Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28
An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras

CRITERION 1



CURRICULAR ASPECTS

Dr. MGR-JANAKI COLLEGE
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CRITERION 1

1.2: ACADEMIC FLEXIBILITY

1.2.1 & 1.2.2: Number of Certificate/ Value Added Courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

CERTIFICATE COURSES

2019 - 2020

Dr. MGR-JANAKI COLLEGE
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Verified and Certified Documents

Metric No: 1.2.1 & 1.2.2

Page No 4 to 829

Principal

PRINCIPAL
DR. MGR JANAKI COLLEGE OF
ARTS & SCIENCE FOR WOMEN
CHENNAI - 600 028.

DR. MGR JANAKI COLLEGE FOR WOMEN
CHENNAI - 28

1.2.1: Number of Certificate/ Value Added Courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

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ACADEMIC YEAR: 2019 - 2020

S.NO	Name of the Course Offered	Course Code	Page Number
1	Basics of Stock Exchange	MJC/BAF1/CC/2019-2020	5
2	Mutual Funds	MJC/BAF2/CC/2019-2020	45
3	Entrepreneurial Development	MJC/BBM2/CC/2019-2020	82
4	Computational Biology	MJC/BBIO1/CC/2019-2020	110
5	Basics of Managerial Skills	MJC/BBA1/CC/2019-2020	136
6	Basic Managerial Skill	MJC/BBA2/CC/2019-2020	160
7	Basic and Advanced Concept In Evolution of Information Technology	MJC/BCA1/CC/2019-2020	197
8	Career Development and Interview Skills	MJC/BCA2/CC/2019-2020	256
9	Skill Development Training Program for Placement	MJC/BCSC1/CC/2019-2020	301
10	Numerical, Analytical, Logical and Communication Skills	MJC/BCSC2/CC/2019-2020	336
11	Secretarial practice	MJC/BCS1/CC/2019-2020	372
12	Retail Marketing	MJC/BCS2/CC/2019-2020	402
13	Report Writing	MJC/BENG1/CC/2019-2020	429
14	E -Commerce	MJC/BCG1/CC/2019-2020 & MJC/BCG2/CC/2019-2020	463
15	Math Trick for Aptitude	MJC/MAT1/CC/2019-2020	561
16	Medical Lab Technology	MJC/BMIC1/CC/2019-2020	619
17	Talam	MJC/NAT1/CC/2019-2020	683
18	Childhood Psychological Disorders	MJC/BPSY1/CC/2019-2020	703
19	Script Writing	MJC/VIS1/CC/2019-2020	735
20	Personality Development and Social Ethics	MJC/PDSE/CC/2019-2020	758

RAMASAMY MANIMEKALAI

Digitally signed by RAMASAMY MANIMEKALAI
DN: c=IN, o=PERSONAL, title=2993, pseudonym=e39016aa81e44a209d8ed00aea383191, 2.5.4.20=3aa499f5528b232885eb35c9ab40bb24db02e388e2fb4b890c1d6e926d38ba00, postalCode=600090, st=Tamil Nadu, serialNumber=88109bb447ce78d65c47787f91f24b57d7f550e6f900fc9a765185d58eceae46, cn=RAMASAMY MANIMEKALAI
Date: 2023.11.22 16:50:51 +05'30'

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CRITERION 1

CERTIFICATE COURSE

2019-2020

BASICS OF STOCK EXCHANGE

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

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1.	DEPARTMENT	:**B.COM (ACCOUNTING & FINANCE)**
2.	YEAR / SEMESTER	: II/III
3.	SUBJECT CODE	:MJC/BAF1/CC/2019-20
4.	NAME OF THE SUBJECT	: BASICS OF STOCK EXCHANGE
5.	STAFF IN-CHARGE	: Dr. C. NITHYA
6.	BATCH	:2018-2021
7.	NO.OF STUDENTS	73
8.	COURSE FEE	: NA
9.	DURATION	: 30 HRS
10.	TIMING	: 10AM-12 NOON

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATECOURSE	
Document ID:	MJC/AF/2019/CER1	**Document Name:**	CERTIFICAT E COURSE
Name of the Class In charge:	Ms. V. JEEVA		
Course:	BASICS OF STOCK EXCHANGE	**Department:**	B.COMAF
Batch:	2019-2021	**Year/Sem:**	II/III

The certificate course for II B.Com (ACCOUNTING & FINANCE) for the academic year 2019-2020, will commence from 03.08.2019.
The classes will be held on all Saturday's between 10:00-12:00pm.

Sl.No	NameoftheMembers	Design/Dept	Signature
1.	Dr. R.Manimekalai	Principal	
2.	Ms.K.Banumathy	Department–in-charge	
3.	Dr. C. Nithya	AssistantProfessor	C. Nithya.
4.	KARPAGAVALIV	B.ComA&F	Karpagavali.V
5.	BHARGAVIVASUNDHA RAS	B.ComA&F	Bhargavivasundhara S
6.	OVIYAG	B.ComA&F	Oviya.G
7	PRATHIMAP	B.ComA&F	Prathima.P
8.	PRIYANKAS	B.ComA&F	Priyanka.S
9.	AARTHIM	B.ComA&F	Aarthi.M
10.	AARTHIR	B.ComA&F	Aarthi.R
11.	ABIYAA	B.ComA&F	Abiya.A
12.	AKSHAYAN	B.ComA&F	Akshayan
13.	AMIRTHAESWARIS	B.ComA&F	Amirthaeswaris
14.	ANDREAPAMELAGEOR GE THOMAS	B.ComA&F	Andrea Pamela George thomas.
15	BHARGAVIC	B.ComA&F	Bhargavi.C
16	BHAVANIS	B.ComA&F	Bhavani.S
17	BHOJKUMARIG	B.ComA&F	Bhojkumari.G
18	BOOMAC	B.ComA&F	Booma.C
19	CHARULATHAS	B.ComA&F	charulatha.S
20	CHITHRAT	B.ComA&F	Chithra.T

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21	DHANALAKSHMIV	B.ComA&F	Dhanalakshmi.V
22	DISHAR	B.ComA&F	disha.v
23	DIVYADHARSHINIM	B.ComA&F	M.Divyadharshini
24	DIVYAS	B.ComA&F	Divya.S
25	GOWRIP	B.ComA&F	Gowri.P
26	HEMAMALINIS	B.ComA&F	hemamalini.s
27	ISHWARYAB	B.ComA&F	Ishwarya.B
28	JEYAMARYM	B.ComA&F	Jeyamary.M
29	KEERTHANAN	B.ComA&F	Keerthana.N
30	KRIBHASHANKARIMT	B.ComA&F	Kribhashankari.M.T
31	LAKSHMIPRIYAA	B. Com A&F	LakshmiPriya.A
32	MADHUMITHAB	B. Com A&F	Madhumitha.B
33	MEENATCHIR	B. Com A&F	Meenatchi.R
34	MOHANAPRIYAR	B. Com A&F	Mohanapriya.R
35	MONIKAB	B. Com A&F	Monika B
36	MONISHAV	B. Com A&F	Monisha V
37	NAJUMUNISSAA	B. Com A&F	Najumunissa.A
38	NANDHINIJ	B. Com A&F	Nandhini.J
39	NANDHINIK	B. Com A&F	Nandhini.K
40	NIVEDHAM	B. Com A&F	Nivedha M
41	NIVETHAM	B. Com A&F	Nivetha.M
42	PRAMALAKSHMIR	B. Com A&F	Pramalakshmi.R
43	PREETHAS	B. Com A&F	Preetha.S
44	PRIYAS	B. Com A&F	Priya.S
45	PRIYADHARSHINIP	B. Com A&F	Priyadharshini.P
46	PUNITHAS	B. Com A&F	Punitha.S
47	RAJALAKSHMIG	B. Com A&F	Rajalakshmi.G
48	RANJITHAN	B. Com A&F	Ranjitha.N
49	RESHMAV	B. Com A&F	Reshma.V
50	REVATHIK	B. Com A&F	Revathi.K
51	RISHANTHIK	B. Com A&F	Rishanthi.K
52	ROOBASHREEC	B. Com A&F	Roobashree.C
53	SARANYAS	B. Com A&F	S.Saranya.
54	SAYEEDABEGUMK	B. Com A&F	Sayeedabegum.K
55	SHANTHIM	B. Com A&F	Shanthi.M
56	SHEEMAS	B. Com A&F	sheema.S
57	SHRUTHIMB	B. Com A&F	Shruthi M B
58	SNEKHAM	B. Com A&F	Snekha.M
59	SONIYAL	B. Com A&F	Soniya.L
60	SRIVARSHAV	B. Com A&F	Srivarsha.V

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61	SUBHAR	B. Com A&F	Subha. R
62	SUJITHAV	B. Com A&F	Sujitha V
63	SUWETHAR	B. Com A&F	Suwethar
64	SWETHAK	B. Com A&F	K. Swetha
65	SWETHAP	B. Com A&F	Swetha. P
66	TAMILARASIP	B. Com A&F	Tamilarasi. P
67	THULASIPRIYAR	B. Com A&F	Thulasipriya. R
68	UMABHARATHIS	B. Com A&F	Uma Bharathi. S
69	VAISHNAVIM	B. Com A&F	M. Vaishnavi
70	VANDHANAG	B. Com A&F	G. Vandhana
71	VENNILAM	B. Com A&F	Vennila. M
72	VENUSCELSIYAA	B. Com A&F	Venuscelsiya. A
73	VIJAYALAKSHMIS	B. Com A&F	Vijayalakshmi. S
74	VINODHINIS	B. Com A&F	Vinodhini. S
75	VINUSREET	B. Com A&F	Vinusree. T
76	PRIYANKA.R	B. Com A&F	Priyanka. R

COURSE INSTRUCTOR

H.O.D

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COURSE SPECIFICATION

1. DEPARTMENT : **B.COM (ACCOUNTING & FINANCE)**
2. SUBJECT NAME : BASICS OF STOCK EXCHANGE
3. SUBJECT CODE : MJC/BAF1/CC/2019-20

4. AIM : The main function of a stock exchange is **to help companies elevate money**. It is established to supply the required capital for companies of a country.

To achieve this task, ownership in a private corporation is sold to the public in the form of shares of stock

5.OBJECTIVES:

- To provide a fair, transparent and efficient securities market toinvestors using electronic trading system.
- To establish nationwide trading facility for equities anddebt instruments.
- To ensure equal access to investors all over the country throughan appropriate communication network.

SYLLABUS
CERTIFICATE COURSE

SYLLABUSBASICS OF STOCK EXCHANGE - SYLLABUS

UNIT-I

INVESTMENTS FUNDAMENTALS

Types of investments- Equity shares, IPO/FPO, Bonds - Indian securities Market: the market participants, trading of securities, security market indices – Sources of financial information –trading Mechanism- screen based training - internet based training.

UNIT-II

STOCK EXCHANGES IN INDIA

Role of stock exchange, stock exchanges in India: BSE, NSE, MCX – buying and selling of stocks: using brokerage and analysts 'recommendations- Dematerialization – Demat account- procedure for creating Demat account.

UNIT-III

STOCK ANALYSIS AND VALUATION

Online stock trading – understanding stock quotations, types and placing of order – Risk: its valuation and mitigation, analysis of the company: financial characteristics like future prospects of the company, assessing quality of management using Financial and Non-Financialdata – Balance sheet.

UNIT-IV

DERIVATIVE

TRADING

Understanding Derivatives futures, Options trading in futures and options- Concept, meaning and importance, Methods of trading- Valuation of options.

UNIT-V

RAISING FUNDS FROM INTERNATIONAL MARKETS:

FITs Euro issues – ADR's – GDR's, FII's and FDI – SEBI guidelines.

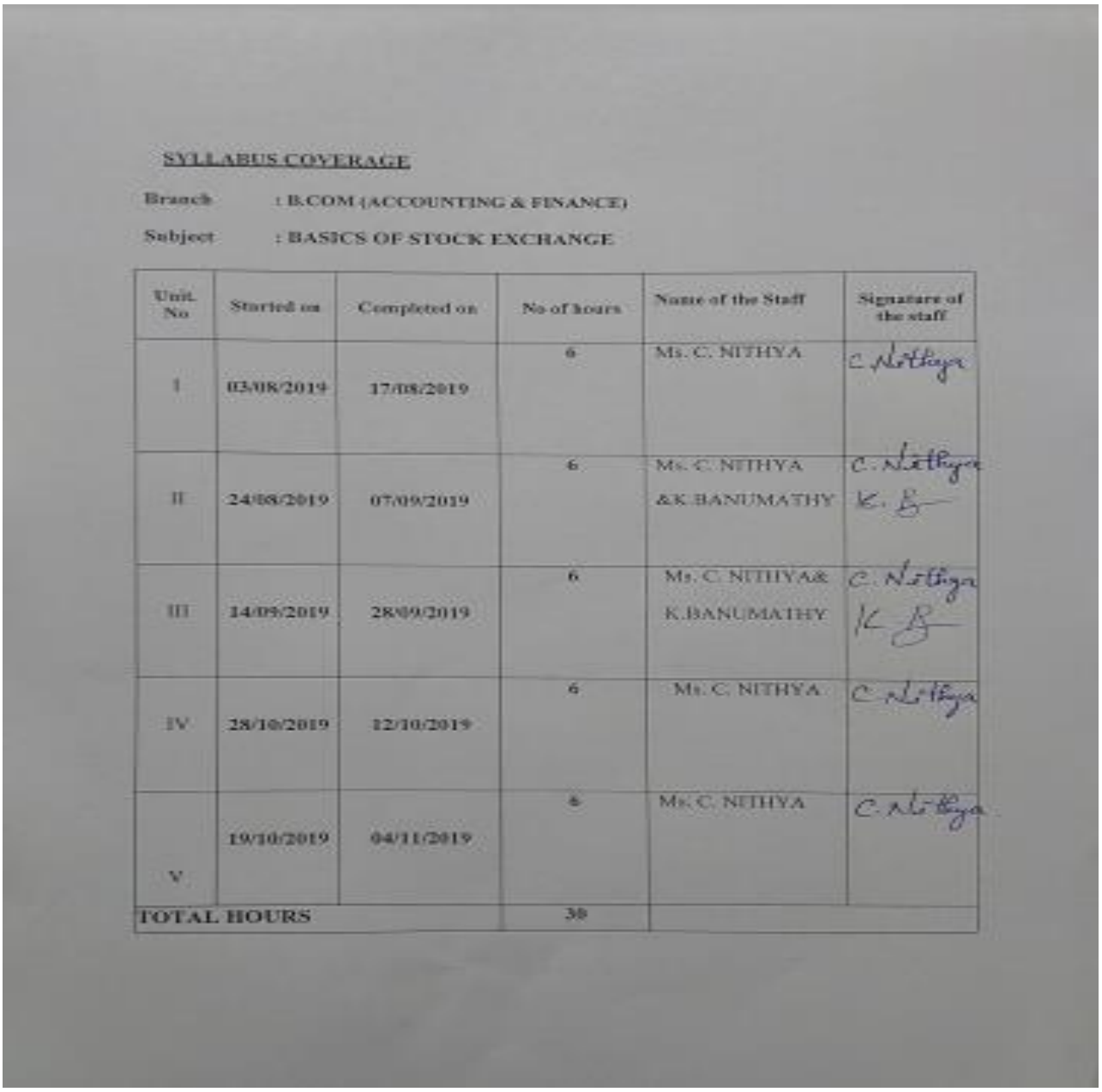
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SYLLABUS COVERAGE

Branch : B.COM (ACCOUNTING & FINANCE)

Subject : BASICS OF STOCK EXCHANGE



SYLLABUS COVERAGE

Branch : B.COM (ACCOUNTING & FINANCE)

Subject : BASICS OF STOCK EXCHANGE

Unit No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	03/08/2019	17/08/2019	6	Ms. C. NITHYA	C. Nithya
II	24/08/2019	07/09/2019	6	Ms. C. NITHYA &K.BANUMATHY	C. Nithya K. B
III	14/09/2019	28/09/2019	6	Ms. C. NITHYA& K.BANUMATHY	C. Nithya K. B
IV	28/10/2019	12/10/2019	6	Ms. C. NITHYA	C. Nithya
V	19/10/2019	04/11/2019	6	Ms. C. NITHYA	C. Nithya
TOTAL HOURS			30		

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Name list

Year/Semester: II/III

S.NO	REGISTER NO	NAME
1	311807037	KARPAGAVALI V
2	311811710	BHARGAVIVASUNDHARA S
3	311811711	OVIYA G
4	311811712	PRATHIMA P
5	311811713	PRIYANKA S
6	311811714	AARTHI M
7	311811715	AARTHI R
8	311811716	ABIYA A
9	311811717	AKSHAYA N
10	311811718	AMIRTHAESWARI S
11	311811719	ANDREAPAMEL AGEORGE THOMAS
12	311811721	BHARGAVI C
13	311811722	BHAVANI S
14	311811723	BHOJKUMARI G
15	311811724	BOOMA C
16	311811725	CHARULATHA S
17	311811726	CHITHRA T
18	311811727	DHANALAKSHMI V
19	311811728	DISHA R
20	311811729	DIVYADHARSHINI M
21	311811730	DIVYA S
22	311811731	GOWRI P
23	311811732	HEMAMALINI S
24	311811733	ISHWARYA B
25	311811734	JEYAMARY M
26	311811736	KEERTHANA N
27	311811737	KRIBHASHANKARIM T
28	311811738	LAKSHMIPRIYA A
29	311811739	MADHUMITHA B
30	311811740	MEENATCHI R

31	311811741	MOHANAPRIYA R
32	311811742	MONIKA B
33	311811743	MONISHA V
34	311811744	NAJUMUNISSA A
35	311811745	NANDHINI J
36	311811746	NANDHINI K
31	311811741	MOHANAPRIYA R
32	311811742	MONIKA B
33	311811743	MONISHA V
34	311811744	NAJUMUNISSA A
35	311811745	NANDHINI J
36	311811746	NANDHINI K
31	311811741	MOHANAPRIYA R
32	311811742	MONIKA B
33	311811743	MONISHA V
34	311811744	NAJUMUNISSA A
35	311811745	NANDHINI J
36	311811746	NANDHINI K
37	311811747	NIVEDHA M
38	311811748	NIVETHA M
39	311811749	PRAMALAKSHMI R
40	311811750	PREETHA S
41	311811751	PRIYA S
42	311811752	PRIYADHARSHINI P
43	311811753	PUNITHA S
44	311811754	RAJALAKSHMI G
45	311811755	RANJITHA N
46	311811756	RESHMA V
47	311811757	REVATHI K
48	311811758	RISHANTHI K
49	311811759	ROOBASHREE C
50	311811760	SARANYA S
51	311811761	SAYEEDABEGUM K
52	311811762	SHANTHI M
53	311811763	SHEEMA S
54	311811764	SHRUTHIM B

55	311811766	SNEKHA M
56	311811767	SONIYA L
57	311811768	SRIVARSHA V
58	311811769	SUBHA R
59	311811770	SUJITHA V
60	311811771	SUWETHA R
61	311811772	SWETHA K
62	311811773	SWETHA P
63	311811774	TAMILARASI P
64	311811775	THULASIPRIYA R
65	311811776	UMABHARATHI S
66	311811777	VAISHNAVI M
67	311811778	VANDHANA G
68	311811779	VENNILA M
69	311811780	VENUSCELSIYA A
70	311811781	VIJAYALAKSHMI S
71	311811782	VINODHINI S
72	311811783	VINUSREE T
73	311811784	PRIYANKA R

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
03.08.2019	10:00-12:00	Dr. C. NITHYA
10.08.2019	10:00-12:00	Dr. C. NITHYA
17.08.2019	10:00-12:00	Dr. C. NITHYA
24.08.2019	10:00-12:00	Dr. C. NITHYA
31.08.2019	10:00-12:00	Dr. C. NITHYA
07.09.2019	10:00-12:00	K.BANUMATHY
14.09.2019	10:00-12:00	Dr. C. NITHYA
21.09.2019	10:00-12:00	Dr. C. NITHYA
28.09.2019	10:00-12:00	K.BANUMATHY
05.10.2019	10:00-12:00	K.BANUMATHY
12.10.2019	10:00-12:00	K.BANUMATHY
19.10.2019	10:00-12:00	Dr. C. NITHYA
26.10.2019	10:00-12:00	Dr. C. NITHYA
02.11.2019	10:00-12:00	Dr. C. NITHYA
04.11.2019	10:00-12:00	Dr. C. NITHYA

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CERTIFICATE COURSE ATTENDANCE

DEPARTMENT - B.Com (Accounting & Finance)

CERTIFICATE COURSE - BASICS OF STOCK EXCHANGE **BATCH 2018-2021**

SUBJECT CODE - MJC/BAF1/CC/2019-20

NO OF HOURS : 2 HOURS (TWO HOURS EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			03.08.19	10.08.19	17.08.19	24 08.19	31 08 19	07. 09.19	14 09 19	21.09.19	28.09.19	05.10.19	12.10.19	19.10.19	26.10.19	02.11.19	04.11.19
1	311807037	KARPAGAVALI V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	311811710	BHARGAVI VASUNDHARA S	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	311811711	OVIYA G	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	311811712	PRATHIMA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	311811713	PRIYANKA S	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6	311811714	AARTHI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
7	311811715	AARTHI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	311811716	ABIYA A	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9	311811717	AKSHAYA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
10	311811718	AMIRTHA ESWARI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

11	311811719	ANDREA PAMELA GEORGE THOMAS	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
12	311811721	BHARGAVI C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	311811722	BHAVANI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	311811723	BHOJ KUMARI G	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	311811724	BOOMA C	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
16	311811725	CHARULATHA S	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
17	311811726	CHITHRA T	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
18	311811727	DHANALAKSHMI V	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
19	311811728	DISHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	311811729	DIVYA DHARSHINI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	311811730	DIVYA S	X	X	X	X	a	X	X	a	X	X	X	X	X	X	a
22	311811731	GOWRI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	311811732	HEMAMALINI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	311811733	ISHWARYA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	311811734	JEYA MARY M	X	a	X	X	X	X	X	X	X	X	X	X	X	a	X

26	311811736	KEERTHANA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	311811737	KRIBHA SHANKARI M T	X	X	X	X	X	X	X	X	a	X	X	X	a	X	X
28	311811738	LAKSHMI PRIYA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	311811739	MADHUMITHA B	X	X	X	X	X	a	a	X	X	X	X	X	X	X	X
30	311811740	MEENATCHI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	311811741	MOHANAPRIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	311811742	MONIKA B	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
33	311811743	MONISHA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	311811744	NAJUMUNISSA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	311811745	NANDHINI J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	311811746	NANDHINI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	311811747	NIVEDHA M	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
38	311811748	NIVETHA M	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
39	311811749	PRAMALAKSHMI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	311811750	PREETHA S	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X

41	311811751	PRIYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
42	311811752	PRIYADHARSHINI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	311811753	PUNITHA S	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
44	311811754	RAJALAKSHMI G	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	311811755	RANJITHA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	311811756	RESHMA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	311811757	REVATHI K	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
48	311811758	RISHANTHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
49	311811759	ROOBA SHREE C	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
50	311811760	SARANYA S	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
51	311811761	SAYEEDA BEGUM K	X	X	a	a	X	a	X	X	X	X	X	X	a	X	X
52	311811762	SHANTHI M	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
53	311811763	SHEEMA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54	311811764	SHRUTHI M B	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
55	311811766	SNEKHA M	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X

56	311811767	SONIYA L	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	311811768	SRIVARSHA V	X	X	X	X	X	X	X	X	a	a	a	X	X	X	X
58	311811769	SUBHA R	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
59	311811770	SUJITHA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	311811771	SUWETHA R	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X
61	311811772	SWETHA K	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
62	311811773	SWETHA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
63	311811774	TAMILARASI P	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
64	311811775	THULASI PRIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
65	311811776	UMA BHARATHI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
66	311811777	VAISHNAVI M	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
67	311811778	VANDHANA G	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
68	311811779	VENNILA M	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
69	311811780	VENUS CELSIYA A	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
70	311811781	VIJAYA LAKSHMI S	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X
71	311811782	VINODHINI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
72	311811783	VINUSREE T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
73	311811784	PRIYANKA R	X	a	X	X	X	X	a	X	X	a	X	X	X	X	X

BASICS OF STOCK EXCHANE

ASSESSMENT / EVALUATION – Question Paper/Pattern

TOTAL-50 MARKS

PART-A **5*2=10**

1. Who is a broker?
2. What is Securities Transaction Tax (STT)?
3. ..What is Earnings Per Share EPS?
4. What is P/E ratio?
5. What is ISIN Number?

PART-B **5*4=20**

6. .What are BSE / NSE Market Timings, Trading Hours, Opening and Closing Time?
7. What is Thematic Investing?
8. different is Thematic Investing from Mutual Funds?
9. What are the different types of derivatives?

PART-C **10*2=20**

10. What is the best way to invest in volatile markets?
11. What is the most important Rule to Investing?

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
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Affiliated to the University of Madras

MARK LIST/ GRADE

S.NO	Register No	Name	MARKS
1	311807037	KARPAGAVALIV	48
2	311811710	BHARGAVIVASUNDHARAS	30
3	311811711	OVIYAG	45
4	311811712	PRATHIMAP	38
5	311811713	PRIYANKAS	32
6	311811714	AARTHIM	41
7	311811715	AARTHIR	39
8	311811716	ABIYAA	38
9	311811717	AKSHAYAN	40
10	311811718	AMIRTHAESWARIS	49
11	311811719	ANDREA PAMELA GEORGE THOMAS	38
12	311811721	BHARGAVIC	35
13	311811722	BHAVANIS	35
14	311811723	BHOJKUMARIG	42
15	311811724	BOOMAC	39
16	311811725	CHARULATHAS	40
17	311811726	CHITHRAT	45
18	311811727	DHANALAKSHMIV	42
19	311811728	DISHAR	33
20	311811729	DIVYADHARSHINIM	38
21	311811730	DIVYAS	32
22	311811731	GOWRIP	41

23	31181172	HEMAMALINIS	39
24	31181173	ISHWARYAB	38
25	31181174	JEYAMARYM	40
26	31181176	KEERTHANAN	49
27	31181177	KRIBHASHANKARIMT	38
28	31181178	LAKSHMIPRIYAA	35
29	31181179	MADHUMITHAB	35
30	31181170	MEENATCHIR	48
31	31181171	MOHANAPRIYAR	30
32	31181172	MONIKAB	45
33	31181173	MONISHAV	38
34	31181174	NAJUMUNISSAA	32
35	31181175	NANDHINIJ	41
36	31181176	NANDHINIK	39
37	31181177	NIVEDHAM	38
38	31181178	NIVETHAM	40
39	31181179	PRAMALAKSHMIR	49
40	31181170	PREETHAS	38
41	31181171	PRIYAS	35
42	31181172	PRIYADHARSHINIP	35
43	31181173	PUNITHAS	42
44	31181174	RAJALAKSHMIG	39
45	31181175	RANJITHAN	40
46	31181176	RESHMAV	45
47	31181177	REVATHIK	42
48	31181178	RISHANTHIK	33
49	31181179	ROOBASHREEC	38

50	311811760	SARANYAS	32
51	311811761	SAYEEDABEGUMK	41
52	311811762	SHANTHIM	39
53	311811763	SHEEMAS	38
54	311811764	SHRUTHIMB	40
55	311811766	SNEKHAM	49
56	311811767	SONIYAL	38
57	311811768	SRIVARSHAV	35
58	311811769	SUBHAR	35
59	311811770	SUJITHAV	48
60	311811771	SUWETHAR	30
61	311811772	SWETHAK	45
62	311811773	SWETHAP	38
63	311811774	TAMILARASIP	32
64	311811775	THULASIPRIYAR	41
65	311811776	UMABHARATHIS	39
66	311811777	VAISHNAVIM	38
67	311811778	VANDHANAG	40
68	311811779	VENNILAM	49
69	311811780	VENUSCELSIYAA	38
70	311811781	VIJAYALAKSHMIS	35
71	311811782	VINODHINIS	35
72	311811783	VINUSREET	42
73	311811784	PRIYANKA.R	39

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CERTIFICATE COPY



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN
CHENNAI - 28

Course Certificate

This is to certify that Miss. SWETHA . B
has completed the Certificate course in BASICS OF STOCK EXCHANGE
conducted by THE DEPARTMENT OF COMMERCE (A & F)
between JUNE 2019 and NOVEMBER 2019

Correspondent | Course Coordinator | Principal



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN
CHENNAI - 28

Course Certificate

This is to certify that Miss. SARANYA .
has completed the Certificate course in BASICS OF STOCK EXCHANGE
conducted by THE DEPARTMENT OF COMMERCE (A & F)
between JUNE 2019 and NOVEMBER 2019

Correspondent | Course Coordinator | Principal

NOTES

UNIT-I

INVESTMENT

One can make money through investments in three ways: one, they can lend money to someone (be it the government or a business) on interest; second, they can become a part- owner of a business, like purchasing shares in a particular company; and lastly, by buying assets that tend to increase in value over time, such as real estate or bullion. The investment universe boils down to these three components, namely fixed income (bonds), equities (stocks), gold, and cash and cash equivalents or money market instruments.

Why is investing better than saving?

Investments hold the key to an investor's future. They help to bridge the gap between their dreams and reality. Following are some of the benefits of investing*:

1. To reach your financial goals:

   Be it purchasing a house or buying a car, or paying for your child's education or marriage, or even planning for your retirement, investing can help you to meet your financial goals and objectives. Investing your capital is the most optimum ways to achieve your long-term goals.

2. To beat inflation:

   Investing your money also helps you to beat inflation. If you choose not to invest and rather keep your money in a regular savings account, your money's purchasing power may decline over time due to inflation. Thus, to insure your money's worth, it makes sense to invest in financial products that have the potential to fetch inflation- beating returns.

3. To earn significant returns:

   Investment avenues such as stocks or mutual funds** have the potential to fetch significantly higher returns than a savings

Different Types of Investments

Investments generally fall under two broad umbrellas – growth-oriented investments and fixed-income investments. A growth-oriented investment option aims at increasing the value of the capital over time, whereas a fixed-income investment option aims at providing a steady (and sometimes rising) stream of income that can either be paid to the investors or re-invested while seeking to maintain the original value of the investment.

Let's understand the different types of investments under these two investment styles:

1. Mutual fund Investment

Mutual funds are financial instruments that pool the money from various investors to invest in securities such as stocks (equities), bonds, money market instruments, etc. Returns on mutual fund investments are based on the market performance of the fund's underlying assets. Investors can invest in mutual funds either via SIP (Systematic Investment Plan) or the lumpsum mode. According to the risk profile, investment horizon, and financial goals, an investor can choose from different types of mutual funds available to them. Largely there are six types of mutual funds, namely growth or equity funds, liquid or money market funds, fixed- income or debt funds, hybrid or balanced funds, index funds, and tax-saving funds. Mutual funds help investors in achieving their financial goals, be it short-term or long-term.
The Indian markets' watchdog SEBI (Securities and Exchange Board of India) has clearly defined each of these mutual fund categories to enable investors to make informed decisions.

Stocks

Also known as shares or equities, stocks are among the most popular growth-oriented investments. When you purchase a share, you become part-owner of a publicly-traded company and stand to gain a part of the profits. The risk-reward ratio with equity investments is often higher than most other forms of investment.

Bonds

Also known as fixed-income securities, a bond is a debt instrument that represents a loan given by an investor to a company or the government. When you buy a bond, you allow the bond issuer to issue you a fixed interest rate in exchange for using your capital. Examples of bonds include Treasury bills, municipal bonds, corporate bonds, government securities, etc.

Exchange Traded Funds (ETFs)

Exchange-traded funds, or ETFs, are a collection of investments such as shares, bonds, money-market instruments, etc., that track an underlying index. They are a mash-up of different investment avenues that offer the best attributes of the two assets – mutual funds and stocks. ETFs are traded on the stock exchanges and are quite like mutual funds in terms of their regulation, structure, and management. However, one of the main differences between ETFs and mutual funds is that the former can be actively traded on the bourses at

any given time during the day, which allows investors to take advantage of real-time price differentials. On the contrary, mutual funds, whether active or passive, can only be bought/sold at the close of the trading day.

Fixed deposits

Bank fixed deposits (FDs) are among the safest investment options available to investors. They are offered by banks and other NBFCs and allow investors to park their idle cash for a specific duration and for a fixed rate of interest. The interest rate is pre-decided and unaffected by market fluctuations, which ensures greater safety of the investments. From the ease of flexibility to various options offered to an investor, fixed deposits are a boon to risk-averse investors.

Retirement planning

Saving for retirement as well as managing that income once you retire are two of the most critical aspects of financial planning. There are several types of retirement plans available to investors. Some of the most common investment options for retirement planning are Senior Citizens Savings Scheme (SCSS), National Pension System (NPS), Public Provident Fund (PPF), bank fixed deposits, etc. An investor looking to save for retirement might consider opting for safer investment avenues if they are nearing their retirement.

Cash and cash equivalents

Cash equivalents strive to protect an investor's original investment while also offering high liquidity. However, they tend to offer the lowest potential returns than other investment types. While they do not generally offer capital growth, they have the potential to deliver regular returns. They can also play an important role in protecting your capital and reducing the risk of your investment portfolio to a great extent. Examples of cash equivalents include time deposits, overnight funds, liquid funds, high-interest savings accounts, bank accounts, etc.

Real estate Investment

The real estate sector holds huge prospects for several industries such as hospitality, retail, commercial housing, manufacturing, and much more. Investors have the option to invest in commercial or residential properties or even real estate mutual funds to earn significant returns on their investments. Timing is a crucial aspect when one considers investing in real estate. One should be mindful that real estate investments can be highly illiquid, i.e. it might get challenging to sell the property quickly in case of an urgent monetary requirement.

Provident funds

Provident funds (including Employee Provident Fund and Public Provident Fund) constitute a significant part of your retirement corpus. Provident fund is a mandatory,

government-sponsored retirement scheme that aims at providing employees with a lumpsum payment when the employee resigns or during retirement.

Insurance

Insurance products are often a part of a financial plan. They come in various forms like term insurance, life insurance, endowment plans, child plans, etc. Insurance products are developed to meet particular objectives, for instance, life insurance is designed to meet your expenses as you age whereas term insurance is designed to aid your beneficiaries in the unfortunate event of your death.

Sources of Financial Information to Measure Business Performance

A dairy farm business usually has several financial objectives. Examples would usually

include to “make money”, to be able to pay bills and make debt payments when they come due, to earn a return on the investment in the business and to increase the value of the owners share of the business over time. Where are the sources of information which would help you determine if these objectives are being met? A look at the farm account check book bank balance might be the first place we would look. This would be helpful but by itself it would not provide all the financial information necessary to make the judgment. In fact, to effectively evaluate the financial performance of the business requires financial information from three sources: a balance sheet, an income statement and a cash flow statement. Each of these financial summaries gives important, information of somewhat different type, for making that overall assessment of how the dairy farm business is doing.

Balance Sheet

The balance sheet is a summary of what the business owns (its assets) and what it owes (its liabilities) and the difference between the two (net worth, also called owner’s equity).
Assets are categorized into two kinds, current and non-current. Current assets are those that are cash or can readily be converted to cash within the next year. They can include cash and checking account balances, growing crops or market livestock, and monies owed to the business. Non-current assets include intermediate assets and long term assets. Intermediate assets will include breeding livestock, farm machinery and equipment and titled vehicles.

Income Statement

The income statement summarizes the income and expenses of the dairy farm business and usually covers periods from one month to one year. Sources of income to the dairy are usually categorized into milk sales, cull livestock sales (i.e. cull cows and bull calves), and

breeding livestock sales. If there are crop sales of crops usually used in the dairy, such as hay, they would be included as well. Expenses fall into several categories: Seed, Fertilizer, Chemicals, Custom hire, Purchased feed, Breeding fees, Veterinary, Livestock supplies, Livestock and milk marketing, Interest, Fuel and oil, Repairs, Hired labor, Real estate taxes, Farm insurance, Utilities, Dues and professional fees and Miscellaneous. Net cash income is the difference between total farm income and total cash expenses from all categories. Net farm income is net cash income less depreciation.

Cash Flow Statement

The cash flow statement is a log of cash inflows (cash coming in to the business as income) and cash outflows (cash going out of the business as cash expenses). The cash of the business coming in and leaving is generally categorized in the cash income and expense categories used in the income statement. It tracks the cash position of the business on a monthly basis. A positive cash flow position is one where cash inflows are greater than cash outflows. The cash flow statement can be a history of the cash flow for the business.

UNIT-II

An Introduction to the Indian Stock Market

National Stock Exchange of India Limited (**NSE**) is the leading stock exchange of India, located in Mumbai, Maharashtra.

It is world's largest derivatives exchange in 2021 by number of contracts traded based on the statistics maintained by Futures Industry Association (FIA), a derivatives trade body. NSE is ranked 4th in the world in cash equities by number of trades as per the statistics maintained by the World Federation of Exchanges (WFE) for the calendar year 2021. It is under the ownership of some leading financial institutions, banks, and insurance companies.

NSE was established in 1992 as the first dematerialized electronic exchange in the country. NSE was the first exchange in the country to provide a modern, fully automated screen- based electronic trading system that offered easy trading facilities to investors spread across

the length and breadth of the country. Vikram Limaye is the Managing Director and Chief Executive Officer of NSE.

History

National Stock Exchange was incorporated in the year 1992 to bring about transparency in the Indian equity markets. Instead of trading memberships being confined to a group of brokers, NSE ensured that anyone who was qualified, experienced, and met the minimum financial requirements was allowed. In this context, NSE was ahead of its time when it separated ownership and management of the exchange under SEBI's supervision. Stock price information that could earlier be accessed only by a handful of people could now be seen by a client in a remote location with the same ease. The paper-based settlement was replaced by electronic depository-based accounts and settlement of trades was always done on time. One of the most critical changes involved a robust risk management system that was set in place, to ensure that settlement guarantees would protect investors against broker defaults.

NSE was set up by a group of leading Indian financial institutions at the behest of the Government of India to bring transparency to the Indian capital market. Based on the recommendations laid out by the Pherwani committee, NSE was established with a diversified shareholding comprising domestic and global investors.

The key domestic investors include Life Insurance Corporation, State Bank of India, IFCI Limited, IDFC Limited and Stock Holding Corporation of India Limited. Key global investors include Gagil FDI Limited, GS Strategic Investments Limited, SAIF II SE Investments Mauritius Limited, Aranda Investments (Mauritius) Pte Limited, and PI Opportunities Fund.

TRADING MECHANISM

Trading at both the exchanges takes place through an open electronic limit order book in which order matching is done by the trading computer.[7] There are no market makers and the entire process is order-driven, which means that market orders placed by investors are automatically matched with the best limit orders. As a result, buyers and sellers remain anonymous.

The advantage of an order-driven market is that it brings more transparency by displaying all buy and sell orders in the trading system. However, in the absence of market makers, there is no guarantee that orders will be executed.

All orders in the trading system need to be placed through brokers, many of which provide an online trading facility to retail customers. Institutional investors can also take advantage of the direct market access (DMA) option in which they use trading terminals provided by brokers for placing orders directly into the stock market trading system.

Who Can Invest in India?

India started permitting outside investments only in the 1990s. Foreign investments are classified into two categories: foreign direct investment (FDI) and foreign portfolio investment (FPI). All investments in which an investor takes part in the day-to-day management and operations of the company are treated as FDI, whereas investments in shares without any control over management and operations are treated as FPI.

For making portfolio investments in India, one should be registered either as a foreign institutional investor (FII) or as one of the sub-accounts of one of the registered FIIs. Both registrations are granted by the market regulator, SEBI.

Foreign institutional investors mainly consist of mutual funds, pension funds, endowments, sovereign wealth funds, insurance companies, banks, and asset management companies. At present, India does not allow foreign individuals to invest directly in its stock market. However, high-net-worth individuals (those with a net worth of at least $50 million) can be registered as sub-accounts of an FII.

Foreign institutional investors and their sub-accounts can invest directly into any of the stocks listed on any of the stock exchanges. Most portfolio investments consist of investment in securities in the primary and secondary markets, including
shares, debentures, and warrants of companies listed or to be listed on a recognized stock exchange in India.

Restrictions and Investment Ceilings

The government of India prescribes the FDI limit, and different ceilings have been prescribed for different sectors. Over a period of time, the government has been progressively increasing the ceilings. FDI ceilings mostly fall in the range of 26% to 100%.

By default, the maximum limit for portfolio investment in a particular listed firm is decided by the FDI limit prescribed for the sector to which the firm belongs. However, there are two additional restrictions on portfolio investment. First, the aggregate limit of investment by all FIIs, inclusive of their sub-accounts in any particular firm, has been fixed at 24% of the paid-up capital. However, the same can be raised up to the sector cap, with the approval of the company's boards and shareholders.

Secondly, investment by any single FII in any particular firm should not exceed 10% of the paid-up capital of the company. Regulations permit a separate 10% ceiling on investment for each of the sub-accounts of an FII, in any particular firm. However, in the case of foreign corporations or individuals investing as a sub-account, the same ceiling is only 5%. Regulations also impose limits for investment in equity-based derivatives trading on stock exchanges.

Investments for Foreign Entities

Foreign entities and individuals can gain exposure to Indian stocks through institutional investors. Many India-focused mutual funds are becoming popular among retail investors. Investments could also be made through some of the offshore instruments,
like participatory notes (PNs), depositary receipts, such as American depositary receipts (ADRs) and global depositary receipts (GDRs), exchange traded funds (ETFs), and exchange traded notes (ETNs).

As per Indian regulations, participatory notes representing underlying Indian stocks can be issued offshore by FIIs, only to regulated entities. However, even small investors can invest in American depositary receipts representing the underlying stocks of some of the well- known Indian firms, listed on the New York Stock Exchange and Nasdaq. ADRs are denominated in dollars and subject to the regulations of the U.S. Securities and Exchange Commission (SEC). Likewise, global depositary receipts are listed on European stock exchanges. However, many promising Indian firms are not yet using ADRs or GDRs to access offshore investors.

What is Dematerialization?

Dematerialization is the process of converting your physical shares and securities into digital or electronic form. The basic agenda is to smoothen the process of buying, selling, transferring and

holding shares and also about making it cost-effective and foolproof. All your securities are stored in an electronic form instead of physical certificates. Let us delve deeper into the topic of dematerialization.

Two depositories called Central Depository Services India Limited (CDSL), and National Securities Depository Limited (NSDL) is registered with the Securities and Exchange Board Of India also known as SEBI.

PROCESS OF DEMATERILISATION

The Dematerialization starts with **opening a Demat account**. So, let's first see how to create an account.

- **Select a depository participant (DP):** Most financial institutions and brokerage service firms are referred to as Depository Participants.
- **Fill an account opening form:** You need to fill an account opening form to open a Demat account. This includes basic contact information.
- **Submit documents for verification:** You need to submit a copy of your income proof, identity proof, address proof, active bank account proof and one passport- sized photograph for verification. All copies of documents need to be duly attested.
- **Sign a standardized agreement with the DP:** A standardized agreement will contain the rules and regulations, charges you will incur and the terms and conditions of the agreement between you and the depository participant.
- **Verification of documents:** A staff member from the DP will verify all the documents that you have submitted in your application.
- **Demat account number and ID are generated:** Once all your documents have been verified, your Demat account number and ID will be generated. You can use this information to access your online Demat account.

BENEFITS OF DEMATERILISATION

- **Easy and Convenient**

  A Demat account provides you the facility to carry out the transactions electronically. There is no need for you to be physically present at the broker's place to settle a transaction. Moreover, the investor can have access to the Demat account using a computer or smartphone. In addition, you can convert your physical holdings into electronic format to become the legal owner of your shares.

- **Fund Transfer**
  By linking your Demat account with the bank account you can easily transfer funds electronically. This saves you from the hassles of drawing a cheque or transferring the funds manually.
- **Safe and Secure**
  Demat account is the most secure and safest way to carry out transactions by electronic means. All the risks like theft, damage, loss of share certificates, etc. that were associated with holding shares in physical form are completely eliminated.
- **Nomination Facility**
  Demat account provides you the facility to grant the right to operate your Demat account to the nominee in your absence. With this facility, you can carry out transactions in your Demat account with the help of a nominee when you are not in a situation to do it

UNIT-III

STOCK ANALYSIS AND VALUTION

What is Stock Valuation?

Every investor who wants to beat the market must master the skill of stock valuation. Essentially, stock valuation is a method of determining the intrinsic value (or theoretical value) of a stock. The importance of valuing stocks evolves from the fact that the intrinsic value of a stock is not attached to its current price. By knowing a stock's intrinsic value, an investor may determine whether the stock is over- or under-valued at its current market price.

Types of Stock Valuation

Stock valuation methods can be primarily categorized into two main types: **absolute** and **relative**.

1. Absolute

Absolute stock valuation relies on the company's fundamental information. The method generally involves the analysis of various financial information that can be found in or derived from a company's financial statements. Many techniques of absolute stock valuation primarily investigate the company's cash flows, dividends, and growth rates. Notable absolute stock valuation methods include the dividend discount model (DDM) and the discounted cash flow model (DCF).

2. Relative

Relative stock valuation concerns the comparison of the investment with similar companies. The relative stock valuation method deals with the calculation of the key financial ratios of similar companies and derivation of the same ratio for the target company. The best example of relative stock valuation is comparable companies analysis.

Popular Stock Valuation Methods

Below, we will briefly discuss the most popular methods of stock valuation.

1. Dividend Discount Model (DDM)

The dividend discount model is one of the basic techniques of absolute stock valuation. The DDM is based on the assumption that the company's dividends represent the company's cash flow to its shareholders.

Essentially, the model states that the intrinsic value of the company's stock price equals the present value of the company's future dividends. Note that the dividend discount model is applicable only if a company distributes dividends regularly and the distribution is stable.

2. Discounted Cash Flow Model (DCF)

The discounted cash flow model is another popular method of absolute stock valuation. Under the DCF approach, the intrinsic value of a stock is calculated by discounting the company's free cash flows to its present value.

The main advantage of the DCF model is that it does not require any assumptions regarding the distribution of dividends. Thus, it is suitable for companies with unknown or unpredictable dividend distribution. However, the DCF model is sophisticated from a technical perspective.

3. Comparable Companies Analysis

The comparable analysis is an example of relative stock valuation. Instead of determining the intrinsic value of a stock using the company's fundamentals, the comparable approach aims to derive a stock's theoretical price using the price multiples of similar companies.

The most commonly used multiples include the price-to-earnings (P/E), price-to-book (P/B), and enterprise value-to-EBITDA (EV/EBITDA). The comparable companies analysis method is one of the simplest from a technical perspective. However, the most challenging part is the determination of truly comparable companies.

Understanding Fundamental Analysis

All stock analysis tries to determine whether a security is correctly valued within the broader market. Fundamental analysis is usually done from a macro to micro perspective in order to identify securities that are not correctly priced by the market.

Analysts typically study, in order, the overall state of the economy and then the strength of the specific industry before concentrating on individual company performance to arrive at a fair market value for the stock.

Fundamental analysis uses public data to evaluate the value of a stock or any other type of security. For example, an investor can perform fundamental analysis on a bond's value by looking at economic factors such as interest rates and the overall state of the economy, then studying information about the bond issuer, such as potential changes in its credit rating.

For stocks, fundamental analysis uses revenues, earnings, future growth, return on equity, profit margins, and other data to determine a company's underlying value and potential for future growth. All of this data is available in a company's financial statements

Investing and Fundamental Analysis

An analyst works to create a model for determining the estimated value of a company's share price based on publicly available data. This value is only an estimate, the analyst's educated opinion, of what the company's share price should be worth compared to the current market price. Some analysts may refer to their estimated price as the company's intrinsic value.

If an analyst calculates that the stock's value should be significantly higher than the stock's current market price, they may publish a buy or overweight rating for the stock. This acts as a recommendation to investors who follow that analyst. If the analyst calculates a lower intrinsic value than the current market price, the stock is considered overvalued and a sell or underweight recommendation is issued.

Investors who follow these recommendations will expect that they can buy stocks with favorable recommendations because such stocks should have a higher probability of rising over time. Likewise, stocks with unfavorable ratings are expected to have a higher probability of falling in price. Such stocks are candidates for being removed from existing portfolios or added as "short" positions.

This method of stock analysis is considered to be the opposite of technical analysis, which forecasts the direction of prices through an analysis of historical market data such as price and volume. Those interested in learning more about fundamental analysis and other financial topics may want to consider enrolling in one of the best investing courses currently available.

Quantitative and Qualitative Fundamental Analysis

The problem with defining the word fundamentals is that it can cover anything related to the economic well-being of a company. They obviously include numbers like revenue and profit, but they can also include anything from a company's market share to the quality of its management.

UNIT-IV

DERIVATIVE TRADING

The term derivative refers to a type of financial contract whose value is dependent on an underlying asset, group of assets, or benchmark. A derivative is set between two or more parties that can trade on an exchange or over-the-counter (OTC). These contracts can be used to trade any number of assets and carry their own risks. Prices for derivatives derive from fluctuations in the underlying asset. These financial securities are commonly used to access certain markets and may be traded to hedge against risk.

Understanding Derivatives

A derivative is a complex type of financial security that is set between two or more parties. Traders use derivatives to access specific markets and trade different assets. The most common underlying assets for derivatives are stocks, bonds, commodities, currencies, interest rates, and market indexes. Contract values depend on changes in the prices of the underlying asset.

Special Considerations

Derivatives were originally used to ensure balanced exchange rates for internationally traded goods. International traders needed a system to account for the differing values of national currencies.

Assume a European investor has investment accounts that are all denominated in euros (EUR). Let's say they purchase shares of a U.S. company through a U.S. exchange using U.S. dollars (USD). This means they are now exposed to exchange rate risk while holding that stock. Exchange rate risk is the threat that the value of the euro will increase in relation to the USD. If this happens, any profits the investor realizes upon selling the stock become less valuable when they are converted into euros.

A speculator who expects the euro to appreciate compared to the dollar could profit by using a derivative that rises in value with the euro. When using derivatives to speculate on the price movement of an underlying asset, the investor does not need to have a holding or portfolio presence in the underlying asset.

Types of Derivatives

Derivatives are now based on a wide variety of transactions and have many more uses. There are even derivatives based on weather data, such as the amount of rain or the number of sunny days in a region.

There are many different types of derivatives that can be used for risk management, speculation, and leveraging a position. The derivatives market is one that continues to grow, offering products to fit nearly any need or risk tolerance. The most common types of derivatives are futures, forwards, swaps, and options.

Futures

A futures contract, or simply futures, is an agreement between two parties for the purchase and delivery of an asset at an agreed-upon price at a future date. Futures are standardized contracts that trade on an exchange. Traders use a futures contract to hedge their risk or speculate on the price of an underlying asset. The parties involved are obligated to fulfill a commitment to buy or sell the underlying asset.

Forwards

Forward contracts or forwards are similar to futures, but they do not trade on an exchange. These contracts only trade over-the-counter. When a forward contract is created, the buyer and seller may customize the terms, size, and settlement process. As OTC products, forward contracts carry a greater degree of counterparty risk for both parties.

Counterparty risks are a type of credit risk in that the parties may not be able to live up to the obligations outlined in the contract. If one party becomes insolvent, the other party may have no recourse and could lose the value of its position.

Once created, the parties in a forward contract can offset their position with other counterparties, which can increase the potential for counterparty risks as more traders become involved in the same contract.

Swaps

Swaps are another common type of derivative, often used to exchange one kind of cash flow with another. For example, a trader might use an interest rate swap to switch from a variable interest rate loan to a fixed interest rate loan, or vice versa.

Options

An options contract is similar to a futures contract in that it is an agreement between two parties to buy or sell an asset at a predetermined future date for a specific price. The key difference between options and futures is that with an option, the buyer is not obliged to exercise their agreement to buy or sell. It is an opportunity only, not an obligation, as futures are. As with futures, options may be used to hedge or speculate on the price of the underlying asset.

Advantages and Disadvantages of Derivatives

Advantages

As the above examples illustrate, derivatives can be a useful tool for businesses and investors alike. They provide a way to do the following:

- Lock in prices
- Hedge against unfavorable movements in rates
- Mitigate risks

These pluses can often come for a limited cost.

Derivatives can also often be purchased on margin, which means traders use borrowed funds to purchase them. This makes them even less expensive.

Disadvantages

Derivatives are difficult to value because they are based on the price of another asset. The risks for OTC derivatives include counterparty risks that are difficult to predict or value. Most derivatives are also sensitive to the following:

- Changes in the amount of time to expiration
- The cost of holding the underlying asset
- Interest rates

UNIT-V

RAISING FUNDS FROM INTERNATINONAL INSTITUTIONS

A financial intermediary is an entity that acts as the middleman between two parties in a financial transaction, such as a commercial bank, investment bank, mutual fund, or pension fund. Financial intermediaries offer a number of benefits to the average consumer, including safety, liquidity, and economies of scale involved in banking and asset management. Although in certain areas, such as investing, advances in technology threaten to eliminate the financial intermediary, disintermediation is much less of a threat in other areas of finance, including banking and insurance.

How a Financial Intermediary Works

A non-bank financial intermediary does not accept deposits from the general public. The intermediary may provide factoring, leasing, insurance plans, or other financial services. Many intermediaries take part in securities exchanges and utilize long-term plans for managing and growing their funds. The overall economic stability of a country may be shown through the activities of financial intermediaries and the growth of the financial services industry.

Benefits of Financial Intermediaries

Through a financial intermediary, savers can pool their funds, enabling them to make large investments, which in turn benefits the entity in which they are investing. At the same time, financial intermediaries pool risk by spreading funds across a diverse range of investments and loans. Loans benefit households and countries by enabling them to spend more money than they have at the current time.

Financial intermediaries also provide the benefit of reducing costs on several fronts. For instance, they have access to economies of scale to expertly evaluate the credit profile of potential borrowers and keep records and profiles cost-effectively. Last, they reduce the costs of the many financial transactions an individual investor would otherwise have to make if the financial intermediary did not exist.

Raise long-term funding through debt capital markets

Advantages and disadvantages of raising finance through private placements

A **private placement** - or **non-public offering** - is where a business sells corporate bonds or shares to investors without offering them for sale on the open market. These investors could be insurance companies or high-net-worth individuals.

By selling corporate bonds you can raise funds for expanding your business, to finance mergers, or to supplement or replace bank funding. Raising funds in this way offers benefits such as providing stability through long-term investment and protecting the value of your business' shares - see **advantages and disadvantages of raising finance by issuing corporate bonds**.

By using private placements, you can raise a significant amount of finance, and often quite quickly. A private placement doesn't need to involve brokers or underwriters and instead they can usually be arranged through banks or specialist financial institutions.

Advantages of using private placements

There are several advantages to using private placements to raise finance for your business. They:

- allow you to **choose your own investors** - this increases the chances of having investors with similar objectives to you and means they may be able to provide business advice and assistance, as well as funding
- allow you to **remain a private company**, rather than having to go public to raise finance
- provide **flexibility** in the amount and type of funding - eg allowing a combination of bonds and equity capital, with amounts ranging from less than £100,000 to several million pounds
- allow you to make a **return on the investment** over a longer time period - as private placement investors will be prepared to be more patient than other investors, such as venture capitalists
- require **less investment** of both money and time than public share flotations
- provide a **faster turnaround** on raising finance than the venture capital markets or public placements

As a result, private placements are sometimes the only source of raising substantial capital for more **risky ventures** or **new businesses**.

Disadvantages of using private placements

There are also some disadvantages of using private placements to raise business finance. For example, there will be:

- a **reduced market** for the bonds or shares in your business, which may have a long-term effect on the value of the business as a whole
- a **limited number of potential investors**, who may not want to invest substantial amounts individually
- the need to place the bonds or shares at a **substantial discount** to compensate investors for their greater risk and longer-term returns.

Need for regulation

- The very nature of the complex financial system that we have at this point in time makes the need for regulation that much more necessary and urgent. As the sub-prime crisis has shown, any financial institution cannot be made to hold the financial system hostage to its questionable business practices. As the manifestations of the crisis are being felt and it is now apparent that the asset backed derivatives and other “exotic” instruments are amounting to trillions, the role of the central bank or the monetary authorities in reining in the rogue financial institutions is necessary to prevent systemic collapse.
-

- As capital becomes mobile and unfettered, it is the monetary authorities that have to step in and ensure that there are proper checks and balances in the system so as to prevent losses to investors and the economy in general.

Recent trends

- Recent trends in the evolution of financial intermediaries, particularly in the developing world have shown that these institutions have a pivotal role to play in the elimination of poverty and other debt reduction programs. Some of the initiatives like micro-credit reaching out to the masses have increased the economic well being of hitherto neglected sectors of the population.
- Further, the financial intermediaries like banks are now evolving into umbrella institutions that cater to the complete needs of investors and borrowers alike and are maturing into “financial hyper marts”.

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CRITERION 1

CERTIFICATE COURSE

2019-2020

MUTUAL FUNDS

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1. DEPARMENT : **B.COM (ACCOUNTING & FINANCE)**
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BAF2/CC/19-20
4. NAME OF THE SUBJECT : **MUTUAL FUND**
5. STAFF IN-CHARGE : Ms.V.SUBATHRA
6. BATCH :2018-2021
7. NO.OF STUDENTS :61
8. COURSE FEE :NA
9. DURATION : 30 HRS
10. TIMING : 10AM-12 NOON

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CERTIFICATE COURSE

Document ID:	MJC/BAF/SH2/2019/CC1	**Document Name:**	CERTIFICATE COURSE CIRCULAR
Name of the Class In charge :	MS.RADHAI.S		
Course:	MUTUAL FUNDS	**Department:**	B.Com(AF)
Batch:	2018-2021	**Year/ Sem:**	II/III

The certificate course for II B.Com (Accounting and Finance) for the academic year 2019-2020, will commence from 20.07.2019

The classes will be held on all Saturday's between 10.00am - 12.00noon.

Sl. No	Name of the Members	Design/Dept	Signature
1.	**DR. R. MANIMEKALAI**	**Principal**	
2.	**Ms.DIVYA**	**Department –in-charge**	
3.	**Ms.SUBATHRA**	**Assistant Professor**	
4.	**Ms.RADHAI**	**Assistant Professor**	
5.	AKSHAYA. M	B.Com(AF)	
6.	SRIBHUVANESHWARI. N	B.Com(AF)	
7.	SWETHA. R	B.Com(AF)	
8.	AARTHI. D	B.Com(AF)	
9.	AGALYA. V	B.Com(AF)	
10.	ANU PRIYA. P (10/08/2000)	B.Com(AF)	
11.	ANUPRIYA. P (29/12/2000)	B.Com(AF)	
12.	BHUVANESHWARY. J	B.Com(AF)	
13.	CHAARU LATHA. P	B.Com(AF)	
14.	CHRISTLIN JENNIFER. D	B.Com(AF)	
15.	DEEPA. G	B.Com(AF)	
16.	DEEPIKA. M	B.Com(AF)	
17.	DIVYA. V	B.Com(AF)	
18.	ESWARI. S	B.Com(AF)	
19.	GAYATHRI DEVI. E	B.Com(AF)	
20.	GAYATHRI. K	B.Com(AF)	
21.	GAYATHRI. M	B.Com(AF)	
22.	HARINI. M	B.Com(AF)	
23.	JACQUELINE PREETHY. P	B.Com(AF)	
24.	JAYALAKSHMI. N	B.Com(AF)	
25.	JAYAPRIYA. J	B.Com(AF)	
26.	JAYASRI. S	B.Com(AF)	
27.	KAMALI. T	B.Com(AF)	

28.	KAVITHA. G	B.Com(AF)	Kavitha. G
29.	KEERTHANA. R	B.Com(AF)	Keerthana. R
30.	KEERTHIKA. A	B.Com(AF)	Keerthika. A
31.	KEERTHIKA. G	B.Com(AF)	Keerthika. G
32	LAVANYA. R	B.Com(AF)	Lavanya. R
33	LAVANYA. S **(H.I.)**	B.Com(AF)	Lavanya. S
34	LAVANYA. S	B.Com(AF)	Lavanya. S
35	MAGIZHA. V	B.Com(AF)	Magizha. V
36	MONISHA. M	B.Com(AF)	Monisha. M
37	MONISHA. V	B.Com(AF)	Monisha. V
38	NARMADHA. M	B.Com(AF)	Narmadha. M
39	NISHA. S	B.Com(AF)	Nisha. S
40	NITHYAMAHALAKSHMI. V	B.Com(AF)	Nithyamahalakshmi. V
41	PAVITHRA. K	B.Com(AF)	Pavithra. K
42	POOJA. A	B.Com(AF)	Pooja. A
43	PRINCY. S	B.Com(AF)	Princy. S
44	RAJASHREE. P	B.Com(AF)	Rajashree. P
45	RAJESHWARI. S	B.Com(AF)	Rajeshwari. S
46	SELSIYA. C	B.Com(AF)	Selsiya. C
47	SHARMILA. A	B.Com(AF)	Sharmila. A
48	SHARMILA. R	B.Com(AF)	Sharmila. R
49	SNEGA. T	B.Com(AF)	Snega. T
50	SUGANYA. S	B.Com(AF)	Suganya. S
51	SUJITHA. T	B.Com(AF)	Sujitha. T
52	SUSHMITHA. G	B.Com(AF)	Sushmitha. G
53	THILAGAVATHI. B	B.Com(AF)	Thilagavathi. B
54	UMA MAGESWARI. B	B.Com(AF)	uma mageswari. B
55	UMA PARVATHY. G **(H.I.)**	B.Com(AF)	uma parvathy. G
56	VARSHA. A	B.Com(AF)	varsha. A
57	VIDHYA. V	B.Com(AF)	vidhya. V
58	VINITHA. G	B.Com(AF)	vinitha. G
59	VINITHA. K	B.Com(AF)	vinitha. K
60	VISALATCHI. S **(H.I.)**	B.Com(AF)	visalatchi. S
61	VISHALI. S	B.Com(AF)	vishali. S
62	SUNITHA KUMARI. S	B.Com(AF)	Sunitha kumari. S
63	AMRITHA. V	B.Com(AF)	Amritha. V
64	APARNA. U	B.Com(AF)	Aparna. U
65	SUGAVANI. D	B.Com(AF)	sugavani. D

COURSE INSTRUCTOR **HOD** **PRINCIPAL**

S. Reduni T. Selvi.

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COURSE SPECIFICATION

1.DEPARTMENT : **B.COM (ACCOUNTING & FINANCE)**

2.SUBJECT NAME : MUTUAL FUNDS

3.SUBJECT CODE : MJC/BAF2/CC/19-20

4.AIM:

- Invest in short and long term debt instruments.
- Aim to provide regular income.
- Invest in equity securities.
- Aim to provide growth and capital appreciation over long term

5. OBJECTIVES:

- Common pool of funds contributed by investors and invested in accordance to the objectives.
- Investments are held in a trust of which the investors alone are the joint beneficial owners.
- Trustees oversee the management by investment manager.

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SYLLABUS

MUTUAL FUNDS

UNIT I: MUTUAL FUNDS

Introduction of Mutual Funds-Collective investment vehicle-Proportionate share of benefits-

Units vs Shares Assets under Management(AUM)-Fund Recurring Expenses(FRE)-Net Assets-

Assets and Liabilities in a Mutual Fund Portfolio-Advantages of Mutual Funds

UNIT 2: SEBI ROLE AND REGULATIONS

SEBI's Role –Investor Education and Protection Fund(IEPF) SEBI Regulations for Registrars

and Transfer agents.

UNIT 3: MUTUAL FUND STRUCTURE AND CONSTITUTENTS

Sponsor-Trustees-asset management company (AMC) - constituents-custodians-Registrar and

Transfer Agents—other constituents –Regulations of Mutual funds

UNIT 4: MUTUAL FUND PRODUCTS

Product Differentiation –Open ended Funds – close ended funds-Product creation Process-offer

document Addendum and KIM- categorization of Products- Debt Funds-Equity Funds-Strategy

based classification- other types of funds.

UNIT 5: TAX ASPECTS AND INVESTORS IN MUTUAL FUNDS

Taxation of Capital Gains-Dividends and DDT- Ivestment options-Investor information-PAN

and KYC Norms- other categories- Institutional Investors-FATCA

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SYLLABUS COVERAGE

Branch : B.COM (ACCOUNTING & FINANCE)

Subject : MUTUAL FUNDS

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	20/07/2019	3/08/2019	6	Ms.DHARANI	
II	10/8/2019	24/8/2019	6	Ms.RADHAI	
III	31/08/2019	14/9/2019	6	Ms.DIVYA	
IV	21/09/2019	5/10/2019	6	Ms.SUBATHRA	
V	12/10/2019	26/10/2019	6	Ms.SUBATHRA	
Total hours			30		

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Name list

Year/Semester: III/VI

REGNO	NAME
311811859	AKSHAYA. M
311811860	SRIBHUVANESHWARI. N
311811861	SWETHA. R
311811862	AARTHI. D
311811863	AGALYA. V
311811864	ANU PRIYA. P (10/08/2000)
311811865	ANUPRIYA. P (29/12/2000)
311811866	BHUVANESHWARY. J
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311811869	DEEPA. G
311811870	DEEPIKA. M
311811871	DIVYA. V
311811873	ESWARI. S
311811874	GAYATHRI DEVI. E
311811876	GAYATHRI. K
311811877	GAYATHRI. M
311811878	HARINI. M
311811879	JACQUELINE PREETHY. P
311811880	JAYALAKSHMI. N
311811881	JAYAPRIYA. J
311811882	JAYASRI. S
311811883	KAMALI. T
311811884	KAVITHA. G
311811885	KEERTHANA. R
311811886	KEERTHIKA. A
311811887	KEERTHIKA. G
311811888	LAVANYA. R
311811889	LAVANYA. S **(H.I.)**
311811890	LAVANYA. S
311811891	MAGIZHA. V
311811893	MONISHA. M
311811894	MONISHA. V
311811895	NARMADHA. M
311811896	NISHA. S
311811897	NITHYAMAHALAKSHMI. V
311811898	PAVITHRA. K
311811900	POOJA. A
311811901	PRINCY. S
311811902	RAJASHREE. P
311811903	RAJESHWARI. S

311811905	SELSIYA. C
311811906	SHARMILA. A
311811907	SHARMILA. R
311811909	SNEGA. T
311811911	SUGANYA. S
311811912	SUJITHA. T
311811914	SUSHMITHA. G
311811915	THILAGAVATHI. B
311811916	UMA MAGESWARI. B
311811917	UMA PARVATHY. G (**H.I.**)
311811918	VARSHA. A
311811920	VIDHYA. V
311811921	VINITHA. G
311811922	VINITHA. K
311811923	VISALATCHI. S (**H.I.**)
311811924	VISHALI. S
311811925	SUNITHA KUMARI. S
311811926	AMRITHA. V
311811927	APARNA. U
311811928	SUGAVANI. D

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CERTIFICATE COURSE TIME TABLE

DATE	TIME	STAFF NAME
20/07/2019	10 AM -12 PM	MS.DHARANI
27/07/2019	10 AM -12 PM	MS.DHARANI
3/8/2019	10 AM -12 PM	MS.DHARANI
10/8/2019	10 AM -12 PM	MS RADHAI
17/8/2019	10 AM -12 PM	MS RADHAI
24/8/2019	10 AM -12 PM	MS RADHAI
31/8/2019	10 AM -12 PM	MS.DIVYA
7/9/2019	10 AM -12 PM	MS.DIVYA
14/9/2019	10 AM -12 PM	MS.DIVYA
21/9/2019	10 AM -12 PM	MS.SUBATHRA V
28/9/2019	10 AM -12 PM	MS.SUBATHRA V
5/10/2019	10 AM -12 PM	MS.SUBATHRA V
12/10/2019	10 AM -12 PM	MS.SUBATHRA V
19/10/2019	10 AM -12 PM	MS.SUBATHRA V
26/10/2019	10 AM -12 PM	MS.SUBATHRA V

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CERTIFICATE COURSE ATTENDANCE DEPARTMENT - B.Com (Accounting & Finance)

CERTIFICATE COURSE – MUTUAL FUNDS

BATCH 2018-2021 SUBJECT CODE - MJC/BAF2/CC/2019-20

NO OF HOURS : 30 HOURS

S.NO	REG NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			20/7/19	27/7/19	3/8/19	10/8/19	17/8/19	24//8/19	31/8/19	7/9/19	14/9/19	21/9/19	28/9/19	5/10/19	12/10/19	19/10/19	23/10/19
1	311811859	AKSHAYA. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	311811860	SRIBHUVANESHWARI. N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	311811861	SWETHA. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	311811862	AARTHI. D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	311811863	AGALYA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	311811864	ANU PRIYA. P (10/08/2000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	311811865	ANUPRIYA. P (29/12/2000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	311811866	BHUVANESHWARY. J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	311811867	CHAARU LATHA. P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

10	311811868	CHRISTLIN JENNIFER. D	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
11	311811869	DEEPA. G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	311811870	DEEPIKA. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	311811871	DIVYA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	311811873	ESWARI. S	X	X	X	X	X	a	X	X	X	X	A	X	X	X	X
15	311811874	GAYATHRI DEVI. E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	311811876	GAYATHRI. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	311811877	GAYATHRI. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	311811878	HARINI. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	311811879	JACQUELINE PREETHY. P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	311811880	JAYALAKSHMI. N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	311811881	JAYAPRIYA. J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	311811882	JAYASRI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	311811883	KAMALI. T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	311811884	KAVITHA. G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	311811885	KEERTHANA. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	311811886	KEERTHIKA. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	311811887	KEERTHIKA. G	X	X	X	X	a	X	X	X	X	X	X	A	X	X	X

28	311811888	LAVANYA. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	311811889	LAVANYA. S **(H.I.)**	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	311811890	LAVANYA. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	311811891	MAGIZHA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	311811893	MONISHA. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	311811894	MONISHA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	311811895	NARMADHA. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	311811896	NISHA. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	311811897	NITHYAMAHALAKSHMI. V	X	X	a	X	X	X	X	X	X	X	X	X	X	X
37	311811898	PAVITHRA. K	X	X	X	X	X	X	X	a	X	X	X	X	X	X
38	311811900	POOJA. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	311811901	PRINCY. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	311811902	RAJASHREE. P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41	311811903	RAJESHWARI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	311811905	SELSIYA. C	X	X	X	X	X	A	X	X	X	X	X	X	X	X
43	311811906	SHARMILA. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	311811907	SHARMILA. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	311811909	SNEGA. T	X	X	X	X	X	X	X	X	X	X	X	X	X	X

46	311811911	SUGANYA. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	311811912	SUJITHA. T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	311811914	SUSHMITHA. G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	311811915	THILAGAVATHI. B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50	311811916	UMA MAGESWARI. B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
51	311811917	UMA PARVATHY. G **(H.I.)**	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52	311811918	VARSHA. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
53	311811920	VIDHYA. V	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
54	311811921	VINITHA. G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
55	311811922	VINITHA. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	311811923	VISALATCHI. S **(H.I.)**	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	311811924	VISHALI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
58	311811925	SUNITHA KUMARI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
59	311811926	AMRITHA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	311811927	APARNA. U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
61	311811928	SUGAVANI. D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
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MUTUAL FUNDS
ASSESSMENT / EVALUATION – Question Paper/Pattern
TOTAL – 50 MARKS

PART A 5X2=10 MARKS

1. Give the meaning of Mutual funds
2. What is meant by money market funds?
3. What is meant by open ended funds?
4. Give examples of Primary market intermediaries.
5. Write the meaning of custodians.

PART B 5X4=20 MARKS

6. What are the types of mutual funds? Explain
7. Write the process of SEBI in mutual fumds.
8. Explain about secondary market intermediaries
9. What is tax on mutual funds

PART C 2X10=20 MARKS

10. Write any five rules and regulations followed by SEBI in mutual funds.
11. What are the rights and obligation of trustees in mutual funds?

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

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MARK LIST/ GRADE

S.NO	REGNO	NAME	MARKS
1	311811859	AKSHAYA. M	42
2	311811860	SRIBHUVANESHWARI. N	44
3	311811861	SWETHA. R	45
4	311811862	AARTHI. D	41
5	311811863	AGALYA. V	40
6	311811864	ANU PRIYA. P (10/08/2000)	38
7	311811865	ANUPRIYA. P (29/12/2000)	40
8	311811866	BHUVANESHWARY. J	42
9	311811867	CHAARU LATHA. P	44
10	311811868	CHRISTLIN JENNIFER. D	a
11	311811869	DEEPA. G	42
12	311811870	DEEPIKA. M	44
13	311811871	DIVYA. V	45
14	311811873	ESWARI. S	41
15	311811874	GAYATHRI DEVI. E	40
16	311811876	GAYATHRI. K	38
17	311811877	GAYATHRI. M	40
18	311811878	HARINI. M	42
19	311811879	JACQUELINE PREETHY. P	44
20	311811880	JAYALAKSHMI. N	45
21	311811881	JAYAPRIYA. J	41
22	311811882	JAYASRI. S	40
23	311811883	KAMALI. T	38
24	311811884	KAVITHA. G	42
25	311811885	KEERTHANA. R	44
26	311811886	KEERTHIKA. A	45
27	311811887	KEERTHIKA. G	41
28	311811888	LAVANYA. R	40
29	311811889	LAVANYA. S (**H.I.**)	38
30	311811890	LAVANYA. S	40
31	311811891	MAGIZHA. V	42
32	311811893	MONISHA. M	44
33	311811894	MONISHA. V	45
34	311811895	NARMADHA. M	41
35	311811896	NISHA. S	37
36	311811897	NITHYAMAHALAKSHMI. V	38
37	311811898	PAVITHRA. K	42
38	311811900	POOJA. A	44

39	311811901	PRINCY. S	42
40	311811902	RAJASHREE. P	44
41	311811903	RAJESHWARI. S	45
42	311811905	SELSIYA. C	41
43	311811906	SHARMILA. A	40
44	311811907	SHARMILA. R	38
45	311811909	SNEGA. T	40
46	311811911	SUGANYA. S	42
47	311811912	SUJITHA. T	35
48	311811914	SUSHMITHA. G	45
49	311811915	THILAGAVATHI. B	41
50	311811916	UMA MAGESWARI. B	40
51	311811917	UMA PARVATHY. G (**H.I.**)	38
52	311811918	VARSHA. A	43
53	311811920	VIDHYA. V	42
54	311811921	VINITHA. G	44
55	311811922	VINITHA. K	40
56	311811923	VISALATCHI. S (**H.I.**)	41
57	311811924	VISHALI. S	40
58	311811925	SUNITHA KUMARI. S	37
59	311811926	AMRITHA. V	40
60	311811927	APARNA. U	42
61	311811928	SUGAVANI. D	44

Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. SRI BHUVANESHWARI. N

has completed the Certificate course in MUTUAL FUNDS

conducted by DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE) SHIFT II

between JULY 2019 and OCTOBER 2019

Correspondent

Course Coordinator

Principal

UNIT 1

INTRODUCTION TO MUTUAL FUND

A Mutual Fund is a trust that collects money from investors who share a common financial goal, and invest the proceeds in different asset classes, as defined by the investment objective. Simply put, mutual fund is a financial intermediary, set up with an objective to professionally manage the money pooled from the investors at large. By pooling money together in a mutual fund, investors can enjoy economies of scale and can purchase stocks or bonds at a much lower trading costs compared to direct investing in capital markets. The other advantages are diversification, stock and bond selection by experts, low costs, convenience and flexibility. An investor in a mutual fund scheme receives units which are in accordance with the quantum of money invested by him. These units represent an investor's proportionate ownership into the assets of a scheme and his liability in case of loss to the fund is limited to the extent of amount invested by him. The pooling of resources is the biggest strength for mutual funds. The relatively lower amounts required for investing into a mutual fund scheme enables small retail investors to enjoy the benefits of professional money management and lends access to different markets, which they otherwise may not be able to access. The investment experts who invest the pooled money on behalf of investors of the scheme are known as 'Fund Managers'. These fund managers take the investment decisions pertaining to the selection of securities and the proportion of investments to be made into them. However, these decisions are governed by certain guidelines which are decided by the investment objective(s), investment pattern of the scheme and are subject to regulatory restrictions. It is this investment objective and investment pattern which also guides the investor in choosing the right fund for his investment purpose.

Types of Mutual Fund Schemes

Mutual Fund schemes can be classified into different categories and subcategories based on their investment objectives or their maturity periods.

Mutual Fund schemes can be classified into three categories based on their maturity periods.

Open-ended funds : An open-ended fund or scheme is one that is available for subscriptions and redemptions on a continuous basis. Investors can conveniently buy and sell units at Net Asset Value (NAV) related prices which are declared on a daily basis.

Close-ended funds : A close-ended fund or scheme has a stipulated maturity period which can range from a few months to a few years, e.g. 6 months, 5 years or 7 years. i.e. fund is open for subscription only during a specified period at the time of launch of the scheme which is the New Fund Offer (NFO). Investors can invest in the scheme at the time of the NFO and thereafter, they can buy or sell the units of the scheme on the stock exchanges where the units have to be mandatorily listed.

Interval funds : These schemes are a cross between an open-ended and a close-ended structure. These schemes are open for both purchase and redemption during pre-specified intervals (viz. monthly, quarterly, annually etc.) at the prevailing NAV based prices. Interval funds are very similar to close-ended funds, but differ on the following points:- • They are not required to be listed on the stock exchanges, as they have an in-built redemption window. • They can make fresh issue of units during the specified interval period, at the prevailing NAV based prices. • Maturity period is not defined

Exchange Traded Funds : Exchange Traded Funds or ETFs are essentially Index Funds that are listed and traded on exchanges like stocks. They enable investors to gain broad exposure to indices on stock markets in India and in some cases in other countries as well. These indices, if based on certain specific sectors/themes would thus provide exposure to such sectors with relative ease, on a real-time basis and at a lower cost than many other forms of investing. For example there are ETFs that track S&P CNX Nifty, BSE Sensex etc. Gold ETF are mutual fund schemes where the underlying investment is in physical gold.

Fund of Funds : Fund of Funds (FoF) as the name suggests are schemes which invest in other mutual fund schemes. The concept is popular in markets where there are number of mutual fund offerings and choosing a suitable scheme according to one's objective is tough. Just as a mutual fund scheme invests in a portfolio of securities such as equity, debt etc.,the underlying investments for a FoF is the units of other mutual fund scheme(s), either from the same fund family or from other fund houses or from funds domiciled outside the home country (known as overseas feeder fund or fund of fundsexplained in detail under section types of equity funds).

SEBI - Categorization and Rationalization of Mutual Fund Schemes The Schemes would be broadly classified in the following groups as per SEBI guidelines: Equity Schemes, Debt Schemes, Hybrid Schemes, Solution Oriented Schemes, Other Schemes

Equity Schemes SEBI has defined large cap, mid cap and small cap companies as follows:

a. Large Cap: 1st -100th company in terms of full market capitalization

b. Mid Cap: 101st -250th company in terms of full market capitalization

c. Small Cap: 251st company onwards in terms of full market capitalization Also an Equity scheme should invest minimum 65% of its assets in Equity and Equity related instruments.

Multi Cap Fund: Investing across large cap, mid cap, small cap stocks. The minimum investment in equity and equity related instruments shall be 65 percent of total assets.

Large Cap Fund: Investing in large cap stocks. The minimum investment in equity and equity related instruments of large cap companies shall be 80 percent of total assets.

Mid Cap Fund: Investing in mid cap stocks. The minimum investment in equity and equity related instruments of mid cap companies shall be 65 percent of total assets.

Large and Mid-Cap Fund: Investing in both large cap and mid cap stocks. Large cap Stocks – Minimum 35%, Mid Cap stocks – Min 35% of total assets.
Dividend Yield Fund: Predominantly investing in dividend yielding stocks.
Value Fund & Contra Fund: A value fund follows a value investment strategy. Minimum investment in equity & equity related instruments shall be 65 percent of total assets. Value Schemes invest in Undervalued Companies. Investments in value funds yield benefits over longer holding periods. A contra fund follows contrarian investment strategy. Mutual Funds will be permitted to offer either Value fund or Contra fund.
Focused Fund: Investing in maximum 30 stocks (the scheme needs to mention where it intends to focus, viz., multi cap, large cap, mid cap, small cap).
WHY SHOULD YOU INVEST IN MUTUAL FUNDS?
1. Professional Management - You avail of the services of experienced and skilled professionals who are backed by a dedicated investment research team.
2. Diversification - Mutual Funds invest in a number of companies belonging to different industries and sectors. This diversification reduces the risk .
3. Convenient Administration - Mutual Funds save your time and make investing easy and convenient.
4. Return Potential - Over a medium to long term, Mutual Funds have the potential to provide a higher return as they invest in a diversified basket of selected securities.
NISM Series V-A: Mutual Fund Distributors Certification Examination – Important Notes
5. Low Costs - Mutual Funds are a relatively less expensive to directly investing in the capital markets because the benefits of reduction in share brokerage which translate into lower costs for investors.
6. Liquidity - In open-ended schemes, you can get your money back promptly at Net Asset Value (NAV) related prices from the Mutual Fund itself. With close-ended schemes, you can sell your units on a stock exchange at the prevailing market price.
7. Transparency - You get regular information on the value of your investment in addition to disclosure on the specific investments made by your scheme, the proportion invested in each class of assets and the fund manager‟s investment strategy and outlook.
8. Flexibility - Through features such as Systematic Investment Plans (SIP), Systematic Withdrawal Plans (SWP) and dividend reinvestment plans, you can systematically invest or withdraw funds according to your needs and convenience.
9. Well Regulated - All Mutual Funds are registered with SEBI and they function within the provisions of strict regulations designed to protect the interests of investors.

UNIT II

SEBI guidelines for mutual funds regulate the securities market and uphold the investors' interests by constituting certain rules and regulations. The statutory body came into existence on April 12, 1992, under the SEBI Act, 1992.

The role of the guarantor is to generate revenues by putting together a mutual fund and handing it to the fund manager. A sponsor sets up the mutual funds as per the guidelines of the Indian Trust Act, 1882, for Public Trust.

VARIOUS RULES AND REGUALTIONS COVERED BY SEBI IN MUTUAL FUND

In exercise of the powers conferred by section 30 of the Securities and Exchange Board of India Act, 1992, the Board, with the previous approval of Central Government, makes regulations relating to regulation of mutual fund.

- Formation - Certain structural changes have also been made in the mutual fund industry, as part of which mutual funds are required to set up asset management companies with fifty percent independent directors, separate board of trustee companies, consisting of a minimum fifty percent of independent trustees and to appoint independent custodians.
- Documents - The offer documents of schemes launched by mutual funds and the scheme particulars are required to be vetted by SEBI. A standard format for mutual fund prospectuses is being formulated.

Code of advertisement - Mutual funds have been required to adhere to a code of advertisement.

- Assurance on returns - SEBI has introduced a change in the Securities Control and Regulations Act governing the mutual funds. Now the mutual funds were prevented from giving any assurance on the land of returns they would be providing. However, under pressure from the mutual funds, SEBI revised the guidelines allowing assurances on return subject to certain conditions.
- Minimum corpus - The current SEBI guidelines on mutual funds prescribe a minimum start-up corpus of Rs.50 crore for an open-ended scheme, and Rs.20 crore corpus for closed-ended scheme, failing which application money has to be refunded. The idea behind forwarding such a proposal to SEBI is that in the past, the minimum corpus requirements have forced AMCs to solicit funds from corporate bodies, thus reducing mutual funds into quasi-portfolio management outfits. In fact, the Association of Mutual Funds in India (AMFI) has repeatedly appealed to the regulatory authorities for scrapping the minimum corpus requirements.

Institutionalization - The efforts of SEBI have, in the last few years, been to institutionalize the market by introducing proportionate allotment and increasing the minimum deposit amount to Rs.5000 etc. These efforts are to channel the investment of individual investors into the mutual funds.

- Investment of funds mobilized - In November 1992, SEBI increased the time limit from six months to nine months within which the mutual funds have to invest resources raised from the latest tax saving schemes. The guideline was issued to protect the mutual funds from the disadvantage of investing funds in the bullish market at very high prices and suffering from poor NAV thereafter.
- Valuation of investment - The transparent and well understood declaration or Net Asset Values (NAVs) of mutual fund schemes is an important issue in providing investors with information as to the performance of the fund. SEBI has warned some mutual funds earlier of unhealthy market
- Inspection - SEBI inspect mutual funds every year. A full SEBI inspection of all the 27 mutual funds was proposed to be done by the March 1996 to streamline their operations and protect the investor's interests. Mutual funds are monitored and inspected by SEBI to ensure compliance with the regulations.
- Underwriting - In July 1994, SEBI permitted mutual funds to take up underwriting of primary issues as a part of their investment activity. This step may assist the mutual funds in diversifying their business.
- Conduct - In September 1994, it was clarified by SEBI that mutual funds shall not offer buy back schemes or assured returns to corporate investors. The Regulations governing Mutual Funds and Portfolio Managers ensure transparency in their functioning.
- Voting rights - In September 1993, mutual funds were allowed to exercise their voting rights. Department of Company Affairs has reportedly granted mutual funds the right to vote as full-fledged shareholders in companies where they have equity investments.

DIFFERENT PROCESS OF SEBI

- Every application form for units of a scheme is to be accompanies by a memorandum containing key information about the scheme.
- The offer document needs to contain adequate information to enable the investors to make informed investments decisions.
- All advertisements for a scheme have to be submitted to SEBI within seven days from the issue date.
- The advertisements for a scheme have to disclose its investment objective.
- The offer documents and advertisements should not contain any misleading information or any incorrect statement or opinion.
- The initial offering period for any mutual fund schemes should not exceed 45 days, the only exception being the equity linked saving schemes.
- No advertisements can contain information whose accuracy is dependent on assumption.

- An advertisement cannot carry a comparison between two schemes unless the schemes are comparable and all the relevant information about the schemes is given. All advertisements need to carry the name of the sponsor, the trustees, the AMC of the fund.
- All advertisements need to disclose the risk factors.
- All advertisements shall clarify that investment in mutual funds is subject to market risk and the achievement of the fund's objectives cannot be assured.
- When a scheme is open for subscription, no advertisement can be issued stating that the scheme has been subscribed or over subscription.

SEBI regulates various intermediaries in the primary and secondary markets through its Regulations for these intermediaries. These Regulations allow SEBI to inspect the functioning of these intermediaries and to collect to fees from them. Details of the registration and regulation of the working of intermediaries are given in the following sub-sections.

Primary Market Intermediaries

- **Merchant bankers**
  During 1996-97, 179 merchant bankers were granted registration. The certificates of registration granted to 14 merchant bankers were cancelled due to non payment of fees.

  Merchant bankers are registered in 4 categories. For each category, there are different eligibility criteria, which have been set keeping in view the different activities which Merchant Bankers are authorised to do. The category wise details of the registration of merchant bankers are given in Table 26.

- **Registrars to an issue and share transfer agents**
  Registrars to an Issue (RTI) and Share Transfer Agents (STA) are registered and regulated under SEBI (Registrar to an Issue and Share Transfer Agent) Rules and Regulations, 1993. Under these regulations, registration commenced in 1993-94 and is granted under two categories: Category I to act as both registrar to an issue and share transfer agent and Category II to act as either registrar to an issue or share transfer agent. Table 27 gives details of registration of registrars to an issue and share transfer agents. SEBI issued instructions to all registered RTIs and/or STAs to appoint compliance officers who would ensure that all rules, regulations, guidelines and directions issues by SEBI, the government and other regulatory authorities are complied with, and any deviations therefrom were to be reported to SEBI.

- **Bankers to an issue**
  Scheduled banks acting as bankers to an issue are required to be registered with SEBI in terms of SEBI (Bankers to an Issue) Rules and Regulations, 1994. Under these

regulations, registration commenced in 1994-95 and bankers to an issue are required to comply with the guidelines issued and submit quarterly reports of their activities. At the end of March 1997, 80 bankers to an issue were registered with SEBI.

- **Debenture trustees**
  Debenture trustees are registered under and regulated by the SEBI (Debenture Trustees) Rules and Regulations, 1993. Under these regulations, registration commenced in 1993-94 and at the end of March 1997, 27 debenture trustees were registered with SEBI.

- **Underwriters**
  The number of underwriters registered with SEBI in terms of the SEBI (Underwriters) Rules and Regulations, 1993, which was 40 at the end of 1995-96, fell to 34 at the end of 1996-97.

- **Portfolio managers**
  During the year 1996-97, 3 portfolio managers were granted registration. Thus the number of portfolio managers rose from 13 at the end of 1995-96 to 16 at the end of 1996-97. It may be mentioned here that Category I and II merchant bankers are also authorised to undertake the activities of portfolio managers.

Secondary Market Intermediaries

- **Stock brokers**
  All stock brokers are registered with SEBI in terms of the SEBI (Stock Brokers and Sub Brokers) Regulations, 1992. During 1996-97, 391 brokers were registered with SEBI making the total number of stock brokers registered with SEBI to 8,867 as on March 31, 1997. Exchange wise details of stock brokers registered with SEBI are given in the Table 28 below. Figure 12 below illustrates the number of stock brokers and the level of corporatisation of membership of stock exchanges.

  From the table, the trend towards corporatisation can be seen. Corporate membership has gone up from 1,917 (23% of the total membership) as on March 31, 1996 to 2,360 (27% of total membership) as on March 31, 1997. The trend towards corporatisation of membership is expected to continue further in 1997-98 considering the one time exemption from capital gains tax proposed in the Budget for 1997-98. As of March 31, 1997, the majority of members of the NSEI and the OTCEI were corporate bodies. Other exchanges which are large in terms of number of members, such as Mumbai, Calcutta, Jaipur and Uttar Pradesh, had comparatively lower rates of corporatisation of members.

