To analyze social problems and develop ability to work with individuals and community
2. To appreciate and experience the sanctity of marriage and family relationships
- 3 . To develop interpersonal skills which strengthen marital and family relationships.



Syllabus for First Year Post Graduates

Societal Concerns and Challenges

- **Environmental issues**
- **Corruption**
- **Participation in nation building and good governance**

Syllabus For Second Year Post Graduates:

Marriage and family.

- **Preparation for marriage**
- **Selection of a life partner**
- **Problems of marriage**
- **Impact on family life**



KURIAKOSE ELIAS COLLEGE, MANNANAM

Mannanam P.O., Kottayam - 686561, Kerala, India

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Estd. in 1964



www.kecollege.ac.in



kecollegemnm@gmail.com



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HUMAN VALUE DEVELOPMENT- SYLLABUS UG 2020-21

Syllabus for First Year Graduates

1. Life Enrichment Skills
2. Time and Stress Management
3. 'Chavarul'- A beacon of light for youth
4. Code of conduct

Syllabus For Second Year Graduates:

1. Dynamics of Interpersonal Relationships

Building relationships

Conflict management in relationships

2. Indian Constitutional Obligations

Values, rights, duties and responsibilities of citizens

3. Gender Equity

Towards a gender just society

Syllabus for Third Year Graduates:

1. Marriage and contentment

Purpose of marriage

2. Societal concerns and challenges

Participation in nation building and good governance

References:

1. Resource book for Value Education: Institute of Value Education (AIACHE), New Delhi, 2002.
2. The 7 Habits of Highly Effective People: Restoring the character Ethic, Stephen R. Covey, Simon & Schuster Publishers, New York, 1989



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



3. Shireesh Pal Singh, Human Rights Education in 21st Century. Discovery Publishing House Pt.Ltd.New Delhi, 2011
4. S K Khanna, Children and Human Rights. Common wealth Publishers,2011

HUMAN VALUE DEVELOPMENT- SYLLABUS PG 2020-21

Syllabus for First Year Postgraduates

1. Societal Concerns and Challenges

- Environmental issues
- Corruption
- Participation in nation building and good governance

Syllabus For Second Year postgraduates:

1. Marriage and family

- Preparation for marriage
- Selection of a life partner
- Problems of marriage
- Impact on family life

References:

1. Human Values Development Programme: All India Association for Christian Higher Education (AIACHE), New Delhi, 2013.
2. Resource book for Value Education: Institute of Value Education (AIACHE), New Delhi, 2002.
3. Family Life Education in India, Perspectives, Challenges and Applications edited by Aparajita Chowdhury, David K Carson, Cecyle K Carson, Rawat Publications, New Delhi, 2006
4. Ram Ahuja, Indian Social System, Rawat publications, New Delhi, 1993

Principals



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KURIAKOSE ELIAS COLLEGE MANNANAM PG DEPARTMENT OF COMMERCE

Computerised Accounting

ADD ON COURSE

Course Outcomes :

- Develop computer skills for recording financial transactions
- Prepare annual accounts and reports using Tally.
- Apply the knowledge of quantitative tools and techniques in Tally for the interpretation of data for managerial decision making

Course Duration-30 Hours

2020-21

More Information
commerce@kecollege.ac.in



+9495850515



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COMPUTERISED ACCOUNTING – SYLLABUS 2020-21

Module I

Introduction to Computerized Accounting- Computerized Accounting Vs. Manual Accounting- Merits of Computerized Accounting –Tally ERP9-Features of Tally ERP 9– Screen Components-Creation of Company- Selecting a Company – Altering/ Modifying Company Creation Details – Deleting a Company – F 11 Features –F 12 Configuration.

–Module II

Accounts and Vouchers– Account Groups – Pre-Defined Groups – Creating Single& Multiple Groups – Creation of Primary Account Groups – Creating Ledger Accounts in Single & Multiple – Displaying- Altering and Deleting Account Groups and Ledgers – Accounting Vouchers- Entering Transactions in Accounting Vouchers – Bill Wise Details - Altering and Deleting a Voucher Entry – Creating New Voucher Types – Modifying an Existing Voucher – Duplicating a Voucher – Optional Vouchers – Post- Dated Vouchers – Reverse Journal – Bank Reconciliation Statement - Creating Budget - Generating Reports - Configuring Reports Balance Sheet – Profit and Loss Account – Trial Balance – Day Books – Account Books –Statement of Accounts – Ratio Analysis - Cash Flow - Fund Flow – List of Accounts – Exception Reports.

Module III

Accounts With Inventory– Enabling F 11 and F 12 - Stock Category – Stock Group Single/Multiple Creation of Stock Category and Stock Group – Creation of Units of Measurement – Creating Single/Multiple Stock Items – Creating Godowns - Displaying, Altering and Deleting Stock Groups, Units, Items and Godowns – Cost Categories- Cost Centres – Creating Cost Categories and Cost Centres - Displaying, Altering and Deleting Cost Categories and Cost Centres – Purchase / Sales Orders - Inventory Vouchers - Using Inventory Vouchers – Using Accounting Vouchers With Inventory Details (Invoice Mode) - Tally Security - Tally Vault –Tally Audit – Advanced Security Control – Back-Up and Restore – Inventory Reports – Stock Summary - Inventory Books – Statement Of Inventory.



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



Module IV

Accounting With Tax– F 11 &F 12 Settings For Taxation – TDS – Ledgers Related to TDS – Creating TDS Voucher Types - TDS Reports – TCS – Service Tax - VAT –VAT Terminologies – Computing VAT – Ledgers and Vouchers Pertaining to VAT – VAT Reports – VAT Forms – Interstate Trade and CST.

Module V

Payroll: Enabling Payroll – Creating Pay Heads – Single/Multiple Creation of Employee Groups - Single/Multiple Creation of Employee Head – Salary Details – Configuration of Salary Details - Creating Units of Work – Managing and Creating Attendance / Production Types – F 12 Payroll Configuration – Payroll Vouchers – Creating Payroll Voucher Types - Displaying, Altering and Deleting Payroll Documents – Payroll Reports (Full) – Configuring All Payroll Reports – Statutory Deductions – PF – Employers Contribution to PF – PF Ledger Heads– PF Related Heads in Pay Structure –Gratuity Calculation, Creation and Accounting - Generating a Sample Pay Slip – Employee Loan & Salary Advance Management.

Practical Training

- Prepare final accounts of a Company in Tally ERP 9 with Inventory
- Prepare final accounts of a company in Tally ERP 9 incorporating VAT and TDS
- Preparation of payroll

Suggested Readings

1. Roopa, Tally for Every one - ATC Publishing Chennai.
2. Nadhani, A.K. Implementing Tally ERP 9
3. A Comprehensive Guide to Tally ERP 9, Tally Manual

Bygones





K.E College Mannanam



Department of English

C O N D U C T S

UGC Approved

NSQF Certificate Course 2020-21

COMMUNICATION

SKILLS IN ENGLISH

**(Affiliated to MEPSC Sector Skill
Council, New Delhi)**

- Open to all who are interested in honing their Skills in English Communication
- First year students will be given priority
- Classes will be taken by leading Language Trainers of Christ Academy
- Classes begin January 2021 onwards(6 month course)

Cordinators :

**Dr.Sujarani Mathew
(HOD),Mob:9061442637**

**Fr.Jobby Joseph
Mob:9496546707**

**Communication Skills in
English
Program Outcome**

At the completion of the course the learner will be able to: i) develop vocabulary and improve the accuracy in grammar
ii) produce words with right pronunciation

Course Outcome

Basic Computer Skills

Students will be able to-

- 1) Demonstrate a basic understanding of computer hardware and software.
- 2) Demonstrate problem-solving skills.

Life skills

Students will: 1) Develop and exhibit an accurate sense of self.
2) Develop and nurture a deep understanding of personal motivation.

Principle of Management

- 1) Recognize the role of a manager and how it relates to the organization's mission.
- 2) Define management, its four basic functions and skills.

Language Skills

The students will be able to
Recognize correct speech sounds of English in order to enable them to listen to English and speak with global intelligibility.

Be efficient in reading texts by refining their reading strategies



COMMUNICATION SKILLS IN ENGLISH- SYLLABUS 2020-21

(Theory) Total credits: 1

Total hours: 15

Module 1:

Listening

5hrs

Communication--Process- Principles of effective communication Types-Oral/written-Verbal/ Nonverbal--Internal/ External

Non-verbal communication-Body language-Kinesics, Emotional Intelligence Active listening – Barriers to listening – Listening and note taking

Module 2:

10 hours

Speech Sounds

Phonemic symbols - Vowels - Consonants - Syllables - Word stress - Stress in polysyllabic words – Stress in words used as different parts of speech - Sentence stress – Weak forms and strong forms – Intonation – Awareness of different accents: American, British and Indian – Influence of the mother tongue

Listening/Speaking Skills (Practical)

Total credits: 2

Total hours: 30

Speaking :

20 hrs

Word stress and rhythm – Pauses and sense groups – Falling and rising tones –Fluency and pace of delivery – Art of small talk – Participating in conversations – Making a short formal speech – Describing people, place, events and things – Group discussion skills and telephone skills

Listening :

10 hours





Listening to announcements – Listening to news on the radio and television- Differentiating Accents- Global English- Accents-British/American Accents- Indian English –Common Errors in communication and how to avoid them-Some Notions—Conventional and idiomatic expressions

(Theory)

Total Hours:45

Total credits: 1

Total hours: 15

Module 1: Reading Skills

3 hours

Reading: theory and Practice – Skimming/Scanning - Surveying a textbook using an index - reading with a purpose – making predictions. Academic Reading-Extensive Reading

Module 2: Writing

Skills 12 hours

Articles - Nouns and prepositions - Subject-verb agreement - Phrasal verbs - Modals - Tenses - Conditionals – Prefixes and suffixes – Prepositions - Adverbs – Relative pronouns - Passives - Conjunctions - Embedded questions - Punctuation – Abbreviations

Reading/ Writing Skills (Practical)

Total credits: 2

Total hours: 30

Reading:

5 hours

Understanding text structure – Locating main points – Making inferences - Reading graphics - reading critically

Writing Models

25 hours

Letters - Letters to the editor - Resume and covering letters - e-mail –

Seminar papers - Project reports - Notices –

Filling application forms –

Minutes, agenda - Essays



Job application letters: Resume/CV- Reference and recommendation letters- Employment letters-Online application

Skill Component 3

Total Credits:2

(Theory)

Total credits:1

Total hours: 15

Module: Presentation Skills

15 hours

Soft skills for academic presentations -

Effective communication skills – Communication in the Management context--Importance of Words/Language-- Horizontal and Democratic Communication

Human relationships in academic and professional life-. Keeping the Job—Professional Ethics

Presentation Skills (Practical)

Total credits: 1

Total hours: 15

Practicals:

15 hours

PowerPoint presentation – Clarity and brevity - Interaction and persuasion –

Structuring and delivering a presentation- Choosing appropriate medium – Flip charts – OHP Front Office Management and Keeping public relations (Telephone Skills)-

Telephone voice mail- SMS- Video conferencing- Teleconferencing. Interview skills –Group Discussions -

Developing Soft Skills/People Skills – Soft Skills for Team Building- Emotional Quotient



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MANNANAM, KERALA - 685 561**



**KURIAKOSE ELIAS COLLEGE,
MANNANAM**

MG University

Organizes

Massive Open Online Courses

Organic Farming

DATE :

01 February 2020 - 31 March 2020

Coordinator : Neethu Jose



+91 94008 15511

**PRINCIPAL
Dr. Brigit Paul**



Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam, Kerala, India - 686 560. Tel: 91-481-2731001 Fax: 91-481-2731002

E-mail: vc@mgu.ac.in Website: www.mgu.ac.in

(Established by Kerala State Legislature by Notification No.3431/Leg. CI/85/Law, dated 17th April 1985)

Vice-Chancellor

No.V.C.501/2/004/2020

29th September 2020

Sir/Madam,

Sub: Massive open online course (MOOC) on Organic Farming-information on the course-furnishing of – reg.

As you are aware, Haritha Keralam project of the Government of Kerala aspires to promote organic agriculture in the state and make the state self-sufficient vis-à-vis the production of 'safe to eat vegetables and fruits'. In consideration of this, the Government has sanctioned a 'JAIVAM' Project to Mahatma Gandhi University. Impressed by the Organic Farming literacy programme, the Government of Kerala instructed Mahatma Gandhi University to start **Massive Open Online Course (MOOC) on Organic Farming** to create awareness among the students of the University.

In the light of COVID -19 pandemic crisis, UGC has directed top 100 Universities in NIRF (National Institutional Ranking Framework) ranking to start MOOC Course on their own platforms and to promote online learning. Mahatma Gandhi University can offer MOOC course without prior permission of UGC, as it is ranked 49 in NIRF.

Mahatma Gandhi University has decided to offer MOOC course on Organic Farming to all Students undergoing UG Programmes in all its affiliated colleges from 2020 admission onwards. It is mandatory for all students doing UG Programmes in the Affiliated Colleges to do MOOC Course on Organic Farming. It is expected that offering MOOC course on Organic Farming to all students of the University would help to develop a positive attitude towards Organic Farming and would benefit the Society in a significant manner.

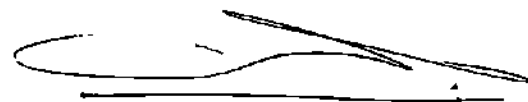
The course is structured in accordance with the regulations of UGC for Online courses. The course will spread across first and second semester of the UG Programme. The Course has 14 Modules including 2 Projects. The 4 credits of this course will be given in addition to the Total credits of UG Programmes existing now.

Affiliated College shall nominate one Faculty member as Coordinator for the purpose of conducting MOOC course. For each department/course in a college, one Faculty member shall be the Mentor of the course. The committee comprising Coordinator and Mentors shall be responsible for the conduct of MOOC course, including the Project work and the online examination to be conducted using the computer lab facility of the college.

The fee for MOOC Course on Organic Farming, in the case of General Students is fixed as Rs. 95/-. (Ninety five only). For students belonging to SC/ST categories, the fee is fixed as Rs. 50/- (Fifty only).

The Monitoring committee at the college level comprising Coordinator and Mentors is responsible for Registration of all Students doing UG Programmes for the MOOC Course, collecting the prescribed fee from students and remitting the same to the Bank A/C number provided by the University, preparing the detailed list of students and sending it to the University, conducting of Online examination and facilitating and monitoring the Project work to be done by students. The Guidelines of the course and registration form are enclosed herewith for your kind information.

Yours faithfully,



(Sabu Thomas)

Encl: As above



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MOOC COURSE ON ORGANIC FARMING- SYLLABUS 2020-21

Guidelines to Teachers for evaluation of Organic Farming Project in First Semester

The Project work on Organic Farming in the first semester of MOOC Course is to be evaluated based on the guidelines given below.

Total marks for the project in the first semester is 100. Out of this, 80 marks are allocated for the Report. Remaining 20 marks are for the Oral presentation by students.

I. Report – 80 Marks

The break up of 80 marks for the Report is shown below. Mentor has to evaluate the report and assign marks as per the following scheme. While evaluating various aspects of the Project, the guidelines given for doing the Project should be considered.

Chapter 1. Introduction

(5 marks)

Chapter 2. Materials and methods

(20 marks)

2.1 Location of college and student

2.2 Crops selected,

2.2.1 Varieties

2.2.2 Source of seed/seedlings

2.3 Area/ no.of grow bags

2.4 Crop season

2.5 Weather condition prevailed (rainfall, rainy days, average atmospheric temperature etc.)

2.6 Agricultural implements and equipments used

2.7 Liming material and quantity

2.8 Manures

2.8.1 Basal application

2.8.2 Top dressing

2.8.2 Biofertilizers

2.8.3 Bio slurries

2.9 Bio pesticides



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



- 2.10. Bio control agents
- 2.11. Any other inputs used
- 2.12 Crop management
 - 2.12.1 Land preparation/ potting mixture preparation
 - 2.12.2 Liming
 - 2.12.3 Basal manuring
 - 2.12.4 Grow bag filling
 - 2.12.5 Seeding/ planting
 - 2.12.6 Top dressing
 - 2.12.7 Pest management
 - 2.12.8 Disease management
 - 2.12.9 Water management
 - 2.12.10 Harvest

Chapter 3. Observations and data collection.

(30 marks)

- Table.1. Germination / plant stand establishment percent
- Table 2. Height of plants in cm. (15 days interval)
- Table 3. No. of branches (15 days interval)
- Table.4.Day of first flowering (Days After Sowing/ planting)
- Table 5. Day of first fruiting (Days After Sowing/ planting)
- Table 6. Harvest days (Days After Sowing/ planting)
- Table 7. No. and weight of fruits from each harvest
- Table 8. Cumulative Yield (kg)

Chapter 4. Photos

(10 marks)

- 4.1. Grow bag preparation and lay out
- 4.2. Flowering stage
- 4.3. Fruiting stage
- 4.4. Harvest stage

Chapter 5. Cost Benefit analysis

(5 marks)

A write up on the expenditure incurred and income obtained





Chapter 6. Conclusion

Inference on the most suitable and profitable crop for -
the locality with reasons

Abstract

A summary of the Project covering all the activities done.

II. Oral Presentation – 20 Marks

20 marks are allocated for the oral presentation by students. Power Point Presentation based on the content of Project report is to be done. Maximum number of slides is 12.

SYLLABUS

Course Duration: 6 months

Course Objectives:

- To achieve the mission of sustainable organic farming.
- To promote organic farming among the public especially to students.
- To promote the value of “Haritha Keralam” mission of Kerala government..

Module 1

History of Organic Farming-Basic Principles of Organic Farming-Organic Farming Practices- Importance of Soil-Planting Materials and Fertilisation-Pest Control Methods-Project on Organic Farming.

Module 11

Kerala and Organic Farming-Water Conservation-Water shed-Integrated Farming-Biological Certificate-Organic Marketing and Prospects-Biological Life-Project Manufacturing of Organic Manures



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DECLARATION BY THE PRINCIPAL

This is to certify that **08**-certificate courses were conducted during the academic year **2019- 2020**. The **Syllabi** and **Brochures** are provided below.



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Sl.no	Name of courses	Course code	Department in-charge
1.	Certificate Course in Basic concepts in phytochemical analysis	CHPA01	Chemistry
2.	Certificate Course in Foundation programme in banking and finance services	ECBS01	Economics
3.	Certificate course in DTP	HSDT02	History
4.	Certificate Course in Matlab programming on numerical computations	KECMAT001	Mathematics
5.	Certificate Course in Electronic equipment maintenance	EEEM01	Physics
6.	Certificate Course in Psychology in everyday life	PYEF02	Psychology
7.	Certificate Course in Diploma in analytical techniques in water analysis	DCHW02	Chemistry
8.	Certificate Course in Project in library science	PLISC01	English



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KURIAKOSE ELIAS COLLEGE, MANNANAM

RESEARCH AND POSTGRADUATE DEPARTMENT OF CHEMISTRY

**ONLINE CERTIFICATE
COURSE**

2019-2020

BASIC CONCEPTS IN PHYTOCHEMICAL ANALYSIS

COURSE OUTCOMES

CO1- TO UNDERSTAND THE IMPORTANCE OF MEDICINAL PLANTS AND PHYTOCHEMISTRY.

CO2-TO STUDY DIFFERNT TYPES OF EXTRACTION TECHNIQUES

CO3-TO ADOPT ISOLATION AND PURIFICATION TECHNIQUES FOR EACH METABOLITES.

CO4--TO GET PRACTICAL EXPERIENCE IN QUALITATIVE PHYTOCHEMICAL ANALYSIS.

MINIMUM QUALIFICATION- UG

CLASS DURATION- 1 MONTHS

CREDIT-30



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BASIC CONCEPTS IN PHYTOCHEMICAL ANALYSIS- SYLLABUS 2019-20

6/2/2020

Phytochemical Analysis: Activity report

Online certificate course in Basic concepts in Phytochemical Analysis

[Home/My courses/ Phytochemical Analysis/Reports/ Activity report](#)

Online certificate course in Basic concepts in Phytochemical Analysis

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Activity	Views	Related blog entries	Last access
PHY2020	6 views by 4 users	-	Tuesday, 2 June 2020, 11:04 PM (5 mins 34 secs)
Announcements	37 views by 18 users	-	Saturday, 16 May 2020, 7:52 AM (17 days 15 hours)
Assignment format	130 views by 27 users	-	Saturday, 16 May 2020, 8:47 PM (17 days 2 hours)
Module 1			
Introduction to the Course	73 views by 29 users	-	Monday, 11 May 2020, 11:18 AM (22 days 11 hours)
Importance of medicinal plants	67 views by 25 users	-	Monday, 11 May 2020, 11:20 AM (22 days 11 hours)
Phytochemistry	62 views by 20 users	-	Saturday, 9 May 2020, 9:03 PM (24 days 2 hours)
Difference between Primary & Secondary metabolites	51 views by 21 users	-	Monday, 11 May 2020, 11:05 AM (22 days 12 hours)
Assignment 1-Selection of Medicinal plants	1798 views by 31 users	-	Tuesday, 2 June 2020, 11:03 PM (5 mins 59 secs)
Quiz 1	587 views by 31 users	-	Friday, 29 May 2020, 7:05 AM (4 days 16 hours)
Module 2			
Different types of extraction processes	17 views by 7 users	-	Tuesday, 12 May 2020, 12:18 AM (21 days 22 hours)
Extraction methods	17 views by 8 users	-	Wednesday, 13 May 2020, 7:46 PM (20 days 3 hours)
Assignment 2-Review	999 views by 30 users	-	Tuesday, 2 June 2020, 10:52 PM (17 mins 4 secs)
Module 3			
Isolation & Purification Techniques	23 views by 12 users	-	Sunday, 17 May 2020, 1:06 PM (16 days 10 hours)
Phytochemical Screening	18 views by 11 users	-	Wednesday, 20 May 2020, 6:21 PM (13 days 4 hours)

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0481-2597074 (Principal)



+91 8174154846



[Assignment 3-Powerpoint Presentation](#) 919 views by 30 users - Tuesday, 2 June 2020, 10:50 PM (19 mins 57 secs)

[Quiz 2](#) 357 views by 29 users - Sunday, 17 May 2020, 1:07 PM (16 days 10 hours)

Module 4

[Qualitative Phytochemical Analysis](#) 2 views by 2 users - Wednesday, 13 May 2020, 9:38 AM (20 days 13 hours)

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K.E. COLLEGE MANNANAM

RESEARCH AND POSTGRADUATE DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE 2019-20

FOUNDATION PROGRAMME IN BANKING AND FINANCIAL SERVICES

ABOUT THE COURSE

The Course in banking and financial services provide a comprehensive understanding of the banking industry as well as the basics of financial services and they equip students with key skills to perform a variety of banking services

Contact us

economics@kecollege.ac.in

Dr. Rinu Jose

Head of the Department

Ms. Mettilda George

Coordinator





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SYLLABUS OF THE CERTIFICATE COURSE

FOUNDATION PROGRAMME IN BANKING AND FINANCIAL SERVICES

Course Title: *Foundation Programme in Banking & Financial Services*

Course Objectives : *to familiarize the students about basic banking and financial services.*

Syllabus:

Introduction on Entrepreneurship - One crore activity – Basics of asset classes – Equity / Mutual funds / Bank savings / Debt instruments / Gold / Real estate etc - Financial Freedom concept / Goal setting / asset allocation / Passive vs Active strategies - Financial markets / IPOs / Stock exchanges / Corporate actions – Dividend / Stock split / right issue / bonus issue / spin off etc with live examples / Normal account opening procedures, how to buy shares, IPO, FPO/Physical demat/etc - Banking and Insurance - Videos and Introduction to basic terminologies - Reinforce the points about building a business with Margin of Safety, and having a checklist to come out on top – Fundamental analysis – EIC analysis / Ratios / Valuation etc - INVESTMENT STRATEGIES: "Systematic Investment Plan" / SIP calculator / Benefits of SIP, and the various processes involved, Overview of the various forms from various AMC, how to fill it, supporting documents etc. - Product Description - Equity & Debt MF / Terminologies / Process of selecting a MF from the universe and how it is analyzed to recommend a mutual fund. - Hedge Recommendation List - Excel training for financial services operations. **30 hrs.**

Course Outcome: *Students were able to make transactions in share markets*

Number of classes engaged : *30 hrs.*

Number of Students Enrolled : *51 Nos.*

Assessment procedure:



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The successful participants of the course were determined on the basis of a written examination. An online examination was conducted by the department via google form, which all the participants attended . Students who have obtained above 35 percentage mark in the written examination were declared as passed in the certificate course. Certificates were issued to the successful participants.