- **Sub-brokers**
  Individual investors invariably transact securities through sub-brokers. It is therefore absolutely imperative to regulate this class of intermediaries. SEBI's efforts in

registering and regulating them have not been very successful so far. As on March 31, 1997 only 1,798 sub brokers are registered with SEBI.

UNIT III

In USA and UK, mutual funds and the unit trusts are governed by the Investment Act of 1940 in USA and by the Prevention of Frauds Act in UK. There are normally three agencies to manage the show of mutual funds: first the Investment Adviser, second the agency collecting savings from prospective investors for a commission; and the third is a trustee which is either a banking or insurance company. The investment adviser is accountable to the trustees for its operations and ultimately to the Securities Exchange Commission (SEC) in USA or to the Securities Investment Board (SIB) in UK. For comparison, constitution of mutual fund as operating in USA and India are explained here:

In USA

A mutual fund is organized either as a corporation or a business trust. Individuals and institutions invest in a mutual fund by purchasing shares issued by the fund. It is through these sales of shares that a mutual fund raises the cash used to invest in its portfolio of stocks, bonds, and other securities. A mutual fund is typically externally managed: it is not an operating company with employees in the traditional sense. Instead, a fund relies upon third parties, either affiliated organizations or independent contractors, to carry out its business activities, such as investing in securities.

Board of Directors

Oversees the fund's activities, including approval of the contract with the management company and certain other service providers. Investment adviser Manages the fund's portfolio according to the objectives and policies described in the fund's prospectus.

Administrators

Administrative services may be provided to a fund by an affiliate of the fund, such as the investment adviser, or by an unaffiliated third party. Administrative services include overseeing the performance of other companies that provide services to the fund and ensuring that the fund's operations comply with legal requirements. Typically, a fund administrator pays for office costs and personnel, provides general accounting services, and may also prepare and file SEC, tax, shareholder, and other reports. Principal Underwriters Most mutual funds continuously offer new shares to the public at a price based on the current value of fund net assets plus any sales charges. Mutual funds usually distribute their shares through principal underwriters. Principal underwriters are regulated as brokers, dealers and are subject to NASD rules governing mutual fund sales practices.

Custodians

Mutual funds are required by law to protect their portfolio securities by placing them with a custodian. Nearly all mutual funds use qualified bank custodians. The SEC requires mutual fund custodians to segregate mutual fund portfolio securities from other bank assets.

Transfer Agents

A transfer agent is employed by a mutual fund to maintain records of shareholder accounts, calculate and disburse dividends, and prepare and mail shareholder account statements, federal income tax information, and other shareholder notices. Some transfer agents prepare and mail statements confirming shareholder transactions and account balances, and maintain customer service departments to respond to shareholder inquiries.

In India

Mutual Funds SEBI, in its regulations contemplated a four-tier system for managing the affairs of Indian mutual funds ensuring arm's length distance between the sponsor and the fund. Since mutual fund is a specialised type of financial institution which acts as investment conduit for investors at large especially the small investors, the authorities are concerned about the investors' safeguards. Accordingly SEBI regulations are drafted to give a specific direction to the constitution and management of mutual funds. These provisions are designed to safeguard investors, check speculative activities of mutual funds and ensuring financial discipline through transparency and fair play. Regarding constitution, SEBI (Mutual Fund) Regulations require a four tier system to organise mutual fund, these being Sponsor, Trustee, Assets Management Company and Custodian

Sponsors

It refers to any body corporate which initiates the launching of a mutual fund. It is this agency which of its own, if eligible, or in collaboration with other body corporate complies the formalities of establishing a mutual fund. The sponsor should have a sound track record and experience in the relevant field of financial services for a minimum period of 5 years. SEBI ensures that sponsors should have professional competence, financial soundness and general reputation of fairness and integrity in business transactions. Every mutual fund shall be registered under the said regulations and it is the sponsor who files an application (format is prescribed) with fee to SEBI. Sponsor is also to contribute at least 40 per cent of the net worth (Rs. 4 crore) of the Asset Management Company. It is the sponsors who identify and appoint the trustees and AMC. Sponsors are to appoint a board of trustees as well as to get the AMC incorporated. It is the duty of sponsors to submit to SEBI the trust deed and draft of memorandum and Articles of Association of AMC. Once MF is registered, the sponsors technically go in background.

Trustees

A mutual fund is to be constituted as a Trust under Indian Trust Act and trustees are to look after the trust. A trustee is a person who holds the property of the mutual fund in trust for the benefit of the unit holders. A company is appointed as a trustee to manage the mutual fund with approval of SEBI. To ensure fair dealings, at least 75 per cent of the trustees are to be independent of the sponsors. Trustees take into their custody, or under their control all the property of the schemes of mutual fund. It is the duty of the trustees to provide information to unit holders as well as to SEBI about the mutual fund schemes. Trustees are to appoint Asset Management Company (AMC) to float the schemes. The trustees are to evolve Investment Management Agreement to be entered into with AMC. It is trustee's duty to observe and ensure that AMC is managing schemes in accordance with the trust deed. Trustees can dismiss the appointed AMC. It is the responsibility of trustees to supervise the collection of any income due to be paid to the scheme. Trustees for their services are paid trusteeship fee which is to be specified in the trust deed. Trustees are to present annual report to the investors.

Rights and Obligations of the Trustees

1) The trustees and the asset management company shall with the prior approval of the Board enter into an investment management agreement.

2) The investment management agreement shall contain such clause as are mentioned in the regulations and such other clauses as are necessary for the purpose of making investments. 3) The trustees shall have a right to obtain from the asset management company such information as is considered necessary by the trustees.

4) The trustees shall ensure before the launch of any scheme that the asset management company has: a) systems in place for its back office, dealing room and accounting; b) appointed all key personnel including fund manager(s) for the scheme(s) and submitted their bio-data which shall contain 'the educational qualifications, past experience in the securities market with the trustees, within 15 days of their appointment. appointed auditors to audit its accounts. Mutual Funds d) appointed a compliance officer who shall be responsible for monitoring the compliance of the Act, rules and regulations, notifications, guidelines, instructions, etc. issued by the Board or the Central Government and for redressal of investors' grievances. e) appointed registrars and laid down parameters for their supervision. f) prepared a compliance manual and designed internal control mechanisms including internal audit systems g) specified norms for empanelment of brokers and marketing agents.

Custodians

In a mutual fund depending on its size there is substantial work involved in managing the scrips bought from and sold in the market. Their safe custody and ready availability is to be ensured. SEBI requires that each mutual fund shall have a custodian who is not

in any way associated with the Asset Management Company. Such custodian cannot act as sponsor or trustee of any mutual fund. Further, custodian is not permitted to act as a custodian to more than one mutual fund without the prior approval of SEBI. A custodian's main assignment is safekeeping of the securities or participation in any clearing system on behalf of the client to effect deliveries of the securities. The custodian, depending on terms of agreement, also collects income/dividends on the securities. Some of the other associated assignments of custodians are: l Ensuring delivery of scrips only on receipt of payment and payment only upon receipt of scrips. l Regular reconciliation of assets to accounting records. l Timely resolution on discrepancies and failures. l Securities are properly registered or recorded. Depending on the volume there can be co-custodian(s) for a mutual fund. These custodians are entitled to receive custodianship fee, based on the average weekly value of net assets or sale and purchases of securities along with per certificate custody charges

Assets Management Company (AMC)

The sponsor or the trustees appoint an AMC, also known as 'Investment Manager', to manage the affairs of the mutual fund. It is the AMC which operates all the schemes of the fund. Any AMC cannot act as a trustee of any other mutual fund. AMC can act as an AMC of only one mutual fund. AMC is not permitted to undertake any business activity except activities in the nature of management and advisory services to off shore funds, pension funds, provident funds, venture capital funds, management of insurance funds, financial consultancy and exchange of research on commercial basis, if these activities are not in conflict with the activities of the mutual fund. It can also operate as an underwriter provided it gets registered under SEBI (Merchant Bankers) Regulations. SEBI regulations in this matter are as under: The asset management company shall

1) not act as a trustee of any mutual fund;

2) not undertake any other business activities expect activities in the nature of portfolio management, services management and advisory services to offshore funds, pension funds, provident funds, venture capital fund, management of insurance funds. Financial consultancy and exchange of research on commercial basis if any of such activities are not in conflict with the activities of the mutual funds. (Asset management company shall meet capital adequacy requirements, if any, separately for each such activity and obtain separate approval, if necessary under the relevant regulations);

3) not investment in any of its schemes unless full disclosure of its intention to invest has been made in the offer documents an asset management company shall not be entitled to charge any fees on its investment in that scheme.

UNIT IV

Based on Asset Class

The classification of mutual funds based on asset class is as follows:

Equity Funds

Equity funds primarily invest in stocks, and hence go by the name of stock funds as well. They invest the money pooled in from various investors from diverse backgrounds into shares/stocks of different companies. The gains and losses associated with these funds depend solely on how the invested shares perform (price-hikes or price-drops) in the stock market. Also, equity funds have the potential to generate significant returns over a period. Hence, the risk associated with these funds also tends to be comparatively higher.

Debt Funds

Debt funds invest primarily in fixed-income securities such as bonds, securities and treasury bills. They invest in various fixed income instruments such as Fixed Maturity Plans (FMPs), Gilt Funds, Liquid Funds, Short-Term Plans, Long-Term Bonds and Monthly Income Plans, among others. Since the investments come with a fixed interest rate and maturity date, it can be a great option for passive investors looking for regular income (interest and capital appreciation) with minimal risks.

Money Market Funds

Investors trade stocks in the stock market. In the same way, investors also invest in the money market, also known as capital market or cash market. The government runs it in association with banks, financial institutions and other corporations by issuing money market securities like bonds, T-bills, dated securities and certificates of deposits, among others. The fund manager invests your money and disburses regular dividends in return. Opting for a short-term plan (not more than 13 months) can lower the risk of investment considerably on such funds.

Hybrid Funds

As the name suggests, hybrid funds (Balanced Funds) is an optimum mix of bonds and stocks, thereby bridging the gap between equity funds and debt funds. The ratio can either be variable or fixed. In short, it takes the best of two mutual funds by distributing, say, 60% of assets in stocks and the rest in bonds or vice versa. Hybrid funds are suitable for investors looking to take more risks for 'debt plus returns' benefit rather than sticking to lower but steady income schemes.

Based on Investment Goals

Here are the different types of mutual funds based on investment goals:

Growth Funds

Growth funds usually allocate a considerable portion in shares and growth sectors, suitable for investors (mostly Millennials) who have a surplus of idle money to be distributed in riskier plans (albeit with possibly high returns) or are positive about the scheme.

Income Funds

Income funds belong to the family of debt mutual funds that distribute their money in a mix of bonds, certificate of deposits and securities among others. Helmed by skilled fund managers who keep the portfolio in tandem with the rate fluctuations without compromising on the portfolio's creditworthiness, income funds have historically earned investors better returns than deposits. They are best suited for risk-averse investors with a 2-3 years perspective.

Liquid Funds

Like income funds, liquid funds also belong to the debt fund category as they invest in debt instruments and money market with a tenure of up to 91 days. The maximum sum allowed to invest is Rs 10 lakh. A highlighting feature that differentiates liquid funds from other debt funds is the way the Net Asset Value is calculated. The NAV of liquid funds is calculated for 365 days (including Sundays) while for others, only business days are considered.

Tax-Saving Funds

ELSS or Equity Linked Saving Scheme, over the years, have climbed up the ranks among all categories of investors. Not only do they offer the benefit of wealth maximisation while allowing you to save on taxes, but they also come with the lowest lock-in period of only three years. Investing predominantly in equity (and related products), they are known to generate non-taxed returns in the range 14-16%. These funds are best-suited for salaried investors with a long-term investment horizon.

Aggressive Growth Funds

Slightly on the riskier side when choosing where to invest in, the Aggressive Growth Fund is designed to make steep monetary gains. Though susceptible to market volatility, one can decide on the fund as per the beta (the tool to gauge the fund's movement in comparison with the market). Example, if the market shows a beta of 1, an aggressive growth fund will reflect a higher beta, say, 1.10 or above.

Capital Protection Funds

If protecting the principal is the priority, Capital Protection Funds serves the purpose while earning relatively smaller returns (12% at best). The fund manager invests a portion of the money in bonds or Certificates of Deposits and the rest towards equities. Though the probability of incurring any loss is quite low, it is advised to stay invested for at least three years (closed-ended) to safeguard your money, and also the returns are taxable.

Fixed Maturity Funds

Many investors choose to invest towards the of the FY ends to take advantage of triple indexation, thereby bringing down tax burden. If uncomfortable with the debt market trends and related risks, Fixed Maturity Plans (FMP) – which invest in bonds, securities, money market etc. – present a great opportunity. As a close-ended plan, FMP functions on a fixed maturity period, which could range from one month to five years (like FDs). The fund manager ensures that the money is allocated to an investment with the same tenure, to reap accrual interest at the time of FMP maturity.

Pension Funds

Putting away a portion of your income in a chosen pension fund to accrue over a long period to secure you and your family's financial future after retiring from regular employment can take care of most contingencies (like a medical emergency or children's wedding). Relying solely on savings to get through your golden years is not recommended as savings (no matter how big) get used up. EPF is an example, but there are many lucrative schemes offered by banks, insurance firms etc.

Based on Structure

Mutual funds are also categorised based on different attributes (like risk profile, asset class, etc.). The structural classification – open-ended funds, close-ended funds, and interval funds –

is quite broad, and the differentiation primarily depends on the flexibility to purchase and sell the individual mutual fund units.

Open-Ended Funds

Open-ended funds do not have any particular constraint such as a specific period or the number of units which can be traded. These funds allow investors to trade funds at their convenience and exit when required at the prevailing NAV (Net Asset Value). This is the sole reason why the unit capital continually changes with new entries and exits. An open-ended fund can also decide to stop taking in new investors if they do not want to (or cannot manage significant funds).

Closed-Ended Funds

In closed-ended funds, the unit capital to invest is pre-defined. Meaning the fund company cannot sell more than the pre-agreed number of units. Some funds also come with a New Fund Offer (NFO) period; wherein there is a deadline to buy units. NFOs comes with a pre-defined maturity tenure with fund managers open to any fund size. Hence, SEBI has mandated that investors be given the option to either repurchase option or list the funds on stock exchanges to exit the schemes.

Interval Funds

Interval funds have traits of both open-ended and closed-ended funds. These funds are open for purchase or redemption only during specific intervals (decided by the fund house) and closed the rest of the time. Also, no transactions will be permitted for at least two years. These funds are suitable for investors looking to save a lump sum amount for a short-term financial goal, say, in 3-12 months.

Based on Risk

The mutual fund types based on risk are:

Very Low-Risk Funds

Liquid funds and ultra-short-term funds (one month to one year) are known for its low risk, and understandably their returns are also low (6% at best). Investors choose this to fulfil their short-term financial goals and to keep their money safe through these funds.

Low-Risk Funds

In the event of rupee depreciation or unexpected national crisis, investors are unsure about investing in riskier funds. In such cases, fund managers recommend putting money in either one or a combination of liquid, ultra short-term or arbitrage funds. Returns could be 6-8%, but the investors are free to switch when valuations become more stable.

Medium-risk Funds

Here, the risk factor is of medium level as the fund manager invests a portion in debt and the rest in equity funds. The NAV is not that volatile, and the average returns could be 9-12%.

High-Risk Funds

Suitable for investors with no risk aversion and aiming for huge returns in the form of interest and dividends, high-risk mutual funds need active fund management. Regular performance reviews are mandatory as they are susceptible to market volatility. You can expect 15% returns, though most high-risk funds generally provide up to 20% returns.

Specialized Mutual Funds

These mutual funds are based on specific industries:

Sector Funds

Sector funds invest solely in one specific sector, theme-based mutual funds. As these funds invest only in specific sectors with only a few stocks, the risk factor is on the higher side. Investors are advised to keep track of the various sector-related trends. Sector funds also deliver great returns. Some areas of banking, IT and pharma have witnessed huge and consistent growth in the recent past and are predicted to be promising in future as well.

Index Funds

Suited best for passive investors, index funds put money in an index. A fund manager does not manage it. An index fund identifies stocks and their corresponding ratio in the market index and put the money in similar proportion in similar stocks. Even if they cannot outdo the market (which is the reason why they are not popular in India), they play it safe by mimicking the index performance.

Funds of Funds

A diversified mutual fund investment portfolio offers a slew of benefits, and 'Funds of Funds' also known as multi-manager mutual funds are made to exploit this to the tilt – by putting their money in diverse fund categories. In short, buying one fund that invests in many funds rather than investing in several achieves diversification while keeping the cost down at the same time.

Emerging market Funds

To invest in developing markets is considered a risky bet, and it has undergone negative returns too. India, in itself, is a dynamic and emerging market where investors earn high returns from the domestic stock market. Like all markets, they are also prone to market fluctuations. Also, from a longer-term perspective, emerging economies are expected to contribute to the majority of global growth in the following decades.

International/ Foreign Funds

Favoured by investors looking to spread their investment to other countries, foreign mutual funds can get investors good returns even when the Indian Stock Markets perform well. An investor can employ a hybrid approach (say, 60% in domestic equities and the rest in overseas funds) or a feeder approach (getting local funds to place them in foreign stocks) or a theme-based allocation (e.g., gold mining).

Global Funds

Aside from the same lexical meaning, global funds are quite different from International Funds. While a global fund chiefly invests in markets worldwide, it also includes investment in your home country. The International Funds concentrate solely on foreign markets. Diverse and universal in approach, global funds can be quite risky to owing to different policies, market and currency variations, though it does work as a break against inflation and long-term returns have been historically high.

Real Estate Funds

Despite the real estate boom in India, many investors are still hesitant to invest in such projects due to its multiple risks. Real estate fund can be a perfect alternative as the investor will be an indirect participant by putting their money in established real estate companies/trusts rather than projects. A long-term investment negates risks and legal hassles when it comes to purchasing a property as well as provide liquidity to some extent.

Commodity-focused Stock Funds

These funds are ideal for investors with sufficient risk-appetite and looking to diversify their portfolio. Commodity-focused stock funds give a chance to dabble in multiple and diverse trades. Returns, however, may not be periodic and are either based on the performance of the stock company or the commodity itself. Gold is the only commodity in which mutual funds can invest directly in India. The rest purchase fund units or shares from commodity businesses.

Market Neutral Funds

For investors seeking protection from unfavourable market tendencies while sustaining good returns, market-neutral funds meet the purpose (like a hedge fund). With better risk-adaptability, these funds give high returns where even small investors can outstrip the market without stretching the portfolio limits.

Inverse/Leveraged Funds

While a regular index fund moves in tandem with the benchmark index, the returns of an inverse index fund shift in the opposite direction. It is nothing but selling your shares when the stock goes down, only to repurchase them at an even lesser cost (to hold until the price goes up again).

Asset Allocation Funds

Combining debt, equity and even gold in an optimum ratio, this is a greatly flexible fund. Based on a pre-set formula or fund manager's inferences based on the current market trends, asset allocation funds can regulate the equity-debt distribution. It is almost like hybrid funds but requires great expertise in choosing and allocation of the bonds and stocks from the fund manager.

Gift Funds

Yes, you can also gift a mutual fund or a SIP to your loved ones to secure their financial future.

Exchange-traded Funds

It belongs to the index funds family and is bought and sold on exchanges. Exchange-traded Funds have unlocked a new world of investment prospects, enabling investors to gain extensive exposure to stock markets abroad as well as specialised sectors. An ETF is like a mutual fund that can be traded in real-time at a price that may rise or fall many times in a day.

As a tax-paying citizen, Section-80C of the Indian Tax Act allows you some breather – a deduction of up to 150,000 from your total annual income.

UNIT V

Mutual Funds classified as equity funds have an equity exposure of at least 65%. As previously stated, when you redeem your equity fund units within a holding period of one year, you realize short-term capital gains. Regardless of your income tax bracket, these gains are taxed at a flat rate of 15%

Short term capital gains (if the units are sold before one year) in equity funds are taxed at the rate of 15% plus 4% cess. Long term capital gains tax in equity funds is 10% + 4% cess provided the gain in a financial year is over Rs 1 Lakh. Long term capital gains upto Rs 1 Lakh is totally tax free.

What is Tax on Mutual Funds?

Profits gained from investment in mutual funds are subject to tax as 'Capital gains'. So, before investing in mutual funds, you should clearly understand how your returns will be taxed. Moreover, you can also avail tax deductions in certain cases.

What are the Factors to Determine Tax on Mutual Funds?

Taxation on mutual funds can be explained further by pointing out the factors influencing it. Here are the essential factors that affect the taxes levied on mutual funds:

- **Fund types:** Taxes are levied on two types of mutual funds. They are debt-oriented and equity-oriented mutual funds.
- **Dividend:** A part of the profit distributed amongst investors by mutual fund houses is called dividend.
- **Capital gains:** When investors sell their capital assets at a higher price than its total investment amount, the profit is termed as capital gains.
- **Holding period of investor:** Time between the date of the purchase and sale of mutual fund units. As per the income tax regulations of India, if you hold your investment for an extended period, you will be liable to pay a low tax amount. Thus, the holding period influences the tax rate payable on your capital gains. The higher your holding period, the lesser tax you are liable to pay.

How Do You Earn Returns in Mutual Funds

Mutual funds offers returns in two forms: dividends and capital gains. Dividends are paid out of the profits of the company if any. When the companies are left with surplus cash, they may decide to share the same with investors in the form of dividends. Investors receive dividends proportional to the number of mutual fund units held by them.

A capital gain is the profit realised by investors if the selling price of the security held by them is greater than the purchase price. In simple terms, capital gains are realised due to the appreciation in the price of the mutual fund units. Both dividends and capital gains are taxable in the hands of investors of mutual funds.

Taxation of Dividends Offered by Mutual Funds

As per the amendments made in the Union Budget 2020, dividends offered by any mutual fund scheme are taxed in the classical manner. That is, dividends received by investors are added to their taxable income and taxed at their respective income tax slab rates.

Previously, dividends were tax-free in the hands of investors as the companies paid dividend distribution tax (DDT) before paying dividends.

Taxation of Capital Gains Offered by Mutual Funds

The taxation rate of capital gains of mutual funds depends on the holding period and type of mutual fund. Capital gains realised on selling units of mutual funds are categorised as follows:

und Type	Short-term capital gains	Long-term capital gains
Equity funds	Shorter than 12 months	12 months and longer
Debt funds	Always short-term	
Hybrid equity-oriented funds	Shorter than 12 months	12 months and longer
Hybrid debt-oriented funds	Always short-term	

Taxation of Capital Gains of Equity Funds

Equity funds are those mutual funds where more than 65% of it total fund amount is invested in equity shares of companies. As mentioned above, you realise short-term capital gains if you redeeming your equity fund units within a one year. These gains are taxed at a flat rate of 15%, irrespective of your income tax bracket.

You make long-term capital gains on selling your equity fund units after holding them for over one year. These capital gains of up to Rs 1 lakh a year are tax-exempt. Any long-term capital gains exceeding this limit attracts LTCG tax at 10%, without indexation benefit.

Taxation of Capital Gains of Debt Funds

Debt funds are those mutual funds whose portfolio's debt exposure is in excess of 65% and equity exposure is not more than 35%. Starting 1st April 2023, the debt funds will no longer receive indexation benefit and deemed to be short-term capital gain. Therefore, the gains from debt funds will now be added to your taxable income and taxed at the slab rate. Earlier, the long-term capital gains from debt funds were taxed at 20% with indexation benefit.

Taxation of Capital Gains of Hybrid Fund

The rate of taxation of capital gains on hybrid or balanced funds is dependent on the equity exposure of the portfolio. If the equity exposure exceeds 65%, then the fund scheme is taxed like an equity fund, if not then the rules of taxation of debt funds apply.

Therefore, it is essential to know the equity exposure of the hybrid scheme you are investing in, if not then you might be in for a nasty surprise on redemption of your fund units. The following table summarises the rate of taxation of capital gains on mutual funds:

Fund type	Short-term capital gains	Long-term capital gains
• Equity funds • Hybrid equity-oriented funds	15% + cess + surcharge	Any gains above Rs 1 lakh is taxed at 10% + cess + surcharge
• Debt funds • Hybrid debt-oriented funds	Investor's income tax slab rate	Investor's income tax slab rate

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CERTIFICATE COURSE

2019-2020

ENTREPRENEURIAL DEVELOPMENT

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
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1. DEPARTMENT :**B.COM (BANK MANAGEMENT)**
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE :MJC/BBM2/CC/2019-20
4. NAME OF THE SUBJECT : ENTREPRENEURIAL DEVELOPMENT
5. STAFF IN-CHARGE : Ms. S. SHEEBA FATHIMA
6. BATCH :2018-2021
7. NO.OF STUDENTS 66
8. COURSE FEE : NA
9. DURATION : 30 HRS
10. TIMING : 10

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATECOURSE	
DocumentID:	MJC/BM/2019/CER1	**DocumentName:**	CERTIFICATE COURSE
NameoftheClass Incharge:	Ms. S.SHEEBA FATHIMA		
Course:		**Department:**	B.COMBM
Batch:	2018-2021	**Year/Sem:**	II/III

The certificate course for II B.Com (BANK MANAGEMENT) for the academic year 2019-2020, will commence from 13.07.2019
The classes will be held through Google meet on all Saturday's between 10:00-12:00pm.

Sl.No	NameoftheMembers	Design/Dept	Signature
1.	Dr. R.Manimekalai	Principal	
2.	Ms L.Gayathry	Department–in-charge	Gayathry. L
3.	Ms. S.SHEEBA FATHIMA	AssistantProfessor	S. Sheeba fathima
4.	MEENA.R	B.ComBM	Meena
5.	SARANYA.K	B.ComBM	Saranya.
6.	BHUVANESHWARI.B	B.ComBM	B. Bhuvan.
7	KRITHIKA.R	B.ComBM	Krithika
8.	ANU PRABHA.M	B.ComBM	Anu Prabha
9.	BHAVANI.K	B.ComBM	M. Anuprabha.
10.	BHUVANESHWARI.R	B.ComBM	Bhuvaneshwari.R
11.	DIVYA.B	B.ComBM	B. Divya.
12.	DIVYA.H	B.ComBM	divya. H
13.	DOORATHY.P	B.ComBM	Doorathy. P
14.	DURGA.K	B.ComBM	Durga. K
15	GAYATHRI.B	B.ComBM	Gayathri. B
16	GAYATHRI.S	B.ComBM	Gayathri. S
17	GRAZY.S	B.ComBM	S. Grayathri.
18	JANANEE.R	B.ComBM	Jananee.S
19	JAYANTHI.A	B.ComBM	P. Jemiyas.
20	JENNIFER.P	B.ComBM	Jennifer. P
21	JOTHISRI.U	B.ComBM	Jothisri. U
22	KEERTHANA.D	B.ComBM	Keerthana. D
23	KEERTHANA.N	B.ComBM	N. Keerthana.
24	KEERTHIKA.V	B.ComBM	Keerthika. V
25	KOWSALYA.G	B.ComBM	G. Kowsalya.
26	LOGESHWARI.M(H.I)	B.ComBM	Logeswari.
27	MAHALAKSHMI.B	B.ComBM	B. Mahalakshmi
28	MAHALAKSHMI.M	B.ComBM	Mahalakshmi
29	MEENAKSHI.P	B.ComBM	Meenakshi. P
30	MEGALA.D	B.ComBM	Megala. D

31	MONIKA.S	B.ComBM	S. Monika
32	MUTHULAKSHMI.P	B.ComBM	P. Muthu lakshmi
33	NARMATHA.V	B.ComBM	V. Narmatha
34	NISHANTHI.M	B.ComBM	M. Nishanthi
35	NITHYA.S	B.ComBM	S. Nithya.
36	NITHYAKALYANI.C	B.ComBM	Nithyakalyani
37	NIVETHA.G	B.ComBM	G. Nivetha
38	PAVITHRA.R	B.ComBM	R. Pavithra
39	POORNIMA .A.R	B.ComBM	Poornima
40	PRIYA.K	B.ComBM	K. Priya.
41	PRIYA.N	B.ComBM	Priya. N
42	PRIYANKA.S	B.ComBM	S. Priyanka
43	RANJANA.D	B.ComBM	Ranjana. D
44	REVATHY.K	B.ComBM	K. Revathy
45	REYATHY.L	B.ComBM	L. Reyathy
46	SANDHYA.A	B.ComBM	Sandhya. A
47	SANGEETHA.S(H.I)	B.ComBM	A. Sandhya
48	SARANYA.S	B.ComBM	S. Saranya
49	SARASWATHI.K(H.I)	B.ComBM	Saraswathi
50	SARITHA.K	B.ComBM	K. Saritha
51	SASIKALA.M	B.ComBM	M. Sasikala
52	SATHYA.M	B.ComBM	Sathya. M
53	SALSHIYA.A	B.ComBM	A. Salshiya.
54	SALSIYA.P	B.ComBM	Salsiya. P
55	SENBAGAVELLI.K	B.ComBM	K. Senbagavelli
56	SIVARANJANI.K	B.ComBM	Sivaranjani. K
57	SNEKA.J	B.ComBM	J. Sneka.
58	SUBIKSHA.M	B.ComBM	Subiksha. M
59	SUBITHA.A	B.ComBM	A. Subitha.
60	SWESHIKA.J	B.ComBM	Sweshika. J
61	SWETHA.R	B.ComBM	R. Swetha
62	SWETHA.R	B.ComBM	Swetha. R
63	VADIEESWARI.G	B.ComBM	G. Vadieeswari
64	VALARMATHI.E	B.ComBM	Valarmathi
65	YAMINI.P	B.ComBM	P. Yamini
66	YUVASRI.G	B.ComBM	Yuvasri. G
67	RAKSHANA.P	B.ComBM	P. Rakshana.

S. Sheebafathima
COURSE INSTRUCTOR

S. Sheebafathima
H.O.D

PRINCIPAL

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
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COURSE SPECIFICATION

DEPARTMENT : **B.COM (BANK MANAGEMENT)**

SUBJECT NAME : **ENTREPRENEURIAL DEVELOPMENT**

SUBJECT CODE : MJC/BBM2/CC/2019-20

AIM: This course aims to entrepreneurial development (ED) are to provide knowledge of business to the people having no knowledge and to make them successful businessmen.

The entrepreneurial development aim at inducing people for self-employment, in place of service, so that they may become the master of his own business and may be able to provide employment to other persons by establishing the business.

OBJECTIVES: The main objective aim of EDP is to create the successful entrepreneurs. It provides constructive direction for those who choose a career path different from traditional roles. To develop and fortify entrepreneurial quality, i.e., motivation or need for achievement.

- To develop small and medium scale enterprises in order to generate employment and widen the scope of industrial ownership.
- To develop managerial skills among small entrepreneurs for improving the performance of small-scale industries.
- To expand the sources of entrepreneurship

SYLLABUS

ENTREPRENEURIAL DEVELOPMENT

UNIT – I

ENTREPRENEURSHIP

Entrepreneur characteristics – classification of Entrepreneurships – Incorporation of business- Forms of business organizations- Role of Entrepreneurship in economic development - starts- ups.

UNIT – II

IDEA GENERATION AND OPPORTUNITY ASSESSMENT

Ideas in Entrepreneurships- sources of new ideas – Techniques for generating ideas – opportunity Recognition – steps in tapping opportunities.

UNIT – III

PROJECT FORMULATION AND APPRAISAL

Preparation of project report – content; Guidelines for Report preparation – project Appraisal techniques - economic- steps Analysis; Financial Analysis; Market Analysis; Technical Feasibility.

UNIT – IV

INSTITUTIONS SUPPORTING SMALL BUSINESS ENTERPRISES

Central level institution : NABARD ; SIDBI , NIC,KVIC; SIDIO; NSIC Ltd ; etc. – State level institution – DICs – SFC – SSIDC – other financial assistance.

UNIT – V

GOVERNMENT POLICY AND TAXATION BENEFITS

Government policy for SSIs – tax Incentives and concessions – Non -tax concessions – Rehabilitation and Investment allowances.

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Name list

Year/Semester: III/VI

S.NO	REGISTER NO	NAME
1	311806759	MEENA.R
2	311806766	SARANYA.K
3	311811929	BHUVANESHWARI.B
4	311811930	KRITHIKA.R
5	311811931	ANU PRABHA.M
6	311811933	BHAVANI.K
7	311811934	BHUVANESHWARI.R
8	311811935	DIVYA.B
9	311811936	DIVYA.H
10	311811937	DOORATHY.P
11	311811938	DURGA.K
12	311811939	GAYATHRI.B
13	311811940	GAYATHRI.S
14	311811941	GRAZY.S
15	311811942	JANANEE.R
16	311811944	JAYANTHI.A
17	311811945	JENNIFER.P
18	311811946	JOTHISRI.U
19	311811947	KEERTHANA.D
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24	311811952	MAHALAKSHMI.B
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36	311811965	POORNIMA .A.R
37	311811967	PRIYA.K
38	311811968	PRIYA.N
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49	311811980	SATHYA.M
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56	311811987	SUBITHA.A
57	311811988	SWESHIKA.J
58	311811989	SWETHA.R
59	311811990	SWETHA.R
60	311811991	VADIEESWARI.G
61	311811992	VALARMATHI.E
62	311811994	YAMINI.P
63	311811995	YUVASRI.G
64	311811996	BHAVANA.H
65	311811997	NANDHINI.S
66	311811998	SARADHA DEVI.A.M

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
13.07.2019	10.00 -12.00 pm	Ms. Ms. A.LAVANYA BHARATHI
20.07.2019	10.00 -12.00 pm	Ms. Ms. A.LAVANYA BHARATHI
27.07.2019	10.00 -12.00 pm	Ms. Ms. A.LAVANYA BHARATHI
03.08.2019	10.00 -12.00 pm	Ms. S.SHEEBA FATHIMA
10.08.2019	10.00 -12.00 pm	Ms. S.SHEEBA FATHIMA
17.08.2019	10.00 -12.00 pm	Ms. Ms. A.LAVANYA BHARATHI
24.08.2019	10.00 -12.00 pm	Ms. Ms. A.LAVANYA BHARATHI
31.08.2019	10.00 -12.00 pm	Ms. N.KAMALESHWARI
07.09.2019	10.00 -12.00 pm	Ms. N.KAMALESHWARI
14.09.2019	10.00 -12.00 pm	Ms. S.SHEEBA FATHIMA
21.09.2019	10.00 -12.00 pm	Ms. S.SHEEBA FATHIMA
28.09.2019	10.00 -12.00 pm	Ms. S.SHEEBA FATHIMA

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COURSE ATTENDANCE 20.07.2019

DEPARTMENT - B.Com (BANK MANAGEMENT)

CERTIFICATE COURSE - INTREPRENUERIAL DEVELOPMENT CERTIFICATE

BATCH:2018 -2021

SUBJECT CODE - MJC/BBM1/CC/2019-20

NO OF HOURS : 2 HOURS

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			13.07.2019	20.07.2019	27.07.2019	03.08.2019	10.08.2019	17.08.2019	24.08.2019	31.08.2019	07.09.2019	14.09.2019	21.09.2019	28.09.2019	26.10.2019	02.11.2019	04.11.19
1	311806759	MEENA.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	311806766	SARANYA.K	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	311811929	BHUVANESHWARI.B	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	311811930	KRITHIKA.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	311811931	ANU PRABHA.M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6	311811933	BHAVANI.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
7	311811934	BHUVANESHWARI.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	311811935	DIVYA.B	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9	311811936	DIVYA.H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
10	311811937	DOORATHY.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	311811938	DURGA.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	311811939	GAYATHRI.B	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X

13	311811940	GAYATHRI.S	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
14	311811941	GRAZY.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	311811942	JANANEE.R	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
16	311811944	JAYANTHI.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
17	311811945	JENNIFER.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	311811946	JOTHISRI.U	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
19	311811947	KEERTHANA.D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
20	311811948	KEERTHANA.N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	311811949	KEERTHIKA.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	311811950	KOWSALYA.G	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
23	311811951	LOGESHWARI.M(H.I)	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
24	311811952	MAHALAKSHMI.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	311811953	MAHALAKSHMI.M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
26	311811954	MEENAKSHI.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
27	311811955	MEGALA.D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	311811956	MONIKA.S	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
29	311811957	MUTHULAKSHMI.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
30	311811958	NARMATHA.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	311811960	NISHANTHI.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

32	311811961	NITHYA.S	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
33	311811962	NITHYAKALYANI.C	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
34	311811963	NIVETHA.G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	311811964	PAVITHRA.R	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
36	311811965	POORNIMA .A.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
37	311811967	PRIYA.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	311811968	PRIYA.N	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
39	311811969	PRIYANKA.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
40	311811971	RANJANA.D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41	311811972	REVATHY.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	311811973	REYATHY.L	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
43	311811974	SANDHYA.A	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
44	311811975	SANGEETHA.S(H.I)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	311811976	SARANYA.S	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
46	311811977	SARASWATHI.K(H.I)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
47	311811978	SARITHA.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	311811979	SASIKALA.M	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
49	311811980	SATHYA.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
50	311811981	SALSHIYA.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

51	311811982	SALSIYA.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52	311811983	SENBAGAVELLI.K	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
53	311811984	SIVARANJANI.K	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
54	311811985	SNEKA.J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
55	311811986	SUBIKSHA.M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
56	311811987	SUBITHA.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
57	311811988	SWESHIKA.J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
58	311811989	SWETHA.R	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
59	311811990	SWETHA.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
60	311811991	VADIEESWARI.G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
61	311811992	VALARMATHI.E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
62	311811994	YAMINI.P	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
63	311811995	YUVASRI.G	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
64	311811996	BHAVANA.H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
65	311811997	NANDHINI.S	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
66	311811998	SARADHA DEVI.A.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a

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ASSESSMENT / EVALUATION – Question Paper/Pattern **MARKS:50**

PART-A

State TRUE or FALSE for ALL of the following **10x1=10 Marks**

1. The term Entrepreneur was first introduced by Adam Smith
2. Business Entrepreneurs are also called Solo operators
3. ROI stands for Risk On Investment
4. BEP stands for Break Even Point
5. PERT stands for Programme Evaluation Review Technique
6. Working capital is the life and soul of business
7. Export finance is available for domestic sales
8. NPV stands for Net Primary Value
9. Project life cycle has six phases
10. A franchisee is the individual or company that lends their name to the franchiser

PART-B

Choose the correct answer **5x1=5 Marks**

11. SFC stands for
    a) Securities and Financial Committee
    b) State Financial Corporation
12. KVIC stands for
    a) Khadi and Village Investment Corporation
    b) Khadi and Village Industries Commission
13. IIBI stands for
    a) Industrial Investment Bank of India
    b) Industrial Insolvency & Bankruptcy Information
14. ICWE stands for
    a) International Council of World Economics
    b) Indian Council of Women Entrepreneurs
15. TIIC stands for
    a) Tamilnadu Industrial Investment Corporation
    b) Tamilnadu Industrial Investment Committee

PART-C

Expand each of the following 5**x1=5 Mark**

16. ECGC
17. SIDCO
18. ICICI
19. MSME

20. IDBI

PART-D

Answer ANY FIFTEEN of the following **15x2=30 Marks**

21. Define Entrepreneur according to Peter Drucker
22. Who is the Father of Entrepreneurship?
23. State briefly the role of entrepreneur
24. Who is a Fabian entrepreneur?
25. State any two objectives of Entrepreneurial Development programme
26. What are the main classification of human needs as per Maslow?
27. What are the stages of a product life cycle?
28. What is meant by project appraisal?
29. What is Payback period?
30. What is a Project report?
31. Write any two functions of SIDBI
32. Who is a first generation entrepreneur?
33. What are the three phases of EDP?
34. What is meant by Profitability Index?
35. Distinguish between Manager and Entrepreneur
36. Who is an Intrapreneur?
37. Who is an Innovative Entrepreneur?

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MARK LIST/ GRADE

S.NO	Register No	Name	MARKS
1	311806759	MEENA.R	47
2	311806766	SARANYA.K	47
3	311811929	BHUVANESHWARI.B	49
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25	311811953	MAHALAKSHMI.M	47
26	311811954	MEENAKSHI.P	46
27	311811955	MEGALA.D	46

28	311811956	MONIKA.S	47
29	311811957	MUTHULAKSHMI.P	48
30	311811958	NARMATHA.V	47
31	311811960	NISHANTHI.M	46
32	311811961	NITHYA.S	48
33	311811962	NITHYAKALYANI.C	48
34	311811963	NIVETHA.G	49
35	311811964	PAVITHRA.R	47
36	311811965	POORNIMA .A.R	46
37	311811967	PRIYA.K	47
38	311811968	PRIYA.N	48
39	311811969	PRIYANKA.S	47
40	311811971	RANJANA.D	49
41	311811972	REVATHY.K	47
42	311811973	REYATHY.L	45
43	311811974	SANDHYA.A	46
44	311811975	SANGEETHA.S(H.I)	49
45	311811976	SARANYA.S	46
46	311811977	SARASWATHI.K(H.I)	47
47	311811978	SARITHA.K	46
48	311811979	SASIKALA.M	49
49	311811980	SATHYA.M	48
50	311811981	SALSHIYA.A	47
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52	311811983	SENBAGAVELLI.K	47
53	311811984	SIVARANJANI.K	49
54	311811985	SNEKA.J	47
55	311811986	SUBIKSHA.M	48
56	311811987	SUBITHA.A	48
57	311811988	SWESHIKA.J	47

58	311811989	SWETHA.R	49
59	311811990	SWETHA.R	47
60	311811991	VADIEESWARI.G	46
61	311811992	VALARMATHI.E	47
62	311811994	YAMINI.P	48
63	311811995	YUVASRI.G	47
64	311811996	BHAVANA.H	49
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66	311811998	SARADHA DEVI.A.M	45

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SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

CERTIFICATE COPY



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. SELSHIYA. A

has completed the Certificate course in ENTREPRENEURIAL DEVELOPMENT

conducted by DEPARTMENT OF B.COM (BANK MANAGEMENT)

between JULY 2019 and SEPTEMBER 2019

Correspondent

Course Coordinator

Principal

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NOTES :

ENTREPRENEURIAL DEVELOPMENT

Characteristics of Successful Entrepreneurs

Recall personal characteristics and skills neededfor a successful entrepreneur.

What is an Entrepreneur?

An individual who undertakes the risk associated with creating, organizing, and owning a business

Personal Characteristics of Successful Entrepreneurs

- Persistent
- Creative
- Responsible
- Inquisitive
- Goal oriented

- Independent
- Self-confidence
- Risk taker

Skills Needed by Successful Entrepreneurs

- Communication skills
- Human relations skills
- Math skills
- Problem solving &decision making skills
- Technical skills
- Basic business skills

Entrepreneurship and the Entrepreneurial Process

Understand entrepreneurship and the entrepreneurial process

Entrepreneurship vs. Entrepreneurs

Entrepreneurship	Entrepreneurs
The process of starting and running one's own business	An entrepreneur isan individual who undertakes the risk associated with creating ,organizing,and owning a business
This involves a considerable amount of risk	

Steps of the Entrepreneurial Process

- Discovery
- Concept Development
- Resourcing
- Actualization
- Harvesting

Step 1: Discovery

The stage in which the entrepreneurgenerates ideas, recognizes opportunities, and studies the market.

Entrepreneurs consider the following:

- Hobbies or Skills
- Consumer Needs and Wants
- Conduct Surveys and Questionnaires

- Study Demographics
- Step 2: Concept Development

Entrepreneurs prepare the following in thisstep:

Develop a Business Plan

- A detailed proposal describing the business idea

Choose Location for the Business

- Is the business online or does it have a physical location for customers to visit to purchase products, services or combinations.

Decide if the idea will need a Patent or Trademark

- Patent –
- Trademark -

Step 3: Resourcing

The stage in which the entrepreneuridentifies and acquires the financial,human, and capital resources needed forthe venture startup, etc.

Entrepreneurs contemplate the following:

- Apply for loans, grants and financial assistance
- Hire employees
- Identify Potential Investors

Step 4: Actualization

The stage in which the entrepreneuroperates the business and utilizes resources to achieve its goals /objectives

Entrepreneurs prepare for the following:

- Grand Opening of the Business
- Day to Day Operations of the Business

Step 5: Harvesting

The stage in which the entrepreneurdecides on venture's future growth, development, or demise**.**

Entrepreneurs consider the following:

- Future Plans for the Business:
- Expansion to additional
- Company to change structure

Starting A Business

Understand the procedures and requirementsfor starting a business.

Starting a Business

Develop a Business Plan
Acquire Finances
Meet Legal Requirements

Develop a Business Plan

- **A Business Plan is a detailed proposalthat describes a new business.**

Business Plans are:

- Presented to potential investors and lenders
- Most business plans are 30+ pages

Purposes of a Business Plan

Business Plans are used to:

- Obtain Financing
  Banks and Potential Lenders require a business plan
- Helps organize and analyze data critical to newbusiness.
- Provides a start-up proposal
  Provides and outline to follow when starting the business.

Components of a Business Plan

Executive Summary:

- Brief one to two page description of the key points of each section of the business plan

Product/Service Plan:

- Presents Product or Service being offered
- Unique features of the Product or Service

Management Team Plan:

- Qualifications of the Entrepreneur
- Qualifications of any Partners who may be involved in the business venture

Components of a Business Plan

Industry/Market Analysis:

- Analyzes the: Customers / Competition / Industry / Demographic / Geographic and Economic data

Operational Plan:

- Includes all processes involved in producing and/ordelivering the product or service to the customer

Organizational Plan:

- Management philosophy of the business
- Key management personnel
- Key employment policies

Components of a Business Plan

Marketing Plan:

- Describes how the business will make its customers aware of its products/ services.
- The Market being served / Marketing Strategies / Promotional Plan / Marketing Budget

Growth Plan:

- Presents plan for future expansion of the business

Financial Plan:

- Includes financial statements that will help forecast the futurefinancial health of the business.

Finance the Business

Identify Potential Investors

Examples:

- Family and Friends
- Other Businesses
- Employees

Contact Financial Agencies for loans, grants and financial assistance**:**

- Small Business Administration
- Banks / Credit Unions
- Insurance Companies

ProtectingYour Business

More Legal Documents to ProtectYour Business:

Trademarks:

- Protects a business' name / logo.

Patents:

- Protects the invention of products or processes from theft.

Copyrights:

- Protects Creative Works: Literary, Musical, Dramatic, Artistic works

For More Information visit:

https://www.uspto.gov/trademarks/basics/trade_defin.jsp

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CRITERION 1

CERTIFICATE COURSE

2019-2020

COMPUTATIONAL BIOLOGY

Dr. MGR-JANAKI COLLEGE
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11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
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1. DEPARMENT : Biochemistry & Bioinformatics
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BBIO/CC/2019-2020
4. NAME OF THE SUBJECT : Computational Biology
5. STAFF IN-CHARGE : Dr. R.Padmini
6. BATCH :2018-2021
7. NO. OF STUDENTS : 46
8. COURSE FEE : NA
9. DURATION : 30 HRS
10. TIMING :1.30 TO 4.30 PM

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		**CERTIFICATE COURSE**	
Document ID:	MJC/BIO/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms. S. Deepa		
Course:	Computational Biology	**Department:**	Biochemistry & Bioinformatics
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Sc (Biochemistry) for the academic year **2019-2020**, will commence from 03.08.2019

Sl. No	Name of the Members	Design/Dept	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Dr Victoriya Salomi	Department –in- charge	Victoria
3.	Ms R Padmini	Assistant Professor	Padmini
4.	AAYESHA FATHIMA.S	BIOCHEMISTRY	Aayesha fathima. S
5.	AKSHARA NANDHINI.M	BIOCHEMISTRY	Akshara N. M
6.	ANGELIN.A	BIOCHEMISTRY	Angelin. A
7	ARCHANA.M	BIOCHEMISTRY	Archana. M
8.	ARIVOLI.D	BIOCHEMISTRY	Arivoli.D
9.	BHUVANESHWARI.M	BIOCHEMISTRY	Bhuvaneshwari.M
10.	CHITHRA.P	BIOCHEMISTRY	Chithra. P
11.	DEEPA.I	BIOCHEMISTRY	Deepa. I
12.	DEEPIKA.K	BIOCHEMISTRY	Deepika. K
13.	DEEPIKA.K	BIOCHEMISTRY	Deep. K
14.	GAYATHRI.K	BIOCHEMISTRY	Gayathri K
15	GOMATHI.A	BIOCHEMISTRY	Gomathi. A
16	HEMALATHA.P	BIOCHEMISTRY	Hema. P.
17	JAYALAKSHMI.M	BIOCHEMISTRY	Jaya. M
18	JAYALAKSHMI.V	BIOCHEMISTRY	Jayalakshmi. V
19	KEERTHANA.A	BIOCHEMISTRY	Keerthana. A
20	KEERTHIKA.L	BIOCHEMISTRY	Keerthika. L

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21	LOGALAKSHMI.T	BIOCHEMISTRY	Logalakshmi
22	MAHAJAYASHREE.U	BIOCHEMISTRY	Mahalayashree
23	MAHALAKSHMI.S	BIOCHEMISTRY	Mahalakshmi S
24	MONIKA SHREE.B	BIOCHEMISTRY	Monika shree
25	PARKAVI.B	BIOCHEMISTRY	Parkavi
26	PAVITHRA.B	BIOCHEMISTRY	Pavithra .
27	PAVITHRA.K	BIOCHEMISTRY	Pavithra . K
28	PRIYANKA.G	BIOCHEMISTRY	Priyanka
29	PRIYANKAA.B	BIOCHEMISTRY	Priyankaa
30	SANDHIYA.H	BIOCHEMISTRY	Sandhiya
31	SANDIYA.G	BIOCHEMISTRY	Sandhiya . G
32	SANGEETHA.M	BIOCHEMISTRY	Sangeetha M
33	SANGEETHA.V	BIOCHEMISTRY	Sangeetha V
34	SELVI.S	BIOCHEMISTRY	Selvi S
35	SHIVANI.R	BIOCHEMISTRY	Shivanya .
36	SINDUJA.D	BIOCHEMISTRY	Sindhuja
37	SNEHA.N	BIOCHEMISTRY	Sneha . N
38	SREEMATHY.T	BIOCHEMISTRY	Sreemathy
39	SUBASHREE.P	BIOCHEMISTRY	Subashree
40	SUBHASHINI.S	BIOCHEMISTRY	Subhashini
41	SUGANTHA RANI.W	BIOCHEMISTRY	Suganthi .
42	SUMITHRA.M	BIOCHEMISTRY	Sumithra
43	SWARNALAKSHMI.N.B	BIOCHEMISTRY	Swarnalakshmi
44	SWETHA.V	BIOCHEMISTRY	Swetha . V
45	TAMILMOZHI.P	BIOCHEMISTRY	Tamilmozhi
46	THARANI.G	BIOCHEMISTRY	Tharani
47	THENMOZHI.E	BIOCHEMISTRY	Thenmozhi E .
48	VINODHINI.R	BIOCHEMISTRY	Vinodhini
49	PINKY SINGH.V	BIOCHEMISTRY	Pinky Singh .

Victoria
H.O.D

Padmini
COURSE INSTRUCTOR

PRINCIPAL

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COURSE SPECIFICATION

1. DEPARTMENT : Biochemistry & Bioinformatics
2. SUBJECT NAME : Computational Biology
3. AIM : To explore the methods in computational biology and learn the concept of clinical trials and it management
4. OBJECTIVES :
    - To learn about biological databases
    - To learn different methods to analyze sequences
    - To explore the phases of clinical trials
    - To learn about management of clinical data

SYLLABUS

COMPUTATIONAL BIOLOGY

UNIT I

INTRODUCTION

Outline of the course, Biomolecules-Structure of amino acids and different levels of organization of proteins, Central dogma of Molecular Biology.

UNIT II

BIOLOGICAL DATABASES

Introduction to databases-primary, secondary, derived databases and structural databases.Nucleotide databases-NCBI, EMBL, DDBJ, Protein databases-SwissProt, PIR, Expasy, UniProt, Structural databases- PDB.

UNIT III

SEQUENCE ANALYSIS

Alignment of sequences –global and local alignment. Properties prediction-Domain Analysis- Pfam,PROSITE Secondary structure prediction-tools; Homology searchBLAST, MSA- CLUSTAL W, Phylogenetic analysis-NJPlot.

UNIT IV

PROTEIN STRUCTURE PREDICTION

Swissmodel,Structure Evaluation;SPDBV

Clinical trials-Introduction & Basics – Current scenario ,GCP, GLP, Application of Bioinformatics- Medical informatics, Molecular docking, Personalized medicine, Gene therapy, Drug discovery

UNIT V

Current techniques in life sciences-Nanotechnology, Synthesis of nanoparticles.Competitive exams in life sciences, Higher studies and Job opportunities in life sciences, Group discussion and assessment.

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SYLLABUS COVERAGE

Branch : Biochemistry Subject : Computational Biology

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	03.08.2019	10.08.2019	6	Ms. Victoriya Salomi, Ms.J.Premila	
II	13.08.19	20.08.2019	6	Ms. S. Deepa, Dr. K. Vijayalakshmi	
III	24.08.2019	31.08.2019	6	Ms. Brindha Banu, Dr. Durga M	
IV	03.09.2019	10.09.2019	6	Dr.N. Vijayalakshmi, Ms. R Padmini	
V	14.09.2019	05.10.2019	6	Ms R Padmini	
Total hours			**30**		

H.O.D COURSE INSTRUCTOR PRINCIPAL

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Name list

Year/Semester: II/III

S. NO	REGISTER NUMBER	NAME
1	221809843	Aayesha Fathima.S
2	221809844	Akshara Nandhini.M
3	221809845	Angelin.A
4	221809846	Archana.M
5	221809847	Arivoli.D
6	221809848	Bhuvaneshwari.M
7	221809849	Chithra.P
8	221809850	Deepa.I
9	221809851	Deepika.K
10	221809852	Deepika.K
11	221809853	Gayathri.K
12	221809854	Gomathi.A
13	221809855	Hemalatha.P
14	221809856	Jayalakshmi.M
15	221809857	Jayalakshmi.V
16	221809858	Keerthana.A
17	221809859	Keerthika.L
18	221809860	Logalakshmi.T
19	221809861	Mahajayashree.U
20	221809862	Mahalakshmi.S
21	221809863	Monika Shree.B
22	221809865	Parkavi.B
23	221809866	Pavithra.B
24	221809867	Pavithra.K

25	221809868	Priyanka.G
26	221809869	Priyankaa.B
27	221809870	Sandhiya.H
28	221809871	Sandiya.G
29	221809872	Sangeetha.M
30	221809873	Sangeetha.V
31	221809874	Selvi.S
32	221809876	Shivani.R
33	221809877	Sinduja.D
34	221809878	Sneha.N
35	221809879	Sreemathy.T
36	221809880	Subashree.P
37	221809881	Subhashini.S
38	221809882	Sugantha Rani.W
39	221809883	Sumithra.M
40	221809884	Swarnalakshmi.N.B
41	221809885	Swetha.V
42	221809886	Tamilmozhi.P
43	221809887	Tharani.G
44	221809888	Thenmozhi.E
45	221809889	Vinodhini.R
46	221809890	Pinky Singh.V

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TIME TABLE –

CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
03.08.2018	1.30 PM -4.30PM	Ms Victoriya Salomi
06.08.2018	1.30 PM -4.30PM	Ms J Premila
10.08.2018	1.30 PM -4.30PM	Ms J Premila
13.08.2018	1.30 PM -4.30PM	Ms.S.Deepa
17.08.2018	1.30 PM -4.30PM	Dr K Vijayalakshmi
20.08.2018	1.30 PM -4.30PM	Dr K Vijayalakshmi
24.08.2018	1.30 PM -4.30PM	Ms B.Brindha Banu
27.08.2018	1.30 PM -4.30PM	Ms B.Brindha Banu
31.08.2018	1.30 PM -4.30PM	Dr.M.Durga
03.09.2018	1.30 PM -4.30PM	Dr N Vijayalakshmi
07.09.2018	1.30 PM -4.30PM	Dr N Vijayalakshmi
10.09.2018	1.30 PM -4.30PM	Ms R Padmini
14.09.2018	1.30 PM -4.30PM	Ms R Padmini
17.09.2018	1.30 PM -4.30PM	Ms R Padmini
05.10.2018	1.30 PM -4.30PM	Ms R Padmini

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DEPARTMENT-Biochemistry and Bioinformatics

CERTIFICATECOURSE-Computational Biology **BATCH: 2018-2021**
SUBJECTCODE- MJC/BBIO/CC/2019-2020
NO OFHOURS: 30 HOURS (TWO HOURS EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			03.08.19	06.08.19	10.08.19	13.08.19	17.08.19	20.08.19	24.08.19	27.08.19	31.08.19	03.09.19	07.09.19	10.09.19	14.09.19	17.09.19	05.10.19
1	221809843	AayeshaFathima.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	221809844	AksharaNandhini.M	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	221809845	Angelin.A	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	221809846	Archana.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	221809847	Arivoli.D	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6	221809848	Bhuvaneshwari.M	X	X	X	X	X	X	X	X	X	a	X	X	X	X	a
7	221809849	Chithra.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	221809850	Deepa.I	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9	221809851	Deepika.K	X	X	X	X	X	X	a	X	X	X	X	X	X	X	a
10	221809852	Deepika.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	221809853	Gayathri.K	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
12	221809854	Gomathi.A	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
13	221809855	Hemalatha.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	221809856	Jayalakshmi.M	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	221809857	Jayalakshmi.V	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
16	221809858	Keerthana.A	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
17	221809859	Keerthika.L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	221809860	Logalakshmi.T	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
19	221809861	Mahajayashree.U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	221809862	Mahalakshmi.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	221809863	Monika Shree.B	X	X	X	X	a	X	X	a	X	X	X	X	X	X	a
22	221809865	Parkavi.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	221809866	P`Avithra.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	221809867	Pavithra.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	221809868	Priyanka.G	X	a	X	X	a	X	X	X	X	X	X	X	X	a	X
26	221809869	Priyankaa.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	221809870	Sandhiya.H	X	X	X	X	X	X	X	X	a	X	X	X	a	X	X
28	221809871	Sandiya.G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	221809872	Sangeetha.M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
30	221809873	Sangeetha.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	221809874	Selvi.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	221809876	Shivani.R	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X

33	221809877	Sinduja.D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	221809878	Sneha.N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	221809879	Sreemathy.T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	221809880	Subashree.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	221809881	Subhashini.S	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
38	221809882	SuganthaRani.W	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
39	221809883	Sumithra.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	221809884	Swarnalakshmi.N.B	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
41	221809885	Swetha.V	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
42	221809886	Tamilmozhi.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	221809887	Tharani.G	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
44	221809888	Thenmozhi.E	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	221809889	Vinodhini.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	221809890	Pinky Singh.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

ASSESSMENT/EVALUATION - Question paper/ Pattern MARKS:50

Multiple choice questions

1.Sequences that are very much alike may have

a) similar secondary and 3D structure
b) similar function
c) common ancestral sequence
d) all the above

2.Homologs that arise by speciation

a) Analogs
b) Orthologs
c) Paralogs
d) Xenologs

3.Xenologs refers to

a) Gene speciation
b) Gene duplication
c) Horizontal gene transfer
d) None of the above

4.Alignment that aligns the entire sequence

a. Global
b. PSA
c. Local
d. MSA

5.Aligning two sequences are called as

a) Pairwise sequence alignment
b) Multiple sequence alignment
c) Sequence alignment
d) None of the above

6. Indel refers to

a) Insertion
b) Deletion
c) Both a & b
d) None of the above

7.Needleman - Wunsch is based on
   a) Local alignment
   b) Optimal alignment
   c) Global alignment
   d) Accurate alignment

8.In a dot matrix, two sequences to be compared are written in the _____ of the matrix.
   a) horizontal and vertical axes
   b) 2 parallel horizontal axes
   c) 2 parallel vertical axes
   d) horizontal axis (one preceding another)

9. Which of the following is not a Sequence alignment tool
   a) RASMOL
   b) BLAST
   c) FASTA
   d) CLUSTAL

10. Significance of sequence alignment is used to
   a) Predict function
   b) Predict structure
   c) Predict evolutionary origin
   d) All the above

11. A problem exists when comparing____sequences using the dot matrix method, namely, the
   a) large,amplification
   b) small, amplification
   c) large, high noise level
   d) small, high noise level

12. Which one of the following is a MSA method?
   a) Iterative method
   b) Progressive method
   c) Both a & b
   d) None of the above

13. BLAST stands for
   a) Basic Local alignment search technique
   b) Basic Local analysis similarity tool
   c) Basic Local alignment search tool
   d) Basic Local alignment scoring tool

14.Methods of Pairwise sequence alignment are
   a) Dotplot
   b) Dynamic programming
   c) Hash coding method
   d) All the above

15.Tuple stand for
a) word
b) score
c) word size
d) weightage

16.Multiple sequence alignment tools
a) ClustalX
b) Clustalw
c) T-Coffee
d) All the above

17.BLOSUM matrices with numbers and PAM matrices with
_____numbers are designed for ____related sequences
a) low,high,closely
b) high,low,closely
c) low,high,distant
d) high,low,distant

18. Sequence identity is
a) Substitutions with similar chemical properties.
b) exactly the same Amino Acid or Nucleotide in the sequence
c) Substitutions with different chemical properties.
d) indicates evolutionary relationship

19. Dotplot analysis
reveals
a) repeated domain
b) Local regions of similarity
c) Regions of low complexity
d) All the above

20.PAM stands for
a) Point Accepted Mutation
b) Percent Accepted Mutation
c) Both a & b
d) none of the above

21.Which of the following toxicity can occur due to single exposure?
a) Acute toxicity
b) Sub-Acute toxicity
c) Sub Chronic toxicity
d) Chronic toxicity

22. Which of the following types of toxicity testing is performed for 28 days?
    a) Acute toxicity
    b) Sub-Acute toxicity
    c) Sub Chronic toxicity
    d) Chronic toxicity

23.Which of the following types of toxicity testing is performed for 90 days?
    a) Acute toxicity
    b) Sub-Acute toxicity
    c) Sub Chronic toxicity
    d) Chronic toxicity

24.Which of the following types of toxicity testing is performed for 365 days?
    a) Acute toxicity
    b) Sub-Acute toxicity
    c) Sub Chronic toxicity
    d) Chronic toxicity

25.Document mandatory to enroll subject in clinical research study?
    a) Protocol
    b) Investigators Brochure
    c) Informed Consent form
    d) Case Report form

ANSWERS:

1.(d) 2.(b) 3.(c) 4.(a) 5.(a) 6.(c) 7.(c) 8. (a) 9.(d) 10.(d) 11.(c) 12.(c) 13.(c) 14.(d) 15.(c) 16. (d) 17.(b) 18.(b) 19.(d) 20.(c) 21. (a) 22. (b) 23. (c) 24. (d) 25. (c).

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Affiliated to the University of Madras

MARK LIST /GRADE

S. NO	REGISTER NUMBER	NAME	Marks	Grade
1	221809843	Aayesha Fathima.S	40	A
2	221809844	Akshara Nandhini.M	42	A
3	221809845	Angelin.A	44	A
4	221809846	Archana.M	36	B
5	221809847	Arivoli.D	38	B
6	221809848	Bhuvaneshwari. M	38	B
7	221809849	Chithra.P	30	B
8	221809850	Deepa.I	38	B
9	221809851	Deepika.K	36	B
10	221809852	Deepika.K	36	B
11	221809853	Gayathri.K	36	B
12	221809854	Gomathi.A	38	B
13	221809855	Hemalatha.P	40	A
14	221809856	Jayalakshmi.M	36	B
15	221809857	Jayalakshmi.V	38	B
16	221809858	Keerthana.A	38	B
17	221809859	Keerthika.L	46	A
18	221809860	Logalakshmi.T	46	A
19	221809861	Mahajayashree. U	40	A
20	221809862	Mahalakshmi.S	44	A
21	221809863	Monika Shree.B	44	A
22	221809865	Parkavi.B	44	A
23	221809866	Pavithra.B	44	A
24	221809867	Pavithra.K	38	B

25	221809868	Priyanka.G	36	B
26	221809869	Priyankaa.B	36	B
27	221809870	Sandhiya.H	38	B
28	221809871	Sandiya.G	38	B
29	221809872	Sangeetha.M	40	A
30	221809873	Sangeetha.V	40	A
31	221809874	Selvi.S	42	A
32	221809876	Shivani.R	38	B
33	221809877	Sinduja.D	38	B
34	221809878	Sneha.N	40	A
35	221809879	Sreemathy.T	42	A
36	221809880	Subashree.P	40	A
37	221809881	Subhashini.S	40	A
38	221809882	Sugantha Rani.W	42	A
39	221809883	Sumithra.M	42	A
40	221809884	Swarnalakshmi. N.B	40	A
41	221809885	Swetha.V	40	A
42	221809886	Tamilmozhi.P	40	A
43	221809887	Tharani.G	38	B
44	221809888	Thenmozhi.E	38	B
45	221809889	Vinodhini.R	42	A
46	221809890	Pinky Singh.V	44	A

Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. L. KEERTHIKA

has completed the Certificate course in COMPUTATIONAL BIOLOGY

conducted by DEPARTMENT OF BIOCHEMISTRY AND BIOINFORMATICS

between JULY 2019 *and* AUGUST 2019

Correspondent | Course Coordinator | Principal

NOTES/ HAND OUTS/ NET

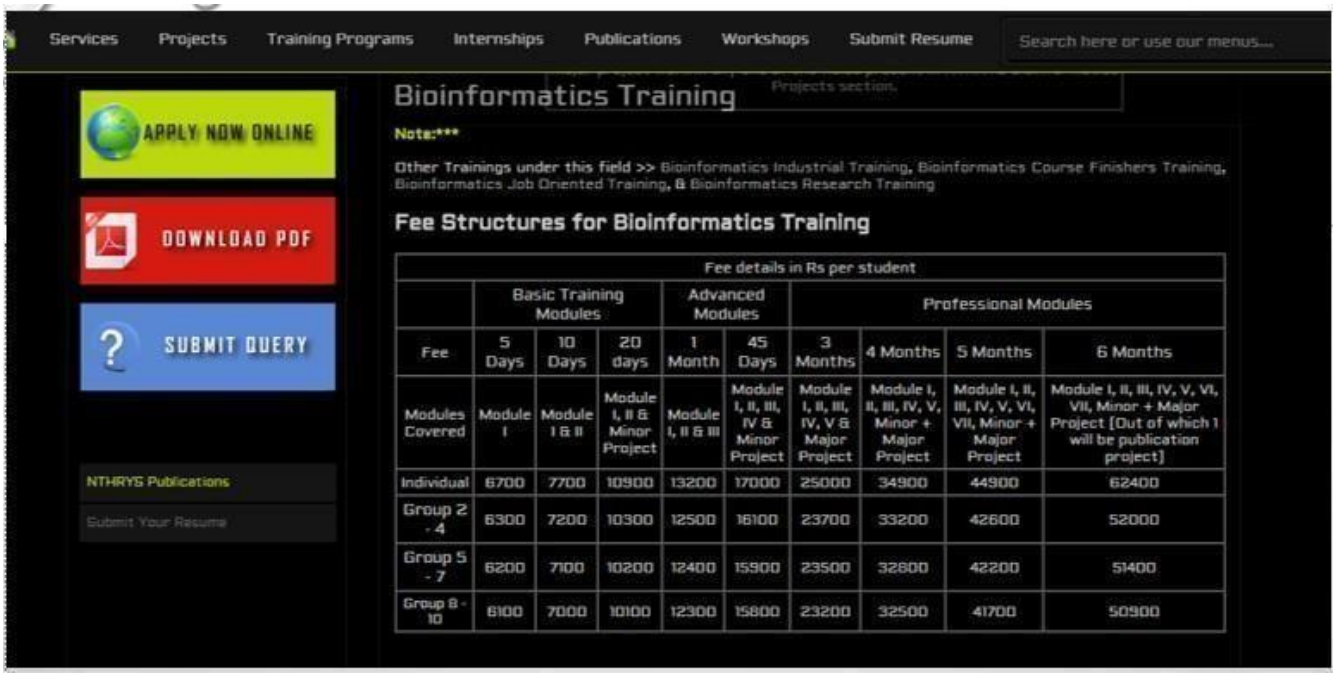
DOWN/OHP/PPT

COMPUTATIONAL BIOLOGY

- Computational biology = the study of biology using computational techniques. The goal is to learn new biology, knowledge about living systems. It is about science.
- Bioinformatics = the creation of tools (algorithms, databases) that solve problems. The goal is to build useful tools that work on biological data. It is about engineering.


Bioinformatics Institute of India
HOME
ABOUT BII
COURSES
PROJECT/WORKSHOP
DOWNLOADS
CLASSROOM PROGRAM
CAREER
CONTACT US
Industry Program in Bioinformatics
Course Overview
Course Objectives
The course has been framed with the objectives of enabling the students
Course Modules
Program Fee
Examination Fees


Services
Projects
Training Programs
Internships
Publications
Workshops
Submit Resume
NTHRYS
You are in Bioinformatics Field Section
Choose Other Field [List A to Z]
You are here >> NTHRYS Home >> Technologies >> Bioinformatics >> Bioinformatics Training
APPLY NOW ONLINE
Bioinformatics Training



Fee details in Rs per student									
	Basic Training Modules			Advanced Modules		Professional Modules			
Fee	5 Days	10 Days	20 days	1 Month	45 Days	3 Months	4 Months	5 Months	6 Months
Modules Covered	Module I	Module I & II	Module I, II & Minor Project	Module I, II & III	Module I, II, III, IV & Minor Project	Module I, II, III, IV, V & Major Project	Module I, II, III, IV, V, Minor + Major Project	Module I, II, III, IV, V, VI, VII, Minor + Major Project	Module I, II, III, IV, V, VI, VII, Minor + Major Project [Out of which 1 will be publication project]
Individual	6700	7700	10900	13200	17000	25000	34900	44900	62400
Group 2 - 4	6300	7200	10300	12500	16100	23700	33200	42600	52000
Group 5 - 7	6200	7100	10200	12400	15900	23500	32800	42200	51400
Group 8 - 10	6100	7000	10100	12300	15800	23200	32500	41700	50900

COMPUTATIONAL BIOLOGY

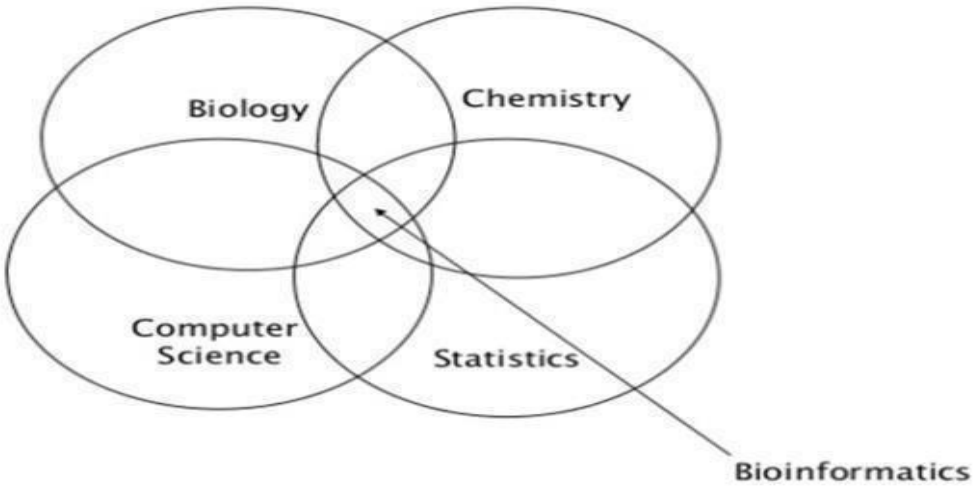
- Computational biology encompasses all computational methods and theories applicable to molecular biology and areas of computer based techniques for solving biological problems.

WHAT IS BIOINFORMATICS?

- An emerging interdisciplinary research area
- Deals with the computational management and analysis of biological information: genes, genomes, proteins, cells, ecological systems, medical information, robots, artificial intelligence...

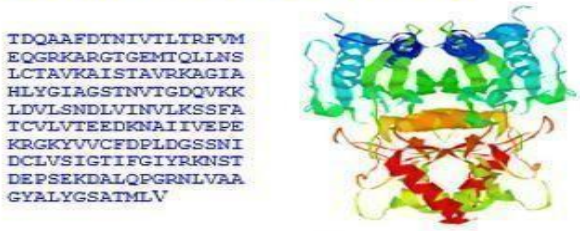
WHAT IS BIOINFORMATICS?

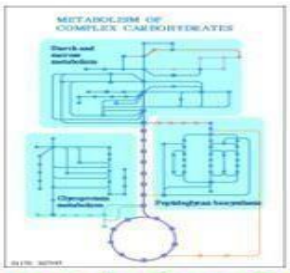
- An emerging interdisciplinary research area
- Deals with the computational management and analysis of biological information: genes, genomes, proteins, cells, ecological systems, medical information, robots, artificial intelligence...



The Core of Bioinformatics to date

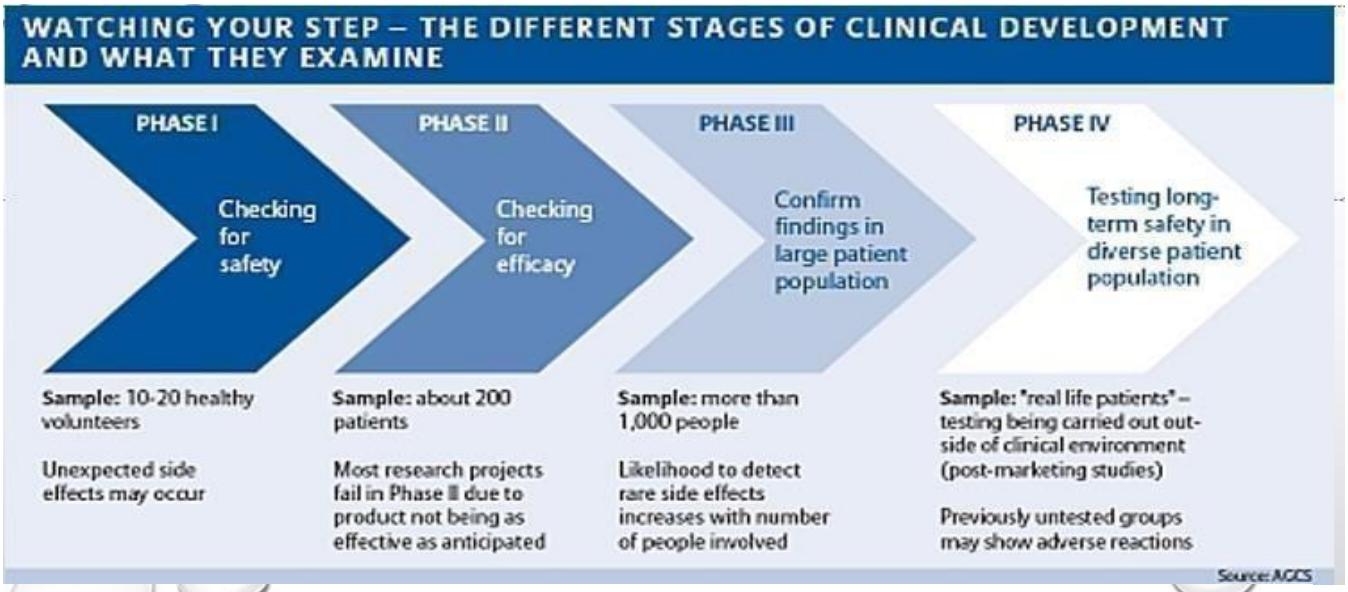
- Relationships between





sequence 3D structure protein functions

- Properties and evolution of genes, genomes, proteins, metabolic pathways in cells
- Use of this knowledge for prediction, modelling, and design



The field of science in which biology, computer science and information technology merge into a single discipline

Biologists
collect molecular data:
DNA & Protein sequences, gene expression, etc.

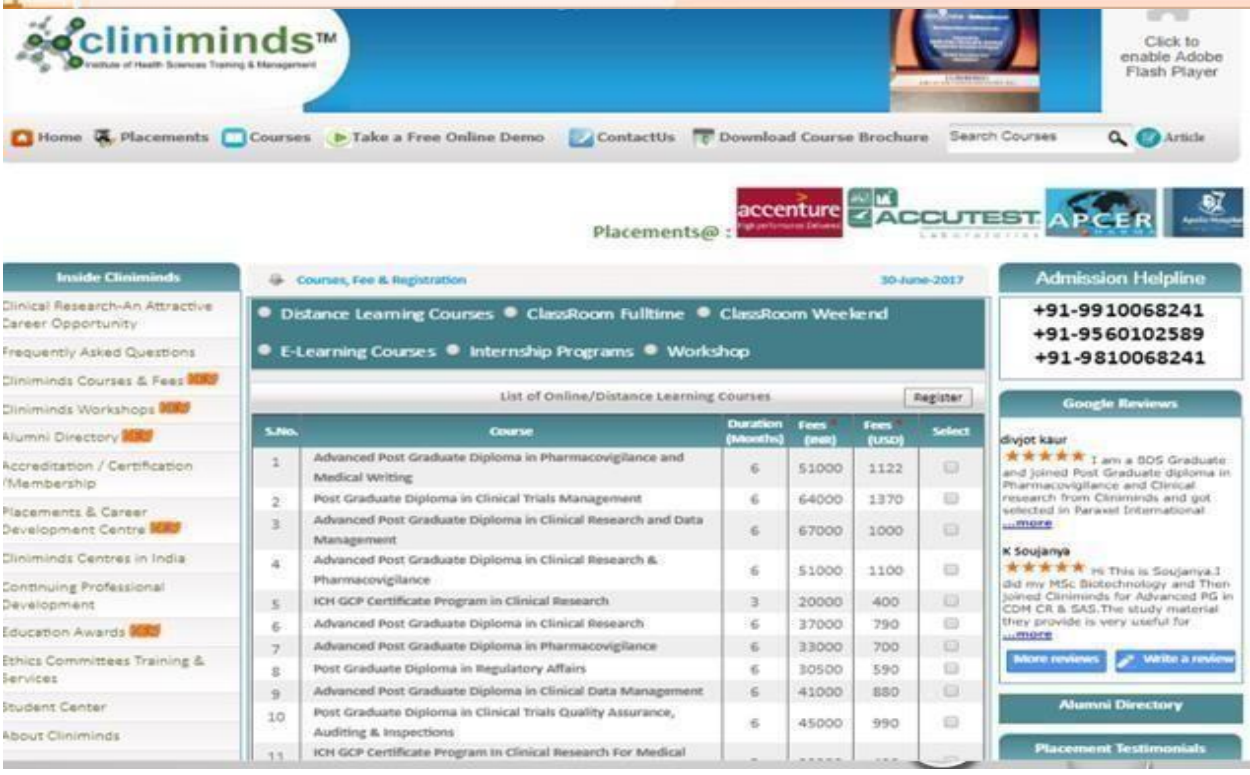
Bioinformaticians
Study biological questions by analyzing molecular data

Computer scientists
(+Mathematicians, Statisticians, etc.)
Develop tools, softwares, algorithms to store and analyze the data.

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Basic Qualification required to enter the CR Industry

Career Fields	Qualification
Clinical Research Management	MSc Biochemistry,
	Btech Biotechnology,
	MSc Microbiology
	MSc Zoology
Pharmacovigilance	BSc Nursing, MSc Nursing
	Doctors (MBBS, BDS, BAMS, BVMS)
	B Pharm, M Pharm
Clinical Data Management/ Biostatistics	MCA, B Tech Computer Science
	MSc Computer Science, MSc Bioinformatics
	MSc Mathematics, MSc Statistics
	MSc Biostatistics



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CRITERION 1

CERTIFICATE COURSE

2019-2020

BASICS OF MANAGERIAL SKILLS

Dr. MGR-JANAKI COLLEGE
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FORMAT – A

1. DEPARMENT : BUSINESS ADMINISTRATION
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BBA 1/CC/2019-2020
4. NAME OF THE SUBJECT :BASICS OF MANAGERIAL SKILLS
5. STAFF IN-CHARGE : Ms. HEMAMALINID.K
6. BATCH :2018-2021
7. NO. OF STUDENT :66
8. DURATION : 30 HRS
9. TIMING :10am -1pm

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The certificate course for II BBA for the academic year 2018-2021, will commence from 6.7.19. The classes will be held through Google meet on all Friday's between 10am-12:30pm.

Dr. MGR-JANAKI College of Arts and Science for Women		CERTIFICATECOURSE	
DocumentID:	MJC/BBA/2020/CER1	**DocumentName:**	CERTIFICATE COURSE
NameoftheClass Incharge:	Ms.S.Selvi		
Course:	Basics of Managerial skill	**Department:**	BBA
Batch:	2018-2021	**Year/Sem:**	II/III

The certificate course for II BBA for the academic year 2019-2020, will commence from _____ 08.07.201
The classes will be held google platform (online) on Saturdays 10.00 am – 12.00 pm

Sl.No	NameoftheMembers	Design/Dept	Signature
1	Dr. R.Manimekalai	Principal	
2	Dr.K.Latika	HOD	
3	Ms.T.Sheeba	Assistant Professor	
4	Ms.S.Selvi	Assistant Professor	
5	Ms.K.Sucharitha	Assistant Professor	
6	Dr.D. Jamuna Rani	Assistant Professor	
7	Dr.NaliniDevi.S	Assistant Professor	
8	ABARNA P	BBA	
9	AISHWARYA V	BBA	
10	AJITHA B	BBA	
11	AMBIKA M	BBA	
12	ANITHA S	BBA	
13	ANU M	BBA	
14	ARUNA S	BBA	
15	ASHWATHI R NAIR	BBA	
16	BHAVANI PRIYA T	BBA	
17	CHARULATHA S	BBA	
18	DEEPIKA G	BBA	
19	DEEPIKA R	BBA	
20	DHANA LAKSHMI S	BBA	
21	DHANA LAKSHMI V	BBA	
22	DIVYA A	BBA	
23	DIVYA E	BBA	
24	DIVYA S	BBA	
25	DURGA DEVI P	BBA	
26	GAYATHRI M	BBA	

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27	GAYATHRI M	BBA	Gayathri
28	GOWTHAMI B	BBA	gowthami
29	INDHUMATHI R	BBA	Indhumathi
30	JANAKI R	BBA	Janaki
31	JAYA RAGAVE J P	BBA	JP
32	JAYA SHOBANA S V	BBA	Jayashobana
33	JAYALAKSHMI K	BBA	Jayalakshmi
34	JOTHIKA G	BBA	Jothika
35	KALAIYARASI V	BBA	Kalaiyarasi
36	KAMESHWARI V	BBA	Kameshwari
37	KEERTHANA S	BBA	Keerthana
38	LAKSHMI M	BBA	Lakshmi
39	LAVANYA R	BBA	Lavanya
40	MADHURA P	BBA	madhura
41	MAHESWARI K	BBA	Maheshwari
42	MAYA S	BBA	maya
43	MEENAKSHI K	BBA	meenakshi
44	MONIKA R P	BBA	Monika
45	MOWLIKA P	BBA	Mowlika
46	NANCY L	BBA	Nancy
47	NANDHINI R	BBA	Nandhini
48	PAVITHRA C	BBA	pavithra. C
49	PRIYA J	BBA	priya. J
50	RAMYA M	BBA	Ramya
51	RESHMA G	BBA	Reshma
52	RESHMA S	BBA	Reshma
53	REVATHI N	BBA	Revathi
54	RUPALAKSHMI P	BBA	Rupa
55	SADANA M	BBA	Sadana
56	SHANTHINI J	BBA	Shanthini
57	SHARADHADEVI M	BBA	sharadevi
58	SOWMIYA K	BBA	sowmya
59	SREE SHAKTHI G T	BBA	Sree Shakthi
60	SRIMATHI M	BBA	Srimathi
61	SUJITHRA N	BBA	Sujithra
62	SUSHMA S	BBA	Sushma
63	SWETHA A	BBA	Swetha
64	SWETHA M	BBA	swethan
65	SWETHA S	BBA	S. Swetha
66	TAMILSELVI K	BBA	Tamilselvi
67	VIDYA N	BBA	Vidya
68	VINOTHINI K	BBA	Vinothini

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COURSE SPECIFICATION

DEPARTMENT: BUSINESS ADMINISTRATION

SUBJECT NAME: BASICS OF MANAGERIAL SKILLS

AIM: This course designed in way to teach students and make them understand how people behave in organizations and nature of power and leadership.

OBJECTIVES: To impart the importance of managerial skills in managing a company

Unit 1 highlights on planning, organizing, coordination and control
Unit 2 Discuss on decisions making and problem solving
Unit 3 Deliberates on the role of leadership and team building
Unit 4 conflict management and negotiation skill
Unit 5 Analysis the role of self-management

SYLLABUS COVERAGE

BASICS OF MANAGERIAL SKILLS

UNIT I- Management

Nature, Functions- Planning, Organizing, Coordinating & Controlling, Person-Organisation-Fit.

UNIT II- Decision Making and Problem Solving

Concept, Nature, Importance and Process, Types of decisions, Problems in decision making, Ethical Decision Making, Creative Problem Solving, Group Decision Making

UNIT III- Leadership and Team Building

Leadership- Meaning, Importance, Leader Behaviors and Styles, Leader's Qualities Team Building- Characteristics of High-Performing Teams, Obstacles to Effective Teamwork, Overcoming Obstacles to Effective Teamwork, Team Process Facilitation, Stages of Team Development, Managing Cross Cultural Diversity

UNIT IV- Conflict Management and Negotiation

Conflict Management- Traditional vis-à-vis Modern view of conflict, Sources of Interpersonal Conflict, Conflict Management Strategies, Conflict Prevention Techniques; Benefits of Honing Negotiation Skills, Negotiation Strategies, Strategies for Negotiating Effectively

UNIT V- Self Management

Self Awareness, Self Analysis, Personal Goal Setting, Attitude- Nature and Dimensions of Attitude- Developing the right attitude, Perception, Emotional Intelligence, Impression Management, Time Management.

REFERENCES

1. McGrath, E.H . S.J, Basic Managerial Skills for All, Prentice Hall of India, 6 ed., 2003.
2. Stephen P. Robbins and Hunsaker. L. Phillip., Training in Interpersonal Skills- TIPS for Managing People at Work, Pearson, 6 ed., 2011.
3. Suzanne C. de Janasz, Dowd O.Karen and Schneider Z Beth., Interpersonal Skills in Organizations, McGraw Hill, 2002.
4. Tony Alessandra and Hunsaker, L. Phillip, The New Art of Managing People- Person to Person Skills, Guidelines & Techniques Every Manager Needs to Guide, Direct & Motivate the Team, Free Press, NY, 2008.
5. Tripathi and Reddy, Principles of Management, Tata McGraw Hill, 2008.

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SYLLABUS COVERAGE

Branch : BUSINESS ADMINISTRATION

Subject : BASICS OF MANAGERIAL SKILLS

SYLLABUS COVERAGE

Branch : BBA

Subject : BASICS OF MANAGERIAL SKILLS

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	13.07.19	19.07.19	3	Ms. Hemamalini.D.K	
I	20.07.19	02.08.19	3	Ms. Hemamalini.D.K	
II	03.08.19	23.08.19	3	Ms. Hemamalini.D.K	
II	24.08.19	30.08.19	3	Ms.Selvi	
III	31.08.19	06.09.19	3	Ms.Selvi	
III	07.09.19	13.09.19	3	Ms.Sucharitha.K	
IV	14.09.19	20.09.19	3	Ms.Sucharitha.K	
IV	21.09.19	27.09.19	3	Ms.Sucharitha.K	
V	28.09.19	04.10.19	3	Dr.NaliniDevi.S	
V	05.10.19		3	Dr.Nalini Devi. S	
Total hours			30		

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YEAR/SEMESTER : II/III

Name list

S.NO	REGISTER NO	NAMES
1	411802527	ABARNA P
2	411802528	AISHWARYA V
3	411802529	AJITHA B
4	411802530	AMBIKA M
5	411802531	ANITHA S
6	411802532	ANU M
7	411802533	ARUNA S
8	411802534	ASHWATHI R NAIR
9	411802535	BHAVANI PRIYA T
10	411802536	CHARULATHA S
11	411802537	DEEPIKA G
12	411802538	DEEPIKA R
13	411802539	DHANA LAKSHMI S
14	411802540	DHANA LAKSHMI V
15	411802541	DIVYA A
16	411802542	DIVYA E
17	411802543	DIVYA S
18	411802544	DURGA DEVI P
19	411802545	GAYATHRI M
20	411802546	GAYATHRI M
21	411802547	GOWTHAMI B
22	411802548	INDHUMATHI R
23	411802549	JANAKI R
24	411802550	JAYA RAGAVE J P
25	411802551	JAYA SHOBANA S V
26	411802552	JAYALAKSHMI K
27	411802553	JOTHIKA G
28	411802554	KALAIYARASI V
29	411802555	KAMESHWARI V
30	411802556	KEERTHANA S
31	411802557	LAKSHMI M
32	411802558	LAVANYA R
33	411802559	MADHURA P
34	411802560	MAHESWARI K
35	411802561	MAYA S
36	411802562	MEENAKSHI K
37	411802563	MONIKA R P

38	411802564	MOWLIKA P
39	411802565	NANCY L
40	411802566	NANDHINI R
41	411802567	PAVITHRA C
42	411802569	PRIYA J
43	411802570	RAMYA M
44	411802571	RESHMA G
45	411802572	RESHMA S
46	411802573	REVATHI N
47	411802574	RUPALAKSHMI P
48	411802575	SADANA M
49	411802576	SHANTHINI J
50	411802577	SHARADHADEVI M
51	411802578	SOWMIYA K
52	411802579	SREE SHAKTHI G T
53	411802580	SRIMATHI M
54	411802581	SUJITHRA N
55	411802582	SUSHMA S
56	411802583	SWETHA A
57	411802584	SWETHA M
58	411802585	SWETHA S
59	411802586	TAMILSELVI K
60	411802587	VIDYA N
61	411802588	VINOTHINI K
62	411802589	YUVASHREE POOJA R
63	411802590	ZAMRUTH BEGUM K
64	411802591	GAYATHRI R
65	411802592	LAVANYA K
66	411802593	SEJAL R
67	411802594	YAAMINI S

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
6.7.19	10am-1pm	Ms.Sevi.S
13.7.19	10am-1pm	Ms.Sevi.S
20.7.19	10am-1pm	Ms.Sevi.S
27.7.19	10am-1pm	Ms.Sevi.S
3.8.19	10am-1pm	Ms.Sevi.S
10.8.19	10am-1pm	Ms.Sucharitha.K
17.8.19	10am-1pm	Ms.Sucharitha.K
24.8.19	10am-1pm	Ms.Sucharitha.K
31.8.19	10am-1pm	Ms.Sucharitha.K
7.9.19	10am-1pm	Ms.Sucharitha.K
14.9.19	10am-1pm	Ms.Hemamalini.D.K
21.9.19	10am-1pm	Ms.Hemamalini.D.K
28.9.19	10am-1pm	Ms.Hemamalini.D.K
5.10.19	10am-1pm	Ms.Hemamalini.D.K
12.10.19	10am-1pm	Ms.Hemamalini.D.K
19.10.19	10am-1pm	Dr.Nalini Devi.S
26.10.19	10am-1pm	Dr.Nalini Devi.S
2.11.19	10am-1pm	Dr.Nalini Devi.S
9.11.19	10am-1pm	Dr.Nalini Devi.S
16.11.19	10am-1pm	Dr.Nalini Devi.S

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DEPARTMENT-BUSINESS ADMINISTRATION
CERTIFICATECOURSE-BASICS OF MANAGERIAL SKILLS BATCH: 2018-2021
SUBJECTCODE- MJC/BBA1/CC/2019-2020
NO OFHOURS: 2 HOURS (TWO HOURS EACH DAY)

S.no	RegisterNo	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			03.08.19	10.08.19	17.08.19	24.08.19	31.08.19	07.09.19	14.09.19	21.09.19	28.09.19	05.10.19	12.10.19	19.10.19	26.10.19	02.11.19	04.11.19
1	411802528	AISHWARYA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	411802529	AJITHA B	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	411802530	AMBIKA M	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	411802531	ANITHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	411802532	ANU M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6	411802533	ARUNA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
7	411802534	ASHWATHI R NAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	411802535	BHAVANI PRIYA T	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9	411802536	CHARULATHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
10	411802537	DEEPIKA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	411802538	DEEPIKA R	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
12	411802539	DHANA LAKSHMI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	411802540	DHANA LAKSHMI V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	411802541	DIVYA A	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X

15	411802542	DIVYA E	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
16	411802543	DIVYA S	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
17	411802544	DURGA DEVI P	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
18	411802545	GAYATHRI M	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
19	411802546	GAYATHRI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	411802547	GOWTHAMI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	411802548	INDHUMATHI R	X	X	X	X	a	X	X	a	X	X	X	X	X	X	A
22	411802549	JANAKI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	411802550	JAYA RAGAVE J P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	411802551	JAYA SHOBANA S V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	411802552	JAYALAKSHMI K	X	a	X	X	X	X	X	X	X	X	X	X	X	a	X
26	411802553	JOTHIKA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	411802554	KALAIYARASI V	X	X	X	X	X	X	X	X	a	X	X	X	a	X	X
28	411802555	KAMESHWARI V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	411802556	KEERTHANA S	X	X	X	X	X	a	a	X	X	X	X	X	X	X	X
30	411802557	LAKSHMI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	411802558	LAVANYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	411802559	MADHURA P	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
33	411802560	MAHESWARI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	411802561	MAYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	411802562	MEENAKSHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	411802563	MONIKA R P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

37	411802564	MOWLIKA P	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
38	411802565	NANCY L	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
39	411802566	NANDHINI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	411802567	PAVITHRA C	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
41	411802569	PRIYA J	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
42	411802570	RAMYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	411802571	RESHMA G	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
44	411802572	RESHMA S	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	411802573	REVATHI N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	411802574	RUPALAKSHMI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	411802575	SADANA M	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
48	411802576	SHANTHINI J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
49	411802577	SHARADHADEVI M	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
50	411802578	SOWMIYA K	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
51	411802579	SREE SHAKTHI G T	X	X	a	a	X	a	X	X	X	X	X	X	a	X	X
52	411802580	SRIMATHI M	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
53	411802581	SUJITHRA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54	411802582	SUSHMA S	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
55	411802583	SWETHA A	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	411802584	SWETHA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	411802585	SWETHA S	X	X	X	X	X	X	X	X	a	a	a	X	X	X	X
58	411802586	TAMILSELVI K	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X

59	411802587	VIDYA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	411802588	VINOTHINI K	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X
61	411802589	YUVASHREE POOJA R	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
62	411802590	ZAMRUTH BEGUM K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
63	411802591	GAYATHRI R	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
64	411802592	LAVANYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
65	411802593	SEJAL R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
66	411802594	YAAMINI S	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X

ASSESSMENT / EVALUATION – Question Paper/Pattern MARKS:50

MULTIPLE CHOICE QUESTIONS

1. The following is (are) nonverbal communication
    a) Facial expression
    b) Appearance
    c) Posture
    d) All the above
2. The handshake that conveys confidence is
    a) Limp
    b) Firm
    c) Work
    d) All the above
3. The whole concept of achieving success begins with you how you
    a) Behave
    b) Think
    c) Work
    d) All the above
4. The trump card during _____ should be brought out at the crucial moment
    a) Interview
    b) Negotiation
    c) Training
    d) Purchasing
5. A common fallacy about manager is that he must be
    a) Loud
    b) Flamboyant
    c) Drinker
    d) All the above
6. Goal helps us to _____
    a) Communicate
    b) Success
    c) Work
    d) Motivate
7. The _____ leadership style is an expression of the leaders trust in the abilities of his subordinates
    a) Participative
    b) Delegative
    c) Authoritarian
    d) All the above
8. Work attitudes can be reflected in an organization through
    a) Job satisfaction
    b) Organizational commitment
    c) Both a and b
    d) None of the above

9. Identify the steps involved in achieving improvement in communication within the organization
    a) Sending messages, use of multiple channels, promoting inter group communication
    b) Simple messages, use of multiple channels, promoting inter group interaction
    c) Simple messages, use of multiple channels, promoting inter group communication
    d) Simple messages, use of multiple methods, promoting inter group communication
10. Features of Maslow's need hierarchy theory is (are):
    a) Theory of human motives
    b) Classifies basic human needs in hierarchy
    c) Theory of human motivation
    d) All the above
11. All the unique traits and patterns of adjustment of the individual is known as
    a) Personality
    b) Responsibility
    c) Creativity
    d) Authority
12. One of the factors causing decrement in work is
    a) Wages
    b) Fatigue
    c) Working hours
    d) None of the above
13. Attitude is _____
    a) Tendency to react positively
    b) Tendency to react negatively
    c) Tendency to react in a certain way
    d) All the above
14. So as to cope with stress effectively it is necessary to have a healthy
    a) Environment
    b) Body
    c) Relations
    d) All of the above
15. Handling of crises by managers and employees reveals an organizational
    a) Culture
    b) Society
    c) Environment
    d) Structure
16. To be efficient every manager should try to
    a) Understand human behavior
    b) Predict human behavior
    c) Control human behavior
    d) All of the above

17. Mismatch between personality and organization may lead to

a) Confusion and chaos
b) Loss of interest by members in organization
c) Low morale and job satisfaction
d) All of the above

18. Cultural ---- are words gestures and pictures or other physical objects that carry a particular meaning with the culture
a) Symbols
b) Logos
c) Both a and b
d) None of the above

19. Desire for power is
a) To control others
b) To make an impact on others
c) To do something for others
d) All of the above

20. A manager should be able to
a) Plan
b) Direct
c) Both a and b
d) None of the above

21. Self-management is
a) Manage the self
b) Manage others
c) First manage the self and manage others
d) None of the above

22. Professional design
a) Standardization of work
b) Standardization of skills
c) Standardization of performance goals
d) Quick design with time based urgency

23. Faces in problem solving are
a) Nesting, resting, arresting
b) Nesting, testing, protecting
c) Nesting, testing, arresting
d) Directing, testing, arresting

24. One guideline for achieving excellence
a) Learn from the failures of others
b) Learn from the success of others
c) Identify your weakness first
d) Desire for power to control others

25. People normally respond best to
a) Fair treatment
b) Equitable treatment
c) Both a and b
d) None of the above

Answers:1. D, 2. B, 3.D,4.B,5.D, 6.A, 7. B, 8.C, 9.C, 10.D, 11.A, 12.B, 13.D, 14.B, 15.A, 16.D, 17. D, 18.A, 19.D, 20.C, 21.C, 22. B, 23.C, 24.C, 25.C

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MARK LIST/ GRADE

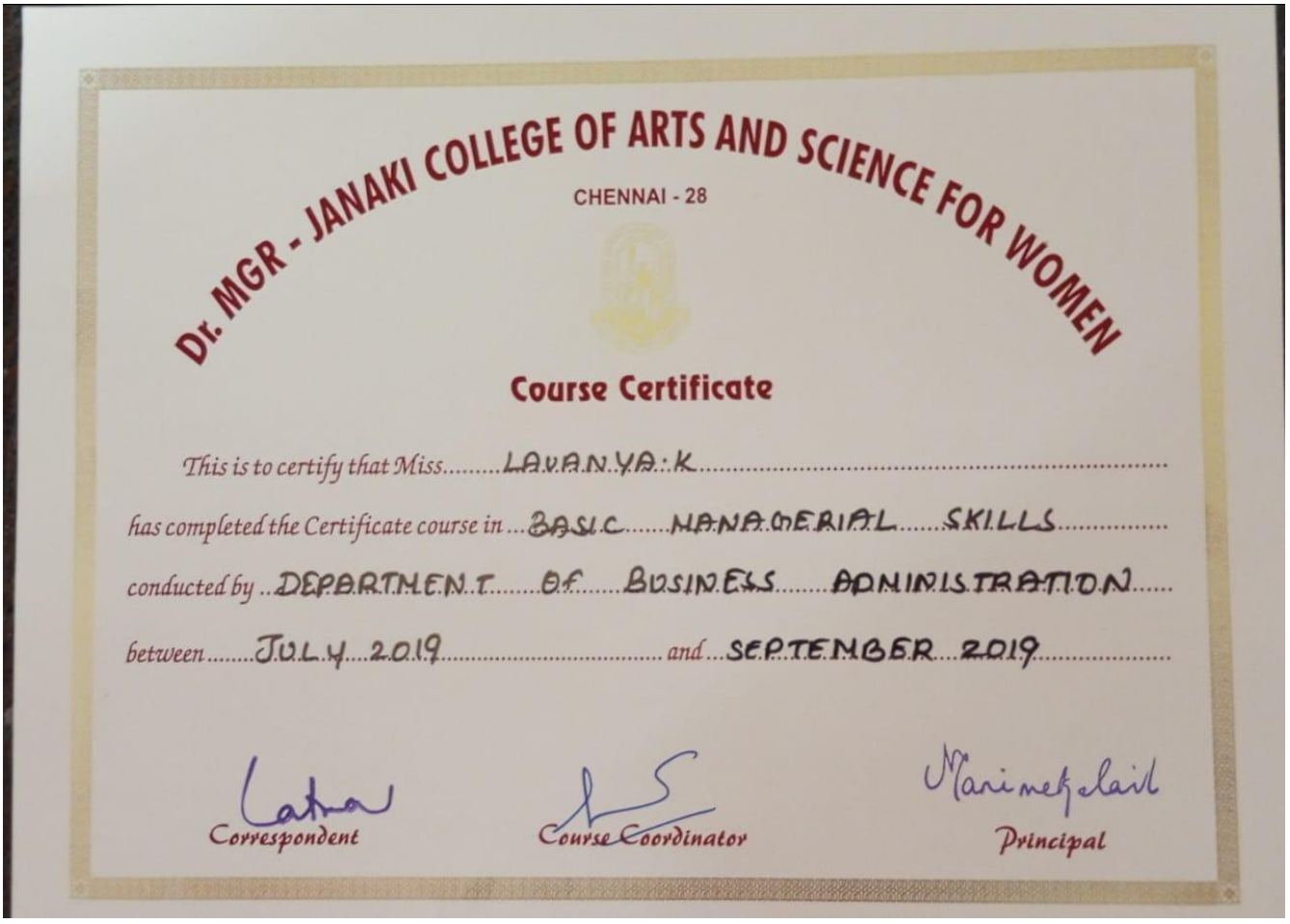
S.NO	REGISTER NO	NAMES	MARKS
1	411802527	ABARNA P	38
2	411802528	AISHWARYA V	35
3	411802529	AJITHA B	35
4	411802530	AMBIKA M	35
5	411802531	ANITHA S	42
6	411802532	ANU M	39
7	411802533	ARUNA S	32
8	411802534	ASHWATHI R NAIR	38
9	411802535	BHAVANI PRIYA T	40
10	411802536	CHARULATHA S	49
11	411802537	DEEPIKA G	38
12	411802538	DEEPIKA R	35
13	411802539	DHANA LAKSHMI S	35
14	411802540	DHANA LAKSHMI V	42
15	411802541	DIVYA A	39
16	411802542	DIVYA E	40
17	411802543	DIVYA S	45
18	411802544	DURGA DEVI P	42
19	411802545	GAYATHRI M	33
20	411802546	GAYATHRI M	38
21	411802547	GOWTHAMI B	32
22	411802548	INDHUMATHI R	41
23	411802549	JANAKI R	39
24	411802550	JAYA RAGAVE J P	38
25	411802551	JAYA SHOBANA S V	40
26	411802552	JAYALAKSHMI K	49
27	411802553	JOTHIKA G	38
28	411802554	KALAIYARASI V	35
29	411802555	KAMESHWARI V	35
30	411802556	KEERTHANA S	48
31	411802557	LAKSHMI M	30
32	411802558	LAVANYA R	45
33	411802559	MADHURA P	38
34	411802560	MAHESWARI K	32
35	411802561	MAYA S	41
36	411802562	MEENAKSHI K	39
37	411802563	MONIKA R P	38
38	411802564	MOWLIKA P	40
39	411802565	NANCY L	49
40	411802566	NANDHINI R	38

41	411802567	PAVITHRA C	35
42	411802569	PRIYA J	35
43	411802570	RAMYA M	42
44	411802571	RESHMA G	39
45	411802572	RESHMA S	32
46	411802573	REVATHI N	41
47	411802574	RUPALAKSHMI P	39
48	411802575	SADANA M	38
49	411802576	SHANTHINI J	40
50	411802577	SHARADHADEVI M	49
51	411802578	SOWMIYA K	38
52	411802579	SREE SHAKTHI G T	35
53	411802580	SRIMATHI M	35
54	411802581	SUJITHRA N	42
55	411802582	SUSHMA S	35
56	411802583	SWETHA A	35
57	411802584	SWETHA M	39
58	411802585	SWETHA S	38
59	411802586	TAMILSELVI K	40
60	411802587	VIDYA N	49
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62	411802589	YUVASHREE POOJA R	35
63	411802590	ZAMRUTH BEGUM K	35
64	411802591	GAYATHRI R	42
65	411802592	LAVANYA K	39
66	411802593	SEJAL R	32
67	411802594	YAAMINI S	35

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COURSE CERTIFICATE



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. ZAINUTH BEGUN

has completed the Certificate course in BASIC MANAGERIAL SKILLS

conducted by DEPARTMENT OF BUSINESS ADMINISTRATION

between JULY 2019 and SEPTEMBER 2019

Correspondent

Course Coordinator

Principal

NOTES/HANDOUTS

Topic 2: Impression Management
Activity: Tell About Yourself

1. Start with a smile on your face & give details about Name, Place after greeting.
2. If necessary only add your family details.
3. Tell about your educational details.
4. Share about why you want to do JOB so.
5. About your Project in Brief.
6. The person who inspired you a lot.
7. Then about your interests/hobbies.
8. Also how you will spend your time when you are free.
9. Tell about skills.
10. Then conclude by saying THANKS to the Person who is listening to you.

Sample Self Introduction

Good morning madam/sir.

It's my pleasure to introduce myself.

I have a strong interest in banking and financial services industry. The reason is I'd like to leverage my detail-oriented mind and apply the skills and knowledge that I have attained throughout my degree courses. I see myself as a people-oriented and over-achiever person. I demonstrated this through working in various group projects with different types of people in which I had been able to perform well.

I would like to be part of your company to further develop myself in banking field and to use my capabilities to serve both your company and your clients. Thank You.

Topic 7: Communication Skills
Activity: The Name Game

Instruct each participant to think of a famous person and write it secretly on a post it notes. Attach the post it to the head of their partner. A fun exercise that shows the importance of asking the right type of questions.

Time /15 Minutes

Instructions and Set up:

Issue post-it notes.

Split the group into pairs.

Instruct each member of the group to think of a famous person and write it secretly on the post it. Attach the post it to the head of their partner.

In round 1 – take it in turns to ask closed (yes/no) questions. You may continue to ask questions for as long as you receive a yes response. When the answer is no, swap over. E.g. typical questions:

- Am I alive
- Am I male
- Am I a sports person etc?

After 10 mins, stop the activity. Some people will have guessed others will still be playing.

For those that have guessed asked them to come up with another famous person and repeat the exercise (those still guessing can continue).

In round 2 - they must take it in turns to ask one Open or TED (Tell, Explain, Describe) question (with the exception of 'what is my name' or similar!). If they mistakenly ask a closed question they have lost their turn.

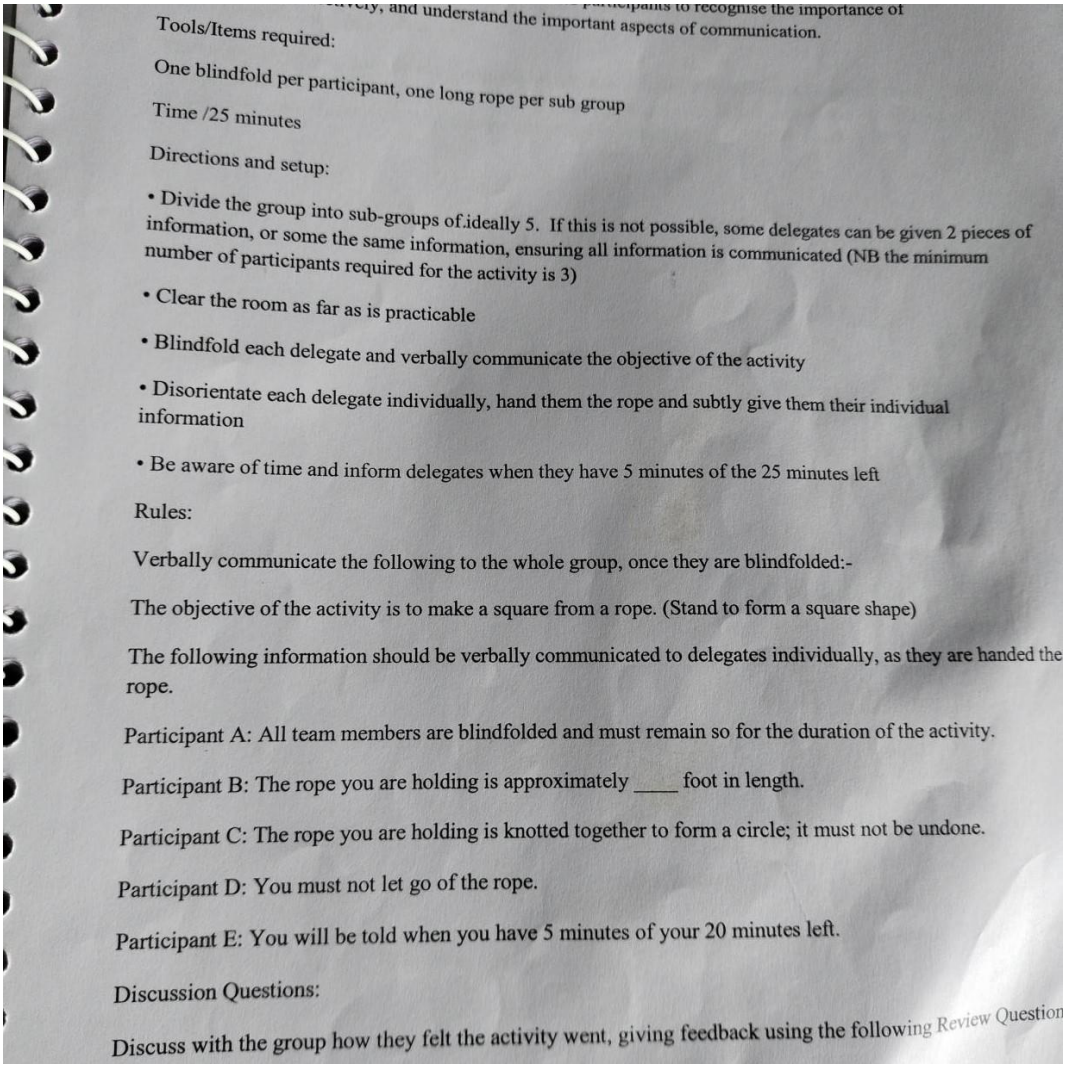
After 3 or 4 minutes close the activity and debrief

.Discussion questions :

- Which were the easier questions to think of? (normally round 1)
- Which questions made it easier to guess who I was? (definitely round 2)

What's the point from this activity ? :

The Key message from this activity is that despite the obvious usefulness of Open/TED questions (Tell, Explain, and Describe questions) for gathering information we for some reason find it easier to [illegible] as much as we think we asked the right questions – beware!



...ively, and understand the important aspects of communication.

Tools/Items required:

One blindfold per participant, one long rope per sub group

Time /25 minutes

Directions and setup:

• Divide the group into sub-groups of ideally 5. If this is not possible, some delegates can be given 2 pieces of information, or some the same information, ensuring all information is communicated (NB the minimum number of participants required for the activity is 3)

• Clear the room as far as is practicable

• Blindfold each delegate and verbally communicate the objective of the activity

• Disorientate each delegate individually, hand them the rope and subtly give them their individual information

• Be aware of time and inform delegates when they have 5 minutes of the 25 minutes left

Rules:

Verbally communicate the following to the whole group, once they are blindfolded:-

The objective of the activity is to make a square from a rope. (Stand to form a square shape)

The following information should be verbally communicated to delegates individually, as they are handed the rope.

Participant A: All team members are blindfolded and must remain so for the duration of the activity.

Participant B: The rope you are holding is approximately ____ foot in length.

Participant C: The rope you are holding is knotted together to form a circle; it must not be undone.

Participant D: You must not let go of the rope.

Participant E: You will be told when you have 5 minutes of your 20 minutes left.

Discussion Questions:

Discuss with the group how they felt the activity went, giving feedback using the following Review Question

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CRITERION 1

CERTIFICATE COURSE

2019-2020

BASIC MANAGERIAL SKILL

Dr. MGR-JANAKI COLLEGE
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1. DEPARMENT : BBA
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BBA2/CC/2019-20
4. NAME OF THE SUBJECT : Basic Managerial Skills
1. STAFF IN-CHARGE : Ms.V.Visalakshi
5. BATCH : 2018-2021
6. NO.OF STUDENTS : 62
7. COURSE FEE : NA
8. DURATION : 30 HRS
9. TIMING : 10.00AM – 12.00Noon

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATE COURSE	
Document ID:	MJC/BBA2/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms.V.Visalakshi		
Course:	Basic Managerial Skills	**Department:**	BBA
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II BBA for the academic year 2019-2020, will commence from 03.08.2019. The classes will be held on all Saturdays between 10:00am-12:00pm.

Sl. No	Name of the Members	Design/Dept	Signature
1.	Dr. R. MANIMEKALAI	Principal	
2.	Ms. V.VISALAKSHI	Department –in- charge	
3.	Ms. A.ZAKIRA BEGUM	Assistant Professor	
4.	Ms. C.N.HARINI	Assistant Professor	
5.	AKILA D	BBA	
6.	ANITHA IRUDHAYA MARY I	BBA	
7	ANUSHA SHREE R	BBA	
8.	AZAHGU SOUNDARI S	BBA	
9.	BAVADHARANI S	BBA	
10.	BHAVANI K	BBA	
11.	BHAVANI S	BBA	
12.	CHARULATHA C	BBA	
13.	CHEVVANTHI A	BBA	
14.	DHATCHAINI P	BBA	
15	DHIVYAZHAKI T	BBA	
16	DIVYA G	BBA	
17	DIVYA K	BBA	
18	DURGA DEVI P	BBA	
19	ISHWARYA A	BBA	
20	JANANI S R	BBA	
21	JEEVITHA A	BBA	
22	JENAT SONIA C	BBA	
23	JESIKA R	BBA	
24	KAVITHA R	BBA	
25	KEERTHANA S	BBA	
26	KOMALATHA V	BBA	
27	KOUSALYA D	BBA	
28	LAKSHMI E	BBA	
29	LAVANYA K	BBA	

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30	LAVANYA M	BBA	Lavanya.
31	MAHALAKSHMI M	BBA	Mahalakshmi M
32	MONICA A	BBA	Monicha
33	MONISHA A	BBA	Monisha. A
34	MONISHA M	BBA	Monisha. M
35	MONISHA S	BBA	Monisha
36	MONISHA V	BBA	Monisha. V
37	NACHAMMAI C T	BBA	Nachammai
38	NARMADHA R	BBA	Narmadha. R
39	NILA S	BBA	Nila
40	NIVEDHA S	BBA	Nivetha
41	PAVITHRA V	BBA	Pavithra D
42	PRAVEENA M	BBA	Praveena. V.
43	PREETHA M	BBA	Preetha
44	PREMA G	BBA	Prema. G
45	PRIYANKA V	BBA	Priyanka. V
46	RANJANA G R	BBA	Ranjana G R
47	RESHMA B	BBA	Reshma. B
48	SARANYA M	BBA	Saranya
49	SASIPRIYA B T	BBA	Sasipriya BT
50	SELVA MEENA D	BBA	Selva Meena D
51	SNEHA P	BBA	Sneha. P
52	SRI VIDHYA C	BBA	Sri vidhya
53	SUJITHRA M	BBA	Sujithra
54	SUMITHRA N	BBA	Sumithra
55	SWATHI P	BBA	Swathi. P
56	SWETHA S	BBA	Vennila. K
57	SWETHA V	BBA	Swetha
58	VENNILA K	BBA	Vennila K
59	VIGNESHWARI R	BBA	Vigneshwari R
60	VIGNESHWARI T	BBA	Vigneshwari T.
61	VINITHA S	BBA	Vinitha. S
62	DIVISHA T	BBA	Divisha. T.
63	AARTHI K G	BBA	Aarthi. K G
64	SELAS VERONICA D	BBA	D. Selas Veronica
65	VINNARASI J	BBA	Vinnarasi
66	VIJAI VARSHINI G R	BBA	Vijai Varshini

COURSE INSTRUCTOR

H.O.D

PRINCIPAL

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COURSE SPECIFICATION

1. DEPARTMENT : BBA
2. SUBJECT NAME : Basic Managerial Skills
3. SUBJECT CODE : MJC/BBA2/CC/2019-20
4. AIM:
   - To provide understanding about basics of management theories and its significance
   - To impart knowledge about functions of management.
5. OBJECTIVES:

   - Understanding about basics of management theories and its significance
   - Impart knowledge about functions of management

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SYLLABUS

Department of Business Administration (Shift –II)

Certificate Course - Basic Managerial Skills - 2019-2020

Unit I-Management

Managerial Functions - Planning, Organising, Co-ordinating& Controlling – Person - Organisation fit.

Unit II-Decision Making & Problem Solving

Concept, Nature, Importance & Process- types of decisions, Problems in decision making, Creative problem solving, Group decision making**.**

Unit III-Leadership & Teambuilding

Leadership - Meaning, Importance, Behaviours& Styles, Qualities. Team building, Characteristics of high performing teams, Obstacles to effective teamwork and overcoming it, Team process facilitation, Stages of team development, Managing cross cultural diversity.

Unit IV-Conflict Management & Negotiation

Conflict Management -Traditional v/s Modern, Sources of interpersonal conflicts, conflict management strategies, Conflict prevention techniques, Negotiation skills & strategies for effective negotiation.

Unit V-Self Management

Self-awareness and analysis, Personal goal setting, Attitude-nature and dimensions of it & developing the right attitude. Perception, emotional intelligence, Impression Management & Time Management.

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SYLLABUS COVERAGE

Branch : **BBA**

Subject : **Basic Managerial Skills**

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	03.08.2019	17.08.2019	6	Ms.V.Visalakshi	
II	24.08.2019	07.09.2019	6	Ms.V.Visalakshi	
III	14.09.2019	28.09.2019	6	Ms.ZakiraBegum.A	
IV	05.10.2019	19.10.2019	6	Ms.C.N.Harini	
V	26.10.2019	09.11.2019	6	Ms.C.N.Harini	
Total hours			**30**		

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Name list

Year/Semester: II/III

S.no	Stud_Reg_no	Stud_Name
1	411802596	AKILA D
2	411802597	ANITHA IRUDHAYA MARY I
3	411802598	ANUSHA SHREE R
4	411802599	AZAHGU SOUNDARI S
5	411802600	BAVADHARANI S
6	411802601	BHAVANI K
7	411802602	BHAVANI S
8	411802603	CHARULATHA C
9	411802604	CHEVVANTHI A
10	411802605	DHATCHAINI P
11	411802606	DHIVYAZHAKI T
12	411802607	DIVYA G
13	411802608	DIVYA K
14	411802609	DURGA DEVI P
15	411802610	ISHWARYA A
16	411802611	JANANI S R
17	411802612	JEEVITHA A
18	411802614	JENAT SONIA C
19	411802615	JESIKA R
20	411802616	KAVITHA R
21	411802617	KEERTHANA S
22	411802619	KOMALATHA V

23	411802620	KOUSALYA D
24	411802621	LAKSHMI E
25	411802622	LAVANYA K
26	411802623	LAVANYA M
27	411802624	MAHALAKSHMI M
28	411802626	MONICA A
29	411802627	MONISHA A
30	411802628	MONISHA M
31	411802629	MONISHA S
32	411802630	MONISHA V
33	411802631	NACHAMMAI C T
34	411802632	NARMADHA R
35	411802633	NILA S
36	411802634	NIVEDHA S
37	411802635	PAVITHRA V
38	411802636	PRAVEENA M
39	411802637	PREETHA M
40	411802639	PREMA G
41	411802641	PRIYANKA V
42	411802642	RANJANA G R
43	411802643	RESHMA B
44	411802646	SARANYA M
45	411802647	SASIPRIYA B T
46	411802649	SELVA MEENA D
47	411802650	SNEHA P
48	411802651	SRI VIDHYA C

49	411802652	SUJITHRA M
50	411802653	SUMITHRA N
51	411802654	SWATHI P
52	411802655	SWETHA S
53	411802656	SWETHA V
54	411802657	VENNILA K
55	411802658	VIGNESHWARI R
56	411802659	VIGNESHWARI T
57	411802660	VINITHA S
58	411802661	DIVISHA T
59	411802662	AARTHI K G
60	411802663	SELAS VERONICA D
61	411802664	VINNARASI J
62	411802665	VIJAI VARSHINI G R

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TIME TABLE - CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
03.08.19	10:00 – 12:00	Ms.V.Visalakshi
10.08.19	10:00 – 12:00	Ms.V.Visalakshi
17.08.19	10:00 – 12:00	Ms.V.Visalakshi
24.08.19	10:00 – 12:00	Ms.V.Visalakshi
31.08.19	10:00 – 12:00	Ms.V.Visalakshi
07.09.19	10:00 – 12:00	Ms.V.Visalakshi
14.09.19	10:00 – 12:00	Ms.ZakiraBegum.A
21.09.19	10:00 – 12:00	Ms.ZakiraBegum.A
28.09.19	10:00 – 12:00	Ms.ZakiraBegum.A
05.10.19	10:00 – 12:00	Ms.C.N.Harini
12.10.19	10:00 – 12:00	Ms.C.N.Harini
19.10.19	10:00 – 12:00	Ms.C.N.Harini
26.10.19	10:00 – 12:00	Ms.C.N.Harini
02.11.19	10:00 – 12:00	Ms.C.N.Harini
09.11.19	10:00 – 12:00	Ms.C.N.Harini

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CERTIFICATE COURSE ATTENDANCE

DEPARTMENT-BBA

CERTIFICATECOURSE- BASIC MANAGERIAL SKILL **BATCH: 2018-2021**

SUBJECTCODE- MJC/BBA2/CC/2019-2020

NO OFHOURS: 30 HOURS (TWO HOURS EACH DAY)

S.no	Register No	Name	1 03.08.19	2 10.08.19	3 17.08.19	4 24.08.19	5 31.08.19	6 07.09.19	7 14.09.19	8 21.09.19	9 28.09.19	10 05.10.19	11 12.10.19	12 19.10.19	13 26.10.19	14 02.11.19	15 09.11.19
1	411802596	AKILA D	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
2	411802597	ANITHA IRUDHAYA MARY I	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	411802598	ANUSHA SHREE R	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	411802599	AZAHGU SOUNDARI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	411802600	BAVADHARANI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	411802601	BHAVANI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
7	411802602	BHAVANI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	411802603	CHARULATHA C	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
9	411802604	CHEVVANTHI A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
10	411802605	DHATCHAINI P	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
11	411802606	DHIVYAZHAKI T	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
12	411802607	DIVYA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

13	411802608	DIVYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	411802609	DURGA DEVI P	a	X	X	X	X	X	X	X	X	X	X	X	X	X
15	411802610	ISHWARYA A	X	X	X	X	X	X	a	X	X	X	X	X	X	X
16	411802611	JANANI S R	X	X	X	X	X	X	X	X	X	a	X	X	X	X
17	411802612	JEEVITHA A	X	a	X	X	X	X	X	X	a	X	X	X	X	X
18	411802614	JENAT SONIA C	X	X	X	X	X	X	X	X	X	X	a	X	X	X
19	411802615	JESIKA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	411802616	KAVITHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	411802617	KEERTHANA S	X	X	X	X	a	X	X	a	X	X	X	X	X	a
22	411802619	KOMALATHA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	411802620	KOUSALYA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	411802621	LAKSHMI E	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	411802622	LAVANYA K	X	a	X	X	X	X	X	X	X	X	X	X	a	X
26	411802623	LAVANYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	411802624	MAHALAKSHMI M	X	X	X	X	X	X	X	X	a	X	X	X	a	X	X
28	411802626	MONICA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	411802627	MONISHA A	X	X	X	X	X	A	a	X	X	X	X	X	X	X
30	411802628	MONISHA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	411802629	MONISHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X

32	411802630	MONISHA V	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
33	411802631	NACHAMMAI C T	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
34	411802632	NARMADHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	411802633	NILA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	411802634	NIVEDHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	411802635	PAVITHRA V	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
38	411802636	PRAVEENA M	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
39	411802637	PREETHA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	411802639	PREMA G	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
41	411802641	PRIYANKA V	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
42	411802642	RANJANA G R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	411802643	RESHMA B	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
44	411802646	SARANYA M	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	411802647	SASIPRIYA B T	X	X	a	a	X	X	X	X	X	X	X	X	X	X	X
46	411802649	SELVA MEENA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	411802650	SNEHA P	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
48	411802651	SRI VIDHYA C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
49	411802652	SUJITHRA M	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
50	411802653	SUMITHRA N	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
51	411802654	SWATHI P	X	X	a	a	X	A	X	X	X	X	X	X	a	X	X
52	411802655	SWETHA S	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
53	411802656	SWETHA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

54	411802657	VENNILA K	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
55	411802658	VIGNESHWARI R	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	411802659	VIGNESHWARI T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	411802660	VINITHA S	X	X	X	X	X	X	X	X	a	a	a	X	X	X	X
58	411802661	DIVISHA T	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
59	411802662	AARTHI K G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	411802663	SELAS VERONICA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
61	411802664	VINNARASI J	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
62	411802665	VIJAI VARSHINI G R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

BASIC MANAGERIAL SKILLS

ASSESSMENT / EVALUATION – Question Paper/Pattern

TOTAL – 50 MARKS

PART - A

5*2=10

1. Define Management

2.What are the types of decisions?

3.What is cross cultural diversity?

4.Define Leadership.

5.What is perception?

PART – B

5*4=20

6.Enumerate the importance of leadership.

7.Why high performing teams are essential?

8.What are the obstacles to effective team work?

9.Discuss team process facilitation.

PART – C

10*2=20

10.Discuss cross cultural diversity.

11. Explain the functions of managemt.

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MARK LIST/GRADE

S.no	Stud_Reg_no	Stud_Name	MARKS
1	411802596	AKILA D	41
2	411802597	ANITHA IRUDHAYA MARY I	39
3	411802598	ANUSHA SHREE R	38
4	411802599	AZAHGU SOUNDARI S	40
5	411802600	BAVADHARANI S	32
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13	411802608	DIVYA K	35
14	411802609	DURGA DEVI P	42
15	411802610	ISHWARYA A	39
16	411802611	JANANI S R	40
17	411802612	JEEVITHA A	48
18	411802614	JENAT SONIA C	30
19	411802615	JESIKA R	45
20	411802616	KAVITHA R	38
21	411802617	KEERTHANA S	32
22	411802619	KOMALATHA V	41

23	411802620	KOUSALYA D	39
24	411802621	LAKSHMI E	38
25	411802622	LAVANYA K	40
26	411802623	LAVANYA M	49
27	411802624	MAHALAKSHMI M	38
28	411802626	MONICA A	35
29	411802627	MONISHA A	35
30	411802628	MONISHA M	48
31	411802629	MONISHA S	30
32	411802630	MONISHA V	45
33	411802631	NACHAMMAI C T	38
34	411802632	NARMADHA R	32
35	411802633	NILA S	41
36	411802634	NIVEDHA S	39
37	411802635	PAVITHRA V	38
38	411802636	PRAVEENA M	40
39	411802637	PREETHA M	49
40	411802639	PREMA G	38
41	411802641	PRIYANKA V	35
42	411802642	RANJANA G R	35
43	411802643	RESHMA B	35
44	411802646	SARANYA M	42
45	411802647	SASIPRIYA B T	39
46	411802649	SELVA MEENA D	40

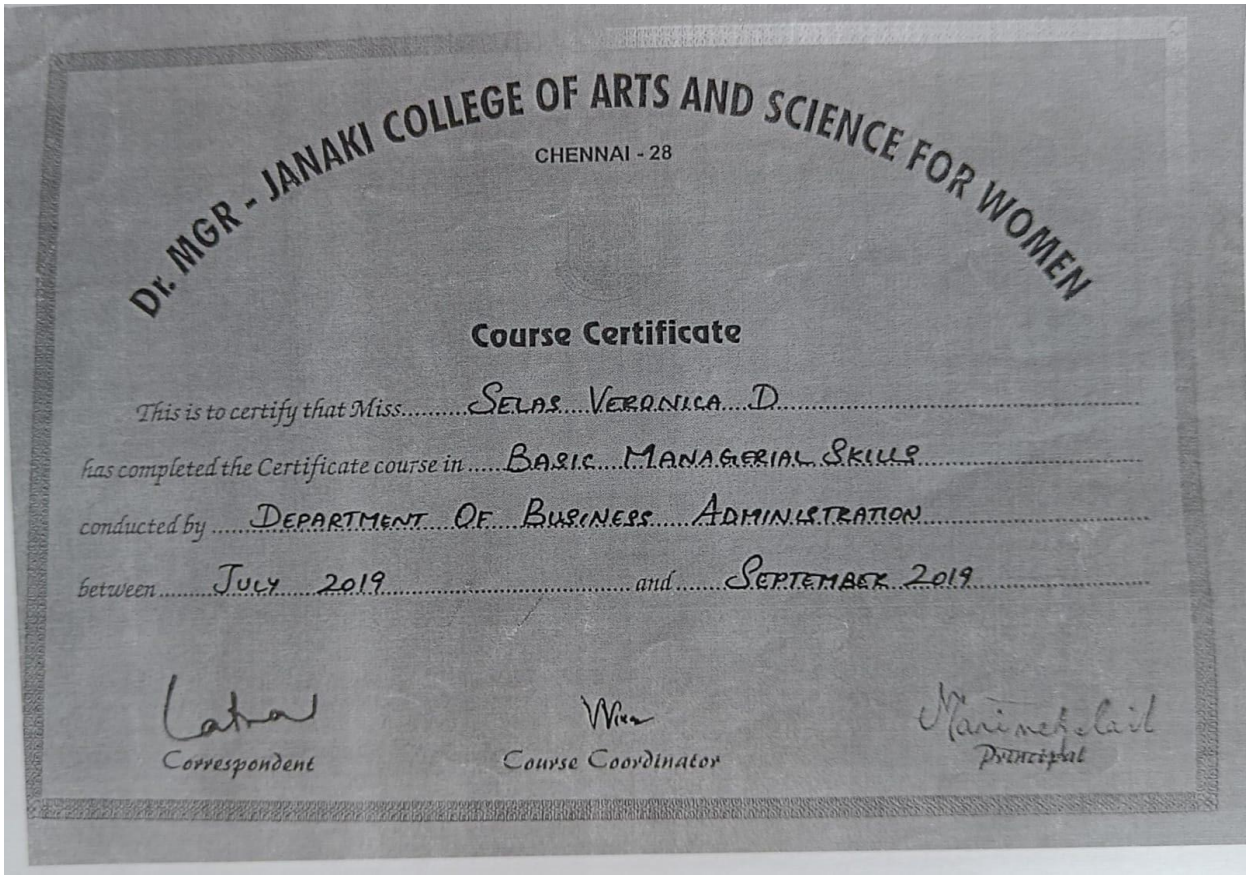
47	411802650	SNEHA P	45
48	411802651	SRI VIDHYA C	42
49	411802652	SUJITHRA M	33
50	411802653	SUMITHRA N	38
51	411802654	SWATHI P	38
52	411802655	SWETHA S	32
53	411802656	SWETHA V	41
54	411802657	VENNILA K	39
55	411802658	VIGNESHWARI R	38
56	411802659	VIGNESHWARI T	40
57	411802660	VINITHA S	49
58	411802661	DIVISHA T	38
59	411802662	AARTHI K G	35
60	411802663	SELAS VERONICA D	35
61	411802664	VINNARASI J	35
62	411802665	VIJAI VARSHINI G R	42

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CERTIFICATE COPY



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. SELAS VERONICA D

has completed the Certificate course in BASIC MANAGERIAL SKILLS

conducted by DEPARTMENT OF BUSINESS ADMINISTRATION

between JULY 2019 and SEPTEMBER 2019

Correspondent

Course Coordinator

Principal

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN
SATHYABAMA MGR MALIGAI
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Affiliated to the University of Madras

CERTIFICATE COURSE MATERIAL

Management:

Introduction:

The term 'management' has been used in different senses. Sometimes it refers to the process of planning, organizing, staffing, directing, coordinating and controlling; at other times it is used to describe it as a function of managing people. It is also referred to as a body of knowledge, a practice and discipline. There are some who describe management as a technique of leadership and decision-making while some others have analyzed management as an economic resource, a factor of production or a system of authority.

Definition:

Harold Koontz:

"Management is the art of getting things done through and with people in formally organized groups." Koontz has emphasized that management is getting the work done with the co-operation of people working in the organization.

Objectives of Management:

The objectives of management are narrated as under.

Organizational objectives: Management is expected to work for the achievement of the objectives of the particular organization in which it exists. Organizational objectives include:

(a) Reasonable profits so as to give a fair return on the capital invested in business

(b) Survival and solvency of the business, i.e., continuity.

(c) Growth and expansion of the enterprise (d) Improving the goodwill or reputation of the enterprise.

(ii) Personal objectives: An organization consists of several persons who have their own objectives. These objectives are as follows:

(a) Fair remuneration for work performed

(b) Reasonable working conditions

(c) Opportunities for training and development

(d) Participation in management and prosperity of the enterprise (e) Reasonable security of service.

(iii) Social objectives: Management is not only a representative of the owners and workers, but is also responsible to the various groups outside the organization. It is expected to fulfill the objectives of the society which are given below:

(a) Quality of goods and services at fair price to consumers.

(b) Honest and prompt payment of taxes to the Government.

(c) Conservation of environment and natural resources.

(d) Fair dealings with suppliers, dealers and competitors.

(e) Preservation of ethical values of the society.

Nature of Management:

1. Management is Combination of Art and Science:

Management knowledge exhibits characteristics of art and science, the two not mutually exclusive but supplementary. Every discipline of art is always backed by science which is basic knowledge of that art. Similarly, every discipline of science is complete only when it is used in practice for solving various kinds of problems faced by human beings in an organization or in other fields of social life which is more related to an art. Art basically deals with an application of knowledge personal skill and know-how in a specific situation for efficiently achieving a given objective. It is concerned with the best way of doing things and is consequently, personalized in nature. During the primitive stages of development of management knowledge, it was considered as an art. There was a jungle of managerial knowledge. It was not codified and systemized. People used it to get things done by others, in their own way giving an

impression that whosoever uses it, knows the art of using it. This kind of loose and inadequate understanding of management supported the view that it was an art.

2. Management as a Science:

Science means a systematic body of knowledge pertaining to a specific field of study. It contains general principles and facts which explains a phenomenon. These principles establish cause-and-effect relationship 16 t Management Principles and Practices between two or more factors. These principles and theories help to explain past events and may be used to predict the outcome of actions. Scientific methods of observations and experiments are used to develop principles of science. The principles of science have universal application and validity. Thus, the essential features of science are as follows: (i) Basic facts or general principles capable of universal application (ii) Developed through scientific enquiry or experiments (iii) Establish cause and effect relationships between various factors. (iv) Their Validity can be verified and they serve as reliable guide for predicting future events.

3. Management as an Art:

Art implies the application of knowledge and skills to bring about the desired results. The essential elements of arts are: (i) Practical knowledge (ii) Personal skill (iii) Result oriented approach. (iv) Creativity (v) Improvement through continuous practice

4. Management as a Profession:

A profession is calling that requires specialized knowledge and often, long intensive academic preparation. The essential features of profession are as follows: (i) Well defined body of knowledge (ii) Restricted entry (iii) Service motive (iv) Code of Conduct (v) Representative professional association.

Functions of Management:

1. Planning:

It is the basic function of management. It deals with chalking out a future course of action & deciding in advance the most appropriate course of actions for achievement of pre-determined goals. According to KOONTZ, "Planning is deciding in advance - what to do, when to do & how to do. It bridges the gap from where we are & where we want to be". A plan is a future course of actions. It is an exercise in problem solving & decision making. Planning is determination of courses of action to achieve desired goals. Thus, planning is a systematic thinking about ways & means for accomplishment of pre-determined goals. Planning is necessary to ensure proper utilization of human & non-human resources. It is all pervasive, it is an intellectual activity and it also helps in avoiding confusion, uncertainties, risks, wastages etc.

2. Organizing:

It is the process of bringing together physical, financial and human resources and developing productive relationship amongst them for achievement of organizational goals. According to Henry Fayol, "To organize a business is to provide it with everything useful or its functioning i.e. raw material, tools, capital and personnel's". To organize a business involves determining & providing human and non-human resources to the organizational structure. Organizing as a process involves:

- Identification of activities.
- Classification of grouping of activities.
- Assignment of duties.
- Delegation of authority and creation of responsibility.
- Coordinating authority and responsibility relationships.

3. Controlling:

It implies measurement of accomplishment against the standards and correction of deviation if any to ensure achievement of organizational goals. The purpose of controlling is to ensure that everything occurs in conformities with the standards. An efficient system of control helps to predict deviations before they actually occur. According to Theo Haimann, "Controlling is the process of checking whether or not proper progress is being made towards the objectives and goals and acting if necessary, to correct any deviation". According to Koontz & O'Donnell "Controlling is the measurement & correction of performance activities of subordinates in order to make sure that the enterprise objectives and plans desired to obtain them as being accomplished". Therefore controlling has following steps:

a. Establishment of standard performance.
b. Measurement of actual performance.
c. Comparison of actual performance with the standards and finding out deviation if any.
d. Corrective action.

4. Co-Ordinating:

When all activities are harmonized, the organization will function better. Positive influencing of employees behavior is important in this. Coordination therefore aims at stimulating motivation and discipline within the group dynamics. This requires clear communication and good leadership. Only through positive employee behavior management can the intended objectives be achieved.

5. Person Organization – Fit:

The second type of fit, the main focus of this article, is known as "Person-Organization Fit." It is much less common for this kind of fit to be systematically measured during the hiring process using scientifically designed tools. Instead, this type of fit is usually discussed conjecturally in hiring-related conversations. Person-Organization Fit is the congruence of an individual's beliefs and values with the culture, norms, and values of an organization." One of the limitations that is immediately apparent from

this definition is the fact that the elements of P-O Fit are rather soft. That is to say, it's much more difficult to examine the job-related outcomes of a match between person and an organization as it relates to abstract concepts such as "values" and "culture" then it is to examine the outcomes of the match between harder traits, such as a person's mathematical ability and the related aspects of their job performance. Just because it's softer in nature and involves less objective constructs then P-J Fit, that doesn't mean P-O Fit is any less important, and there are in fact many benefits to including it in the hiring process (these will be discussed later in this article). However, it is important to understand that the less objective nature of P-O Fit often makes it harder for organizations to demonstrate its relevance to real aspects of job performance and to create ways to actually measure the ROI associated with a good fit.

Perception:

It is the organization, identification, and interpretation of sensory information in order to represent and understand the environment.All perception involves signals in the nervous, which in turn result from physical or chemical stimulation of the sense organs. Perception depends on complex functions of the nervous system, but subjectively seems mostly effortless because this processing happens outside conscious awareness.

Types of Perception in Psychology:

1. **Amodal Perception**

   Amodal perception is one of the most recognizable types of perception in psychology. It is the observation and interpretation of things in terms of depth and motion. For instance, even if one sees only three points in a triangular object, he or she knows that the object is three-dimensional and that there are hidden points on the other side.

2. **Color Perception**

Color perception, on the other hand, describes the way the visual senses, denoting the eyes, observe hues and contextualize them in the environment. For example, by interpreting blue as the color of depression, the eyes will tend to always attribute all things of this tinge to be melancholic.

3. Speech Perception

The other types of perception in psychology include those that interpret verbal output. Speech perception, for one, helps in not only understanding one another, but deducing meaning from mere sounds. It also indicates the mechanical arrangement of the vocals when another person speaks which means that the listener interprets the speech through the phonetics such as syllables to create meaning.

4. Harmonic Perception

Harmonic perception, on the other hand, owes to the understanding that the ear usually perceives inter-related notes, as one, to create meaning in sounds. For instance, riffs in a guitar mixed with those of other instruments lead to interpretation of the music as a single output that is simple to listen to rather than one that actually consists of different notes.

5. Rhythmic Perception

Rhythmic perception also follows the same theories in its interpretative methodology, whereby the ear gets into a groove by practically responding to it. For instance, one can easily listen to a beat while humming along to it or tapping along as it continues courtesy of its rhythmic harmony.

6. Depth Perception

Depth perception also acts as one of the types of perception psychology. It relates to the way the human eye identifies and contextualizes things in space. For instance, though the naked eye cannot see the end of a tunnel, it interprets its possible depth through past experiences such as scientific measurements to know how deep the tunnel can be.

7. Form Perception

Finally, form perception indicates the contextualization of particular objects in a given environment, whereby the eyes sees them as primarily 2-D and at times as 3-D depending on the way of their placement. It is also the understanding of what characterizes the inner and outer core of an object. After seeing an orange, one immediately knows that it is round and has a rough texture on the skin that protects the soft interior.

Therefore, there are different types of perception psychology, each of which with its own interpretative characteristics. The senses can create meaning out of everything by noting characteristics such as depth and form. Understanding music and human speech also uses the senses as a basis of deducting meaning from the respective vocal and musical gestures.

Emotional Intelligence:

Emotional Intelligence is how well a person can read and monitor their own emotions as well as the emotions of others. Though it's debatable whether emotional intelligence is a "real" intelligence, there are proven benefits, including improved mental health, better job performance, and better relationship maintenance. Emotional intelligence can be closely linked with empathy and allows us to better express ourselves and interpret the behavior of others.

Associated Constructs

- Self-awareness: emotional intelligence enhances a person's understanding of their own emotions
- Self-regulation: controlling one's own internal states
- Interpersonal Social Skills: maintaining relationships with others

- Empathy: sharing and recognizing emotions of others
- Motivation

Why is Emotional Intelligence Important

Without emotional intelligence it would be exceedingly difficult to interact effectively with others. Emotional intelligence allows us to perceive emotions, which then allows us to understand them. This enables us to understand another person's motivations so we can reason with them. Emotional intelligence further enables us to manage our own emotions. Without awareness, we are subject to our emotional states and will easily be caught up in them.

In Therapy

Psychotherapy is not all analysis of underlying motivations. Once issues are identified a therapist will help a client to better themselves by taking control of these forces. Emotional intelligence can be considered an important part of this process. A therapist helps a client improve their emotional intelligence so that the client can better understand themselves and struggle less when interacting with others.

Time Management:

Time management" refers to the way that you organize and plan how long you spend on specific activities.

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

- Greater productivity and efficiency.
- A better professional reputation.

- Less stress.
- Increased opportunities for advancement.
- Greater opportunities to achieve important life and career goals.

Failing to manage your time effectively can have some very undesirable consequences:

- Missed deadlines.
- Inefficient work flow.
- Poor work quality.
- A poor professional reputation and a stalled career.
- Higher stress levels.

Spending a little time learning about time-management techniques will have huge benefits now – and throughout your career.

Practice the following techniques to become the master of your own time:

1. Carry a schedule and record all your thoughts, conversations and activities for a week. This will help you understand how much you can get done during the course of a day and where your precious moments are going. You'll see how much time is actually spent producing results and how much time is wasted on unproductive thoughts, conversations and actions.
2. Any activity or conversation that's important to your success should have a time assigned to it. To-do lists get longer and longer to the point where they're unworkable. Appointment books work. Schedule appointments with yourself and create time blocks for high-priority thoughts, conversations, and actions. Schedule when they will begin and end. Have the discipline to keep these appointments.
3. Plan to spend at least 50 percent of your time engaged in the thoughts, activities and conversations that produce most of your results.

4. Schedule time for interruptions. Plan time to be pulled away from what you're doing. Take, for instance, the concept of having "office hours." Isn't "office hours" another way of saying "planned interruptions?"
5. Take the first 30 minutes of every day to plan your day. Don't start your day until you complete your time plan. The most important time of your day is the time you schedule to schedule time.
6. Take five minutes before every call and task to decide what result you want to attain. This will help you know what success looks like before you start. And it will also slow time down. Take five minutes after each call and activity to determine whether your desired result was achieved. If not, what was missing? How do you put what's missing in your next call or activity?
7. Put up a "Do not disturb" sign when you absolutely have to get work done.
8. Practice not answering the phone just because it's ringing and e-mails just because they show up. Disconnect instant messaging. Don't instantly give people your attention unless it's absolutely crucial in your business to offer an immediate human response. Instead, schedule a time to answer email and return phone calls.
9. Block out other distractions like Face book and other forms of social media unless you use these tools to generate business.
10. Remember that it's impossible to get everything done. Also remember that odds are good that 20 percent of your thoughts, conversations and activities produce 80 percent of your results.

Impression Management:

A process whereby someone tries to influence the observations and opinions of others about something. In a typical impression management process within a business, a manager might attempt to regulate and control information in their interactions with staff or the general public to give them the most favorable impression about their company and its objectives.

Impression Management Techniques:

Conformity: Agreeing with someone else's opinion in order to gain his or her approval.
Example: A manager tells his boss, 'You are absolutely right on your reorganizations plan for the western regional office. I couldn't agree with you more'.

Excuses: Explanations of a predicament creating event aimed at minimizing the apparent severity to the predicament.

Examples: Sales manager to boss. 'We failed to get the ad in the paper on time, but no one responds to those ads anyway'.

Apologies: Admitting responsibility for an undesirable event and simultaneously seeking to get a pardon for the section

Example: Employee to boss, 'I'm sorry I made a mistake on the report Please forgive me'.

Self-Promotion: Highlighting one's best qualities downplaying one's deficits and calling attention to one's achievements.

Example: A salesperson tells his boss: 'Matt worked unsuccessfully for three years to try to get that account I sewed it up in six weeks. I'm the best closer this company has'.

Flattery: Complementing others about their virtues in an effort to make one self appear perceptive and likeable.

Example: New sales trainee to peer. 'You handled that client's complaint so tactfully! I could never have handled that as well as you did'.

Favors: Doing nice for someone to gain that person's approval.

Example: Sales person to prospective client, 'I've got two tickets to the theater tonight that I can't use. Take them. Consider it a thank you for taking the time to talk with me'.

Association: Enhancing or protecting one's image by managing information about people and things with which one is associated.

Example: A job applicant says to an interviewer, "What a coincidence. Your boss and I were roommates in college".

In terms of performance ratings, the picture is quite different. Ingratiation is positively related to performance rations, meaning that those who ingratiate with their supervisors get higher performance evaluations. However, self promotion appears to backfire – those who self promote actually seem to receive lower performance evaluations.

Developing the right attitude:

Achievers are always looking for ways to become more successful; to reach goals more quickly and with greater assurance. And, for centuries authors have been sharing the factors that help anyone reach their goals.

If you consider achievement and achievers, you hopefully would recognize that one piece of the goal achievement puzzle is attitude.

In most goal achievement writing I've seen, attitude is alwaysdiscussed, often downplayed and typically misunderstood in the entire goal achievement puzzle; three good reasons to explore the 'right' attitude!

In this brief article, I will outline what the right attitude is (to support maximum goal achievement), why it is important to us both as individuals and leaders and how to develop it.

So, what is the right attitude? I'm glad you asked.

Consider the three P's of the right goal achievement attitude:

- Positive. This is where most of these conversations start . . . and stop. Prevailing wisdom and much research show that having a positive attitude improves the likelihood you will achieve your goal, speeds your progress and, perhaps most importantly, makes you more resilient – All of which help you overcome obstacles and remain persistent in pursuit of your goal.
- Possibility. The key to possibility is belief. Do you believe you can succeed and reach the goal? Do you believe we can earn it? Do you believe the goal is possible? If you think it is possible for others, can you see it for ourselves? This is more than just an extension of positive thinking. After all, if you didn't think the goal was achievable, how likely are you to work hard to achieve it?
- Proactive. The right attitude isn't about thinking and belief alone. The right attitude includes realizing that you must roll up your sleeves and do something.

All of this sounds pretty good, I realize, but what makes this the "right" attitude; or, more practically, how does this attitude help the situation?

- The right attitude enables the right behaviors – behaviors of persistence, discipline and creativity.
- The right attitude enables right focus – staying on mentally target and alert for opportunities.
- The right attitude enables right results – it improves the likelihood of your success in reaching your goals.

Behaviors, focus and results. The right attitude can create all of them, both for ourselves and those we lead.

You know what the right attitude looks like (and you realize it is more than "just" positive mental attitude) as it relates to goal achievement, you may be wondering how do you create it? Another great question . . . here are some immediate steps –

1. Set the goal. This is the start. Before you can achieve a goal you must know what it is. This sets everything in motion. The size and nature of the goal will impact all three P's described above.
2. Involve those who will be achieving the goal. If you want others to believe in the goal, you must involve them as much as possible. The right attitude comes easier when participants own the goal.

3. Create greater belief. Remind people of past successes; reward and recognize small successes on the achievement path. As you do this you create a momentum effect and the greater belief buoys the attitude.
4. Get excited about the goal. Actually this is a misstatement. Don't focus on the goal itself, get yourself and others excited about the benefits that come from achieving the goal. When you know why you are doing the (hard) work of moving toward a goal, you are creating the right attitude.
5. Make the goals visual and vivid. Help people "see" the achievement of the goal. While this has already been mentioned, it is critical. Help your team make that picture as real as you can. Then, whenever possible, remind people of that vision.
6. Keep the goal in front of you at all times. Do you have a list of your goals that you read often? Do you have team goals "written down" or visually available to people in multiple places? Do you open team meetings by reminding people of the goals? When we are reminded of goals we are excited about achieving, it manages our attitude and keeps is "right."

Once you get the attitude right, you are fast-forwarding your progress towards achieving your goals!

10 simple habits to grow a Positive Attitude:

1. Keep a gratitude journal.

Sometimes one single event can ruin an entire day and an unpleasant interaction or experience at night can overshadow the enjoyable parts of our day. With this awareness that our mind tends to cling to the negative, we can intentionally focus on the good parts of our day to offset this imbalance. Try writing down 5 things that you feel grateful for every day and see how your attitude changes. Science has found that gratitude can significantly increase your happiness, and protect you from stress, negativity, anxiety and depression. Check out this list of 13 ways gratitude will significantly improve your life.

2. Reframe your challenges.

There are no dead ends, only re-directions. Although we might try, there are very few things in life that we have complete control over. We should not let uncontrollable occurrences from the outside turn our inner to mush. What we can control is the effort that we put in and when we give our full effort, there is no reason for regret. Have fun with challenges; embrace them as adventures instead of attempting to resist an experience for growth. "Sometimes you win and sometimes you learn." – Robert Kiyosaki

3. Get good at being rejected.

Rejection is a skill. Chalk every broken heart and failed job interview as practice because no one gets to slide through life without being rejected. Don't let it harden you and don't expect the worse. If you wait for bad things to happen, chances are it will or you'll narrow in on the bad in the midst of the many good things you've missed along the way. When there are cracks in your heart, they let the sun in.

4. Use positive words to describe your life.

The words that we use have a lot more power than we think. How you talk about your life is how your life will be. Your mind hears what you say. If you describe your life as boring, busy, mundane, chaotic, that is how you will perceive it and you will feel the effects in your body and mind. If you use the words simple, involved, familiar or lively, you will see your life in a whole different light and find more enjoyment in the way you chose to shape your life.

A study from US data suggests that having a positive attitude is not only has a direct effect on your happiness; it is also correlated with your earning wage.

5. Replace has with get.

Do you ever notice how many times we say that we have to do something? I have to go to work. I have to go grocery shopping. I have to pay my rent. Now change this one little word to get and see what happens. I get to go to work. I get to go grocery shopping. Even, I get to pay my rent. Your attitude quickly changes from needing to fulfill obligations to being grateful for the things that we become accustomed to having: a job to support you and your family, food on the table, and a roof over your head. Try to make this change when you are thinking to yourself and you may feel and appear happier and less stressed.

6. Don't let yourself get dragged into other people's complaints.

Your day was going pretty well and then you get to work and your co-worker can't stop complaining about the cold weather. You didn't really think about it before he/she brought it up and now you find yourself agreeing and joining in on the complaint-fest of how sick you are of this cold weather. In a month you'll be pulled into complaints about how it's too hot. Don't fall into the trap. A study done at the Warsaw School of Social Psychology shows that complaining leads to lower moods and negative emotions, decreased life satisfaction and optimism, and emotional and motivational deficits. You might

find that your co-worker will complain less without the validation of someone else having the same complaint.

7. Breathe.

Our breath is directly connected to our emotions. Have you noticed we hold our breath sometimes when we are concentrating on something? Can you feel your breath change when you are angry or anxious? Our breath changes depending on how we feel. The great news is that the connection goes the other way too. We can also change how we feel using our breath! Check out this info graphic on the scientific benefits of breathing.

8. Notice the righteous in times of tragedy.

It's hard to have hope and stay positive when hate and violence is all over the media. What we don't see as much is that in every instance of natural disasters, war, traumatic experience, you will find people rising up, reaching out to each other and showing raw compassion and love. Hold onto the stories of modern day heroes and selflessness in the times of fear and devastation.

9. Have solutions when pointing out problems.

Being positive doesn't mean that you have to be oblivious to problems. Positive people have constructive criticisms to improve conditions. If you are going to point out problems in people or situations, place just as much effort into suggesting solutions. Instead of pointing out all of the things that are wrong, offer ways to make it better.

10. Make someone else smile.

Who do you think about most of the time? If we answered honestly, most of us would say themselves. It's good to hold ourselves accountable, take responsibility for our life roles, hygiene, food, etc. but set a goal for each day to make someone else smile. Think about someone else's happiness and it will help us to realize our immense impact that our attitude and expression has on the people around us.

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CRITERION 1

CERTIFICATE COURSE

2019-2020

BASIC AND ADVANCED CONCEPT IN EVOLUTION OF INFORMATION TECHNOLOGY

Dr. MGR-JANAKI COLLEGE
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CIRCULAR

Dr. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN 11 & 13 Durgabai Deshmukh Road, Chennai – 600 028.		Certificate Course	
Document ID:	MJC/BCA/2019/CC 03	**Document Name:**	Certificate course Circular
Name of the Class Incharge:	J.FARHEEN		
Course:	BASIC AND ADVANCED CONCEPTS IN EVOLUTION OF TECHNOLOGY	**Department:**	COMPUTER APPLICATION
Batch:	2018-21	**Year/Sem:**	II/III

The certificate course for II BCA for the academic year 2018-21 will commence from 13/7/19,The classes will held on all Saturday's from 10 am to 12 noon.

S.No	Name of the members	Designation Type	Signature
1.	DR. R. MANIMEKALAI	Principal	
2.	MRS.N.S.KOTHAI	Head of the Department	
3.	MRS.RAMYA VASUDEVAN	Assistant Professor	
4.	MRS.M.HEMAVTHY	Assistant Professor	
5.	MRS.J.FARHEEN	Assistant Professor	
6.	MRS.S.SUSHMA	Assistant Professor	
7.	MRS.K.SHANTHI	Assistant Professor	
8.	PRIYA P	BCA	
9.	PRIYADHARSHINI S	BCA	
10	PRIYANKA BEHERA S	BCA	
11	RAJALAKSHMI S	BCA	
12	RAMYA G	BCA	
13	RENUKA VARSHINI R	BCA	
14	RESHMADEVI K	BCA	

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COURSE SPECIFICATION

1. DEPARTMENT : BCA

2. SUBJECT NAME : BASIC AND ADVANCED CONCEPTS IN EVALUTION OF TECHNOLOGY

3. SUBJECT CODE : MJC/BCA1/CC/2019-2020

4. AIM : The student who aspires a strong technical background when it comes to logical thinking will be benefitted by this course. This is one of the major pre requisites for any person who wants a career in IT industry.

5. OBJECTIVES:

- The student is given an exposure recruitment process of each step.
- Exposure to technical skills for IT industry.
- How different computer science streams integrate together and how the web applications evolve from the fundamentals covered in syllabus.
- To put to use reasoning, algorithms building and trouble shooting skills.
- This course with the combinations of its content is available now where.

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SYLLABUS

BASIC AND ADVANCED CONCEPTS IN EVOLUTION OF TECHNOLOGY

UNIT 1

Basic terminologies from nibble to extra byte, hardware – latest input, output, storage devices and processors, software- system software – compilers, interpreters, editors, operating systems–computer and mobile, application software – from word to WhatsApp, Programming languages–assembly to -fifth generation languages.

UNIT 2

Big data, Data mining, Data analytics, internet of things, Artificial Intelligence, Neural networks, Machine learning, Fuzzy Logic, E-Commerce.

UNIT 3

Networks- Parallel, Distributed, Cloud, fog , Green , nano, High performance and Mobile computing. Network security – encryption and decryption.

UNIT 4

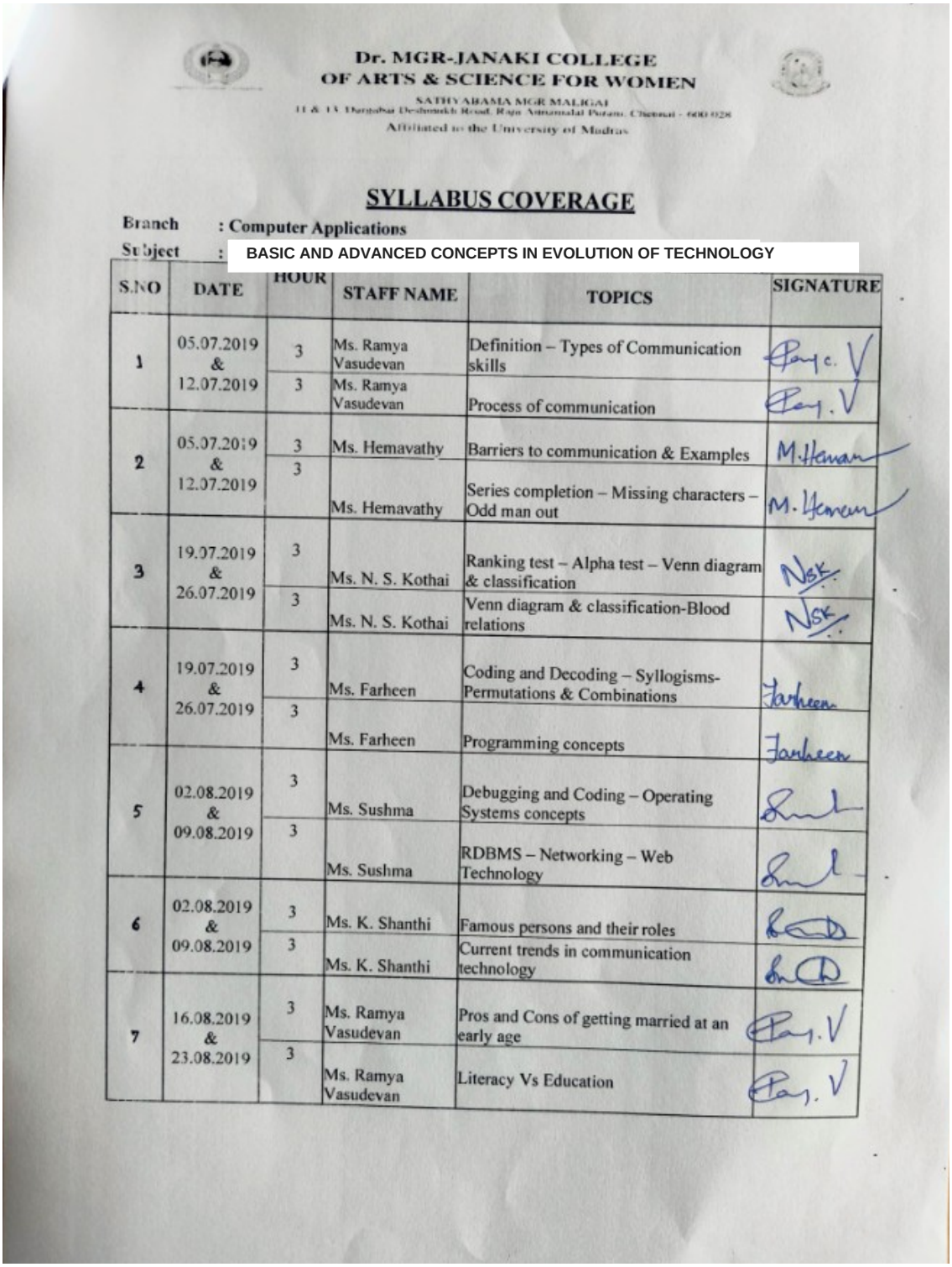
Multimedia, animation, Virtual reality, Pattern and voice recognition, Embedded systems, Sensor Technology.

UNIT 5

Group Discussion on various IT topics – Pros and Cons, Case studies on different Operating systems, and processors

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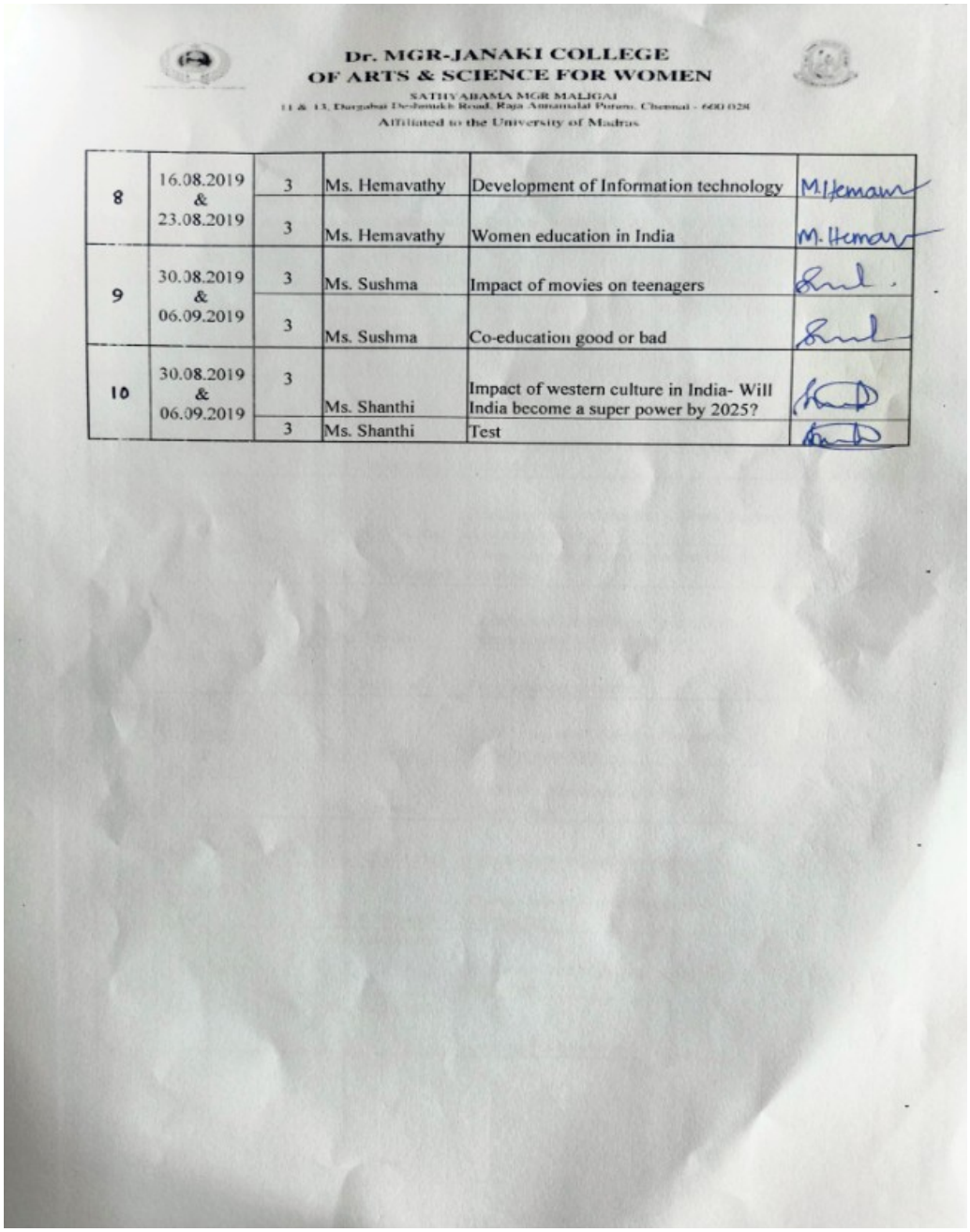
SYLLABUS COVERAGE

Branch : Computer Applications
Subject : BASIC AND ADVANCED CONCEPTS IN EVOLUTION OF TECHNOLOGY

S.NO	DATE	HOUR	STAFF NAME	TOPICS	SIGNATURE
1	05.07.2019 & 12.07.2019	3	Ms. Ramya Vasudevan	Definition – Types of Communication skills	
		3	Ms. Ramya Vasudevan	Process of communication	
2	05.07.2019 & 12.07.2019	3	Ms. Hemavathy	Barriers to communication & Examples	M. Hemavathy
		3	Ms. Hemavathy	Series completion – Missing characters – Odd man out	M. Hemavathy
3	19.07.2019 & 26.07.2019	3	Ms. N. S. Kothai	Ranking test – Alpha test – Venn diagram & classification	NSK
		3	Ms. N. S. Kothai	Venn diagram & classification-Blood relations	NSK
4	19.07.2019 & 26.07.2019	3	Ms. Farheen	Coding and Decoding – Syllogisms-Permutations & Combinations	Farheen
		3	Ms. Farheen	Programming concepts	Farheen
5	02.08.2019 & 09.08.2019	3	Ms. Sushma	Debugging and Coding – Operating Systems concepts	
		3	Ms. Sushma	RDBMS – Networking – Web Technology	
6	02.08.2019 & 09.08.2019	3	Ms. K. Shanthi	Famous persons and their roles	
		3	Ms. K. Shanthi	Current trends in communication technology	
7	16.08.2019 & 23.08.2019	3	Ms. Ramya Vasudevan	Pros and Cons of getting married at an early age	
		3	Ms. Ramya Vasudevan	Literacy Vs Education	

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8	16.08.2019 & 23.08.2019	3	Ms. Hemavathy	Development of Information technology	M.Hemav
		3	Ms. Hemavathy	Women education in India	M. Hemav
9	30.08.2019 & 06.09.2019	3	Ms. Sushma	Impact of movies on teenagers	
		3	Ms. Sushma	Co-education good or bad	
10	30.08.2019 & 06.09.2019	3	Ms. Shanthi	Impact of western culture in India- Will India become a super power by 2025?	
		3	Ms. Shanthi	Test	

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NAMELIST

S.NO	REG.NO	NAME
1	211802734	AARTHI A
2	211802735	ABIRAMI M
3	211802736	ANITHA D
4	211802737	ANNAPOORANI H
5	211802738	ANUSHA K
6	211802739	BARANIKA L
7	211802740	BHAVANI R
8	211802741	BHAVANI S
9	211802742	CHARUMATHI B
10	211802743	DIVYA M
11	211802744	DIVYA V
12	211802745	GAYATHERI E
13	211802746	GOMATHI PRIYA B
14	211802747	HAJIRA BANU N
15	211802748	HARINI K
16	211802749	HEMALATHA K
17	211802750	HEMALATHA R
18	211802751	JANANI J
19	211802752	JAYASHRI K
20	211802753	JOTHIGA S
21	211802754	KALAIYARASI K
22	211802755	KAMINI V
23	211802756	KAUSALYA K
24	211802757	KAVISELVI P
25	211802758	KAVIYA DHARSHINI A
26	211802759	KAVYA M
27	211802760	KIRTHIGA M
28	211802761	KIRTHIGA V
29	211802762	KOUSALYA R
30	211802763	LAVANYA D
31	211802764	LAVANYA M
32	211802765	MADHU PRIYA S
33	211802766	MAHA LAKSHMI S
34	211802767	MAHALAKSHMI A
35	211802768	MANJU PREETHIKA K R
36	211802769	MOHANA V

37	211802770	MONIKA J
38	211802771	MUTHU MAHALAKSHMI M
39	211802772	MYTHRA N
40	211802773	NIVETHA T
41	211802774	PAPPU VARSHA M
42	211802775	PAUSTINA SOFIA MARY S
43	211802776	PAVITHRA M
44	211802777	PAVITHRA S P
45	211802778	POOJA D
46	211802779	PRADHIBHA R
47	211802780	PREETHA M
48	211802781	PREETHA R
49	211802782	PREETHI S
50	211802783	PRIYA.P
51	211802784	PRIYADHARSHINI S
52	211802785	PRIYANKA BEHERA S
53	211802786	RAJALAKSHMI S
54	211802787	RAMYA G
55	211802788	RENUKA VARSHINI R
56	211802789	RESHMADEVI K
57	211802790	ROSHINI P
58	211802791	SANDHIYA D
59	211802792	SANDHIYA M
60	211802793	SANGEETHA M
61	211802794	SANGEETHA S
62	211802795	SANGEETHA V
63	211802796	SANGEETHA V
64	211802797	SHAKTHI K
65	211802798	SHALINI R
66	211802799	SHARMANI K
67	211802800	SNEHA D
68	211802801	SNEHA R
69	211802802	SNEHA S R
70	211802803	SOPHIA G
71	211802804	SOWMIYA S
72	211802805	SRIDEVI P
73	211802806	SRILEKHA B
74	211802807	SUBALAKSHMI K
75	211802808	SUBBALAKSHMI R
76	211802809	SUBIKSHALAKSHMI P
77	211802810	SUMITHRA S
78	211802811	SUWETHA K
79	211802812	SWETHA T
80	211802813	UMA MAHESWARI P

81	211802814	VARSHA R
82	211802815	VIDHYA M
83	211802816	VIDYA S
84	211802817	YAMINI G
85	211802818	YAMINI P
86	211802819	YOGA PREETHA V
87	211802820	YOGA PRIYA V
88	211802821	YOGESHWARI G
89	211802822	YUGARAKSHINI U
90	211802823	HEMA R
91	211802824	REETHA DEVI B
92	211802825	DEEPIKA K
93	211802826	HARI PRIYA V
94	211802827	HARIKA R
95	211802828	JAYASRI D
96	211802829	LAKSHMI GITA S
97	211802830	PREETHI Y K
98	211802831	ROSHINI T V
99	211802832	VINODHINI S

TIME TABLE- CERTIFICATE COURSE

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DATE	TIMING	STAFF NAME
05.07.2019	10.00 am-01.00 pm	Ms. RAMYA VASUDEVAN
05.07.2019	10.00 am-01.00 pm	Ms. HEMAVATHY
12.07.2019	10.00 am-01.00 pm	Ms. RAMYA VASUDEVAN
12.07.2019	10.00 am-01.00 pm	Ms. HEMAVATHY
19.07.2019	10.00 am-01.00 pm	Ms. N. S. KOTHAI
19.07.2019	10.00 am-01.00 pm	Ms. FARHEEN
26.07.2019	10.00 am-01.00 pm	Ms. N. S. KOTHAI
26.07.2019	10.00 am-01.00 pm	Ms. FARHEEN
02.08.2019	10.00 am-01.00 pm	Ms. S. SUSHMA
02.08.2019	10.00 am-01.00 pm	Ms. K. SHANTHI
09.08.2019	10.00 am-01.00 pm	Ms. S. SUSHMA
09.08.2019	10.00 am-01.00 pm	Ms. K. SHANTHI
16.08.2019	10.00 am-01.00 pm	Ms. RAMYA VASUDEVAN
16.08.2019	10.00 am-01.00 pm	Ms. HEMAVATHY
23.08.2019	10.00 am-01.00 pm	Ms. RAMYA VASUDEVAN
23.08.2019	10.00 am-01.00 pm	Ms. HEMAVATHY
30.08.2019	10.00 am-01.00 pm	Ms. SUSHMA
30.08.2019	10.00 am-01.00 pm	Ms. HEMAVATHY
06.09.2019	10.00 am-01.00 pm	Ms. SUSHMA
06.09.2019	10.00 am-01.00 pm	Ms. K. SHANTHI

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DEPARTMENT - BCA (Computer Application)

CERTIFICATE COURSE-BASIC AND ADVANCED CONCEPTS IN EVOLUTION OF TECHNOLOGY

BATCH 2018-2021

SUBJECT CODE - MJC/BCA1/CC/2019-20

NO OF HOURS: 3 HOURS (THREE HOURS EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10
			05.07.19	12.07.19	19.07.19	26.07.19	02.08.19	09.08.19	16.08.19	23.08.19	30.08.19	06.09.19
1	211802734	AARTHI A	X	X	X	X	X	X	X	X	X	X
2	211802735	ABIRAMI M	X	X	X	X	a	X	X	X	X	X
3	211802736	ANITHA D	X	X	X	X	X	X	X	X	X	X
4	211802737	ANNAPOORANI H	X	X	X	X	X	X	X	X	X	X
5	211802738	ANUSHA K	X	X	X	X	X	X	a	X	X	X
6	211802739	BARANIKA L	X	X	X	X	X	X	X	X	X	X
7	211802740	BHAVANI R	X	X	X	X	X	X	X	X	X	X
8	211802741	BHAVANI S	X	X	X	X	X	X	X	X	X	X
9	211802742	CHARUMATHI B	X	X	X	X	X	X	X	X	X	X
10	211802743	DIVYA M	X	X	X	X	X	X	X	X	X	X
11	211802744	DIVYA V	X	X	X	X	X	X	X	X	X	X
12	211802745	GAYATHERI E	X	X	X	X	X	X	X	X	X	X

13	211802746	GOMATHI PRIYA B	X	X	X	X	X	X	X	X	X	X
14	211802747	HAJIRA BANU N	a	X	X	X	X	X	X	X	X	X
15	211802748	HARINI K	X	X	X	X	X	X	a	X	X	X
16	211802749	HEMALATHA K	X	X	X	X	X	X	X	X	X	a
17	211802750	HEMALATHA R	X	X	X	X	X	X	X	X	a	X
18	211802751	JANANI J	X	X	X	X	X	X	X	X	X	X
19	211802752	JAYASHRI K	X	X	X	X	X	X	X	X	X	X
20	211802753	JOTHIGA S	X	X	X	X	X	X	X	X	X	X
21	211802754	KALAIYARASI K	X	X	X	X	a	X	X	a	X	X
22	211802755	KAMINI V	X	X	X	X	X	X	X	X	X	X
23	211802756	KAUSALYA K	X	X	X	X	X	X	X	X	X	X
24	211802757	KAVISELVI P	X	X	X	X	X	X	X	X	X	X
25	211802758	KAVIYA DHARSHINI A	X	a	X	X	X	X	X	X	X	X
26	211802759	KAVYA M	X	X	X	X	X	X	X	X	X	X
27	211802760	KIRTHIGA M	X	X	X	X	X	X	X	X	a	X
28	211802761	KIRTHIGA V	X	X	X	X	X	X	X	X	X	X
29	211802762	KOUSALYA R	X	X	X	X	X	a	a	X	X	X
30	211802763	LAVANYA D	X	X	X	X	X	X	X	X	X	X
31	211802764	LAVANYA M	X	X	X	X	X	X	X	X	X	X
32	211802765	MADHU PRIYA S	X	X	X	X	X	X	X	X	X	a
33	211802766	MAHA LAKSHMI S	X	X	X	X	X	X	X	X	X	X
34	211802767	MAHALAKSHMI A	X	X	X	X	X	X	X	X	X	X

35	211802768	MANJU PREETHIKA K R	X	X	X	X	X	X	X	X	X	X
36	211802769	MOHANA V	X	X	X	X	X	X	X	X	X	X
37	211802770	MONIKA J	-X	X	X	X	X	X	X	X	X	X
38	211802771	MUTHU MAHALAKSHMI M	X	X	X	X	X	X	X	X	X	a
39	211802772	MYTHRA N	X	X	X	X	X	X	X	X	X	X
40	211802773	NIVETHA T	X	a	X	X	X	X	X	X	X	X
41	211802774	PAPPU VARSHA M	X	X	X	X	X	X	X	X	X	X
42	211802775	PAUSTINA SOFIA MARY S	X	X	X	X	X	X	X	X	X	X
43	211802776	PAVITHRA M	X	X	X	X	X	X	X	a	X	X
44	211802777	PAVITHRA S P	a	X	X	X	X	X	X	X	X	X
45	211802778	POOJA D	X	X	X	X	X	X	X	X	X	X
46	211802779	PRADHIBHA R	X	X	X	X	X	X	X	X	X	X
47	211802780	PREETHA M	X	X	X	X	X	X	X	X	X	X
48	211802781	PREETHA R	X	X	X	X	X	X	X	X	X	X
49	211802782	PREETHI S	X	X	X	X	X	X	X	X	X	X
50	211802783	PRIYA.P	X	X	X	X	X	X	X	X	X	a
51	211802784	PRIYADHARSHINI S	X	X	a	a	X	a	X	X	X	X
52	211802785	PRIYANKA BEHERA S	X	a	X	X	X	X	X	X	X	X
53	211802786	RAJALAKSHMI S	X	X	X	X	X	X	X	X	X	X
54	211802787	RAMYA G	X	X	X	X	X	X	a	X	X	X
55	211802788	RENUKA VARSHINI R	a	X	X	X	X	X	X	X	X	X

56	211802789	RESHMADEVI K	X	X	X	X	X	X	X	X	X	X
57	211802790	ROSHINI P	X	X	X	X	X	X	X	X	a	a
58	211802791	SANDHIYA D	X	a	X	X	X	X	X	X	X	X
59	211802792	SANDHIYA M	X	X	X	X	X	X	X	X	X	X
60	211802793	SANGEETHA M	X	X	X	X	X	X	X	X	X	X
61	211802794	SANGEETHA S	X	a	X	X	X	X	X	X	X	X
62	211802795	SANGEETHA V	X	X	X	X	X	X	X	X	X	X
63	211802796	SANGEETHA V	X	X	X	X	X	X	X	X	X	X
64	211802797	SHAKTHI K	X	X	X	X	X	X	X	X	X	X
65	211802798	SHALINI R	X	X	X	X	X	X	X	X	X	X
66	211802799	SHARMANI K	X	X	a	X	X	X	X	X	X	X
67	211802800	SNEHA D	X	X	X	X	X	X	X	X	a	X
68	211802801	SNEHA R	X	X	X	X	X	X	X	X	X	X
69	211802802	SNEHA S R	X	X	X	X	X	X	X	X	X	X
70	211802803	SOPHIA G	X	X	X	X	X	X	X	X	X	X
71	211802804	SOWMIYA S	X	X	X	X	X	X	X	X	X	X
72	211802805	SRIDEVI P	X	X	X	X	X	X	X	X	X	X
73	211802806	SRILEKHA B	X	a	X	X	X	X	a	X	X	a
74	211802807	SUBALAKSHMI K	X	X	X	X	X	X	X	X	X	X
75	211802808	SUBBALAKSHMI R	X	X	X	X	X	X	X	X	X	X
76	211802809	SUBIKSHALAKSHMI P	X	X	X	X	X	X	X	X	X	X
77	211802810	SUMITHRA S	X	X	X	X	X	X	X	X	X	X

78	211802811	SUWETHA K	X	X	X	X	X	X	X	X	X	X
79	211802812	SWETHA T	X	X	X	X	X	X	X	X	X	X
80	211802813	UMA MAHESWARI P	X	X	X	X	X	X	X	X	X	X
81	211802814	VARSHA R	X	X	X	X	X	X	X	X	X	X
82	211802815	VIDHYA M	X	X	X	X	X	X	X	X	X	X
83	211802816	VIDYA S	X	X	X	X	X	X	X	X	X	X
84	211802817	YAMINI G	X	X	X	X	X	X	X	X	X	X
85	211802818	YAMINI P	X	X	X	X	X	X	X	X	X	X
86	211802819	YOGA PREETHA V	X	X	X	X	X	X	X	X	X	X
87	211802820	YOGA PRIYA V	X	X	X	X	X	X	X	X	X	X
88	211802821	YOGESHWARI G	X	X	X	X	X	X	X	X	X	X
89	211802822	YUGARAKSHINI U	X	X	X	X	X	X	X	X	X	X
90	211802823	HEMA R	X	X	X	X	X	X	X	X	X	X
91	211802824	REETHA DEVI B	X	X	X	X	X	X	X	X	X	X
92	211802825	DEEPIKA K	X	X	X	X	X	X	X	X	X	X
93	211802826	HARI PRIYA V	X	X	X	X	X	X	X	X	X	X
94	211802827	HARIKA R	X	X	X	X	X	X	X	X	X	X
95	211802828	JAYASRI D	X	X	X	X	X	X	X	X	X	X
96	211802829	LAKSHMI GITA S	X	X	X	X	X	X	X	X	X	X
97	211802830	PREETHI Y K	X	X	X	X	X	X	X	X	X	X
98	211802831	ROSHINI T V	X	X	X	X	X	X	X	X	X	X
99	211802832	VINODHINI S	X	X	X	X	X	X	X	X	X	X

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CERTIFICATE COURSE QUESTION PAPER-MCQ TYPE

1. Email *

Untitled section

2. NAME *
3. REGISTER NUMBER *
4. SECTION *

Mark only one oval.