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KURIAKOSE ELIAS COLLEGE, MANNANAM

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Re-accredited by NAAC in 2019

Affiliated to Mahatma Gandhi University, Kottayam

College Selected for the "Star College Programme" of the Department of Biotechnology, Govt. of India in 2023.

DEPARTMENT OF HISTORY

Inauguration

Certificate Course on 'DTP'

07.08.2019

Christopher Hall

10.00 am

**Ms. Sijimol C G.
(HoD).**

**Dr. Antony Thomas
(Principal)**



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PROGRAMME

Prayer:

Welcome Address: Tintu K J (Faculty Member)

Presidential Address: Ms. Sijimol C G (HoD)

Inaugural Address: Dr. Antony Thomas (Principal)

Felicitation : Mr. Dosco Mathews Jacob (Office Staff)

Vote of Thanks: Mr. Alvin Thomas

(History Association Secretary)



Estd. in 1964

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CERTIFICATE COURSE DTP- SYLLABUS

2019-2020

DTP

SYLLABUS

Module 1

Basics of Computer, What is DTP, Main components of DTP: Hardware, Software, Printers: Different types of printers, Scanner

Module 2

Introduction to Microsoft Office- MS Word-creating and editing documents- menus, commands, toolbars and icons-formatting documents-creating tables-mail merge.

Module 3

PageMaker: An introduction, basics menus & tools Guides & rulers. Drawing tools. Fills & outlines. Working with- text, paragraphs, tabs & indents, graphics, tables. Importing & exporting story editing & printing. Tips & Shortcut keys.

Module 4

Photoshop: Introduction- the file menu, the tools, drawing lines & shapes. Inserting pictures and shapes, filling colors, text effects, working with layers, filters. Tips and tricks in Photoshop.



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Certificate
Course
Offered by the
Department of
Mathematics



Introduction to MATLAB Programming

Syllabus

- Basics of MATLAB programming
- Working with files: scripts and functions
- Plotting and program output
- Defining errors and precision in numerical methods
- Differentiation in single and multiple variables
- Multi-step application of trapezoidal rule
- MATLAB functions for integration

Outcomes

- Data Analysis Skills
- Mathematical Modeling
- Problem - Solving Skills
- Optimization Techniques

7/8/2019
to
15/2/2020





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SYLLABUS

Certificate Course in MATLAB Programming on Numerical Computations

Course Objectives

- Understanding the MATLAB environment
- Being able to do simple calculations using MATLAB
- Being able to carry out simple numerical computations and analyses using MATLAB

Outcome:

- Learn basics of MATLAB programming.
- Get introduced to numerical methods for engineering problems.
- Will be able to use MATLAB to solve computational problems.
- Will be able to use MATLAB as a helping aid academically.

SYLLABUS

KECHATOOL

Module 1:

Introduction to MATLAB Programming :This module will introduce the students to MATLAB programming through a few examples .Students who have used MATLAB are still



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recommended to do this module, as it introduces MATLAB in context of how we use it in this course.

- Basics of MATLAB programming.
- Array operations in MATLAB
- Loops and execution control.
- Working with files: Scripts and Functions.
- Plotting and program output.

Module 2:

Approximations and Errors Taylor's / Maclaurin series expansion of some functions will be used to introduce approximations and errors in computational methods

- Defining errors and precision in numerical methods
- Truncation and round-off errors
- Error propagation, Global and local truncation errors.

Module 3:

Methods of numerical differentiation , trade-off between truncation and round-off errors, error propagation and MATLAB functions for integration will be discussed.

- Numerical Differentiation in single variable
- Numerical differentiation: Higher derivatives
- Differentiation in multiple variables

Module 4:

Methods of numerical integration , trade-off between truncation and round-off errors, error propagation and MATLAB functions for integration will be discussed.

- Newton-Cotes integration formulae.
- Multi-step application of Trapezoidal rule.
- MATLAB functions for integration.



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Certificate Course
Conducted by

Department of
Physics, K.E College,
Mannanam



Electrical equipment Maintenance

Course Outcomes

- Enhanced Practical Skills
- Theoretical Understanding
- Application of Knowledge
- Exposure to industry practices and guidance from experienced professionals
- Students who completed the course received a certificate acknowledging their proficiency in electrical equipment maintenance.

Course Duration

34 hours - 6 Months

Period of Course

June 2019 - December 2019



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Syllabus

Certificate Course: Electrical Equipment maintenance- 2019-20

Module I (Theory only): 10 hours

General Introduction about House-hold Electrical equipments. Basics of house wiring systems. Overload protection, Electrical safety tips, Branch and feeder circuits, Electrical grounding. Energy and economic efficiency of equipments.

Module II (Theory: 3 hours Practicals: 12 hours)

Basic key concepts of Voltage, Current, Capacitance, Resistance, KVA, KWh. Circuit connections, voltage and current relationship in star & delta configuration . 3 phase and 1 phase supply. Familiarity with Energy parameters. Develop circuit and wiring diagram and electrical signage, code specifications to plan wiring layouts, consumption points. Rating and current carrying capacity of wires, cables, fuse, switches, sockets, MCBs, ELCBs and other electrical accessories. Understand layout of main switch, circuit breakers required at main board, Understand drawings, circuit diagrams and electrical code, specifications of the electrical equipment and gadgets. Understand the capacity in kW. Load in Amperes and power consumption in kWh for each appliance.

Module II (Theory: 3 hours Practicals: 12 hours)

Connection of equipment and status of tripping device, replacement of damaged switches, MCB, fan- capacitor, regulator, lighting points i.e. holder, choke, starters, water coolers and their pump & motor, Check for working condition of fuses, circuit breakers and all cables for loose connections Adequate precautionary measures while handling electrical system adhering to relevant health and safety standards, Testing of electrical parameters, cables and measurements. Select the proper instrument for suitable measurement. □ Identify and test passive and active electronics components. □ Practice soldering and de-soldering of various types of electrical and electronics □ components. Trouble shoot the faults in the given power



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supply circuits. Identify and test various mechanical and electrical modules of the given appliances. Identify electronics parts/components/modules of the given appliances.



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**POST GRADUATE
DEPARTMENT OF PSYCHOLOGY
KURIAKOSE ELIAS COLLEGE
MANNANAM
2019-20**

Contact Details

9495993673/8301985791

Certificate Course

PSYCHOLOGY IN EVERYDAY LIFE

(30 hr certificate course)

Period of course: June 2019 to December 2019

MINIMUM QUALIFICATION : 12TH PASS

HOD

**FR JOHNSON JOSEPH CST
DEPT OF PSYCHOLOGY**

COURSE COORDINATOR

**MS KARTHIKA ELIZABETH
ASSISTANT PROFESSOR
ON CONTRACT**

COURSE CONTENT

**GENERAL PSYCHOLOGY
HEALTH PSYCHOLOGY
SOCIAL PSYCHOLOGY
ADOLESCENT PSYCHOLOGY**



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CERTIFICATE COURSE- 2019-20 SYLLABUS

COURSE NAME: PSYCHOLOGY IN EVERY DAY LIFE

Course code:PSYPEL01

30 HOURS

MODULE 1: GENERAL PSYCHOLOGY

(5 hrs)

UNIT 1. Concepts of general psychology applied in day today life

UNIT 2. Baseline assessment-based on learning theory

UNIT 3: Personality types-Mature Personality

UNIT4.Motivation theories in workplace

UNIT54: Application of Attention and perception theories –Stroop effect-selective attention theories

MODULE 2: HEALTH PSYCHOLOGY

(10 HRS)

UNIT 1. Define, need and models in health psychology

Unit 2. Stress and coping-what makes events stressful-dimensions of stressful events &management of stress

Unit 3: Pain management-significance of pain-pain and personality-pain controlling techniques

Unit4.Health behaviour-changing health habits-health –belief model, theory of planned behaviour

Unit5: Health enhancing behaviours-stages of behaviour change, exercise, accident prevention, weight control

Unit 6: Psychological issues in advancing illness-ross five theory, stage theory

Unit 7: Psychoneuroimmunology-define and explain the various diseases

Unit 8-AIDS

Unit:9-Cancer

Unit: 10-Chronic illness-Hypertension, Diabetes



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MODULE 3: SOCIAL PSYCHOLOGY

(5hrs)

Unit 1. Introduction to the applied social psychology

Unit 2. Prejudice-human right violation

Unit 3: Altruism

Unit4.Social influence- classical experiments and application of compliance techniques

Unit 5: Mob behaviour-definition, crowd mentality, types of crowds, theories of crowd mentality, pack mentality in humans

MODULE 4: ADOLESCENT PSYCHOLOGY

(10 hrs)

Unit 1. Introduction to the adolescent psychology –adolescence-puberty changes-growth spurt

Unit 2. Socio-emotional development-emotional pattern-social maturity

Unit 3: Cognitive-moral development-Piaget and Kohlberg

Unit4.Identity development-Erickson and Marcia theory

Unit5: Family and peer relationship-parents, sibling, step-relatives, grandparents

Unit 6: Risk behaviour in adolescence-adventure, behavioural addictions, substance use

Unit 7: Sex roles in adolescence-sex role and effects of sex role typing

Unit 8: Adolescent self-concept and adolescent maladjustment

Unit 9: Personality changes in adolescence-consequences of attempts to improve personality

Unit 10: Hazards of adolescents-physical and psychological

References

1. Baron, R.A. (2004). Psychology, 5th ed. New Delhi: Pearson Education
2. Baron, R.A. & Byrne, D. (1997). Social Psychology, 7th ed. New Delhi: Pearson Education.
3. Misra, G. (1990). Applied Social Psychology in India. New Delhi: sage Publications.
4. Myers, D.G. (1990). Social Psychology, 3rd ed. New York: McGraw Hill Inc.
5. Coon, D. (1983). Introduction to psychology: Exploration and application. New York: West Publishing Co.
6. Weiten, W. (2002). Psychology: Themes and variations, 5th ed. New York: Brooks/Cole Publishing Co.
7. Berk, L.E. (2006). Child development (7th Ed.) Pearson Education Inc.



8. Hurlock, E.B (2005) Child Development; Tata McGraw Hill Publishing Co.
9. John W. Santrock,; A topical approach to Life-span Development'3 rd ed
10. Sarafino, E. P. (1999). Health Psychology. John Wiley & Sons Inc.
11. Shelley, E. T. (1986). Health Psychology. New York: Random House.



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KURIAKOSE ELIAS COLLEGE, MANNANAM

RESEARCH AND POSTGRADUATE DEPARTMENT OF CHEMISTRY

DIPLOMA COURSE

2019-2020

Analytical Techniques in Water Analysis

COURSE OUTCOMES

- CO1-** To understand the basic principles of instrumental methods of analysis
- CO2-** To analyse water quality parameters.
- CO3-** To get practical experience on different types of titrations used in water quality.
- CO4-** To exposure in fieldwork, project and training sessions.

MINIMUM QUALIFICATION

Degree students who completed certificate course -analytical techniques in water analysis

CLASS DURATION- 10 MONTHS

CREDIT-20

HOURS-40



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Syllabus

Certificate Course: Water Analysis- 2019-20

DIPLOMA COURSE- ANALYTICAL TECHNIQUES IN WATER ANALYSIS

Paper 1- Instrumental methods of analysis	3 credits
Paper II-Water quality parameters	3 credits
Paper III-Practical	6 credits
Paper IV-Field Work, Project and Training	8 Credits

Eligibility: Students who have completed certificate course (earned 20 credits) in analytical techniques in water analysis.