A SECTION B SECTION

5. Which of the following is the smallest unit of data in a computer? *

2 points

Mark only one oval.

- Bit
- KB
- Nibble
- Byte

6. The combination of text, graphics art, sound, animation and video delivered by computer or other electronic devices is called :

2 points

Mark only one oval.

- Multimedia
- Hyper media
- Visual media
- None

7. Computer system of a parallel computer is capable of *

2 points

Mark only one oval.

- Parallel computing
- Decentralized computing
- Centralized computing
- Distributed computing

8.According to analysts, for what can traditional IT systems provide a foundation when they're integrated with big data technologies like Hadoop?

2 points

Mark only one oval.

- Big data management and data mining
- Data warehousing and business intelligence
- Management of Hadoop clusters
- Collecting and storing unstructured data

9.What is Artificial Intelligence? *

2 points
Mark only one oval.

- Artificial Intelligence is a field that aims to make humans more intelligent
- Artificial Intelligence is a field that aims to improve the security
- Artificial Intelligence is a field that aims to develop intelligent machines
- Artificial Intelligence is a field that aims to mine the data

10.The time required to complete execution of an object *

2 points
Mark only one oval.

- Combination time
- Run time
- Process time
- Clock time

11. A type of VR environment in which subjects are visually isolated from the real environment.

2 points

Mark only one oval.

- Immersive
- Semi immersive
- Non immersive
- Augmented

12. Which one of the following errors will be handle by the operating system?

2 points
Mark only one oval.

- lack of paper in printer
- connection failure in the network
- power failure
- all of the mentioned

13. Fog computing can be perceived in _____ and *

2 points
Mark only one oval.

- Big data and Cloud systems
- Big data and IoT
- Cloud systems and IoT
- Big data, Cloud systems and IoT

14.What is KDD in data mining? *

2 points

Mark only one oval.

- Knowledge Discovery Database
- Knowledge Discovery Data
- Knowledge Data definition
- Knowledge data house

15.What is an activation value in neural network? *

2 points

Mark only one oval.

- weighted sum of inputs
- threshold value
- main input to neuron
- none of the mentioned

16.CPU scheduling is the basis of *

2 points
Mark only one oval.

- multiprogramming operating systems
- larger memory sized systems
- multiprocessor systems
- none of the mentioned

17.What kind of signal is used in voice recognition? *

2 points

Mark only one oval.

- Electromagnetic signal
- Electric signal

- Acoustic signal
- Radar

18.What does HPFS stand for? *

2 points

Mark only one oval.

- high performance file system
- high periodic file system
- high peripheral file system
- horse power file system

19.Which of the following is a type of wireless communication? *

2 points

Mark only one oval.

- LAN
- WAN
- PAN
- All of the mentioned

20._____are used when you want to visually examine the relationship between two quantitative variables.

2 points

Mark only one oval.

- Bar graph
- pie graph
- line graph
- Scatterplot

21.What is Machine learning? *

2 points

Mark only one oval.

- The autonomous acquisition of knowledge through the use of computer programs
- The autonomous acquisition of knowledge through the use of manual programs
- The selective acquisition of knowledge through the use of computer programs
- The selective acquisition of knowledge through the use of manual programs

22.Which of the following is not the section break option *

2 points

Mark only one oval.

- Next Page
- Previous Page
- Odd Page
- Even Page

23. CISC stands for *

2 points

Mark only one oval.

- Complex Information Sensed CPU
- Complex Instruction Set Computer
- Complex Intelligence Sensed CPU
- Complex Instruction Set CPU

24.Which is not an objective of network security? *

2 points

Mark only one oval.

- Identification
- Authentication
- Access control
- Lock

25.What is the full form of IoT? *

2 points

Mark only one oval.

- Internet of Technology
- Incorporate of Things
- Internet of Things
- Incorporate of Technology

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MARKLIST

S.NO	REG.NO	NAME	MARKS
1	211802734	AARTHI A	46

2	211802735	ABIRAMI M	47
3	211802736	ANITHA D	48
4	211802737	ANNAPOORANI H	49
5	211802738	ANUSHA K	49
6	211802739	BARANIKA L	48
7	211802740	BHAVANI R	47
8	211802741	BHAVANI S	43
9	211802742	CHARUMATHI B	46
10	211802743	DIVYA M	47
11	211802744	DIVYA V	48
12	211802745	GAYATHERI E	49
13	211802746	GOMATHI PRIYA B	49
14	211802747	HAJIRA BANU N	48
15	211802748	HARINI K	47
16	211802749	HEMALATHA K	43
17	211802750	HEMALATHA R	46
18	211802751	JANANI J	47
19	211802752	JAYASHRI K	48
20	211802753	JOTHIGA S	49
21	211802754	KALAIYARASI K	49
22	211802755	KAMINI V	48
23	211802756	KAUSALYA K	47
24	211802757	KAVISELVI P	43
25	211802758	KAVIYA DHARSHINI A	50
26	211802759	KAVYA M	50
27	211802760	KIRTHIGA M	48
28	211802761	KIRTHIGA V	46
29	211802762	KOUSALYA R	47
30	211802763	LAVANYA D	48
31	211802764	LAVANYA M	49
32	211802765	MADHU PRIYA S	49
33	211802766	MAHA LAKSHMI S	48
34	211802767	MAHALAKSHMI A	47
35	211802768	MANJU PREETHIKA K R	43
36	211802769	MOHANA V	48
37	211802770	MONIKA J	49
38	211802771	MUTHU MAHALAKSHMI M	49
39	211802772	MYTHRA N	48
40	211802773	NIVETHA T	47
41	211802774	PAPPU VARSHA M	43
42	211802775	PAUSTINA SOFIA MARY S	50
43	211802776	PAVITHRA M	50
44	211802777	PAVITHRA S P	43
45	211802778	POOJA D	50
46	211802779	PRADHIBHA R	50
47	211802780	PREETHA M	48

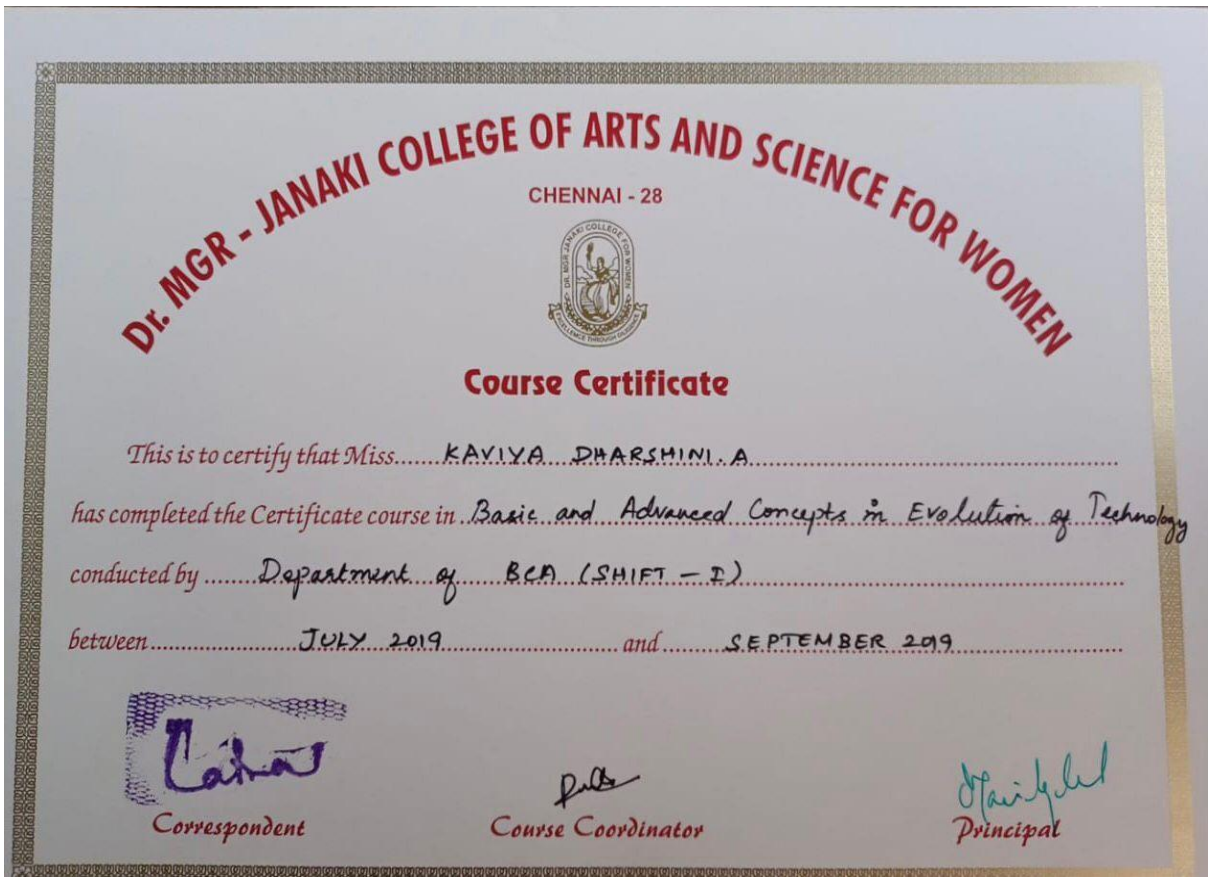
48	211802781	PREETHA R	47
49	211802782	PREETHI S	43
50	211802783	PRIYA.P	50
51	211802784	PRIYADHARSHINI S	50
52	211802785	PRIYANKA BEHERA S	43
53	211802786	RAJALAKSHMI S	50
54	211802787	RAMYA G	48
55	211802788	RENUKA VARSHINI R	47
56	211802789	RESHMADEVI K	43
57	211802790	ROSHINI P	50
58	211802791	SANDHIYA D	50
59	211802792	SANDHIYA M	43
60	211802793	SANGEETHA M	50
61	211802794	SANGEETHA S	48
62	211802795	SANGEETHA V	47
63	211802796	SANGEETHA V	43
64	211802797	SHAKTHI K	50
65	211802798	SHALINI R	50
66	211802799	SHARMANI K	43
67	211802800	SNEHA D	50
68	211802801	SNEHA R	48
69	211802802	SNEHA S R	47
70	211802803	SOPHIA G	43
71	211802804	SOWMIYA S	50
72	211802805	SRIDEVI P	50
73	211802806	SRILEKHA B	43
74	211802807	SUBALAKSHMI K	50
75	211802808	SUBBALAKSHMI R	48
76	211802809	SUBIKSHALAKSHMI P	47
77	211802810	SUMITHRA S	43
78	211802811	SUWETHA K	50
79	211802812	SWETHA T	50
80	211802813	UMA MAHESWARI P	43
81	211802814	VARSHA R	50
82	211802815	VIDHYA M	48
83	211802816	VIDYA S	47
84	211802817	YAMINI G	43
85	211802818	YAMINI P	50
86	211802819	YOGA PREETHA V	50
87	211802820	YOGA PRIYA V	43
88	211802821	YOGESHWARI G	50
89	211802822	YUGARAKSHINI U	48
90	211802823	HEMA R	47
91	211802824	REETHA DEVI B	43
92	211802825	DEEPIKA K	50

93	211802826	HARI PRIYA V	50
94	211802827	HARIKA R	43
95	211802828	JAYASRI D	50
96	211802829	LAKSHMI GITA S	48
97	211802830	PREETHI Y K	47
98	211802831	ROSHINI T V	43
99	211802832	VINODHINI S	50

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
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Affiliated to the University of Madras



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. KAVIYA DHARSHINI. A

has completed the Certificate course in Basic and Advanced Concepts in Evolution of Technology

conducted by Department of BCA (SHIFT – I)

between JULY 2019 and SEPTEMBER 2019

Correspondent

Course Coordinator

Principal

Dr. MGR-JANAKI COLLEGE
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NOTES

UNIT 1

BASIC TERMINOLIGIES FROM NIBBLE TO EXA BYTE

Bit A bit is a value of either a 1 or 0 (on or off). Nibble A Nibble is 4 bits. Byte Today, a Byte is 8 bits.

· 1 character, e.g. "a", is one byte. Kilobyte (KB) A Kilobyte is 1,024 bytes

. · 2 or 3 paragraphs of text. Megabyte (MB) A Megabyte is 1,048,576 bytes or 1,024 Kilobytes

· 873 pages of plaintext (1,200 characters)

· 4 books (200 pages or 240,000 characters) Gigabyte (GB) A Gigabyte is 1,073,741,824 (230) bytes. 1,024 Megabytes, or 1,048,576 Kilobytes.

· 894,784 pages of plaintext (1,200 characters)

· 4,473 books (200 pages or 240,000 characters)

· 640 web pages (with 1.6MB average file size)

· 341 digital pictures (with 3MB average file size)

· 256 MP3 audio files (with 4MB average file size)

· 1 650MB CD Terabyte (TB) A Terabyte is 1,099,511,627,776 (240) bytes, 1,024 Gigabytes, or 1,048,576 Megabytes.

· 916,259,689 pages of plaintext (1,200 characters)

· 4,581,298 books (200 pages or 240,000 characters)

· 655,360 web pages (with 1.6MB average file size)

· 349,525 digital pictures (with 3MB average file size)

· 262,144 MP3 audio files (with 4MB average file size)

· 1,613 650MB CD's

· 233 4.38GB DVD's

· 40 25GB Blu-ray discs Petabyte (PB) A Petabyte is 1,125,899,906,842,624 (250) bytes, 1,024 Terabytes, 1,048,576 Gigabytes, or 1,073,741,824 Megabytes.

· 938,249,922,368 pages of plaintext (1,200 characters)

· 4,691,249,611 books (200 pages or 240,000 characters)

· 671,088,640 web pages (with 1.6MB average file size)

· 357,913,941 digital pictures (with 3MB average file size)

· 268,435,456 MP3 audio files (with 4MB average file size)

· 1,651,910 650MB CD's · 239,400 4.38GB DVD's

· 41,943 25GB Blu-ray discs Exabyte (EB) An Exabyte is 1,152,921,504,606,846,976 (260) bytes, 1,024 Petabytes, 1,048,576 Terabytes, 1,073,741,824 Gigabytes, or 1,099,511,627,776 Megabytes.

· 960,767,920,505,705 pages of plaintext (1,200 characters)

· 4,803,839,602,528 books (200 pages or 240,000 characters)

· 687,194,767,360 web pages (with 1.6MB average file size) · 366,503,875,925 digital pictures (with 3MB average file size) · 274,877,906,944 MP3 audio files (with 4MB average file size)

· 1,691,556,350 650MB CD's · 245,146,535 4.38GB DVD's · 42,949,672 25GB Blu-ray discs Zettabyte (ZB) A Zettabyte is 1,180,591,620,717,411,303,424 (270) bytes, 1,024 Exabytes, 1,048,576 Petabytes, 1,073,741,824 Terabytes, 1,099,511,627,776 Gigabytes, or 1,125,899,910,000,000 Megabytes.

· 983,826,350,597,842,752 pages of plaintext (1,200 characters)

· 4,919,131,752,989,213 books (200 pages or 240,000 characters)

· 703,687,443,750,000 web pages (with 1.6MB average file size)

· 375,299,970,000,000 digital pictures (with 3MB average file size)

· 281,474,977,500,000 MP3 audio files (with 4MB average file size) · 1,732,153,707,691 650MB CD's · 251,030,052,003 4.38GB DVD's

· 43,980,465,111 25GB Blu-ray discs Yottabyte (YB) A Yottabyte is 1,208,925,819,614,629,174,706,176 (280) bytes, 1,024 Zettabytes, 1,048,576 Exabytes, 1,073,741,824 Petabytes, 1,099,511,627,776 Terabytes, 1,125,899,910,000,000 Gigabytes, or 1,152,921,500,000,000,000 Megabytes.

· 1,007,438,183,012,190,978,921 pages of plaintext (1,200 characters)

· 5,037,190,915,060,954,894 books (200 pages or 240,000 characters) · 720,575,937,500,000,000 web pages (with 1.6MB average file size)

· 384,307,166,666,666,666 digital pictures (with 3MB average file size)

· 288,230,375,000,000,000 MP3 audio files (with 4MB average file size)

· 1,773,725,384,615,384 650MB CD's · 257,054,773,251,740 4.38GB DVD's

· 45,035,996,273,704 25GB Blu-ray discs

HARDWARE

I/O DEVICES

Input Devices:

a) Graphics Tablets
b) Cameras
c) Video Capture Hardware
d) Trackballs
e) Barcode reader
f) Digital camera
g) Gamepad
h) Joystick
i) Keyboard
j) Microphone
k) MIDI keyboard
l) Mouse (pointing device)
m) Scanner
n) Webcam
o) Touchpads
p) Pen Input
q) Electronic Whiteboard
r) OMR
s) OCR
t) Punch card reader

Microprocessor	Year of Invention	Word Length	Memory addressing Capacity	Pins	Clock	Remarks
4004	1971	4-bit	1 KB	16	750 KHz	First Microprocessor
8085	1976	8-bit	64 KB	40	3-6 MHz	Popular 8-bit Microprocessor
8086	1978	16-bit	1MB	40	5-8 MHz	Widely used in PC/XT
80286	1982	16-bit	16MB real, 4 GB virtual	68	6-12.5 MHz	Widely used in PC/AT

80386	1985	32-bit	4GB real, 64TB virtual	132 14X14 PGA	20-33 MHz	Contains MMU on chip
80486	1989	32-bit	4GB real, 64TB virtual	168 17X17 PGA	25-100 MHz	Contains MMU, cache and FPU, 1.2 million transistors
Pentium	1993	32-bit	4GB real,32-bit address,64-bit data bus	237 PGA	60-200	Contains 2 ALUs,2 Caches, FPU, 3.3 Million transistors, 3.3 V, 7.5 million transistors
Pentium Pro	1995	32-bit	64GB real, 36-bit address bus	387 PGA	150-200 MHz	It is a data flow processor. It contains second level cache also,3.3 V
Pentium II	1997	32-bit	-	-	233-400 MHz	All features Pentium pro plus MMX technology,3.3 V, 7.5 million transistors
Pentium III	1999	32-bit	64GB	370 PGA	600-1.3 MHz	Improved version of Pentium II; 70 new SIMD instructions
Pentium 4	2000	32-bit	64GB	423 PGA	600-1.3 GHz	Improved version of Pentium III

Itanium	2001	64-bit	64 address lines	423 PGA	733 MHz-1.3 GHz	64-bit EPIC Processor

u)MICR (Magnetic Ink character reader)

v) Magnetic Tape Drive

OUTPUT DEVICES:

1. Monitor (LED, LCD, CRT etc)
2. Printers (all types)
3. Plotters
4. Projector
5. LCD Projection Panels
6. Computer Output Microfilm (COM)
7. Speaker(s)
8. Head Phone
9. Visual Display Unit
10. Film Recorder
11. Microfiche

Both Input–OutPut Devices:

1. Modems
2. Network cards
3. Touch Screen

4. Headsets (Headset consists of Speakers and Microphone.

Speaker act Output Device and Microphone act as Input

device)

5. Facsimile (FAX) (It has scanner to scan the document and also

have printer to Print the document)

6.Audio Cards / Sound Card

MICRO PROCESSOR

Important Intel Microprocessors

Where,

- **PGA** - Pin Grid Array
- **MMX** - MultiMedia eXtensions
- **EPIC** - Explicitly Parallel Instruction Computing
- **SIMD** - Single Instruction Multiple Data
- **ALU** - Arithmetic and Logic Unit
- **MMU** - Memory Management Unit
- **FPU** - Floating Point Unit

SOFTWARE

What is software?

Software is the collection of data, programs, procedures, routines and instructions that tell a computer or electronic device how to run, work and execute specific tasks. This is in contrast to hardware, which is the physical system and components that perform the work.

Types of Software

Software can take the form of one line of code or, like Microsoft's Windows operating system, span into millions.

Software also works with other software to join as a cohesive system. Your smartphone is a collection of thousands of software components designed to work together.

Code languages and styles vary in size and scope. The software used to work a modern microwave is very different from the code that runs an Apple Mac.

The remainder of this article helps to explain the different types of software including:

- Application Software
- System Software
- Firmware
- Programming Software
- Driver Software
- Freeware
- Shareware
- Open Source Software
- Closed Source Software

- Utility Software

SYSTEM SOFTWARE – COMPILER , INTERPRETER, EDITORS, OPERATING SYSTEM.

PROGRAMMING LANGUAGES

Top Computer Programming Languages
The below table enlists the top Computer Programming Languages and their applications in real life.

Programming Language	Popularity	Practical Applications of Languages
Java	1	Desktop GUI application (AWT or Swing api), Applets, online shopping sites, internet banking, jar files for secured file handling, enterprise applications, mobile applications, gaming software.
C	2	Operating Systems, Embedded systems, Database management systems, Compiler, gaming and animation.
Python	3	Machine learning, Artificial Intelligence, Data analysis, face detection and image recognition Software.
C++	4	Banking and trading enterprise software, virtual machines and compilers.
Visual Basic .NET	5	Windows services, controls, control libraries, Web applications, Web services.
C#	6	Desktop applications like a file explorer, Microsoft office applications like Word, Excel , Web browsers, Adobe Photoshop.
JavaScript	7	Client side and server side validations, DOM handling, developing web elements using jQuery (JS library).
PHP	8	Static and dynamic websites and applications, Server side scripting.
SQL	9	Querying database, CRUD operations in database programming, creating a stored procedure, triggers, database management.
Objective – C	10	Apple’s OS X, iOS operating system and APIs, Cocoa and Cocoa Touch.

ASSESMBLY TO FIFTH GENERATION LANGUAGE

Top Computer Programming Languages
The below table enlists the top Computer Programming Languages and their applications in real life.

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Java	1	Desktop GUI application (AWT or Swing api), Applets, online shopping sites, internet banking, jar files for secured file handling, enterprise applications, mobile applications, gaming software.
C	2	Operating Systems, Embedded systems, Database management systems, Compiler, gaming and animation.
Python	3	Machine learning, Artificial Intelligence, Data analysis, face detection and image recognition Software.
C++	4	Banking and trading enterprise software, virtual machines and compilers.
Visual Basic .NET	5	Windows services, controls, control libraries, Web applications, Web services.
C#	6	Desktop applications like a file explorer, Microsoft office applications like Word, Excel , Web browsers, Adobe Photoshop.
JavaScript	7	Client side and server side validations, DOM handling, developing web elements using jQuery (JS library).
PHP	8	Static and dynamic websites and applications, Server side scripting.
SQL	9	Querying database, CRUD operations in database programming, creating a stored procedure, triggers, database management.
Objective – C	10	Apple’s OS X, iOS operating system and APIs, Cocoa and Cocoa Touch.

UNIT 2

BIG DATA

The term “big data” refers to data that is so large, fast or complex that it’s difficult or impossible to process using traditional methods. The act of accessing and storing large amounts of information for analytics has been around a long time. But the concept of big data gained momentum in the early 2000s when industry analyst Doug Laney articulated the now-mainstream definition of big data as the three V’s:

Volume: Organizations collect data from a variety of sources, including business transactions, smart (IoT) devices, industrial equipment, videos, social media and more. In the past, storing it would have been a problem – but cheaper storage on platforms like data lakes and Hadoop have eased the burden.

Velocity: With the growth in the Internet of Things, data streams in to businesses at an unprecedented speed and must be handled in a timely manner. RFID tags, sensors and smart meters are driving the need to deal with these torrents of data in near-real time.

Variety: Data comes in all types of formats – from structured, numeric data in traditional databases to unstructured text documents, emails, videos, audios, stock ticker data and financial transactions.

DATA MINING AND DATA ANALYTICS

Although data mining and data analytics are two different words in the field of data, they are sometimes used in place of the other. The usage and the meaning behind the terms depend highly on the context and the company in question. To set up their individual identities such that you can easily differentiate between the two, you will find the significant contrasting points listed below:

1. Data mining is catering the data collection and deriving crude but essential insights. Data analytics then uses the data and crude hypothesis to build upon that and create a model based on the data.
2. Data mining is a step in the process of data analytics. Data Analytics is the umbrella which deals with every step in the pipeline of any data-driven model.
3. Data mining shines its brightest when the data in question is well structured. Meanwhile, data analysis can be performed on any data; it would still be able to derive meaningful insights that could help in propelling the corporation to even greater heights.
4. Data mining is tasked to accomplish the main job to make the data that is being used more usable. Whereas, data analysis is used to hypothesize and, in the end, culminate itself in providing valuable information to help in business decisions.
5. Data mining does not need any bias or any notions which are instilled before tackling the data. Whereas, data analysis is majorly used for hypothesis testing.
6. Data mining uses the scientific and mathematical models and methods to identify patterns or trends in the data that is being mined. On the other hand, data analysis is employed to task with business analytics problems and derive analytical models.

7. Data mining usually does not need any visualizations, bar charts, graphs, GIPs, etc., whereas these visualizations /are the bread and butter of data analysis. Without a good representation of the data in question, all the efforts which are put into the analysis of the data would not come to fruition.

INTERNET OF THINGS

The internet of things, or IoT, is a system of interrelated computing devices, mechanical and digital machines, objects, animals or people that are provided with unique identifiers (UIDs) and the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction.

A *thing* in the internet of things can be a person with a heart monitor implant, a farm animal with a biochip transponder, an automobile that has built-in sensors to alert the driver when tire pressure is low or any other natural or man-made object that can be assigned an Internet Protocol (IP) address and is able to transfer data over a network.

Increasingly, organizations in a variety of industries are using IoT to operate more efficiently, better understand customers to deliver enhanced customer service, improve decision-making and increase the value of the business.

How does IoT work?

An IoT ecosystem consists of web-enabled smart devices that use embedded systems, such as processors, sensors and communication hardware, to collect, send and act on data they acquire from their environments. IoT devices share the sensor data they collect by connecting to an IoT gateway or other edge device where data is either sent to the cloud to be analyzed or analyzed locally. Sometimes, these devices communicate with other related devices and act on the information they get from one another. The devices do most of the work without human intervention, although people can interact with the devices -- for instance, to set them up, give them instructions or access the data.

ARTIFICAL NEURAL NETWORKS

Artificial neural networks (**ANNs**), usually simply called **neural networks** (**NNs**), are computing systems inspired by the biological neural networks that constitute animal brains.

An ANN is based on a collection of connected units or nodes called artificial neurons, which loosely model the neurons in a biological brain. Each connection, like the synapses in a biological brain, can transmit a signal to other neurons. An artificial neuron receives a signal then processes it and can signal neurons connected to it. The "signal" at a connection is a real number, and the output of each neuron is computed by some non-linear function of the sum of its inputs. The connections are called *edges*. Neurons and edges typically have a *weight* that adjusts as learning proceeds. The weight increases or decreases the strength of the signal at a connection. Neurons may have a threshold such that a signal is sent only if the aggregate signal crosses that threshold. Typically, neurons are aggregated into layers. Different layers may perform different transformations on their inputs. Signals travel from the first layer (the input layer), to the last layer (the output layer), possibly after traversing the layers multiple times.

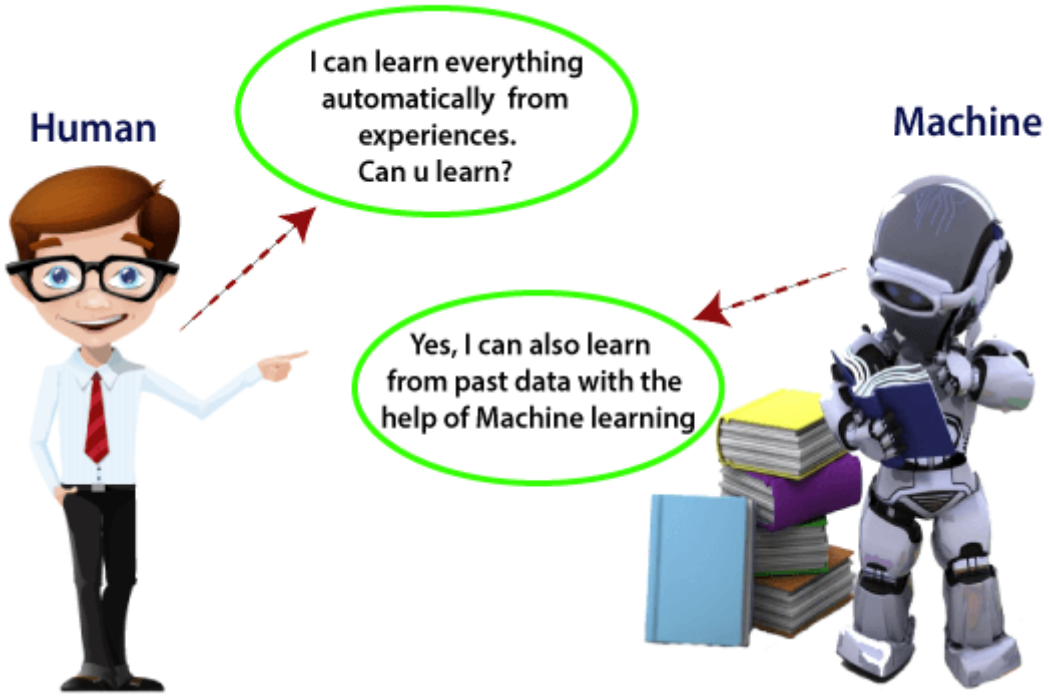
Neural networks learn (or are trained) by processing examples, each of which contains a known "input" and "result," forming probability-weighted associations between the two, which are stored within the data structure of the net itself. The training of a neural network from a given example is usually conducted by determining the difference between the processed output of the network (often a prediction) and a target output. This difference is the error. The network then adjusts its weighted associations according to a learning rule and using this error value. Successive adjustments will cause the neural network to produce output which is increasingly similar to the target output. After a sufficient number of these adjustments the training can be terminated based upon certain criteria. This is known as supervised learning.

Such systems "learn" to perform tasks by considering examples, generally without being programmed with task-specific rules. For example, in image recognition, they might learn to identify images that contain cats by analyzing example images that have been manually labeled as "cat" or "no cat" and using the results to identify cats in other images. They do this without any prior knowledge of cats, for example, that they have fur, tails, whiskers, and cat-like faces. Instead, they automatically generate identifying characteristics from the examples that they process.

MACHINE LEARNING

What is Machine Learning

In the real world, we are surrounded by humans who can learn everything from their experiences with their learning capability, and we have computers or machines which work on our instructions. But can a machine also learn from experiences or past data like a human does? So here comes the role of **Machine Learning**.



Machine Learning is said as a subset of **artificial intelligence** that is mainly concerned with the development of algorithms which allow a computer to learn from the data and past experiences on their own. The term machine learning was first introduced by **Arthur Samuel** in **1959**. We can define it in a summarized way as:

Machine learning enables a machine to automatically learn from data, improve performance from experiences, and predict things without being explicitly programmed.

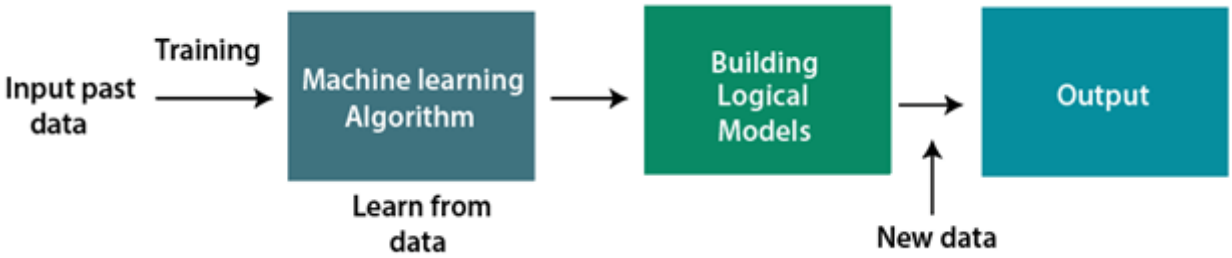
With the help of sample historical data, which is known as **training data**, machine learning algorithms build a **mathematical model** that helps in making predictions or decisions without being explicitly programmed. Machine learning brings computer science and statistics together for creating predictive models. Machine learning constructs or uses the algorithms that learn from historical data. The more we will provide the information, the higher will be the performance.

A machine has the ability to learn if it can improve its performance by gaining more data.

How does Machine Learning work

A Machine Learning system **learns from historical data, builds the prediction models, and whenever it receives new data, predicts the output for it**. The accuracy of predicted output depends upon the amount of data, as the huge amount of data helps to build a better model which predicts the output more accurately.

Suppose we have a complex problem, where we need to perform some predictions, so instead of writing a code for it, we just need to feed the data to generic algorithms, and with the help of these algorithms, machine builds the logic as per the data and predict the output. Machine learning has changed our way of thinking about the problem. The below block diagram explains the working of Machine Learning algorithm:



Features of Machine Learning:

- Machine learning uses data to detect various patterns in a given dataset.
- It can learn from past data and improve automatically.
- It is a data-driven technology.
- Machine learning is much similar to data mining as it also deals with the huge amount of the data.

Need for Machine Learning

The need for machine learning is increasing day by day. The reason behind the need for machine learning is that it is capable of doing tasks that are too complex for a person to implement directly. As a human, we have some limitations as we cannot access the huge amount of data manually, so for this, we need some computer systems and here comes the machine learning to make things easy for us.

We can train machine learning algorithms by providing them the huge amount of data and let them explore the data, construct the models, and predict the required output automatically. The performance of the machine learning algorithm depends on the amount of data, and it can be determined by the cost function. With the help of machine learning, we can save both time and money.

The importance of machine learning can be easily understood by its uses cases, Currently, machine learning is used in **self-driving cars**, **cyber fraud detection**, **face recognition**, and **friend suggestion by Facebook**, etc. Various top companies such as Netflix and Amazon have build machine learning models that are using a vast amount of data to analyze the user interest and recommend product accordingly.

FUZZY LOGIC

the logic as per the data and predict the output. Machine learning has changed our way of thinking about the problem. The below block diagram explains the working of Machine Learning algorithm:

E – COMMERCE

E-commerce is the buying and selling of good or services via the internet, and the transfer of money and data to complete the sales. It's also known as electronic commerce or internet commerce.

Following are the most traditional types of e-commerce models:

1. **Business to Consumer (B2C):** B2C e-commerce is the most popular e-commerce model. Business to consumer means that the sale is taking place between a business and a consumer, like when you buy a rug from an online retailer.

2. **Business to Business (B2B):** B2B e-commerce refers to a business selling a good or service to another business, like a manufacturer and wholesaler, or a wholesaler and a retailer. Business to business e-commerce isn't consumer-facing, and usually involves products like raw materials, software, or products that are combined. Manufacturers also sell directly to retailers via B2B ecommerce.

3. **Direct to Consumer (D2C):** Direct to consumer e-commerce is the newest model of ecommerce, and trends within this category are continually changing. D2C means that a brand is selling directly to their end customer without going through a retailer, distributor, or wholesaler. Subscriptions are a popular D2C item, and social selling via platforms like InstaGram, Pinterest, Facebook, SnapChat, etc. are popular platforms for direct to consumer sales.

4. **Consumer to Consumer (C2C):** C2C e-commerce refers to the sale of a good or service to another consumer. Consumer to consumer sales take place on platforms like eBay, Etsy, Fivver, etc.

5. **Consumer to Business (C2B):** Consumer to business is when an individual sells their services or products to a business organization. C2B encompasses influencers offering exposure, photographers, consultants, freelance writers, etc..

Best examples of B2B e-commerce: Companies winning the game



B2B buyers have changed. How are companies keeping up? Here are five brands that provide shining examples of B2B e-commerce.

Direct to consumer e-commerce: DTC is breaking barriers and driving big results in e-commerce

Direct to consumer (D2C or DTC) has seen a massive surge since the advent of the pandemic, as brands who didn't embrace D2C e-commerce were caught scrambling to adapt.

From CPG to wholesale to automotive and more, every industry is now paying attention, hoping to better engage customers and deliver what they want.

Direct to consumer e-commerce is the newest model of ecommerce. D2C means that a brand is selling directly to their end customer without going through a retailer, distributor, or wholesaler.

UNIT 3

PARALLEL AND DISTRIBUTED COMPUTING

Parallel Computing**:**
In parallel computing multiple processors performs multiple tasks assigned to them simultaneously. Memory in parallel systems can either be shared or distributed. Parallel computing provides concurrency and saves time and money.
Distributed Computing**:**
In distributed computing we have multiple autonomous computers which seems to the user as single system. In distributed systems there is no shared memory and computers communicate with each other through message passing. In distributed computing a single task is divided among different computers.

Fog Computing

Fog computing and edge computing appear similar since they both involve bringing intelligence and processing closer to the **creation of data**. However, the key difference between the two lies in where the location of intelligence and compute power is placed. A fog environment places intelligence at the local area network (LAN). This architecture transmits data from endpoints to a gateway, where it is then transmitted to sources for

processing and return transmission. Edge computing places intelligence and processing power in devices such as **embedded automation controllers**.

For example, a jet engine test produces a large amount of data about the engine's performance and condition very quickly. Industrial gateways are often used in this application to collect data from edge devices, which is then sent to the LAN for processing.

Fog computing uses edge devices and gateways with the LAN providing processing capability. These devices need to be efficient, meaning they require little power and produce little heat. WINSYSTEMS' single-board computers (SBCs) can be used in a fog environment to receive real-time data such as response time (latency), security and data volume, which can be distributed across multiple nodes in a network.

What is cloud computing?

Cloud computing is on-demand access, via the internet, to computing resources—applications, servers (physical servers and virtual servers), data storage, development tools, networking capabilities, and more—hosted at a remote data center managed by a cloud services provider (or CSP). The CSP makes these resources available for a monthly subscription fee or bills them according to usage.

Compared to traditional on-premises IT, and depending on the cloud services you select, cloud computing helps do the following:

- **Lower IT costs:** Cloud lets you offload some or most of the costs and effort of purchasing, installing, configuring, and managing your own on-premises infrastructure.
- **Improve agility and time-to-value:** With cloud, your organization can start using enterprise applications in minutes, instead of waiting weeks or months for IT to respond to a request, purchase and configure supporting hardware, and install software. Cloud also lets you empower certain users—specifically developers and data scientists—to help themselves to software and support infrastructure.
- **Scale more easily and cost-effectively:** Cloud provides elasticity—instead of purchasing excess capacity that sits unused during slow periods, you can scale capacity up and down in response to spikes and dips in traffic. You can also take advantage of your cloud provider's global network to spread your applications closer to users around the world.

The term 'cloud computing' also refers to the technology that makes cloud work. This includes some form of *virtualized IT infrastructure*—servers, operating system software, networking, and other infrastructure that's abstracted, using special software, so that it can be pooled and divided irrespective of physical hardware boundaries. For example, a single hardware server can be divided into multiple virtual servers.

Virtualization enables cloud providers to make maximum use of their data center resources. Not surprisingly, many corporations have adopted the cloud delivery model for their on-premises infrastructure so they can realize maximum utilization and cost savings vs. traditional IT infrastructure and offer the same self-service and agility to their end-users.

If you use a computer or mobile device at home or at work, you almost certainly use some form of cloud computing every day, whether it's a cloud application like Google Gmail or Salesforce, streaming media like

Netflix, or cloud file storage like Dropbox. According to a recent survey, 92% of organizations use cloud today (link resides outside IBM), and most of them plan to use it more within the next year.

GREEN COMPUTING

Green computing is the **environmentally responsible and eco-friendly use of computers and their resources**. In broader terms, it is also defined as the study of designing, engineering, manufacturing, using and disposing of computing devices in a way that reduces their environmental impact

NANO COMPUTING

Nanocomputer refers to a computer smaller than the microcomputer, which is smaller than the minicomputer. Microelectronic components that are at the core of all modern electronic devices employ semiconductor transistors.

Nanocomputing describes computing that uses extremely small, or nanoscale, devices (one nanometer [nm] is one billionth of a meter). In 2001, state-of-the-art electronic devices could be as small as about 100 nm, which is about the same size as a virus. The integrated circuits (IC) industry, however, looks to the future to determine the smallest electronic devices possible within the limits of computing technology.

Until the mid-1990s, the term "nanoscale" generally denoted circuit features smaller than 100 nm.As the IC industry started to build commercial devices at such size scales since the beginning of the 2000s, the term "nanocomputing" has been reserved for device features well below 50 nm to even the size of individual molecules, which are only a few nm. Scientists and engineers are only beginning to conceive new ways to approach computing using extremely small devices and individual molecules.

MOBILE COMPUTING

In other words, you can say that mobile computing allows transmission of data, voice and video via a computer or any other wireless-enabled device without being connected to a fixed physical link. In this technology, data transmission is done wirelessly with the help of wireless devices such as mobiles, laptops etc.

This is only because of Mobile Computing technology that you can access and transmit data from any remote locations without being present there physically. Mobile computing technology provides a vast coverage diameter for communication. It is one of the fastest and most reliable sectors of the computing technology field.

The concept of Mobile Computing can be divided into three parts:

- Mobile Communication
- Mobile Hardware
- Mobile Software

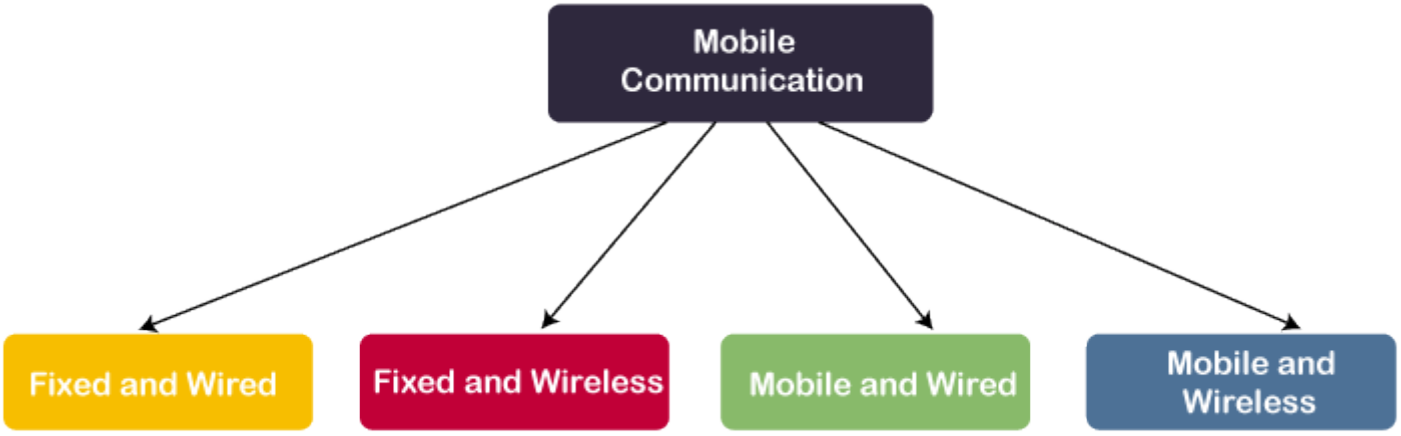
Mobile Communication

Mobile Communication specifies a framework that is responsible for the working of mobile computing technology. In this case, mobile communication refers to an infrastructure that ensures seamless and reliable communication among wireless devices. This framework ensures the consistency and reliability of

communication between wireless devices. The mobile communication framework consists of communication devices such as protocols, services, bandwidth, and portals necessary to facilitate and support the stated services. These devices are responsible for delivering a smooth communication process.

Mobile communication can be divided in the following four types:

1. Fixed and Wired
2. Fixed and Wireless
3. Mobile and Wired
4. Mobile and Wireless



Fixed and Wired: In Fixed and Wired configuration, the devices are fixed at a position, and they are connected through a physical link to communicate with other devices.

For Example, Desktop Computer.

Fixed and Wireless: In Fixed and Wireless configuration, the devices are fixed at a position, and they are connected through a wireless link to make communication with other devices.

For Example, Communication Towers, WiFi router

Mobile and Wired: In Mobile and Wired configuration, some devices are wired, and some are mobile. They altogether make communication with other devices.

For Example, Laptops.

Mobile and Wireless: In Mobile and Wireless configuration, the devices can communicate with each other irrespective of their position. They can also connect to any network without the use of any wired device.

For Example, WiFi Dongle.

Mobile Hardware

Mobile hardware consists of mobile devices or device components that can be used to receive or access the service of mobility. Examples of mobile hardware can be smartphones, laptops, portable PCs, tablet PCs, Personal Digital Assistants, etc.



These devices are inbuilt with a receptor medium that can send and receive signals. These devices are capable of operating in full-duplex. It means they can send and receive signals at the same time. They don't have to wait until one device has finished communicating for the other device to initiate communications.

Mobile Software

Mobile software is a program that runs on mobile hardware. This is designed to deal capably with the characteristics and requirements of mobile applications. This is the operating system for the appliance of mobile devices. In other words, you can say it the heart of the mobile systems. This is an essential component that operates the mobile device.



This provides portability to mobile devices, which ensures wireless communication.

Applications of Mobile Computing

Following is a list of some significant fields in which mobile computing is generally applied:

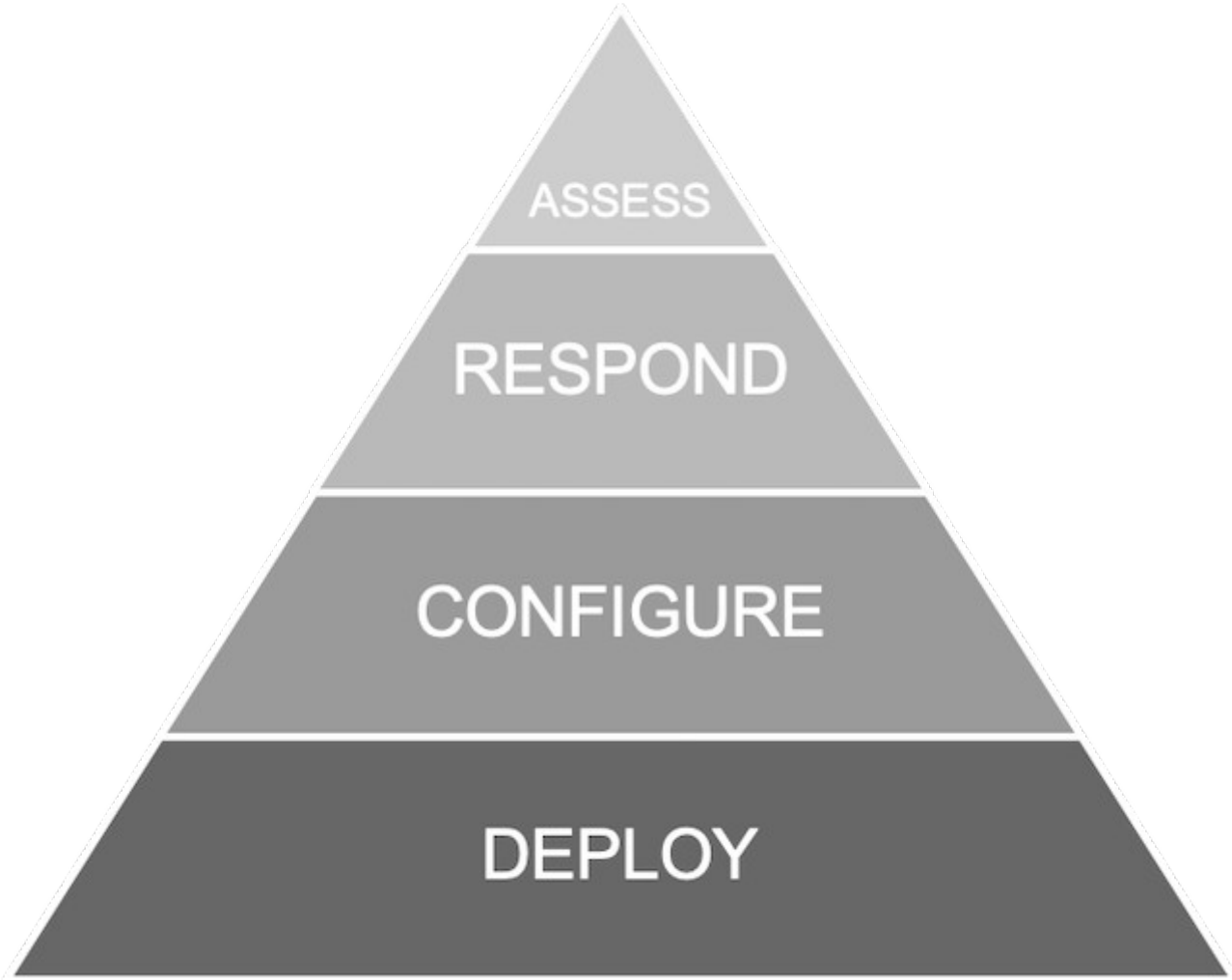
- Web or Internet access.

- Global Position System (GPS).
- Emergency services.
- Entertainment services.
- Educational services.

NETWORK SECURITY

What is the Network Security Protection Pyramid?

We need to think of network security protection in terms of a pyramid or hierarchy. At the bottom of the pyramid we have the foundational layers of network security: Deploy and Configure. Here are technologies and practices offering the greatest risk reduction—like infrastructure configuration, posture management, patching and configuring. At the top of the pyramid are the Assess and Respond layers with products like advanced threat detection tools, which are important but remove less risk if the underlying layers aren't solid.



ENCYRPTION AND DECRYPTION

Encryption	Decryption

1.	Encryption is the process of converting normal message into meaningless message.	While decryption is the process of converting meaningless message into its original form.
2.	Encryption is the process which take place at sender's end.	While decryption is the process which take place at receiver's end.
3.	Its major task is to convert the plain text into cipher text.	While its main task is to convert the cipher text into plain text.
4.	Any message can be encrypted with either secret key or public key.	Whereas the encrypted message can be decrypted with either secret key or private key.
5.	In encryption process, sender sends the data to receiver after encrypted it.	Whereas in decryption process, receiver receives the information(Cipher text) and convert into plain text.

UNIT 4

1. Multimedia :

Multimedia means that computer information can be collect through audio, video, and animation etc. Multimedia use text, images, graphics are the major sources of the people. In 20th century people use motion pictures, radio, televisions. Multimedia is derived from two words "Multi"and "Medium". Multimedia use to deliver information to user in digital form. Multimedia is a field with computer controlled combination of text, animation, audio, video, graphics, and other forms of media. It can be store information in digital form. Multimedia needs large space to store information.

Where do we use multimedia :

- multimedia in business.
- multimedia in schools.
- multimedia at home.
- multimedia at public place.

. Animation :

Animation the process of designing, drawing, making layouts and preparation of presentation, through animation we can move pictures in motion, we can make video also. We can capture movements of pictures though mobiles, camera or any digital media. Animation are created from a sequence of still images, each image is slightly changes from previous one. Animation become very famous since 1950s. now days there are 2D animation movies and 3D animation movies. Through animation we can develop your web sides. Animation means putting life on non living things.

Types of animation **:**

- Traditional animation.

- Stop motion animation.
- Motion graphics.
- Computer animation.
- 2D animation.
- 3D animation.

Difference between Multimedia and Animation :

S. No.	MULTIMEDIA	ANIMATION
1.	Multimedia is refers to multiple forms of media likes text, audio, images, videos.	Animation is a type of multimedia that gives the illusion of moving pictures in sequence manner.
2.	Multimedia is integration of various forms of media.	Animation is a variation of multimedia.
3.	Multimedia includes design, web design, presentation, etc.	Animation includes film production, photography, video games, web application, sound design, etc.
4.	Multimedia devices are electronic media devices are used to store multimedia content.	It can be store/record on either analogue media, such as a flip book, motion picture film, video tape, or on digital media.
5.	Multimedia is derived from two words “multi”and “medium”.	Animation is basically derived from Greek word ‘ani’ means any non-living object and ‘motion’ means movement.
6.	Multimedia is a artists.	Animators often work in a specific medium.
7.	It is defines as multiple sources and forms of media likes, text, audio, animation, videos, graphics and any other source of media. It is mainly used to deliver information, to a group or	Animation is actually a type of multimedia, that is consisted of a sequence of images /pictures

	platform.	that are directly moves one after the other.
8.	It main purposes is industry use of presentations, special effects/audio in entertainment, online training course, editing in journalism, designing/research in engineering, social media in communication, research in medicine, The majority of the human population use multimedia on a daily basis such as, magazines, television, etc.	It main purpose is to bring life and movement to a still image by directly sequencing multiple images together. It can be hand drawn.
9.	Multimedia cannot draw by hand.	Animation can be draw by hand.

VIRTUAL REALITY

- Virtual Reality (VR) is the use of computer technology to create a simulated environment.
- Virtual Reality's most immediately-recognizable component is the head-mounted display (HMD). Human beings are visual creatures, and display technology is often the single biggest difference between immersive Virtual Reality systems and traditional user interfaces.

Virtual Reality (VR) is the use of computer technology to create a simulated environment. Unlike traditional user interfaces, VR places the user inside an experience. Instead of viewing a screen in front of them, users are immersed and able to interact with 3D worlds. By simulating as many senses as possible, such as vision, hearing, touch, even smell, the computer is transformed into a gatekeeper to this artificial world. The only limits to near-real VR experiences are the availability of content and cheap computing power.

PATTERN RECOGNITION

Pattern recognition is the automated recognition of patterns and regularities in data. It has applications in statistical data analysis, signal processing, image analysis, information retrieval, bioinformatics, data compression, computer graphics and machine learning. Pattern recognition has its origins in statistics and engineering; some modern approaches to pattern recognition include the use of machine learning, due to the increased availability of big data and a new abundance of processing power. However, these activities can be viewed as two facets of the same field of application, and together they have undergone substantial development over the past few decades. A modern definition of pattern recognition is:

The field of pattern recognition is concerned with the automatic discovery of regularities in data through the use of computer algorithms and with the use of these regularities to take actions such as classifying the data into different categories.[1]

Pattern recognition systems are in many cases trained from labeled "training" data, but when no labeled data are available other algorithms can be used to discover previously unknown patterns. KDD and data mining have a larger focus on unsupervised methods and stronger connection to business use. Pattern recognition focuses more on the signal and also takes acquisition and Signal Processing into consideration. It originated in engineering, and the term is popular in the context of computer vision: a leading computer vision conference is named Conference on Computer Vision and Pattern Recognition.

VOICE RECOGNITION

Voice recognition offers significant benefits to a wide variety of potential users. Most obviously, it is extremely useful for anyone with a physical disability who finds typing difficult, painful or impossible. Additionally, it can help to reduce the risk of getting a **repetitive strain injury (RSI)** or to manage any such upper limb disorder more effectively.

Voice recognition programmes can also greatly benefit people with **dyslexia** who would otherwise struggle with spelling and/or structuring sentences correctly.

More generally, voice recognition can help to make mobile working easier, as well as offering potential productivity benefits to anyone who might not be very proficient at typing. In fact, most people can talk much faster than they can type accurately – while 'hands-free' computing also offers additional scope for multi-tasking.

EMBEDDED SYSTEMS

What is an Embedded System?

An embedded system is a microprocessor-based computer hardware system with software that is designed to perform a dedicated function, either as an independent system or as a part of a large system. At the core is an integrated circuit designed to carry out computation for real-time operations.

Complexities range from a single microcontroller to a suite of processors with connected peripherals and networks; from no user interface to complex graphical user interfaces. The complexity of an embedded system varies significantly depending on the task for which it is designed.

Embedded system applications range from digital watches and microwaves to hybrid vehicles and avionics. As much as 98 percent of all microprocessors manufactured are used in embedded systems.

How an Embedded System Works

Embedded systems are managed by microcontrollers or digital signal processors (DSP), application-specific integrated circuits (ASIC), field-programmable gate arrays (FPGA), GPU technology, and gate arrays. These processing systems are integrated with components dedicated to handling electric and/or mechanical interfacing.

Embedded systems programming instructions, referred to as firmware, are stored in read-only memory or flash memory chips, running with limited computer hardware resources. Embedded systems connect with the outside world through peripherals, linking input and output devices.

Basic Structure of an Embedded System

The basic structure of an embedded system includes the following components:

- Sensor: The sensor measures and converts the physical quantity to an electrical signal, which can then be read by an embedded systems engineer or any electronic instrument. A sensor stores the measured quantity to the memory.
- A-D Converter: An analog-to-digital converter converts the analog signal sent by the sensor into a digital signal.
  Processor & ASICs: Processors assess the data to measure the output and store it to the memory.
- D-A Converter: A digital-to-analog converter changes the digital data fed by the processor to analog data
- Actuator: An actuator compares the output given by the D-A Converter to the actual output stored and stores the approved output.

SENSOR TECHNOLOGY

A sensor is a device that receives a signal or stimulus and responds to the stimulus in the form of an electrical signal. The output signals correspond to some forms of electrical signal, such as current or voltage. The sensor is a device that receives different kinds of signal i.e. physical, chemical or biological signal and converts them into an electric signal. The sensors are classified into different types based on the applications, input signal, and conversion mechanism, material used in sensor characteristics such as cost, accuracy or range. This chapter presents an overview of sensors and their classifications as thermal, magnetic optical, mechanical and chemical. The transfer functions, characteristics and specifications are also discussed with introduction to basic forms of sensors.

1.1. Introduction

Sensors provide us with an interface between the myriad of analog and digital electronic devices, and the physical events or conditions which occur in the real world. The simplest definition of a sensor may be…. “a device which detects a measurand or stimulus as input then sends a signal as output to a receiving device.” A sensor is a subcomponent of a “measurement system”, which measures an event, condition or change in its environment, and then responds by outputting a “signal” to a receiving device, (such as a meter, computer processor or display

The foundations of modern sensor devices Many of the basic principles used by sensors to generate a measurement are based on fundamental physical conditions which have been observed by scientists since well before the 20th century. Much of the basis of our modern class of sensor technology originated with principles developed for the analog based transducer devices and concepts which were in use many years ago.

Modern devices such as:

• MEMS) or micro electromechanical sensors

• Smart sensors

• Wireless sensors

• Nano-sensors and Nano-generators

• Other revolutionary micro technologies

UNIT 5

Challenges in IT industry :-

- Retention of employees is one of the biggest challenges for IT industry. Generally software companies hire people, train them but only to witness their resignation once they are enough experienced in the job. It takes investment for any company to integrate employees in the work flow.
- There is a huge gap in the skills the work demand and the skills job applicants have. Our education system still needs to be revamped. And that affects the industries that seeks highly skilled employees. Unemployment is high in our country, but the fact is that many companies are not able to find talent to fill the positions.
- As IT industry takes care of the technical related things of all the other countries, maintaining cyber security is one of the most important things for it. A small loophole can do a lot of damage. We are witnessing several cyber attacks these days. Cyber security is one of the biggest challenge for any industry in the present times.
- Introduction of new technologies & the constantly changing technologies force IT industry to upgrade their technology stack, which is a challenge for any IT industry. And it's also an opportunity.
- Integrating the new technologies is a must for IT companies to survive in the industry, but that also comes with new issues to solve.
- As the technologies are constantly evolving, retraining of the employees at a regular intervals is a must for any IT company.
- Artificial intelligence is making many tech jobs redundant. In the recent times, many companies are laying off some of their employees. This is a challenge for the IT industry as well as the opportunity, because AI is creating newer kinds of jobs.
- Data protection and data privacy is one of the biggest challenges for the IT industry. After the Facebook-Cambridge Analytica incident and the implementation of 'General Data Protection Regulation' (GDPR) in Europe, Every country is now taking steps towards data privacy which is a good thing but a big challenge for IT industry.
- Economic slowdown of the developed countries is another challenge for the IT companies.
- Tech industry has a huge gender gap. And the worse thing is that it also has gender pay gap. IT industry is facing so much criticism about this. So, it's a big challenge for the IT companies to fix this.
- Growing nationalism is a threat for IT industry. Hike in US work visa fee and the Brexit is affecting the profits of IT sector.

- Revenue sources of traditional IT services are shrinking. For example, a few years before companies used to get paid for making basic websites. But now there are so many free tools available online to do it for free.

CASE STUDIES OF OPERATING SYSTEMS

Quality Comparison of Windows, UNIX, Linux, Mac, Android and iOS based on Features and Functionalities

	Windows	**Linux**	**Mac**	**UNIX**	**Android**	**iOS**
Manufacturer	Microsoft Inc.	Linux is developed as open source OS under the GNU project by the Originator, Linus Torvalds and many others.	Apple Inc. for their Macintosh line of computer systems.	Three biggest distributions are Solaris running (Oracle), AIXon (IBM) & HP-UX Hewlett Packard. And Apple Makes OSX, an Unix based OS	Open source OS designed &developed by Android Inc. Google is now the current owner	Apple Inc. closed, with components that are source openly
Development and Distribution	Developed and distributed by Microsoft.	Linux is Open Sourced and distributed by various vendors.	Mac OS was designed only to be deployed by Apple Computers.	Unix system has various flavors, most of which are developed by AT&T with other commercial vendors and non-profit orgs.	OHA (*Open Handset Alliance)*	Apple Inc. developed and distributed iOS
Computer Architecture Supported	x86, x86-64	x86, x86-64, PowerPC, SPARC, Alpha, Others	68k, Power PC	Available on PA-RISC and Itanium machines. Solaris also available for	Android-x86 powered by AMD and	ARM

				x86/x64 based systems. OSX is PowerPC(10.0-10.5)/x86(10.4)/x64 (10.5-10.8)	Intelx86 processors.	
Target System Type	Workstation, Personal Computer, Media Centre, Tablet PC, Embedded.	Desktop/ Server Depends on Distribution	Workstation, Personal Computer, embedded	8086 UNIX system, PDP-11/70 system	Consumer, Enterprise, education	Smartphone, music system player, Tablet system/ computer
File System Supported	NTFS, FAT & exFAT with ISO 9660; UDF, 3rd Party driver that supports file system ext2, and ext3, ReiserFS, and HFS	ext2, ext3, ex4,ReiserFS,FAT, ISO 9660,UDF, NFS, and others.	HFS+, HFS, MFS (Mac OS 8.0 and before) AFP, with ISO 9660, FAT, UDF	jfs, gpfs, hfs, hfs+, ufs, xfs, zfs format	Ext4	HFS+, FTP
User Friendly for Lay Users	Very User Friendly	Depends on Distribution. More friendlier to users	Very User Friendly	Unix is user-friendly. It's just choosy about	Very User Friendly	Very User Friendly

		than Unix		who its friends are		
Integrated Firewall	Windows Firewall	Chroot capability-based security, [s 5] seccomp, SELinux	Application Firewall	IPFilter	iptables	Firewall-IP for iOS
Security Threats	Huge	Negligible	Negligible	Mild	Negligible	Negligible
Shell Terminal	CMD	Bash shell powerful shell with many features	BASH	Originally the Bourne Shell. Now it's compatible with many others including BASH, Korn & C.	Mosh	Blink Shell
Kernel Type	Hybrid	Monolithic with modules	Monolithic with modules	Monolithic with modules	Linux kernel	XNU kernel of Darwin
Reliability	Great	Great	Greatest	Greater	Could be unstable	More than Android
Compatibility	Can coexist on local networks with Windows, BSD, Macs, and other Unix-like systems. More compatible.	Linux has few programs and games like Windows. But is more compatible and scalable than Unix	Only few programs will run on Mac	Unix does not have as many programs and games as Windows	Better than iOS	Compatibility is fair

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CERTIFICATE COURSE QUESTION PAPER-MCQ TYPE

2. Email *

Untitled section

3. NAME *
4. REGISTER NUMBER *
5. SECTION *

Mark only one oval.

A SECTION B SECTION

5. Which of the following is the smallest unit of data in a computer? *

2 points

Mark only one oval.

- Bit
- KB
- Nibble
- Byte

6. The combination of text, graphics art, sound, animation and video delivered by computer or other electronic devices is called :

2 points

Mark only one oval.

- Multimedia
- Hyper media
- Visual media
- None

7. Computer system of a parallel computer is capable of *

2 points

Mark only one oval.

- Parallel computing
- Decentralized computing
- Centralized computing
- Distributed computing

8.According to analysts, for what can traditional IT systems provide a foundation when they're integrated with big data technologies like Hadoop?

2 points
Mark only one oval.

- Big data management and data mining
- Data warehousing and business intelligence
- Management of Hadoop clusters
- Collecting and storing unstructured data

9.What is Artificial Intelligence? *

2 points
Mark only one oval.

- Artificial Intelligence is a field that aims to make humans more intelligent
- Artificial Intelligence is a field that aims to improve the security
- Artificial Intelligence is a field that aims to develop intelligent machines
- Artificial Intelligence is a field that aims to mine the data

10.The time required to complete execution of an object *

2 points
Mark only one oval.

- Combination time
- Run time
- Process time
- Clock time

11. A type of VR environment in which subjects are visually isolated from the real environment.

2 points
Mark only one oval.

- Immersive
- Semi immersive
- Non immersive
- Augmented

12. Which one of the following errors will be handle by the operating system?

2 points
Mark only one oval.

- lack of paper in printer
- connection failure in the network
- power failure
- all of the mentioned

13. Fog computing can be perceived in _____ and *

2 points

Mark only one oval.

- Big data and Cloud systems
- Big data and IoT
- Cloud systems and IoT
- Big data, Cloud systems and IoT

14.What is KDD in data mining? *

2 points

Mark only one oval.

- Knowledge Discovery Database
- Knowledge Discovery Data
- Knowledge Data definition
- Knowledge data house

15.What is an activation value in neural network? *

2 points

Mark only one oval.

- weighted sum of inputs
- threshold value
- main input to neuron
- none of the mentioned

16.CPU scheduling is the basis of *

2 points

Mark only one oval.

- multiprogramming operating systems
- larger memory sized systems
- multiprocessor systems

- none of the mentioned

17.What kind of signal is used in voice recognition? *

2 points

Mark only one oval.

- Electromagnetic signal
- Electric signal
- Acoustic signal
- Radar

18.What does HPFS stand for? *

2 points

Mark only one oval.

- high performance file system
- high periodic file system
- high peripheral file system
- horse power file system

19.Which of the following is a type of wireless communication? *

2 points

Mark only one oval.

- LAN
- WAN
- PAN
- All of the mentioned

20._____are used when you want to visually examine the relationship between two quantitative variables.

2 points

Mark only one oval.

- Bar graph

- pie graph
- line graph
- Scatterplot

21.What is Machine learning? *

2 points

Mark only one oval.

- The autonomous acquisition of knowledge through the use of computer programs
- The autonomous acquisition of knowledge through the use of manual programs
- The selective acquisition of knowledge through the use of computer programs
- The selective acquisition of knowledge through the use of manual programs

22.Which of the following is not the section break option *

2 points

Mark only one oval.

- Next Page
- Previous Page
- Odd Page
- Even Page

23. CISC stands for *

2 points

Mark only one oval.

- Complex Information Sensed CPU
- Complex Instruction Set Computer
- Complex Intelligence Sensed CPU
- Complex Instruction Set CPU

24.Which is not an objective of network security? *

2 points
Mark only one oval.

- Identification
- Authenticatio n
- Access control
- Lock

25.What is the full form of IoT? *

2 points

Mark only one oval.

- Internet of Technology
- Incorporate of Things
- Internet of Things
- Incorporate of Technology

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CRITERION 1

CERTIFICATE COURSE

2019-2020

CAREER DEVELOPMENT AND INTERVIEW SKILLS

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1. DEPARTMENT : BCA
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BCA2/CC/2019-2020
4. NAME OF THE SUBJECT :**CAREER DEVELOPMENT AND INTERVIEW SKILLS**
5. STAFF IN-CHARGE : Ms.N.SHYMALADEVI
6. BATCH :2018-2021
7. NO. OF STUDENTS : 72
8. DURATION : 30 HRS
9. TIMING : 09.00AM - 12:00 PM

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11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATE COURSE	
Document ID:	MJC/BCA[illegible]2/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	MS.N.ShymalaDevi		
Course:	Career Development and Interview Skills	**Department:**	BCA
Batch:	2018– 2021	**Year/ Sem:**	II / III

The certificate course for II BCA for the academic year 2019-2020, will commence from 07.07.2019

The classes will be held on all Saturday's between 09:00am – 12:00pm.

Sl. No	Name of the Members	Design/Dept	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Ms .N.ShymalaDevi	Department –in-charge	N.shyamala
3.	Ms.L.Poongothai	Assistant Professor	L.Poongi
4.	Ms.Chithra	Assistant Professor	Chithra
5.	AISHWARYA.R	Computer Application	Aishwarya.R.
6.	AJITHA.R	Computer Application	Ajitha.R
7	ARUL MOZHI.S	Computer Application	Arul Mozhi.S
8.	BHUVANESHWARI.G	Computer Application	Bhuvaneshwari.G.
9.	CHRISTINA JOICE MARY.A	Computer Application	Christina
10.	DEEPA.V	Computer Application	Deepa.
11.	DEVI.S	Computer Application	Devi
12.	DHANA LAKSHMI.P	Computer Application	Dhanalakshmi.P
13.	DHIVYA.N	Computer Application	Dhivya.

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14.	DIVYA BARATHI.V	Computer Application	Divya Barathi.V
15	DIVYA.S	Computer Application	Divya.S
16	DIVYA LAKSHMI.B	Computer Application	Divya Lakshmi.B
17	FARZEEN BEGUM.J	Computer Application	Farzeen Begum.J
18	GAYATHRI.S	Computer Application	
19	HEMA.S	Computer Application	Hema.S
20	ISHWARIYA.S	Computer Application	Ishwariya.S
21	ISWARYA.K	Computer Application	Iswarya.K
22	JANANI.R	Computer Application	Janani.R
23	JAYA LAKSHMI.A	Computer Application	Jaya Lakshmi.A
24	JAYA PRIYA.S	Computer Application	Jaya Priya.S
25	JENNIFER.N	Computer Application	Jennifer.N
26	JOTHIKA.P	Computer Application	Jothika.P
27	KAMALESHWARI.M	Computer Application	Kamaleshwari.
28	KEERTHANA.K	Computer Application	Keerthana.K
29	KEERTHANA.K	Computer Application	Keerthana.K
30	KEERTHANA.T	Computer Application	Keerthana.T
31	KEERTHIKA.P	Computer Application	Keerthika.P
32	KIRTHIKA.A	Computer Application	Kirthika.A
33	KOLASTRICA.L	Computer Application	Kolastrica.L
34	LOGESHWARI.E	Computer Application	Logeshwari.E
35	MALINI.M	Computer Application	Malini.M
36	MANJULA.S	Computer Application	Manjula.
37	MEENA.AB	Computer Application	

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38	MEKALA.S	Computer Application	
39	MERCY.R	Computer Application	
40	NITHYA DEVI.M	Computer Application	
41	NOORJAHAN.J	Computer Application	
42	PADMAVATHI.N	Computer Application	
43	PARVEEN BANU.I	Computer Application	
44	PARVEEN BEGUM.M	Computer Application	
45	PAVITHRA.B	Computer Application	
46	PAVITHRA.S	Computer Application	
47	POOJA.S	Computer Application	
48	PRIYADHARSHINI.R	Computer Application	
49	PRIYANKA.S	Computer Application	
50	RAMYA.K	Computer Application	
51	REKHA.D H.I	Computer Application	
52	SANDHIYA.S	Computer Application	
53	SANGEETHA.S	Computer Application	
54	SATHIYA.G	Computer Application	
55	SAVITHA LAKSHMI.A	Computer Application	
56	SHAKTHI PRIYA.R	Computer Application	
57	SINDHU MAYI.M	Computer Application	
58	SOWMIYA.K H.I	Computer Application	
59	SRIMATHI.M	Computer Application	
60	SUJITHRA.M	Computer Application	
61	SUNDHARESHWARI.S	Computer Application	

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62	SUREKHA.M	Computer Application	
63	SURYA KALA.K	Computer Application	
64	SYEDA TABASSUM.A	Computer Application	
65	THARA.S	Computer Application	
66	VAISHNAVI.M	Computer Application	
67	VALARMATHI.M	Computer Application	
68	VARSHA.B	Computer Application	
69	VICITHRA.R	Computer Application	
70	VINODHINI.V	Computer Application	
71	WOLA.MA	Computer Application	
72	KUSHBOO SIRVI.G	Computer Application	
73	SUMAYA FARHEEN.F	Computer Application	
74	GEETHU SREEKUMAR	Computer Application	
75	GOMATHI.V	Computer Application	
76	SARANYA.R	Computer Application	

COURSE INSTRUCTOR

H.O.D

PRINCIPAL

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COURSE SPECIFICATION

DEPARTMENT: BCA

SUBJECT NAME: CAREER DEVELOPMENT AND INTERVIEW SKILLS

SUBJECT CODE:MJC/BCA2/CC/2019-2020

AIM: This course helps the students to become focus on developing a specific skill or set of skills to meet an immediate (or nearly so) need within the company. Career development, on the other hand, tends to take a longer view and provide individual employees with greater flexibility and a personalized focus.

OBJECTIVES: The main objective of designing a career development system is to foster better communication within the organization as a whole. It promotes communication at all levels of organizations for example manager and employee and managers and top management. The goal is to inspire individuals to turn their passion, talent and abilities into successful careers and fulfilling lives. Students become more motivated, self-directed learners when they understand the relationship between academics, career and education planning and achieving their own career goals.

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

CAREER DEVELOPMENT AND INTERVIEW SKILLS

UNIT – I : QUANTITATIVE APTITUDE

Numbers, Time and Distance, Time and Work. Verbal reasoning: Series Completion, Blood Relation Test, Venn Diagrams ,Arithmetic Reasoning, Direction Sense Test, Seating Arrangement.

UNIT – II : NON VERBAL REASONING

Cubes and Dice, Classification, Analogy, Series**.** Data Interpretation: Table Charts, Bar Charts, Pie Charts. Verbal ability: Spotting Errors, Sentence Correction, Comprehension, and Verbal Analogies.

UNIT –III: TECHNICAL SKILLS

Programming Skills, Declarations and Initializations, Control Instructions, Expressions, Floating Point Issues, Functions, Pointers, Arrays, Complicated Declarations, Program writing, bug solving.

UNIT –IV OVERVIEW

Data structures, Operating System, Database management system, Networking, Software engineering.

UNIT – V RESUME BUILDING

Resume Tips / Cover Letter ,Sample Resume, Resume Making Wizard. Group Discussion: Introduction Communication Skills, Strategy & Tips ,Types of GD Topics, Solved GD. Mock interview.

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SYLLABUS COVERAGE

Branch : BCA

Subject : CAREER DEVELOPMENT AND INTERVIEW SKILLS

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	13.07.2019	20.07.2019	6	Ms.Chithra	Chithra
II	27.07.2019	03.08.2019	6	Ms.Shymala Devi Ms.Sheeba	D. Shyamala Devi
III	10.08.2019	17.08.2019	6	Ms.Anusuya	Anusuya.
IV	24.08.2019	31.08.2019	6	Ms.Valliammai	Valliammai
V	07.09.2019	14.09.2019	6	Ms.P.Bhargavi Devi	Bhargavi devi
TOTAL HOURS			30		

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Name list

Year/Semester: II/III

S.NO	REGISTER NO	NAMES	DOB
1	211802833	AISHWARYA.R	04/10/2000
2	211802834	AJITHA.R	10/05/2000
3	211802835	ARUL MOZHI.S	26/09/2000
4	211802836	BHUVANESHWARI.G	18/06/2000
5	211802837	CHRISTINA JOICE MARY.A	20/04/2001
6	211802838	DEEPA.V	09/07/2001
7	211802839	DEVI.S	12/03/2001
8	211802840	DHANA LAKSHMI.P	24/04/2000
9	211802841	DHIVYA.N	08/05/2001
10	211802842	DIVYA BARATHI.V	16/01/2001
11	211802843	DIVYA.S	16/06/2000
12	211802844	DIVYA LAKSHMI.B	23/03/2001
13	211802845	FARZEEN BEGUM.J	05/10/2000
14	211802846	GAYATHRI.S	05/08/2001
15	211802847	HEMA.S	06/06/2000
16	211802848	ISHWARIYA.S	22/05/2001
17	211802849	ISWARYA.K	31/05/2001
18	211802850	JANANI.R	09/11/1999
19	211802851	JAYA LAKSHMI.A	01/12/2000
20	211802852	JAYA PRIYA.S	21/10/2000
21	211802853	JENNIFER.N	29/06/2000
22	211802854	JOTHIKA.P	13/03/2001
23	211802855	KAMALESHWARI.M	06/02/2000
24	211802856	KEERTHANA.K	02/12/2000
25	211802857	KEERTHANA.K	03/12/2000
26	211802858	KEERTHANA.T	15/08/2000
27	211802859	KEERTHIKA.P	24/02/2001
28	211802860	KIRTHIKA.A	23/02/2001
29	211802861	KOLASTRICA.L	13/11/2001
30	211802862	LOGESHWARI.E	04/05/2000
31	211802864	MALINI.M	15/12/2000
32	211802865	MANJULA.S	08/03/2001
33	211802866	MEENA.AB	12/02/2000
34	211802867	MEKALA.S	19/02/2000
35	211802868	MERCY.R	11/12/2000

36	211802870	NITHYA DEVI.M	15/03/2001
37	211802871	NOORJAHAN.J	06/01/2001
38	211802872	PADMAVATHI.N	27/05/2000
39	211802873	PARVEEN BANU.I	06/08/2000
40	211802874	PARVEEN BEGUM.M	04/05/2001
41	211802875	PAVITHRA.B	19/05/1999
42	211802876	PAVITHRA.S	01/06/2000
43	211802877	POOJA.S	14/04/2001
44	211802878	PRIYADHARSHINI.R	01/09/2001
45	211802879	PRIYANKA.S	18/12/2000
46	211802880	RAMYA.K	05/08/2000
47	211802881	REKHA.D H.I	31/10/1997
48	211802883	SANDHIYA.S	03/05/2000
49	211802884	SANGEETHA.S	10/01/2000
50	211802885	SATHIYA.G	30/12/2000
51	211802886	SAVITHA LAKSHMI.A	20/05/2001
52	211802887	SHAKTHI PRIYA.R	22/04/2001
53	211802888	SINDHU MAYI.M	28/01/2000
54	211802889	SOWMIYA.K H.I	22/11/1997
55	211802890	SRIMATHI.M	15/06/2001
56	211802891	SUJITHRA.M	25/04/2000
57	211802892	SUNDHARESHWARI.S	08/02/2001
58	211802893	SUREKHA.M	20/05/2001
59	211802894	SURYA KALA.K	24/05/2000
60	211802895	SYEDA TABASSUM.A	30/08/1999
61	211802896	THARA.S	15/12/2000
62	211802897	VAISHNAVI.M	14/02/2001
63	211802898	VALARMATHI.M	29/04/2001
64	211802899	VARSHA.B	23/08/2000
65	211802900	VICITHRA.R	15/06/2001
66	211802901	VINODHINI.V	20/03/2000
67	211802902	WOLA.MA	03/05/2001
68	211802903	KUSHBOO SIRVI.G	15/05/2001
69	211802904	SUMAYA FARHEEN.F	18/05/2001
70	211802905	GEETHU SREEKUMAR	25/10/1999
71	211804790	GOMATHI.V	24/09/1999
72	211804791	SARANYA.R	12/12/2000

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CERTIFICATE COURSE TIME TABLE

DATE	TIMING	STAFF NAME
13.07.2019	09.00 - 12.00	Ms.CHITHRA
20.07.2019	09.00 - 12.00	Ms.CHITHRA
27.07.2019	09.00 - 12.00	Ms.SHYAMALA DEVI
03.08.2019	09.00 - 12.00	Ms.SHEEBA
10.08.2019	09.00 - 12.00	Ms.ANUSUYA
17.08.2019	09.00 - 12.00	Ms.ANUSUYA
24.08.2019	09.00 - 12.00	Ms.Anusuya
31.08.2019	09.00 - 12.00	Ms.VALLIAMMAI
07.09.2019	09.00 - 12.00	Ms.P.BHARGAVI DEVI
14.09.2019	09.00 - 12.00	Ms.P.BHARGAVI DEVI

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CERTIFICATE COURSE ATTENDANCE

DEPARTMENT -COMPUTER APPLICATIONS
CERTIFICATE COURSE – CAREER DEVELOPMENT AND INTERVIEW SKILLS
SUBJECT CODE - MJC/BCA2/CC/2019-2020 **BATCH: 2019-2022**
NO OF HOURS : 30 HOURS (THREE HOURS EACH DAY)

S.NO	Register No	Name	1	2	3	4	5	6	7	8	9	10
			13.07.19	**20.07.19**	**27.07.19**	**03.08.19**	**10.08.19**	**17.08.19**	**24.08.19**	**31.08.19**	**07.09.19**	**14.09.19**
1.	211802833	AISHWARYA.R	X	X	X	X	X	X	X	X	X	X
2.	211802834	AJITHA.R	a	X	X	X	a	X	X	X	X	X
3.	211802835	ARUL MOZHI.S	X	X	X	X	X	X	X	X	X	X
4.	211802836	BHUVANESHWARI .G	X	X	X	X	X	X	X	X	X	X
5.	211802837	CHRISTINA JOICE MARY.A	X	X	X	X	X	X	a	X	X	X
6.	211802838	DEEPA.V	X	X	X	X	X	X	X	X	X	X
7.	211802839	DEVI.S	X	X	X	X	X	X	X	X	X	X
8.	211802840	DHANA LAKSHMI.P	X	X	X	X	X	X	X	X	X	X
9.	211802841	DHIVYA.N	X	X	X	X	X	X	X	X	X	X
10.	211802842	DIVYA BARATHI.V	X	X	X	X	X	X	X	X	X	X
11.	211802843	DIVYA.S	X	a	X	X	X	X	X	X	X	X
12.	211802844	DIVYA LAKSHMI.B	X	X	X	X	X	X	X	X	X	X
13.	211802845	FARZEEN BEGUM.J	X	X	X	X	X	X	X	X	X	X
14.	211802846	GAYATHRI.S	a	X	X	X	X	X	X	X	X	X
15.	211802847	HEMA.S	X	X	X	X	X	X	a	X	X	X
16.	211802848	ISHWARIYA.S	X	X	X	X	X	X	X	X	X	a

17.	211802849	ISWARYA.K	X	X	X	X	X	X	X	X	a	X
18.	211802850	JANANI.R	X	X	X	a	X	X	X	X	X	X
19.	211802851	JAYA LAKSHMI.A	X	X	X	X	X	X	X	X	X	X
20.	211802852	JAYA PRIYA.S	X	X	X	X	X	X	X	X	X	X
21.	211802853	JENNIFER.N	X	X	X	X	a	X	X	a	X	X
22.	211802854	JOTHIKA.P	X	X	X	X	X	X	X	X	X	X
23.	211802855	KAMALESHWARI.M	X	X	a	X	X	X	X	X	X	X
24.	211802856	KEERTHANA.K	X	X	X	X	X	X	X	X	X	X
25.	211802857	KEERTHANA.K	X	a	X	X	X	X	X	X	X	X
26.	211802858	KEERTHANA.T	X	X	X	X	X	X	X	X	X	X
27.	211802859	KEERTHIKA.P	X	X	X	X	X	X	X	X	a	X
28.	211802860	KIRTHIKA.A	X	X	X	X	X	X	X	X	X	X
29.	211802861	KOLASTRICA.L	X	X	X	X	X	a	a	X	X	X
30.	211802862	LOGESHWARI.E	X	X	X	X	X	X	X	X	X	X
31.	211802864	MALINI.M	X	X	X	a	X	X	X	X	X	X
32.	211802865	MANJULA.S	X	X	X	X	X	X	X	X	X	a
33.	211802866	MEENA.AB	X	X	X	X	X	X	X	a	X	X
34.	211802867	MEKALA.S	X	X	X	X	X	X	X	X	X	X
35.	211802868	MERCY.R	X	X	X	a	X	X	X	X	X	X
36.	211802870	NITHYA DEVI.M	X	X	X	X	X	X	X	X	X	X
37.	211802871	NOORJAHAN.J	X	X	X	X	X	X	X	a	X	X
38.	211802872	PADMAVATHI.N	X	X	X	X	X	X	X	X	X	a
39.	211802873	PARVEEN BANU.I	X	X	X	X	X	X	X	X	X	X
40.	211802874	PARVEEN BEGUM.M	X	a	X	X	X	X	X	X	X	X

41.	211802875	PAVITHRA.B	X	X	X	X	X	X	X	X	X	X
42.	211802876	PAVITHRA.S	X	X	X	X	X	X	X	X	X	X
43.	211802877	POOJA.S	X	X	X	X	X	X	X	a	X	X
44.	211802878	PRIYADHARSHINI.R	a	X	X	X	X	X	X	X	X	X
45.	211802879	PRIYANKA.S	X	X	X	X	X	X	X	X	X	X
46.	211802880	RAMYA.K	X	X	X	X	X	X	X	X	X	X
47.	211802881	REKHA.D H.I	X	X	X	X	X	X	X	X	X	X
48.	211802883	SANDHIYA.S	X	X	X	X	X	X	X	X	X	X
49.	211802884	SANGEETHA.S	X	X	X	X	X	X	X	X	X	X
50.	211802885	SATHIYA.G	X	X	X	X	X	X	X	X	X	a
51.	211802886	SAVITHA LAKSHMI.A	X	X	a	a	X	a	X	X	X	X
52.	211802887	SHAKTHI PRIYA.R	X	a	X	X	X	X	X	X	X	X
53.	211802888	SINDHU MAYI.M	X	X	X	X	X	X	X	X	X	X
54.	211802889	SOWMIYA.K H.I	X	X	X	X	X	X	a	X	X	X
55.	211802890	SRIMATHI.M	a	X	X	X	X	X	X	X	X	X
56.	211802891	SUJITHRA.M	X	X	X	X	X	X	X	X	X	X
57.	211802892	SUNDHARESHWARI.S	X	X	X	X	X	X	X	X	a	a
58.	211802893	SUREKHA.M	X	a	X	X	X	X	X	X	X	X
59.	211802894	SURYA KALA.K	X	X	X	X	X	X	X	X	X	X
60.	211802895	SYEDA TABASSUM.A	X	X	X	X	X	a	X	X	X	X
61.	211802896	THARA.S	X	a	X	X	X	X	X	X	X	X
62.	211802897	VAISHNAVI.M	X	X	X	X	X	X	X	X	X	X
63.	211802898	VALARMATHI.M	X	X	X	X	X	X	a	X	X	X
64.	211802899	VARSHA.B	X	X	X	X	X	X	X	X	X	X

65.	211802900	VICITHRA.R	X	X	X	X	X	X	X	X	X	X
66.	211802901	VINODHINI.V	X	X	a	X	X	X	X	X	X	X
67.	211802902	WOLA.MA	X	X	X	X	X	X	X	X	a	X
68.	211802903	KUSHBOO SIRVI.G	X	X	X	X	X	X	X	X	X	X
69.	211802904	SUMAYA FARHEEN.F	X	X	X	X	X	X	X	X	X	X
70.	211802905	GEETHU SREEKUMAR	X	X	X	X	X	X	X	X	X	X
71.	211804790	GOMATHI.V	X	X	X	X	X	X	X	X	X	X
72.	211804791	SARANYA.R	X	X	X	X	X	X	X	X	X	X

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ASSESSMENT / EVALUATION – Question Paper/Pattern **MARKS:50**

1. Worker A completes a task in 8 days and worker B completes the same task in 10 days . If both A and B work together, in how many days they will complete the task?
   (A) 40/10 days
   (B) 40/9 days
   (C) 40/8 days
   (D) 40/7 days
2. What is the difference in the place value of 5 in the numeral 754853?
   (A) 49500
   (B) 49950
   (C) 45000
   (D) 49940
3. If 30% of a certain number is 12.6, what is the number?
   (A) 24
   (B) 42
   (C) 23
   (D) 32
4. He made a promise. He kept it?
(A) Making
(B) He not only
(C)Besides making
   (A) Only A
   (B) Only B
   (C) Only B and C
   (D) Only A, B and C
5. A,P,R,X,S and Z are sitting in a row. S and Z are in the centre. A and P are at the ends . R is sitting to the left of A. Who is to the right of P ?
   (A) A
   (B) X
   (C) S
   (D) Z
6. Choose the word which is different from the rest .
   (A) Chicken
   (B) Snake
   (C) Swan
   (D) Crocodile
7. You need not come unless you want to .
   (A) You don’t need to come unless you want to
   (B) You come only when you want to
   (C) You come unless you don’t want to
   (D) No correction required
8. Spotting Errors
   (A) We discussed about the problem so thoroughly
   (B) On the eve of the examination

(C) That I found it very easy to work it out
(D) No error

9.DIVA : OPERA
(A) Producer : theatre
(B) Director : Drama
(C) Conductor : Bus
(D) Thespian : play

10. Look at this series: 7, 10, 8, 11, 9 , 12,….. What number should come next ?
(A) 7
(B) 10
(C) 12
(D) 13

11.Which statement is true about Java?
(A) Java is a sequence-dependent programming language
(B) Java is a code dependent programming language
(C) Java is a platform-dependent programming language
(D) Java is a platform-independent programming language

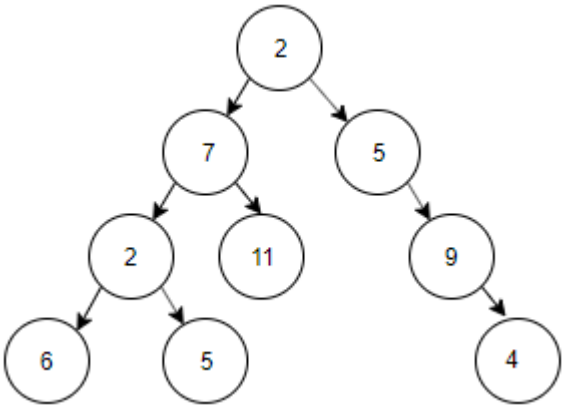
12. Which of the following statements should be used to obtain a remainder after didvieng 3.14 by 2.1?
(A) rem = 3.14 % 2.1;
(B) rem = modf(3.14, 2.1);
(C) rem = fmod(3.14, 2.1);
(D) Remainder cannot be obtain in floating point division.

13. Which of the following is not logical operator?
(A) &
(B) &&
(C) ||
(D) !

14. A software bug is an ?
A. error
B. fault
C. flaw
D. All of the above

15. The process of finding and fixing bugs is termed?
A. Exception
B. Bugs handling
C. Debugging
D. Error handling

16. For the tree below, write the pre-order traversal.



(A) 2, 7, 2, 6, 5, 11, 5, 9, 4
(B) 2, 7, 5, 2, 6, 9, 5, 11, 4
(C) 2, 5, 11, 6, 7, 4, 9, 5, 2
(D) 2, 7, 5, 6, 11, 2, 5, 4, 9

17. Which of the following is not an operating system
(A) Windows
(B) Linux
(C) Oracle
(D) DOS

18. Which of the following is generally used for performing tasks like creating the structure of the relations, deleting relation?
(A)DML(Data Manipulation Language)
(B) Query
(C)Relational Schema
(D)DDL(Data Definition Language)

19. Which of the following transmission directions listed is not a legitimate channel?
(A)Simplex
(B)Half Duplex
(C)Full Duplex
(D) Double Duplex

20. A collection of hyperlinked documents on the internet forms the ?.?
(A) World Wide Web (WWW)
(B)E-mail system
(C)Mailing list
(D)Hypertext markup language

21. Interviews are conversations with _____
(A) fun
(B) purpose
(C) friendliness
(D) informality

22. Which of these are vital for any organization?
    (A) Debates
    (B) Group Discussions
    (C)Speeches
    (D) Arguments
23. Communication is a non-stop _____
    (A) Paper
    (B) Process
    (C)Programme
    (D) Plan
24. What is the total number of references normally given in a bio-data?
    (A). Two
    (B). Three
    (C). Four
    (D). Five
25. **S**elect the location where the name and address can be mention in a skills profile**?**
    (A). Bottom left corner
    (B). Top right corner
    (C). Top left corner
    (D). Bottom right corner

ANSWERS:

1.(B) 2.(B) 3.(B) 4.(C) 5.(B) 6.(A) 7.(A) 8. (A) 9.(D) 10.(E) 11.(D) 12.(C) 13.(D) 14.(D) 15.(C) 16. (A) 17.(C) 18.(D) 19.(D) 20(A) 21.(B) 22. (B) 23.(B) 24. (A) 25.(C)

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
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Affiliated to the University of Madras

MARK LISTS/GRADE

S.NO	REGISTER NO	NAMES	MARKS
1	211802833	AISHWARYA.R	42
2	211802834	AJITHA.R	30
3	211802835	ARUL MOZHI.S	34
4	211802836	BHUVANESHWARI.G	40
5	211802837	CHRISTINA JOICE MARY.A	44
6	211802838	DEEPA.V	42
7	211802839	DEVI.S	38
8	211802840	DHANA LAKSHMI.P	39
9	211802841	DHIVYA.N	43
10	211802842	DIVYA BARATHI.V	47
11	211802843	DIVYA.S	43
12	211802844	DIVYA LAKSHMI.B	43
13	211802845	FARZEEN BEGUM.J	43
14	211802846	GAYATHRI.S	40
15	211802847	HEMA.S	34
16	211802848	ISHWARIYA.S	40
17	211802849	ISWARYA.K	44
18	211802850	JANANI.R	42
19	211802851	JAYA LAKSHMI.A	43
20	211802852	JAYA PRIYA.S	43
21	211802853	JENNIFER.N	43
22	211802854	JOTHIKA.P	40
23	211802855	KAMALESHWARI.M	44
24	211802856	KEERTHANA.K	42
25	211802857	KEERTHANA.K	38
26	211802858	KEERTHANA.T	39
27	211802859	KEERTHIKA.P	43
28	211802860	KIRTHIKA.A	44
29	211802861	KOLASTRICA.L	42
30	211802862	LOGESHWARI.E	38
31	211802864	MALINI.M	39

32	211802865	MANJULA.S	43
33	211802866	MEENA.AB	40
34	211802867	MEKALA.S	45
35	211802868	MERCY.R	35
36	211802870	NITHYA DEVI.M	40
37	211802871	NOORJAHAN.J	45
38	211802872	PADMAVATHI.N	35
39	211802873	PARVEEN BANU.I	42
40	211802874	PARVEEN BEGUM.M	30
41	211802875	PAVITHRA.B	34
42	211802876	PAVITHRA.S	40
43	211802877	POOJA.S	37
44	211802878	PRIYADHARSHINI.R	38
45	211802879	PRIYANKA.S	42
46	211802880	RAMYA.K	40
47	211802881	REKHA.D H.I	39
48	211802883	SANDHIYA.S	34
49	211802884	SANGEETHA.S	46
50	211802885	SATHIYA.G	39
51	211802886	SAVITHA LAKSHMI.A	43
52	211802887	SHAKTHI PRIYA.R	43
53	211802888	SINDHU MAYI.M	43
54	211802889	SOWMIYA.K H.I	45
55	211802890	SRIMATHI.M	45
56	211802891	SUJITHRA.M	40
57	211802892	SUNDHARESHWARI.S	39
58	211802893	SUREKHA.M	45
59	211802894	SURYA KALA.K	36
60	211802895	SYEDA TABASSUM.A	40
61	211802896	THARA.S	35
62	211802897	VAISHNAVI.M	35
63	211802898	VALARMATHI.M	42
64	211802899	VARSHA.B	40
65	211802900	VICITHRA.R	33

66	211802901	VINODHINI.V	40
67	211802902	WOLA.MA	44
68	211802903	KUSHBOO SIRVI.G	43
69	211802904	SUMAYA FARHEEN.F	40
70	211802905	GEETHU SREEKUMAR	40
71	211804790	GOMATHI.V	39
72	211804791	SARANYA.R	43

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CHENNAI - 28

Course Certificate

This is to certify that Miss. GEETHU SREEKUMAR

has completed the Certificate course in CAREER DEVELOPMENT AND INTERVIEW SKILLS

conducted by DEPARTMENT OF COMPUTER APPLICATIONS SHIFT - II

between JULY 2019 *and* AUGUST 2019

Correspondent *Course Coordinator* *Principal*

NOTES/ HAND OUTS/ NET DOWN/OHP/PPT

UNIT 1

INTRODUCTION TO ARTIFICIAL INTELLIGENCE

Artificial Intelligence

• Thinking about thinking

• The confluence of many disciplines

• Systemizes the intellectual tasks

• Intelligence: Ability to think, understand and

do instead of instincts or automation.

• Coined by John McCarthy

A computer's capabilities

• Natural Language processing(in human's style)

• Knowledge representation(storage)

• Automated reasoning(stored info-> conclusions)

• Machine learning(adapt to new circumstances &

to detect & extrapolate new patterns)

Views of AI fall into four categories

Thinking Humanly (Cognitive: Introspection + psychological experiments: Mind= Program) • Acting Humanly: (Turing test: indistinguishability) • Thinking Rationally: (Logic, syllogism) • Acting rationally(Rational agent approach)

Machine Learning is defined as a technology that is used to train machines to perform various actions such as predictions, recommendations, estimations, etc., based on historical data or past experience.

Machine Learning enables computers to behave like human beings by training them with the help of past experience and predicted data.

There are three key aspects of Machine Learning, which are as follows:

o Task: A task is defined as the main problem in which we are interested. This task/problem can be related to the predictions and recommendations and estimations, etc.

o Experience: It is defined as learning from historical or past data and used to estimate and resolve future tasks.

o Performance: It is defined as the capacity of any machine to resolve any machine learning task or problem and provide the best outcome for the same. However, performance is dependent on the type of machine learning problems.

Artificial Intelligence Machine learning

Artificial intelligence is a technology which enables a machine to simulate human behavior. Machine learning is a subset of AI which allows a machine to automatically learn from past data without programming explicitly.

The goal of AI is to make a smart computer system like humans to solve complex problems. The goal of ML is to allow machines to learn from data so that they can give accurate output.

In AI, we make intelligent systems to perform any task like a human. In ML, we teach machines with data to perform a particular task and give an accurate result.

Machine learning and deep learning are the two main subsets of AI. Deep learning is a main subset of machine learning.

AI has a very wide range of scope. Machine learning has a limited scope.

AI is working to create an intelligent system which can perform various complex tasks. Machine learning is working to create machines that can perform only those specific tasks for which they are trained.

AI system is concerned about maximizing the chances of success. Machine learning is mainly concerned about accuracy and patterns.

The main applications of AI are Siri, customer support using catboats, Expert System, Online game playing, intelligent humanoid robot, etc. The main applications of machine learning are Online recommender system, Google search algorithms, Facebook auto friend tagging suggestions, etc.

On the basis of capabilities, AI can be divided into three types, which are, Weak AI, General AI, and Strong AI. Machine learning can also be divided into mainly three types that are Supervised learning, Unsupervised learning, and Reinforcement learning.

It includes learning, reasoning, and self-correction. It includes learning and self-correction when introduced with new data.

AI completely deals with Structured, semi-structured, and unstructured data. Machine learning deals with Structured and semi-structured data.

Types and Algorithms of Machine Learning

Supervised Learning

Direct (& redirect)

• Mapping : The input variable (x) to output variable

(y) through the use of an algorithm.

• The output of the algorithm is already known: before

it starts working on it or learning it.

• Work out the steps or process needed to reach from

the input to the output.

• Eg . a student learning a course from an instructor.

The student knows the learning outcome.

• External supervisor is Present.

Unsupervised Learning

Trial & error

• No mapping: from input to output

• No proper input nor output algorithms/ reference data

• The system has its faultless and immense logical operations to

guide it along the way

• Make better estimations next time around and eventually.

• Learns from the information at hand: COMPARISION of with one

with the other(shapes, newspapers)

• Suggests similarity

• No feedback; just try

• FOCUS: Present scenerio.(Eg. Good news feed)

Reinforcement Learning

To reinforce

• Has mapping: from input to output

• From Unsupervised learning

• Reward or Punishment

• High level of sophistication

• Tackled by a plethora of different algorithms.

• Continuous feedback, regular follow- up and

continuous improvement.

Artificial Neural Network

The term "Artificial Neural Network" is derived from Biological neural networks that develop the structure of a human brain. Similar to the human brain that has neurons interconnected to one another, artificial neural networks also have neurons that are interconnected to one another in various layers of the networks. These neurons are known as nodes.

The typical Artificial Neural Network looks something like the given figure.

Machine Learning use cases

Cybersecurity Machine Learning Use Cases

Email Monitoring

Emails are now one of the most common tools for personal and professional communications. These are also the primary platforms to give shape to malware or other cybersecurity attacks. Phishing emails, for instance, extract sensitive information by tricking the end-users. Machine learning techniques can be instrumental in the detection of cybersecurity attacks by conducting real-time email monitoring. Natural Language Processing is one of the technologies to analyze email content and determine the possibility of phishing attempts. Anomaly detection using machine learning technologies is also effective in performing email monitoring.

One of the real-world examples is Tessian, a software organization in London. It uses ML-based email monitoring software to prevent phishing attacks, information breaches, and malware attacks. The software combines NLP and anomaly detection to keep track of the cybersecurity issues arising through the mails.

Machine Learning Against Bots

Bots contribute to approximately 25% of the overall web traffic. Most of these bots are malicious and can cause cybersecurity attacks, such as data breaches, malware attacks, or other threats. Bots can also

take control of the application users and perform malicious activities. It is no longer possible to use traditional security techniques to deal with the bots.

Machine Learning algorithms can be effective in fighting against bots. Bot Twitter accounts, for instance, are problematic as they spread fake information and promote misinformation. Machine learning-based Twitter Bot identification systems use supervised machine learning techniques to identify and classify good and bad bots. Bot detection using machine learning technologies uses numerous factors, such as temporal patterns, message variability, response rate, etc.

UNIT - II

DATA MINING

Data mining is the process of sorting through large data sets to identify patterns and relationships that can help solve business problems through data analysis. Data mining techniques and tools enable enterprises to predict future trends and make more-informed business decisions.

Data mining is a key part of data analytics overall and one of the core disciplines in data science, which uses advanced analytics techniques to find useful information in data sets. At a more granular level, data mining is a step in the knowledge discovery in databases (KDD) process, a data science methodology for gathering, processing and analyzing data. Data mining and KDD are sometimes referred to interchangeably, but they're more commonly seen as distinct things.

Data Mining Techniques

Data mining includes the utilization of refined data analysis tools to find previously unknown, valid patterns and relationships in huge data sets. These tools can incorporate statistical models, machine learning techniques, and mathematical algorithms, such as neural networks or decision trees. Thus, data mining incorporates analysis and prediction.

Depending on various methods and technologies from the intersection of machine learning, database management, and statistics, professionals in data mining have devoted their careers to better understanding how to process and make conclusions from the huge amount of data, but what are the methods they use to make it happen?

In recent data mining projects, various major data mining techniques have been developed and used, including association, classification, clustering, prediction, sequential patterns, and regression.

Classification:

This technique is used to obtain important and relevant information about data and metadata. This data mining technique helps to classify data in different classes.

Clustering:

Clustering is a division of information into groups of connected objects. Describing the data by a few clusters mainly loses certain confine details, but accomplishes improvement. It models data by its clusters. Data modeling puts clustering from a historical point of view rooted in statistics, mathematics, and numerical analysis. From a machine learning point of view, clusters relate to hidden patterns, the search for clusters is unsupervised learning, and the subsequent framework represents a data concept.

Regression:

Regression analysis is the data mining process is used to identify and analyze the relationship between variables because of the presence of the other factor. It is used to define the probability of the specific variable. Regression, primarily a form of planning and modeling. For example, we might use it to project certain costs, depending on other factors such as availability, consumer demand, and competition. Primarily it gives the exact relationship between two or more variables in the given data set.

Association Rules:

This data mining technique helps to discover a link between two or more items. It finds a hidden pattern in the data set.

Association rules are if-then statements that support to show the probability of interactions between data items within large data sets in different types of databases. Association rule mining has several applications and is commonly used to help sales correlations in data or medical data sets.

Clustering

Cluster Analysis in Data Mining means that to find out the group of objects which are similar to each other in the group but are different from the object in other groups.

Clustering Methods

Clustering methods can be classified into the following categories −

- Partitioning Method
- Hierarchical Method
- Density-based Method
- Grid-Based Method
- Model-Based Method
- Constraint-based Method

Statistical Classification

- statistical classification is the broad supervised learning approach that trains a program to categorize new, unlabeled information based upon its relevance to known, labeled data.

- The algorithms that sort unlabeled data into labeled classes, or categories of information, are called classifiers. A simple practical example are spam filters that scan incoming “raw” emails and classify them as either “spam” or “not-spam.” Classifiers are the concrete implementation of pattern recognition in any form of machine learning.

Regression analysis

Regression refers to a data mining technique that is used to predict the numeric values in a given data set. For example, regression might be used to predict the product or service cost or other variables. It is also used in various industries for business and marketing behavior, trend analysis, and financial forecast.

Decision tree

A decision tree is a structure that includes a root node, branches, and leaf nodes. Each internal node denotes a test on an attribute, each branch denotes the outcome of a test, and each leaf node holds a class label. The topmost node in the tree is the root node.

The benefits of having a decision tree are as follows −

- It does not require any domain knowledge.
- It is easy to comprehend.
- The learning and classification steps of a decision tree are simple and fast.

Association rule learning is a type of unsupervised learning technique that checks for the dependency of one data item on another data item and maps accordingly so that it can be more profitable. It tries to find some interesting relations or associations among the variables of dataset. It is based on different rules to discover the interesting relations between variables in the database.

The association rule learning is one of the very important concepts of machine learning, and it is employed in Market Basket analysis, Web usage mining, continuous production, etc. Here market basket analysis is a technique used by the various big retailer to discover the associations between items. We can understand it by taking an example of a supermarket, as in a supermarket, all products that are purchased together are put together.

For example, if a customer buys bread, he most likely can also buy butter, eggs, or milk, so these products are stored within a shelf or mostly nearby. Consider the below diagram:

Association rule learning can be divided into three types of algorithms:

- Apriori
- Eclat
- F-P Growth Algorithm

Support Vector Machine Algorithm

Support Vector Machine or SVM is one of the most popular Supervised Learning algorithms, which is used for Classification as well as Regression problems. However, primarily, it is used for Classification problems in Machine Learning.

The goal of the SVM algorithm is to create the best line or decision boundary that can segregate n-dimensional space into classes so that we can easily put the new data point in the correct category in the future. This best decision boundary is called a hyperplane.

SVM algorithm can be used for Face detection, image classification, text categorization, etc.

Types of SVM

SVM can be of two types:

o Linear SVM: Linear SVM is used for linearly separable data, which means if a dataset can be classified into two classes by using a single straight line, then such data is termed as linearly separable data, and classifier is used called as Linear SVM classifier.

o Non-linear SVM: Non-Linear SVM is used for non-linearly separated data, which means if a dataset cannot be classified by using a straight line, then such data is termed as non-linear data and classifier used is called as Non-linear SVM classifier.

UNIT IV : QUANTITATIVE APTITUDE

Speed, Time & Distance – Introduction & Concept

Speed Distance Time is one of the most popular and important topics in the Mathematics or Quants section of any competitive exam. The concept of Speed, Time and Distance is used extensively for questions relating to different topics such as motion in a straight line, circular motion, boats and streams, races, clocks, etc

Relationship Between Speed, Time & Distance

1. Speed = Distance/Time – This tells us how slow or fast an object moves. It describes the distance travelled divided by the time taken to cover the distance.

2. Speed is directly Proportional to Distance and Inversely proportional to Time. Hence,

3. Distance = Speed X Time, and

4. Time = Distance / Speed, as the speed increases the time taken will decrease and vice versa.

Using these formulas any basic problems can be solved. However, the correct usage of units is also an important thing to consider while using formulas.

Units of Speed Time & Distance

Each Speed, Distance and Time can be expressed in different units:

Time: seconds(s), minutes (min), hours (hr)

Distance: (meters (m), kilometers (km), miles, feet

Speed: m/s, km/hr

So if Distance = km and Time = hr, then as Speed = Distance/ Time; the units of Speed will be km/ hr.

Examples:

Q1. A person travels from one place to another at 30 km/hr and returns at 120 km/hr. If the total time taken is 5 hours, then find the Distance.

Solutions:

Here the Distance is constant, so the Time taken will be inversely proportional to the Speed. Ratio of Speed is given as 30:120, i.e. 1:4

So the ratio of Time taken will be 4:1.

Total Time taken = 5 hours; Time taken while going is 4 hours and returning is 1 hour.

Hence, Distance = 30x 4 = 120 km

Q.2. Traveling at 3/4th of the original Speed a train is 10 minutes late. Find the usual Time taken by the train to complete the journey?

Solutions:Let the usual Speed be S1 and usual Time be T1. As the Distance to be covered in both the cases is same, the ratio of usual Time to the Time taken when he is late will be the inverse of the usual Speed and the Speed when he is late

If the Speed is S2 = ¾S1 then the Time taken T2 = 4/3 T1 Given T2 – T1 = 10 =>4/3 T1 – T1 = 10 => T1 = 30 minutes.

Time and Work:Time and work deals with the time taken by an individual or a group of individuals to complete a piece of work and the efficiency of the work done by each of them.

Important Time and Work Formula

Given below are a few such important time and work formulas :

- Work Done = Time Taken × Rate of Work
- Rate of Work = 1 / Time Taken
- Time Taken = 1 / Rate of Work
- If a piece of work is done in x number of days, then the work done in one day = 1/x
- Total Wok Done = Number of Days × Efficiency
- Efficiency and Time are inversely proportional to each other
- X:y is the ratio of the number of men which are required to complete a piece of work, then the ratio of the time taken by them to complete the work will be y:x
- If x number of people can do W1 work, in D1 days, working T1 hours each day and the number of people can do W2 work, in D2 days, working T2 hours each day, then the relation between them will be

Example

Q 1. A builder appoints three construction workers Akash, Sunil and Rakesh on one of his sites. They take 20, 30 and 60 days respectively to do a piece of work. How many days will it take Akash to complete the entire work if he is assisted by Sunil and Rakesh every third day?

1. 10 days
2. 15 days
3. 25 days
4. 30 days
5. 45 days

Answer: (2) 15 days

Solution:

Total work done by Akash, Sunil and Rakesh in 1 day = {(1/20) + (1/30) + (1/60)} = 1/10

Work done along by Akash in 2 days = (1/20) × 2 = 1/10

Work Done in 3 days (1 day of all three together + 2 days of Akash's work) = (1/10) + (1/10) = 1/5

So, work done in 3 days = 1/5

Time taken to complete the work = 5×3 = 15 days

Q 2. To complete a piece of work, Samir takes 6 days and Tanvir takes 8 days alone respectively. Samir and Tanvir took Rs.2400 to do this work. When Amir joined them, the work was done in 3 days. What amount was paid to Amir?

1. Rs. 300
2. Rs. 400
3. Rs. 800
4. Rs. 500
5. Rs. 100

Answer: (1) Rs.300

Solution:

Total work done by Samir and Tanvir = {(1/6) + (1/8)} = 7/24

Work done by Amir in 1 day = (1/3) – (7/24) = 1/24

Amount distributed between each of them = (1/6) : (1/8) : (1/24) = 4:3:1

Amount paid to Amir = (1/24) × 3 × 2400 = Rs.300

Number Series

The arrangement of numbers in a certain order, and in which some numbers are placed wrongly in the series and some numbers are missing is called a number series.

Steps To Solve Number Series

Here we are providing some steps on how to solve number series question that forms an important part of the reasoning section of the banking syllabus:

Step 1: Screening

Step 2: Check the pattern Decreasing or Increasing or Alternating.

Step 3: Find the rate of increase or decrease if the series is of increasing or decreasing pattern.

Types of Questions on Number Series

Here are some of the series patterns which are discussed below:

- Based on subtraction and addition

In the series 4, 9, 14, 19, 24, 29 we can see that it is an increasing series and the rate of increase is 9-4 = 5.

In the series 13, 11, 9, 7, 5 we can see that it is a decreasing series and the rate of decrease is 13-11 = 2

- Based on division and multiplication

In the series 4, 8, 16, 32, 64, we can see that it is an increasing series and the series is increasing by the multiple of 2.

In the series 100, 50, 25, 5, 1 we can see that it is a decreasing series and the series is decreasing as the terms are divided by 5.

- Based on square and cube

In the series 8, 27, 125, 343, 1331, 2197, we can see that it is an increasing series. The series is the cube of the consecutive prime numbers from 2 to 13.

Q 1. 2 10 50 ? 1250 6250

1. 125
2. 450
3. 100
4. 250
5. 150

Answer: (4) 250

Solution:

2×5 = 10

10×5 = 50

50×5 = 250

250×5 = 1250

1250×5 = 6250

Q 2. 5 5 7.5 ? 37.5 112.5

1. 10.5
2. 12
3. 15
4. 15.5
5. 17

Answer: (3) 15

Solution:

5×1 = 5

5×1.5 = 7.5

7.5×2 = 15

15×2.5 = 37.5

37.5×3 = 112.5

Blood Relations Topics

1. Jumbled descriptions
2. Relational puzzle
3. Coded relations
4. Miscellaneous questions

Family Tree

Observations from the family tree

1. Akash and Arjun are brothers and Anne is the wife of Arjun.
2. Myra is the daughter of Arjun and Anne.
3. Veena is the mother of Akash and She has three brothers, Vishnu, Ravi and Guru.
4. Lakshmi Narayan is the father of Arjun and the son of Krishna Rao and Radha.
5. Narayan and Shakuntala are husband and wife and are the parents of Veena.

Examples

Question 1: Pointing to a photograph of a boy Mr.Ram said, “He is the son of the only son of my mother.” How is Mr Ram related to that boy?

A. Brother

B. Uncle

C. Cousin

D. Father

Hence, option D is the correct answer.

Question 2: Rita told Mani, “The girl I met yesterday at the beach was the youngest daughter of the brother-in-law of my friend’s mother.” How is the girl related to Rita’s friend?

1. Cousin
2. Daughter
3. Friend
4. Aunt

Hence, option A is the correct answer.

Venn Diagrams

A Venn diagram is an illustration that uses circles to show the relationships among things or finite groups of things. Circles that overlap have a commonality while circles that do not overlap do not share those traits.

Venn diagrams help to visually represent the similarities and differences between two concepts.

KEY TAKEAWAYS

- A Venn diagram uses circles that overlap or don't overlap to show the commonalities and differences among things or groups of things.
- Things that have commonalities are shown as overlapping circles while things that are distinct stand alone.
- Venn diagrams are now used as illustrations in business and in many academic fields.

Universal Set

Whenever we use a set, it is easier to first consider a larger set called a universal set that contains all of the elements in all of the sets that are being considered. Whenever we draw a Venn diagram:

- A large rectangle is used to represent the universal set and it is usually denoted by the symbol E or sometimes U.
- All the other sets are represented by circles or closed figures within this larger rectangle.
- Every set is the subset of the universal set U.

Subset

Venn diagrams are used to show subsets. A subset is actually a set that is contained within another set. Let us consider the examples of two sets A and B in the below-given figure. Here, A is a subset of B. Circle A is contained entirely within circle B. Also, all the elements of A are elements of set B.

Seating Arrangement means a plan that shows where people should sit

Example

Eleven friends M, N, O, P, Q, R, S, T, U, V and W are sitting in the first row of the stadium watching a cricket match.

i. T is to the immediate left of P and third to the right of U.

ii. V is the immediate neighbour of M and N and third to the left of S.

iii. M is the second to the right of Q, who is at one of the ends.

iv. R is sitting next to the right of P and P is second to the right of O.

Q.1. Who is sitting in the center of the row?

1. N

2. O

3. S

4. U

ANS:4

Q.2. Which of the following people are sitting to the right of S?

1. OTPQ

2. OTPR

3. UNVM

4. UOTPR

Ans:2

Q.3. Which of the following statements is true with respect to the above arrangement?

1. There are three persons sitting between P and S

2. W is between M and V.

3. N is sitting between V and U

4. S and O are neighbours sitting to the immediate right of T

Ans:3

Q.4. Who are the immediate neighbours of T?

1. O, P

2. O, R

3. N, U

4. V, U

Ans:1

Q.5. If Q and P, O and N, M and T, and W and R interchange their positions then which of the following pairs of friends is sitting at the ends?

1. P and Q

2. Q and R

3. P and W

4. W and R

Ans:3

UNIT – V : RESUME BUILDING

Resume Writing Do's

Keep your resume clear and concise

An employer takes an average of 30 seconds to skim a resume. You want them to see right away that you are qualified for the position.

Proofread your resume numerous times

Be sure there are no spelling or grammar mistakes. Have someone else read it over as well. A simple spelling mistake on a resume can give a negative impression to the employer. It can even prevent you from getting the job.

Limit your resume to two pages

Place the emphasis of your resume on your most recent experience. Older jobs and experience that are more than 15 years old should either be cut out or minimized. This way, the employer can focus on more relevant information.

Tailor your resume to suit the position you are applying for

Specify work experience or achievements that are related to the position you are applying to. This can be done by reviewing the job description or the employer website.

Highlight what you have accomplished

You want to be able to identify the best examples of where you demonstrated your skills. These examples should speak to what you achieved in your role, and should demonstrate what kind of employee you are. It is best to include this information in the "Work experience" section of the resume.

Be honest

Lying on your resume is never a good idea. You don't want to overstate your skills or results as it will mislead the employer. Have confidence in what you have to offer.

Quantify your achievements

Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.

Use simple words and action verbs

The person reading your resume might not always be the employer. Resumes can be reviewed by recruiters or Human Resources specialists who may not be familiar with your specific field. Use simple and

plain language, but also persuasive verbs such as handled, managed, led, developed, increased, accomplished, leveraged, etc.

Include unpaid work that show off your skills

If you have volunteered with a well-known organization or worked for an important cause, put it in your resume. You should include these experiences under the "Work experience" or the "Volunteer work" section, especially if they are related to the position you are applying for.

Double check and include your contact information

Your resume should list your name, address, email and phone number. This information should be placed at the top of the first page. Also, make sure this information is accurate. Otherwise, the employer won't be able to contact you.

Resume Writing Don'ts

Don't use an inappropriate email address

Make sure your email is easy to read, easy to type, professional and non offensive. In general, your email address should be based on your name. Exclude any nicknames, numbers, or special characters.

Don't include unnecessary personal information

It is best to leave out any personal details such as age, weight, height, marital status, religious preference, political views, or any other personal attributes that could be controversial. This will prevent any potential bias. Most importantly, never include your Social Insurance Number in your resume.

Don't include a picture of yourself

Although in some countries it may be acceptable to include a photo, it is not the norm in Canada. It can actually lower your chances of obtaining a position and divert the whole focus of your resume. You want the employer to focus on your skills and experience, not what you look like.

Don't use too many bullets

Make your resume easy to read by limiting each resume section or sub section to 5-7 bullet points. This will make it easier for the employer to scan your resume and identify your potential. Each bullet point should be used wisely by keeping the information relevant and concise.

Don't use personal pronouns

Do not use "I," "my," or "me". Write your resume in the third person, as if it's being written by someone else.

Don't simply list job responsibilities

Your job duties will be obvious from your job title. Instead, highlight your achievements by putting a personal spin on your job duties and providing specific examples.

Don't make general statements

Steer clear from vague statements that don't highlight your actual contribution. Unclear statements such as, "Responsible for improving efficiencies and making cost savings", does not provide any information to an employer. Personalize your experience!

Don't include reasons for leaving previous jobs

The main purpose of your resume is to promote you, your skills, experience and achievements. It should be entirely positive, and therefore should not include reasons for leaving as it does not add any value to you as a candidate.

Don't include references

An employer only requires references if they are seriously considering hiring you. Keep references on a separate sheet and provide them only when they are specifically requested.

Don't include hobbies or interests

It is not recommended to mention hobbies because of the judgments potential employers can make. However, if your hobbies relate to the position, you may include them as they can demonstrate to the employer why you are a good fit.

RESUME TIPS

1. Be strategic

2. Keep it consistent

3. Include a variety of experiences

4. Think like an employer

5. Keep it visually balanced

SAMPLE RESUME

GROUP DISCUSSION

A group discussion is a group of individuals, gather at one place in the form of a circle with similar interest to share the ideas, solve problems or give comments. In simple terms, a group discussion is well known as GD. Generally, the group discussions are performed to assess the skill set of a person which includes communication skills, leadership skills, managing skills, team building skills, social skills, problem-solving skills and presence of mind. At last, the rating is given on a scale of 1 to 10.

5 Few tips for GD:

1. Grooming (appearance)

2. Be a good listener & support or add to the other points. (But don't interrupt in middle)

3. Speak loudly and clearly.

4. Try to be the first and the last speaker of the discussion.

5. Be confident while speaking (analyze with numbers if you know & it has to be fact).

TYPES OF GROUP DISCUSSION (GD)

Group Discussions can be divided into 3 types:

TOPICAL GROUP DISCUSSIONS

The matter for these types of Group discussion is based on current affairs or static matters. Students are advised to be thorough with these and read newspapers daily to be up to date. Also, these discussions are not time bound.

CASE-STUDIES

In this student are given situations especially out of a business and will be judged on how they reach a solution to the problem. They will be required to analyse the situation and give their views.

ABSTRACT GROUP DISCUSSIONS

This kind of discussion gives no outline of the topic, which means no one knows which direction to take. The participants must use innovative strategies and ideas to steer the discussion. The topic could be one word or a sentence, but no one usually knows what to say on that or what the panel might like.

EVALUATION CRITERIA: GD

The evaluation of participants is based on two kinds:

- Individual Qualities
- Group Skills
  - Content
  - Analytical skills
  - Reasoning skills
  - Organisation skills

- Communication skills
- Creativity

GD: DO'S AND DON'TS

Dress Formally

A person's sense of dressing speaks a lot. Do not go on a crop top and jeans and T-shirt trail when going for a Group Discussion. Dress in smart formals for Group Discussion. Also make sure that you are comfortable. Dressing up nicely boosts your confidence level and increases your chance of making a good impression.

Speak First

Try to open the GD. Do not be disheartened if you cannot as someone else got the chance, but if you do, it is a big plus point. But it will only be favorable if you have understood the topic clearly. Even if you do not speak first, make sure to frame your argument well for your turn.

Eye Contact

Keep calm and relax. It is just a GD not a matter of life and death. Maintain eye contact with everyone, they are just as nervous as you are.

Let others speak

Give others a chance to speak. Do not cut them off. It does not give a good impression. Wait for your turn to present your arguments.

Be Assertive

Be polite. Use simple language to convey your thoughts. Do not be dominating. If you do not agree with someone’s argument, put your point forward in a calm and respectful manner.

Be Sensible

Sometimes, it is easy to get carried away and we just end up speaking nonsense. Try to refrain from that. Do not keep going just so that you can get extra time, hence, extra highlight. It would not work if your argument is not strong enough anyway. Stick to the point and once you are done presenting it, kindly give others a chance to speak.

GD Weightage

In most of the IIMs and colleges, Group Discussion carries substantiate weightage. Every college has different weightage for GD so it is a little difficult to tell exactly how much scores you can get in GD. But it can range from 10% to 20% and if it is a part of PI and WAT, it carries a joint 50% weightage.

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CRITERION 1

CERTIFICATE COURSE

2019-2020

SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

1. DEPARMENT :COMPUTER SCIENCE
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC\BCSC1\CC\2019-2020
4. NAME OF THE SUBJECT : SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT
5. STAFF IN-CHARGE : T.SOUNDARYA
6. BATCH : 2019-2020
7. NO.OF STUDENTS : 49
8. COURSE FEE : No Fee
9. DURATION : 30 Hrs
10. TIMING : 8.30AM - 12.30

Dr. SGS JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN		CERTIFICATE COURSE	
Document ID:	MIC/SCI/CC/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms. T. SOUNDARYA		
Course:	**Skill Development Training Program for Placement**	**Department:**	Department of Computer Science & PG Department of Information Technology
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Sc (COMPUTER SCIENCE) for the academic year 2019-2020, will commence from 17.07.2019.

Sl. No	Name of the Members	Design/Dept	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Ms .V.R.Viju	Department -in- charge	
3.	Ms. T.Soundarya	Assistant Professor	
4.	ABISHA.T	B.Sc CS	
5.	AISHWARYA T.C	B.Sc CS	
6.	ANGEL SARAH JOSEPHINE.B	B.Sc CS	
7	ANITHA G.M	B.Sc CS	
8.	ARUNA.G	B.Sc CS	
9.	ASHWINI.G	B.Sc CS	
10.	ASHWINI.R	B.Sc CS	
11.	ASWINI.C	B.Sc CS	
12.	CHRISTY MERSIBHA.I	B.Sc CS	
13.	DEEPASRI.S	B.Sc CS	
14.	DEEPIKA.G	B.Sc CS	
15	DEEPIKA.R	B.Sc CS	
16	DEVADHARANI.C	B.Sc CS	
17	DIVYA BHARATHI.S	B.Sc CS	
18	DIVYA.T	B.Sc CS	
19	GAYATHRI.A	B.Sc CS	
20	GAYATHRI.R	B.Sc CS	
21	INDUMATHI.N	B.Sc CS	
22	JANANI.G.J	B.Sc CS	
23	JERLIN.D	B.Sc CS	
24	KAVITHA.G	B.Sc CS	
25	KEERTHANA.K	B.Sc CS	
26	KEERTHANA.S	B.Sc CS	
27	LAVANYA.V	B.Sc CS	
28	MAGESWARI.S	B.Sc CS	
29	MALAVIKA.S	B.Sc CS	
30	MAYA.P	B.Sc CS	
31	NANDHINI.U	B.Sc CS	
32	POOJA.P	B.Sc CS	
33	PRAVEENA.V	B.Sc CS	

PREETHI.M	B.Sc CS	Preethi.M
RAKSHANA.T	B.Sc CS	Rakshana.T
RATHNA DEEPIKA.C	B.Sc CS	C. Rathna.
RIHANA FATHIMA.Z	B.Sc CS	Z.Rhs
ROJA.C	B.Sc CS	Roja.C
SANDHIYA.A.S	B.Sc CS	Sandhiya.
SINDHU.S	B.Sc CS	Sindhu.S
SRIJA.T	B.Sc CS	Srija.
SRILEKHA.S	B.Sc CS	Srilekha.S.
SUMITHRA.S	B.Sc CS	S.Sumithra
SWETHA.R	B.Sc CS	S.Swetha.S
SWETHA.S	B.Sc CS	Swetha.S
TAMIZH VAANI.S	B.Sc CS	Tamizh Vaani.S
THENDRAL.C	B.Sc CS	C. Thendral
VANITHA.R	B.Sc CS	Vanitha.R.
VICKNESHWARI.T	B.Sc CS	Vickneshwari
ARDRA VIJAY	B.Sc CS	Ardra vijay
GAJALAKSHMI.G	B.Sc CS	G
SREEKAMAKSHI.C	B.Sc CS	Sreekamakshi.C

T. Sundari

COURSE INSTRUCTOR

H.O.D

PRINCIPAL

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COURSE SPECIFICATION

1. DEPARTMENT :COMPUTER SCIENCE
2. SUBJECT NAME : SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT
3. SUBJECT CODE : MJC\BCSC1\CC\2019-2020
4. AIM:

   The aim is provide to students with the targeted training they need to gain the knowledge and abilities necessary to fulfill the specific requirements of their job positions. Skills training can also be used to re-educate and retrain students whenever new technology, processes or systems debut.

5. OBJECTIVES:

   - To provide the students with strong analytical skulls
   - To develop vocational relevant skill (aptitude,reasoning) is the need
   - To improve social skills.
   - To create opportunities, scope and space for the development of the talents of the student

SYLLABUS

UNIT-I: LOGICAL REASONING

Series completion-Venn Diagram and Classification-Missing Characters-Odd Man Out-Blood relations-coding and decoding-permutations and combinations.

UNIT-II: APTITUDE

Problems on ages- Percentage-HCF & LCF- Profit & Loss –NPR & MCR – Number systems Ratio proportion –Mensuration-Time & Work

UNIT-III: CURRENT AFFAIRS IN IT

Overview of current Affairs in IT Fields

UNIT-IV: WRITING SKILLS

Resume Writing, Syllogism

UNIT-V: GD & MOCK INTERVIEW

Current technology-Women Empowerment –Impact of western culture in India

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SYLLABUS COVERAGE

Branch : **COMPUTER SCIENCE**

Subject : SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	13.07.2019	13.07.2019	4	Ms. K.Gangadevi	
II	20.07.2019	20.07.2019	4	Dr.M.Jayanthi	
III	27.07.2019	27.07.2019	4	Ms. E.Kanimozhi	
	03.08.2019	03.08.2019	4	Ms. P.Renuka	
IV	10.08.2019	10.08.2019	4	Ms.T.Soundarya	
	17.08.2019	17.08.2019	4	Ms.H.Puspalatha	
V	24.08.2019	24.08.2019	3	Ms. P.Renuka	
	31.08.2019	31.08.2019	3	Ms. K.Gangadevi	
Total hours			30		

Name list

Year/Semester: II/III

SNO	REGISTER NUMBER	NAME
1.	221809559	ABISHA.T
2.	221809560	AISHWARYA T.C
3.	221809561	ANGEL SARAH JOSEPHINE.B
4.	221809562	ANITHA G.M
5.	221809563	ARUNA.G
6.	221809564	ASHWINI.G
7.	221809565	ASHWINI.R
8.	221809566	ASWINI.C
9.	221809567	CHRISTY MERSIBHA.I
10.	221809568	DEEPASRI.S
11.	221809569	DEEPIKA.G
12.	221809570	DEEPIKA.R
13.	221809571	DEVADHARANI.C
14.	221809572	DIVYA BHARATHI.S
15.	221809573	DIVYA.T
16.	221809574	GAYATHRI.A
17.	221809575	GAYATHRI.R
18.	221809576	INDUMATHI.N
19.	221809577	JANANI.G.J
20.	221809578	JERLIN.D
21.	221809580	KAVITHA.G
22.	221809581	KEERTHANA.K
23.	221809582	KEERTHANA.S
24.	221809583	LAVANYA.V
25.	221809584	MAGESWARI.S
26.	221809585	MALAVIKA.S
27.	221809586	MAYA.P
28.	221809587	NANDHINI.U
29.	221809588	POOJA.P
30.	221809589	PRAVEENA.V

31.	221809590	PREETHI.M
32.	221809591	RAKSHANA.T
33.	221809592	RATHNA DEEPIKA.C
34.	221809593	REHANA FATHIMA.Z
35.	221809594	ROJA.C
36.	221809595	SANDHIYA.A.S
37.	221809596	SINDHU.S
38.	221809598	SRIJA.T
39.	221809599	SRILEKHA.S
40.	221809600	SUMITHRA.S
41.	221809601	SWETHA.R
42.	221809602	SWETHA.S
43.	221809603	TAMIZH VAANI.S
44.	221809604	THENDRAL.C
45.	221809605	VANITHA.R
46.	221809606	VICKNESHWARI.T
47.	221809607	ARDRA VIJAY
48.	221809608	GAJALAKSHMI.G
49.	221809597	SREEKAMAKSHI.C

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
13.07.2019	**8.30am -12.30pm**	Ms. K.Gangadevi
20.07.2019	**8.30am -12.30pm**	Dr.M.Jayanthi
27.07.2019	**8.30am -12.30pm**	Ms. E.Kanimozhi
03.08.2019	**8.30am -12.30pm**	Ms. P.Renuka
10.08.2019	**8.30am -12.30pm**	Ms.T.Soundarya
17.08.2019	**8.30am -12.30pm**	Ms.H.Puspalatha
24.08.2019	**9.30am -12.30pm**	Ms. P.Renuka
31.08.2019	**9.30am -12.30pm**	Ms. K.Gangadevi

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DEPARTMENT – COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
CERTIFICATE COURSE – SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT
BATCH - 2019-2020
SUBJECT CODE – MJC/BCSC1/CC/2019-2020
NO OF HOURS – 4 HOURS (4/3 Hours each day)

SNO	REGISTER NUMBER	NAME	1	2	3	4	5	6	7	8
			13-7-19	20-7-19	27-7-19	03-8-19	10-8-19	17-8-19	24-8-19	31-8-19
1	221809559	ABISHA.T	X	X	X	X	X	X	X	X
2	221809560	AISHWARYA T.C	X	X	X	X	X	X	X	X
3	221809561	ANGEL SARAH JOSEPHINE.B	X	X	X	X	X	X	X	X
4	221809562	ANITHA G.M	X	X	X	X	X	X	X	X
5	221809563	ARUNA.G	X	X	A	X	X	X	X	X
6	221809564	ASHWINI.G	X	X	X	X	X	A	X	X
7	221809565	ASHWINI.R	X	X	X	X	X	X	X	A
8	221809566	ASWINI.C	A	X	X	X	X	X	X	X
9	221809567	CHRISTY MERSIBHA.I	X	X	X	X	X	X	X	X
10	221809568	DEEPASRI.S	X	X	X	A	X	X	X	X
11	221809569	DEEPIKA.G	X	X	X	X	X	X	X	X
12	221809570	DEEPIKA.R	X	X	X	X	X	X	X	X
13	221809571	DEVADHARANI.C	X	X	X	X	X	X	X	X
14	221809572	DIVYA BHARATHI.S	X	X	X	X	A	X	X	X
15	221809573	DIVYA.T	X	X	X	X	X	X	X	X
16	221809574	GAYATHRI.A	X	X	X	X	X	X	A	X
17	221809575	GAYATHRI.R	X	X	X	X	X	A	X	X
18	221809576	INDUMATHI.N	X	A	X	X	X	X	X	X
19	221809577	JANANI.G. J	X	X	X	X	X	X	X	X
20	221809578	JERLIN.D	X	X	X	X	X	X	X	A

21	221809580	KAVITHA.G	X	X	X	X	X	X	X	X
22	221809581	KEERTHANA.K	X	X	X	X	X	X	X	X
23	221809582	KEERTHANA.S	X	X	X	X	X	X	X	X
24	221809583	LAVANYA.V	X	X	X	X	X	A	X	X
25	221809584	MAGESWARI.S	A	X	X	X	A	X	X	X
26	221809585	MALAVIKA.S	X	X	X	X	X	X	X	A
27	221809586	MAYA.P	X	X	X	X	X	X	X	X
28	221809587	NANDHINI.U	X	X	X	X	X	X	X	X
29	221809588	POOJA.P	X	X	X	A	X	X	X	X
30	221809589	PRAVEENA.V	X	X	A	X	X	X	X	X
31	221809590	PREETHI.M	X	X	X	A	X	X	X	X
32	221809591	RAKSHANA.T	X	X	X	X	X	X	X	A
33	221809592	RATHNA DEEPIKA.C	X	A	X	X	X	A	X	X
34	221809593	REHANA FATHIMA.Z	X	X	X	X	X	X	X	X
35	221809594	ROJA.C	X	X	X	X	X	X	X	X
36	221809595	SANDHIYA.A. S	X	X	X	X	A	X	X	X
37	221809596	SINDHU.S	X	X	X	X	X	X	X	X
38	221809598	SRIJA.T	X	X	X	X	X	X	X	A
39	221809599	SRILEKHA.S	X	X	X	X	X	X	X	X
40	221809600	SUMITHRA.S	X	X	X	X	X	X	X	X
41	221809601	SWETHA.R	X	X	X	X	X	X	A	X
42	221809602	SWETHA.S	X	X	X	X	X	X	X	X
43	221809603	TAMIZH VAANI.S	X	X	A	X	X	X	X	X
44	221809604	THENDRAL.C	X	X	X	X	X	A	X	X
45	221809605	VANITHA.R	X	X	X	X	X	X	X	X
46	221809606	VICKNESHWARI.T	X	X	X	X	X	X	X	X
47	221809607	ARDRA VIJAY	X	A	X	A	X	X	X	X
48	221809608	GAJALAKSHMI.G	X	X	X	X	X	X	X	X
49	221809597	SREEKAMAKSHI.C	X	X	X	X	A	X	X	X

QUESTION PATTERN

1. **Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?**

A. 10
B. 16
C. 13
D. 15

2. **Which word does NOT belong with the others?**

A. index
B. glossary
C. chapter
D. book

3. **Which word is the odd man out?**

A. trivial
B. unimportant
C. important
D. insignificant

4. **CUP : LIP :: BIRD : ?**

A. GRASS
B. FOREST
C. BEAK
D. BUSH

5. **An Informal Gathering occurs when a group of people get together in a casual, relaxed manner. Which situation below is the best example of an Informal Gathering?**

A. A debating club meets on the first Sunday morning of every month.
B. After finding out about his salary raise, Jay and a few colleagues go out for a quick dinner after work.
C. Meena sends out 10 invitations for a bachelorette party she is giving for her elder sister.
D. Whenever she eats at a Chinese restaurant, Roop seems to run into Dibya.

6. **The 'A' state government has chalked out a plan for the underdeveloped 'B' district where 66% of the funds will be placed in the hands of a committee of local representatives.**
Courses of action:

I. The 'A' state government should decide guidelines and norms for the functioning of the committee.
II. Other state government may follow similar plan if directed by the Central government.

A. If only I follows
B. If only II follows
C. If either I or II follows
D. If neither I nor II follows
E. If both I and II follow

7. **Alert villagers nabbed a group of bandits armed with murderous weapons. Courses of action:**
I. The villagers should be provided sophisticated weapons.
II. The villagers should be rewarded for their courage and unity.

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E. If both I and II follow

8. Kevin, Joseph, and Nicholas are 3 brothers. If the following statements are all true, which of them is the youngest?

✓Kevin is the oldest.
✓Nicholas is not the oldest.
✓Joseph is not the youngest.

A. Joseph
B. Kevin
C. Nicholas
D. Both Joseph and Nicholas

9.Father is aged three times more than his son Ronit. After 8 years, he would be two and a half times of Ronit's age. After further 8 years, how many times would he be of Ronit's age?

A. 2 times

B. $2\frac{1}{2}$ times

C. $2\frac{3}{4}$ times

D. 3 times

10.A father said to his son, "I was as old as you are at the present at the time of your birth". If the father's age is 38 years now, the son's age five years back was:

A. 14 years

B. 19 years

C. 33 years

D. 38 years

11.Two students appeared at an examination. One of them secured 9 marks more than the other and his marks was 56% of the sum of their marks. The marks obtained by them are:

A. 39, 30

B. 41, 32

C. 42, 33

D. 43, 34

12.The H.C.F. of two numbers is 23 and the other two factors of their L.C.M. are 13 and 14. The larger of the two numbers is:

A. 276

B. 299

C. 322

D. 345

13.The greatest number of four digits which is divisible by 15, 25, 40 and 75 is:

A. 9000

B. 9400

C. 9600

D. 9800

14. The cost price of 20 articles is the same as the selling price of x articles. If the profit is 25%, then the value of x is:

A. 15

B. 16

C. 18

D. 25

15.A vendor bought toffees at 6 for a rupee. How many for a rupee must he sell to gain 20%?

A. 3

B. 4

C. 5

D. 6

16.Which one of the following is not a prime number?

A. 31

B. 61

C. 71

D. 91

17. A, B and C can do a piece of work in 20, 30 and 60 days respectively. In how many days can A do the work if he is assisted by B and C on every third day?

A. 12 days

B. 15 days

C. 16 days

D. 18 days

18. Sakshi can do a piece of work in 20 days. Tanya is 25% more efficient than Sakshi. The number of days taken by Tanya to do the same piece of work is:

A. 15

B. 16

C. 18

D. 25

19. Two numbers are respectively 20% and 50% more than a third number. The ratio of the two numbers

A. 2 : 5

B. 3 : 5

C. 4 : 5

D. 6 : 7

20. In a mixture 60 litres, the ratio of milk and water 2 : 1. If this ratio is to be 1 : 2, then the quantity of water to be further added is:

A. 20 litres

B. 30 litres

C. 40 litres

D. 60 litres

21. A, B and C can do a piece of work in 20, 30 and 60 days respectively. In how many days can A do the work if he is assisted by B and C on every third day?

A. 12 days

B. 15 days

C. 16 days

D. 18 days

22. In each of the following questions two statements are given and these statements are followed by two conclusions numbered (1) and (2). You have to take the given two statements to be true even if they seem to be at variance from commonly known facts. Read the conclusions and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.
Give answer:

(A) If only (1) conclusion follows

(B) If only (2) conclusion follows

(C) If either (1) or (2) follows

(D) If neither (1) nor (2) follows and

(E) If both (1) and (2) follow.

1. **Statements:** Some actors are singers. All the singers are dancers.

Conclusions:

Some actors are dancers.

No singer is actor.

A. Only (1) conclusion follows

B. Only (2) conclusion follows

C. Either (1) or (2) follows

D. Neither (1) nor (2) follows

E. Both (1) and (2) follow

23. Which of the following diagrams indicates the best relation between Author, Lawyer and Singer ?

A. 

B. 

C. 

D. 

24. Which one Bank is not one of the three Banks that will be merged to form the third largest Bank in India
(a) Vijaya Bank
(b) Bank of Baroda
(c) Indian Bank
(d) Dena Bank

25. In which state, India's longest single-lane steel cable suspension bridge inaugurated
(a) Assam
(b) Mizoram
(c) Meghalaya
(d) Arunachal Pradesh

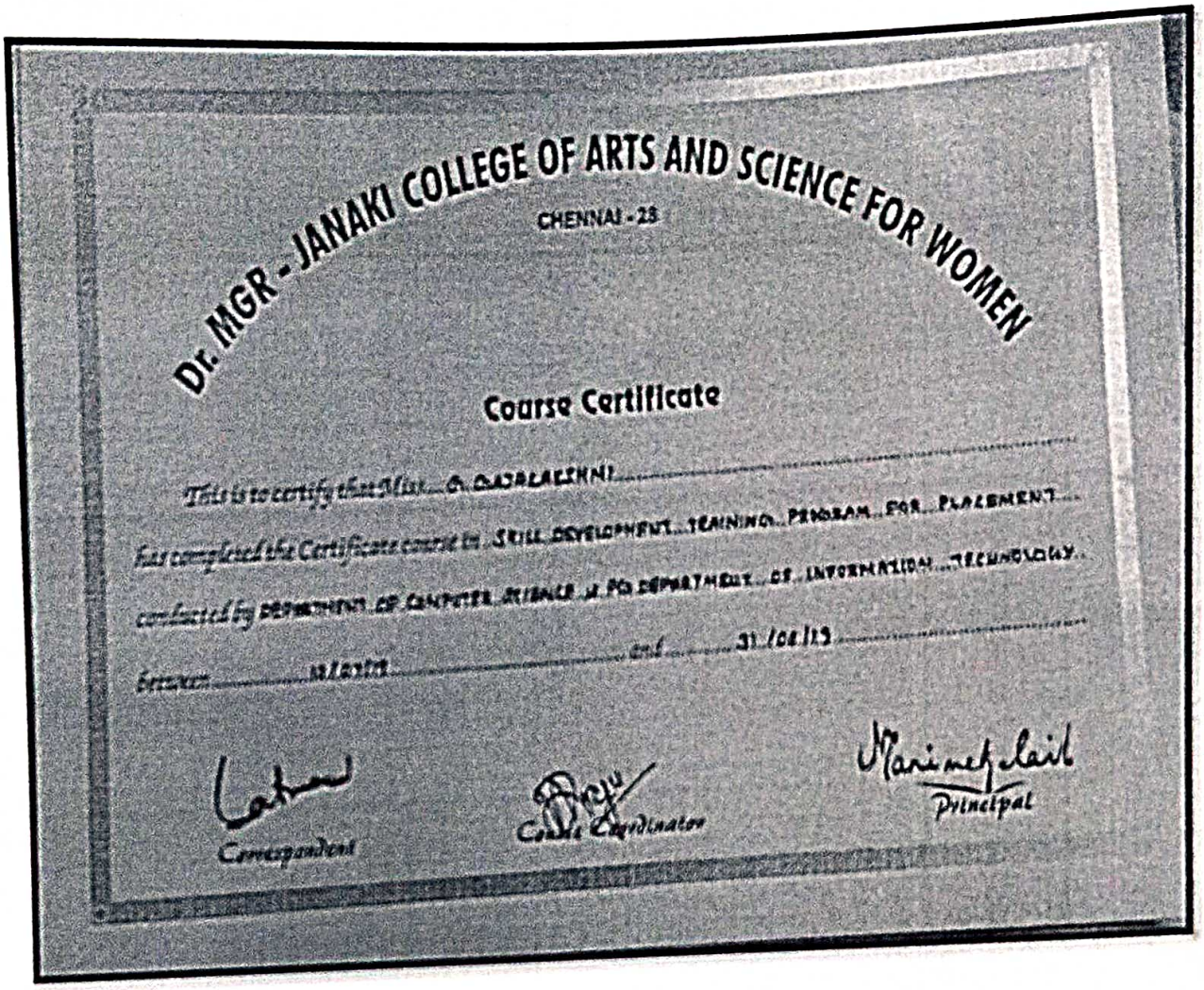
MARKLIST

SNO	REGISTER NUMBER	NAME	MARKS
1	221809559	ABISHA.T	40
2	221809560	AISHWARYA T.C	44
3	221809561	ANGEL SARAH JOSEPHINE.B	47
4	221809562	ANITHA G.M	42
5	221809563	ARUNA.G	38
6	221809564	ASHWINI.G	39
7	221809565	ASHWINI.R	37
8	221809566	ASWINI.C	39
9	221809567	CHRISTY MERSIBHA.I	40
10	221809568	DEEPASRI.S	46
11	221809569	DEEPIKA.G	40
12	221809570	DEEPIKA.R	46
13	221809571	DEVADHARANI.C	35
14	221809572	DIVYA BHARATHI.S	39
15	221809573	DIVYA.T	41
16	221809574	GAYATHRI.A	40
17	221809575	GAYATHRI.R	40
18	221809576	INDUMATHI.N	39
19	221809577	JANANI.G.J	37
20	221809578	JERLIN.D	36
22	221809580	KAVITHA.G	46

23	221809581	KEERTHANA.K	45
20	221809582	KEERTHANA.S	46
25	221809583	LAVANYA.V	47
26	221809584	MAGESWARI.S	40
27	221809585	MALAVIKA.S	41
28	221809586	MAYA.P	40
29	221809587	NANDHINI.U	42
30	221809588	POOJA.P	39
31	221809589	PRAVEENA.V	47
32	221809590	PREETHI.M	40
33	221809591	RAKSHANA.T	39
34	221809592	RATHNA DEEPIKA.C	38
35	221809593	REHANA FATHIMA.Z	39
36	221809594	ROJA.C	40
37	221809595	SANDHIYA.A.S	47
38	221809596	SINDHU.S	42
39	221809597	SRIJA.T	39
40	221809598	SRILEKHA.S	40
41	221809599	SUMITHRA.S	38
42	221809600	SWETHA.R	40
43	221809601	SWETHA.S	39
44	221809602	TAMIZH VAANI.S	38
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49	221809607	GAJALAKSHMI.G	47
50	221809608	SREEKAMAKSHI.C	39

CERTIFICATE COPY



DR. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. G. GAJALAKSHMI has completed the Certificate course in SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT conducted by DEPARTMENT OF COMPUTER SCIENCE & PG DEPARTMENT OF INFORMATION TECHNOLOGY between March and 31/08/15

Correspondent

Course Coordinator

Principal

NOTES

Numbers

Important Formulae:

1) Geometric Progression: x, xr, xr^3, xr^4, --- are said to be in geometric progression. Here, a is first term and r is common ratio.

a) n^{th} term = $xr^{(n-1)}$

b) Sum of n terms = $\frac{x(1 - r^n)}{(1 - r)}$, here $r < 1$

c) Sum of n terms = $\frac{x(r^n - 1)}{(r - 1)}$, here $r > 1$

2) Arithmetic Progression: x, x + y, x + 2y, x + 3y are said to be in A.P. Here x is first term and common difference is y.

a) n^{th} term = x + (n – 1) y

b) Sum of n terms = $\frac{n}{2}[2x + (n - 1)y]$

3) $1 + 2 + 3 \pm - - - - + n = \frac{n(n + 1)}{2}$

4) $(1^2 + 2^2 + 3^2 - - - - + n^2) = \frac{n(n + 1)(2n + 1)}{6}$

5) $(1^3 + 2^3 + 3^3 - - - - + n^3) = \left[\frac{n(n+1)}{2} \right]^2$

Points to Remember:

Difference between Arithmetic Progression and Geometric Progression:

Arithmetic Progression: It is the sequence of numbers in which each term after first is obtained by adding a constant to preceding term. The constant term is called as the common difference.

Geometric Progression: It is a sequence of non-zero numbers. The ratio of any term and its preceding term is always constant.

Types of Numbers	Definition	Example	Points to rememb
Natural Numbers	Numbers used for counting and ordering	**1, 2, 3, 4, 5,** ----- natural numbers	
Whole Numbers	All counting numbers along with zero form a set of whole numbers	**0, 1, 2, 3, 4** ------ whole numbers	Any natural numbe whole number 0 is a whole no. wh a natural no.
Integers	Counting numbers + negative counting numbers + zero, all are integers	**-2, -1, 0, 1, 2,** ---- integers	**Positive integers:** 3, ------- **Negative integers** 3, -4, ---------
Even Numbers	Number **divisible by 2** is called as even number	**0, 2, 4, 6, 8,** ------ even numbers	
Odd Numbers	Number **not divisible by 2** is called as even number	**1, 3, 5, 7, 9,** ------ odd numbers	
Prime Numbers	A number having exactly two factors i.e 1 and itself is called as prime number	**2, 3, 5, 7, 11,** ----- prime numbers	
Composite Numbers	Natural numbers which are not prime numbers are called as composite numbers	**4, 6, 8, 9, 10,** ----- composite nos.	
Co Primes	Any two natural numbers x and y are co-prime if their HCF is 1	**(4, 5), (7, 9),** ---Co-prime numbers	

Divisibility of Numbers

1) Number divisible by 2
Units digit – 0, 2, 4, 6, 8
Ex: 42, 66, 98, 1124

2) Number divisible by 3
Sum of digits is divisible by 3
Ex: 267 ---(2 + 6 + 7) = 15
15 is divisible by 3

3) Number divisible by 4
Number formed by the last two digits is divisible by 4
EX: 832
The last two digits is divisible by 4, hence 832 is divisible by 4

4) Number divisible by 5
Units digit is either zero or five
Ex: 50, 20, 55, 65, etc

5) Number divisible by 6
The number is divisible by both 2 and 3
EX: 168
Last digit = 8 ---- (8 is divisible by 2)
Sum of digits = (1 + 6 + 8) = 15 ----- (divisible by 3)
Hence, 168 is divisible by 6

6) Number divisible by 11
If the difference between the sums of the digits at even places and the sum of digits at odd places is either 0 or divisible by 11.
Ex: 4527039
Digits on even places: 4 + 2 + 0 + 9 =15

Digits on odd places: 5 + 7 + 3 = 15
Difference between odd and even = 0
Therefore, number is divisible by 11

7) Number divisible by 12
The number is divisible by both 4 and 3
Ex: 1932
Last two digits divisible by 4
Sum of digits = (1 + 9 + 3 + 2) = 15 ---- (Divisible by 3)
Hence, the number 1932 is divisible by 12

Basic Formulae: (Must Remember)
1) $(a - b)^2 = (a^2 + b^2 - 2ab)$
2) $(a + b)^2 = (a^2 + b^2 + 2ab)$
3) $(a + b)(a – b) = (a^2 – b^2)$
4) $(a^3 + b^3) = (a + b)(a^2 – ab + b^2)$
5) $(a^3 - b^3) = (a - b)(a^2 – ab + b^2)$
6) $(a + b + c)^2 = a^2 + b^2 + c^2 + 2(ab + bc + ca)$
7) $(a^3 + b^3 + c^3 – 3abc) = (a + b + c)(a^2 + b^2 + c^2 – ab – bc – ac)$

Quick Tips and Tricks:

1) If H.C.F of two numbers is 1, then the numbers are said to be co-prime.
To find a number, say b is divisible by a, find two numbers m and n, such that m*n = a, where m and n are co-prime numbers and if b is divisible by both m and n then it is divisible by a.

2) Sum of the first n odd numbers = n^2

3) Sum of first n even numbers = n (n + 1)

4) Even numbers divisible by 2 can be expressed as 2n, n is an integer other than zero.

5) Odd numbers which are not divisible by 2 can be expressed as 2(n + 1), n is an integer.

6) Dividend = [(Divisor × Quotient)] + Remainder

7) If Dividend = $a^n + b^n$ or $a^n – b^n$
a) If n is even: $a^n - b^n$ is divisible by (a + b)
b) If n is odd: $a^n + b^n$ is divisible by (a + b)
c) $a^n - b^n$ is always divisible by (a – b)

8) To find the unit digit of number which is in the form a^b. (Ex: 7^{105}, 9^{125})
1) If b is not divisible by 4
Step 1: Divide b by 4, if it is not divisible then find the remainder of b when divided by 4.
Step 2: Units digit = a^r, r is the remainder.

2) If b is multiple of 4
Units digit is 6: When even numbers 2, 4, 6, 8 are raised to multiple of 4.
Units digit is 1: When odd numbers 3, 7 and 9 are raised to multiple of 4.

Time & Work

Work is always considered as an entire value or one. There exists an analogy between the time-speed-distance problems and work. Work based problems are more or less related to time speed and distance.

Important Formulae:

1) Work from days:
If a person can do a work in 'n' days, then person's 1 day work = 1 / n

2) Days from work:
If a person's 1 day work is equal to 1/n , then the person can finish the work in 'n' days.

3) Numer of Days = $\frac{\text{Total Work}}{\text{Work Done in 1 Day}}$

Quick Tricks & Tips:

1) Ratio:

If 'A' is 'x' times as good a workman as 'B', then
a) Ratio of work done by A & B in equal time = x: 1
b) Ratio of time taken by A & B to complete the work = 1: x. This means that 'A' takes $(1/x^{th})$ time as that of 'B' to finish same amount of work.

For example,
if A is twice good a workman as B, then it means that

a) A does twice as much work as done by B in equal time i.e. A:B = 2:1
b) A finishes his work in half the time as B

2) Combined Work:

a) If 'A' and 'B' can finish the work in 'x' & 'y' days respectively, then

A's one day work = $\frac{1}{x}$

B's one day work = $\frac{1}{y}$

(A + B)'s one day work = $\frac{1}{x} + \frac{1}{y} = \frac{(x + y)}{xy}$

Together, they finish the work in $\frac{xy}{(x + y)}$ **days.**

b) If 'A', 'B' & 'C' can complete the work in x, y & z days respectively, then

(A + B+ C) 's 1 day work = $\frac{1}{x} + \frac{1}{y} + \frac{1}{z} = \frac{(xy + yz + xz)}{xyz}$

Together, they complete the work in $\frac{xyz}{xy + yz + xz}$ **days.**

c) If **A can do a work in 'x' days** and if the same amount of work is done by **A & B together in 'y' days,** then

A's one day work = $\frac{1}{x}$

(A+B)'s one day work = $\frac{1}{y}$

B's one day work = $\frac{1}{y} - \frac{1}{x} = \frac{x - y}{xy}$

So, 'B' alone will take $\frac{xy}{x - y}$ days.

d) If **A & B** together perform some part of work in **'x' days**, **B & C** together perform it in **'y' days** and **C & A** together perform it in **'z' days**, then

(A + B)'s one day work = $\frac{1}{x}$

(B + C)'s one day work = $\frac{1}{y}$

(C + A)'s one day work = $\frac{1}{}$

z

$\frac{1}{x} + \frac{1}{y} + \frac{1}{z}$ = 2(A+B+C)'s 1 one day work

Now, we have at hand (A + B + C)'s one day work = $\frac{\left(\frac{1}{x} + \frac{1}{y} + \frac{1}{z}\right)}{2}$

(A+ B+ C) will together complete the work in $\frac{2}{\left(\frac{1}{x} + \frac{1}{y} + \frac{1}{z}\right)}$ days

If **A works alone,** then **deduct A's work** from the **total work of B & C** to find the **time taken by A alone.**

For A working alone, time required =A's work - (A+B+C)'s combined work

$= \frac{2}{\left(\frac{1}{x} - \frac{1}{y} + \frac{1}{z}\right)}$

$= \frac{2xyz}{[xy + yz - zx]}$ days

Similarly,

- If B works alone, then time required = $\frac{2xyz}{(-xy + yz + zx)}$

- If C works alone, then time required = $\frac{2xyz}{(xy - yz + zx)}$

3) Man -Work -Hour related problems:

Remember that $\frac{M\ D\ H}{W}$ = Constant

where,
M: Number of Men
D: Number of Days
H: Number of Hours
W: Amount of Work done

If men are fixed, work is proportional to time. If work is fixed , time is inversely proportional to men. Thus,

$$\frac{M1 \times T1}{W1} = \frac{M2 \times T2}{W2}$$

Percentage

Points to Remember

1) Y % is expressed as $\frac{Y}{100}$

2) To find percent of $\frac{x}{y} = \left(\frac{x}{y} \times 100 \right)$ %

Quick Tips and Tricks

1. Prices of Goods

(1) If the price of goods increases by R %, then the **reduction** in consumption so as not to **increase the expenditure** can be calculated using the formula:

$$\left[\frac{R}{(100 + R)} \times 100 \right] \%$$

(2) If the price of goods decreases by R %, then the increase in consumption so as not to decrease the expenditure can be calculated using the formula:

$$\left[\frac{R}{(100 - R)} \times 100 \right] \%$$

2. Numerical on Population: Population of a city at present is P and it increases at the rate of R% per annum.

(1) To find population after n years = $P \left[1 + \frac{R}{100} \right]^n$

-------- (After n years population increases, thus $\left[1 + \frac{R}{100} \right]$ is used)

(2) To find population n years ago = $\frac{P}{\left[1 + \frac{R}{100} \right]^n}$

3. Numerical on Depreciation: Present value of machine is M, If it depreciates at the rate of R% per annum.

(1) To find value of machine after n years = $P \left[1 - \frac{R}{} \right]^n$

100

-------- (After n years the value of machine decreases, thus $\left[1 - \frac{R}{100}\right]$ is used)

(2) To find the value of machine n years ago = $\frac{P}{\left[1 - \frac{R}{100}\right]^n}$

Odd man out and series

This topic depends upon all basic concepts we have studied till now in this aptitude session. **Numbers, A.P./G.P., Squares and cube roots, binomial theorem, etc.**

Being logical and increasing your intelligence will help in solving the problems of odd man out and series. Your perspective in solving these types of problems should be unique. Different problems related to alphabets, numbers, metals, etc can be asked, hence different rules, differences should be figured out quickly to solve because time is limited.

Quick Tips and Tricks

Series:
The terms or elements follow a definite law in series but it cannot be generalized. You should know, what is the definite relationship between numbers which make the set of given terms in series. Addition, subtraction, multiplication, division, transposition of terms and series generally form such series. The different questions asked may depend upon the following:

1) Odd number/Even number/Prime numbers

The series may consist of odd numbers /even numbers or prime numbers except one number, which will be the odd man out. Hence, before solving numerical on this topic must revise all basic concepts.

2) Perfect squares/Cubes:
Squares: 9, 16, 49, 81 ….
Cubes: 27, 64, 125, 216 ….

3) Multiple of numbers:
The series contains numbers which are multiple of different numbers.
Example: 4, 8, 12, 16, 20…..

4) Numbers in A.P./G.P.
Geometric progression: x, xr, xr^3, xr^4
Arithmetic progression: x, x + y, x + 2y, x + 3y are said to be in A.P.
The terms in series may be arithmetic or geometric progression.

5) Difference or sum of numbers:
The difference between two consecutive numbers may increase or decrease

6) Cumulative series:
In this type, the third number is the addition of previous two numbers.
Example: 2, 4, 6, 10, 16, 26 ……

7) Power series:
In this type, the terms are defined on the basis of powers of numbers; the number may be expressed in the form of n3 – n.
Example:
If n = 4, $n^3 – n = 60$
If n = 5, $n^3 – n = 120$…
Series: 60, 120, 210, 336 …

8) The middle digit is the sum of other two digits.
Example: 165, 121, etc

9) The series of numbers may follow different sequence as shown below:
$(n^2 – 1)$, $(n^2 + 1)$, $(n^2 – n)$, $(n^3 – n)$, $(n^2 – n + 1)$, $(n^2 – n – 1)$, etc

a) If numbers in the series are 1,5, 11, 19, 29…. then the relation is $(n^2 – n – 1)$

b) If numbers in the series are 21, 31, 43 then the relation is $(n^2 – n + 1)$

Example:

If n = 5, $(5^2 – 5 + 1) = 21$

If n = 6, $(6^2 – 6 + 1) = 31$

If n = 7, $(7^2 – 7 + 1) = 43$

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An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras

CRITERION 1

CERTIFICATE COURSE

2019-2020

NUMERICAL, ANALYTICAL, LOGICAL AND COMMUNICATION SKILLS

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

1. DEPARTMENT : **B.Sc (Computer Science)**
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BCSC2/CC/2019-20
4. NAME OF THE SUBJECT : **NUMERICAL, ANALYTICAL, LOGICAL &COMMUNICATION SKILLS**
5. STAFF IN-CHARGE : Ms.CHITRA
6. BATCH :2018 -2021
7. COURSE FEE : NA
8. NO. OF STUDENTS : 52
9. DURATION : 30 HRS
10. TIMING : 09:00AM - 12:00PM

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATECOURSE	
DocumentID:	MJC/BCSC 2/2019/CER1	**DocumentName:**	CERTIFICATE COURSE
NameoftheClass Incharge:	Ms.Chitra		
Course:	Numerical, Analytical, Logical & Communication Skills	**Department:**	B.Sc(Computer Science)
Batch:	2018-2021	**Year/Sem:**	II/III

The certificate course for II B.Sc (Computer Science) for the academic year 2019-2020, will commence from 13.07.2019
The classes will be held all Saturday's between 09:00am-12:00pm.

Sl.No	NameoftheMembers	Design/Dept	Signature
1.	Dr. R.Manimekalai	Principal	
2.	Ms.J.Sahaya Sheeba	Department–in-charge	
3.	Ms.Chitra	Assistant Professor	
4.	Aathira K G	B.Sc(CS)	K.G.Aathira
5.	Abarna S	B.Sc(CS)	S.Abarna
6.	Abinaya S	B.Sc(CS)	S.Abinaya
7	Afrose T	B.Sc(CS)	Afrose.T
8.	Anagha P K	B.Sc(CS)	P.K.Anagha
9.	Anitha S	B.Sc(CS)	Anitha.S
10.	Ashvini S	B.Sc(CS)	Ashvini.S.
11.	Deepika M	B.Sc(CS)	M.Deepika.
12.	Devi V	B.Sc(CS)	D.Elangkaleeswari
13.	Elangkaleeswari O	B.Sc(CS)	Devi.V
14.	Gayathri K	B.Sc(CS)	Gayathri.K
15	Gayathrinatarajan	B.Sc(CS)	Gayathrinatarajan
16	Gunavathy A	B.Sc(CS)	Indhuja.T
17	Indhuja T	B.Sc(CS)	Gunavathy.A
18	Janaki D	B.Sc(CS)	D.Janaki
19	Jayasri M	B.Sc(CS)	M.Jayasri
20	Joshna M	B.Sc(CS)	Joshna.M
21	Karthika R	B.Sc(CS)	Karthika.R
22	Kaviya R	B.Sc(CS)	Kaviya.R
23	Keerthana B	B.Sc(CS)	B.Keerthana

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24	Kokila P	B.Sc(CS)	Kokila. P
25	Logeshwari E	B.Sc(CS)	Logeshwari. E
26	Logeshwari N	B.Sc(CS)	N. Logeshwari
27	Mahalakshmi S	B.Sc(CS)	Mahalakshmi. S
28	Maripriya G	B.Sc(CS)	MARIPRIYA. G
29	Moulika P	B.Sc(CS)	Moulika. P
30	Mythily G	B.Sc(CS)	G. Mythily
31	Nandhini B	B.Sc(CS)	B. Nandhini
32	Nandhini S	B.Sc(CS)	Nandhini. S
33	Nishanthi M	B.Sc(CS)	M. Nishanthi.
34	Nishanthini P	B.Sc(CS)	P nishanthini
35	Parveen Asiya A	B.Sc(CS)	A. Parveen Asiya
36	Pavithra P	B.Sc(CS)	P PAVITHRA
37	Pavithra S	B.Sc(CS)	Pavithra. S
38	Priya R	B.Sc(CS)	R. Priya
39	Priyadarshini C	B.Sc(CS)	C. Priyadharshini
40	Priyanka R	B.Sc(CS)	R. Priyanka
41	Priyanka V	B.Sc(CS)	V. priyanka
42	Rajalakshmi S	B.Sc(CS)	S. Rajalakshmi
43	Rithika P	B.Sc(CS)	P. Rithika
44	Sandhiya S	B.Sc(CS)	S. Sandhiya
45	Sandhya S	B.Sc(CS)	Sandhya. S
46	Saranya S	B.Sc(CS)	SSaranya. S
47	Sharmila B	B.Sc(CS)	B. sharmila
48	Sowmiya T	B.Sc(CS)	T. Sowmiya
49	Suganthi K	B.Sc(CS)	K. Suganthi.
50	Swetha S	B.Sc(CS)	Swetha. S
51	Vedhiga K	B.Sc(CS)	K. vedhiga.
52	Vinodhini A	B.Sc(CS)	A Vinodhini
53	Yuvarani R	B.Sc(CS)	R. Yuvarani
54	Soudharshini B	B.Sc(CS)	B. Soudharshini. B
55	Meghavarshika S	B.Sc(CS)	S. Meghavarshika

COURSE INSTRUCTOR H.O.D PRINCIPAL

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COURSE SPECIFICATION

1. DEPARTMENT : **B.Sc (Computer Science)**
2. SUBJECT NAME: **NUMERICAL, ANALYTICAL, LOGICAL & COMMUNICATION SKILLS**
3. SUBJECT CODE : MJC/BCSC2/CC/2019-20

4. AIM:This course allowsstudents to find solutions to various problems and make concrete decisions and action plans to solve those problems. We use analytical skills when detecting patterns, brainstorming, observing, interpreting data, integrating newinformation, theorizing, and making decisions based on the multiple factors and options available.

5. OBJECTIVES:This course will guide you to understand, find, analyze, develop, and transform information using analytical tools. Analytical thinking is used to dissect and study a problem in a logical manner to determine a practical answer or solution. It allows students to suspend judgment and apply deductive reasoning to find an answer based on logic and facts.To Understand Accuracy and precision with examples.The analytical process helps you with better data understanding and throws light on how to decipher huge reports.

- Recognizing the importance of critical thinking in analysis
- Understanding the concept of analysis
- Identifying the different aspects of analysis
- Using the analytical process to arrive at a decision
- To build up the learners confidence through interpersonal communication by reinforcing the basics of pronunciation.
- It helps in time management, stress management and positive thinking.

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

NUMERICAL, ANALYTICAL, LOGICAL & COMMUNICATION SKILLS

UNIT-I

QUANTITATIVE APTITUDE

Basic Mathematics, Ratio and proportion, Average, Percentage, Partnership, Ages, Time & distance, Problems on train, Problems on Stream, Time & Work, Mensuration, Permutation & Combinations, Probability, Graphs, Quadratic equations, Profit & Loss, Simple Interest, Compound Interest, Data Sufficiency.

UNIT-II

REASONING

Direction test, Blood relations, Inequality, Syllogism, Puzzles, IP/OP problems, Non verbal reasoning, Analytical decision making, Coding & decoding, Alphabet test, Analogy test, Ordering test, Arguments, Assumptions, Course of action, Data sufficiency, Cause-effect problem.

UNIT-III

GENERAL ENGLISH

Comprehension, vocabulary and error correction. Reading good English newspapers and solving previous examination question papers will only help you to crack this section because of absence of grammar related questions.

UNIT-IV

GENERAL AWARENESS

Latest general awareness topics, Current Affairs, Current GK topics and General Knowledge.

UNIT-V

COMPUTER AWARENESS

Basics of computer will be asked in this section. A strong base in the fundamentals of computers is essential to score maximum mark from this section.

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SYLLABUS COVERAGE

Branch : B.Sc (Computer Science)

Subject : NUMERICAL, ANALYTICAL, LOGICAL & COMMUNICATION SKILLS

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

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SYLLABUS COVERAGE

Branch : B.Sc (Computer Science)

Subject : NUMERICAL, ANALYTICAL, LOGICAL & COMMUNICATION SKILLS

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	13.07.2019	20.07.2019	6	Ms.L.Poongothai	L.Poongothai
II	27.07.2019	03.08.2019	6	Ms.Priya	Priya
III	10.08.2019	17.08.2019	6	Ms.J.Grace Hannah	Grace Hannah
IV	24.08.2019	31.08.2019	6	Ms.Visalakshi	Visalakshi
V	07.09.2019	14.09.2019	6	Ms.Vency	Vency
Total hours			30		

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Name list

Year/Semester: II/III

S.NO	REGISTER NO	NAMES	DOB
1	221809891	AATHIRA K G	13/01/2000
2	221809892	ABARNA S	27/06/2000
3	221809893	ABINAYA S	27/06/2000
4	221809894	AFROSE T	21/12/2000
5	221809895	ANAGHA P K	11/05/2000
6	221809897	ANITHA S	08/02/2001
7	221809898	ASHVINI S	11/11/2000
8	221809900	DEEPIKA M	17/08/2000
9	221809901	DEVI V	04/10/2000
10	221809902	ELANGKALEESWARI O	12/09/2001
11	221809903	GAYATHRI K	18/08/2001
12	221809904	GAYATHRINATARAJAN	08/07/2001
13	221809905	GUNAVATHY A	06/12/2000
14	221809906	INDHUJA T	02/03/1999
15	221809907	JANAKI D	07/10/2000
16	221809909	JAYASRI M	17/04/2001
17	221809910	JOSHNA M	14/08/1999
18	221809911	KARTHIKA R	02/02/2001
19	221809912	KAVIYA R	15/11/2000
20	221809913	KEERTHANA B	13/11/2000

21	221809914	KOKILA P	04/12/2000
22	221809915	LOGESHWARI E	11/11/2000
23	221809916	LOGESHWARI N	15/10/2000
24	221809917	MAHALAKSHMI S	13/01/2001
25	221809918	MARIPRIYA G	13/08/2000
26	221809920	MOULIKA P	18/02/2000
27	221809921	MYTHILY G	01/05/2001
28	221809922	NANDHINI B	18/08/2000
29	221809923	NANDHINI S	15/02/2001
30	221809924	NISHANTHI M	19/05/2000
31	221809925	NISHANTHINI P	25/03/2001
32	221809926	PARVEEN ASIYA A	02/02/2001
33	221809927	PAVITHRA P	18/03/2001
34	221809928	PAVITHRA S	06/10/2000
35	221809929	PRIYA R	20/03/2001
36	221809930	PRIYADARSHINI C	28/03/2000
37	221809931	PRIYANKA R	15/07/2000
38	221809932	PRIYANKA V	26/04/2001
39	221809933	RAJALAKSHMI S	31/10/1997
40	221809934	RITHIKA P	02/06/2001
41	221809935	SANDHIYA S	09/12/1999
42	221809936	SANDHYA S	16/03/2001
43	221809937	SARANYA S	15/10/2000
44	221809938	SHARMILA B	01/10/2001

45	221809939	SOWMIYA T	30/09/2001
46	221809940	SUGANTHI K	10/10/2000
47	221809941	SWETHA S	16/09/2000
48	221809942	VEDHIGA K	13/03/2000
49	221809943	VINODHINI A	17/10/2000
50	221809944	YUVARANI R	17/02/2001
51	221809945	SOUDHARSHINI B	31/10/2000
52	221809946	MEGHAVARSHIKA S	26/06/2001

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
13.07.2019	09:00am-12:00 pm	Ms.L.Poongothai
20.07.2019	09:00am-12:00 pm	Ms.L.Poongothai
27.07.2019	09:00am-12:00 pm	Ms.Priya
03.08.2019	09:00am-12:00 pm	Ms.Priya
10.08.2019	09:00am-12:00 pm	Ms.J.Grace Hannah
17.08.2019	09:00am-12:00 pm	Ms.J.Grace Hannah
24.08.2019	09:00am-12:00 pm	Ms.Visalakshi
31.08.2019	09:00am-12:00 pm	Ms.Visalakshi
07.09.2019	09:00am-12:00 pm	Ms.Vency
14.09.2019	09:00am-12:00 pm	Ms.Vency

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DEPARTMENT - B.Sc. (Computer Science)

CERTIFICATE COURSE - NUMERICAL, ANALYTICAL, LOGICAL &COMMUNICATION SKILLS

BATCH: 2018-2021

SUBJECT CODE - MJC/BCSC2/CC/2019-2020

NO OF HOURS : 30 HOURS (THREE HOURS EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10
			13.07.2019	20.07.2019	27.07.2019	03.08.2019	10.08.2019	17.08.2019	24.08.2019	31.08.2019	07.09.2019	14.09.2019
1	221809891	AATHIRA K G	X	X	X	X	X	X	X	X	X	X
2	221809892	ABARNA S	X	X	X	X	A	X	X	X	X	X
3	221809893	ABINAYA S	X	X	X	X	X	X	X	X	X	X
4	221809894	AFROSE T	X	X	X	X	X	X	X	X	X	X
5	221809895	ANAGHA P K	X	X	X	X	X	X	A	X	X	X
6	221809897	ANITHA S	X	X	X	X	X	X	X	X	X	X
7	221809898	ASHVINI S	X	X	X	X	X	X	X	X	X	X
8	221809900	DEEPIKA M	X	X	X	X	X	X	X	X	X	X
9	221809901	DEVI V	X	X	X	X	X	X	X	X	X	X
10	221809902	ELANGKALEESWARI O	X	X	X	X	X	X	X	X	X	X
11	221809903	GAYATHRI K	X	X	X	A	X	X	X	X	X	X

12	221809904	GAYATHRINATARAJAN	X	X	X	X	X	X	X	X	X	X
13	221809905	GUNAVATHY A	X	X	X	X	X	X	X	X	X	X
14	221809906	INDHUJA T	a	X	X	X	X	X	X	X	X	X
15	221809907	JANAKI D	X	X	X	X	X	X	a	X	X	X
16	221809909	JAYASRI M	X	X	X	X	X	X	X	X	X	X
17	221809910	JOSHNA M	X	X	X	X	X	X	X	X	A	X
18	221809911	KARTHIKA R	X	X	X	X	X	X	X	X	X	X
19	221809912	KAVIYA R	X	X	X	X	A	X	X	X	X	X
20	221809913	KEERTHANA B	X	X	X	X	X	X	X	X	X	X
21	221809914	KOKILA P	X	X	X	X	A	X	X	A	X	X
22	221809915	LOGESHWARI E	X	X	X	X	X	X	X	X	X	X
23	221809916	LOGESHWARI N	X	X	X	X	X	X	X	X	X	X
24	221809917	MAHALAKSHMI S	X	X	X	X	X	X	X	X	X	X
25	221809918	MARIPRIYA G	X	A	X	X	X	X	X	X	X	X
26	221809920	MOULIKA P	X	X	X	X	X	X	X	X	X	X
27	221809921	MYTHILY G	X	X	X	X	X	X	X	X	A	X
28	221809922	NANDHINI B	X	X	X	X	X	X	X	X	X	X
29	221809923	NANDHINI S	X	X	X	X	X	A	A	X	X	X
30	221809924	NISHANTHI M	X	X	X	X	X	X	X	X	X	X
31	221809925	NISHANTHINI P	X	X	X	X	X	X	X	X	X	X
32	221809926	PARVEEN ASIYA A	X	X	X	X	X	X	X	X	X	X

33	221809927	PAVITHRA P	X	X	X	X	X	X	X	X	X	X
34	221809928	PAVITHRA S	X	X	X	X	X	X	X	X	X	X
35	221809929	PRIYA R	X	X	X	X	X	X	X	X	X	X
36	221809930	PRIYADARSHINI C	X	X	X	X	X	X	X	X	X	X
37	221809931	PRIYANKA R	X	X	X	X	X	X	X	X	X	X
38	221809932	PRIYANKA V	X	X	X	X	X	X	X	X	X	X
39	221809933	RAJALAKSHMI S	X	X	X	X	X	X	X	X	X	X
40	221809934	RITHIKA P	X	a	X	X	X	X	X	X	X	X
41	221809935	SANDHIYA S	X	X	X	X	X	X	X	X	X	X
42	221809936	SANDHYA S	X	X	X	X	X	X	X	X	X	X
43	221809937	SARANYA S	X	X	X	X	X	X	X	A	X	X
44	221809938	SHARMILA B	a	X	X	X	X	X	X	X	X	X
45	221809939	SOWMIYA T	X	X	X	X	X	X	X	X	X	X
46	221809940	SUGANTHI K	X	X	X	X	X	X	X	X	X	X
47	221809941	SWETHA S	X	X	X	X	X	X	X	X	X	X
48	221809942	VEDHIGA K	X	X	X	X	X	X	X	X	X	X
49	221809943	VINODHINI A	X	X	X	X	X	X	X	X	X	X
50	221809944	YUVARANI R	X	X	X	X	X	X	X	X	X	X
51	221809945	SOUDHARSHINI B	X	X	A	A	X	A	X	X	X	X
52	221809946	MEGHAVARSHIKA S	X	A	X	X	X	X	X	X	X	X

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ASSESSMENT / EVALUATION – Question Paper/Pattern

MARKS:50

1. If a : b : c = 3 : 4 : 7, then the ratio (a + b + c) : c is equal to

(A) 2 : 1

(B) 14 : 3

(C) 7 : 2

(D) 1 : 2

2. The average of the first five multiples of 9 is:

(A) 20

(B) 27

(C) 28

(D) 30

3. If A and B together can complete a piece of work in 15 days and B alone in 20 days, in how many days can A alone complete the work?