PAPER 1--INSTRUMENTAL METHODS OF ANALYSIS -1 3 CREDITS

1. Basic principles underlying spectroscopic techniques - UV/vis spectroscopy, IR spectroscopy, NMR spectroscopy. Brief introduction to mass spectrometry, Atomic Absorption Spectroscopy, flame photometry, nephelometry and turbidimetry.
2. Electro-analytical methods of analysis - conductance of solutions, molar conductivity, conductometric measurements, pH and its determination, electrochemical cells, potentiometric titrations, voltammetry and polarography, (only very brief study is necessary)

PAPER II-WATER QUALITY PARAMETERS 3 CREDITS



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Principle and procedure for the determination of colour, turbidity, dissolved solids, suspended matter, acidity, alkalinity, nutrients such as chloride, sulphate, silicate, nitrate, sulphate, phosphate, B.O.D and C.O.D., hardness (temporary and permanent) organic/metallic pollutants

PAPER III-PRACTICALS

6 CREDITS

1. Calibration of common glass wares used in the laboratory, preparation of standard solutions,
2. Acid-base titrations
3. Measurement of conductance, pH of given solutions
4. Conductometric titrations
5. Potentiometric titrations

PAPER IV-FIELD WORK, PROJECT AND TRAINING 8 CREDITS

REFERENCES:

1. Standard Methods for the Examination of water and wastewater (20th edition ed Lenore S Clesceri, Arnold E Greenberg, Andrew D. Eaton (1998) 1, Vol. Pub American Public Health Association, NW Washington, DC
2. Standard Methods for the Examination of water and wastewater (20th edition), ed. Lenore S Clesceri, Arnold E. Greenberg, Andrew D. Eaton (1998), Vol. II, Pub. American Public Health Association, NW Washington, DC
3. Official Methods of analysis of the Association of Official Analytical Chemists, editor William Horwitz, 12th edn., 1975. Pub. Association of official Analytical Chemists, Washington DC
4. Standard Methods for the Examination of water and wastewater (16th edition), ed. Lenore S Clesceri, Arnold E. Greenberg, Andrew D. Eaton (1976), Pub. American Public Health Association, NW Washington, DC
5. Indian standard methods of sampling and Test (Physical and Chemical) for water used in industry. (1977), Indian Standard Institution



6. **Indian Standard Methods of sampling and test for industrial effluents, part I, Part II, and Part III. (1990), Bureau of Indian Standards.**
7. **Indian standard Methods for measurement of air pollution (1975), Indian Standard Institution**



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**KURIAKOSE ELIAS
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MANNANAM**



**Department of
English** Presents

PROJECT IN LIBRARY SCIENCE [PLiSc] 2019-20

Duration : 30 Hours [November - January]

COURSE STRUCTURE

Module I: Library and Society

Introduction to library science, roles of libraries, types, history of public library movements in India and Kerala, and professional ethics.

Module II: Library Management

Principles of management, physical planning, collection development, and daily library operations.

Module III: Library Classification and Catalogue Theory

Library classification systems, including Colon and Dewey, and the functions and types of library catalogues.

Module IV: Basics of Information Technology

Library automation, current IT trends, networking, and software like LIBSYS, SOUL, and KOHA.

Module V: Information Sources and Services

Types of information sources (primary, secondary, tertiary, non-documentary) and reference services.

COURSE OUTCOME

- **Understanding Library Fundamentals :** Gain foundational knowledge of library science principles, the role of libraries in society, and ethical practices.
- **Effective Library Management :** Apply management principles, plan library spaces, and manage collections and daily operations.
- **Library Classification Skills :** Utilize classification systems and cataloguing techniques to organize library resources effectively.
- **Information Source Identification :** Identify and utilize various information sources and provide effective reference services.

CONTACT INFORMATION

Course coordinator: Dr Sujarani Mathew

Phone: +91 94473 20083

E-mail: katrinsuja@gmail.com



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SYLLABUS OF PROJECT IN LIBRARY SCIENCE

DEPT. OF ENGLISH,

K.E. COLLEGE, MANNANAM

Value Added Course 2019- 20: Project In Library Science (PLiSc)

Course: Library and Information Science

SYLLABUS

Contact Hours : 15

Module I : Library and Society (4 Hours)

- The scientific basis of Library and Information Science. Five laws of Library Science. Roles of Library in modern society.
- Types of libraries: their functions. Public, Academic, Special and Academic Libraries.
- Public library movement in India. Public library movement of Kerala Library legislation- purpose, principles and factors.
- Professional ethics.

Module II: Library Management (2 Hours)

- Principles of scientific management applicable to libraries.
- Physical Planning
- Library collection- collection building, need and purpose of book selection- book selection tools.
- Routine of operations in different sections of the library.

Module III: Library Classification and Catalogue Theory (5 Hours)

- Need and purpose of Library classification.-colon classification, Dewey classification.
- Library Catalogue – Objectives, purpose and functions –Types of catalogues.

Module IV: Basics of Information Technology (3 Hours)

- Library automation- need and present trends –networking, online searching –software packages –LIBSYS,SOUL, KOHA



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Module V: Information Sources and Services (1 Hour)

- Sources of information –Primary, Secondary and Tertiary sources. Non-documentary sources.
- Reference service, user education

Practical Hours: 15

Course Coordinator

Ms. Anamol Thomas

Librarian

Course Coordinator

Dr. Sujarani Mathew

Asst. Professor & HOD



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DECLARATION BY THE PRINCIPAL

This is to certify that **15**-certificate courses were conducted during the academic year **2018-2019**. The **Syllabi** and **Brochures** are provided below.



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SL.NO	NAME OF COURSES	COURSE CODE	DEPARTMENT IN-CHARGE
1.	Certificate course in Vermicomposting	ZOCVC01	Zoology
2.	Certificate course in analytical techniques in water analysis	CHWA01	Chemistry
3.	Certificate course in Archival studies and management	HSAR01	History
4.	Certificate course in Life skills in Communication	ENCS01	English
5.	Certificate course in Computerised Accounting	CO1NSB01	Commerce SF
6.	Certificate course in Counselling and Psychotherapy	MWCP01	MSW
7.	Certificate course in Decorative arts	BODA15	Botany
8.	Certificate course in Enhance your English	ESEE01	PG-English SF
9.	Certificate course in Income tax and GST	CSI01T	Commerce SF
10.	Certificate course in life skills development	PYLS01	Psychology
11.	Certificate course in life style management	CHLS01	Chemistry
12.	Certificate course in Microsoft office specialist	CAMS01	Commerce
13.	Certificate course in Network technology	EENT01	EEM
14.	Certificate course in Programming in Python	CAPP01	Computer Application
15.	Certificate course in R software- support with data camp	STRS01	Statistics

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CERTIFICATE COURSE IN VERMICOMPOSTING

(Offered by Department of Zoology)

PROGRAMME OUTLINE

The Department of Zoology, Kuriakose College Mannanam is keen to instil love for nature in the young minds. We impart the principles of conservation and eco-friendly living among students. With immense pleasure we introduce a certificate course in Vermicomposting to inspire the youth to follow green practices for effective waste management.

WHO CAN ATTEND

Students of second year BSc. Zoology and Botany

DURATION

6 Months

PROGRAMME STRUCTURE

- ✓ Study of morphological features of earthworm.
- ✓ Study of cocoons and juveniles.
- ✓ Identification of any two local and two exotic species of earthworms .
- ✓ Study of Vermicomposting equipments.
- ✓ Preparation of vermibeds.
- ✓ Vermicompost production, harvesting.
- ✓ Establishment of vermiwash unit.
- ✓ Study of Pests and diseases of Earthworms

For More Details, Contact:

Course Co-ordinator: Nisha Maria E.G (9995013091)



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SYLLABUS ON CERTIFICATE COURSE IN VERMICOMPOSTING

Theory Course

Vermiculture and Vermicomposting

MODULE I : VERMICULTURE

8 Hours

Unit 1: Introduction to Vermiculture

Definition, History and Scope of Vermiculture

Unit 2: Earthworm Biology

Habitat & Morphology of earthworms, Reproduction and Life Cycle. Ecological classification of earthworm: Epigeics, Anecics and Endogeic Worms. Physiological adaptations of earthworms.

Unit 3: Species of earthworms suitable for vermiculture

Indigenous species, common earthworm species of Kerala and Exotic species

Unit 4: Ecological Significance of Earthworms –

Importance of earthworms in maintaining physical and chemical properties of soil. Role of earthworms in medicine, agriculture and solid waste management.

Module II : VERMICOMPOSTING

16 Hours

Unit 5: General principles of vermicomposting technology - Biodegradation processes, Raw materials for composting, Sources of organic wastes for vermicomposting, Multiplication of earthworms, Two Major Phases in Vermicomposting - Active Phase, Maturation phase.

Unit 6 : Setting up of domestic vermicomposting system : Basic steps, site selection, Physical factors : temperature, sunlight, moisture, Aeration, Chemical factors : pH, Ammonia, Salt Content.

Unit 7: Types of vermicomposting -Soil pit vermicomposting and Tanks above the Ground - Cement Rings, Two tank system, Four Tank System, Commercial Model, Windrows.

Unit 8: Maintenance and Monitoring : Feeding, Harvesting - Manual methods, Migration method, rotating Trommel and Divide and Dump, Storage of Vermicompost, Advantages of Vermicompost.



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Vertebrate Predators, Invertebrate Predators, Parasites and Pathogens.

Practical Course

15 Hours

1. Study of morphological features of earthworm.
2. Study of cocoons and juveniles.
3. Identification of any two local and two exotic species of earthworms .
4. Study of Vermicomposting equipments.
5. Preparation of vermibeds.
6. Vermicompost production, harvesting.
7. Establishment of vermiwash unit.
8. Study of Pests and diseases of Earthworms.



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KURIAKOSE ELIAS COLLEGE, MANNANAM

RESEARCH AND POSTGRADUATE DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE

2018-2019

UGC SCHEME OF CAREER ORIENTED COURSE

Analytical Techniques in Water Analysis

COURSE OUTCOMES

CO1- To understand the fundamentals of analytical chemistry.

CO2- To get an awareness about water pollution and water quality parameters.

CO3- To get hands on experience in water quality analysis.

CO4- To exposure in fieldwork, project and training sessions.

MINIMUM QUALIFICATION

Degree students from science stream who completed their first semester course with chemistry as part of study as core or complementary subject

CLASS DURATION- 10 MONTHS

CREDIT-20

HOURS-40



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Syllabus Certificate Course: ANALYTICAL TECHNIQUES IN WATER ANALYSIS

Total- 20 Credits

Paper 1 Fundamentals of Analytical Chemistry - 3 Credits

Paper II-Water Analysis- 3 Credits

Paper III-Practical- 6 Credits

Paper IV-Field Work, Project and Training- 8 Credits

ELIGIBILITY

Degree students from science stream who had completed their first semester course with chemistry as part of the study as core or complementary subject.

PAPER 1-FUNDAMENTALS OF ANALYTICAL CHEMISTRY. 3 CREDITS

1. Instrumental Techniques - Classification of basic instrumental methods of chemical analysis. Procedure and protocol. Recording laboratory data. Advantages and limitations of instrumental methods and chemical methods. Outline study of basic function of instrumentation-signal to noise ratio, sensitivity and detection limit.

2. Major steps in solving analytical problems. Areas of analytical chemistry, problems, steps and methods of analysis. Types of errors, precision and accuracy (Principle only)

3. Good laboratory habits-weighing techniques, analytical balance, electronic balance, errors in weighing. Graduated glasswares, calibration of graduated apparatus.

4. Common laboratory operations-preparing substance for analysis, weighing the sample, dissolving the sample, precipitation filtration, filter papers, filtering. crucibles, washing precipitates, drying and igniting precipitates. Use of spread sheets in analytical chemistry

5. Instrumental methods of analysis- Brief introduction to UV/Vis spectroscopy, IR Spectroscopy, Nephelometry, Turbidimetry, Conductometric Measurements, PH and its determination, potentiometry and chromatography

PAPER II-WATER ANALYSIS. 3 CREDITS



principal@kecollege.ac.in



0481-2597074 (Principal)



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1. Types of water pollution- Physical, Chemical, biological and physiological pollution of water. Ground water pollution - harmful effects, protection of ground water from pollution. Surface water pollution- Factors affecting surface water, sources of surface water pollution, protection of surface water from pollution.
2. Sources of water pollution - sewage and domestic wastes, industrial effluents, agricultural discharges, fertilizers, detergents, toxic metals and siltation. Eutrophication-types, effects and control.
3. Problems of Vembanad lake and Kuttanadu region a case study of ecological disturbance due to environmental degradation (Brief study).
4. Water quality Parameters determination of water quality parameters like PH acidity, alkalinity, dissolved oxygen, B.O.D, C.O.D, turbidity, hardness- temporary and permanent, nutrients-chloride, sulphate, silicate, nitrate and phosphate.