(A) 60

(B) 45

(C) 40

(D) 30

4. 1.14 expressed as a percent of 1.9 is

(A) 6%

(B) 10%

(C) 60%

(D) 90%

5. A shopkeeper earns a profit of 12% on selling a book at 10% discount on the printed price. The ratio of the cost price and the printed price of the book is

(A) 45 : 56

(B) 45 : 51

(C) 47 : 56

(D) 47 : 51

6. Insect : Disease :: War : ?

(A) Army

(B) Defeat

(C) Arsenal

(D) Destruction

7. In a certain code FIRE is coded as DGPC. What will be the last letter of the coded word for SHOT.

(A) Q

(B) R

(C) S

(D)P

8. A man walks 1 km to East and then he turns to South and walks 5 km. Again he turns to East and walks 2 km. After this he turns to North and walks 9 km. Now, how far is he from his starting point?

(A) 3 km

(B) 4 km

(C) 5 km

(D) 7 km

9. Statement: Some poets are poems. No poem is song.

Conclusions:

I. Some poems are not songs.

II. Some songs are poems.

(A) Only I conclusion follows

(B) Only II conclusion follows

(C) Either I or II follows

(D)Neither I or II follows

10. A and B are brothers. C and D are sisters. A's son is D's brother. How is B related to C?

(A) Father

(B) Brother

(C) Uncle

(D)Grandfather

11. Ram was / senior to / Sam in college.

(A) Ram was

(B) senior to

(C) Sam in college

(D)No error.

12. To keep one's temper

(A) To become hungry

(B) To be in good mood

(C) To preserve one's energy

(D) To be aloof from

13. Protects – Antonym

(A) Defends

(B) Deprives

(C) Deserts

(D)Devises

14. Select the pair which has the same relationship.

DIVA : OPERA

(A) producer : theatre

(B) director : drama

(C) conductor : bus

(D)thespian : play

15. Find the correctly spelt word.

(A) Adulation

(B) Adlation

(C) Aduletion

(D)Addulation

16. In 1724 the state of Hyderabad was founded by:

(A) Nizam-ul-Mulk Asaf-Jah

(B) Azim Jah Bahadur

(C) Osman Ali Khan

(D)Qamaruddin Khan

17. ATM means

(A) All Time Money

(B) Automatic Teller Machine

(C) Automated Teller Machine

(D) Any Time Money

18. Brown Waterfalls is situated in:

(A) Australia

(B) New Zealand

(C) Canada

(D) Switzerland

19. Who was known as Iron man of India?

(A) Govind Ballabh Pant

(B) Jawaharlal Nehru

(C) Subash Chandra Bose

(D) Sardar Vallabhbhai Patel

20. Water vopour is:

(A) A gas

(B) A cloud droplet

(C) A rain drop

(D) A snowflake

21. Which protocol provides e-mail facility among different hosts?

(A) FTP

(B) SMTP

(C) TELNET

(D) SNMP

22. The basic architecture of computer was developed by

(A) John Von Neumann

(B) Charles Babbage

(C) Blaise Pascal

(D)Garden Moore

23. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as

(A) $

(B) @

(C) +

(D) =

24. By default, the documents print in _____mode.

(A) Page setup

(B) Portrait

(C) Landscape

(D) Print preview

25. What does the SMTP in am SMTP server stand for?

(A) Simple Mail Transfer Protocol

(B) Serve Message Text Process

(C) Short Messaging Text Process

(D) Sort Messaging Transfer Protocol

ANSWERS:

1.(A) 2.(B) 3.(A) 4.(C) 5.(A) 6.(D) 7.(B) 8. (C) 9.(A) 10.(C) 11.(D) 12.(B) 13.(C) 14.(D)

15.(A) 16. (A) 17.(C) 18.(B) 19.(D) 20.(A) 21.(B) 22. (A) 23.(D) 24.(B) 25.(A)

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028

Affiliated to the University of Madras

MARK LIST/GRADE

S.NO	REGISTER NO	NAME	MARKS
1	221809891	AATHIRA K G	42
2	221809892	ABARNA S	45
3	221809893	ABINAYA S	44
4	221809894	AFROSE T	46
5	221809895	ANAGHA P K	41
6	221809897	ANITHA S	42
7	221809898	ASHVINI S	44
8	221809900	DEEPIKA M	35
9	221809901	DEVI V	36
10	221809902	ELANGKALEESWARI O	38
11	221809903	GAYATHRI K	39
12	221809904	GAYATHRINATARAJAN	47
13	221809905	GUNAVATHY A	46
14	221809906	INDHUJA T	42
15	221809907	JANAKI D	44
16	221809909	JAYASRI M	45
17	221809910	JOSHNA M	48
18	221809911	KARTHIKA R	49
19	221809912	KAVIYA R	41
20	221809913	KEERTHANA B	40
21	221809914	KOKILA P	40
22	221809915	LOGESHWARI E	44

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23	221809916	LOGESHWARI N	46
24	221809917	MAHALAKSHMI S	47
25	221809918	MARIPRIYA G	48
26	221809920	MOULIKA P	41
27	221809921	MYTHILY G	40
28	221809922	NANDHINI B	40
29	221809923	NANDHINI S	43
30	221809924	NISHANTHI M	41
31	221809925	NISHANTHINI P	35
32	221809926	PARVEEN ASIYA A	36
33	221809927	PAVITHRA P	34
34	221809928	PAVITHRA S	37
35	221809929	PRIYA R	38
36	221809930	PRIYADARSHINI C	39
37	221809931	PRIYANKA R	45
38	221809932	PRIYANKA V	43
39	221809933	RAJALAKSHMI S	39
40	221809934	RITHIKA P	38
41	221809935	SANDHIYA S	35
42	221809936	SANDHYA S	36
43	221809937	SARANYA S	34
44	221809938	SHARMILA B	32
45	221809939	SOWMIYA T	38
46	221809940	SUGANTHI K	39

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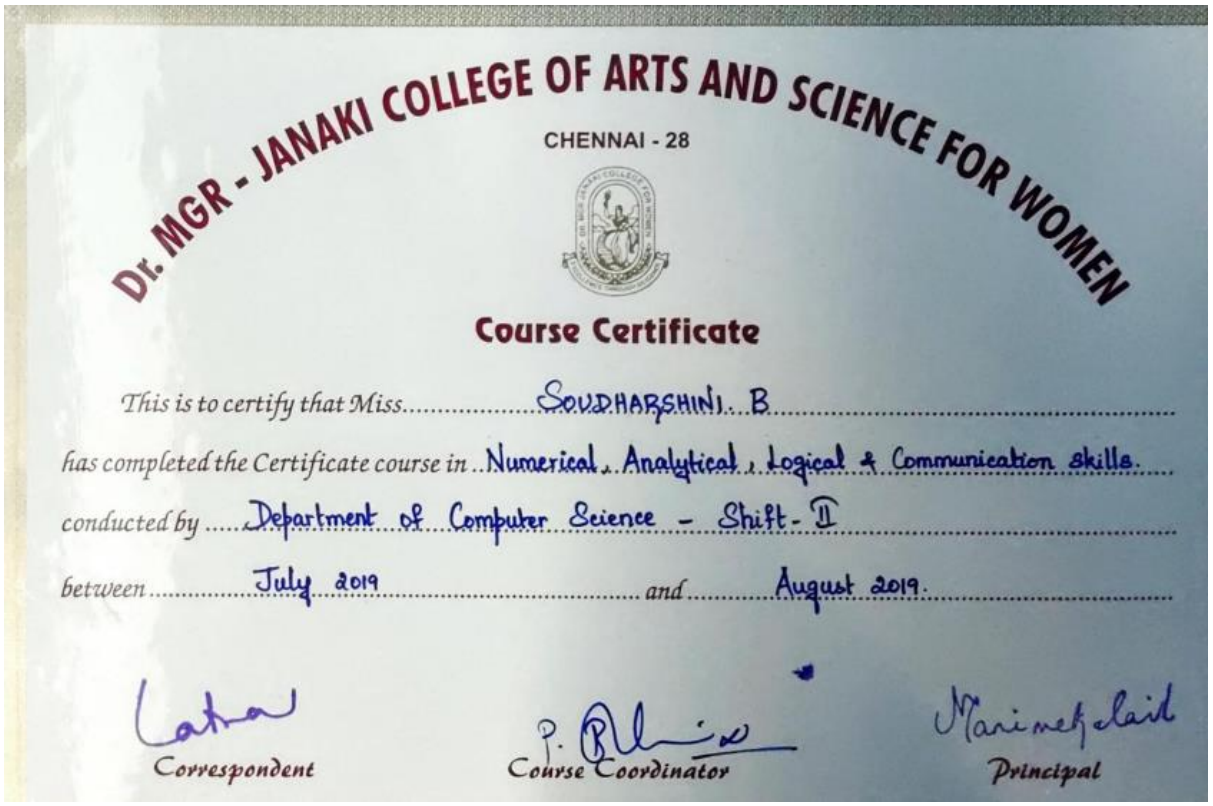
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47	221809941	SWETHA S	38
48	221809942	VEDHIGA K	41
49	221809943	VINODHINI A	42
50	221809944	YUVARANI R	43
51	221809945	SOUDHARSHINI B	47
52	221809946	MEGHAVARSHIKA S	45

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Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss..... SOUDHARSHINI. B .....

has completed the Certificate course in .. Numerical, Analytical, Logical & Communication skills. .....

conducted by ..... Department of Computer Science - Shift-II .....

between ..... July 2019 ..... *and .....* August 2019. .....

Correspondent

Course Coordinator

Principal

NOTES/ HAND OUTS/ NET DOWN/OHP/PPT

QUANTITATIVE APTITUDE

Speed, Time & Distance – Introduction & Concept

Speed Distance Time is one of the most popular and important topics in the Mathematics or Quants section of any competitive exam. The concept of Speed, Time and Distance is used extensively for questions relating to different topics such as motion in a straight line, circular motion, boats and streams, races, clocks, etc

Relationship Between Speed, Time & Distance

1. **Speed = Distance/Time –** This tells us how slow or fast an object moves. It describes the distance travelled divided by the time taken to cover the distance.
2. Speed is directly Proportional to Distance and Inversely proportional to Time. Hence,
3. **Distance = Speed X Time**, and
4. **Time = Distance / Speed**, as the speed increases the time taken will decrease and vice versa.

Using these formulas any basic problems can be solved. However, the correct usage of units is also an important thing to consider while using formulas.

Units of Speed Time & Distance

Each Speed, Distance and Time can be expressed in different units:

Time: seconds(s), minutes (min), hours (hr)

Distance: (meters (m), kilometers (km), miles, feet

Speed: m/s, km/hr

So if Distance = km and Time = hr, then as Speed = Distance/ Time; the units of Speed will be km/ hr.

Examples:

Q1. A person travels from one place to another at 30 km/hr and returns at 120 km/hr. If the total time taken is 5 hours, then find the Distance.

Solutions:

Here the Distance is constant, so the Time taken will be inversely proportional to the Speed.

Ratio of Speed is given as 30:120, i.e. 1:4

So the ratio of Time taken will be 4:1.

Total Time taken = 5 hours; Time taken while going is 4 hours and returning is 1 hour.

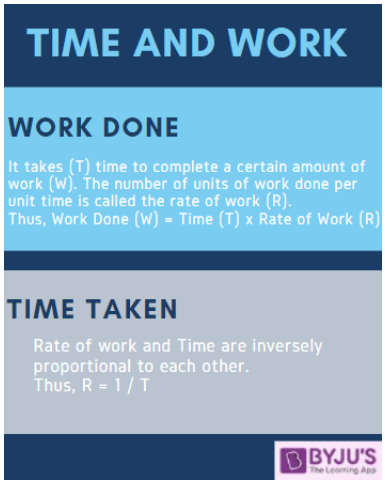
Hence, Distance = 30x 4 = 120 km

Q.2. Traveling at 3/4th of the original Speed a train is 10 minutes late. Find the usual Time taken by the train to complete the journey?

Solutions: Let the usual Speed be S1 and usual Time be T1. As the Distance to be covered in both the cases is same, the ratio of usual Time to the Time taken when he is late will be the inverse of the usual Speed and the Speed when he is late

If the Speed is S2 = ¾S1 then the Time taken T2 = 4/3 T1 Given T2 – T1 = 10 =>4/3 T1 – T1 = 10 => T1 = 30 minutes.

Time and Work:**Time and work deals with the time taken by an individual or a group of individuals to complete a piece of work and the efficiency of the work done by each of them.**



Important Time and Work Formula

Given below are a few such important time and work formulas :

- Work Done = Time Taken × Rate of Work
- Rate of Work = 1 / Time Taken
- Time Taken = 1 / Rate of Work
- If a piece of work is done in x number of days, then the work done in one day = 1/x
- Total Wok Done = Number of Days × Efficiency
- Efficiency and Time are inversely proportional to each other
- X:y is the ratio of the number of men which are required to complete a piece of work, then the ratio of the time taken by them to complete the work will be y:x
- If x number of people can do W1 work, in D1 days, working T1 hours each day and the number of people can do W2 work, in D2 days, working T2 hours each day, then the relation between them will be

$$\frac{M1 \times D1 \times T1}{W1} = \frac{M2 \times D2 \times T2}{W2}$$

Example

Q 1. A builder appoints three construction workers Akash, Sunil and Rakesh on one of his sites. They take 20, 30 and 60 days respectively to do a piece of work. How many days will it take Akash to complete the entire work if he is assisted by Sunil and Rakesh every third day?

1. 10 days
2. 15 days
3. 25 days
4. 30 days

5. 45 days

Answer: (2) 15 days
Solution:
Total work done by Akash, Sunil and Rakesh in 1 day = {(1/20) + (1/30) + (1/60)} = 1/10
Work done along by Akash in 2 days = (1/20) × 2 = 1/10
Work Done in 3 days (1 day of all three together + 2 days of Akash's work) = (1/10) + (1/10) = 1/5
So, work done in 3 days = 1/5
Time taken to complete the work = 5×3 = 15 days
Q 2. To complete a piece of work, Samir takes 6 days and Tanvir takes 8 days alone respectively. Samir and Tanvir took Rs.2400 to do this work. When Amir joined them, the work was done in 3 days. What amount was paid to Amir?

1. Rs. 300
2. Rs. 400
3. Rs. 800
4. Rs. 500
5. Rs. 100

Answer: (1) Rs.300
Solution:
Total work done by Samir and Tanvir = {(1/6) + (1/8)} = 7/24
Work done by Amir in 1 day = (1/3) – (7/24) = 1/24
Amount distributed between each of them = (1/6) : (1/8) : (1/24) = 4:3:1
Amount paid to Amir = (1/24) × 3 × 2400 = Rs.300

Number Series
The arrangement of numbers in a certain order, and in which some numbers are placed wrongly in the series and some numbers are missing is called a number series.
Steps To Solve Number Series
Here we are providing some steps on how to solve number series question that forms an important part of the reasoning section of the banking syllabus:
Step 1: Screening
Step 2: Check the pattern Decreasing or Increasing or Alternating.
Step 3: Find the rate of increase or decrease if the series is of increasing or decreasing pattern.
Types of Questions on Number Series
Here are some of the series patterns which are discussed below:

- **Based on subtraction and addition**

In the series 4, 9, 14, 19, 24, 29 we can see that it is an increasing series and the rate of increase is 9-4 = 5.

In the series 13, 11, 9, 7, 5 we can see that it is a decreasing series and the rate of decrease is 13-11 = 2

- **Based on division and multiplication**

In the series 4, 8, 16, 32, 64, we can see that it is an increasing series and the series is increasing by the multiple of 2.
In the series 100, 50, 25, 5, 1 we can see that it is a decreasing series and the series is decreasing as the terms are divided by 5.

- **Based on square and cube**

In the series 8, 27, 125, 343, 1331, 2197, we can see that it is an increasing series. The series is the cube of the consecutive prime numbers from 2 to 13.

Q 1. 2 10 50 ? 1250 6250

1. 125
2. 450
3. 100
4. 250
5. 150

Answer: (4) 250
Solution:
2×5 = 10
10×5 = 50
50×5 = 250
250×5 = 1250
1250×5 = 6250

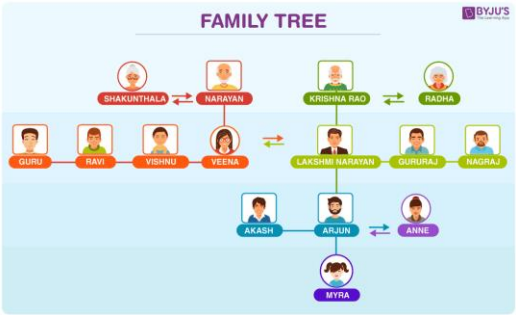
Q 2. 5 5 7.5 ? 37.5 112.5

1. 10.5
2. 12
3. 15
4. 15.5
5. 17

Answer: (3) 15
Solution:
5×1 = 5
5×1.5 = 7.5
7.5×2 = 15
15×2.5 = 37.5
37.5×3 = 112.5
Blood Relations Topics

1. Jumbled descriptions
2. Relational puzzle
3. Coded relations
4. Miscellaneous questions

Family Tree



Observations from the family tree

1. Akash and Arjun are brothers and Anne is the wife of Arjun.
2. Myra is the daughter of Arjun and Anne.
3. Veena is the mother of Akash and She has three brothers, Vishnu, Ravi and Guru.
4. Lakshmi Narayan is the father of Arjun and the son of Krishna Rao and Radha.
5. Narayan and Shakuntala are husband and wife and are the parents of Veena.

Examples

Question 1: Pointing to a photograph of a boy Mr.Ram said, “He is the son of the only son of my mother.” How is Mr Ram related to that boy?
A. Brother
B. Uncle
C. Cousin
D. Father

Hence, option D is the correct answer.

Question 2: Rita told Mani, “The girl I met yesterday at the beach was the youngest daughter of the brother-in-law of my friend’s mother.” How is the girl related to Rita’s friend?

1. Cousin
2. Daughter
3. Friend
4. Aunt

Hence, option A is the correct answer.

Venn Diagrams

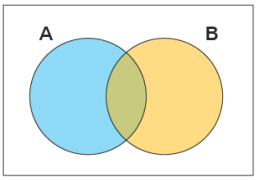
A Venn diagram is an illustration that uses circles to show the relationships among things or finite groups of things. Circles that overlap have a commonality while circles that do not overlap do not share those traits.

Venn diagrams help to visually represent the similarities and differences between two concepts.

KEY TAKEAWAYS

- A Venn diagram uses circles that overlap or don't overlap to show the commonalities and differences among things or groups of things.
- Things that have commonalities are shown as overlapping circles while things that are distinct stand alone.
- Venn diagrams are now used as illustrations in business and in many academic fields.

Venn Diagram cuemath THE MATH EXPERT

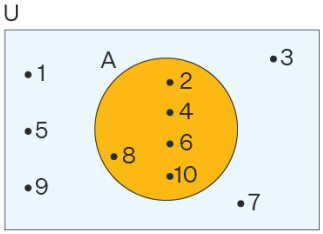


Universal Set

Whenever we use a set, it is easier to first consider a larger set called a universal set that contains all of the elements in all of the sets that are being considered. Whenever we draw a Venn diagram:

- A large rectangle is used to represent the universal set and it is usually denoted by the symbol E or sometimes U.
- All the other sets are represented by circles or closed figures within this larger rectangle.
- Every set is the subset of the universal set U.

cuemath THE MATH EXPERT

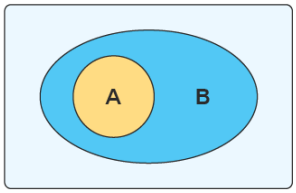


Subset

Venn diagrams are used to show subsets. A subset is actually a set that is contained within another set. Let us consider the examples of two sets A and B in the below-given figure.

Here, A is a subset of B. Circle A is contained entirely within circle B. Also, all the elements of A are elements of set B.

Venn Diagram For Subset & Superset



$A \subset B$

Seating Arrangement means a plan that shows where people should sit

Example

Eleven friends M, N, O, P, Q, R, S, T, U, V and W are sitting in the first row of the stadium watching a cricket match.

.T is to the immediate left of P and third to the right of U.
.V is the immediate neighbour of M and N and third to the left of S.
.M is the second to the right of Q, who is at one of the ends.
.R is sitting next to the right of P and P is second to the right of O.

Q.1. Who is sitting in the center of the row?
1. N
2. O
3. S
4. U

ANS:4

Q.2. Which of the following people are sitting to the right of S?
1. OTPQ
2. OTPR
3. UNVM
4. UOTPR

Ans:2

Q.3. Which of the following statements is true with respect to the above arrangement?
1. There are three persons sitting between P and S
2. W is between M and V.
3. N is sitting between V and U
4. S and O are neighbours sitting to the immediate right of T

Ans:3

Q.4. Who are the immediate neighbours of T?
1. O, P
2. O, R
3. N, U
4. V, U

Ans:1

Q.5. If Q and P, O and N, M and T, and W and R interchange their positions then which of the following pairs of friends is sitting at the ends?
1. P and Q
2. Q and R
3. P and W
4. W and R

Ans:3

RESUME BUILDING

Resume Writing Do's

Keep your resume clear and concise

An employer takes an average of 30 seconds to skim a resume. You want them to see right away that you are qualified for the position.

Proofread your resume numerous times

Be sure there are no spelling or grammar mistakes. Have someone else read it over as well. A simple spelling mistake on a resume can give a negative impression to the employer. It can even prevent you from getting the job.

Limit your resume to two pages

Place the emphasis of your resume on your most recent experience. Older jobs and experience that are more than 15 years old should either be cut out or minimized. This way, the employer can focus on more relevant information.

Tailor your resume to suit the position you are applying for

Specify work experience or achievements that are related to the position you are applying to. This can be done by reviewing the job description or the employer website.

Highlight what you have accomplished

You want to be able to identify the best examples of where you demonstrated your skills. These examples should speak to what you achieved in your role, and should demonstrate what kind of employee you are. It is best to include this information in the "Work experience" section of the resume.

Be honest

Lying on your resume is never a good idea. You don't want to overstate your skills or results as it will mislead the employer. Have confidence in what you have to offer.

Quantify your achievements

Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.

Use simple words and action verbs

The person reading your resume might not always be the employer. Resumes can be reviewed by recruiters or Human Resources specialists who may not be familiar with your specific field. Use simple and plain language, but also persuasive verbs such as handled, managed, led, developed, increased, accomplished, leveraged, etc.

Include unpaid work that show off your skills

If you have volunteered with a well-known organization or worked for an important cause, put it in your resume. You should include these experiences under the "Work experience" or the "Volunteer work" section, especially if they are related to the position you are applying for.

Double check and include your contact information

Your resume should list your name, address, email and phone number. This information should be placed at the top of the first page. Also, make sure this information is accurate. Otherwise, the employer won't be able to contact you.

Resume Writing Don'ts

Don't use an inappropriate email address

Make sure your email is easy to read, easy to type, professional and non offensive. In general, your email address should be based on your name. Exclude any nicknames, numbers, or special characters.

Don't include unnecessary personal information

It is best to leave out any personal details such as age, weight, height, marital status, religious preference, political views, or any other personal attributes that could be controversial. This will prevent any potential bias. Most importantly, never include your Social Insurance Number in your resume.

Don't include a picture of yourself

Although in some countries it may be acceptable to include a photo, it is not the norm in Canada. It can actually lower your chances of obtaining a position and divert the whole focus of your resume. You want the employer to focus on your skills and experience, not what you look like.

Don't use too many bullets

Make your resume easy to read by limiting each resume section or sub section to 5-7 bullet points. This will make it easier for the employer to scan your resume and identify your potential. Each bullet point should be used wisely by keeping the information relevant and concise.

Don't use personal pronouns

Do not use "I," "my," or "me". Write your resume in the third person, as if it's being written by someone else.

Don't simply list job responsibilities

Your job duties will be obvious from your job title. Instead, highlight your achievements by putting a personal spin on your job duties and providing specific examples.

Don't make general statements

Steer clear from vague statements that don't highlight your actual contribution. Unclear statements such as, "Responsible for improving efficiencies and making cost savings", does not provide any information to an employer. Personalize your experience!

Don't include reasons for leaving previous jobs

The main purpose of your resume is to promote you, your skills, experience and achievements. It should be entirely positive, and therefore should not include reasons for leaving as it does not add any value to you as a candidate.

Don't include references

An employer only requires references if they are seriously considering hiring you. Keep references on a separate sheet and provide them only when they are specifically requested.

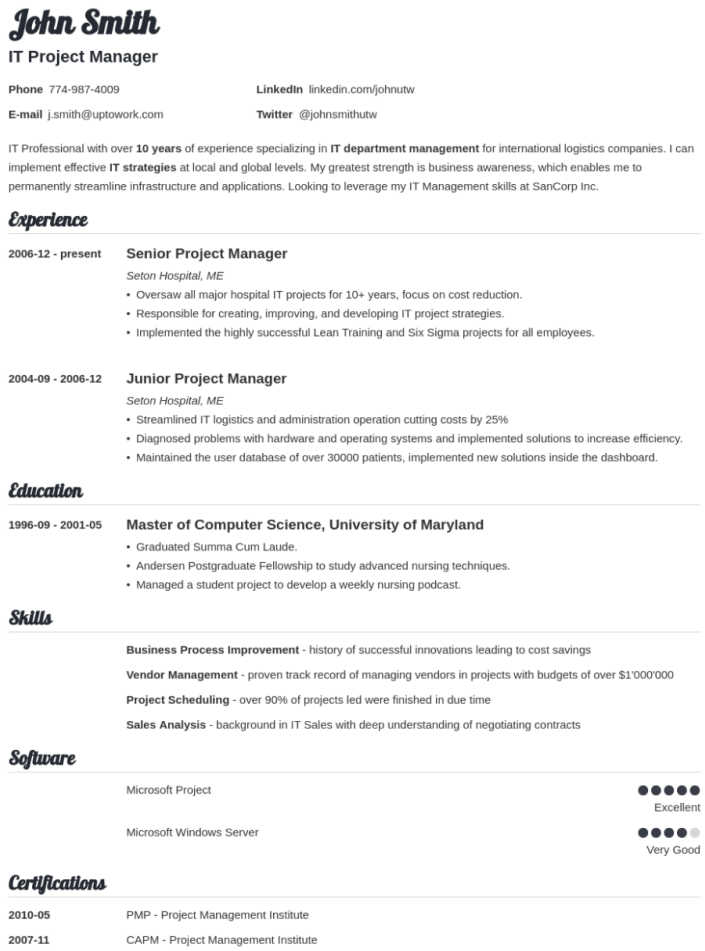
Don't include hobbies or interests

It is not recommended to mention hobbies because of the judgments potential employers can make. However, if your hobbies relate to the position, you may include them as they can demonstrate to the employer why you are a good fit.

RESUME TIPS

1. Be strategic
2. Keep it consistent
3. Include a variety of experiences
4. Think like an employer
5. Keep it visually balanced

SAMPLE RESUME



John Smith

IT Project Manager

Phone 774-987-4009 **LinkedIn** linkedin.com/johnutw

E-mail j.smith@uptowork.com **Twitter** @johnsmithutw

IT Professional with over **10 years** of experience specializing in **IT department management** for international logistics companies. I can implement effective **IT strategies** at local and global levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Looking to leverage my IT Management skills at SanCorp Inc.

Experience

2006-12 - present **Senior Project Manager**

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects for all employees.

2004-09 - 2006-12 **Junior Project Manager**

Seton Hospital, ME

- Streamlined IT logistics and administration operation cutting costs by 25%
- Diagnosed problems with hardware and operating systems and implemented solutions to increase efficiency.
- Maintained the user database of over 30000 patients, implemented new solutions inside the dashboard.

Education

1996-09 - 2001-05 **Master of Computer Science, University of Maryland**

- Graduated Summa Cum Laude.
- Andersen Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.

Skills

Business Process Improvement - history of successful innovations leading to cost savings

Vendor Management - proven track record of managing vendors in projects with budgets of over $1'000'000

Project Scheduling - over 90% of projects led were finished in due time

Sales Analysis - background in IT Sales with deep understanding of negotiating contracts

Software

Microsoft Project ●●●●● Excellent

Microsoft Windows Server ●●●●○ Very Good

Certifications

2010-05 PMP - Project Management Institute

2007-11 CAPM - Project Management Institute

GROUP DISCUSSION

A group discussion is a group of individuals, gather at one place in the form of a circle with similar interest to share the ideas, solve problems or give comments. In simple terms, a group discussion is well known as GD. Generally, the group discussions are performed to assess the skill set of a person which includes communication skills, leadership skills, managing skills, team building skills, social skills, problem-solving skills and presence of mind. At last, the rating is given on a scale of 1 to 10.

5 Few tips for GD:

1. Grooming (appearance)
2. Be a good listener & support or add to the other points. (But don't interrupt in middle)
3. Speak loudly and clearly.
4. Try to be the first and the last speaker of the discussion.
5. Be confident while speaking (analyze with numbers if you know & it has to be fact).

TYPES OF GROUP DISCUSSION (GD)

Group Discussions can be divided into 3 types:

TOPICAL GROUP DISCUSSIONS

The matter for these types of Group discussion is based on current affairs or static matters. Students are advised to be thorough with these and read newspapers daily to be up to date. Also, these discussions are not time bound.

CASE-STUDIES

In this student are given situations especially out of a business and will be judged on how they reach a solution to the problem. They will be required to analyse the situation and give their views.

ABSTRACT GROUP DISCUSSIONS

This kind of discussion gives no outline of the topic, which means no one knows which direction to take. The participants must use innovative strategies and ideas to steer the discussion. The topic could be one word or a sentence, but no one usually knows what to say on that or what the panel might like.

EVALUATION CRITERIA: GD

The evaluation of participants is based on two kinds:

- **Individual Qualities**
- **Group Skills**
- Content
- Analytical skills
- Reasoning skills
- Organisation skills
- Communication skills
- Creativity

GD: DO'S AND DON'TS

Dress Formally

A person's sense of dressing speaks a lot. Do not go on a crop top and jeans and T-shirt trail when going for a Group Discussion. Dress in smart formals for Group Discussion. Also make sure that you are comfortable. Dressing up nicely boosts your confidence level and increases your chance of making a good impression.

Speak First

Try to open the GD. Do not be disheartened if you cannot as someone else got the chance, but if you do, it is a big plus point. But it will only be favourable if you have understood the topic clearly. Even if you do not speak first, make sure to frame your argument well for your turn.

Eye Contact

Keep calm and relax. It is just a GD not a matter of life and death. Maintain eye contact with everyone, they are just as nervous as you are.

Let others speak

Give others a chance to speak. Do not cut them off. It does not give a good impression. Wait for your turn to present your arguments.

Be Assertive

Be polite. Use simple language to convey your thoughts. Do not be dominating. If you do not agree with someone's argument, put your point forward in a calm and respectful manner.

Be Sensible

Sometimes, it is easy to get carried away and we just end up speaking nonsense. Try to refrain from that. Do not keep going just so that you can get extra time, hence, extra highlight. It would not work if your argument is not strong enough anyway. Stick to the point and once you are done presenting it, kindly give others a chance to speak.

GD Weightage

In most of the IIMs and colleges, Group Discussion carries substantiate weightage. Every college has different weightage for GD so it is a little difficult to tell exactly how much scores you can get in GD. But it can range from 10% to 20% and if it is a part of PI and WAT, it carries a joint 50% weightage.

MOCK INTERVIEW

A mock interview, also known as a practice interview, is a simulation of an actual job interview. It provides job seekers with an opportunity to practice for an interview and receive feedback on their interviewing skills.

Basics of computer :

https://nios.ac.in/media/documents/vocational/CLS/Certificate_Course_in_Library_Science_english/M4_PDF/M4L1.pdf

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11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28
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Affiliated to the University of Madras

CRITERION 1

CERTIFICATE COURSE

2019-2020

SECRETARIAL PRACTICE

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

1. DEPARTMENT : **B.COM (CORPORATE SECRETARYSHIP)**
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BCS1/CC/2019-2020
4. NAME OF THE SUBJECT : **SECRETARIAL PRACTICE**
5. STAFF IN-CHARGE : Ms.Thenmozhi
6. BATCH : 2018-2021
7. NO. OF STUDENTS : 73
8. COURSE FEES : NA
9. DURATION : 30 HRS
10. TIMING : 10.00 am to 12.00 noon

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATE COURSE	
Document ID:	MJC/BCS/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms. Thenmozhi		
Course:	Secretarial Practice	**Department:**	B.COM (CS)
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Com (CORPORATE SECRETARYSHIP) for the academic year 2019-2020, will commence from 03.08.2019.

The classes will be held on all Saturdays between 10.00 am to 12.00 noon.

Sl. No.	Name of the Members	Design/Dept	Signature
1.	Dr. R. Manimekalai	Principal	
2.	Ms. T. Sheeba	Department - In - Charge	
3.	Ms. Thenmozhi	Assistant Professor	
4.	AARTHI. B. R	B.com (Corporate Secretaryship)	
5.	ABITHA. G	B.com (Corporate Secretaryship)	
6.	ADLIN JESI. C	B.com (Corporate Secretaryship)	

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7.	AISHWARYA.A	B.com (Corporate Secretaryship)	
8.	ANITHA.D	B.com (Corporate Secretaryship)	
9.	ASHWINI.V	B.com (Corporate Secretaryship)	
10.	BENITA.S	B.com (Corporate Secretaryship)	
11.	BHAVANI.S	B.com (Corporate Secretaryship)	
12.	BHUVANESHWARI.M	B.com (Corporate Secretaryship)	
13.	DEEPA.L	B.com (Corporate Secretaryship)	
14.	DIVYA.R	B.com (Corporate Secretaryship)	
15.	FOUZIYABANU.A	B.com (Corporate Secretaryship)	
16.	GAYATHRI.B	B.com (Corporate Secretaryship)	
17.	GOMATHI.B	B.com (Corporate Secretaryship)	
18.	GOMATHI.N	B.com (Corporate Secretaryship)	
19.	GURUSHANTHI.K	B.com (Corporate Secretaryship)	
20.	HEMALATHA.S	B.com (Corporate Secretaryship)	
21.	ISHWARYA.M	B.com (Corporate Secretaryship)	
22.	ISHWARYA.R	B.com (Corporate Secretaryship)	

HEAD OF THE DEPARTMENT

PRINCIPAL

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23.	JAYANTHI.K	B.com (Corporate Secretaryship)	Jaya. k.
24.	JENIFER.A	B.com (Corporate Secretaryship)	Jenifer A.
25.	JENIFER.J	B.com (Corporate Secretaryship)	Jeni. J
26.	JENIFER REMA.S	B.com (Corporate Secretaryship)	Jeffreema.
27.	JESSI.J	B.com (Corporate Secretaryship)	Jesi. J
28.	KAVERI.P	B.com (Corporate Secretaryship)	Kaveri. P
29.	KAVI PRIYA.M	B.com (Corporate Secretaryship)	Kavi Priya. M
30.	KAVITHA.G	B.com (Corporate Secretaryship)	Kavitha. G
31.	KAVIYA.V	B.com (Corporate Secretaryship)	Kaviya V
32.	KEERTHANA.M	B.com (Corporate Secretaryship)	
33.	KUMUDHA.D	B.com (Corporate Secretaryship)	
34.	LAKSHMI.T.M	B.com (Corporate Secretaryship)	Lakshmi.
35.	LINGUSUBRAJA.S	B.com (Corporate Secretaryship)	Lingusubraja S
36.	MOHANA.N	B.com (Corporate Secretaryship)	Mohana.
37.	NANDHINI.M	B.com (Corporate Secretaryship)	Nandhini. M
38.	NANDHINI.P	B.com (Corporate Secretaryship)	Nandhini P

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39.	NASRIN FATHIMA.N	B.com (Corporate Secretaryship)	
40.	NISHA.A	B.com (Corporate Secretaryship)	
41.	NIVETHA.V	B.com (Corporate Secretaryship)	
42.	NIVETHA.R	B.com (Corporate Secretaryship)	
43.	PARIMALA DEVI.S	B.com (Corporate Secretaryship)	
44.	POOJA.A	B.com (Corporate Secretaryship)	
45.	POOJA MUKI.M	B.com (Corporate Secretaryship)	
46.	PRAMILA.B	B.com (Corporate Secretaryship)	
47.	PREETHI.P	B.com (Corporate Secretaryship)	
48.	PREETHI.R	B.com (Corporate Secretaryship)	
49.	PRIYADHARSHINI.V	B.com (Corporate Secretaryship)	
50.	RACKSANA.A	B.com (Corporate Secretaryship)	
51.	RAVEENA.A	B.com (Corporate Secretaryship)	
52.	ROSHINI.M	B.com (Corporate Secretaryship)	
53.	SAKTHI.V	B.com (Corporate Secretaryship)	
54.	SANGEETHA.A	B.com (Corporate Secretaryship)	

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55.	SATHIYA PRIYA.B	B.com (Corporate Secretaryship)	
56.	SHAFIYA.J	B.com (Corporate Secretaryship)	
57.	SIVASANKARI.B	B.com (Corporate Secretaryship)	
58.	SHEHA SICILY.A	B.com (Corporate Secretaryship)	
59.	SONIYA.G	B.com (Corporate Secretaryship)	
60.	SRUTHI LAKSHMI.M	B.com (Corporate Secretaryship)	
61.	SUBIKSHA.J.P	B.com (Corporate Secretaryship)	
62.	SWATHI.P	B.com (Corporate Secretaryship)	
63.	SWETHA.K	B.com (Corporate Secretaryship)	
64.	VAISHAVI.S	B.com (Corporate Secretaryship)	
65.	VANI.E	B.com (Corporate Secretaryship)	
66.	VANITHA.M	B.com (Corporate Secretaryship)	
67.	VASANTHI.K	B.com (Corporate Secretaryship)	
68.	VEDHAVALLI.D	B.com (Corporate Secretaryship)	
69.	VEERA SAKTHI.M	B.com (Corporate Secretaryship)	
70.	VINDHIYA.S	B.com (Corporate Secretaryship)	

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71.	KAVITHA.P	B.com (Corporate Secretaryship)	Kavitha.P
72.	DEVADHARSHINI.G	B.com (Corporate Secretaryship)	DevaDharshini
73.	KAMALI.L	B.com (Corporate Secretaryship)	Kamali.L
74.	NARMADHA.R	B.com (Corporate Secretaryship)	Narmadha
75.	SWETHA.R	B.com (Corporate Secretaryship)	Swetha.R
76.	SWETHA.A	B.com (Corporate Secretaryship)	Swetha.A

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COURSE SPECIFICATION

DEPARTMENT : **B.COM (CORPORATE SECRETARYSHIP)**

SUBJECT NAME: **SECRETARIAL PRACTICE**

SUBJECT CODE: MJC/BCS1/CC/2019-20

AIM:

This course is designed to create a powerful knowledge bank on various tools and techniques required for in depth understanding of the role of a company secretary.

OBJECTIVES:

To impart the importance of secretarial skills in managing a company and the knowledge of the following:

1. Highlights types and development of secretarial skills
2. Emphasises on self-management skills and organisational behaviour
3. Deliberates on planning, ethical decisions making and tax administration the role of leadership and team building
4. Discusses about communication and conflict management skills.
5. Analyses the technical skills

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

SECRETARIAL PRACTICE

Unit -1

Secretarial skills - Types of secretarial skills - How to develop the secretarial kills - Personal skills and managerial skills of a company secretary - Professional qualities andqualifications

Unit -2

Self-management skills - personal goal setting - Attitude - Perception - Timemanagement - Emotional Intelligence.

Unit - 3

Administrative skills - Planning - Ethical decision-making techniques - Diversificationand development of business - Tax administration.

Unit - 4

Communication skills - Communication Process (Internal and External) - Employee and customer relationship - Supplier and competitor management techniques - Skillsrequired analysing and solving the conflicts.

Unit - 5

Technical skills - Record Management - Online scheduling and information sharing -Data analysis and interpretation techniques - Report preparation - cost management techniques.

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SYLLABUS COVERAGE:

Branch: B. Com (CORPORATE SECRETARYSHIP)

Subject: SECRETARIAL PRACTICE

Unit No.	Started on	Completed on	No. Of hours	Name of the Staff	Signature
I	03.08.2019	17.08.2019	6	Ms. T. SHEEBA	Sheeba
II	24.08.2019	07.09.2019	6	Ms. THENMOZHI	Thenmozhi
III	14.09.2018	28.09.2019	6	Ms. T. SHEEBA	Sheeba
IV	05.10.2019	19.10.2019	6	Ms. K. SELVI	Selvi
V	26.10.2019	04.11.2019	6	Ms. K. SELVI	Selvi
TOTAL HOURS			30		

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CERTIFICATE COURSE NAME LIST

DEPARTMENT OF CORPORATE SECRETARYSHIP

CERTIFICATE COURSE – SECRETARIAL PRACTICE

SUBJECT CODE – MJC/BCS1/CC/2019-20 **BATCH – 2018-2021**

Sl. No.	Regn No.	Name
1	121803039	AARTHI.B.R
2	121803040	ABITHA.G
3	121803041	ADLIN JESI.C
4	121803042	AISHWARYA.A
5	121803043	ANITHA.D
6	121803044	ASHWINI.V
7	121803045	BENITA.S
8	121803046	BHAVANI.S
9	121803047	BHUVANESHWARI.M
10	121803048	DEEPA.L
11	121803049	DIVYA.R
12	121803050	FOUZIYABANU.A
13	121803051	GAYATHRI.B
14	121803052	GOMATHI.B
15	121803053	GOMATHI.N
16	121803054	GURUSHANTHI.K
17	121803055	HEMALATHA.S
18	121803056	ISHWARYA.M
19	121803057	ISHWARYA.R
20	121803058	JAYANTHI.K
21	121803059	JENIFER.A
22	121803060	JENIFER.J
23	121803061	JENIFER REMA.S
24	121803062	JESSI.J
25	121803063	KAVERI.P
26	121803064	KAVI PRIYA.M
27	121803065	KAVITHA.G
28	121803066	KAVIYA.V
29	121803067	KEERTHANA.M
30	121803069	KUMUDHA.D

31	121803070	LAKSHMI.T.M
32	121803071	LINGUSUBRAJA.S
33	121803072	MOHANA.N
34	121803073	NANDHINI.M
35	121803074	NANDHINI.P
36	121803075	NASRIN FATHIMA.N
37	121803076	NISHA.A
38	121803077	NIVETHA.V
39	121803078	NIVETHA.R
40	121803079	PARIMALA DEVI.S
41	121803080	POOJA.A
42	121803081	POOJA MUKI.M
43	121803082	PRAMILA.B
44	121803083	PREETHI.P
45	121803084	PREETHI.R
46	121803085	PRIYADHARSHINI.V
47	121803086	RACKSANA.A
48	121803087	RAVEENA.A
49	121803088	ROSHINI.M
50	121803090	SAKTHI.V
51	121803091	SANGEETHA.A
52	121803092	SATHIYA PRIYA.B
53	121803093	SHAFIYA.J
54	121803094	SIVASANKARI.B
55	121803095	SHEHA SICILY.A
56	121803096	SONIYA.G
57	121803097	SRUTHI LAKSHMI.M
58	121803098	SUBIKSHA.J.P
59	121803099	SWATHI.P
60	121803100	SWETHA.K
61	121803101	VAISHAVI.S
62	121803102	VANI.E
63	121803103	VANITHA.M
64	121803104	VASANTHI.K
65	121803105	VEDHAVALLI.D
66	121803106	VEERA SAKTHI.M
67	121803107	VINDHIYA.S
68	121803108	KAVITHA.P
69	121803109	DEVADHARSHINI.G
70	121803110	KAMALI.L
71	121803111	NARMADHA.R
72	121803112	SWETHA.R
73	121803113	SWETHA.A

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TIME TABLE – CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
03.08.2019	10.00 – 12.00	MS. T. SHEEBA
10.08.2019	10.00 – 12.00	MS. T. SHEEBA
17.08.2019	10.00 – 12.00	MS. T. SHEEBA
24.08.2019	10.00 – 12.00	MS. THENMOZHI
31.08.2019	10.00 – 12.00	MS. THENMOZHI
07.09.2019	10.00 – 12.00	MS. THENMOZHI
14.09.2019	10.00 – 12.00	MS. T. SHEEBA
21.09.2019	10.00 – 12.00	MS. T. SHEEBA
28.09.2019	10.00 – 12.00	MS. T. SHEEBA
05.10.2019	10.00 – 12.00	MS. K. SELVI
12.10.2019	10.00 – 12.00	MS. K. SELVI
19.10.2019	10.00 – 12.00	MS. K. SELVI
26.10.2019	10.00 – 12.00	MS. K. SELVI
02.11.2019	10.00 – 12.00	MS. K. SELVI
04.11.2019	10.00 – 12.00	MS. K. SELVI

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CERTIFICATE COURSE ATTENDANCE

DEPARTMENT OF CORPORATE SECRETARYSHIP
CERTIFICATE COURSE – SECRETARIAL PRACTICE BATCH – 2018-2021
SUBJECT CODE – MJC/BCS1/CC/2019-20
NO. OF HOURS – 2 HOURS EACH DAY

Sl. No	Register No.	Name	1 03.08.19	2 10.08.19	3 17.08.19	4 24.08.19	5 31.08.19	6 07.09.19	7 14.09.19	8 21.09.19	9 28.09.19	10 05.10.19	11 12.10.19	12 19.10.19	13 26.10.19	14 02.11.19	15 04.11.19
1	121803039	AARTHI.B.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	121803040	ABITHA.G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	121803041	ADLIN JESI.C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	121803042	AISHWARYA.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	121803043	ANITHA.D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	121803044	ASHWINI.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	121803045	BENITA.S	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
8	121803046	BHAVANI.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	121803047	BHUVANESHWARI.M	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
10	121803048	DEEPA.L	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
11	121803049	DIVYA.R	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
12	121803050	FOUZIYABANU.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	121803051	GAYATHRI.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

14	121803052	GOMATHI.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	121803053	GOMATHI.N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	121803054	GURUSHANTHI .K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	121803055	HEMALATHA.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	121803056	ISHWARYA.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	121803057	ISHWARYA.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	121803058	JAYANTHI.K	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
21	121803059	JENIFER.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	121803060	JENIFER.J	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
23	121803061	JENIFER REMA.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	121803062	JESSI.J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	121803063	KAVERI.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	121803064	KAVI PRIYA.M	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
27	121803065	KAVITHA.G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	121803066	KAVIYA.V	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
29	121803067	KEERTHANA.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	121803069	KUMUDHA.D	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X
31	121803070	LAKSHMI.T.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	121803071	LINGUSUBRAJA .S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	121803072	MOHANA.N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	121803073	NANDHINI.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	121803074	NANDHINI.P	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
36	121803075	NASRIN FATHIMA.N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	121803076	NISHA.A	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
38	121803077	NIVETHA.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	121803078	NIVETHA.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	121803079	PARIMALA DEVI.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

41	121803080	POOJA.A	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
42	121803081	POOJA MUKI.M	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
43	121803082	PRAMILA.B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	121803083	PREETHI.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	121803084	PREETHI.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	121803085	PRIYADHARSHINI.V	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
47	121803086	RACKSANA.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
48	121803087	RAVEENA.A	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	121803088	ROSHINI.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50	121803090	SAKTHI.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
51	121803091	SANGEETHA.A	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52	121803092	SATHIYA PRIYA.B	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
53	121803093	SHAFIYA.J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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55	121803095	SHEHA SICILY.A	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
56	121803096	SONIYA.G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	121803097	SRUTHI LAKSHMI.M	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
58	121803098	SUBIKSHA.J.P	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
59	121803099	SWATHI.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	121803100	SWETHA.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
61	121803101	VAISHAVI.S	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
62	121803102	VANI.E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
63	121803103	VANITHA.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
64	121803104	VASANTHI.K	X	X	a	X	X	X	X	X	X	a	X	X	X	X	X
65	121803105	VEDHAVALLI.D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
66	121803106	VEERA SAKTHI.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
67	121803107	VINDHIYA.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

68	121803108	KAVITHA.P	X	a	X	X	X	X	X	X	X	X	X	X	X	X
69	121803109	DEVADHARSHINI.G	a	X	X	X	X	X	X	X	X	X	X	X	X	X
70	121803110	KAMALI.L	X	X	X	X	X	X	X	X	X	X	X	X	X	X
71	121803111	NARMADHA.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X
72	121803112	SWETHA.R	X	a	X	X	X	X	X	X	X	X	X	X	X	X
73	121803113	SWETHA.A	X	X	X	X	X	X	X	X	X	X	a	X	X	X

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ASSESSMENT / EVALUATION – Question Paper/Pattern

MARKS:50

PART A (2*5 = 10)

1. What do you mean by Secretarial Skills?
2. List any 4 Skills to increase Self Management Capacities.
3. What is Ethical Decision Making?
4. Depict the communication Process.
5. What are the advantages of Technical Skills at workplace?

PART B (5*4 = 20)

6. Enumerate the types of Secretarial skills.
7. What are SMART Goals?
8. What are the types of Diversification?
9. Explain in brief the Micheal Porter's five forces model.

PART C (10*2 = 20)

10. What are the personal skills of a Company Secretary?
11. What is meant by communication Skills? What are the essentials of Effective Communication?

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MARKLIST

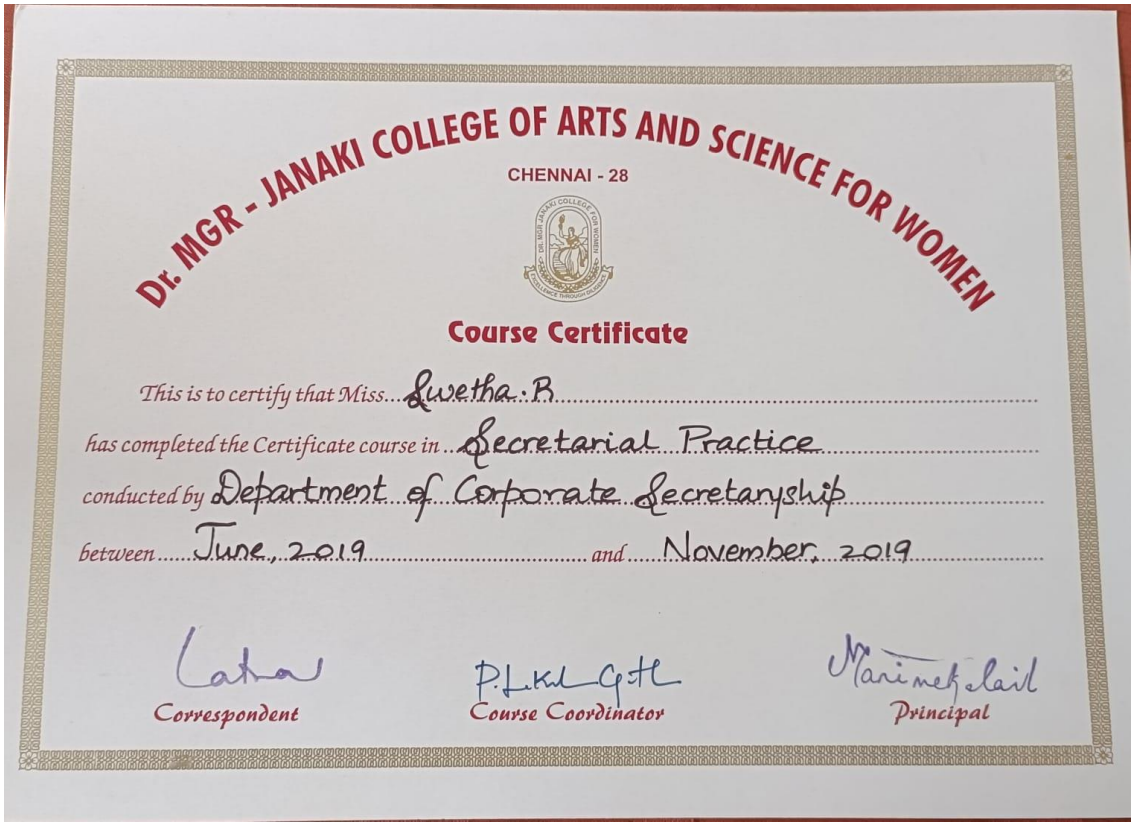
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CHENNAI - 28

Course Certificate

This is to certify that Miss. Swetha. R

has completed the Certificate course in Secretarial Practice

conducted by Department of Corporate Secretaryship

between June, 2019 *and* November, 2019

Correspondent | Course Coordinator | Principal

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NOTES/PPT/HANDOUT

UNIT – 1

1. **What do you mean by secretarial skills?**

Secretarial skills allow you to handle a wide range of responsibilities, from scheduling appointments to taking meeting notes to organizing essential company files.

2. **Types of secretarial skills**

• **Verbal and written communication** • **Computer and technical skills** • **Typing and note-taking** • **Organization** • **Problem solving and critical thinking**	• **Attention to detail** • **Customer service abilities** • **Flexibility and adaptability** • **Time-management and multitasking** • **Presentation and public speaking**

3. **How to develop the secretarial skills?**
   - **Good communication, customer service and relationship-building skills**
   - **Team working skills**
   - **Organization and time management skills**
   - **Attention to detail**
   - **Negotiation skills**
   - **Assertiveness**
   - **Flexibility**
   - **Tact, discretion and diplomacy**
   - **The ability to be proactive and use your initiative: to see what needs doing and to do it**
   - **The ability to use standard software packages (e.g. Microsoft Office) and to learn bespoke packages if required.**

4. **WHO IS A COMPANY SECRETARY?**

A Company Secretary is a senior position in a citizen sector establishment.
It is one of the positions that is a part of the key managerial personnel (which usually includes the CEO & CFO) of any company.
The company secretary ensures that an organization complies with relevant legislation and regulation, and keeps board members informed of their legal responsibilities.
Company secretaries are the company's named representative on legal documents, and it is their responsibility to ensure that the company and its directors operate within the law. It is also their responsibility to register and communicate with shareholders, to ensure that dividends are paid and to maintain company records,

such as lists of directors and shareholders, and annual accounts.

5. **PERSONAL SKILLS OF A COMPANY SECREATRY**



6. **Management skills of company secretary**
   - **Excellent Communication**
   - **Organizational skills**
   - **Attentiveness**
   - **Ability to Multitask**
   - **Competence in using**

7. **PROFESSIONAL QUALITIES AND QUALIFICATION**
   <u>QUALITIES</u>
   - **Good Knowledge on interpretation of laws**
   - **Impeccable understanding of Business**
   - **In-depth knowledge of Finance**
   - **Good to Excellent Communication Skills**
   - **Networking Skills**
   - **Interpersonal skills**
   - **Readiness to work for long hours**
   - **Continuous learning, improvement and development.**

UNIT – 2

1. **Personal Goal Setting**
   What is goal?
   A goal is something you want to achieve. It's the desired result that you, or a group of people, plan and commit to achieving.
   Goals are often long-term. They relate to people's life and career plans or the long-term goals of a company or organization.
   simply, a goal is a dream with a deadline.

2. **What are personal goals?**
   Goals are defined as the desired states that people seek to obtain, maintain, or avoid

(Nair, 2003). Personal goals are goals related to your work, relationship, finances, and other aspects of life. Pretty much all goals are personal. The only exception might be goals that someone else sets for you—a parent setting a goal that you do your homework or a boss setting a goal that you complete a work task by a certain time.

3. **How to Set Personal Goals?**
   First you create your "big picture" of what you want to do with your life (or over, say, the next 10 years), and identify the large-scale goals that you want to achieve. Then, you break these down into the smaller and smaller targets that you must hit to reach your lifetime goals.
   Finally, once you have your plan, you start working on it to achieve these goals. This is why we start the process of setting goals by looking at your lifetime goals. Then, we work down to the things that you can do in, say, the next five years, then next year, next month, next week, and today, to start moving towards them.

4. **SMART goals**
   - **S – Specific (or Significant).**
   - **M – Measurable (or Meaningful).**
   - **A – Attainable (or Action-Oriented).**
   - **R – Relevant (or Rewarding).**
   - **T – Time-bound (or Trackable)**

5. **Tips on setting personal goals**
   Set challenging goals. Set personal goals that are a little bit challenging, but not out of reach. This gets us to push ourselves a little harder.
   Set goals that matter to you. When thinking about which goals to set, be sure to focus on goals that are meaningful to you. Try to mute the voices from your friends, family, and culture for a moment to figure out what matters most to you. If you set goals that are not truly your own, they'll likely be harder to stick to.
   Commit to your goal. When we commit to a goal—in writing or by telling others—we're more likely to stick to it. We don't really want to disappoint ourselves or others
   Perception: the way you think about or understand someone or something easily
   Time management: Time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success.
   Emotional intelligence: Emotional intelligence refers to the capability of a person to manage and control his or her emotions and possess the ability to control the emotions of others as well. In other words, they can influence the emotions of other people also.

6. **SELF MANAGEMENT**
   Self-management is our ability to manage our behaviors, thoughts, and emotions in a conscious and productive way.
   Someone with strong self-management skills knows what to do and how to act in different situations.
   Self-management means you understand your personal responsibility in different

aspects of your life, and you do what you need to fulfill that responsibility.
From an organizational perspective, the ability of team members to self-manage is critical to the effective functioning of an organization.

7. **SKILLS TO INCREASE SELF MANAGEMENT CAPABILITIES**
    - **Role Clarity**
    - **Goal Alignment**
    - **Strategic Planning**
    - **Priority Setting**
    - **Self Awareness**
    - **Emotional Regulation**
    - **Self care**

UNIT – 3

1. **Administrative skills**
   Administrative skills are qualities that help you complete tasks related to managing a business. This might involve responsibilities such as filing paperwork, meeting with internal and external stakeholders, presenting important information, developing processes, answering employee questions and more. There are many administrative skills that help you perform these responsibilities in an efficient, quality way.

2. **Planning**
   Planning is the fundamental management function, which involves deciding beforehand, what is to be done, when is it to be done, how it is to be done and who is going to do it. It is an intellectual process which lays down an organisation's objectives and develops various courses of action, by which the organisation can achieve those objectives. It chalks out exactly, how to attain a specific goal.

3. **Ethical decision making techniques**
   What is ethical decision making?
   Ethical decisions inspire trust and with it fairness, responsibility and care for others. The ethical decision making process recognizes these conditions and requires reviewing all available options, eliminating unethical views and choosing the best ethical alternative.

4. **Framework for ethical decision making**
   The Utilitarian Approach
   The Right Approach
   The Fairness or Justice Approach
   The Common Good Approach
   The Virtue Approach

5. **Diversification & development of Business**
   Diversification is a strategy used to expand market share or enter new markets by launching or acquiring new products (perhaps through licensing, merger, or acquisition). It allows a company to grow by expanding market share in an existing market or by developing a market presence.

Types of Diversification:

- **Vertical Diversification**
- **Horizontal Diversification**
- **Concentric Diversification**
- **Conglomerate Diversification**

6. **Tax Administration**
   Tax is an important aspect to be administered in any type of organization.
   In India there are TWO types of Tax:
   Direct Tax – Income tax
   Income tax Act, Income tax rules, Budget, Circular & Notifications etc.
   Indirect Tax – GST, Custom Tax
   GST Act, types of GST, GST rules, Customs Act etc.
   The accounts has to be properly maintained and the Taxes for which the company is liable has to computed and paid in time.

Unit 4

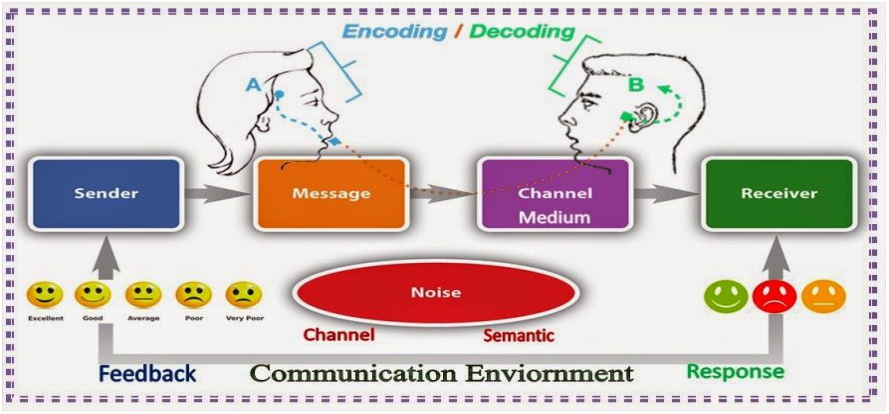
1. **COMMUNICATION SKILLS**
   Communication skills involve Listening, Speaking, Observing and Empathizing.
   It also helpful to understand the differences in how to communicate through face to face interactions, phone conversations and digital communications like email and social media

2. **EFFECTIVE COMMUNICATION SKILLS**
   1. Give them the impression that you're enthusiastic about talking to
   2. Ask open-ended questions about their interests.
   3. Adapt to their body language and feelings
   4. Show them approval: Tell them what you admire about them and why
   5. Listen attentively to everything they say.
   6. Give them the right amount of eye contact
   7. Reveal as much about yourself as possible
   8. Give the impression that you are on the same team
   9. Give them your best smile.
   10. Offer helpful suggestions.
   11. Give them encouragement
   12. Appear to have a slightly higher energy level than the other
   13. Say their name in a way that is pleasing to their ears
   14. Offer to take the relationship a step further

3. **Top 10 skills that administrative professionals need to have?**
   - **Organizational Skills**
   - **Written Communication Skills**
   - **Verbal Communication Skills**
   - **Cultural Awareness**
   - **Microsoft office Skills**
   - **Typing Skills**

- **Ability to focus**
- **Efficiency**
- **Self-Motivation**
- **Ethical**

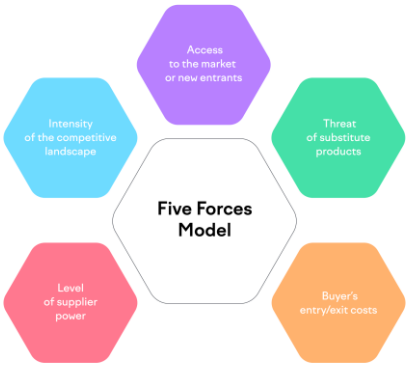
4. COMMUNICATION PROCESS



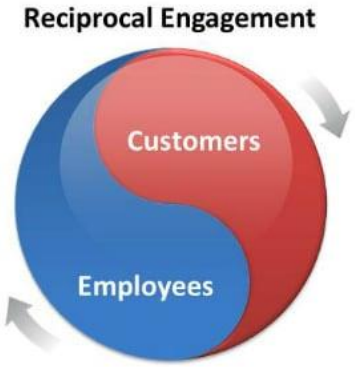
5. TIME MANAGEMENT SKILLS

- **Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor Time management can be related to procrastination as well as problems with self-control.**
- **Prepare in advance**
- **Schedule your time**
- **Start Early**
- **Organizational skills**
- **Increase productivity with Prime time**
- **Air travel Productivity.**

6. <u>MICHAEL PORTER'S 5 FORCES MODEL</u>



7. Employee & Customer Relationship



UNIT 5

1. **TECHNICAL SKILLS**
   Technical skills are knowledge and abilities needed to accomplish mathematical, engineering, scientific or computer based duties as well as other specific tasks.

2. **ADVANTAGES OF TECHNICAL SKILLS AT WORKPLACES**
   Allows You To Work Smarter
   You Become More Confident
   Allows You To Save Time
   You Can Gain Access To Information
   You Can Prevent Upcoming Problem

3. **ANALYSIS AND INTERPRETATION**
   Analysis means the ordering, manipulating and summarizing of data to obtain answers to research questions.
   Interpretation gives the results of analysis, makes inferences pertinent to the research relation studied and draws conclusions about these relations.

4. **WHAT IS A REPORT?**
   It is a systematic documentation of facts in order to come to a conclusion in an objective manner
   It is a research document that helps the audience to understand certain issues in the respective field

5. **NATURE OF THE REPORT**
   - Organized
   - Factual
   - Objectives

6. **OBJECTIVES OF REPORT WRITING**
   - **Solving any problem**
   - **Uploading Information**
   - **Internal Communication**
   - **Effective tool**
   - **Planning**
   - **Decision Taking**

7. **Stages in report writing**
    - **Clarifying**
    - **Planning**
    - **Collecting**
    - **Organizing**
    - **Writing**
    - **Checking**
    - **Conclusion**
    - **Bibliography**

8. **Cost Management includes:**
    - **Budget**
    - **Benefit**
    - **Spending**
    - **Expenses**
    - **Funding**
    - **ROI**

9. **What are the benefits**
    - **Meeting budget goals**
    - **Realistic project estimates**
    - **Earned value management**
    - **Cost accounts**
    - **Rate of performance**

10. **<u>RECORDS MANAGEMENT</u>**

    Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or receipt to its eventual disposition.

    Any organisation would have to maintain various records either to fulfil statutory requirements or organisational requirements.

    The records management includes tasks like:

    1. **Identifying, classifying and storing records.**
    2. **Establishing and enforcing policies, standards and guidelines.**
    3. **Assigning responsibilities and managers for records.**
    4. **Maintaining usability.**
    5. **Providing internal and external access.**
    6. **Integrating records management as part of daily operations.**

11. **<u>Steps of records management</u>**
    a. **Create or Receive**
    b. **Use or Modify**
    c. **Maintain or Protect**
    d. **Dispose or Destroy**
    e. **Archive or Preserve**

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CRITERION 1

CERTIFICATE COURSE

2019-2020

RETAIL MARKETING

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1. DEPARTMENT:	B.COM (CORPORATE SECRETARYSHIP)
2. YEAR / SEMESTER:	II/III
3. SUBJECT CODE:	MJC/BCS2/CC/2019-2020
4. NAME OF THE SUBJECT:	RETAIL MARKETING
5. STAFF IN-CHARGE:	Ms. SINDHUJA
6. BATCH:	2018-2021
7. NO.OF STUDENTS:	67
8. COURSE FEE:	NA
9. DURATION:	30 HRS
10. TIMING:	10AM-12 NOON

Dr. MGR-JANAKI College of Arts and Science for Women		CERTIFICATE COURSE	
Document ID:	MJC/BCS/2019/CER2	Document Name:	CERTIFICATE COURSE
Name of the Class In charge :	Ms. SINDHUJA		
Course:	RETAIL MARKETING	Department:	B.COM CS
Batch:	2018-2021	Year/ Sem:	II / III

The certificate course for II B.Com (CORPORATE SECRETARYSHIP) for the academic year 2019-2020, will commence from 10.8.2019
The classes will be held on all Saturday between 10 am to 12 noon

Sl. No	Name of the Members	Design/Dept	Signature
1	Dr. R. MANIMEKALAI	Principal	
2	Ms. YA LATHIF	Department –in- charge	Yalathif
3	Ms. SINDHUJA	Assistant Professor	Sindhuja
4	ABINAYA P	B.Com CS	Abinaya.P
5	ABINAYA V	B.Com CS	Abinaya.V
6	AKSHAYA I	B.Com CS	
7	AMUDHA A	B.Com CS	
8	BALASUBHAHARINI B	B.Com CS	
9	BHARGAAVEE M B	B.Com CS	
10	BHAVADHARANI S	B.Com CS	
11	BHAVANI R	B.Com CS	
12	BUSHERA F	B.Com CS	Busheera.F
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17	GEETHA V	B.Com CS	Geetha.V
18	HUMAIRA SHARIEEFA U	B.Com CS	
19	INBARASI M	B.Com CS	
20	INDHUMATHI S	B.Com CS	
21	JANANI R	B.Com CS	
22	JAYALAKSHMI.K	B.Com CS	

23	JAYALAKSHMI R	B.Com CS	Jayalakshmi.R
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36	MONIKA N	B.Com CS	Monika.N
37	NANDITHA M	B.Com CS	Nanditha.M
38	NETHYA DEVI SRI K	B.Com CS	Nethya Devi.K
39	NIRMALA DEVI S	B.Com CS	Nirmala Devi.S
40	NIVEDHA R	B.Com CS	Nivedha.R
41	PAVITHRA R	B.Com CS	Pavithra.R
42	PREETHI R	B.Com CS	Preethi.R
43	PRIYA M	B.Com CS	Priya.M
44	PRIYA V	B.Com CS	Priya.V
45	PRIYADHARSHINI B	B.Com CS	Priyadharshini.B
46	RASIGA R	B.Com CS	Rasiga.R
47	RENUKA B	B.Com CS	Renuka.B
48	RESHMA B	B.Com CS	Reshma.B
49	SAGAYAMARY JANSI P	B.Com CS	[illegible].P
50	SANDHIYA B	B.Com CS	Sandhiya.B
51	SANGEETHA R	B.Com CS	Sangeetha.R
52	SARANYA S	B.Com CS	Saranya.S
53	SATHIYA S	B.Com CS	Sathiya.S
54	SHALINI J	B.Com CS	Shalini.J.

55	SHALINI K	B.Com CS	Shalini
56	SINDHUJA U	B.Com CS	Sindhuja
57	SNEHA U	B.Com CS	Sneha
58	SONA R	B.Com CS	Sona R
59	SONIYA K	B.Com CS	Soniya K
60	SONIYA S	B.Com CS	Soniya S
61	SRIVAISHNAVI S	B.Com CS	Sri Vaishnavi
62	SRUTHI T	B.Com CS	Sruthi
63	SUBALAKSHMI S	B.Com CS	Subalakshmi
64	SUBHASHINI V	B.Com CS	Subhashini V
65	SUGANYA B	B.Com CS	Suganya
66	SWETHA B	B.Com CS	B Swetha
67	SWETHA G	B.Com CS	Swetha
68	TAMILSELVI M	B.Com CS	Tamilselvi
69	VIGNESHWARI B	B.Com CS	Vigneshwari
70	MAHILA C	B.Com CS	Mahila C

Sindhya
COURSE INSTRUCTOR

Kathir
H.O.D.

PRINCIPAL

Dr. MGR-JANAKI COLLEGE
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SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

COURSE SPECIFICATION

1. DEPARTMENT : **B.COM (CORPORATE SECRATORYSHIP)**
2. SUBJECT NAME : **RETAIL MARKETING**
3. SUBJECT CODE **: MJC/BCS2/CC/2019-2020**
4. AIM:

This course specially designed to understand the meaning and concept of retailing along with its functions and an over view of retail market. To describe retailer characteristics and various types of retailing and ownership in retail

5. OBJECTIVES:

- To understand the concept, process and management of retail business
- To develop an understanding of the retail strategy and planning process
- To have an understanding of merchandise process
- To provide an understanding of the retail environment that helps in formulating appropriate retail strategy in achieving competitive advantage

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

RETAIL MARKETING

UNIT-I

Retailing – Definition- Retail marketing- Growth of organized retailing in India- Importance of retailing

UNIT-II

Functions of Retailing- Characteristics of Retailing- Types of Retailing- Store Retailing- Non- store Retailing

UNIT-III

Retail location factors- Branding in retailing- private labeling- Franchising concept.

UNIT-IV

Communication Tools used in Retailing- Sales promotion, E-tailing- window display.

UNIT-V

Supply chain Management- definition- Importance- Role of Information Technology in retailing

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SYLLABUS COVERAGE

Branch : B.COM (CORPORATE SECRETARYSHIP)

Subject : RETAIL MARKETING

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	10.08.2019	24.08.2019	6	Ms. SINDHUJA	K. Sindhuja
II	31.8.2019	14.09.2019	6	Ms. SINDHUJA	K. Sindhuja
III	21.09.2019	05.10.2019	6	Ms. SINDHUJA	K. Sindhuja
IV	12.10.2019	26.10.2019	6	Ms. SINDHUJA	K. Sindhuja
V	2.11.2019	16.11.2019	6	Ms. SINDHUJA	K. Sindhuja
Total hours			30		

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NAME LIST

YEAR/SEMESTER: II/III

S.NO	REGISTER NUMBER	NAME OF THE STUDENT	DOB
1	121803114	ABINAYA P	23/02/2000
2	121803115	ABINAYA V	06/06/2001
3	121803117	AKSHAYA I	30/10/2000
4	121803118	AMUDHA A	21/01/2001
5	121803119	BALASUBHAHARINI B	05/02/2000
6	121803120	BHARGAAVEE M B	25/10/2000
7	121803121	BHAVADHARANI S	27/11/2000
8	121803122	BHAVANI R	20/07/2000
9	121803124	BUSHERA F	25/11/2000
10	121803125	CHITRA P	16/06/2000
11	121803127	DEEPA N	19/03/2001
12	121803128	DEVIKA A	26/02/2000
13	121803129	DIVYA S	22/06/2001
14	121803130	GEETHA V	14/05/2001
15	121803131	HUMAIRA SHARIEEFA U	22/09/2001
16	121803132	INBARASI M	13/10/1999
17	121803133	INDHUMATHI S	09/07/2001
18	121803134	JANANI R	20/06/2000
19	121803135	JAYALAKSHMI K	24/11/2000
20	121803136	JAYALAKSHMI R	13/08/2000

21	121803137	JAYAVARDHINI G S	18/07/2000
22	121803138	JEBILA P	10/05/2001
23	121803139	KALAIVANI T	14/08/2000
24	121803140	KAVIYA A	11/05/2001
25	121803141	KEERTHANA R	28/04/2000
26	121803142	KEERTHIKA R	11/07/2001
27	121803143	KOUSHIKA S	31/08/2001
28	121803144	MADESHWARI S	06/10/1999
29	121803145	MADHUMITHA R	29/05/2001
30	121803146	MADHUMITHA S	24/10/2000
31	121803147	MAGESHWARI B	02/11/1999
32	121803148	MAHESWARI A	02/03/2001
33	121803149	MONIKA N	17/07/1999
34	121803150	NANDITHA M	14/07/2000
35	121803151	NETHYA DEVI SRI K	21/04/2000
36	121803152	NIRMALA DEVI S	20/11/1998
37	121803153	NIVEDHA R	22/07/2000
38	121803154	PAVITHRA R	06/03/2000
39	121803155	PREETHI R	06/09/2000
40	121803156	PRIYA M	29/04/2001
41	121803157	PRIYA V	03/08/2000
42	121803158	PRIYADHARSHINI B	21/11/2000
43	121803159	RASIGA R	29/11/2000
44	121803160	RENUKA B	30/09/2000
45	121803161	RESHMA B	13/02/2001
46	121803162	SAGAYAMARY JANSI P	15/10/2000
47	121803163	SANDHIYA B	10/02/2000

48	121803164	SANGEETHA R	22/04/2001
49	121803165	SARANYA S	29/07/2000
50	121803166	SATHIYA S	05/06/2001
51	121803167	SHALINI J	01/06/2001
52	121803168	SHALINI K	12/12/2000
53	121803169	SINDHUJA U	19/05/2001
54	121803170	SNEHA U	22/04/2001
55	121803171	SONA R	13/01/2001
56	121803172	SONIYA K	17/12/2000
57	121803173	SONIYA S	31/07/2000
58	121803174	SRIVAISHNAVI S	11/05/2000
59	121803175	SRUTHI T	02/12/2000
60	121803176	SUBALAKSHMI S	12/02/2001
61	121803177	SUBHASHINI V	17/09/2000
62	121803178	SUGANYA B	10/11/2000
63	121803179	SWETHA B	17/05/2001
64	121803180	SWETHA G	28/01/2001
65	121803181	TAMILSELVI M	14/09/1999
66	121803182	VIGNESHWARI B	22/02/2001
67	121803183	MAHILA C	08/03/2001

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
10.08.19	10.00 – 12.00	Ms. SINDHUJA
17.8.19	10.00 – 12.00	Ms. SINDHUJA
24.8.19	10.00 – 12.00	Ms. SINDHUJA
31.8.19	10.00 – 12.00	Ms. SINDHUJA
7.9.19	10.00 – 12.00	Ms. SINDHUJA
14.9.19	10.00 – 12.00	Ms. SINDHUJA
21.9.19	10.00 – 12.00	Ms. SINDHUJA
28.9.19	10.00 – 12.00	Ms. SINDHUJA
5.10.19	10.00 – 12.00	Ms. SINDHUJA
12.10.19	10.00 – 12.00	Ms. SINDHUJA
19.10.19	10.00 – 12.00	Ms. SINDHUJA
26.10.19	10.00 – 12.00	Ms. SINDHUJA
2.11.19	10.00 – 12.00	Ms. SINDHUJA
9.11.19	10.00 – 12.00	Ms. SINDHUJA
16.11.19	10.00 – 12.00	Ms. SINDHUJA

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DEPARTMENT - B.COM (CORPORATE SECRETARYSHIP)

CERTIFICATE COURSE – RETAIL MARKETING **BATCH: 2018-2021**

SUBJECT CODE - MJC/BCS2/CC/2019-2020

NO OF HOURS : 2 HOURS (TWO HOURS EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			10.08.19	17.8.19	24.8.19	31.8.19	7.9.19	14.9.19	21.9.19	28.9.19	5.10.19	12.10.19	19.10.19	26.10.19	2.11.19	9.11.19	16.11.19
1	121803114	ABINAYA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	121803115	ABINAYA V	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
3	121803117	AKSHAYA I	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X
4	121803118	AMUDHA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	121803119	BALASUBHAHARINI B	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
6	121803120	BHARGAAVEE M B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
7	121803121	BHAVADHARANI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	121803122	BHAVANI R	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
9	121803124	BUSHERA F	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
10	121803125	CHITRA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

11	121803127	DEEPA N	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
12	121803128	DEVIKA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	121803129	DIVYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	121803130	GEETHA V	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	121803131	HUMAIRA SHARIEEFA U	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
16	121803132	INBARASI M	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
17	121803133	INDHUMATHI S	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X
18	121803134	JANANI R	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
19	121803135	JAYALAKSHMI.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	121803136	JAYALAKSHMI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	121803137	JAYAVARDHINI G S	X	X	X	X	A	X	X	A	X	X	X	X	X	X	A
22	121803138	JEBILA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	121803139	KALAIVANI T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	121803140	KAVIYA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	121803141	KEERTHANA R	X	A	X	X	X	X	X	X	X	X	X	X	X	A	X
26	121803142	KEERTHIKA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	121803143	KOUSHIKA S	X	X	X	X	X	X	X	X	A	X	X	X	A	X	X
28	121803144	MADESHWARI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	121803145	MADHUMITHA R	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X

30	121803146	MADHUMITHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	121803147	MAGESHWARI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	121803148	MAHESWARI A	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
33	121803149	MONIKA N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	121803150	NANDITHA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	121803151	NETHYA DEVI SRI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	121803152	NIRMALA DEVI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	121803153	NIVEDHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	121803154	PAVITHRA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	121803155	PREETHI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	121803156	PRIYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41	121803157	PRIYA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	121803158	PRIYADHARSHINI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	121803159	RASIGA R	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X
44	121803160	RENUKA B	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	121803161	RESHMA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	121803162	SAGAYAMARY JANSI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	121803163	SANDHIYA B	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
48	121803164	SANGEETHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A

49	121803165	SARANYA S	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
50	121803166	SATHIYA S	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
51	121803167	SHALINI J	X	X	A	A	X	A	X	X	X	X	X	X	A	X	X
52	121803168	SHALINI K	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
53	121803169	SINDHUJA U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54	121803170	SNEHA U	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
55	121803171	SONA R	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	121803172	SONIYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	121803173	SONIYA S	X	X	X	X	X	X	X	X	A	A	A	X	X	X	X
58	121803174	SRIVAISHNAVI S	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
59	121803175	SRUTHI T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	121803176	SUBALAKSHMI S	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X
61	121803177	SUBHASHINI V	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
62	121803178	SUGANYA B	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X
63	121803179	SWETHA B	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
64	121803180	SWETHA G	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X
65	121803181	TAMILSELVI M	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
66	121803182	VIGNESHWARI B	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X
67	121803183	MAHILA C	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X

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RETAIL MARKETING

ASSESSMENT / EVALUATION – Question Paper/Pattern

TOTAL MARKS:50

Section - A

Answer the following: (5x3=15)

1. Define Retailing?
2. What is Retail Franchising?
3. What is E-tailing?
4. What is Private labelling?
5. What is Store Retailing?

Section- B

Answer the following: (3x5=15)

1. What are the communication tools used in retailing?
2. What are the Role of Information Technology in Retail?
3. What are the types of Retailing?

Section – C

Answer the following: (2x10=20)

1. What are the Functions of Retailing?
2. What are the factors for growth of organized retailing in India?

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MARK LIST/ GRADE

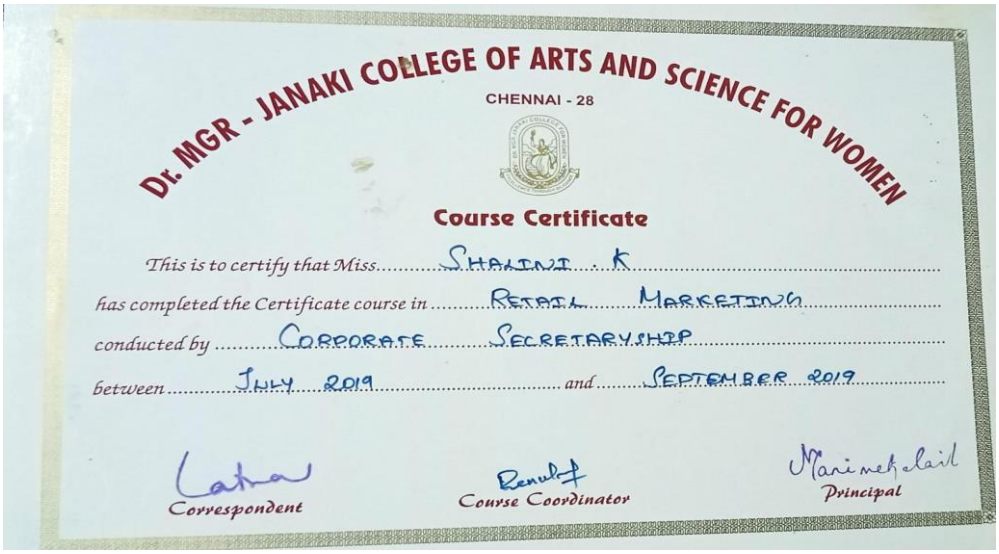
S.NO	REGISTER NUMBER	NAME OF THE STUDENT	MARKS
1	121803114	ABINAYA P	47
2	121803115	ABINAYA V	46
3	121803117	AKSHAYA I	48
4	121803118	AMUDHA A	45
5	121803119	BALASUBHAHARINI B	49
6	121803120	BHARGAAVEE M B	47
7	121803121	BHAVADHARANI S	48
8	121803122	BHAVANI R	45
9	121803124	BUSHERA F	49
10	121803125	CHITRA P	47
11	121803127	DEEPA N	45
12	121803128	DEVIKA A	46
13	121803129	DIVYA S	47
14	121803130	GEETHA V	48
15	121803131	HUMAIRA SHARIEEFA U	45
16	121803132	INBARASI M	46
17	121803133	INDHUMATHI S	48
18	121803134	JANANI R	46
19	121803135	JAYALAKSHMI K	46
20	121803136	JAYALAKSHMI R	47
21	121803137	JAYAVARDHINI G S	48
22	121803138	JEBILA P	45
23	121803139	KALAIVANI T	46
24	121803140	KAVIYA A	47
25	121803141	KEERTHANA R	45
26	121803142	KEERTHIKA R	46
27	121803143	KOUSHIKA S	47
28	121803144	MADESHWARI S	48
29	121803145	MADHUMITHA R	45
30	121803146	MADHUMITHA S	46

31	121803147	MAGESHWARI B	47
32	121803148	MAHESWARI A	45
33	121803149	MONIKA N	46
34	121803150	NANDITHA M	47
35	121803151	NETHYA DEVI SRI K	48
36	121803152	NIRMALA DEVI S	45
37	121803153	NIVEDHA R	46
38	121803154	PAVITHRA R	47
39	121803155	PREETHI R	45
40	121803156	PRIYA M	46
41	121803157	PRIYA V	47
42	121803158	PRIYADHARSHINI B	48
43	121803159	RASIGA R	45
44	121803160	RENUKA B	46
45	121803161	RESHMA B	47
46	121803162	SAGAYAMARY JANSI P	45
47	121803163	SANDHIYA B	46
48	121803164	SANGEETHA R	47
49	121803165	SARANYA S	48
50	121803166	SATHIYA S	45
51	121803167	SHALINI J	46
52	121803168	SHALINI K	47
53	121803169	SINDHUJA U	45
54	121803170	SNEHA U	46
55	121803171	SONA R	47
56	121803172	SONIYA K	48
57	121803173	SONIYA S	45
58	121803174	SRIVAISHNAVI S	46
59	121803175	SRUTHI T	47
60	121803176	SUBALAKSHMI S	45
61	121803177	SUBHASHINI V	46
62	121803178	SUGANYA B	47
63	121803179	SWETHA B	48
64	121803180	SWETHA G	46
65	121803181	TAMILSELVI M	47
66	121803182	VIGNESHWARI B	48
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This is to certify that Miss. SHALINI . K
has completed the Certificate course in RETAIL MARKETING
conducted by CORPORATE SECRETARYSHIP
between JULY 2019 and SEPTEMBER 2019

Correspondent | Course Coordinator | Principal



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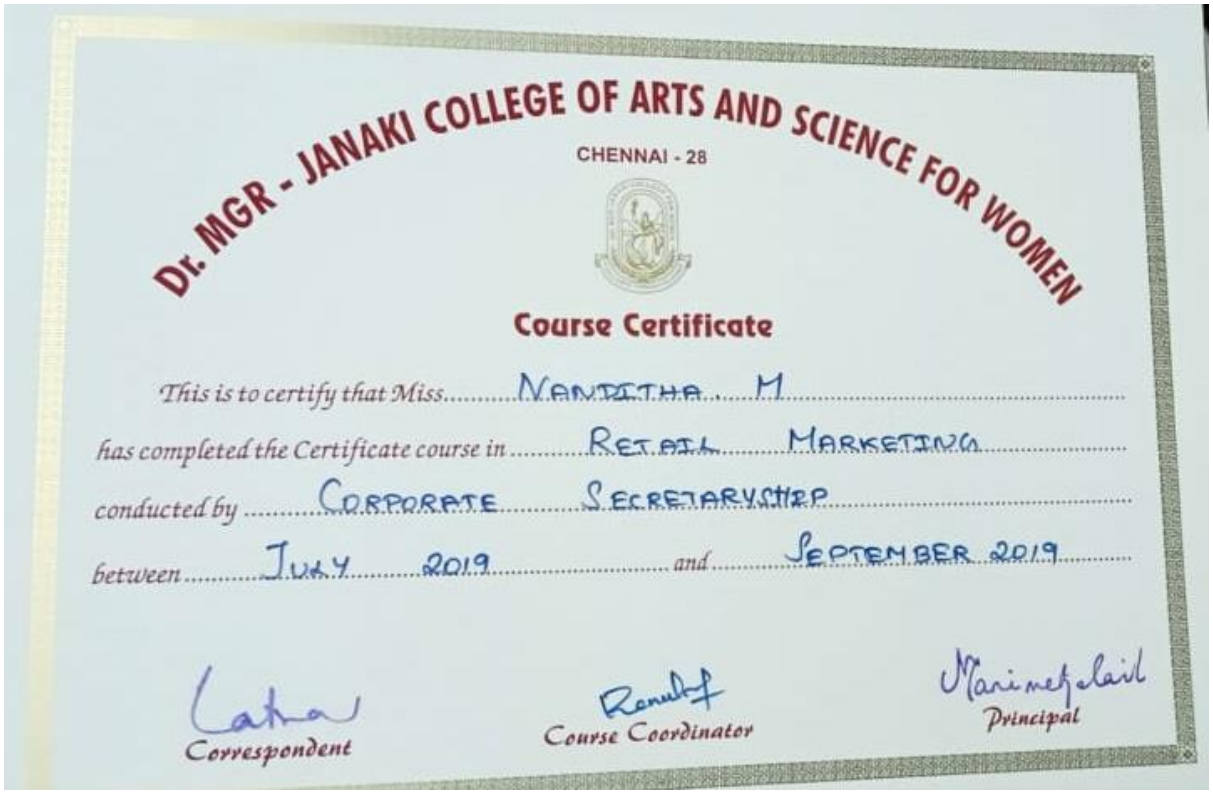
This is to certify that Miss. AKSHAYA . I
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This is to certify that Miss. NANDITHA. M

has completed the Certificate course in RETAIL MARKETING

conducted by CORPORATE SECRETARYSHIP

between JULY 2019 and SEPTEMBER 2019

Correspondent

Course Coordinator

Principal

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NOTES

RETAIL MARKETING

RETAILING:

Retailing is a set of activities performed in selling the goods and services directly to the end users. The goods and services sold to the consumers are meant for their personal use and not for resale or business activity. Retailing is the last activity conducted in the chain of product distribution down to the consumers.