PAPER III-PRACTICAL- 6 CREDITS

Water Analysis determination of colour, turbidity, PH, EC dissolved solids, suspended matter, acidity, alkalinity, nutrients such as chloride, sulphate, silicate, nitrate and phosphate, D.O, B.O.D, C.O.D, organic pollutants/metallic pollutants and total coliforms

PAPER IV-FIELD WORK, PROJECT AND TRAINING 8 CREDIT

REFERENCES:-

1. Instrumental Methods of Analysis, Willard, Merritt, Dean and settle 7th Edn
2. Instrumental Methods of Chemical Analysis, B.K Sharma, 16" Edn.
3. Vogel's Text Book of quantitative Chemical Analysis, Mendham, Denny, Barnes and Thomas, etal.
4. Quantitative analysis, R.A Day Jr. and A.L/Underwood, 6th edn.
5. Pollution prevention and waste minimization in laboratories, Peter A Reinhardt, K.Leigh Leonard, Peter C Ashbrook.
6. Analytical Chemistry, Gray D Christian, Jiohn wiley & sons Inc.
7. Fundamentals of Analytical Chemistry, D.A Skoog. D. M West, F.J Holler.
8. Standard Methods for the Examination of water and wastewater (20th edition), ed.Lenore S. Clesceri, Arnold E.Greenberg, Andrew D. Eaton (1998), vol.1, Pub. American Public Health Association, NW Washington, DC.



9. Standard Methods for the Examination of water and wastewater (20th edition), ed.Lenore S. Clesceri, Arnold E.Greenberg, Andrew D. Eaton (1998), vol.II, Pub. American Public Health Association, NW Washington, DC.

10. Official Methods of the analysis of the Association of Official Analytical Chemists, editor William Horwitz, 12th edn., 1975. Pub. Association of Official Analytical Chemists, Washington DC.

11. Indian standard methods of sampling and Test (Physical and Chemical) for water used in Industry (1977), Indian Standard institution.

12. Indian standard methods of sampling and test for industrial effluents, part 1, Part II and Part III (1990), Bureau of Indian Standards



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Affiliated to Mahatma Gandhi University, Kottayam

**Department of History
in Collaboration with
St. Kuriakose Elias Chavara Archives
and Research Centre, Mannanam**

Inauguration

**Certificate Course on
ARCHIVAL STUDIES AND
MANAGEMENT**

Venue: New Seminar Hall

Date: 01.07.2018

Time: 10 a.m.

**Dr. Rosamma Mathew
(HoD)**

**Dr. Antony Thomas
(Principal)**



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PROGRAMME

Prayer:

Welcome Address: Dr. Rosamma Mathew (HoD)

Presidential Address: Dr. Antony Thomas (Principal)

Inaugural Address: Rev. Fr. Scaria Ethirettu (Manager)

**Felicitation : Fr. Antony Bungalowparambil (Director,
(K E Archives and Research Centre)**

Felicitation: Mr. Tintu K J (Faculty Member)

Felicitation: Renjin John (Association Secretary)

Vote of Thanks: Ms. Sijimol C G (Faculty Member)



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SYLLABUS

CERTIFICATE COURSE DEPARTMENT OF HISTORY Kuriakose Elias College Mannanam

ARCHIVAL STUDIES AND MANAGEMENT

SYLLIABUS

Module 1

Introduction to Archives

General introduction to Archives- Document, Record and Archives- Characteristics of Archives- Value of Archives- Archives, Library and Museum- National Archives of India- Kerala state Archives- Tamilnadu state Archives- Indian Historical Records Commission (IHRC) - International council on Archives (ICA) - Growth of various departments under Government of India from 1748 to 1947

Module II

Records Management

Introduction to Records Management – Types of Records – Filing system-creation, closing, and recording of files- classification, retention schedule, reviewing of files and Appraisal of files- Introduction to manual of office procedure (MOP) - Departmental Record Room- Accession and arrangement of Records- Principles of arrangement- Defence of Archives- Servicing of records

Module III

Archives Administration

Archivist: Duties and qualifications- Setting up of Record Room- Retrieval tools or Finding Aids or Reference Media- Effects of the changes of the sovereignty on Archives- Private Archives- Archives in neighbouring countries

Module IV

Conservation and Reprography

Introduction to conservation- Archival conservation – Principles of conservation- Restorative Techniques- Fumigation- Pagination- Flattening and crease removal documents- Removal of stains- De acidification- Tissue Repair- Lamination- Full Pasting- Binding- Other Repairs Reprographic Techniques- and Reprographic Management .

Dr. Rosamma Flathis
Associate Prof &
Dept of History
K.E. College



DR. ROSEMARY MATHEW
M.A. (Politics)
M.Phil
History

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MANNANAM, KERALA - 686 561



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0481-2597074 (Principal)



+91 8174154846



**Kuriakose Elias College
Mannanam**



**Department of English
presents ▶**

**Certificate Course in
Life Skills in
Communication
2018-19**

- ▶ Course Duration : 30 Hours
- ▶ Course Period : June - March

ABOUT THE COURSE

The Certificate Course in Life Skills in Communication, offered by the Department of English, is designed to equip students with essential communication skills that are vital for personal and professional success. Over a period of 30 hours, spread from June to March, students will delve into various facets of communication, ranging from interpersonal skills to digital communication, with a strong emphasis on practical application.

KEY MODULES

1. Introduction to Life Skills in Communication
 - Understanding the core communication skills.
 - Overcoming barriers to effective communication.

2. Interpersonal Skills and Emotional Intelligence
 - Building and maintaining positive relationships.
 - Conflict resolution and empathy.
3. Public Speaking and Presentation Skills
 - Overcoming stage fright and structuring speeches.
 - Engaging the audience effectively.
4. Written Communication Skills
 - Mastering formal and informal writing.
 - Email etiquette and report writing.
5. Digital Communication and Information Technology
 - Introduction to digital communication tools.
 - Safe practices in online communication.
6. Group Activities and Practical Sessions
 - Role-playing, group discussions, and presentation practice.
 - Mock interviews for real-world preparation.

COURSE OUTCOMES

Upon successful completion of the course, students will:

1. Communicate effectively in both verbal and written forms, with adaptability to various contexts.
2. Develop strong interpersonal skills, fostering positive relationships in all spheres of life.
3. Gain proficiency in digital communication tools, understanding the importance of cybersecurity.
4. Deliver structured and engaging presentations with confidence.
5. Apply emotional intelligence in communication, demonstrating empathy and active listening.

COURSE COORDINATOR

Dr. Sujarani Mathew : HOD, Department of English
Phone : +91 94473 20083
E- mail : katrinsuja@gmail.com



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SYLLABUS

Certificate Course: Life Skills in Communication

Total Duration: 30 hours

Course Coordinator: Dr. Sujarani Mathew

Course Outcomes:

1. **Effective Communication:** Students will be able to communicate effectively in both verbal and written forms, adapting their style according to the audience and context.
2. **Interpersonal Skills:** Students will develop strong interpersonal skills, enabling them to build and maintain positive relationships in both personal and professional settings.
3. **Digital Literacy:** Students will gain proficiency in using digital communication tools and technologies, understanding the importance of cybersecurity and netiquette.
4. **Public Speaking:** Students will be able to deliver structured and engaging presentations, overcoming stage fright and utilizing visual aids effectively.
5. **Emotional Intelligence:** Students will apply emotional intelligence in their communication, showing empathy and active listening in their interactions.

Syllabus Outline:

Module 1: Introduction to Life Skills in Communication

Duration: 3 hours

- **Understanding Life Skills:** Definition, importance, and relevance.
- **Core Communication Skills:** Verbal and non-verbal communication.



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- **Barriers to Effective Communication:** Identifying and overcoming common obstacles.

Module 2: Interpersonal Skills and Emotional Intelligence

Duration: 6 hours

- **Building Interpersonal Relationships:** Strategies for effective teamwork and collaboration.
- **Conflict Resolution:** Techniques for managing and resolving conflicts.
- **Emotional Intelligence:** Understanding and applying emotional intelligence in communication.
- **Empathy and Active Listening:** The role of empathy and listening in communication.

Module 3: Public Speaking and Presentation Skills

Duration: 6 hours

- **Overcoming Stage Fright:** Techniques to build confidence.
- **Speech Organization:** Structuring speeches and presentations.
- **Using Visual Aids:** Effectively incorporating visual elements.
- **Engaging the Audience:** Strategies for keeping the audience engaged and involved.

Module 4: Written Communication Skills

Duration: 5 hours

- **Formal and Informal Writing:** Differences and best practices.
 - **Email Etiquette:** Professional email writing techniques.
 - **Report Writing:** Structure, clarity, and conciseness.
-



- **Social Media Communication:** Crafting messages for different platforms.

Module 5: Digital Communication and Information Technology

Duration: 5 hours

- **Introduction to Digital Communication Tools:** Overview of key communication technologies.
- **Online Collaboration Tools:** Use of tools like Google Workspace, Zoom, and Microsoft Teams.
- **Netiquette:** Online communication etiquette.
- **Cybersecurity Basics:** Safe practices in digital communication.

Module 6: Group Activities and Practical Sessions

Duration: 5 hours

- **Role-Playing and Simulations:** Practical application of interpersonal and communication skills.
- **Group Discussions and Debates:** Facilitating and participating in structured discussions.
- **Presentation Practice:** Delivering presentations and receiving feedback.
- **Mock Interviews:** Preparation and practice for job interviews.



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KURIAKOSE ELIAS COLLEGE MANNANAM DEPARTMENT OF COMMERCE (SF)



CERTIFICATE COURSE

COMPUTERIZED ACCOUNTING /TALLY

FOR BCOM TAXATION



2018-2019



COURSE
DURATION - 40 HOURS

FOCUS ON EMPLOYABILITY

Assists the students to become job ready by equipping them to work in many government and private organizations, accounting firms, consultancies, auditing companies, market research etc. After the completion of the program, a fresher can begin their career as

1. Accounts executive
2. Junior accountant

COURSE OUTCOME

- ✓ Able to maintain chart of accounts in Tally ERP 9
- ✓ Understanding stock keeping units
- ✓ Awareness about day-to-day transactions in tally ERP9
- ✓ Better understanding of recording vouchers with TDS in Tally

KURIAKOSE ELIAS COLLEGE MANNANAM DEPARTMENT OF COMMERCE (SF)

Course Syllabus



CHAPTER I: MAINTAINING CHART OF ACCOUNTS IN TALLY.ERP 9

1.1 Introduction

1. Getting Started with Tally. ERP 9
2. Mouse/Keyboard Conventions

1.2 Company creation

1. Shut Company
2. Select Company
3. Alter Company

1.3 Company Features and Configurations

1. F11 Company Features
2. F12 Configuration

1.4 Chart of Accounts

1. Ledger
2. Group

1.5 Ledger Creation/ Displaying/ Deletion

1. Single Ledger Creation
2. Multiple Ledger Creation
3. Altering and displaying Ledgers
4. Displaying Ledgers
5. Deletion of Ledgers

1.6 Group Creation/Displaying/Deletion

1. Single Group Creation
2. Multiple Group Creation
3. Displaying Groups
4. Deletion of Groups

CHAPTER II: MAINTAINING STOCK KEEPING UNITS

2.1 Introduction

2.2 Inventory Masters in Tally. ERP 9

2.3 Creating Inventory Masters

1. Creation of Stock Group
2. Creation of Units of Measure
3. Creation of Stock Item
4. Creation of Godown
5. Defining of Stock Opening Balance in Tally. ERP 9
6. Stock Category