DEFINITION OF RETAILING:

Retailing is a distribution process, in which all the activities involved in selling the merchandise directly to the final consumer (i.e. the one who intends to use the product) are included. It encompasses sale of goods and services from a point of purchase to the end user, who is going to use that product.

What is Retail Marketing?

Retail marketing is the process by which retailers promote awareness and interest of their goods and services in an effort to generate sales from their consumers.

Growth of Organized Retailing in India:

- **Rise of consumerism:**

With the emergence of consumerism, the retailer faces a more knowledgeable and demanding consumer. As the business exist to satisfy consumer needs, the growing consumer expectation has forced the retail organizations to change their format of retail trade. Consumer demand, convenience, comfort, time, location etc. are the important factors for the growth of organized retailing in India.

- **Rise in income:**

Increase in the literacy level has resulted into growth of income among the population. Such growth has taken place not only in the cities but also in towns and remote areas. As a result the increase in income has led to increase in demand for better quality consumer goods. Rising income levels and education have contributed to the evolution of new retail structure. Today, people are willing to try new things and look different, which has increased spending habits among consumer.

- **Media explosion:**

There has been an explosion in media due to satellite television and internet. Indian consumers are exposed to the lifestyle of countries. Their expectations for quality

products have risen and they are demanding more choice and money value services and conveniences.

- **Technological impact:**

Technology is one of the dynamic factors responsible for the growth of organized retailing. Introduction of computerization, electronic media and marketing information system have changed the face of retailing. Organized retailing in India has a huge scope because of the vast market and the growing consciousness of the consumer about product quality and services.

- **Entry of foreign retailers:**

Indian retail sector is catching the interest of foreign retailers. Due to liberalization multinationals have entered out country through joint ventures and franchising. This further is responsible for boosting organized retailing.

- **Entry of corporate sector:**

Large business tycoons such as Tata's, Birla's, and Reliance etc. have entered the retail sector. They are in a position to provide quality products and entertainment. As the corporate – the Piramals, the Tatas, the Rahejas, ITC, S.Kumar's, RPG Enterprises, and mega retailers- Crosswords, Shopper's Stop, and Pantaloons race to revolutionize the retailing sector.

Importance of Retailing:

1.Sales to Ultimate consumers of the products

The products and services are sold to ultimate or final buyers in a retail sale. During this sale, the goods are not resold. The goods and services sold here can be used for various uses, including residential, household, and industrial use.

2. A convenient form of selling quantity-wise

The term "retail" refers to breaking down items into small parts and reselling them. The products are purchased in bulk from the middleman or producer by the merchant, and the majority is separated into small amounts and sold to customers according to their needs.

3. Convenient Place and Location

Retailer shops are often located in areas that are easier for customers to access. A retail store can take several different types, such as a coffee shop, a small store, or a multiplex. Consumers can buy and sell goods via the internet and smartphone apps at their leisure.

3. The lifestyle of the people are shaped by retailing

Retail is an essential aspect of today's culture. People rely heavily on retail stores to live comfortably. Previously, products and services were made available by the trade mechanism. However, nowadays, commerce has been replaced by the purchase and sale of commodities, making retail shops an integral part of society.

5. Retail businesses contribute to the economy

The retail industry is a noteworthy contributor to the Gross Domestic Product (GDP) in many countries. Its contribution has increased significantly in recent years and continues to grow at a rapid pace. Retailing is a significant economic power to promote long-term development.

Functions of retailing:

- Delivery of the goods to the end consumer.
- Is an essential part of the distribution chain.
- Finances the wholesaler.
- Stores the goods according to market requirement.
- Lends a hand in manufacturer's marketing initiative.
- Assumes storage and credit risks.

Characteristics of Retailing:

- The retailer is the last link in the supply chain connecting the manufacturer and wholesaler to the end consumer.
- The retailer is the first to identify shifts in trends and consumer preferences because of close connection with ultimate consumers.
- The retailer is rightly placed to gather critical consumer feedback and market intelligence about products and services on offer and pass this valuable information on up in the supply chain through the wholesaler to the manufacturer.
- Many retailers are present in more than one retail format such as online retail as well as a brick-and-mortar store. Presence in multiple channels enables them to reach larger customer base and tap their market potential more effectively.

Types of Retailing:

1. **Store Retailing:**

Retail stores are found in different shapes and sizes. Moreover, new types of retail stores are emerging. Retail stores can be classified by one or more of several features.

a. Amount of Service.
b. Product Line Sold.
c. Relative Price Emphasis.

d. Control of Outlets.
e. Type of Store Cluster.

2. Nonstore Retailing:

Although stores account for a significant share of retail sales of goods and services, nonstore retailing is growing fast. Traditional store retailers have to cope with increasing competition from nonstore retailers.

a. Direct Marketing.
b. Direct Selling.
c. Automatic Vending.

Private Labeling:

Private brands, also known as private label and store brands, are made and sold for a specific retailer and meant to compete with brand-name goods. Private brands tend to be cheaper than name brand goods and provide retailers with higher margins.

Franchising:

Franchising is a continuing relationship in which a franchisor provides a licensed privilege to the franchisee to do business and offers assistance in organizing, training, merchandising, marketing, and managing in return for a monetary consideration.

Communication Tools used in Retailing:

Advertising, sales promotion, public relations, digital marketing, direct marketing and personal selling are examples of important marketing communication tools widely used in the retail industry.

Sales Promotion:

A sales promotion is a marketing strategy where a business will use short-term campaigns to spark interest and create demand for a product, service or other offers.

E-tailing:

E-tailing (less frequently: etailing) is the selling of retail goods on the Internet. Short for "electronic retailing," and used in Internet discussions as early as 1995, the term seems an almost inevitable addition to e-mail, e-business, and e-commerce.

SUPPLY CHAIN MANAGEMENT:

Supply chain management is the management of the flow of goods and services and includes all processes that transform raw materials into final products. It involves the active streamlining of a business's supply-side activities to maximize customer value and gain a competitive advantage in the marketplace.

Importance of Supply Chain Management:

1. Boost Customer Service

- Customers expect the correct product assortment and quantity to be delivered.
- Customers expect products to be available at the right location. (i.e., customer satisfaction diminishes if an auto repair shop does not have the necessary parts in stock and can't fix your car for an extra day or two).
- Right Delivery Time – Customers expect products to be delivered on time (i.e., customer satisfaction diminishes if pizza delivery is two hours late or Christmas presents are delivered on December 26).
- Right After Sale Support – Customers expect products to be serviced quickly. (i.e., customer satisfaction diminishes when a home furnace stops operating in the winter and repairs can't be made for days)

2. Reduce Operating Costs

- **Decreases Purchasing Cost** – Retailers depend on supply chains to quickly deliver expensive products to avoid holding costly inventories in stores any longer than necessary. For example, electronics stores require fast delivery of 60" flat-panel plasma HDTV's to avoid high inventory costs.
- **Decreases Production Cost** – Manufacturers depend on supply chains to reliably deliver materials to assembly plants to avoid material shortages that would shutdown production. For example, an unexpected parts shipment delay that causes an auto assembly plant shutdown can cost $20,000 per minute and millions of dollars per day in lost wages.
- **Decreases Total Supply Chain Cost** – Manufacturers and retailers depend on supply chain managers to design networks that meet customer service goals at the least total cost. Efficient supply chains enable a firm to be more competitive in the market place. For example, Dell's revolutionary computer supply chain approach involved making

each computer based on a specific customer order, then shipping the computer directly to the customer. As a result, Dell was able to avoid having large computer inventories sitting in warehouses and retail stores which saved millions of dollars. Also, Dell avoided carrying computer inventories that could become technologically obsolete as computer technology changed rapidly.

3. Improve Financial Position

- **Increases Profit Leverage** – Firms value supply chain managers because they help control and reduce supply chain costs. This can result in dramatic increases in firm profits. For instance, U.S. consumers eat 2.7 billion packages of cereal annually, so decreasing U.S. cereal supply chain costs just one cent per cereal box would result in $13 million dollars saved industry-wide as 13 billion boxes of cereal flowed through the improved supply chain over a five year period.
- **Decreases Fixed Assets** – Firms value supply chain managers because they decrease the use of large fixed assets such as plants, warehouses and transportation vehicles in the supply chain. If supply chain experts can redesign the network to properly serve U.S. customers from six warehouses rather than ten, the firm will avoid building four very expensive buildings.
- **Increases Cash Flow** – Firms value supply chain managers because they speed up product flows to customers. For example, if a firm can make and deliver a product to a customer in10 days rather than 70 days, it can invoice the customer 60 days sooner

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CRITERION 1

CERTIFICATE COURSE

2019-2020

REPORT WRITING

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1. DEPARTMENT : ENGLISH
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BENG1/CC/2019-2020
4. NAME OF THE SUBJECT : REPORT WRITING
5. STAFF IN-CHARGE : Ms. POOJA
6. BATCH :2018-2021
7. NO. OF STUDENTS :94
8. DURATION : 30 HRS
9. TIMING : 9:00 - 12:00

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATE COURSE	
Document ID:	MJC/ENG/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms. PRIYA		
Course:	REPORT WRITING	**Department:**	B.A ENGLISH
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.A ENGLISH for the academic year 2019 - 2020, will commence from 31.08.2019

The classes will be held on all Saturdays between 9:00 – 12:00 pm.

Sl. No	Name of the Members	Design/Dept	Signature
1.	Dr. R. MANIMEKALAI	Principal	
2.	DR. UMA NEELA	Department –in-charge	B. Uma Neela
3.	Ms .K. V. PRIYA	Assistant Professor	
4.	MS. POOJA	Assistant Professor	Pooja
5	AARTHI D	B. A English	Aarthi
6	ABARNA G	B. A English	Abarna
7	ABINAYA G	B. A English	Abinaya
8	ABITHA D	B. A English	Abitha
9	AISHWARYA S	B. A English	Aishwarya
10	AISWARIYA K	B. A English	Aiswariya
11	AKILA P	B. A English	Akila

COURSE

INSTRUCTOR H.O.D PRINCIPAL

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13	ANUSHA B	B. A English	
14	ASHWINI K	B. A English	
15	BRINDAVATHY C	B. A English	
16	CHARUMATHY R	B. A English	
17	DHAARANI B	B. A English	
18	DHEEPTHA R	B. A English	
19	DIVYA B	B. A English	
20	DIVYA R	B. A English	
21	DIVYAPRIYA N	B. A English	
22	HARINI M	B. A English	
23	HEMAVATHY M	B. A English	
24	JAYA PRIYA K	B. A English	
25	JAYASREE A	B. A English	
26	JENEFER J M	B. A English	
27	JENIFER U	B. A English	
28	KEERTHIKA B	B. A English	

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30	KURAISHIYA BHATOOL S	B. A English	
31	MANO RANJITHAM R	B. A English	
32	MANONMANI K	B. A English	
33	MERLINE SUSHMITHA R	B. A English	
34	NANDHINI V	B. A English	
35	NEELAVATHI A	B. A English	
36	NITHYA S	B. A English	
37	NIVETHA E	B. A English	
38	NIVETHA SHIJI G M	B. A English	
39	NOWNIYA JAYAPRINCY A	B. A English	
40	PANDEESWARI D	B. A English	
41	PREETHI R	B. A English	
42	PRIYA M	B. A English	
43	PRIYADARSHINI B	B. A English	
44	RAJESWARI R	B. A English	
45	RAMYA T	B. A English	

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47	REGINA CHRISTY S	B. A English	Regina Christy.
48	RITHIKA MANI M	B. A English	Rithika.
49	RITHIKA R	B. A English	
50	SANGEETHA E	B. A English	Sangeetha. E
51	SATHURTHIYA M	B. A English	
52	SELLAKKILI M	B. A English	Sellakili
53	SELSIYA JEMENA S	B. A English	Selsiya J
54	SHARMILA S	B. A English	Sharmila. S
55	SHEHNAZ U	B. A English	Shehnaz U
56	SIVANESHWARI S	B. A English	Sivaneshwari. S
57	SNEHA D	B. A English	Sneha.
58	SNEHA S	B. A English	Sneha. S
59	SOFIA A	B. A English	
60	SOWMYA JOSPHIN J	B. A English	Sowmy Josph
61	SOWNDARYA E	B. A English	Sowndharya.
62	SUGANTHI K	B. A English	Suganthi
63	SWATHI S	B. A English	Swathi

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82	JANANI MEENAKSHI K P	B. A English	Janani
83	KATHRYN JULIA R	B. A English	Kathryn Julia. R
84	KIRUTHIGA P D	B. A English	Kiruthiga
85	MAISNAM MAHITA	B. A English	Maisnam
86	MALLIKA U	B. A English	Mallika.
87	MUBA SHERIN A	B. A English	Muba Sherin
88	NIVETHA K	B. A English	Nivethi
89	PREETHI H	B. A English	Preethi
90	RINGYAOPHY PR	B. A English	Ringyaophy PR
91	SANGEETHA G	B. A English	Sangeetha
92	SHAMITHA S	B. A English	Shamitha
93	GITAPRIYAA S	B. A English	Gitapriyaa.S
94	POORVAJA R	B. A English	Poorvaja. R
95	SANJANA N	B. A English	Sanjana
96	SHANMATHI M	B. A English	Shanmathi. M
97	SRI GAYATHRI V	B. A English	Sri Gayathri

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65	SWETHA S	B. A English	
66	TEJASWINI P	B. A English	
67	VAISHNAVI P J	B. A English	
68	VALARMATHI S	B. A English	
69	VARSHA S	B. A English	
70	VIJAYALAKSHIMI M	B. A English	
71	YUVASREE S	B. A English	
72	HARSHINI K	B. A English	
73	MALAVIKA VEERARAGHAVAN	B. A English	
74	POOJA H	B. A English	
75	SHEETAL R	B. A English	
76	BHUVANESHWARI R	B. A English	
77	AFROSE BANU M J	B. A English	
78	AISHWARYA K	B. A English	
79	BHOOJA R	B. A English	
80	BLESSING N G	B. A English	

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COURSE SPECIFICATION

DEPARTMENT : **ENGLISH**

SUBJECT NAME: **REPORT WRITING**

AIM: To communicate information which has been compiled as a result of research, convey accurate information, analyze an issue or problem

OBJECTIVES:

i. Analyze and outline key points in preparing and writing academic essays.

ii. Identify types of reports and the principles of report construction.

iii. To present the facts in an unbiased manner.

iv. Identify techniques for collection and organization of data.

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

REPORT WRITING

UNIT – I Introductory lectures –

1) What is report?
2) Types of Reports
3) Purpose of Reports
4) What is Presentation?
5) Types of Presentation
6) Purpose of Presentation

UNIT – II Features of Report writing & Presentation –

Report writing:

1) Drafting and Iteration
2) Topics and Subtopics
3) Edit and Organize
4) Conclusions and recommendations

Presentation Skills:

1) Gathering relevant material
2) Journals, Internet, Survey, Interviews
3) Illustrations
4) Audience Interest

UNIT III – Writing Process –

1) Notes preparation
2) Outline
3) Drafting
4) Illustrations
5) Editing
6) Final formatting

UNIT IV – Use of Media –

1) Internet and search engines
2) Select Quotes, Pictures, Audio, Video
3) Organize Statistics
4) Recent Developments
5) Preparation of Presentation

UNIT V – Project Evaluation

1) **Presentation by Students**
2) **Group Discussion**
3) **Review**
4) **Recommendations**

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
31.08.2019	9:00 - 12:00 pm	Ms. Jyothi
07.09.2019	9:00 - 12:00 pm	Ms. Pooja
14.09.2019	9:00 - 12:00 pm	Ms. Keerthana
21.09.2019	9:00 - 12:00 pm	Ms. Keerthana
28.09.2019	9:00 - 12:00 pm	Ms. Surekha
05.10.2019	9:00 - 12:00 pm	Ms. Abhaya
12.10.2019	9:00 - 12:00 pm	Ms. Jothi Lakshmi
19.10.2019	9:00 - 12:00 pm	Ms. Jothi Lakshmi
26.10.2019	9:00 - 12:00 pm	Ms. Abhaya
02.11.2019	9:00 - 12:00 pm	Ms. Jyothi

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SYLLABUS COVERAGE

Branch : **B.A ENGLISH**

Subject : **REPORT WRITING**

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	31.08.2019	07.09.2019	6	Ms. Jyothi/ Ms. Pooja	
II	14.09.2019	21.09.2019	6	Ms. Keerthana	
III	28.09.2019	05.10.2019	6	Ms. Surekha/ Ms.Abhaya	
IV	12.10.2019	19.10.2019	6	Ms. Jothi lakshmi	
V	26.10.2019	02.11.2019	6	Ms. Abhaya/ Ms. Jyothi	
Total hours			30		

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Name list

Year/Semester: II/III

S. NO	REG NO	NAME
1	111804691	AARTHI D
2	111804692	ABARNA G
3	111804693	ABINAYA G
4	111804695	ABITHA D
5	111804696	AISHWARYA S
6	111804697	AISWARIYA K
7	111804698	AKILA P
8	111804699	ANNE GRAZY R
9	111804700	ANUSHA B
10	111804701	ASHWINI K
11	111804702	BRINDAVATHY C
12	111804703	CHARUMATHY R
13	111804704	DHAARANI B
14	111804705	DHEEPTHA R
15	111804706	DIVYA B
16	111804707	DIVYA R
17	111804708	DIVYAPRIYA N
18	111804709	HARINI M
19	111804710	HEMAVATHY M
20	111804712	JAYA PRIYA K
21	111804713	JAYASREE A
22	111804714	JENEFER J M
23	111804715	JENIFER U
24	111804716	KEERTHIKA B
25	111804717	KOKILA R
26	111804718	KURAISHIYA BHATOOL S
27	111804719	MANO RANJITHAM R
28	111804720	MANONMANI K
29	111804721	MERLINE SUSHMITHA R
30	111804722	NANDHINI V
31	111804723	NEELAVATHI A
32	111804724	NITHYA S
33	111804725	NIVETHA E
34	111804726	NIVETHA SHIJI G M
35	111804727	NOWNIYA JAYAPRINCY A
36	111804728	PANDEESWARI D
37	111804729	PREETHI R

38	111804730	PRIYA M
39	111804731	PRIYADARSHINI B
40	111804732	RAJESWARI R
41	111804733	RAMYA T
42	111804734	RANJANA B
43	111804735	REGINA CHRISTY S
44	111804736	RITHIKA MANI M
45	111804737	RITHIKA R
46	111804738	SANGEETHA E
47	111804739	SATHURTHIYA M
48	111804740	SELLAKKILI M
49	111804741	SELSIYA JEMENA S
50	111804742	SHARMILA S
51	111804743	SHEHNAZ U
52	111804744	SIVANESHWARI S
53	111804745	SNEHA D
54	111804746	SNEHA S
55	111804747	SOFIA A
56	111804748	SOWMYA JOSPHIN J
57	111804749	SOWNDARYA E
58	111804750	SUGANTHI K
59	111804751	SWATHI S
60	111804752	SWETHA K
61	111804753	SWETHA S
62	111804754	TEJASWINI P
63	111804755	VAISHNAVI P J
64	111804756	VALARMATHI S
65	111804757	VARSHA S
66	111804758	VIJAYALAKSHIMI M
67	111804759	YUVASREE S
68	111804760	HARSHINI K
69	111804761	MALAVIKA VEERARAGHAVAN
70	111804762	POOJA H
71	111804763	SHEETAL R
72	111804764	BHUVANESHWARI R
73	111804765	AFROSE BANU M J
74	111804766	AISHWARYA K
75	111804767	BHOOJA R
76	111804768	BLESSING N G
77	111804769	HUIDROM JUNIA DEVI
78	111804770	JANANI MEENAKSHI K P
79	111804771	KATHRYN JULIA R
80	111804772	KIRUTHIGA P D
81	111804773	MAISNAM MAHITA

82	111804774	MALLIKA U
83	111804775	MUBA SHERIN A
84	111804776	NIVETHA K
85	111804777	PREETHI H
86	111804778	RINGYAOPHY PR
87	111804779	SANGEETHA G
88	111804780	SHAMITHA S
89	111804781	GITAPRIYAA S
90	111804782	POORVAJA R
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93	111804785	SRI GAYATHRI V
94	111806639	AROKIA SELVA SUDHA

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BATCH 2018-2021

CERTIFICATE COURSE ATTENDANCE

DEPARTMENT -BA ENGLISH
CERTIFICATE COURSE - REPORT WRITING
SUBJECT CODE - MJC/ENG1/CC/2019- 2020
NO OF HOURS : 3 HOURS (Per Day)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10
			31.08.2019	07.09.2019	14.09.2019	21.09.2019	28.09.2019	05.10.2019	12.10.2019	19.10.2019	26.10.2019	02.11.2019
S.NO	REG NO	NAME	X	X	X	X	X	X	X	X	X	X
1	111804691	AARTHI D	X	X	X	X	a	X	X	X	X	X
2	111804692	ABARNA G	X	X	X	X	X	X	X	X	X	X
3	111804693	ABINAYA G	X	X	X	X	X	X	X	X	a	X
4	111804695	ABITHA D	X	X	X	X	X	X	X	X	X	X
5	111804696	AISHWARYA S	X	X	X	X	X	X	X	X	X	X
6	111804697	AISWARIYA K	X	X	X	X	X	X	X	X	X	X
7	111804698	AKILA P	X	X	X	X	X	X	X	X	X	X
8	111804699	ANNE GRAZY R	X	X	X	X	X	X	X	X	X	X
9	111804700	ANUSHA B	X	X	X	X	X	X	X	X	X	X
10	111804701	ASHWINI K	X	X	X	X	X	X	X	X	X	X
11	111804702	BRINDAVATHY C	X	X	X	X	X	X	X	X	X	X
12	111804703	CHARUMATHY R	X	X	X	X	X	X	X	X	X	X
13	111804704	DHAARANI B	X	X	X	X	X	X	a	X	X	X
14	111804705	DHEEPTHA R	X	X	X	X	X	X	X	X	X	X
15	111804706	DIVYA B	X	X	X	X	X	X	X	X	X	X
16	111804707	DIVYA R	X	X	X	X	X	X	X	X	X	X
17	111804708	DIVYAPRIYA N	X	X	X	X	X	X	a	X	X	X
18	111804709	HARINI M	X	X	X	X	X	X	X	X	X	X

19	111804710	HEMAVATHY M	X	X	X	X	X	X	X	X	X	X
20	111804712	JAYA PRIYA K	X	X	X	X	X	X	X	X	X	X
21	111804713	JAYASREE A	X	X	X	X	X	X	X	X	X	X
22	111804714	JENEFER J M	X	X	X	X	X	X	X	X	X	X
23	111804715	JENIFER U	X	X	X	X	X	X	X	X	X	X
24	111804716	KEERTHIKA B	X	X	X	X	X	X	X	X	X	X
25	111804717	KOKILA R	X	X	X	X	X	X	X	X	X	X
26	111804718	KURAISHIYA BHATOOL S	X	X	X	X	X	X	X	X	X	X
27	111804719	MANO RANJITHAM R	X	X	X	X	X	X	X	X	X	X
28	111804720	MANONMANI K	X	X	X	X	X	X	X	X	X	X
29	111804721	MERLINE SUSHMITHA R	X	X	X	X	X	X	X	X	X	X
30	111804722	NANDHINI V	X	X	X	X	X	X	X	X	X	X
31	111804723	NEELAVATHI A	X	X	X	X	X	X	X	X	X	X
32	111804724	NITHYA S	X	X	X	X	X	X	X	X	X	X
33	111804725	NIVETHA E	X	X	X	X	X	X	X	X	X	X
34	111804726	NIVETHA SHIJI G M	X	X	X	X	X	X	X	X	a	X
35	111804727	NOWNIYA JAYAPRINCY A	X	X	X	X	X	X	X	X	X	X
36	111804728	PANDEESWARI D	X	X	X	X	X	X	X	X	X	X
37	111804729	PREETHI R	X	X	X	X	X	X	X	X	X	X
38	111804730	PRIYA M	X	a	X	X	a	X	X	X	X	X
39	111804731	PRIYADARSHINI B	X	X	X	X	X	X	X	X	X	X
40	111804732	RAJESWARI R	X	X	X	X	X	X	X	X	X	X
41	111804733	RAMYA T	X	X	X	X	X	X	X	X	X	X
42	111804734	RANJANA B	X	X	X	X	X	X	X	X	X	a
43	111804735	REGINA CHRISTY S	X	X	X	X	X	X	X	X	X	X

44	111804736	RITHIKA MANI M	X	X	X	X	X	X	X	X	X	X
45	111804737	RITHIKA R	X	X	X	X	X	X	X	X	X	X
46	111804738	SANGEETHA E	X	X	X	X	X	X	X	X	X	X
47	111804739	SATHURTHIYA M	X	X	X	X	X	X	X	X	X	X
48	111804740	SELLAKKILI M	X	X	X	X	X	X	X	X	X	X
49	111804741	SELSIYA JEMENA S	X	X	X	X	X	X	X	X	X	X
50	111804742	SHARMILA S	X	X	X	X	X	X	X	X	X	a
51	111804743	SHEHNAZ U	X	X	X	X	X	X	X	X	X	X
52	111804744	SIVANESHWARI S	X	X	X	X	X	X	X	X	a	X
53	111804745	SNEHA D	X	X	X	X	X	X	X	X	X	X
54	111804746	SNEHA S	X	X	X	X	X	X	X	X	X	X
55	111804747	SOFIA A	X	X	X	X	X	X	X	X	X	X
56	111804748	SOWMYA JOSPHIN J	X	X	X	X	X	X	X	X	X	X
57	111804749	SOWNDARYA E	X	X	X	X	X	X	X	X	X	X
58	111804750	SUGANTHI K	X	X	X	X	X	X	X	X	X	X
59	111804751	SWATHI S	X	X	X	X	X	X	X	X	X	X
60	111804752	SWETHA K	X	X	X	X	X	X	X	X	a	X
61	111804753	SWETHA S	X	X	X	X	X	X	X	X	X	X
62	111804754	TEJASWINI P	X	X	X	X	X	X	X	X	X	X
63	111804755	VAISHNAVI P J	X	X	X	X	X	X	X	X	X	X
64	111804756	VALARMATHI S	X	X	X	X	X	X	X	X	X	X
65	111804757	VARSHA S	X	X	X	X	X	X	X	X	X	X
66	111804758	VIJAYALAKSHMI M	X	X	X	X	X	X	X	X	X	X
67	111804759	YUVASREE S	X	X	X	X	X	X	X	X	X	X
68	111804760	HARSHINI K	X	X	X	X	X	X	X	X	X	X

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69	111804761	MALAVIKA VEERARAGHAVAN	X	X	X	X	X	X	X	X	X	X
70	111804762	POOJA H	X	X	X	X	X	X	X	X	X	X
71	111804763	SHEETAL R	X	X	X	X	X	X	X	X	a	X
72	111804764	BHUVANESHWARI R	X	X	X	X	X	X	X	X	a	X
73	111804765	AFROSE BANU M J	X	X	X	X	X	X	X	X	X	X
74	111804766	AISHWARYA K	X	X	X	X	X	X	X	X	X	X
75	111804767	BHOOJA R	X	X	X	X	X	X	X	X	X	X
76	111804768	BLESSING N G	X	X	X	X	X	X	X	X	X	X
77	111804769	HUIDROM JUNIA DEVI	X	X	X	X	X	X	X	X	X	X
78	111804770	JANANI MEENAKSHI K P	X	X	X	X	X	X	X	X	X	X
79	111804771	KATHRYN JULIA R	X	X	X	X	X	X	X	X	X	X
80	111804772	KIRUTHIGA P D	X	X	X	X	X	X	X	X	a	X
81	111804773	MAISNAM MAHITA	X	X	X	X	X	X	X	X	X	X
82	111804774	MALLIKA U	X	X	X	X	X	X	X	X	X	X
83	111804775	MUBA SHERIN A	X	X	X	X	X	X	X	X	X	X
84	111804776	NIVETHA K	X	X	X	X	X	X	X	X	X	X
85	111804777	PREETHI H	X	X	X	X	X	X	X	X	X	X
86	111804778	RINGYAOPHY PR	X	X	X	X	X	X	X	X	X	X
87	111804779	SANGEETHA G	X	X	X	X	X	X	X	X	X	X
88	111804780	SHAMITHA S	X	X	X	X	X	X	X	X	X	X
89	111804781	GITAPRIYAA S	X	X	X	X	X	X	X	X	a	X
90	111804782	POORVAJA R	X	X	X	X	X	X	X	X	X	X
91	111804783	SANJANA N	X	X	X	X	X	X	X	X	X	X
92	111804784	SHANMATHI M	X	X	X	X	X	X	X	X	X	X

93	111804785	SRI GAYATHRI V	X	X	X	X	X	X	X	X	X	X
94	111806639	AROKIA SELVA SUDHA	X	X	X	X	a	X	X	X	X	X

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ASSESSMENT / EVALUATION – Question Paper/Pattern **MARKS:50**

1. What is a report ?
2. What is the meaning of the reports ?
3. What is the importance of reports ?
4. write a report on road accident to be published in newspaper.
5. What do you understand by business report and academic report?
6. What are the special contents of a academic report?
7. What are the principles which make oral report successful and effective ?
8. What are the elements of a formal report?
9. How do you write a report on republic day celebration in your college?
10. Describe the types of reports briefly.

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MARK LIST

S. NO	REG NO	NAME	MARKS
1	111804691	AARTHI D	24
2	111804692	ABARNA G	22
3	111804693	ABINAYA G	35
4	111804695	ABITHA D	34
5	111804696	AISHWARYA S	32
6	111804697	AISWARIYA K	35
7	111804698	AKILA P	30
8	111804699	ANNE GRAZY R	22
9	111804700	ANUSHA B	26
10	111804701	ASHWINI K	29
11	111804702	BRINDAVATHY C	28
12	111804703	CHARUMATHY R	39
13	111804704	DHAARANI B	29
14	111804705	DHEEPTHA R	26
15	111804706	DIVYA B	25
16	111804707	DIVYA R	23
17	111804708	DIVYAPRIYA N	28
18	111804709	HARINI M	32
19	111804710	HEMAVATHY M	30
20	111804712	JAYA PRIYA K	32
21	111804713	JAYASREE A	31
22	111804714	JENEFER J M	30
23	111804715	JENIFER U	35
24	111804716	KEERTHIKA B	24
25	111804717	KOKILA R	23
26	111804718	KURAISHIYA BHATOOL S	24
27	111804719	MANO RANJITHAM R	21
28	111804720	MANONMANI K	28
29	111804721	MERLINE SUSHMITHA R	24
30	111804722	NANDHINI V	32
31	111804723	NEELAVATHI A	30
32	111804724	NITHYA S	24
33	111804725	NIVETHA E	26

34	111804726	NIVETHA SHIJI G M	32
35	111804727	NOWNIYA JAYAPRINCY A	30
36	111804728	PANDEESWARI D	25
37	111804729	PREETHI R	26
38	111804730	PRIYA M	34
39	111804731	PRIYADARSHINI B	32
40	111804732	RAJESWARI R	30
41	111804733	RAMYA T	25
42	111804734	RANJANA B	29
43	111804735	REGINA CHRISTY S	28
44	111804736	RITHIKA MANI M	32
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53	111804745	SNEHA D	25
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55	111804747	SOFIA A	24
56	111804748	SOWMYA JOSPHIN J	20
57	111804749	SOWNDARYA E	30
58	111804750	SUGANTHI K	30
59	111804751	SWATHI S	32
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73	111804765	AFROSE BANU M J	32
74	111804766	AISHWARYA K	36
75	111804767	BHOOJA R	31

76	111804768	BLESSING N G	25
77	111804769	HUIDROM JUNIA DEVI	26
78	111804770	JANANI MEENAKSHI K P	24
79	111804771	KATHRYN JULIA R	28
80	111804772	KIRUTHIGA P D	21
81	111804773	MAISNAM MAHITA	31
82	111804774	MALLIKA U	32
83	111804775	MUBA SHERIN A	30
84	111804776	NIVETHA K	27
85	111804777	PREETHI H	22
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CHENNAI - 600 028.

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CHENNAI - 28

Course Certificate

This is to certify that Miss. Sandhiya B

has completed the Certificate course in Report Writing

conducted by Department of English

between July 2019 and September 2019

Correspondent

Annapoorni.S
Course Coordinator

Principal

NOTES

A report is a specific form of writing that is organised around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organisation, or findings from a research investigation.

These events can also pertain to events or issues identified within a body of literature. A report informs the reader simply and objectively about all relevant issues. There are three features that characterise report writing at a very basic level: a pre-defined structure, independent sections, and reaching unbiased conclusions.

Report structures vary widely. So, check your guidelines to ensure that you are following the structure that has been specified.

At a very basic level, a report can be distinguished from an essay by headings which are used to organise information.

Headings typically indicate sections within a report, such as an introduction, discussion, and conclusion.

Within the discussion section, which usually makes up the main body of a report, you can often add sub-sections according to the literature you have sourced, your development of ideas, and the assigned task. The difference between main sections and sub-sections may be indicated through numbering and/or heading font style. You will need to check the assignment instructions to see whether this is appropriate.

Reports are well researched, planned and organized documents that are written for a purpose. A report is written for a specific audience; it must always be accurate and objective. It is a concise document based on research that typically analyses a situation and sometimes makes recommendations.

Features of Reports:

A report is based upon facts and also very often supported with some statistics data, references etc. A report has to be prepared in a proper form and style. The form and style depend on the purpose of the report. A report has definitely a purpose. One common purpose is spreading of infor-mation. Other purposes are—compiling of record, providing guidance to action or judgement, making of evidence, etc. A report is meant for circulation either exclusively to an individual, or group of individuals, or members of an organisation or public at large. A report shall satisfy all the characteristics for its effectiveness.Reports are of various types. Reports are closely related to meetings.The basic function of a report is that it is a means of communication of some facts. A report is addressed to some definite reader or readers.A report has invariably a bearing on time. A report may be just received or adopted, or tabled (i.e., deferred for taking any action), or referred back to committee for reconsideration. So, a report may be treated differently.

informal, and the report examples include meeting minutes, expense reports, and progress reports.

Analytical reports

An analytical report provides the same information as informational but also includes the analyses of the problems and provide possible solutions. Analytical reports can also be formal or informal, and the examples include annual reports, audit reports feasibility report, justification report, and closure reports.

Importance of Reports:

Importance of reports in organisational life and for general administration is very great. Decisions are very often taken on many controversial and problematic issues based upon some reports. Members of an organisation or a committee or a depart-ment, etc., can know many relevant and material facts about the organisation or committee or group itself or of other organisations, committees or groups through reports thereon. General administra-tion is guided very much by different kinds of internal and external reports.

Sometimes reports have to be prepared, submitted, and cir-culated statutorily. For example, annual reports of a company. A report has a documentation value. It is a source of reference, evidence, and history. The secretary of an organisation or a committee or a sub-committee, etc. has great responsibility in connection with reports because he has to prepare them.

Vertical type of reports represents the direction of a report. Reports which go upward or downward the hierarchy are referred to as vertical reports.

Lateral report travels between the same organization level, such as the accounting department and finance department and helps correlate work in a company.

Periodic Reports

Periodic reports are reporting periodically and on regular intervals. These types of reports are typically vertical reports to check overall business activities or reports written by federal agencies, corporations, non-profits. Periodic reports include incident reports, sales reports, and feasibility reports and progress reports.

What Is the Different Type of Business Reports?

Reports are a vital part of any business organization; businesses monitor their progress and make critical decisions based on these reports.

In Business reports, you analyse a situation, evaluate the success or the problems and provide suggestions to fix the issues. A business report includes facts and figures, and usually, there are not one but many solutions for a problem with their own cost and benefits. Therefore, you can keep on top of your business affairs, whether you are reaching your goals or not and plan accordingly.

Moreover, a formal business report is written for a specific audience; it could be the CEO or the head of the organization. Additionally, informal reports are for internal use and staff members. There are different types of business reports; some are formal and some informal reports. Business report examples include analytical reports, informational reports, inventory reports, marketing reports, statutory reports, non-statutory reports, annual reports, and general or confidential reports.

Statutory reports

Statutory reports are mandatory reports and companies are required by law to submit financial information to specific government agencies. Statutory reports have to be prepared according to the structure and rules that are already defined for these types of reports.

Non-statutory reports

Non-statutory reports are not required to be submitted by a law. These are either formal reports submitted to the higher up in rank or informal for administrative use.

General or Confidential reports

Business reports can either be general or confidential. A general report is for the inside of an organization use or press or public. A confidential report is not for many people and is reserved for some important figures in the organization.

Annual Report

Annual report, as the name suggests, are yearly reports. The report is based on yearly data, sales, and profit. An annual report is submitted at the end of every year for the decision-makers to study and plan accordingly.

Informal reports

Informal report is shorter and written approximately in one to ten pages. These types of reports are natural and casual in style and do not require a lot of planning. Informal reports are mostly internal and used to report inside of a business organization. Informal reports examples include memorandum and letters.

What Are the Formal Report and Its Types?

A formal report is more prolonged and requires in-depth research; it is written for decision-making audience or another organization. A formal report is written after careful planning and data gathering; moreover, the reports are written using impersonal writing style.

Informational reports

Informational reports provide information, facts and data without evaluation and recommendation, and without giving a conclusion. Informational reports can be formal or

Types of reports include memos, meeting minutes, expense reports, audit reports, closure reports, progress reports, justification reports, compliance reports, annual reports, and feasibility reports.

You can classify reports in different categories in various ways such as action, formality, and length, and some of them may overlap the classification structure.

Different Types of Reports in Various Categories

Long Report and Short Reports

Long reports are longer than ten pages and are typically formal reports. While shorts reports are less than ten pages and mostly informal reports are shorter reports.

Internal and External Reports

Internal reports usually travel within the organization, while external reports are for outside of organization use.

Vertical and Lateral Reports

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CRITERION 1

CERTIFICATE COURSE

2019-2020

E -COMMERCE

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

1. DEPARMENT : B.COM (GENERAL)
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BCG1/CC/2019-2020
4. NAME OF THE SUBJECT : E - COMMERCE
5. STAFF IN-CHARGE : Ms. AISHA BEGUM
6. BATCH : 2018 - 2021
7. NO.OF STUDENTS :75
8. COURSE FEE : NA
9. DURATION : 30 HRS
10. TIMING : 10 AM – 12 NOON

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Dr. MGR-JANAKI
College of Arts and Science for Women

CERTIFICATE COURSE

Document ID:	MJC/GEN/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms. AISHA BEGUM		
Course:	E-Commerce (BCGEC)	**Department:**	B.COM GENERAL
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Com (GENERAL) for the academic year 2019-2020, will commence from 06.07.2019. The classes will be Saturday's between 10 AM – 12 NOON.

Sl. No	Name of the Members	Design/Dept	Signature
1	Dr. R. Manimekalai	Principal	
2	Ms. Fahima Sultana	Department-in -Charge(General)	Fahima
3	Ms. Aisha Begum	Assistant Professor (General)	Aisha Begum
4	Meenalochani P	II B.Com (General)	Meenalochani. P
5	Nagalakshmi P	II B.Com (General)	Nagalakshmi. P
6	Seelam V Rajeswari	II B.Com (General)	Seelam V Rajeshwari
7	Swarsha A	II B.Com (General)	Swarsha. A
8	Veerapalli Meghana	II B.Com (General)	Veerapalli Meghana
9	Aarthi B	II B.Com (General)	Aarthi. B
10	Aishwarya A	II B.Com (General)	Aishwarya A
11	Anu Priya M	II B.Com (General)	Anu Priya. M
12	Archana B	II B.Com (General)	Archana. B
13	Arnisa B	II B.Com (General)	Arnisa. B
14	Asha A	II B.Com (General)	Asha. A
15	Bhagialakshmi A	II B.Com (General)	Bhagialakshmi. A
16	Chandra Vidhya K	II B.Com (General)	Chandra Vidhya K
17	Chithra E	II B.Com (General)	E. Chithra
18	Devi J	II B.Com (General)	Devi. J
19	Divya R	II B.Com (General)	Divya. R
20	Gayathri A	II B.Com (General)	Gayathri. A
21	Gayathri R	II B.Com (General)	Gayathri. R
22	Hanisha B	II B.Com (General)	Hanisha B
23	Haripriya S	II B.Com (General)	Haripriya. S
24	Haritha V	II B.Com (General)	V. Haritha
25	Jayashree S	II B.Com (General)	Jayashree. S
26	Kamaleeshwari M	II B.Com (General)	M. Kamaleeshwari
27	Kamali S	II B.Com (General)	Kamali. S
28	Kanmani T	II B.Com (General)	T. Kanmani
29	Kashifa Anjum A	II B.Com (General)	Kashifa Anjum. A
30	Keerthana A	II B.Com (General)	Keerthana. A
31	Keerthana S	II B.Com (General)	Keerthana. S
32	Keerthana S	II B.Com (General)	Keerthana. S
33	Keerthanaa A	II B.Com (General)	Keerthana. A
34	Lakshmi Bharathi B	II B.Com (General)	Lakshmi Bharathi. B

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35	Lakshmi Priya S	B.Com (General)	
36	Likitha U	B.Com (General)	
37	Mahalakshmi S	B.Com (General)	
38	Mahalakshmi S	B.Com (General)	
39	Maheswari S	B.Com (General)	
40	Monisha N	B.Com (General)	
41	Monisha S	B.Com (General)	
42	Nandhini B	B.Com (General)	
43	Nivetha J	B.Com (General)	
44	Nivetha M	B.Com (General)	
45	Pavithra M	B.Com (General)	
46	Pavithraa P	B.Com (General)	
47	Pradeepa R	B.Com (General)	
48	Pravinna V	B.Com (General)	
49	Priyadharshini A	B.Com (General)	
50	Priyadharshini M	B.Com (General)	
51	Priyadharshini S	B.Com (General)	
52	Priyatharsini B	B.Com (General)	
53	Raghavee S R	B.Com (General)	
54	Rajalakshmi A K	B.Com (General)	
55	Ramya A	B.Com (General)	
56	Ratchana M G	B.Com (General)	
57	Rishiba U	B.Com (General)	
58	Rohini J	B.Com (General)	
59	Sajula P	B.Com (General)	
60	Sangeetha R	B.Com (General)	
61	Sathika T	B.Com (General)	
62	Sathya Keerthi S	B.Com (General)	
63	Shanthi G	B.Com (General)	
64	Snegaa S	B.Com (General)	
65	Sneha S	B.Com (General)	
66	Sowndariya E	B.Com (General)	
67	Supriya S	B.Com (General)	
68	Suvitha R	B.Com (General)	
69	Suwarnalatha S	B.Com (General)	
70	Swetha G	B.Com (General)	
71	Swetha K	B.Com (General)	
72	Swetha T	B.Com (General)	
73	Usharani U	B.Com (General)	
74	Vaitheeswari A	B.Com (General)	
75	Vishnuvathy S	B.Com (General)	
76	Aitchya A	B.Com (General)	
77	Puppala Hemalatha	B.Com (General)	
78	Sushma S	B.Com (General)	

COURSE INSTRUCTOR

H.O.D

PRINCIPAL

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COURSE SPECIFICATION

1.DEPARTMENT : **B.COM (GENERAL)**

2.SUBJECT NAME : **E - COMMERCE**

3.SUBJECT CODE : MJC/BCG1/CC/2019-2020

AIM : This course is designed to help the students to understand the concept of present day online fund transfer and E-commerce sector. The course helps to create a powerful knowledge on various techniques to earn more profit in the stockmarket.

OBJECTIVES : The objective of E-commerce course is to equip the students with in-depth technical knowledge ofTrends & Patterns to identify stock price movements.

- To study the concepts of E-Commerce and its Social impact in India.
- To study Internet banking and various types of Online funds transfer
- To learn about Online Share Trading Stock market.
- To study the procedures for E-filling under Income Tax Act.

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CERTIFICATE COURSE SYLLABUS

E - COMMERCE

SYLLABUS

UNIT - I:

Introduction to E-commerce – An overview – Evolution of E-commerce – Advantages and limitations of E-commerce – E-commerce in India – Social impact of E-commerce.

UNIT - II:

Introduction to Internet – World Wide Web – Advantages of using Internet – Business communication through Internet.

UNIT - III:

Internet Banking – Online funds transfer – NEFT/RTGS/SWIFT – Online marketing – B to B, B to C , C to B , C to C – Introduction to online trading stores such as Flipkart – Ebay – Amazon – Snap deal – Uses of trading online – Precautions to be taken in online trading.

UNIT - IV:

Stock Market – Demat Account – Online Share Trading – Commodity market – E-filing of returns under various Acts like – Income tax Act – TNVAT Act – Service Tax.

UNIT - V:

Regulations governing E-commerce – Cyber laws – Information Technology Act, 2000 – Transition of E- commerce to M-commerce.

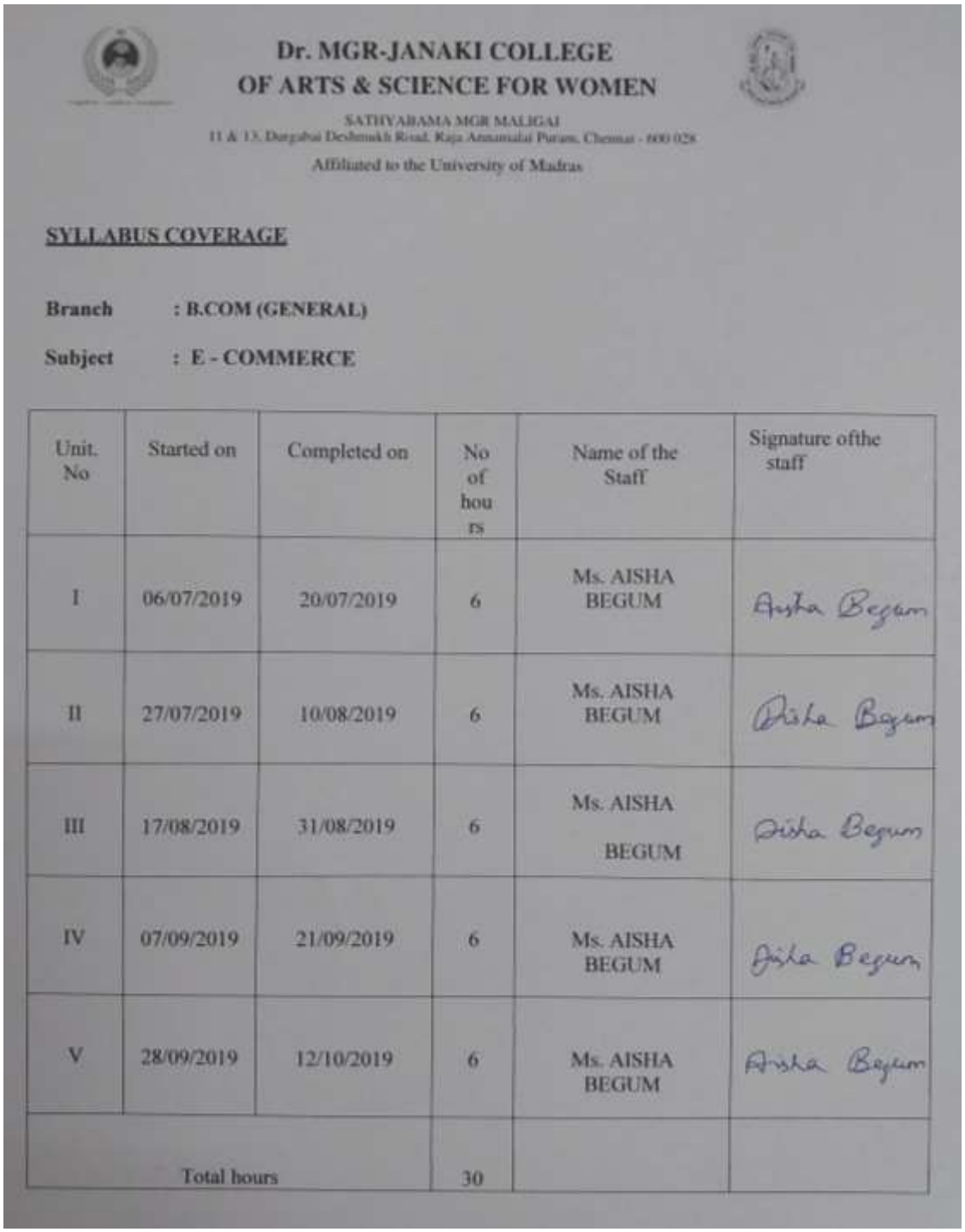
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SYLLABUS COVERAGE

Branch : B.COM (GENERAL)

Subject : E - COMMERCE



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SYLLABUS COVERAGE

Branch : B.COM (GENERAL)

Subject : E - COMMERCE

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature ofthe staff
I	06/07/2019	20/07/2019	6	Ms. AISHA BEGUM	Aisha Begum
II	27/07/2019	10/08/2019	6	Ms. AISHA BEGUM	Aisha Begum
III	17/08/2019	31/08/2019	6	Ms. AISHA BEGUM	Aisha Begum
IV	07/09/2019	21/09/2019	6	Ms. AISHA BEGUM	Aisha Begum
V	28/09/2019	12/10/2019	6	Ms. AISHA BEGUM	Aisha Begum
Total hours			30		

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NAME LIST

Year/Semester: II/III

S.NO	REGISTER NO.	NAME	DOB
1	311811785	MEENALOCHANI P	24.10.2000
2	311811786	NAGALAKSHMI P	09.11.1999
3	311811787	SEELAM V RAJESWARI	10.07.2001
4	311811788	SWARSHA A	23.04.2001
5	311811789	VEERAPALLI MEGHANA	23.02.2000
6	311811790	AARTHI B	28.05.2001
7	311811791	AISHWARYA A	10.10.2000
8	311811792	ANU PRIYA M	18.06.2001
9	311811793	ARCHANA B	12.11.2000
10	311811794	ARNISA B	22.05.2001
11	311811795	ASHA A	17.06.2000
12	311811796	BHAGIALAKSHMI A	27.09.2000
13	311811797	CHANDRA VIDHYA K	20.05.2001
14	311811798	CHITHRA E	13.10.2000
15	311811799	DEVI J	14.11.2000
16	311811800	DIVYA R	14.09.2000
17	311811801	GAYATHRI A	22.06.2001
18	311811802	GAYATHRI R	04.02.2001
19	311811803	HANISHA B	17.11.2000
20	311811804	HARIPRIYA S	23.06.2001
21	311811805	HARITHA V	19.10.2000
22	311811806	JAYASHREE S	09.06.2001
23	311811807	KAMALEESHWARI M	05.08.2001
24	311811808	KAMALI S	18.04.2001
25	311811809	KANMANI T	12.07.1999
26	311811810	KASHIFA ANJUM A	06.07.2000
27	311811811	KEERTHANA A	25.05.2001
28	311811812	KEERTHANA S	09.10.2000
29	311811813	KEERTHANA S	07.05.2000
30	311811814	KEERTHANAA A	09.10.2000
31	311811815	LAKSHMI BHARATHI B	12.11.2000
32	311811816	LAKSHMI PRIYA S	28.05.2000
33	311811817	LIKITHA U	08.12.2000
34	311811818	MAHALAKSHMI S	01.12.2000
35	311811819	MAHALAKSHMI S	29.06.2001
36	311811820	MAHESWARI S	01.03.1999
37	311811821	MONISHA N	24.07.2001

38	311811822	MONISHA S	23.07.2001
39	311811823	NANDHINI B	04.05.2001
40	311811824	NIVETHA J	06.06.2001
41	311811825	NIVETHA M	16.04.2001
42	311811826	PAVITHRA M	01.02.2000
43	311811827	PAVITHRAA P	22.01.2001
44	311811828	PRADEEPA R	09.07.2001
45	311811829	PRAVINNA V	22.04.2000
46	311811830	PRIYADHARSHINI A	18.12.2000
47	311811831	PRIYADHARSHINI M	20.06.2001
48	311811832	PRIYADHARSHINI S	22.01.2001
49	311811833	PRIYATHARSINI B	04.05.2001
50	311811834	RAGHAVEE S R	23.03.2000
51	311811835	RAJALAKSHMI A K	27.07.2001
52	311811836	RAMYA A	05.08.2001
53	311811837	RATCHANA M G	26.10.2000
54	311811838	RISHIBA U	05.08.2000
55	311811839	ROHINI J	24.11.2000
56	311811840	SAJULA P	19.08.2000
57	311811841	SANGEETHA R	06.11.2000
58	311811842	SATHIKA T	09.06.2001
59	311811843	SATHYA KEERTHI S	17.02.2001
60	311811844	SHANTHI G	20.03.2001
61	311811845	SNEGAA S	21.10.2000
62	311811846	SNEHA S	19.03.2001
63	311811847	SOWNDARIYA E	03.01.2001
64	311811848	SUPRIYA S	10.11.2000
65	311811849	SUVITHA R	24.07.2001
66	311811850	SUWARNALATHA S	05.01.2001
67	311811851	SWETHA G	10.07.2001
68	311811852	SWETHA K	06.09.2001
69	311811853	SWETHA T	27.01.2000
70	311811854	USHARANI U	04.11.2001
71	311811855	VAITHEESWARI A	20.06.2001
72	311811856	VISHNUVATHY S	08.10.2000
73	311811857	AITCHYA A	11.01.2000
74	311811858	PUPPALA HEMALATHA	03.07.2000
75	311819525	SUSHMA S	13.03.2001

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
06.07.2019	10 AM – 12 NOON	Ms.Aisha Begum
13.07.2019	10 AM – 12 NOON	Ms.Aisha Begum
20.07.2019	10 AM – 12 NOON	Ms.Aisha Begum
27.07.2019	10 AM – 12 NOON	Ms.Aisha Begum
03.08.2019	10 AM – 12 NOON	Ms.Aisha Begum
10.08.2019	10 AM – 12 NOON	Ms.Aisha Begum
17.08.2019	10 AM – 12 NOON	Ms.Aisha Begum
24.08.2019	10 AM – 12 NOON	Ms.Aisha Begum
31.08.2019	10 AM – 12 NOON	Ms.Aisha Begum
07.09.2019	10 AM – 12 NOON	Ms.Aisha Begum
14.09.2019	10 AM – 12 NOON	Ms.Aisha Begum
21.09.2019	10 AM – 12 NOON	Ms.Aisha Begum
28.09.2019	10 AM – 12 NOON	Ms.Aisha Begum
05.10.2019	10 AM – 12 NOON	Ms.Aisha Begum
12.10.2019	10 AM – 12 NOON	Ms.Aisha Begum

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DEPARTMENT - B.Com (General)

CERTIFICATE COURSE - E – COMMERCE **BATCH: 2018-2021**

SUBJECT CODE - MJC/BCG1/CC/2019-2020

NO OF HOURS: 2 HOURS (TWO HOURS EACH DAY)

S. No	Register No	Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			6.7.19	13.7.19	20.7.19	27.7.19	3.8.19	10.8.19	17.8.19	24.8.19	31.8.19	7.9.19	14.9.19	21.9.19	28.9.19	5.10.19	12.10.19
1	311811785	MEENALOCHANI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	311811786	NAGALAKSHMI P	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
3	311811787	SEELAM V RAJESWARI	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X
4	311811788	SWARSHA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	311811789	VEERAPALLI MEGHANA	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
6	311811790	AARTHI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
7	311811791	AISHWARYA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	311811792	ANU PRIYA M	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
9	311811793	ARCHANA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
10	311811794	ARNISA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	311811795	ASHA A	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
12	311811796	BHAGIALAKSHMI A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	311811797	CHANDRA VIDHYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	311811798	CHITHRA E	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	311811799	DEVI J	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
16	311811800	DIVYA R	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
17	311811801	GAYATHRI A	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X
18	311811802	GAYATHRI R	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
19	311811803	HANISHA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	311811804	HARIPRIYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

21	311811805	HARITHA V	X	X	X	X	A	X	X	A	X	X	X	X	X	X	A
22	311811806	JAYASHREE S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	311811807	KAMALEESHWARI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	311811808	KAMALI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	311811809	KANMANI T	X	A	X	X	X	X	X	X	X	X	X	X	X	A	X
26	311811810	KASHIFA ANJUM A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	311811811	KEERTHANA A	X	X	X	X	X	X	X	X	A	X	X	X	A	X	X
28	311811812	KEERTHANA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	311811813	KEERTHANA S	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X
30	311811814	KEERTHANAA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	311811815	LAKSHMI BHARATHI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	311811816	LAKSHMI PRIYA S	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
33	311811817	LIKITHA U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	311811818	MAHALAKSHMI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	311811819	MAHALAKSHMI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	311811820	MAHESWARI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	311811821	MONISHA N	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
38	311811822	MONISHA S	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
39	311811823	NANDHINI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	311811824	NIVETHA J	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
41	311811825	NIVETHA M	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X
42	311811826	PAVITHRA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	311811827	PAVITHRAA P	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X
44	311811828	PRADEEPA R	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	311811829	PRAVINNA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

46	311811830	PRIYADHARSHINI A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	311811831	PRIYADHARSHINI M	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
48	311811832	PRIYADHARSHINI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
49	311811833	PRIYATHARSINI B	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
50	311811834	RAGHAVEE S R	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
51	311811835	RAJALAKSHMI A K	X	X	A	A	X	A	X	X	X	X	X	X	A	X	X
52	311811836	RAMYA A	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
53	311811837	RATCHANA M G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54	311811838	RISHIBA U	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
55	311811839	ROHINI J	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	311811840	SAJULA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57	311811841	SANGEETHA R	X	X	X	X	X	X	X	X	A	A	A	X	X	X	X
58	311811842	SATHIKA T	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
59	311811843	SATHYA KEERTHI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
60	311811844	SHANTHI G	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X
61	311811845	SNEGAA S	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
62	311811846	SNEHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

63	311811847	SOWNDARIYA E	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X
64	311811848	SUPRIYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
65	311811849	SUVITHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
66	311811850	SUWARNALATHA S	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
67	311811851	SWETHA G	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X
68	311811852	SWETHA K	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
69	311811853	SWETHA T	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
70	311811854	USHARANI U	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X
71	311811855	VAITHEESWARI A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
72	311811856	VISHNUVATHY S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
73	311811857	AITCHYA A	X	A	X	X	X	X	A	X	X	A	X	X	X	X	X
74	311811858	PUPPALA HEMALATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
75	311819525	SUSHMA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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E – COMMERCE

ASSESSMENT / EVALUATION – Question Paper/Pattern **MARKS : 50**

PART – A (5 X 2 = 10 marks)

1. Expand NEFT.
2. Expand and Define WWW.
3. Define Commodity Market.
4. Define IMPS
5. What is B to B Commerce?

PART – B (5 X 4 = 20 marks)

6. Explain briefly the evolution of E-Commerce.
7. What are the salient features of Information Technology Act?
8. Discuss the advantages and limitations of E-Commerce.
9. Differentiate between Bank Account and Demat Account.
10. Explain the various types of commerce transactions.

PART – C (2 X 10 = 20 marks)

11. Explain the Process of Dematerialisation and Rematerialisation.
12. Explain the steps for E-Filing under Income tax Act.

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MARK LIST/GRADE

S.NO	REGISTER NO.	NAME	MARKS
1	311811785	MEENALOCHANI P	42
2	311811786	NAGALAKSHMI P	45
3	311811787	SEELAM V RAJESWARI	43
4	311811788	SWARSHA A	44
5	311811789	VEERAPALLI MEGHANA	46
6	311811790	AARTHI B	45
7	311811791	AISHWARYA A	41
8	311811792	ANU PRIYA M	40
9	311811793	ARCHANA B	43
10	311811794	ARNISA B	44
11	311811795	ASHA A	45
12	311811796	BHAGIALAKSHMI A	43
13	311811797	CHANDRA VIDHYA K	44
14	311811798	CHITHRA E	42
15	311811799	DEVI J	46
16	311811800	DIVYA R	42
17	311811801	GAYATHRI A	43
18	311811802	GAYATHRI R	41
19	311811803	HANISHA B	40
20	311811804	HARIPRIYA S	45
21	311811805	HARITHA V	46
22	311811806	JAYASHREE S	48
23	311811807	KAMALEESHWARI M	47
24	311811808	KAMALI S	42
25	311811809	KANMANI T	41
26	311811810	KASHIFA ANJUM A	43
27	311811811	KEERTHANA A	44
28	311811812	KEERTHANA S	46
29	311811813	KEERTHANA S	41
30	311811814	KEERTHANAA A	43
31	311811815	LAKSHMI BHARATHI B	46
32	311811816	LAKSHMI PRIYA S	45
33	311811817	LIKITHA U	42
34	311811818	MAHALAKSHMI S	48
35	311811819	MAHALAKSHMI S	41
36	311811820	MAHESWARI S	40

37	311811821	MONISHA N	43
38	311811822	MONISHA S	45
39	311811823	NANDHINI B	46
40	311811824	NIVETHA J	42
41	311811825	NIVETHA M	41
42	311811826	PAVITHRA M	41
43	311811827	PAVITHRAA P	42
44	311811828	PRADEEPA R	45
45	311811829	PRAVINNA V	46
46	311811830	PRIYADHARSHINI A	48
47	311811831	PRIYADHARSHINI M	41
48	311811832	PRIYADHARSHINI S	40
49	311811833	PRIYATHARSINI B	47
50	311811834	RAGHAVEE S R	40
51	311811835	RAJALAKSHMI A K	42
52	311811836	RAMYA A	43
53	311811837	RATCHANA M G	46
54	311811838	RISHIBA U	48
55	311811839	ROHINI J	40
56	311811840	SAJULA P	41
57	311811841	SANGEETHA R	43
58	311811842	SATHIKA T	45
59	311811843	SATHYA KEERTHI S	48
60	311811844	SHANTHI G	47
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69	311811853	SWETHA T	41
70	311811854	USHARANI U	42
71	311811855	VAITHEESWARI A	46
72	311811856	VISHNUVATHY S	43
73	311811857	AITCHYA A	47
74	311811858	PUPPALA HEMALATHA	42
75	311819525	SUSHMA S	40

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CERTIFICATE





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NOTES UNIT – I

INTRODUCTION

E Commerce stands for electronic commerce and caters to trading in goods and services through the electronic medium such as internet, mobile or any other computer network. It involves the use of Information and Communication Technology (ICT) and Electronic Funds Transfer (EFT) in making commerce between consumers and organizations, organization and organization or consumer and consumer. With the growing use of internet worldwide, Electronic Data Interchange (EDI) has also increased in humungous amounts and so has flourished e-commerce with the prolific virtual internet bazaar inside the digital world which is righty termed as e-malls.

The evolution of e-commerce

1984
Electronic Data Interchange (EDI) was standardized through ASC X12. This guaranteed that companies would be able to complete transactions with one another reliability.

1990
Tim Berners-Lee wrote the first web browser, World Wide Web (WWW), using a NeXT computer.

1992
CompuServe offers online retail products to its customers. This gives people the first chance to buy things off their computer.

1994
Netscape arrived and providing users a simple browser to surf the Internet and a safe online transaction technology called Secure Sockets Layer.

1995
Two biggest names in e-commerce are launched which is Amozon.com and eBay.com

1998
The Digital Subscriber line (DSL) provides faster, always-on Internet service to subscriber across California. This prompts people to spent more time, and money, online.

1999
Retail spending over the Internet reaches $20billion, according to Business.com

2000
The dot-com bust.

2003
Amazon had its first year with a full year of profit.

The Advantages

#1. Cost Effective

The entire financial transactions will eventually become electronic, so sooner conversion is going to be lower on cost. It makes every transaction through e-commerce payment a lot cheaper.

#2. Higher Margin

E-commerce also enables us to move better with higher margin for more business safety. Higher margin also means business with more control as well as flexibility. You can also save time from the e-commerce.

#3. Better Productivity

Productivity here means productivity for both companies and customers. People like to find answers online because it is faster and cheaper, and it costs a lot cheaper expense as well for the company.

#4. Quick Comparison

E-commerce also enables you to compare price among several providers. In the end, it leads you to smart shopping. People can save more money while they shop.

#5. Economy Benefit

E-commerce allows us to make transaction without any needs on stores, infrastructure investment, and other common things we find. Companies only need well built website and customer service.

The Disadvantages

#1. Security

Customers need to be confident and trust the provider of payment method. Sometimes, we can be tricked. Examine on integrity and reputation of the web stores before you decide to buy.

#2. Scalability of System

A company definitely needs a well-developed website to support numbers of customers at a time. If your web destination is not well enough, you better forget it.

#3. Integrity on Data and System

Customers need secure access all the time. In addition to it, protection to data is also essential. Unless the transaction can provide it, we should refuse for e-commerce.

#4. Products People

People who prefer and focus on product will not buy online. They will want to feel, try, and sit on their new couch and bed.

E – COMMERCE IN INDIA

For India's e-commerce industry, the times are changing. The e-commerce penetration in India may be comparatively lower than the US and other European markets, but it continues to grow at a rapid rate with many new entrants. Currently, e-commerce is heavily dependent on the web and smartphone revolution that has essentially altered the way businesses interact with customers.

The Rapid Growth of E-Commerce in India

In 2009, the e-commerce market in this country was worth around US$2.5 billion, in 2011 it was US$6.3 billion and in 2012, $14 billion. This number is expected to reach $15 billion by 2016, up from $35 million in 2014, according to a new report by Google.

With millions of Indians shopping online, the e-commerce industry is witnessing a massive boom and will continue to see exponential growth. The number of online shoppers in India is expected to reach 100 million by the end of 2016, and the number of Internet users is set to reach 300 million by the end of 2014. A recent report by Juniper Research revealed that over two billion users of smartphones or tablets will be making at least one or more e-commerce transactions through mobile before 2017 comes to an end. Payments made through mobile in 2015 are expected to grow at a rate of 60.8 percent, another report revealed.

UNIT – II

History of the Internet

Introduction

By definition the Internet is a worldwide, publicly accessible series of interconnected computer networks that transmit data by packet switching using the standard Internet Protocol. But, how did it come to be this technology that is so popular and so widely used around the world? Was it always so large and extensive, filled with information about just about anything you could possibly think of accessible from almost anywhere, anytime? The answer is no and its important to understand where it all came from to understand how to utilize it to its fullest potential now.

Creation

The Internet origin comes from a military project. The Semi-Automatic Ground Environment (SAGE) program consisted of networked country-wide radar systems together for the first time. This was created around 1958 as part of an attempt to regain the lead in technology from the Soviet Union who had recently launched Sputnik. J.C.R. Licklider was selected to head the committee which controlled the SAGE project. He envisioned universal networking as a unifying human revolution.

Growth

Although the basic applications and guidelines that make the Internet possible had existed for almost a decade, the network did not gain public face until the 1990s. On August 6, 1991, CERN, which straddles theborder between France and Switzerland, publicized the new World Wide Web project. The web was inventedby English scientist Tim Berners-Lee in 1989.

WWW Logo

An early popular web browser was ViolaWWW. It was eventually replaced in popularity by the Mosaic web browser. By 1996 usage of the word "Internet" had become commonplace, and consequently, so had its use as a reference to the World Wide Web. Over the course of the decade, the Internet successfully accommodated the majority of previously existing public computer networks (although some networks have remained seperate).

Today's Internet

Aside from the complex physical connections that make up its infrastructure, the Internet is facilitated by bi- or multi-lateral commercial contracts and technical specifications or protocols that describe how to exchange data over the network. Indeed, the Internet has severely matured since its birth many years ago. Today almost 1.5 billion people use the Internet. That's almost a quarter of the entire world (a lot of people).

The Internet Corporation for Assigned Names and Numbers (ICANN) is the authority that coordinates the assignment of unique identifiers on the Internet, including domain names, Internet Protocol (IP) addresses, and protocol port and parameter numbers. A globally unified namespace is essential for the Internet to function. Because the Internet is a distributed network comprising many voluntarily interconnected networks, the Internet, as such, has no governing body.

INTRODUCTION TO THE INTERNET

This section of the tutorial will present the history of the Internet, starting with its origins as a research project of the United States' Advanced Research Projects Agency (ARPA) and progressing through the interconnection of the ARPAnet and the MILnet to the foundation of the NSFnet and the current backbone architecture. We will then present the key underlying technologies including the Internet Protocol (IP), and how IP addresses are formed, and what they mean; the domain name system (DNS), how domains are registered, and how to find out information about a specific domain; and packet routing and how information actually travels through the Internet. This will be presented at a high level: detailed understanding of networking, or network architectures will not be required. The size of the Internet will then be discussed, as well as its current growth rate, and some discussion of possible future directions for the Internet.

The most commonly used Internet services will then be discussed along with some of the security issues and concerns which arise as a result of the use of these technologies.

SURFING THE INTERNET

This section of the tutorial will present the Internet tools which are most commonly used to search for or browse information which has been "published" onto the Internet. These tools include: WAIS, Archie, Gopher, Veronica, and World Wide Web browsers such as NCSA Mosaic. Students will have an opportunity to use these tools to access information on the Internet. Suggestions will be provided to the students for how they might approach searching for various materials on the Internet.

WORLD-WIDE WEB CONCEPTS AND BACKGROUND

This section of the tutorial will present the concepts behind the World Wide Web. These concepts include: hypertext, multimedia, and the client/server model of network interaction. The history of the World Wide Web and a description of the most common WWW browsers will be presented along with a description of

how browsers and WWW servers interact.

DESIGNING INFORMATION SPACES

Designing information spaces is not too dissimilar from the design of any computer interface, but it is a design exercise. To support this design exercise, this section of the tutorial will present a case study, some approaches to designing information content, and a 15 step model - the Hypermedia Systems Development Model - for designing information spaces. Students will have the opportunity to explore the system presented as a case study over the Internet.

WRITING DOCUMENTS IN HTML

The HyperTextMarkup Language (HTML) is the primary mechanism for creating content for information provided on the World Wide Web. HTML is a markup language used to create hypertext documents that are portable from one platform to another. HTML documents are SGML documents with generic semantics that are appropriate for representing information for a wide range of applications.

Students will have the opportunity to gain experience designing HTML documents by creating personal home pages for themselves. They will also learn how to provide links from their home page to other interesting sources of information.

Advantage of using internet:

1. We can make donations online.
2. We can send and receive information across large matrix of computer systems. Through email service, we can send messages for both business and personal purposes.
3. Internet has opened doors for virtual online offices.
4. During the festive season, we don't need to visit crowed stores to buy our stuff. We can make online purchases at a bargain price.
5. We can send birthday greeting cards through the internet.
6. Before making any purchases, we can check online for user reviews of the products that we intend to buy.
7. We can use social media applications on our personal computer and mobile devices. In this way, we can reconnect to our old school friends.
8. We can gather information for new job openings. We can also apply online for jobs.
9. We can earn online by doing freelancing jobs, selling online, completing surveys, affiliate marketing, etc.
10. We can also sell old items that are of no use for us.
11. During idle time, we can listen to music or watch a video.

Disadvantages of using internet:

1) There is a lot of wrong information on the internet. Anyone can post anything, and much of it is garbage.
2) There are predators that hang out on the internet waiting to get unsuspecting people in dangerous situations.
3) Some people are getting addicted to the internet and thus causing problems with their interactions of friends and loved ones.
4) Pornography that can get in the hands of young children too easily.

5) Easy to waste a lot of time on the internet. You can start surfing, and then realize far more time has passed than you realized. Internet and television together of added to the more sedentary lifestyles of people which further exacerbates the obesity problem.
6) Internet has a lot of "cheater" sites. People can buy essays and pass them off as their own far more easily than they used to be able to do.
7) There are a lot of unscrupulous businesses that have sprung up on the internet to take advantage of people.
8) Hackers can create viruses that can get into your personal computer and ruin valuable data.

9) Hackers can use the internet for identity theft.
10) It can be quite depressing to be on the internet and realize just how uneducated so many people have become in today's society.

Conclusion

We have the intellect to make smart choices. We should not allow internet to distract or disturb our mind. We should use it in a way that brings harmony in life.

The internet has become a vital tool for the success of businesses

It is very difficult to imagine how any business could operate during this time without the use of the internet. The development of the internet has significantly altered the day to day operations of a business; including how they communicate with each other and their audience. Information can be easily transmitted to any destination in a matter of seconds.

The internet has become an essential tool for marketing and advertising. A business can present itself to customers with the use of a website or online advertisements. Many businesses now use the internet as a means of making customers aware of their current promotions. This can be very beneficial to businesses that are targeting a younger audience.

Image

Creating the right image is very important to any business wishing to be a success. The internet can aid a businesses in achieving the perfect image. By having an effective website they can create the perfect web existence. Many businesses now also use social networking as a means of making themselves known to their target audience.

Communication

Communication and interaction with customers is vital to any business. The internet has ensured that this can be easily achieved. Businesses are able to communicate and interact with customers via email or instant messaging. Internet telephony such as Skype is now a popular method of communication and is used frequently by businesses in order to conduct virtual meetings with both customers and other businesses. The use of the internet also makes it easier for businesses to deliver messages to people working within the organization.

Information

The internet has simplified the way in which businesses collects and records information. They are able to conduct effective research by searching on the web or by using online databases. An electronic record can then made of the information gathered. Important information such as the state of the stock exchange can also be obtained.

Email

Any company that does business online has an email address for customers to use, and most companies offer several different addresses that enable customers to send the message to the right department within the company. The question is often not one of email, but rather of what type of email to have. While online providers such as Google, Yahoo! and Hotmail offer free email, these types of services often leave the user with spam issues. Additionally, some of these services mistakenly block messages to customers. This means that a company should consider investing in a business email provider that offers stronger filters.

Customer Interaction

The faceless quality of online business means that customers cannot receive the in-person communication that even a person at the other end of a telephone can provide. Businesses that function largely online should thus provide a more personal touch and make the interaction between the customer and the company easier. Options include instant messaging services for the customers to have online discussions with company employees or even online forums for customers to discuss issues with one another or offer tips and service reviews on the company.

Support Options

Customer support is an essential part of doing business online. Companies should make every effort to show customers that the company takes their concerns seriously. Posting a notice about the turnaround policy for answering customer questions – and then following this policy – helps indicate to customers that the company values their questions and comments. Additionally, companies can provide customers with a Frequently Asked Questions (FAQs) link from the main page of the website. Over time, companies find that customers tend to ask the same questions repeatedly. An FAQ page can answer these questions and save the customer time and frustration.

The Personal Touch

While form emails are often essential in companies that do a considerable amount of online business, adding a personal touch to emails also shows customers that the company cares about the business that the customers provide. Delegating a few people – or even a department – to provide personal responses to emails can help customers to see the company as a group of people instead of a large and faceless business. Simply personalizing emails with the customers' names—using a mail merge function—also helps to add a personal touch to the email (even if thousands of people are receiving an identical message).

Professional Presentation

Although email can seem as if it is an informal means of communication, companies should nevertheless make every effort to create professional email templates for customers to receive. Emails should include some type of letterhead and professional information about the company, as this lets the customer feel secure about the reliability of the business.

UNIT III

ONLINE BANKING

Online banking is the performance of banking activities via the Internet. Online banking is also known as "Internet banking" or "Web banking." A good online bank will offer customers just about every service traditionally available through a local branch, including accepting deposits (which is done online or through the mail), paying interest on savings and providing an online bill payment system.

Online banking, also known as internet banking, e-banking or virtual banking, is an electronic payment system that enables customers of a bank or other financial institution to conduct a range of financial transactions through the financial institution's website.

VARIOUS MODES OF ELECTRONIC FUND TRANSFERS

Gone are the days when the payment and funds transfer sources were limited to physical methods such as direct currency exchange or a written cheque method. With the emergence of internet and mobile banking and the emerging e-commerce opportunities, banks too have marched ahead with introducing the concept of electronic funds transfer, which is much more convenient and hassle free.

Today, electronic funds transfer allow you to exchange funds between individuals as well as organizations via electronic gateways which can be accessed using internet, computers and smart phones. Funds can be transferred instantly from one account to another, either within the same bank or to a different bank network at any given time.

Why is electronic transfer preferred?
Electronic funds transfer is a much more preferred money transfer options it allows customers to make money transfers at the comfort of their homes using integrated banking tools such as internet and mobile banking.

Besides being convenient, electronic transfer modes are considered to be safe, secure and make transferring money much simpler. Electronic transfers are processed immediately with the transferred amount being deducted from one account and credited to the other in real time, thus saving time and effort involved in physically transferring a sum of money. Opting for electronic transferring system also reduces the possibilities of any mistakes as a transaction is only authorized with complete details which include the correct account number of the beneficiary and the target bank’s specific IFSC code.

How do you transfer funds?

Transferring funds via electronic gateway is much simpler than the conventional methods. You can choose to:-

- Transfer funds into your own linked accounts of the same bank network.
- Transfer funds into different account of the same bank.
- Transfer funds into different bank’s accounts using NEFT.

- Transfer funds into other bank accounts using RTGS
- Transfer funds into various accounts using IMPS.

Types of electronic funds transfer:

- NEFT or National Electronics Funds Transfer
- RTGS or Real Time Gross Settlement
- IMPS or Immediate Payment Service.

NEFT

The National Electronic Funds Transfer is a nation-wide money transfer system which allows customers with the facility to electronically transfer funds from their respective bank accounts to any other account of the same bank or of any other bank network. Not just individuals but also firms and corporate organizations may use the NEFT system to transfer funds to and fro.

Funds transfer through NEFT requires a transferring bank and a destination bank. With the RBI organizing the records of all the bank branches at a centralized database, almost all the banks are enabled to carry out an NEFT transaction. Before transferring funds via NEFT you register the beneficiary, receiving funds. For this you must possess information such as name of the recipient, recipient's bank name, a valid account number belonging to the recipient and his respective bank's IFSC code. These fields are mandatory for a funds transfer to be authorized and processed.

Any sum of money can be transferred using the NEFT system with a maximum cap of Rs. 10, 00, 000.

NEFT transactions can be ordered anytime you want, even on holidays except for Sundays which are designated bank holidays. However, the transactions are settled in batches defined by the Reserve Bank of India depending upon specific time slots. There are 12 settlement batches operating at present between the time slot of 8am to 7 pm on weekdays and from 8 am to 1pm on Saturdays with 6 settlement batches.

RTGS

Real Time Gross Settlement as the name suggests is a real time funds transfer system which facilitates you to transfer funds from one bank to another in real time or on a gross basis. The transaction isn't put on a waiting list and cleared out instantly. RTGS payment gateway, maintained by the Reserve Bank of India makes transactions between banks electronically. The transferred amount is instantly deducted from the account of one banks and credited to the other bank's account.

Users such as individuals, companies or firms can transfer large sums using the RTGS system. The minimum value that can be transferred using RTGS is Rs. 2 Lakhs and above. However there is no upper cap on the amount that can be transacted.

The remitting customer needs to add the beneficiary and his bank account details prior to transacting funds via RTGS. A beneficiary can be registered through your internet banking portal. The details required while transferring funds would be the beneficiary's name; his/her account number, receiver's bank address and the IFSC code of the respective bank.

On successful transfer the Reserve Bank of India acknowledges the receiver bank and based on this the both the remitting bank as well as the receiving bank may/ may not notify the customers.

IMPS

Majority of the funds transferred using electronic channels are processed via NEFT or RTGS. But as the funds could only be cleared in batches using these transfer gateways, the National Payments Corporation of India introduced a pilot mobile payment project also known as the Immediate Payment Service (IMPS). Available to Indian public, IMPS offers instant electronic transfer service using mobile phones. IMPS interbank transfer service is available 24X7 and allows you to use your mobile phones to access your account and to authorize transfer of funds between accounts and banks. The IMPS service also features a secure transfer gateway and an immediate confirmation on fulfilled orders.

IMPS is offered on all the cellular devices via MOBILE BANKING or through SMS facility.
To be able to transfer money via IMPS route you must first register for the immediate payment services with your bank. On obtaining the Mobile Money Identifier (MMID) and MPIN from the bank you can login or make a request via SMS to transfer a certain amount to a beneficiary. Meanwhile the beneficiary must link his/her mobile number with his/her respective account and obtain the MMID from the bank to be able to receive money.

To initiate a transfer you must enter the beneficiary's mobile number, beneficiary MMID, the transfer amount and your MPIN while requesting the fund transfer. As soon as the transaction is cleared, you receive a confirmation SMS on deduction from your account and the money credited into the beneficiary's account. The transaction reference number can be noted for future reference.

Thus IMPS enables customers to use mobile instruments as an instant money transfer gateway, facilitating user convenience and saving time and effort involved in other modes of transfer.

INTRODUCTION TO E-MARKETING

There is no doubt about it—the Internet has changed the world we live in. Never before has it been so easy to access information; communicate with people all over the globe; and share articles, videos, photos, and all manner of media. The Internet has led to an increasingly connected environment, and the growth of Internet usage has resulted in the declining distribution of traditional media: television, radio, newspapers, and magazines. Marketing in this connected environment and using that connectivity to market is E-Marketing. E-marketing -- A New Concept

The 7 Cs of E-Marketing: The Internet allows for the entire sales cycle to be conducted on one medium, nearly instantaneously. From making the consumer aware of the product to providing additional information to transacting the final www.brandchannel.com purchase, the Internet can accomplish it all. The Internet is like one big point-of-sales display, with easy access to products and the ability for impulse shopping. Impulse shoppers have found a true friend in the Internet. Within seconds from being made aware of a product, consumers can purchase it online. Further, with the targeting techniques available to advertisers, consumers who turn down a product because of the price can be identified and served a special offer more likely to result in a purchase. In the right hands, with the right tools, the Internet really is an advertiser's dream come true. As opposed to the 4 Ps of brick-and-mortar marketing, the changing outlook in the area of e-marketing can be explained on the basis of 7 Cs of e-marketing.

Contract: The e-marketer's first goal is to communicate a core promise for a truly distinctive value proposition appealing to the target customers.

Content: refers to whatever appears on the website itself and on hot linked websites. If chosen appropriately, it can increase both the rates at which browsers are converted into buyers and their transactions.

Construction: The promises made by e-marketers are not unique to the Internet, but the medium's interactive capabilities make it easier for them to deliver on their promises quickly, reliably, and rewardingly. In practice, this means that promises must be translated into specific interactive functions and Web design features collectively giving consumers a seamless experience. Such design features as one-click ordering and automated shopping help deliver the promise of convenience. Community: Through site-to-user and user-to-user forms of interactivity (such as chat rooms), e-marketers can develop a core of dedicated customers who become avid marketers of the site too.

Concentration: Targeting through online behavioural profiling. Advertisers have known for some time that behavioural targeting (a.k.a., profiling) is vastly superior to simple demographic targeting. Knowledge of a consumer's past purchases interests, likes/dislikes, and behaviour in general allows an advertiser to target an advertisement much more effectively. Department stores have long kept track of consumers' past purchases. They are thus able to project what other types of products a consumer might be interested in and then send an appropriate coupon or sale offer. Credit card companies www.brandchannel.com are the ultimate gatherers of behavioural targeting information. They maintain vast databases of cardholders' past transactions, and they sell lists of this data to advertisers. The same type of behavioural model is forming on the Internet. Publishers and advertisement networks monitor the items that a consumer has expressed interest in or purchased on a site (or network of sites) in the past and target advertisements based on this information.

Convergence: We will soon enter the next round of the E-marketing battle as broadband reaches the masses. The Internet will become more ubiquitous and wireless; televisions will become more interactive; video/data/voice appliances will converge; brand advertising and direct marketing practices will integrate; domestic brands, commerce and marketing will become even more global; and big marketing spenders will spend more money online. Many companies that are well positioned today will need to continue to evolve to take advantage of the opportunities. The success of Internet advertising companies will largely be driven by how they maneuver among the coming developments. Rich media, brought on by broadband, will allow advertisers much greater creativity by bringing in new types of advertising to the Internet, as well as enhancing some of the more traditional forms. Broadband technology will allow the convergence of television and the Internet. Dubbed "interactive TV," in its simplest form, will consist of a television with some interactive capabilities. Basically, a user will see a television screen that is three-quarters traditional television, but with a frame that has Internet capabilities. This frame will allow users to access up-to-the-minute sports scores or news on the Web, for example. More importantly for E- marketers, it would allow viewers to immediately leap to the website of an advertiser whose ad was being shown. The user could find out more information or order the product right there.

Commerce: The last emerging fundamental of e-marketing is commerce, whether it includes offering goods and services directly, or marketing those of another company for a fee, thus helping to cover the fixed costs of site operations and to offset customer acquisition costs. To be successful on the Internet, e-marketers will have to do more than reproduce their off-line business models on line because these business models work only at considerable scale.

B-B

Business to business (B To B) is a type of commerce transaction that exists between businesses, such as those involving a manufacturer and wholesaler, or a wholesaler and a retailer. Business to business refers to business that is conducted between companies, rather than between a company and individual consumers.

B-C

Business to consumer (B to C) is business or transactions conducted directly between a company and consumers who are the end-users of its products or services. Business to consumer as a business model differs significantly from the business to business model, which refers to commerce between two or more businesses.

C-C

What does 'Customer to Customer (C2C)' mean

Customer to customer (C2C) is a business model that facilitates an environment where customers can trade with each other. Two implementations of customer-to-customer markets are auctions and classifieds. Customer-to-customer marketing has soared in popularity with the arrival of the internet, as companies such as eBay, Craigslist and other sites have fostered greater interaction between customers. Customer-to-customer sites make their money from fees charged to sellers for listing items for sale, adding on promotional features and completing transactions. Also known as consumer to consumer, or C2C.

TRADING ONLINE

How and why e-commerce sites like Flip kart, Amazon, eBay, Homeshop18 etc. provide free shipping on products (cost between INR 200-400) when courier charges in India are so high? Don't they get loss?

There is a one word answer to the question - Bulk pricing. A package that costs you Rs. 200 to send as a individual costs the company no more than Rs. 40. These companies work with numerous courier partners and have their pin code wise shipping costs uploaded to their ERP system, so the cheapest courier partner is automatically chosen for your package depending you where the package is being shipped. There are a lot of ecommerce specific courier partners now in India who specialise in this shipping model and can provide extremely low pricing by optimising their shipping routes. Also the packages being picked from one large source everyday creates a huge differenceIn a normal scenario, the company would price its products such that they always have more than enough margin to account for the delivery charges, which considering the bulk deals they have with the Logistics companies, is very less and is somewhere around Rs. 30-40 as mentioned in most of the answers here. But, the start-ups like Flipkart are moving into a new territory by establishing their own logistics arm E-Kart, which not only handles their in-house shipping need but also has many other major companies as its clients, thus offering it not only an economy of scale but also allowing it to subsidize its own logistics with the profits.

This model however sustainable, is not very feasible in the current start up ecosystem and hence, the products which are sold at very low margins, do not provide them with enough room to make space for the logistical costs and are instead mostly funded by the investor funding.

7 USES OF ONLINE MARKETING

Internet marketing is the practice of selling or promoting goods and services through the use of the Internet. Basically, Internet marketing is more so business in nature, though it can also be used for non-profit purposes as well. If you intend to grow your business, Internet marketing should play a large part in your solution. Here are some of the reasons why Internet marketing is very important for your business success.

1. INCREASE PRODUCT AWARENESS

Consumers will only buy products they know about. Products that are unknown and unpopular can easily be snubbed. Internet marketing can increase product awareness, and through Internet marketing the public can be introduced to the existence of your company, who you are, and what you can offer.

2.REACH OUT BIGGER AUDIENCE

There is no doubt that print ads, television, and the radio are still the best means to reach out to people, but with the constant technological advancements more and more people are gaining Internet access. In fact, almost one-third of the world's population has access to the Internet. Through Internet marketing, you can reach more people, both local and international.

3.INCREASE COST EFFECTIVENESS

Internet marketing is one of the most cost-effective means of advertising. With just a small amount of money, you can tap into a tremendously large market. Of course, you still have the choice to invest higher amounts of money to be even more effective in Internet marketing. Since the World Wide Web is getting fiercer in terms of competition, you need to be more aggressive with your Internet marketing strategy.

4. CONSUMER PREFERENCE

During the past few years, the number of online shoppers has increased consistently. Most people are now turning to the Internet and researching their needs before making a purchase. Since Internet shopping is more convenient and cost-effective on the part of consumers, more and more people are now shopping online. Thus, if you want to increase your sales, you must be present online to catch these customers.

5. INCREASE TRAFFIC

If you already have a website, you cannot expect it to gather more visitors just by itself. You need to actively exert effort in increasing its traffic, and this can be done through Internet marketing .When you have a bigger website audience, you can easily disseminate information about your company, foster good client relationships, increase profit and gains, improve product image, enhance product awareness, and many other positive points.

6. ACCESSIBLE TO CONSUMERS

Your website is open 24/7, unlike your physical store. This means that you can still tend to your customer's needs even when you are sleeping.

7. INCREASE SALES

With all the benefits mentioned above, there is no doubt that you will have a higher return of investment. Not only that, but Internet marketing can put forward a positive compound effect on your website. This means that the effort your exerted last month will still have its effects for years to come.

These are just some of the reasons why you need to employ Internet marketing. If done correctly, Internet marketing can be the greatest tool to achieve success and growth for your business.

ONLINE MARKETING PRECAUTIONS

Just as shoppers should take measures to protect themselves in brick-and-mortar stores - such as protecting their PIN numbers when checking out and not leaving purses or wallets unattended - online shoppers also need to take sensible precautions.

This guide offers advice on how to make your online shopping experience enjoyable and safe.

Shop at Secure Websites

How can you tell if a Website is secure? It uses encryption technology to transfer information from your computer to the online merchant's computer. Encryption scrambles the information you send, such as your credit card number, in order to prevent computer hackers from obtaining it en route. The only people who can unscramble the code are those with legitimate access privileges.