CHAPTER III: RECORDING DAY-TO DAY TRANSACTIONS IN TALLY.ERP 9

3.1 Introduction

3.2 Business Transactions

1. Source Document or Voucher
2. Recording Transactions in Tally. ERP 9

3.3 Accounting Vouchers

1. Receipt Voucher (F6)
2. Contra Voucher (F4)
3. Payment Voucher (F5)
4. Purchase Voucher (F9)
5. Sales Voucher (F8)
6. Debit Note Voucher (CTRL+F9)
7. Credit Note Voucher (CTRL+F8)
8. Journal Voucher (F7)



Tally
POWER OF SIMPL

KURIAKOSE ELIAS COLLEGE MANNANAM DEPARTMENT OF COMMERCE (SF)

Course Syllabus



CHAPTER IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT

- 4.1 Introduction
 - 1. Accounts Payable and Receivables
- 4.2 Maintaining Bill-wise Details
- 4.3 Activation of maintain Bill-wise Details Feature
- 4.4 New Reference
- 4.5 Against Reference
- 4.6 Advance
- 4.7 On Account

CHAPTER V: MIS REPORTS

- 5.1 MIS Reports in Tally. ERP 9
 - 1. Trial Balance
 - 2. Balance Sheet
 - 3. Profit and Loss Account
 - 4. Cash Flow Statement
 - 5. Ratio Analysis
 - 6. Day Book
 - 7. Receipt and Payments
 - 8. Purchase Register
 - 9. Sales Register
 - 10. Bills Receivable and Bills Payable

CHAPTER VI: GETTING STARTED WITH GST

- 6.1 Introduction
- 6.2 Enabling GST and Defining Tax Details
- 6.3 Transferring Input Tax Credit to GST
- 6.4 Intrastate and Interstate Supply of Goods
 - 1. Intrastate Inward Supply
 - 2. Intrastate Outward Supply
 - 3. Interstate Inward Supply
 - 4. Interstate Outward Supply
- 6.5 Return of Goods
 - 1. Purchase Returns
 - 2. Sales Returns
- 6.6 Defining Tax Rates at Master and Transaction levels
 - 1. Defining GST Rates at Stock Group Level
 - 2. Defining GST Rates at Stock Item Level
 - 3. Defining GST Rate at Transaction Level
 - 4. Hierarchy of Applying Tax Rate Details
- 6.7 GST Reports
 - 1. Generating GSTR-1 Report in Tally. ERP 9
 - 2. Generating GSTR-2 Report in Tally. ERP 9

CHAPTER VII: RECORDING VOUCHERS WITH TDS IN TALLY.ERP 9

- 7.1 Introduction
- 7.2 Basic Concepts of TDS
- 7.3 TDS in Tally.ERP9
- 7.4 Activation of TDS Feature in Tally. ERP 9
- 7.5 TDS Statutory Masters
- 7.6 Configuring TDS at Group Level
- 7.7 TDS Reports

FACULTY COORDINATOR

SREEJA MOHAN-9539368854



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COMPUTERIZED ACCOUNTING- SYLLABUS

CHAPTER IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT

- 4.1 Introduction
 - 1. Accounts Payable and Receivables
- 4.2 Maintaining Bill-wise Details
- 4.3 Activation of maintain Bill-wise Details Feature
- 4.4 New Reference
- 4.5 Against Reference
- 4.6 Advance
- 4.7 On Account

CHAPTER V: MIS REPORTS


- 5.1 MIS Reports in Tally. ERP 9
 - 1. Trial Balance
 - 2. Balance Sheet
 - 3. Profit and Loss Account
 - 4. Cash Flow Statement
 - 5. Ratio Analysis
 - 6. Day Book
 - 7. Receipt and Payments
 - 8. Purchase Register
 - 9. Sales Register
 - 10. Bills Receivable and Bills Payable

CHAPTER VI: GETTING STARTED WITH GST

- 6.1 Introduction
- 6.2 Enabling GST and Defining Tax Details
- 6.3 Transferring Input Tax Credit to GST
- 6.4 Intrastate and Interstate Supply of Goods
 - 1. Intrastate Inward Supply
 - 2. Intrastate Outward Supply
 - 3. Interstate Inward Supply
 - 4. Interstate Outward Supply
- 6.5 Return of Goods
 - 1. Purchase Returns
 - 2. Sales Returns
- 6.6 Defining Tax Rates at Master and Transaction levels
 - 1. Defining GST Rates at Stock Group Level
 - 2. Defining GST Rates at Stock Item Level
 - 3. Defining GST Rate at Transaction Level
 - 4. Hierarchy of Applying Tax Rate Details
- 6.7 GST Reports
 - 1. Generating GSTR-1 Report in Tally. ERP 9
 - 2. Generating GSTR-2 Report in Tally. ERP 9

CHAPTER VII: RECORDING VOUCHERS WITH TDS IN TALLY.ERP 9

- 7.1 Introduction
- 7.2 Basic Concepts of TDS
- 7.3 TDS in Tally.ERP9
- 7.4 Activation of TDS Feature in Tally. ERP 9
- 7.5 TDS Statutory Masters
- 7.6 Configuring TDS at Group Level
- 7.7 TDS Reports



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MANNANAM, KERALA-686 561



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



PG Department of Social Work
K E College Mannanam
In association with
Institute for Person Centered Approaches in India (IPCAI)

**INAUGURATION OF
CERTIFICATE COURSE ON
COUNSELLING & PSYCHOTHERAPY**

Chief guest: Dr. Mathew Kanamala
(Director, IPCAI)

Session on : " Introduction to Counselling "

5 December 2019, 10 am
Venue: New Seminar Hall, KE College



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COUNSELLING AND PSYCHOTHERAPY- SYLLABUS

Introduction

The Certificate Course in Counseling and Psychotherapy, offered by the P.G. Department of Social Work at K.E. College, was conducted in collaboration with the Integrated Centre for Counseling and Psychotherapy (ICCP). This course aimed to equip students with theoretical knowledge and practical skills in counseling and psychotherapy, essential for their professional development in social work and related fields. The course was designed to provide a comprehensive understanding of counseling techniques, theories, and practical applications.

Course Details

Duration and Structure

- **Total Duration:** 60 hours
- **Conducted By:** Integrated Centre for Counseling and Psychotherapy (ICCP)
- **Participants:** 29 students from the Master of Social Work (MSW) department

Curriculum Overview

The course was structured to include both theoretical and practical components:

1. Theoretical Classes:

- **Introduction to Counseling and Psychotherapy:** Basic concepts, historical development, and key theories.
- **Counseling Techniques:** Various counseling models and techniques, including cognitive-behavioural therapy (CBT), psychodynamic therapy, and humanistic approaches.
- **Ethics and Professional Standards:** Ethical guidelines, confidentiality, and professional behaviour.
- **Assessment and Diagnosis:** Tools and methods for assessing client needs and diagnosing mental health issues.

2. Practical Training:

- **Role-Playing and Simulations:** Hands-on practice through role-playing exercises to simulate real-life counseling scenarios.
- **Client Interaction:** Supervised sessions where students provided counseling to clients, gaining practical experience and receiving feedback.
- **Case Studies:** Analysis of real or hypothetical case studies to apply theoretical knowledge to practical situations.



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3. Assessment and Evaluation

- Methods for assessing client needs
- Techniques for evaluating counseling effectiveness
- Documentation and record-keeping

Course Implementation

Teaching Methodology

- **Lectures:** Delivered by experienced professionals from ICCP, covering theoretical aspects of counseling and psychotherapy.
- **Interactive Sessions:** Included discussions, case studies, and role-plays to enhance practical understanding.
- **Practical Exercises:** Provided hands-on experience in counseling techniques and client interaction.

Evaluation and Certification

- **Examinations:** The course concluded with examinations that tested both theoretical knowledge and practical skills.
- **Performance:** All 29 students successfully passed the exams with commendable scores, reflecting their understanding and application of the course material.
- **Certification:** Certificates were awarded to all students who completed the course, acknowledging their proficiency in counseling and psychotherapy.

Outcomes and Feedback

Student Performance

- **Achievement:** All enrolled students passed the examinations with good scores, demonstrating their grasp of the course content and practical skills.
- **Skills Acquired:** Students gained valuable insights into various counseling techniques, ethical practices, and client interaction strategies.

Feedback

- **Positive Responses:** Students appreciated the blend of theory and practical training, noting that the hands-on experience significantly enhanced their learning.
- **Suggestions for Improvement:** Some students suggested extending the duration of practical sessions for deeper engagement and more comprehensive skill development.



Conclusion

The Certificate Course in Counseling and Psychotherapy successfully met its objectives by equipping students with essential counseling skills and knowledge. The integration of theory with practical training provided a well-rounded educational experience. The positive outcomes and student feedback indicate that the course was effective in enhancing the professional competencies of the MSW students.



Elizabeth
Dr. Elizabeth Alexander



Suby Thomas

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**KURIAKOSE ELIAS COLLEGE,
MANNANAM**

DECORATIVE ART

Course Code-BODA15

**CERTIFICATE COURSE CONDUCTED BY
DEPARTMENT OF BOTANY**

Total duration-32hrs

Minimum Qualification-12th Class Pass

COURSE OUTCOMES

CO1-Combines necessary theoretical knowledge with an ample number of practical applications, which allows learners to become better artists.

CO2-Strengthens the creative skills of the participants by providing hands-on learning.

CO3-Enables the candidates pursuing this course to choose impressive career options later on.

CO4-Moulding of micro entrepreneurs and creation of employment opportunities through handicraft and artificial flower making.

HOD-Dr.Mathew T Thelly

Course Coordinator-Deepa Mary Joseph



KURIAKOSE ELIAS COLLEGE, MANNANAM

DECORATIVE ART

Course Code-BODA15

CERTIFICATE COURSE CONDUCTED BY DEPARTMENT OF BOTANY

COURSE SYLLABUS

Total duration-32hrs

Module 1(2 hr)

Introduction to decorative art and flowermaking.its scope and applications

Module 2(20 hrs)

Introduction to flower making materials-Organdy cloth,Stocking cloth,Crepe paper,Duplex paper,Ribbon,Solawood,Silk cloth

Uses of pips,pollen,wire,thread,cotton,paper tapes ,bamboo sticks in flower making

Making flowers from wastematerials-Pencil shavings,pistanut shells,Coir,Onion& Garlic skin,Dried seeds and pods.

Making of flower vases from scrap

Module 3(5 hrs)

Flower making –Organdy flowers,Stocking cloth flowers,Crepe flowers,Duplex paper flowers,Ribbon flowers,Solawood flowers,Silk flowers

Module 4(5 hrs)

Flower arrangement-basics and types



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DEPARTMENT OF BOTANY

DECORATIVE ART

Course Code-BODA15

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Making of flower vases from scrap

Module 3(5 hrs)

Flower making –Organandy flowers,Stocking cloth flowers,Crepe flowers,Duplex paper flowers,Ribbon flowers,Solawood flowers,Silk flowers

Module 4(5 hrs)

Flower arrangement-basics and types

REFERNCES

1. A Book on Arts and Crafts. By. Dr. Evangelin Arulselvi
2. Kouhia, A. (2016). Unraveling the meanings of textile hobby crafts. Helsinki: University of Helsinki.



principal@kecollege.ac.in



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+91 8174154846



3. Westland, Susan Conder, Sue Phillips, Pamela (1993). The complete flower craft book. Cincinnati, Ohio: North Light Books. ISBN 0891345396. Retrieved 17 September 2016.
4. Dawn Wang] (2009). The Art of Handmade flowers : step-by-step instructions for over 70 beautiful nylon creations. Pleasanton, CA: New Sheer Creations. ISBN 0982410905. Retrieved 17 September 2016.
5. Artificial Flower Making Paperback – 22 Nov 2010
by Rosemary Brinley



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Syllabus

1

Listening Skills

2

Speaking Skills

3

Taming the Tenses

4

Reading Skills

5

Comprehension

6

Writing Skills

Get in touch!

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Visit the Postgraduate department of English to learn more about our course.



Enhance your English



Kuriakose Elias College, Mannanam
Postgraduate Department of English

Certificate Course
2018-2019



”

Proficiency in English is not just an academic skill; it is the passport to global opportunities and a key to unlocking personal and professional growth.

Program Outcomes

- Enhanced Communication Skills
- Advanced Writing Proficiency
- Improved Reading Comprehension
- Expanded Vocabulary
- Personal Growth and Confidence
- Professional and Academic Readiness



Course Overview

The Enhance Your English Certificate Course offered by the Post Graduate Department of English is designed to equip students with advanced English language skills essential for academic success and professional growth. Through interactive lessons, practical exercises, and personalized feedback, students will gain the confidence and competence needed to excel in diverse contexts. Whether you aim to improve your language skills for career advancement or personal development, this course provides the foundation and expertise to achieve your goals.

Why choose us?

Practical assignments

Experienced Teachers

Entire course spans 30 hours

Learning through Games



Please Note:

- Class Timing: 9:00 am - 9:45 am
- Twice every week

Open Enrollment

For students of all backgrounds and abilities. Come visit us to learn more!



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SYLLABUS OF THE CERTIFICATE COURSE OF ENHANCE YOUR ENGLISH 2018-2019

The Enhance Your English sessions are held twice every week from 9:00 am to 9:45 am focussing on Listening, Speaking, Reading and Writing, Grammar, and Social Skills.

Days	Skill	Activity	Description
Day 1	Listening	Ice breaking session 1	An introduction to EYE and the course.
Day 2	Speaking	Ice breaking session 2	Each student introduces his/her partner to the group.
Day 3	Grammar	Catching up with Concord	Basic sentence construction is introduced.
Day 4	Reading & Writing	Own an Oath	Students write and read to the class oaths regarding what they envision after their EYE classes.
Day 5	Grammar	Taming the Tense 1	Introduction to present tense and past tense
Day 6	Grammar	Taming the Tense 2	Introduction to future tense and follow up.
Day 7	Listening	Lock the Lost Line	Students listen to English songs and fill in the missing lines of the lyrics.
Day 8	Speaking	Spin a Yarn	A chain story telling session with occasional inputs from the instructor.
Day 9	Writing	Make your Monster	Students create an imaginary creature, writing down its features.
Day 10	Reading	Know your News	Newspaper reading session
Day 11	Listening	Wandering through Woods	Students locate animals the woods based on the description read to them.
Day 12	Speaking	JAM	Students speak on random topics
Day 13	Reading & Writing	Comprehend the Passage	Understand the given passage and answer the questions.



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Day 14	Grammar	Parts of Speech	The various parts of speech are introduced.
Day 15	Listening & Speaking	Fun with Phonetics 1	Introduction to phonetics
Day 16	Listening & Speaking	Fun with Phonetics 2	Follow up from the previous session
Day 17	Social Skill	Cook Book	Cookery shows are presented by, to students
Day 18	Writing	Pen your Pal	Letters are drafted and e-mails are composed
Day 19	Speaking	Spell it Right	Words often misspelt are identified and practiced
Day 20	Speaking	Back to Back	A classic communication skills activity that highlights the importance of asking questions for effective communication
Day 21	Grammar	Taming the Tense 3	Introduction to present continuous tense.
Day 22	Grammar	Taming the Tense 4	Introduction to past continuous tense and follow up.
Day 23	Listening	Lock the Lost Script	Watch movies with delayed subtitles
Day 24	Speaking	Guess the emotion	Students are split into teams and act out an emotion
Day 25	Writing	Picture it and Write	Describing to the reader what they see
Day 26	Social skill	Helping Hand	Students are asked to visit a social welfare organisation.
Day 27	Reading and Writing	Read and Tweet.	Asking students to summarise a different paragraph from the text as a tweet.
Day 28	Listening	Rewind the Reel	practice listening during "mindless" activities
Day 29	Speaking and Reading	Be the News	Students are asked to role-play as reporters for a News channel.
Day 30	Social Skill	Dine out Day	Students eat out and learn the etiquettes.

Head of the Post Graduate Department



Signature

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MANNANAM, KERALA - 686 561

KURIAKOSE ELIAS COLLEGE MANNANAM DEPARTMENT OF COMMERCE (SF)



CERTIFICATE COURSE **INCOME TAX & GST** FOR BCOM COMPUTER APPLICATION



2018-2019



COURSE
DURATION - 40 HOURS

FOCUS ON EMPLOYABILITY

Assists the students to become job ready by equipping them to work in many government and private organizations, accounting firms, consultancies, auditing companies, market research etc. After the completion of the program, a fresher can begin their career as

1. Tax analyst
2. Tax consultant
3. Junior accountant
4. Accounts executive

COURSE OUTCOME

- ✓ Understanding basic concepts of tax system
- ✓ Able to analyse composition and input tax credit
- ✓ Understanding GST registration
- ✓ Learn about basic concepts of income tax
- ✓ Learn the assessment of individual
- ✓ Able to compute total income and tax liability

KURIAKOSE ELIAS COLLEGE MANNANAM

DEPARTMENT OF COMMERCE (SF)

Course Syllabus



GOODS AND SERVICES TAX

MODULE -1 Introduction

Tax- Meaning, Direct & indirect tax, previous indirect tax system in India. GST- Meaning, features, Need & Advantages, Goods outside GST
CGST, SGST, UTGST, IGST, Intra-state & inter-state supply HSN, SAC, RNR, GST rates,
GST Council, GSTN, GSTIN, UIN.
Important Definitions- Aggregate turnover, Goods, Services, Capital goods, Taxable & Non-taxable person, Casual taxable person, Non-resident taxable person, E-commerce operator,
Mixed supply, Composite supply, Place of supply, Inward & outward supply, Input tax, output tax, Input tax credit, Taxable & non-taxable territory. (10 hours)

MODULE -2 Reverse charge - Composition Scheme -Input tax Credit

Reverse charge- Meaning, Applicable case
Composition Scheme- Meaning, Tax rates, Benefits, Limitations, Return filing ITC- Meaning, Conditions & Documents for claiming ITC.
Invoice- Meaning, Types, content. E-Way bill. E-ledgers (5 hours)

MODULE 3- GST registration- GST return

Person liable & not liable for registration, Compulsory registration, Voluntary registration,
Deemed registration, SuoMotu registration .Registration procedure.
GST return- Meaning, Types, Content – Accounts and records- Accounts to be maintained by
a registered person- related sections and rules- Assessment- Meaning, Types (5 hours)

KURIAKOSE ELIAS COLLEGE MANNANAM DEPARTMENT OF COMMERCE (SF)

Course Syllabus



INCOME TAX

MODULE-4

Introduction- Basic concepts- Finance Act – Definition of Income- Gross Total Income- Total income-Assessee - Assessment Year- Previous Year- Accelerated Assessment- Person – Rates of Income tax

Residential Status- Incidence of Tax- income exempt from Tax

(5 hours)

MODULE-5

Heads of income- Income from salary- chargeability- Definition- Perquisites- Profit in lieu of salary-Deductions from salary- provident fund and treatment- Computation of income from salary

income from House property- Annual Value and it's determination in various cases – Deductions permissible- Unrealised rent- Computation of income from house property profit and gain of business and profession- Charge ability- deductions expressly allowed- General deductions – depreciation- Computation of profits and gains of business or profession Capital gain- Capital Assets- Computation of Short term and Long term capital gain- Capital Gain exempt from tax- Capital Gain Account Scheme- Computation of income from capital Gain

income from other sources- Kinds of securities & grossing up of interest – Bond washing transactions- computation of income from Other sources

Computation of total income and tax liability- Clubbing and aggregation- Deductions- setoff and carry forward of losses – Total Income – Computation of tax.

(10 hours)

MODULE-6

Assessment of individuals- Agricultural Income- Assessment Procedure- Types of Return- E-filing- Types of Assessment- TDS- TCS- Advance payment of tax- Tax clearance Certificate- Tax planning- Tax evasion- Tax avoidance- Tax management.

(5 hours)

FACULTY COORDINATOR

SREEJA MOHAN-9539368854



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INCOME TAX & GST – Syllabus 2018-19

I	TAX
	DIRECT TAX
	INDIRECT TAX
II	GST
1	CGST
2	SGST
3	IGST
4	FREE OF COST GST ADJUSTMENTS
5	TRANSPORTING CHARGES GST ADJUSTMENTS
6	URDS GST ADJUSTMENTS
7	ITC
8	EXPORT & IMPORT
9	ADVANCE TAX
10	GST REGISTRATION PROCESS
11	GST RATES
12	COMPOSITE DEALER
13	EXPLAIN GSTIN
14	WHAT IS TIN & TAN
15	GST FILING PROCEDURE
16	FILING DATE
III	INCOME TAX
1	TDS
2	AVERAGE TAX RATE CALCULATION
3	TAX SECTIONS
IV	UAE VAT



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LIFE SKILL DEVELOPMENT



**KURIAKOSE ELIAS
COLLEGE,
MANANNAM**

Join us for an exciting copywriting workshop where you'll learn the essentials of Life skill development!



MINIMUM QUALIFICATION

12TH CLASS PASS

COURSE DURATION

30 HOURS- 6 MONTHS

PERIOD OF COURSE

August 2018- January 2019

COURSE COORDINATOR

MS. CHINCHU RANI VINCENT

Asst. Professor
Department of Psychology
KE College, Manannam

COURSE OUTCOMES

- CO 1- Familiarize students with basic aspects of life skills and its conceptual treatment, theoretical perspectives and practical strategies of life skills education
- CO 2- Systematic understanding of the theoretical basis of life skill education, application of life skill to the present day complicated contemporary living system
- CO 3- Professionalization of life skills education
- CO 4- Personality development through emotional skill development
- CO 4- Better personality through inter personal and intra personal skills development
- CO 5- Mature outlook and perception through better cognitive functioning
- CO 6- Qualitative growth in the self awareness and self esteem



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DEPARTMENT OF PSYCHOLOGY

LIFE SKILLS DEVELOPMENT – CERTIFICATE COURSE

2018-19 ACADEMIC YEAR- SYLLABUS

Syllabus

MODULE 1: LIFE SKILLS

What is a life skill? Concept of Life styles, Communication and action skills. Verbal communication skills, vocal communication skills, body language- traits and attitudes, mind skills, rules skills, perception skills, self talk skills, visual images skills, explanation skills, expectation skills, realistic goals skills, time management skills, Self awareness

Activity1: Assessing own communication skills

Activity 2: Assessing own body language

MODULE 2: PRESENTATION SKILLS

Planning, structuring and delivering a presentation, effective use of language and audio visual aids, developing delivery skills, communication skills, managing performance anxiety, relaxation techniques, Interviews and Group discussions.

Activity 1: Preparing a systematic presentation

Activity 2: Assessing the delivery skills

Activity 3: Using mind skills to manage presenting material anxiety

MODULE 3: RELATIONSHIP SKILLS

Relationship skills, skills for listening and showing understanding, skills for choosing and starting a relationship, skills for managing shyness, skills for developing intimacy,

assertiveness skills, skills for anger management, coping with emotions and stress, attitude formation , leadership skills.

Activity 1: Listening and understanding skills

Activity 2: Relationship skills

Activity 3: Building a friend

MODULE 4: CRITICAL THINKING SKILLS

Critical thinking, restraining emotions, Creative thinking- stages, nature, barriers and strategies to improve creativity, looking at things differently, analyzing information, asking questions, solving problems, distinguishing facts from opinion, seeking truth in arguments and persuasion, Decision making, Problem solving- steps, strategies, and factors affecting problem solving, and creative thinking skills.

Activity 1: Make a plan for critical thinking

Activity 2: Conflict management



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KURIAKOSE ELIAS COLLEGE, MANNANAM

RESEARCH AND POSTGRADUATE DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE

2018-2019

LIFE STYLE MANAGEMENT

COURSE OUTCOMES

CO1- To develop problem solving, interpersonal relation management and communication skills .

CO2- To understand the fundamentals of nutrition and food science.

CO3- To get practical experience in quality checking of food adulteration and diet chart preparation.

CO4-- To get trained yoga and stress management

MINIMUM QUALIFICATION- PLUS TWO / EQUIVALENT

CLASS DURATION- 10 MONTHS

CREDIT-30



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LIFE STYLE MANAGEMENT – CERTIFICATE COURSE

2018-19 ACADEMIC YEAR- SYLLABUS

Certificate Course in Life style management
KURIAKOSE ELIAS COLLEGE MANNANAM
DETAILED SYLLABUS

(30 hours)

Module I LIFE SKILLS - 10 credits

THINKING-problem solving, creative, critical thinking, interpersonal relation management, communication skills, self awareness

Decision making, problem solving, decision making, problem solving, creative thinking/lateral thinking, critical thinking/perspicacity, communication skills, interpersonal relationships, self awareness/mindfulness, assertiveness, creative thinking/lateral thinking. Critical thinking/perspicacity, effective communication, interpersonal relationships, self awareness/mindfulness, assertiveness, Digital Skills, Numeracy

Module II HOME SCIENCE (6+4) 10 credits

Food science, Food Adulteration, cookery, flower arrangement, home management, fashion studies, fundamentals of nutrition and food science, nutrition of family, fundamentals of nutrition and food science, family nutritional diet chart preparation

Practical should be strictly evaluated

Module III LIFE STYLE DISEASES & MANAGEMENT 10 Credits (7+3)

Stress, management styles, obesity, diabetes, cholesterol, heart diseases. Effective management strategies.

Training sessions on yogas, relaxation, stress management,



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KURIAKOSE ELIAS COLLEGE MANNANAM

DEPARTMENT OF COMMERCE

ADD ON COURSE

2018-'19

DURATION-30 HOURS



+919495850515

COURSE STARTS ON
01-11-2018

▶ **EXPECTED OUTCOMES:**

- *Develop computer skills for recording financial transactions*
- *Prepare annual accounts and reports using Tally.*
- *Apply the knowledge of quantitative tools and techniques in Tally for the interpretation of data for managerial decision making*



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Syllabus

Certificate Course: Microsoft Office Specialist

CERTIFICATE COURSE ON MICROSOFT OFFICE SPECIALIST

THEORY- 15 HOURS

PRACTICAL - 15 HOURS

Course Outcome:

1. Acquire basic knowledge in managing the office activities with the help of MS Office.
2. Creation of office documents with the help of MS Word.

Module 1:

Word Processing Package: MS-Word 2013- Introduction-Features- Word User Interface Elements - Creating New Documents- Basic Editing- Saving a Document- Printing a Document- Print Preview-Page Orientation- Viewing Documents- Setting Tabs-Page Margins- Indents- Ruler-Formatting Techniques Font Formatting- Paragraph Formatting- Page Setup- Headers &Footers- Bullets and Numbered List Borders and Shading- Find and Replace-Page Break Page Numbers-Mail Merging.

Module 11

Spreadsheet Package: MS -Excel 2013-Introduction-Excel User Interface- Working With Cell and Cell Addresses- Selecting a Range, Moving, Cutting, Copying With Paste-Inserting and Deleting Cells, Freezing Cells- Adding, Deleting and Copying Worksheet Within a Workbook- Renaming a Worksheet Cell Formatting Options- Formatting Fonts- Aligning-Wrapping and Rotating Text-Using Borders Boxes and Colors- Centering a Heading, Changing Row/Column Height / Width-Formatting a Worksheet Automatically- Insert Comments- Clear Contents in a Cell- Using Print Preview- Preparing Worksheet for the Printer- Selecting Print Area-Margin and Orientation- Centering a Worksheet- Using Header and Footer- Inserting Page Breaks- Sorting Data.

Practical Training:

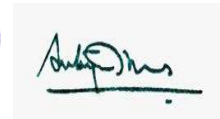
1. Prepare Pay rolls in Excel
2. Conditional Cell Formatting
3. Analysis and presentation of data using charts in Excel
4. Usage of Functions in Excel

Suggested Readings

1. Gini, Courter & Annette Marquis, Ms-Office 2013, BPB Publications
2. Patrick Blattner, Louie Utrich, Ken Cook & Timothy Dyck, Special Edition Ms Excel 2013, Prentice Hall India Pvt. Ltd.
3. Atman Rebecca & Atman Rich, Mastering PageMaker, BPB Publications
4. Building a Foundation with Microsoft Office 2013
5. Welcome to Microsoft Office


Jerry Francis





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principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846



KURIAKOSE ELIAS COLLEGE, MANNANAM

CERTIFICATE COURSE
IN
NETWORK TECHNOLOGY

(Offered by Department of Physics with Applied Electronics)

- **Program Outline**

This course covers the fundamental concepts and technologies of computer networks, including network topologies, protocols and devices

- **Who Can Attend**

Students of third year BSc.Physics with Applied Electronics and BSc. Computer Application

- **Duration**

3 months

12th November 2018 to 31st January 2019

- **Programme Structure**

- ✓ Introduction to Networking
- ✓ Network Fundamentals
- ✓ Network Hardware
- ✓ Network Software
- ✓ Network Applications
- ✓ Network Security

For More Details Contact

Mr. Anish Kumar P.S - 8129452601



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Network Technology- certificate course

Syllabus

Introduction to Networking

- Network Fundamentals: Definitions, Components
- Types of Networks: LAN, WAN, MAN, WLAN
- Network Topologies: Star, Ring, Mesh, Hybrid

Networking Models and Protocols

- OSI Model: Layers and Functions
- TCP/IP Model: Layers and Protocols
- Common Protocols: IP, TCP, UDP, HTTP, FTP

IP Addressing and Subnetting

- IPv4 and IPv6 Addressing
- Subnetting and Supernetting
- Address Resolution Protocol (ARP)

Networking Devices and Hardware

- Routers, Switches, Hubs, and Bridges
- Network Interface Cards (NICs)
- Cables and Connectors

Network Configuration and Management

- Basic Router and Switch Configuration
- VLANs and Inter-VLAN Routing
- DHCP and DNS Configuration

Wireless Networking

- Wi-Fi Standards (802.11 a/b/g/n/ac/ax)
- Wireless Access Points and Controllers
- Wireless Security Protocols

Network Security

- Firewalls and Intrusion Detection Systems (IDS)



Network Troubleshooting

- Troubleshooting Methodologies and Tools
- Common Network Issues and Resolutions
- Packet Sniffing and Analysis

Network Design and Planning

- Network Design Principles
- Network Capacity Planning
- Redundancy and Scalability



Deepthi

Deepthi S.Nair



Principal

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COURSE OBJECTIVES

Upon the successful completion of this course, the student will be able to

- Install and run the Python interpreter.*
- Perform basic calculations, print text on the screen and create lists, and perform simple control flow operations.*
- Reuse code with functions.*
- Create and execute Python programs*
- Understand the concepts of file I/O*

COURSE DESCRIPTION

Python is a language with a simple syntax, and a powerful set of libraries.

This course is an introduction to the Python programming language for students without prior programming experience. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

Programming in python

Certificate course
DEPARTMENT OF
COMPUTER APPLICATIONS

2018-19

UNIT 4 :

Functions and Modules:
Function Definition, Function Calling, Function Arguments, Anonymous Functions (Lambda functions), Functions with more than one return value, Modules, import statement, Locating Modules.

COURSE STARTS ON :
15 OCTOBER 2019

FOR MORE DETAILS CONTACT ON :
+91 9495325712
ANITTA T MANUEL (HOD)

Email :

UNIT 1 :

Introduction to programming: Introduction to Python, Input, Output and Import Functions, Operators.

UNIT 2 :

Data Types and Operations: Numbers, Strings, List, Tuple, Set, Dictionary, Mutable and Immutable Objects, Data Type Conversion.

UNIT 3 :

Flow Control: Decision Making, Loops, Control Statements, Types of Loops.

LEARNING OUTCOMES

Upon completing requirements for this course, the student will be able to:

- 1. Create a software application using the Python programming language.**
- 2. Debug a software application written in the Python programming language.**
- 3. Test a software application written in the Python programming language.**



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CERTIFICATE COURSE ON PYTHON PROGRAMMING

DEPARTMENT OF Computer Application

Report course

DESCRIPTION

Python is a language with a simple syntax, and a powerful set of libraries. This course is an introduction to the Python programming language for students without prior programming experience. Emphasis is placed on common algorithms

Upon the successful completion of this course, the student will be able to

- Install and run the Python interpreter.

and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python **Certificate** on language programs.

COURSE OBJECTIVES

- Perform basic calculations, print text on the screen and create lists, and perform simple control flow operations.
- Reuse code with functions.
- Create and execute Python programs
- Understand the concepts of file I/O

LEARNING OUTCOMES

Upon completing requirements for this course, the student will be able to:

1. Create a software application using the Python programming language.
2. Debug a software application written in the Python programming language.
3. Test a software application written in the Python programming language.

UNIT 1:

(9 Hrs)

Introduction to programming: Introduction to Python: Features of Python, How to Run Python, Identifiers, Reserved Keywords, Variables, Comments in Python, Indentation in Python, Multi-Line Statements, Multiple statement Group(Suite), Quotes in Python, Input, Output and Import Functions- Displaying and Output, Reading the Input and Import function, Operators - Arithmetic Operators, Comparison Operators, Assignment Operators, Bitwise Operators, Membership Operators, Identify Operators and Operator Precedence

UNIT 2:

The department of **Compute Application** conducted a certificate course titled **PROGRAMMING IN PYTHON** duration of **30 hours**. **28 students** joined the course.

PROGRAMMING IN PYTHON (certificate course)

Department	Computer Application
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Credits	2
Hours/ Week	3
Total Hours	36

(9 Hrs)

Data Types and Operations: Numbers- Mathematical Functions, Trigonometric Functions and Random Number Functions. Strings- Escape Characters, String Formatting Operator and String Formatting Functions. List- Built-in List Functions and Built-in List Methods. Tuple-Built-in Tuple Functions. Set- Built-in Set Functions, Built-in Set Methods and Frozenset. Dictionary: - Built-in Dictionary Functions and Built-in Dictionary Methods. Mutable and Immutable Objects, Data Type Conversion

UNIT 3:

(9 Hrs)

Flow Control: Decision Making- if statement, if..else statement, if...elif...else statement, nested if statement. Loops- for loop, for loop with else, while loop, while loop with else statement, nested loops. Control Statements- break, continue and pass statement. Types of Loops- Infinite Loop, Loops with condition at the - top, middle & bottom.

UNIT 4:

(9 Hrs)


Functions and Modules: Function Definition, Function Calling, Function Arguments - Required arguments, Keyword arguments, Default Arguments, Variable-Length Arguments, Anonymous Functions (Lambda functions) – Uses of lambda function, Recursive Functions. Functions with more than one return value. Modules- Built-in Modules, Creating Modules, import statement – import with renaming, from...import statement and import all names, Locating Modules – PYTHONPATH variable, Namespaces and Scope, The dir() function, The reload() function.

Books for study

1. Dr. Jeeva Jose and Dr. Sojan P. Lal-()-Introduction to Computing & Problem Solving with Python kindle edition-Khanna book publishing
2. John M. Zelle-2003- Python Programming: An Introduction to Computer Science 2nd Edition-originally Published
3. David Ascher and Mark Lutz-2004-Learning Python Kindle Edition-O'REILLY

References:

- John M. Zelle Python Programming: An Introduction to Computer Science
- David Ascher and Mark Lutz Learning Python

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SYLLABUS

Unit 1: Introduction to R

Unit 2: Introduction to DATA

Unit 3: Importing Data in R

*Unit 4: Introduction to
Tidyverse*

*Unit 5: Exploratory Data
Analysis*

*Unit 6: Intermediate R
Syllabus*

**DURATION:
30 HRS**



Department of
Statistics offers

Certificate Course on R- Software



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Syllabus Certificate course on R software- Support with Data Camp

Unit I: Introduction to R

R free software, open software, comparison with other statistical soft wares, advantages and disadvantages.

Unit II: Introduction to DATA

Types of data, some important statistical data sets, data in excel, spss, etc

Unit III: Importing Data in R

Importing data in R from Excel, SPSS, read.table, read.csv, read.excel, some elementary function in R

Unit IV: Introduction to Tidyverse

Tidyverse, packages in R, ggplot, statistical function in R

Unit V: Exploratory Data Analysis

Regression, hypothesis testing, estimation procedures in R,

Unit VI: Intermediate R

Some advanced functions in R, for loop, if else, while loop, creating functions in R etc.



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