You can tell when you are dealing with a secure Web site in several ways:

- First, if you look at the top of your screen where the Web site address is displayed, you should see https://. The "s" that is displayed after "http" indicates that the Website is secure. Often, you do not see the "s" until you actually moved to the order page on the Web site;
- Another way to determine if a Web site is secure is to look for a closed padlock displayed at the bottom of your screen. If that lock is open, you should assume it is not a secure site;
- The third symbol that indicates you are on a secure site is an unbroken key.

Of course, transmitting your data over secure channels is of little value to you if the merchant stores the data unscrambled. You should try to find out if the vendor keeps the data in encrypted form. If a hacker were able to break in, they could not obtain your credit data and other personal information. Be sure to read the merchant's privacy and security policies to learn how they safeguard your personal data on their computers.

Research the Website before You Order

Do business with companies you already know. If the company is unfamiliar, do your homework before buying their products or services. If you decide to buy something from an unknown company, start out with an inexpensive order to learn if the company is trustworthy.

Reliable companies should advertise their physical business address and at least one telephone number, either customer service or an order line. Call the telephone number and ask questions to determine if the business is legitimate. Even if you call after hours, many companies have a "live" answering service, especially if they don't want to miss orders. Ask how the merchant handles returned merchandise and complaints. Find out if it offers full refunds or only store credits.

Read the Web Site's Privacy and Security Policies

Every reputable e-commerce Web site offers information about how it processes your order. It is usually listed in the section entitled “Privacy Policy.” You can find out if the merchant intends to share your information with a third party or affiliate company. Do they require these companies to refrain from marketing to their customers? If not, you can expect to receive “spam” (unsolicited email) and possibly even mail or telephone solicitations from these companies.

You can also learn what type of information is gathered by the Web site, and how it is - or is not - shared with others. The online merchant’s data security practices are also often explained in the Privacy Policy, or perhaps a separate Security Policy

Be Aware of Cookies and Behavioral Marketing

Online merchants as well as other sites watch consumer shopping and surfing habits by using "cookies," an online tracking system that attaches pieces of code to our Internet browsers to track which sites we visit as we search the Web.

"Persistent" cookies remain stored on your computer while "per-session" cookies expire when you quit your browser. Online merchants use cookies to recognize you and speed up the shopping process the next time you visit. You may be able to set your browser to disable or refuse cookies but the trade-off may limit the functions you can perform online, and possibly prevent you from ordering online.

There is an on-going debate about this as some consumers are questioning if their behavioral marketing profile can be shared with others without their permission. Some have suggested an “opt-in” option for this before collecting or sharing any personal information about them, such as their computer's IP number. Another recommendation is a “Do Not Track" list for those who do not wish to be followed online, patterned after the widely used Do Not Call list.

What's Safest: Credit Cards, Debit Cards, Cash, or Checks?

The safest way to shop on the Internet is with a credit card. You have the right to dispute charges on your credit card, and you can withhold payment during a creditor investigation. It is recommended that you obtain one credit card that you use only for online payments to make it easier to detect wrongful credit charges.

Disclose Only the Bare Minimum of Facts When You Order

When placing an order, there is certain information that you must provide to the web merchant such as your name and address. Often, a merchant will try to obtain more information about you. They may ask questions about your leisure lifestyle or annual income. This information is used to target you for marketing purposes. It can lead to "spam" or even direct mail and telephone solicitations.

Don't answer any question you feel unnecessary to process your order. Often, the Website will mark which questions need to be answered with an asterisk (*).

Keep Your Password Private

Reputable e-commerce Websites require the shopper to log-in before placing or viewing an order. The shopper is usually required to provide a username and a password. Never reveal your password to anyone. When selecting a password, do not use commonly known information, such as your birth date, mother's maiden name, or numbers from your driver's license or Social Security number. Do not reuse the same password for other sites. The best password has at least eight characters and includes numbers and letters.

Check the Website Address

Above the web site at the top of your screen is a rectangular window that contains the web site address (also called the URL - Uniform Resource Locator). By checking that address, you can make sure that you are dealing with the correct company.

Don't Fall for "Phishing" Messages

Legitimate businesses don’t ask for sensitive information via email, so don’t respond to any request for financial information that comes to you in an email. Again, don’t click on any links embedded within such suspicious emails, and always call the retailer or financial institution to verify your account status before divulging any information.

Always Print Hard and Soft Copies of Your Orders

After placing an order online, you should receive a confirmation page that reviews your entire order. It should include the cost of the order, your customer information, product information, and the order confirmation number. It is recommended that you print out at least one copy of the Webpage(s) describing the item you ordered as well as the page showing company name, postal address, telephone number, and legal terms, including return policy. Keep it for your own records for at least the period covered by the return/warranty policy.

UNIT - IV

Indian Stock Market – An introduction

If you'd like to buy a share of stock in any publicly traded company you'll most likely need the services of a brokerage firm. Though it's possible to buy and sell shares of stock on your own, there are some practical and legal problems with this approach. The securities industry is highly regulated, so you can't just hang a shingle and start selling stocks to the general public, unless
Your properly registered and licensed.

From the perspective of an investor, buying and selling stocks seems pretty simple. If you use a full-service broker, just call her up on the phone and place an order for 100 shares of Coca-Cola. Within a few minutes, you'll receive a confirmation that your order has been completed, and you'll be the proud new owner of Coca-Cola's stock.

Behind the scenes, however, there's a lot of action that takes place between your order and the confirmation. Here's what has to happen:

1. 1. You place the order with your broker to buy 100 shares of the Coca-Cola Company.
2. 2. The broker sends the order to the firm's order department.
3. 3. The order department sends the order to the firm's clerk who works on the floor of the exchange where shares of Coca-Cola are traded (Bombay Stock Exchange).
4. 4. The clerk gives the order to the firm's floor trader, who also works on the exchange floor.
5. 5. The floor trader goes to the specialist's post for Coca-Cola and finds another floor trader who is willing to sell shares of Coca-Cola.
6. 6. The traders agree on a price.
7. 7. The order is executed.
8. 8. The floor trader reports the trade to the clerk and the order department.
9. 9. The order department confirms the order with the broker.
10. 10. The broker confirms the trade with you

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That's how a traditional stock exchange works, but much of the action that takes place when you buy or sell a stock is being handled with the assistance of computers. Even if you bought a stock that trades on a stock exchange, your order may be executed with little or no intervention by humans. You can log on to a brokerage firm's Website, enter an order, have the trade be executed, and receive a confirmation all within sixty seconds or less.

DEMAT:

Demat account is a safe and convenient means of holding securities just like a bank account is for funds.

Today, practically 99.9% settlement (of shares) takes place on demat mode only. Thus, it is advisable to have a Beneficiary Owner (BO) account to trade at the exchanges.

Bank Account Vs Demat Account

S. No.	Basis Of Differentiation	Bank Account	Demat Account
1.	**Form of Holdings/Deposits**	Funds	Securities
2.	**Used for**	Safekeeping of money	Safekeeping of shares
3.	**Facilitates**	Transfer of money (without actually handling money)	Transfer of shares (without actually handling shares)
4.	**Where to open**	A bank of choice	A DP of choice (can be a bank)
5.	**Requirement of PAN Number**	Not Mandatory	Mandatory (effective from April 01, 2006)
6.	**Interest accrual on holdings**	Interest income is subject to the applicable rate of interest	No interest accruals on securities held in demat account
7.	**Minimum balance requirement**	AQB* Maintenance is specified for certain bank accounts	No such requirement
8.	**Either or Survivor facility**	Available	Not available

*AQB - Average Quarterly Balance
*DP-Depository Participant

S. No.	BASIS OF SIMILARITY	PARTICULARS
1.	**Securities and Convenience**	Both are very safe and convenient means of holding deposits/securities
2.	**Number of accounts**	No legal barrier on the number of bank or demat accounts that can be opened
3.	**Transfer of deposits (funds or securities)**	Funds/securities are transferred only at the instruction of the account holder
4.	**Physical transfer of money/securities**	Physical transfer of money/securities is not involved
5.	**Nomination Facility**	Available

Opening a Demat Account

To start dealing in securities in electronic form, one needs to open a demat account with a DP of his choice. An investor already having shares in physical form should ensure that he gets the account opened in the same set of names as appearing on the share certificate; otherwise a new account can be opened in any desired pattern by the investor.

Getting started	**Documents to be attached**
1. Choose a DP 2. Fill up an account opening form provided by DP, and sign an agreement with DP in a standard format prescribed by the depository. 3. DP provides the investor with a copy of the agreement and schedule of charges for his future reference. 4. DP opens the account and provides the investor with a unique account number, also known as Beneficiary Owner Identification Number (BO ID).	1. Passport size photographs 2. Proof of residence (POR) - Any one of Photo Ration Card with DOB / Photo Driving License with DOB / Passport copy / Electricity bill / Telephone bill 3. Proof of identity (POI) - Any one of Passport copy / Photo Driving License with DOB / Voters ID Card / PAN Card / Photo Ration Card with DOB 4. PAN card

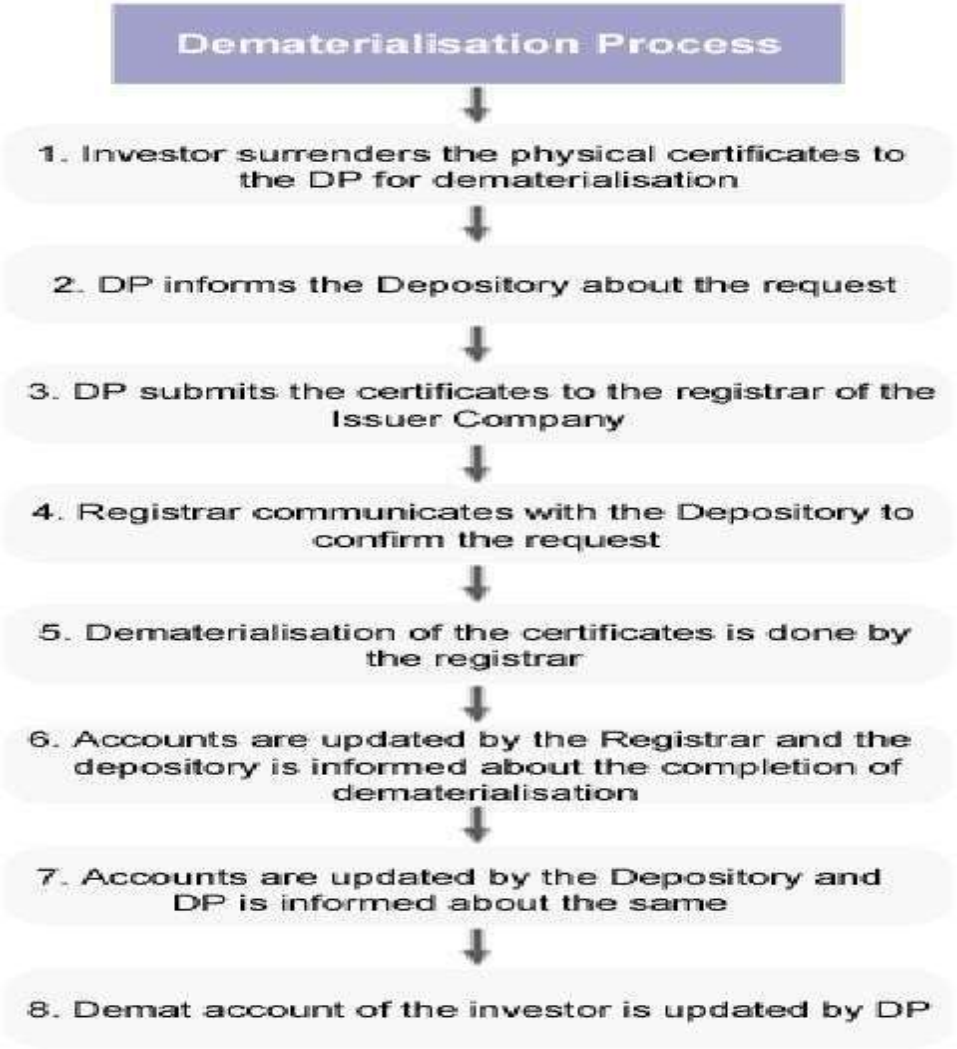
Note:

1. 1. The agreement required to be signed by the investor details the rights and duties of the investor and DP.
2. 2. DP may revise the charges by giving a 30 days prior notice. SEBI has rationalized the cost structure for isation by removing account opening charges, transaction charges for credit of securities and custody charges, effective from January 28, 2005.

Maximum Number of holders in a Demat Account

A maximum of three persons are allowed to open a joint demat account in their names.

Process of Dematerialisation



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Trading in Shares through Demat Account

1. Trading Account: A trading account allows a person to place an order in the stock exchange to buy/sell shares.

2. Demat Account: A demat account allows a person to hold the shares in dematerialized form i.e. electronic form. The demat account should be linked to your trading account. The demat account is required to receive/transfer shares when you buy/sell shares through your trading account.

3. Bank Account: The bank account should be linked to your trading account. The bank account is required to transfer/receive money when you buy/sell shares through your trading account. Demat Accounts and Depositories Shares can be held in 2 forms – In the form of physical paper certificates or in the electronic i.e. dematerialized form. Today only shares in the demat form (demat stands for dematerialized) can be traded in the NSE and BSE stock exchanges. So today practically all shares are kept in demat form. (Stock exchanges allow limited trading of shares in the physical form. Only orders of size less than 500 shares are allowed. This limited trading of physical shares is allowed to give small investors having physical shares an exit route.) All of us would be having bank accounts where we keep our money. In the same way we need another kind of account where we can keep our

shares in demat form. This type of account is called as demat account. A demat account is Not required to own shares in physical paper certificate form. Banks provide the public with the facility to open and maintain bank accounts. In the same way the Depositories provide the facility to open and maintain demat accounts. India has 2 depositories, NSDL and CDSL.

Facilities that you get in a Demat Accounts Demat accounts have many useful facilities which make it very easy for you to invest or trade in securities. These facilities are:

1. Holding securities in secure electronic form (i.e. Demat form): Earlier shares/securities were held in the form of Physical paper certificates. In this case there was always a danger of losing or damaging the paper certificates. In case of Demat accounts the shares are held securely in electronic form by the Depositories. Thus there is no fear of losing or damaging the share certificates.

2. Single Consolidated Account for all Debt and Equity holdings: Earlier the investors had to manage each of their investments separately. This meant that they had to communicate with many companies and organizations to track and manage their investments. The Demat account allows them to hold all their investments in shares, bonds, debentures, mutual funds etc under a single account. They need to interact with only a single organization i.e. the Depository to track and manage their investments.

3. Easy, fast and low cost Transfer of securities: After a share is traded, it needs to be transferred from the seller's account to the buyers account. It took many weeks to transfer shares in the paper certificate form from the seller to the buyer. Demat accounts reduce the paper work, time, effort and cost required in transferring securities. It transfers the shares in just a seconds.

Few Screen shots of Account operation in demat account

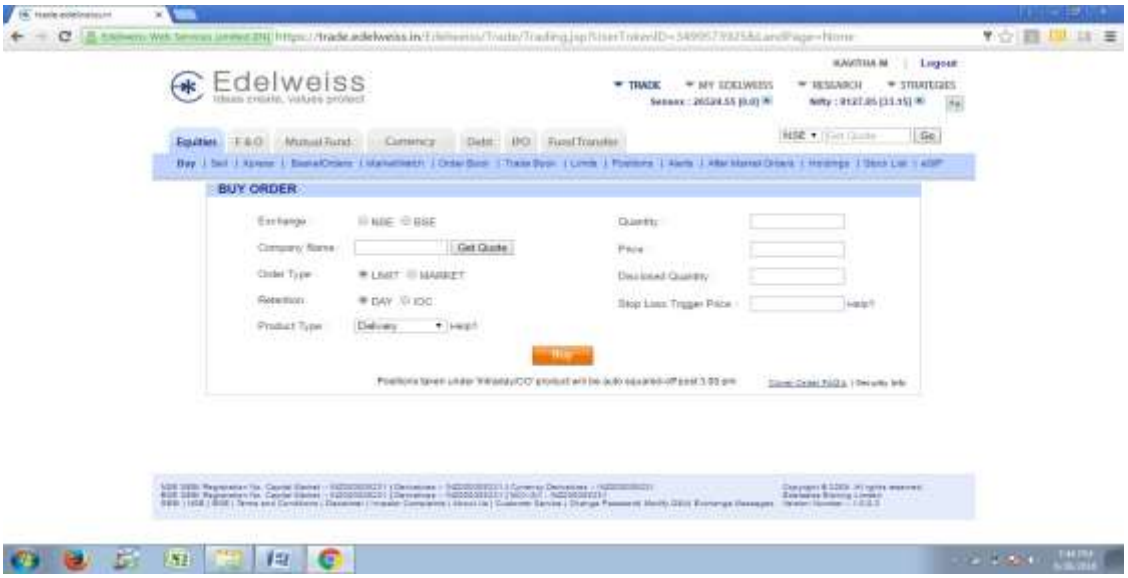


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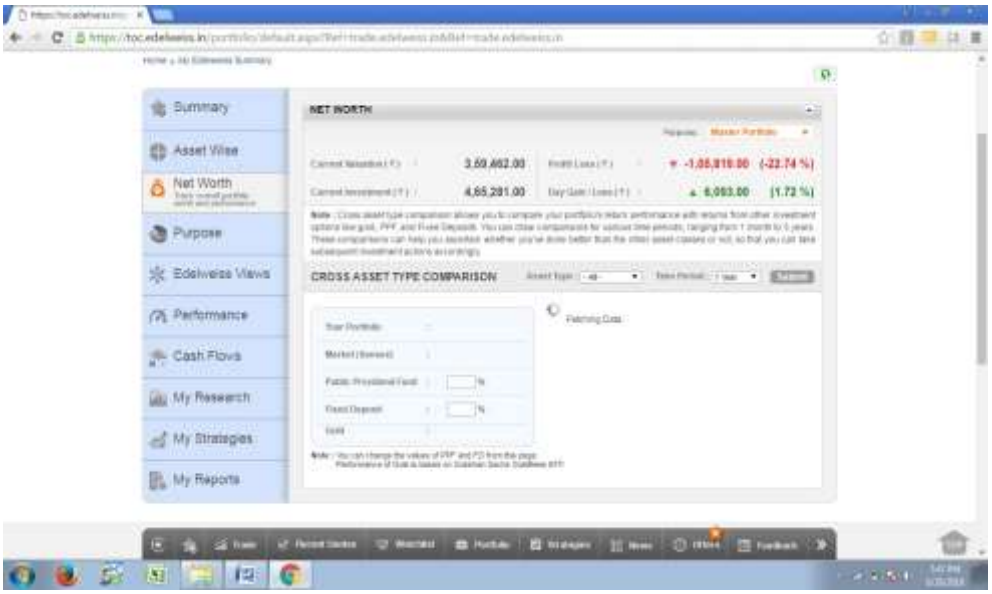
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Commodity Market – An Introduction

Indian markets have recently thrown open a new avenue for retail investors and traders to participate: commodity derivatives. For those who want to diversify their portfolios beyond shares, bonds and real estate, commodities is the best option.

Till some months ago, this wouldn't have made sense. For retail investors could have done very little to actually invest in commodities such as gold and silver -- or oilseeds in the futures market. This was nearly impossible in commodities except for gold and silver as there was practically no retail avenue for punting in commodities.

However, with the setting up of three multi-commodity exchanges in the country, retail investors can now trade in commodity futures without having physical stocks!

Commodities actually offer immense potential to become a separate asset class for market-savvy investors, arbitrageurs and speculators. Retail investors, who claim to understand the equity markets may find commodities an unfathomable market. But commodities are easy to understand as far as fundamentals of demand and supply are concerned. Retail investors should understand the risks and advantages of trading in commodities futures before taking a leap. Historically, pricing in commodities futures has been less volatile compared with equity and bonds, thus providing an efficient portfolio diversification option.

E -filing of Returns



There was a time when people had to travel miles and wait in long queues outside the Tax Department to file their Income Tax returns. But a few years ago, the Income Tax Department introduced a convenient way to file these returns online. The process of electronically filing your Income Tax Returns through the Internet is known as e-filing of returns(External website that opens in a new window). It offers convenience of time and place to tax payers and is available round the clock to taxpayers located in any place in the world..

Under the Income Tax law, this facility was introduced by the Central Board of Direct Taxes (CBDT) for the first time during assessment year 2006-07, wherein corporate assessees had to mandatorily e-file their income-tax returns.

At present, it is mandatory for companies and firms requiring statutory audit under Section 44AB(External website that opens in a new window) to e-file their Income Tax Returns. Also, the e-filing benefit has been extended to all assesses except for trusts.

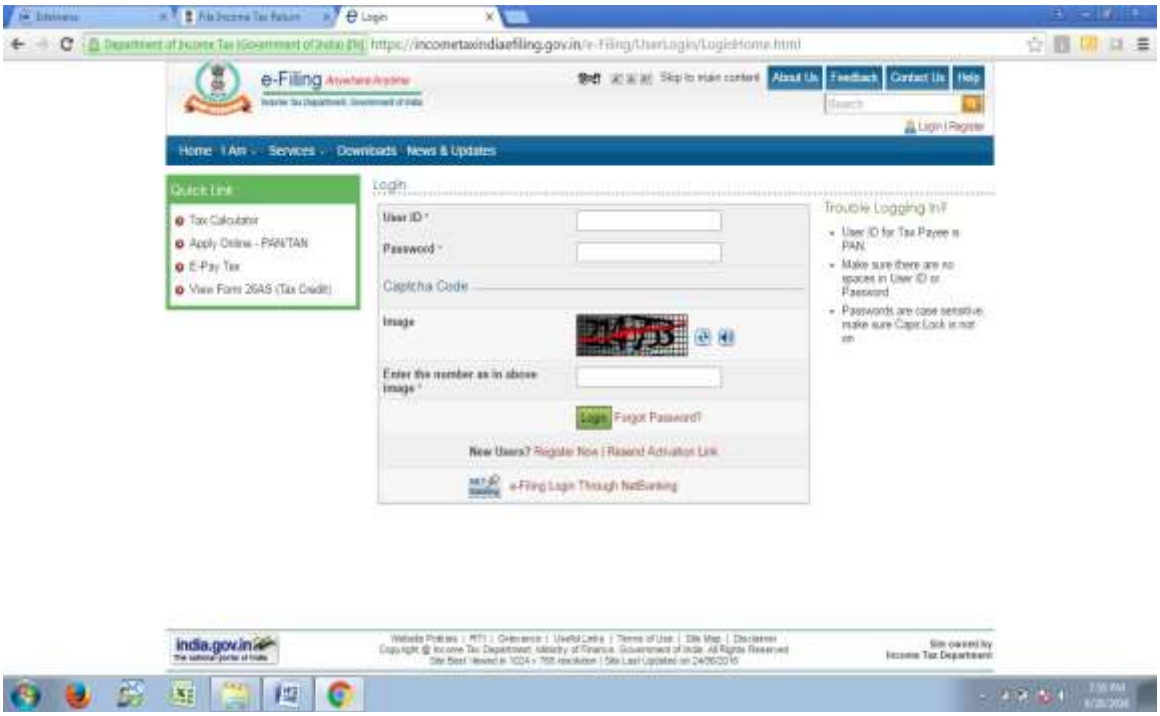
Steps for E-Filing

- Login to the official website for Income Tax e-filing(External website that opens in a new window)
- Read the instructions given on the website
- Select and download(External website that opens in a new window) the appropriate Income Tax Return form
- Download Return Preparation Software(External website that opens in a new window) for selected Return Form.
- Fill your return offline and generate XML file.
- Register and create a user id/password.
- Login and click on relevant form on left panel and select "Submit Return".
- Browse to select XML file and click on "Upload" button.
- On successful upload acknowledgement details would be displayed. Click on "Print" to generate printout of acknowledgement/ITR-V Form (66 KB)- PDF file that opens in a new window .
- In case the return is digitally signed, on generation of "Acknowledgement (29 KB)- PDF file that opens in a new window" the Return Filing process gets completed. Assessee may take a printout of the Acknowledgement for his record.
- In case the return is not digitally signed, on successful uploading of e-Return, the ITR-V (66 KB)- PDF file that opens in a new window. Form would be generated which needs to be printed by the tax payers. This is an acknowledgement cum verification form. The tax payer has to fill-up the verification part and verify the same. A duly verified ITR-V form should be submitted with the local Income Tax Office within 15 days of filing electronically. This completes the Return filing process for non-digitally signed Returns.

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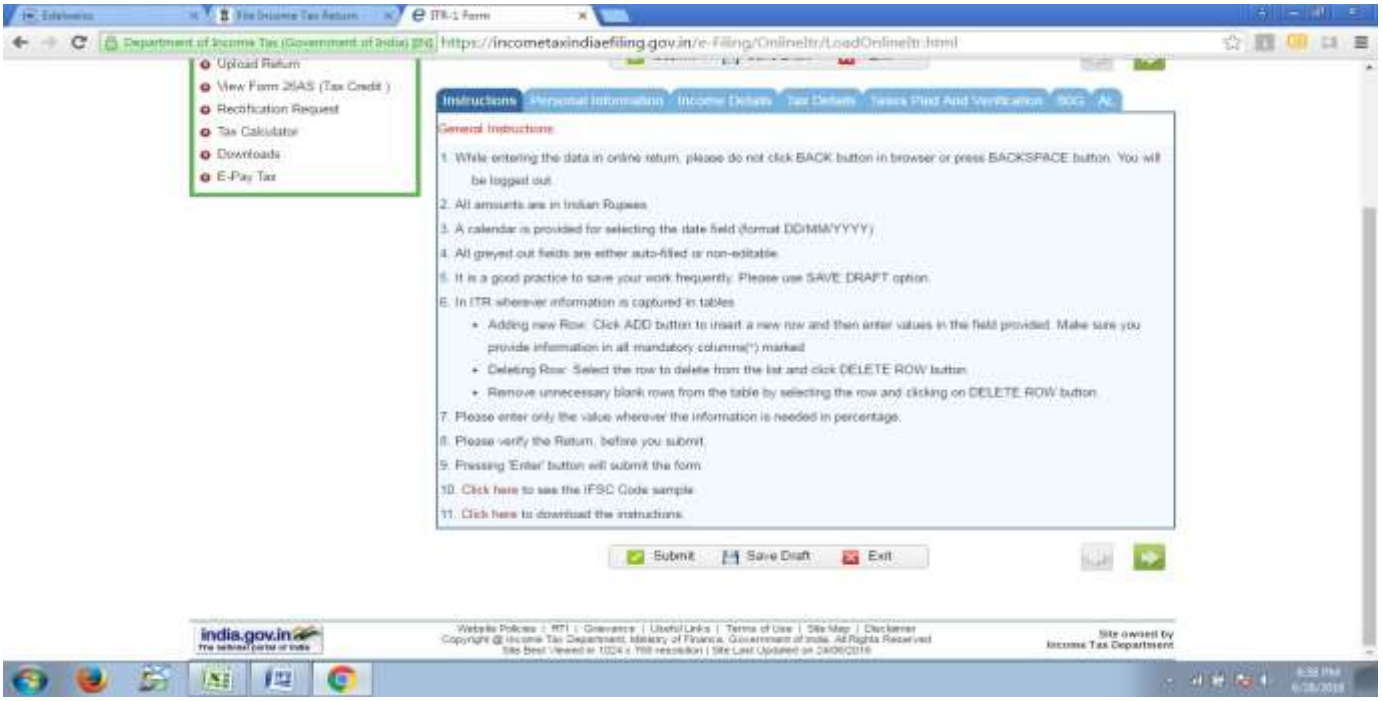


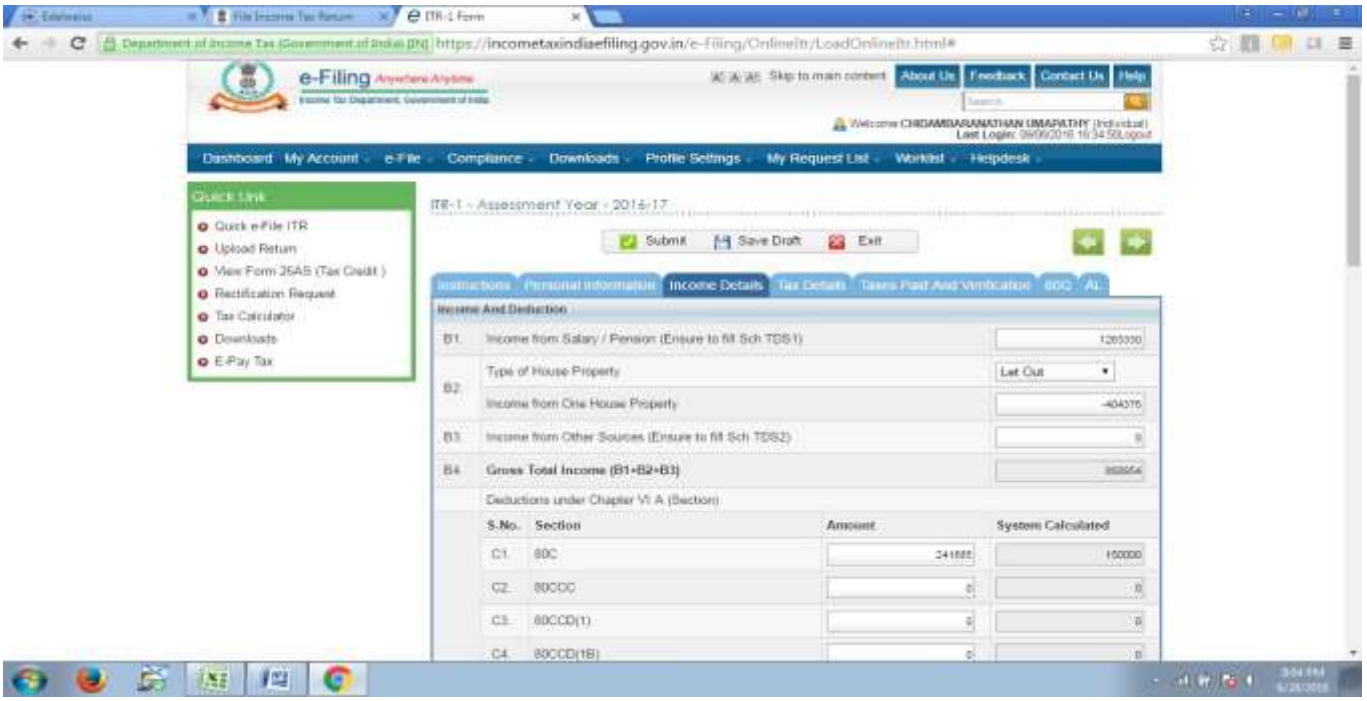


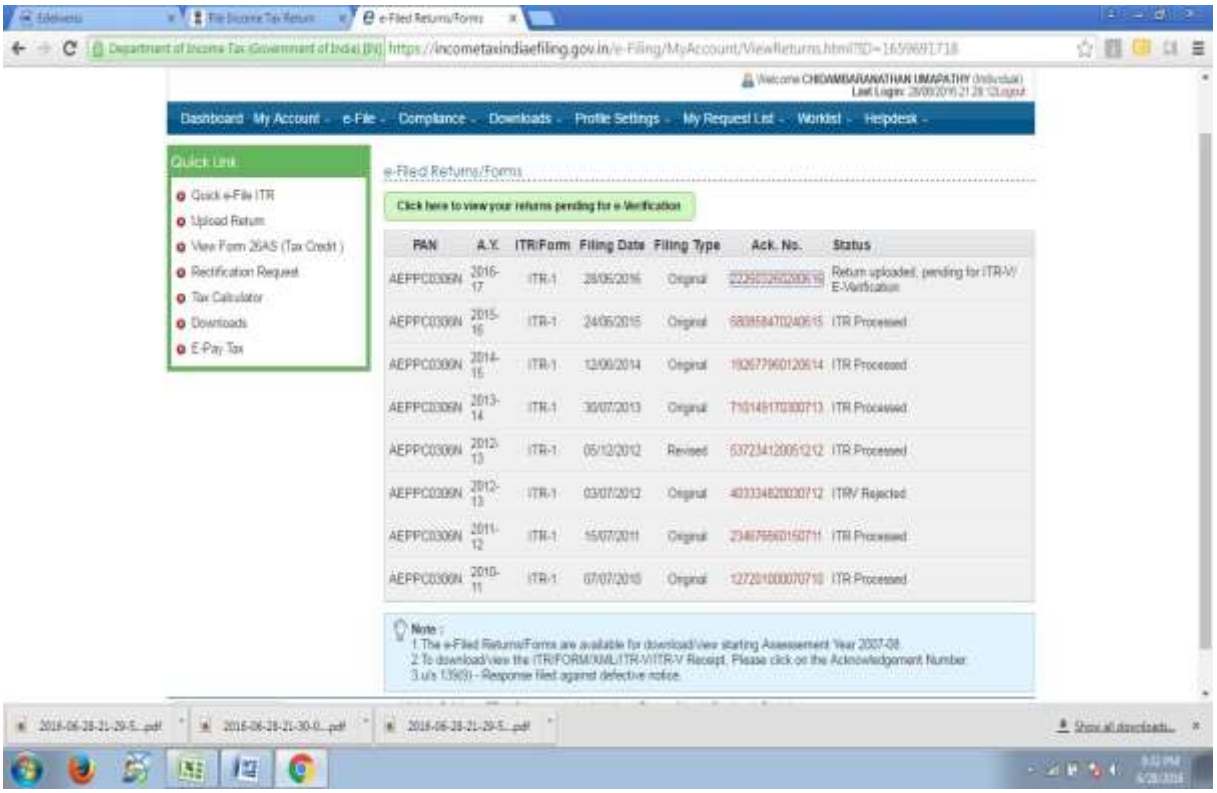
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TNVAT RETURN

It takes very little effort to file TN VAT returns online. This can be done by the dealer, him or herself or anyone else keeping in mind that all the accurate details for tax filing are available to him or her as well as the login details to the website is available to them. It is advisable to have it done online, since it not only saves time but saves from hassles such as activating offline banking or visiting the bank physically. E-filing also requires an internet banking which is available to customers of most well-known banks in India, including Government banks.

Steps to E-File TN VAT Returns:

E-Filing of Returns Top Dealers can file returns through internet by accessing the site http://tnvat.gov.in. Here are the following steps to for filing returns on TN VAT.

1. Log on to the home page.
2. Enter your TPIN and designated password and click Submit.
3. Click on the e Returns button on the page.
4. From the choices that are displayed, select Monthly Returns.
5. On the Monthly Returns menu page, various form names will be displayed.
6. For instance, click on Form I which is the Returns page, which will redirect you to a page where you have to select the month and year you are filing TN VAT for.
7. Once you click ‘Submit’, you will be prompted to fill in the return values based the proforma of ‘Form I’.
8. Fill the values in respective columns based on the transaction that the dealer or you have performed during that month.
9. Click on ‘Save’ to save the entries that you have made.
10. Confirm the entries, once prompted on the screen.

11. Once you have confirmed all the entries, you will be directed to fill the payment /Input Tax Credit details.
12. Here, you have to fill the values pertaining to the payment/Input Tax Credit details in this screen and click 'Save' for saving.
13. You will then have to fill the 'Annexure I' details where you have two options. You can either file it online, here or upload as an 'Excel File attachment' in the specified format as mentioned on the page.
14. The uploading feature allows you to browse and upload from the system. However, make sure you have followed the required guidelines.
15. The Annexure I form is however easy to fill up online.
16. Once submitted the form, you can switch over to 'Annexure II/Annexure III/Annexure IV/Declaration' by selecting the respective buttons available on the top of the screen and fill them up in the same way.
17. Once all Annexure have been filled, click on the the Declaration button.
18. Here simply fill up the company or dealer name and click on 'Confirm.'

Viewing Returns:

On the same website you can also view your filed returns as long you have the TPIN credentials. Here is how:

1. Before Confirmation, you can view the details of form I, Form I Payment details, Annexure I, Annexure II, Annexure III, and View Annexure IV – Input Tax Paid, View Annexure IV – Export by simply clicking the labelled links.
2. After you have seen and viewed the details on the screen, you can make necessary changes by selecting the adequate button in the top of menu or confirm the entry.
3. Once the entry is confirmed the user cannot change any data with respect to that particular month and year return.
4. On click of 'View Form I' link the page will try to open the Form-I file in Adobe Acrobat Reader.
5. On click of 'Open' button you will have access to view the respective return part you filled online.

E-Filing of Service Tax Return

W.e.f. 1.10.2011, all the assesses are mandatorily required to file their return electronically irrespective of amount of service tax they have paid during the previous F/Y, in terms of Notification No. 43/2011-ST dated 25.08.2011. For this, one has to follow the procedure as follows:-

(A) Get Registered with ACES.

1. Fill the ACES DECLARATION FORM available on the website www.servicetaxdelhi.gov.in and deposit it with the concerned Range Superintendent;
2. Please ensure to fill email-id correctly in the form because T-PIN and password will be communicated by the department to this email-id only;
3. After receiving the T-PIN and Password, visit the website www.aces.gov.in and click the service tax button provided on the left side of ACES Home page to login;
4. Enter the T-PIN and password to log into the system. For first time login, ACES will mandatorily prompt for changing the password;
5. Set the new password. It is to note that user id(called as T-PIN)once selected can never be changed, even during the course of first time login;
6. For second and every subsequent login into ACES, take the note of this user-id and password as set above.

"IT IS IMPORTANT TO NOTE THAT ALL THE ASSESSEE WHO ARE NOT REGISTERED WITH ACES SHOULD GET THEMSELVES REGISTERED WITH ACES WELL IN ADVANCE, TO AVIOD LAST DAYS RUSH AND FILE THE RETUN WITHIN TIME.

(B) How to fill the Return Electronically
There are two methods of filling the return electronically, namely:
1. Online filling of data in service tax return and then submit it.
2. Offline filling of data using excel utility and then upload it.
(1) Online Filing of data in Service Tax Return and submit it
i. Login into ACES by entering the user-id and password. Home page of the assesse will appear;
ii. Under 'RET' Main menu, click on the 'fill' option of 'fill ST-3' sub-menu i.e. RET Menu Fill ST-3 Fill.
iii. A page will appear listing the Premises code and Address of the registered premises of the assesssee. Premises code will appear as hyperlink. Click on the hyperlink to prepare the ST-3 Return;
iv. After filling the return correctly, Click on the 'SAVE' Button appearing on last page and confirmation page of ST-3 will appear;
v. To Amend, Click on the 'Modify' button or 'Save' to store the Return in the database;
vi. To submit the ST-3 Return to the department, press "SUBMIT" button. Confirmation will appear for successful submission of ST-3 Return displaying the Unique No. for such Return;
vii. Return saved in ACES can be amended before submission by the assessee by clicking on the "Amend ST-3" button under "Fill ST-3" sub-menu.
viii. In the same way, Return after submission can be revised once in 90 days by clicking on the "Revise ST-3" option of "Fill ST-3" submenu.

(2) Offline filling of data using excel utility and then upload it;
i. Click on the 'Download' button provided on the left side of ACES Homepage and download excel utility by clicking on the hyperlink "Download ST3 Return Excel Utility";
ii. Use the excel utility to prepare ST-3 return and click on "Validate & Submit" button on the last page to generate XML file;
iii. The XML file will be saved in the same folder where the download utility is saved by the user;
iv. To upload the ST-3 Return, login into ACES by entering the user-id and password. Click on "Upload File" option of "e-filing" submenu under "RET" Main Menu;
i.e. RET Main Menu e-filing Upload file
v. Click the "Save" button to save the return in the database of the assessee; Else click on "SUBMIT" button to file the return;
vi. Confirmation will appear for successful uploading of Return without any Unique No.;
vii. After uploading, click on "View Status" option of "e-filing" submenu under "RET" Menu to view status of Return. A return will be considered as filed only when its status is shown as 'FILED' which should be appeared on or before the last due date of 25th April/25th October, as the case may be, for treating the return 'filed on time'.

(3) THE ASSESSEES CAN ALSO 'VIEW', 'SAVE' AND 'PRINT' THEIR FIELD ST-3 RETURN AT

ANY TIME BY CLICKING ON THE BUTTON 'VIEW ST-3' UNDER 'RET' MENU AFTER SUUCESSFUL LOGIN INTO ACES.

UNIT V

THE INFORMATION TECHNOLOGY ACT,2000

Objectives:

Reports reveal that upcoming years will experience more cyber-attacks. So organizations are advised to strengthen their data supply chains with better inspection methods.

Reports reveal that upcoming years will experience more cyber-attacks. So organizations are advised to strengthen their data supply chains with better inspection methods.

Some of the emerging trends of cyber law are listed below −

- Stringent regulatory rules are put in place by many countries to prevent unauthorized access to networks. Such acts are declared as penal offences.
- Stakeholders of the mobile companies will call upon the governments of the world to reinforce cyber-legal systems and administrations to regulate the emerging mobile threats and crimes.
- The growing awareness on privacy is another upcoming trend. Google's chief internet expert Vint Cerf has stated that privacy may actually be an anomaly.

- **Cloud computing** is another major growing trend. With more advancements in the technology, huge volumes of data will flow into the cloud which is not completely immune to cyber-crimes.
- The growth of **Bitcoins** and other virtual currency is yet another trend to watch out for. Bitcoin crimes are likely to multiply in the near future.
- The arrival and acceptance of data analytics, which is another major trend to be followed, requires that appropriate attention is given to issues concerning **Big Data**.

Create Awareness

While the U.S. government has declared October as the National Cybersecurity Awareness month, India is following the trend to implement some stringent awareness scheme for the general public.

The general public is partially aware of the crimes related to **virus transfer**. However, they are unaware of the bigger picture of the threats that could affect their cyber-lives. There is a huge lack of knowledge on e-commerce and online banking cyber-crimes among most of the internet users.

Be vigilant and follow the tips given below while you participate in online activities −

- Filter the visibility of personal information in social sites.
- Do not keep the "remember password" button active for any email address and passwords
- Make sure your online banking platform is secure.
- Keep a watchful eye while shopping online.
- Do not save passwords on mobile devices.

Salient Features of I.T Act

The salient features of the I.T Act are as follows −

- Digital signature has been replaced with electronic signature to make it a more technology neutral act.
- It elaborates on offenses, penalties, and breaches.
- It outlines the Justice Dispensation Systems for cyber-crimes.
- It defines in a new section that cyber café is any facility from where the access to the internet is offered by any person in the ordinary course of business to the members of the public.

- It provides for the constitution of the Cyber Regulations Advisory Committee.
- It is based on The Indian Penal Code, 1860, The Indian Evidence Act, 1872, The Bankers' Books Evidence Act, 1891, The Reserve Bank of India Act, 1934, etc.
- It adds a provision to Section 81, which states that the provisions of the Act shall have overriding effect. The provision states that nothing contained in the Act shall restrict any person from exercising any right conferred under the Copyright Act, 1957.

Scheme of IT Act

The following points define the scheme of the I.T. Act −

- The I.T. Act contains **13 chapters** and **90 sections**.
- The last four sections namely sections 91 to 94 in the I.T. Act 2000 deals with the amendments to the Indian Penal Code 1860, The Indian Evidence Act 1872, The Bankers' Books Evidence Act 1891 and the Reserve Bank of India Act 1934 were deleted.
- It commences with Preliminary aspect in Chapter 1, which deals with the short, title, extent, commencement and application of the Act in Section 1. Section 2 provides Definition.
- Chapter 2 deals with the authentication of electronic records, digital signatures, electronic signatures, etc.
- Chapter 11 deals with offences and penalties. A series of offences have been provided along with punishment in this part of The Act.
- Thereafter the provisions about due diligence, role of intermediaries and some miscellaneous provisions are been stated.
- The Act is embedded with two schedules. The First Schedule deals with Documents or Transactions to which the Act shall not apply. The Second Schedule deals with electronic signature or electronic authentication technique and procedure. The Third and Fourth Schedule are omitted.

The following table shows the offence and penalties against all the mentioned sections of the I.T. Act −

Section	Offence	Punishment	Bailability and Congizability

65	Tampering with Computer Source Code	Imprisonment up to 3 years or fine up to Rs 2 lakhs	Offence is Bailable, Cognizable and triable by Court of JMFC.
66	Computer Related Offences	Imprisonment up to 3 years or fine up to Rs 5 lakhs	Offence is Bailable, Cognizable and
66-A	Sending offensive messages through Communication service, etc...	Imprisonment up to 3 years and fine	Offence is Bailable, Cognizable and triable by Court of JMFC
66-B	Dishonestly receiving stolen computer resource or communication device	Imprisonment up to 3 years and/or fine up to Rs. 1 lakh	Offence is Bailable, Cognizable and triable by Court of JMFC
66-C	Identity Theft	Imprisonment of either description up to 3 years and/or fine up to Rs. 1 lakh	Offence is Bailable, Cognizable and triable by Court of JMFC
66-D	Cheating by Personation by using computer resource	Imprisonment of either description up to 3 years and /or fine up to Rs. 1 lakh	Offence is Bailable, Cognizable and triable by Court of JMFC
66-E	Violation of Privacy	Imprisonment up to 3 years and /or fine up to Rs. 2 lakh	Offence is Bailable, Cognizable and triable by Court of JMFC

69-A	Failure of the intermediary to comply with the direction issued for blocking for public access of any information through any computer resource	Imprisonment up to 7 years and fine	Offence is Non-Bailable, Cognizable.
69-B	Intermediary who intentionally or knowingly contravenes the provisions of sub-section (2) in regard monitor and collect traffic data or information through any computer resource for cybersecurity	Imprisonment up to 3 years and fine	Offence is Bailable, Cognizable.
70	Any person who secures access or attempts to secure access to the protected system in contravention of provision of Sec. 70	Imprisonment of either description up to 10 years and fine	Offence is Non-Bailable, Cognizable.
70-B	Indian Computer Emergency Response Team to serve as national agency for incident response. Any service provider, intermediaries, data centres, etc., who fails to prove the information called for or comply with the direction issued by the ICERT.	Imprisonment up to 1 year and/or fine up to Rs. 1 lakh	Offence is Bailable, Non-Cognizable
71	Misrepresentation to the Controller to the Certifying Authority	Imprisonment up to 2 years and/ or fine up to Rs. 1 lakh.	Offence is Bailable, Non-Cognizable.
72	Breach of Confidentiality and privacy	Imprisonment up to 2 years and/or fine up to Rs. 1 lakh.	Offence is Bailable, Non-Cognizable.
72-A	Disclosure of information in breach of lawful contract	Imprisonment up to 3 years and/or fine up to Rs. 5 lakh.	Offence is Cognizable, Bailable
73	Publishing electronic Signature Certificate false in certain particulars	Imprisonment up to 2 years and/or fine up to Rs. 1 lakh	Offence is Bailable, Non-Cognizable.

74	Publication for fraudulent purpose	Imprisonment up to 2 years and/or fine up to Rs. 1 lakh	Offence is Bailable, Non-Cognizable.

Changing Trends – From E-Commerce to M-Commerce

One of the most profound paradigm shifts that the retail industry is facing in current times is the gradual but steady transition from retail to e-commerce and now finally m-commerce. Analysis of the retail sector from the past 5 years suggests that e-commerce is the current game changer which currently has a growth rate twice as that of retail. This shift hardly comes as a surprise given the fact that a number of companies and established brands have already shifted all or part of their businesses online in an effort to capture greater market share and to increase their brand presence.

M-Commerce

1. Electronic commerce conducted on cellular phones.

The realm of e-commerce has once again been hit by a major trend, m-commerce. With more than 20% of total online sales coming from hand held devices, businesses are now doubling their efforts towards creating mobile optimized websites and e-stores to cater to the customers on-the-go. Businesses these days are dedicating a large portion of their research and development efforts on how mobile devices play a role in shaping consumer behavior and their buying patterns. Analysts suggest that the growth of m-commerce in the coming five years will triple, implying that the impact of mobile phones on our day to day activities is significant.

Apart from reducing the costs associated with staffing, mobile commerce will also allow companies to track their customer locations and to offer them the inventory that is most readily available in that area.

PPT LINK

https://drive.google.com/drive/folders/1iZcqbUgR_Amw33Qez9t0FDY4XIlPmP_J

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CRITERION 1

CERTIFICATE COURSE

2019-2020

E -COMMERCE

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11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
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1.	DEPARMENT	: B.COM (GENERAL)
2.	YEAR / SEMESTER	: II/III
3.	SUBJECT CODE	: MJC/BCG2/CC/2019-20
4.	NAME OF THE SUBJECT	:E-COMMERECE
5.	STAFF IN-CHARGE	: Ms. B. TAMILARASI
6.	BATCH	:2018-2021
7.	NO. OF STUDENTS	:70
8.	COURSE FEES	: NA
9.	DURATION	: 30 HRS
10.	TIMING	:12:30 -02:30PM

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College of Arts and Science for Women
"Excellence Through Diligence"

CERTIFICATE COURSE

Document ID:	MJC/GEN/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the ClassIn charge :	Ms. B. TAMILARASI		
Course:	E-COMMERECE	**Department:**	B.COM -GEN
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Com (GENERAL) for the academic year 2019-2020, will commence from 6.07.2019.The classes will be held through Google meet on all Saturday between 12:30-2:30pm.

Sl.No	Name of the Members	Design/Dept	Signature
1.	**Dr. R. Manimekalai**	**Principal**	
2.	**G. Bhuvaneswari**	**Head of the Department**	Bhavaneswari.G
3.	**Kunguma Thilagavathi**	**Assistant Professor**	Kun. Thilaga
4.	**Dr. K. Thilagavathi**	**Assistant Professor**	
5.	**Annai Amala Vidya**	**Assistant Professor**	
6.	Abirami P	B. Com (Gen)	Abirami.P.
7.	Athira P	B. Com (Gen)	P. Athira
8.	Deepika A	B. Com (Gen)	
9.	Nagadharshini A	B. Com (Gen)	Nagadharshini.A
10.	Preethi Hannah C	B. Com (Gen)	Preethi hannah.c
11.	Saranya S	B. Com (Gen)	Saranya.S.
12.	Aafiya J	B. Com (Gen)	Aafiya.J.
13.	Aarthi M	B. Com (Gen)	Saranya.M
14.	Agasthiya A	B. Com (Gen)	Agasthiya.A
15.	Anandhi M	B. Com (Gen)	Anandhi.M
16.	Anushya R	B. Com (Gen)	Anushya.R
17.	Arthi L	B. Com (Gen)	Arthi.L
18.	Aswini C	B. Com (Gen)	Aswini.C.
19.	Bhavani A	B. Com (Gen)	Bhavani.A
20.	Deepa B	B. Com (Gen)	Deepa.B.
21.	Deepika S	B. Com (Gen)	Deepika.S.
22.	Dhanalakshmi R	B. Com (Gen)	Dhanalakshmi.R
23.	Divya R	B. Com (Gen)	Divya.R
24.	Divya S	B. Com (Gen)	Divya.S
25.	Divya V	B. Com (Gen)	divya.v.
26.	Gayathri B	B. Com (Gen)	Gayathri.B
27.	Gayathri V	B. Com (Gen)	Gayathri.
28.	Girija R	B. Com (Gen)	Girija.R.

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29.	Gokula Priya S	B. Com (Gen)	Gokula Priya S
30.	Hemalatha S	B. Com (Gen)	Hemalatha.S
31.	Indumathi S	B. Com (Gen)	Indumathi.S
32.	Kalpana R	B. Com (Gen)	R. Kalpana
33.	Krithika P	B. Com (Gen)	Krithika P
34.	Latha M	B. Com (Gen)	Latha M
35.	Lavanya C	B. Com (Gen)	Lavanya.C
36.	Lohini G	B. Com (Gen)	G. Lohini
37.	Madhumitha S	B. Com (Gen)	Madhumitha S.
38.	Mahalakshmi B S	B. Com (Gen)	Mahalakshmi.
39.	Mahalakshmi E	B. Com (Gen)	E. Mahalakshmi
40.	Mahalakshmi K	B. Com (Gen)	K. mahalakshmi
41.	Malini D	B. Com (Gen)	D. Malini
42.	Monika S	B. Com (Gen)	Monika.S
43.	Monisha A	B. Com (Gen)	Monisha.A
44.	Mythili S	B. Com (Gen)	Mythili.S.
45.	Nandhini C	B. Com (Gen)	Nandhini.C
46.	Nandhini P	B. Com (Gen)	Nandhini.C
47.	Nisha P	B. Com (Gen)	P. Nisha
48.	Nithya R	B. Com (Gen)	R. Nithya
49.	Nithya Sri S	B. Com (Gen)	Nithya Sri.S
50.	Padma Bushani R N S	B. Com (Gen)	Padma Bushani R
51.	Pavithra M	B. Com (Gen)	Pavithra.M.
52.	Pavithra V	B. Com (Gen)	Pavithra.V
53.	Priya A	B. Com (Gen)	A. Priya
54.	Priyadharshini M	B. Com (Gen)	Priyadharshini.M
55.	Priyadharshini P	B. Com (Gen)	Priyanka.R
56.	Priyanka R	B. Com (Gen)	Priyanka.P
57.	Ramya P	B. Com (Gen)	Ramya.P
58.	Renuka T	B. Com (Gen)	T. Renuka
59.	Revathi N	B. Com (Gen)	Revathi.N
60.	Sangeetha N	B. Com (Gen)	Sangeetha.N
61.	Sangeetha S	B. Com (Gen)	S. Sangeetha
62.	Saranya S	B. Com (Gen)	Saranya.S
63.	Shalini N	B. Com (Gen)	Shalini
64.	Shwetha R C	B. Com (Gen)	R.C. Shwetha
65.	Sneha J	B. Com (Gen)	Sneha.J
66.	Suganya R	B. Com (Gen)	R. Suganya
67.	Swetha G	B. Com (Gen)	G. Swetha
68.	Usha Devi K	B. Com (Gen)	K. Usha devi

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69.	Vaishnavi R	B. Com (Gen)	Vaishnavi.R
70.	Varalakshmi S	B. Com (Gen)	Varalakshmi.S
71.	Varsha G	B. Com (Gen)	Varsha.G
72.	Yogalakshmi M	B. Com (Gen)	Yogalakshmi.M
73.	Amirdhavaahini P	B. Com (Gen)	Amirdhavaahini.P
74.	Anandhi K S	B. Com (Gen)	Anandhi.K.S
75.	Gayathri G	B. Com (Gen)	Gayathri G

COURSE INSTRUCTOR

Bhavaneswari.G
H.O.D

PRINCIPAL

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COURSE SPECIFICATION

DEPARTMENT : **B.COM (GENERAL)**

SUBJECT NAME: **E-COMMERCE**

AIM: This course provides an introduction to information systems for business and management. It is designed to familiarize the students with organizational and managerial foundations of systems, the technical foundation for understanding information system

OBJECTIVES: After completion of the subject students should able to

- Understand the basic concepts and technologies used in the field of management information systems.
- Have the knowledge of the different types of management information systems
- Understand the process of developing and implementation information systems
- Be aware of the ethical, social, and security issues of information systems.

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

E-COMMERCE

UNIT-I

Introduction to e-commerce - an overview-evolution of e-commerce - advantages and limitations of e-commerce - e-commerce in India- social impact of e-commerce.

UNIT-II

Introduction to internet - World Wide Web - advantages of using internet - Business communication through internet.

UNIT-III

Internet banking-online funds transfer-NEFT/RTGS/SWIFT-Online marketing- B-to-B, B-to-C, C-to-B, C-to-C-introduction to online trading stores such as Flipkart-Ebay-Amazon-Snap deal - Uses of trading online-precautions to be taken in online trading.

UNIT-IV

stock market-Demat account-online share trading-commodity market-E-filing of returns under various Acts like Income Tax Act-E-filing of returns under various Acts like Income Tax Act-TNVAT-Service Tax.

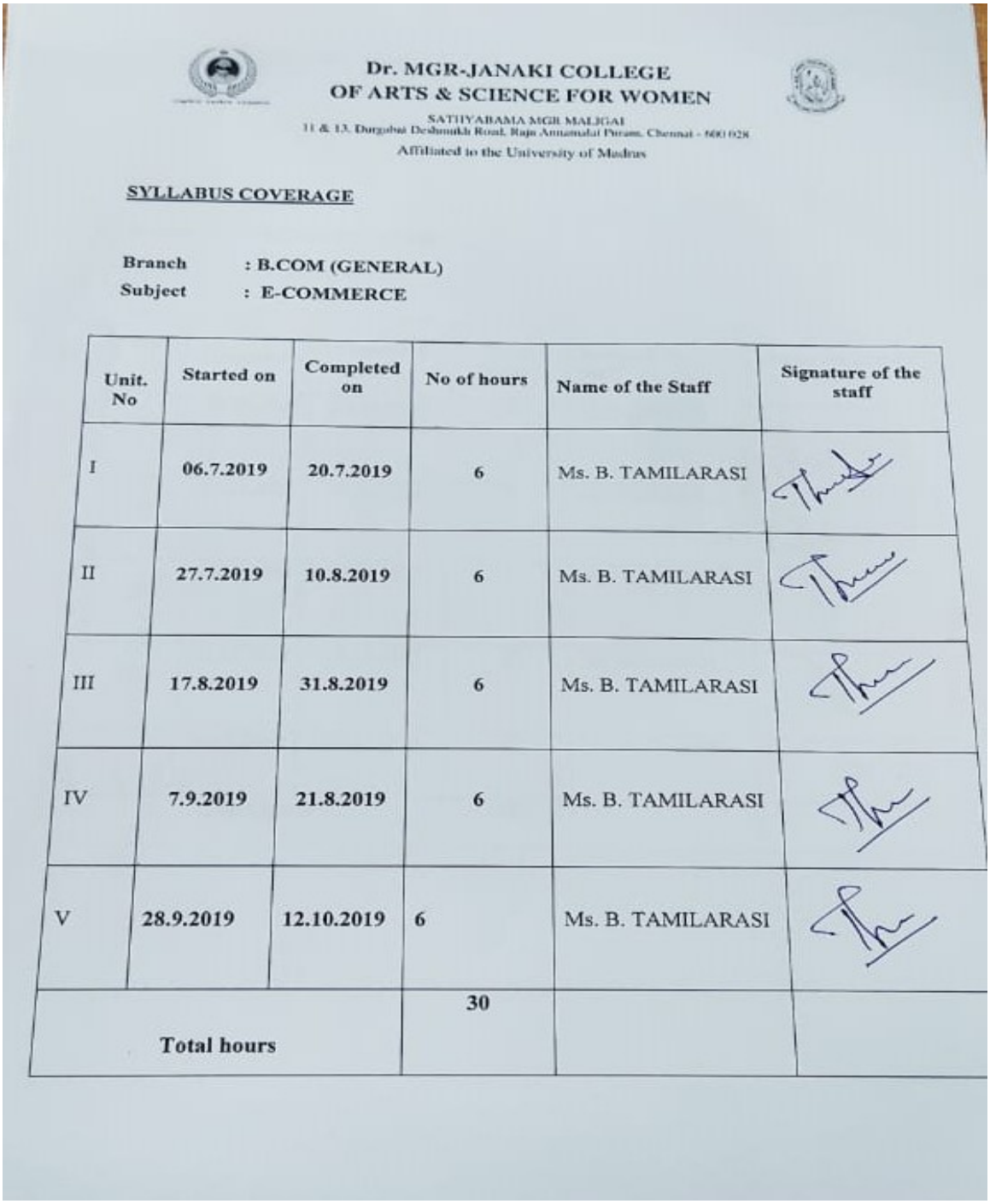
UNIT-V

Regulations covering e-commerce - Cyber laws-Information Technology Act, 2000 - Transition of e-commerce to m-commerce.

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SYLLABUS COVERAGE

Branch : **B.COM (GENERAL)**
Subject : **E-COMMERCE**

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	06.7.2019	20.7.2019	6	Ms. B. TAMILARASI	
II	27.7.2019	10.8.2019	6	Ms. B. TAMILARASI	
III	17.8.2019	31.8.2019	6	Ms. B. TAMILARASI	
IV	7.9.2019	21.8.2019	6	Ms. B. TAMILARASI	
V	28.9.2019	12.10.2019	6	Ms. B. TAMILARASI	
Total hours			30		

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NAMELIST

YEAR/SEMESTER:II/III

S.NO	REGISTER NO	NAMES
1	311811999	Abirami P
2	311812000	Athira P
3	311812001	Deepika A
4	311812002	Nagadharshini A
5	311812003	Preethi Hannah C
6	311812004	Saranya S
7	311812005	Aafiya J
8	311812006	Aarthi M
9	311812007	Agasthiya A
10	311812008	Anandhi M
11	311812009	Anushya R
12	311812010	Arthi L
13	311812011	Aswini C
14	311812012	Bhavani A
15	311812013	Deepa B
16	311812014	Deepika S
17	311812015	Dhanalakshmi R
18	311812016	Divya R
19	311812017	Divya S
20	311812018	Divya V
21	311812019	Gayathri B
22	311812020	Gayathri V
23	311812021	Girija R
24	311812022	Gokula Priya S
25	311812023	Hemalatha S
26	311812024	Indumathi S
27	311812025	Kalpana R
28	311812026	Krithika P
29	311812027	Latha M
30	311812028	Lavanya C
31	311812029	Lohini G
32	311812030	Madhumitha S
33	311812031	Mahalakshmi B S
34	311812032	Mahalakshmi E
35	311812033	Mahalakshmi K
36	311812034	Malini D

37	311812035	Monika S
38	311812036	Monisha A
39	311812037	Mythili S
40	311812038	Nandhini C
41	311812039	Nandhini P
42	311812040	Nisha P
43	311812041	Nithya R
44	311812042	Nithya Sri S
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52	311812051	Ramya P
53	311812052	Renuka T
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56	311812055	Sangeetha S
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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
06.7.2019	12:30-2:30 pm	Ms. B.TAMILARASI
13.7.2019	12:30-2:30 pm	Ms. B. TAMILARASI
20.7.2019	12:30-2:30 pm	Ms. B. TAMILARASI
27.7.2019	12:30-2:30 pm	Ms. B. TAMILARASI
03.8.2019	12:30-2:30 pm	Ms. B. TAMILARASI
10.8.2019	12:30-2:30 pm	Ms. B. TAMILARASI
17.8.2019	12:30-2:30 pm	Ms. B. TAMILARASI
24.8.2019	12:30-2:30 pm	Ms. B. TAMILARASI
07.9.2019	12:30-2:30 pm	Ms. B. TAMILARASI
14.9.2019	12:30-2:30 pm	Ms. B. TAMILARASI
21.9.2019	12:30-2:30 pm	Ms. B. TAMILARASI
28.9.2019	12:30-2:30 pm	Ms. B. TAMILARASI
5.10.2019	12:30-2:30 pm	Ms. B. TAMILARASI
12.10.2019	12:30-2:30 pm	Ms. B. TAMILARASI

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CERTIFICATECOURSEATTENDANCE

DEPARTMENT-B.Com(General)

CERTIFICATECOURSE-E-COMMERCE BATCH: 2018-2021

SUBJECTCODE- MJC/BAG2/CC/2019-2020

NO OFHOURS: 2 HOURS (TWO HOURS EACH DAY)

S.no	RegisterNo	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			06.07.19	13.07.19	20.07.19	27.07.19	3.08.19	10.08.19	17.08.19	24.08.19	31.08.19	07.09.19	14.09.19	21.09.19	28.10.19	05.10.19	12.10.19
1.	311811999	Abirami P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	311812000	Athira P	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3.	311812001	Deepika A	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4.	311812002	Nagadharshini A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	311812003	Preethi Hannah C	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6.	311812004	Saranya S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
7.	311812005	Aafiya J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	311812006	Aarthi M	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9.	311812007	Agasthiya A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
10.	311812008	Anandhi M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	311812009	Anushya R	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X

12.	311812010	Arthi L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	311812011	Aswini C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	311812012	Bhavani A	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	311812013	Deepa B	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
16.	311812014	Deepika S	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
17.	311812015	Dhanalakshmi R	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
18.	311812016	Divya R	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
19.	311812017	Divya S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	311812018	Divya V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	311812019	Gayathri B	X	X	X	X	a	X	X	a	X	X	X	X	X	X	a
22.	311812020	Gayathri V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	311812021	Girija R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	311812022	GokulaPriya S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25.	311812023	Hemalatha S	X	a	X	X	X	X	X	X	X	X	X	X	X	a	X
26.	311812024	Indumathi S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27.	311812025	Kalpana R	X	X	X	X	X	X	X	X	a	X	X	X	a	X	X

28.	311812026	Krithika P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	311812027	Latha M	X	X	X	X	X	a	a	X	X	X	X	X	X	X	X
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31.	311812029	Lohini G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32.	311812030	Madhumitha S	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
33.	311812031	Mahalakshmi B S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34.	311812032	Mahalakshmi E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35.	311812033	Mahalakshmi K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	311812034	Malini D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37.	311812035	Monika S	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
38.	311812036	Monisha A	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
39.	311812037	Mythili S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40.	311812038	Nandhini C	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
41.	311812039	Nandhini P	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
42.	311812040	Nisha P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43.	311812041	Nithya R	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X

44.	311812042	Nithya Sri S	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45.	311812043	Padma Bushani R N S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46.	311812044	Pavithra M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47.	311812045	Pavithra V	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
48.	311812047	Priya A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
49.	311812048	Priyadharshini M	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
50.	311812049	Priyadharshini P	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
51.	311812050	Priyanka R	X	X	a	a	X	a	X	X	X	X	X	X	a	X	X
52.	311812051	Ramya P	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
53.	311812052	Renuka T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54.	311812053	Revathi N	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
55.	311812054	Sangeetha N	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56.	311812055	Sangeetha S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
57.	311812056	Saranya S	X	X	X	X	X	X	X	X	a	a	a	X	X	X	X
58.	311812057	Shalini N	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X
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60.	311812059	Sneha J	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X
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64.	311812063	Vaishnavi R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
65.	311812064	Varalakshmi S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
66.	311812065	Varsha G	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
67.	311812066	Yogalakshmi M	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
68.	311812067	Amirdhavaahini P	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
69.	311812068	Anandhi K S	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
70.	311818999	Gayathri G	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X

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E-COMMERCE
ASSESSMENT / EVALUATION – Question Paper/Pattern
MARKS:50

1. C2A stands for_____.

(a) company to administration

(b) consumer to administration

(c) company to social

(d) customer to administration

2. B2B stands for_____.

(a) Business to Buyer

(b) Business to Builder

(c) Business to Business

(d) Builder to Business

3. CM is a game of 4 C's = Collaboration ; Co-operation ; Co-ordination and:

(a) Controlling

(b). Connectivity

(c). Communication

(d). Customer

4. Which one is not a layer of E-Commerce infrastructure?

(a). Physical Layer

(b). Product Layer

(c). Service Layer

(d). None

5. What is the percentage of customers who visit a website and actually buy something?

(a). Affiliate Program

(b). Click-through

(c). Spam

(d). Conversion rate

6. The solution for all business needs is:

(a). EDI

(b). ERP

(c). SCM

(d). None of These

7. Digital Cash has following characteristic

(a). Anonymity

(b). Security

(c). Confidentiality

(d). All of Above

8. Which of the following is an internet-based company that makes it easy for one person to pay another over the internet:

(a). Electronic Check

(b). Electronic bill presentment and payment

(c). Conversion rates

(d). Financial cyber me diary

9. What is the abbreviation of CGI?

(a) computer gateway interface

(b) common gateway interface

(c) computer gateway interconnection

(d) Common Gateway Interconnection

10. Which type of E - Commerce is payment Gateway?

(a) b2b

(b) b2c

(c) g2c

(d) g2b

11. Which type of attack is a method of defeating a cryptographic scheme of trying a large number of possibilities?

(a) Teardrop attack

(b) Brute force attack

(c) Phlashing

(d) Smurf attack

12. Which is the model in E - Commerce, if the seller is an individual and the buyer is a business firm?

(a) Consumer to Business

(b) Business to Consumer

(c) Business to Business

(d) Consumer to Consumer

13. Which is the function of specifying access rights to resources related to information security?

(a) OTP

(b) Pin

(c) Authorization

(d)Passcode

14. Which refers to paying the money back to the buyer after the price has been deducted from the account?

(a) Refund

(b) Return

(c) Deduction

(d)Charge base

15. Which of the following authenticates and handles credit card payment for E-Commerce?

(a)Payment gateway

(b)E - Commerce gateway

(c) Software gateway

(d) E-Walletz

16. What is the another name called PDoS?

(a) Brute force attack

(b) Non technical attack

(c) Phlashing

(d)Smurf attack

17. E-Commerce may be carried out using modes.

(a) SMS/ phone conversation

(b) Web

(c) email

(d) all of them

18. The geographical domain of business of an E-Commerce platform is called ____of the platform.

(a) length

(b) height

(c) scope

(d) sales

19. E-Commerce platforms like Snapdeal, Flipkart, Shopclues, etc. have _____scope of business.

(a) National

(b) local

(c) Global

(d) none of them

20. Benefit of E-Commerce platform is/are_____

(a) Competitive pricing to benefit both seller and buyer

(b) large number of products to choose from

(c) ability to buy products not available in the local market

(d) all of them

21. The delivery for the buyer of E-Commerce platform _____ , thus resulting in dissatisfaction to the buyer.

(a) might not reach on promised date

(b) may reach as per schedule

(c) may reach in good condition

(d) may arrive earlier than the promised date

22. Items added to the cart of an Ecommerce platform are checked out after_____.

(a) payment

(b) order on COD

(c) both a & b

(d) none of them

23. After delivering a product and its acceptance by the buyer, the seller gets _____.

(a) payment for the transaction

(b) delisted

(c) penalized for the transaction

(d) scolded through email

24. The E-Commerce platform should provide facility for transaction for _____electronic payment.

(a) unprotected

(b) secure

(c) unsafe

(d) uncontrolled

25. To protect the customer from loss of money, the E-Commerce platform should maintain a list of_____ and provide appropriate remidy to the customer.

(a) failed transaction

(b) completed transactions

(c) partially completed transactions

(d) all of them

ANSWERS:

1.(B) 2.(B) 3.(B) 4.(D) 5.(D) 6.(B) 7.(D) 8. (D) 9.(B) 10.(C) 11.(B) 12.(A) 13.(C) 14.(A) 15.(A) 16. (C) 17.(D) 18.(C) 19.(A) 20(D) 21.(A) 22. (C) 23.(C) 24. (B) 25.(D)

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MARKLIST/GRADE

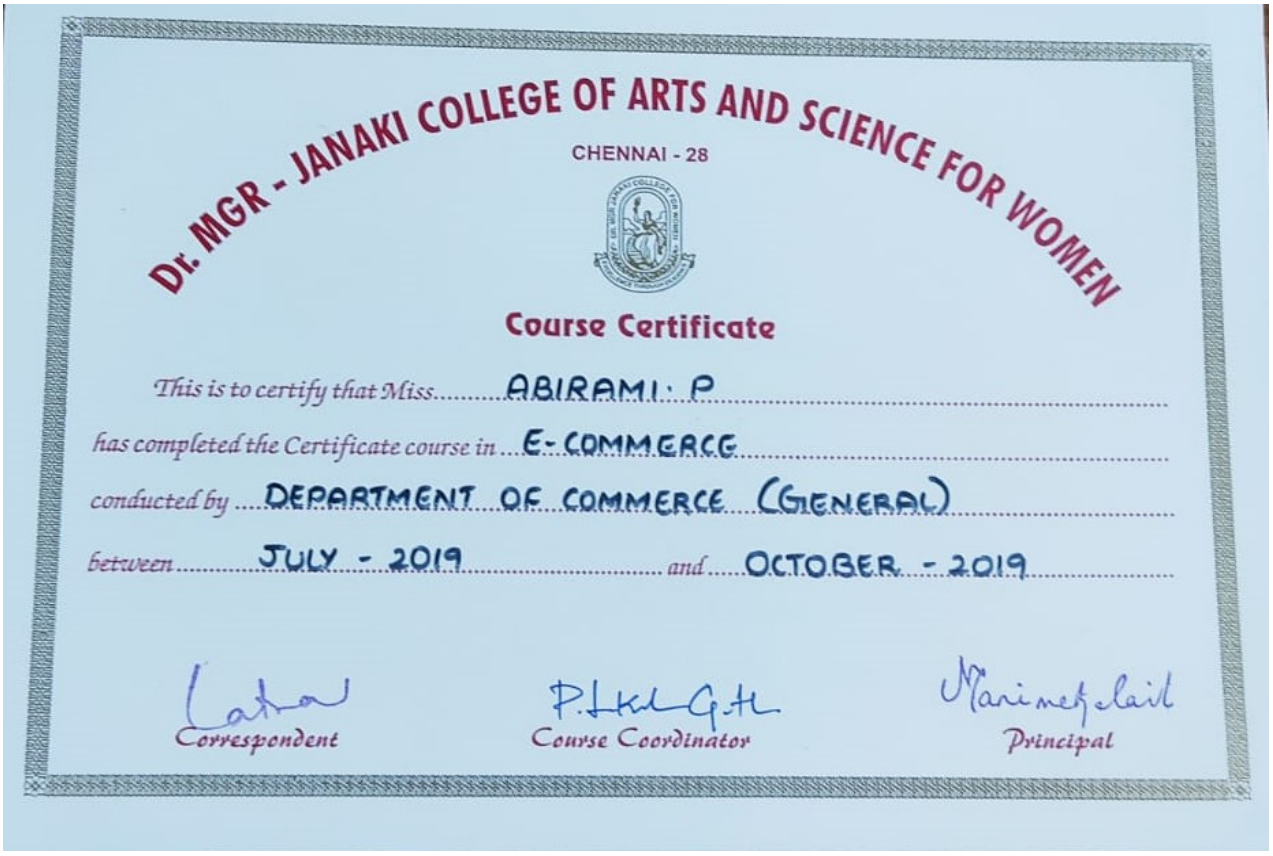
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6	311812004	Saranya S	46
7	311812005	Aafiya J	45
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55	311812054	Sangeetha N	48
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57	311812056	Saranya S	44
58	311812057	Shalini N	46
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60	311812059	Sneha J	45
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62	311812061	Swetha G	43
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CERTIFICATECOPY



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. ABIRAMI. P

has completed the Certificate course in E-COMMERCE

conducted by DEPARTMENT OF COMMERCE (GENERAL)

between JULY - 2019 *and* OCTOBER - 2019

Correspondent | Course Coordinator | Principal

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NOTES



WHAT IS COMMERCE

- According to Dictionary.com
- Commerce is a division of trade or production which deals with the exchange of goods and services from producer to final consumer
- It comprises the trading of something of economic value such as goods, services, information, or money between two or more entities.



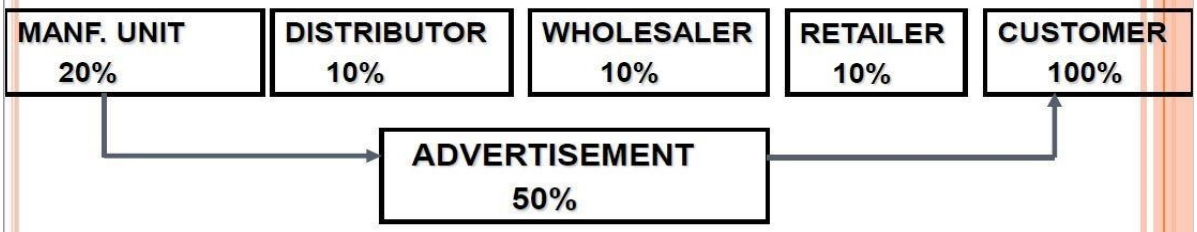
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WHAT IS E-COMMERCE

- Commonly known as Electronic Marketing.
- "It consist of buying and selling goods and services over an electronic systems Such as the internet and other computer networks."
- "E-commerce is the purchasing, selling and exchanging goods and services over computer networks (internet) through which transaction or terms of sale are performed Electronically.



TRADITIONAL BUSINESS



DIRECT SELLING



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Why Use E-Commerce .....?

- LOW ENTRY COST
- REDUCES TRANSACTION COSTS
- ACCESS TO THE GLOBAL MARKET
- SECURE MARKET SHARE



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Brief History Of E-Commerce

- 1970s: Electronic Funds Transfer (EFT)
  - Used by the banking industry to exchange account information over secured networks
- Late 1970s and early 1980s: Electronic Data Interchange (EDI) for e-commerce within companies
  - Used by businesses to transmit data from one business to another
- 1990s: the World Wide Web on the Internet provides easy-to-use technology for information publishing and dissemination
  - Cheaper to do business (economies of scale)
  - Enable diverse business activities (economies of scope

THE PROCESS OF E-COMMERCE

- A consumer uses Web browser to connect to the home page of a merchant's Web site on the Internet.
- The consumer browses the catalog of products featured on the site and selects items to purchase. The selected items are placed in the electronic equivalent of a shopping cart.
- When the consumer is ready to complete the purchase of selected items, she provides a bill-to and ship-to address for purchase and delivery

- When the merchant's Web server receives this information, it computes the total cost of the order--including tax, shipping, and handling charges--and then displays the total to the customer.
- The customer can now provide payment information, such as a credit card number, and then submit the order.

- When the credit card number is validated and the order is completed at the Commerce Server site, the merchant's site displays a receipt confirming the customer's purchase.
- The Commerce Server site then forwards the order to a Processing Network for payment processing and fulfillment.

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TYPES OF E-COMMERCE

BUSINESS-TO-BUSINESS (B2B)

- B2B stands for Business to Business. It consists of largest form of Ecommerce. This model defines that Buyer and seller are two different entities. It is similar to manufacturer issuing goods to the retailer or wholesaler.

E.g.:-Dell deals computers and other associated accessories online but it is does not make up all those products. So, in govern to deal those products, first step is to purchases them from unlike businesses i.e. the producers of those products.



CONSUMER-TO-CONSUMER (C2C)

- There are many sites offering free classifieds, auctions, and forums where individuals can buy and sell thanks to online payment systems like PayPal where people can send and receive money online with ease. eBay's auction service is a great example of where person-to-person transactions take place everyday since 1995.



BUSINESS-TO-EMPLOYEE (B2E)

- Business-to-employee (B2E) **electronic commerce uses an intrabusiness network which allows companies to provide products and/or services to their employees. Typically, companies use B2E networks to automate employee-related corporate processes.**



ADVANTAGE

- No checkout queues
- Reduce prices
- You can shop anywhere in the world
- Easy access 24 hours a day
- Wide selection to cater for all consumers

DISADVANTAGE

- Unable to examine products personally
- Not everyone is connected to the Internet
- There is the possibility of credit card number theft
- On average only 1/9th of stock is available on the net

- The Internet is a large system of interconnected computer networks that stretches the globe.
- It connects millions of computers world wide, allowing them to exchange all types of information and to conduct many types of business transactions such as online banking and online shopping.
- These days, all kinds of business provide information about their products and services on the internet. Many of these business use the internet to market and sell their products and services.
- The part of the internet known as the World Wide Web, or more simply, the Web, is a subset of the computers on the internet that are connected to each other in a specific way that makes those computers and their contents easily accessible to each other.



USES OF THE INTERNET

- E-Commerce : It brings the universal access of the internet to the core business process of buying and selling goods and services.
- Personal Messaging (E-Mail) : The use of E-Mail is having a profound effect on the way people communicate and the way that organisations operate.
- Electronic Data Interchange (EDI) : EDI has been traditionally transmitted over proprietary Value Added Data Service, which is one of the facilities of transfer data.
- Teleworking : It generally involves doing work that has a IT component at home and using telecommunications to communicate with that office.
- Distance Education : The internet is being utilized by colleges in western countries as a facility for the delivery of distance education.
- Entertainment : On the internet, people can play games, find snippets of information, join a chatroom or just admire the intricacies of other websites.

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- WEBSITES



WORD PROCESSING



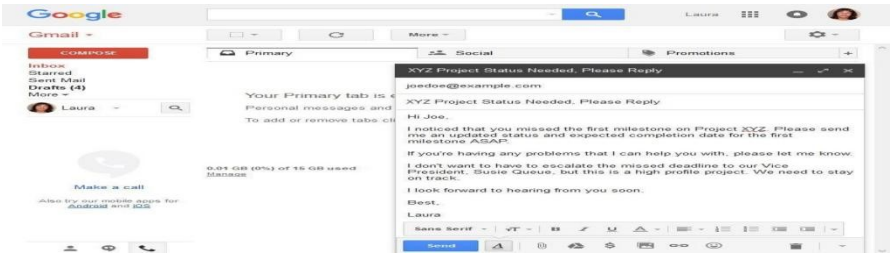


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ELECTRONIC MAIL

E-Mail conveys messages from one destination to another in a few seconds.

- Messages can contain simple text, or they can contain character formatting similar to word processing programs.
- One very attractive feature of E-Mail is that you can send documents, pictures, movies, worksheets, or other important pieces of information along with the message itself.



- Voice mail is one of the modern means of communication. This is a facility attached to phones.
- When you incorporate this facility in your phone, and if you are not in home to attend the phone call, the caller can leave the message in the voice mail.
- Otherwise, the caller has to contact the person again after sometime.



MULTIMEDIA



TELEPHONE ANSWERING MACHINE

• Telephone Answering Machine is normally fixed in such a manner to give a particular message (recorded already) when the telephone bell rings.



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Electronic Fund Transfer–Meaning

- Electronic funds transfer (EFT) is the electronic transfer of money from one bank account to another.
- It is done through computer-based systems, without the direct intervention of bank staff.
- It allows customers to make money transfers at the comfort of their homes using integrated banking tools such as internet and mobile banking.

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Types of Electronic Fund Transfer System

- National Electronics Funds Transfer (NEFT)

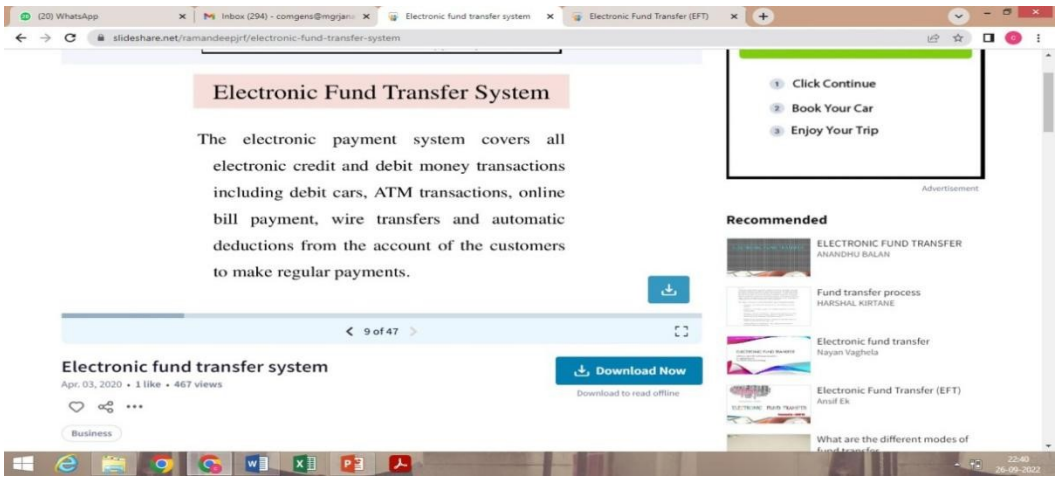


- Real Time Gross Settlement (RTGS)



- Immediate Payment Service (IMPS)





Types of EFT system Continue...

2. **National Electronics Funds Transfer (NEFT)**

- It is one of the **most prominent** electronic funds transfer system of India started in November 2005.
- NEFT is a facility provided to customers to enable them to transfer funds easily and securely on a one-to-one basis. It is done via electronic messages.
- NEFT facilities are available in 30,000 bank branches all over the country and work on a batch mode.

Types of EFT system Continue...

3. Immediate Payment Service (IMPS)

- It is an instant **real-time** inter-bank electronic funds transfer system in India. IMPS offers inter-bank electronic fund transfer service through mobile phones.
- Unlike NEFT and RTGS, the service is available **24X7** throughout the year including bank holidays.
- It is managed by the National Payments Corporation of India **(NPCI)**. IMPS was publicly launched on **November 22, 2010**.

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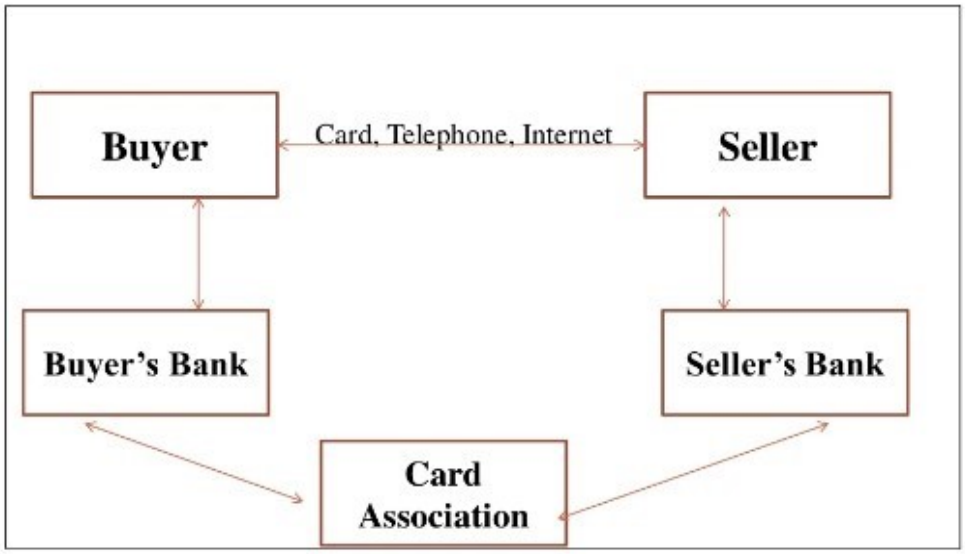
Credit Card: Meaning

- Payment using credit card is one of most common mode of electronic payment.
- Credit card is a plastic card with a unique number attached with an account. It has also a magnetic strip embedded in it which is used to read credit card via card readers.
- When a customer purchases a product via credit card, credit card issuer bank pays the amount and customer has a certain time period after which he/she can pay the credit card bill.
- It is usually credit card **monthly payment cycle**.

Parties of Credit Card

1. The card holder – Customer.
2. The merchant - Seller who accept credit card payments.
3. The card issuer bank - Card holder's bank.
4. The acquirer bank - The merchant's bank.
5. The card brand - Visa or Mastercard

Parties of Credit card



Electronic filing will ensure

- Faster processing of return.
- Saves time.
- Low cost
- Anytime Anywhere filing
- Faster issuance of refund through ECS system.
- Reduce paperwork and is environmental friendly.

E-MONEY

- Electronic money is currency that is stored in **banking computer systems.**
- Various companies allow for transactions to be made with electronic money, such as **Square or PayPal**.
- The prevalence of electronic money has led to the diminishing use of **physical currency**.

Debit Card: Meaning

- A **Debit Card** is a plastic card that can be used instead of **cash** when making purchases.
- Debit cards free customer to carry cash, cheques and even merchants accepts debit card more readily.
- The amount is immediately transferred directly from the cardholder's bank account when performing any transaction.

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Automatic Teller Machine (ATM)

ATM is an electronic device which is operated by customer himself to make withdrawals, deposits and other banking transactions.

All banks offer ATM facility to their customers.

ATM allows customers to complete basis transactions without the help of branch representative.

STOCK EXCHANGE

- stocks are issued by companies in order to raise capitals and are bought by investors in order to acquire a portion of the company.
- Stock exchange means anybody of individual whether incorporated or not ,constituted for the purpose of assisting ,regulating or controlling the business of buying ,selling or dealing in securities ".(Securities Contract (Regulation) Act ,1956)
- Features of stock exchange
- It is a place where securities issued by companies, govt. & other authorities are purchased & sold.
- Its area of operation or geographical jurisdiction is well defined.

- Its purpose is to assist & regulate buying & selling in securities.
- It operates as per rules 7 guidelines issued by the Securities & Exchange Board Of India (SEBI).
- Demat account
- A new investor has to register with a Stock Broker through whom the trades are executed on the Exchange.
- The investor needs to fill two forms for Opening of Trading & Demat Account :
- **Know Your Client (KYC) Form:** To provide basic information of the new investor. Two modes for KYC are :

- What is a commodity market?
- A commodity market **involves buying, selling, or trading a raw product**, such as oil, gold, or coffee. There are hard commodities, which are generally natural resources, and soft commodities, which are livestock or agricultural goods

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- E-filing of returns under various Acts like Income Tax Act
- The process of electronically filing Income tax Returns/Forms through the internet is known as e-Filing.
- e-Filing of Returns/Forms is mandatory for Individual/ HUF having total income of Rupees 10 Lakhs and above for AY
- Individual/ HUF, being resident, having assets located outside India for AY

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CRITERION 1

CERTIFICATE COURSE

2019-2020

MATH TRICK FOR APTITUDE

Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATE COURSE	
Document ID:	MJC/MATHS/2019/CER1	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Ms. S RADHA		
Course:	Math Trick For Aptitude	**Department:**	B.Sc Mathematics
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Sc Mathematics for the academic year 2019-2020, will commence from 13.07.2019. The classes will be held on every Saturday between 09.00AM-12.00PM.

Sl. No	Name of the Members	Design/Dept	Signature
1.	Dr. R. MANIMEKALAI	PRINCIPAL	
2.	Ms. AGNES LAVANYA	DEPARTMENT-IN-CHARGE	
3.	Ms. S. RADHA	ASSISTANT PROFESSOR	
4.	AARTHI N M	B.SC MATHEMATICS	
5.	AGALYA K	B.SC MATHEMATICS	
6.	AMIRTHAVARSHINI E	B.SC MATHEMATICS	
7.	ANBARASI J	B.SC MATHEMATICS	
8.	ARCHANA J	B.SC MATHEMATICS	
9.	ARCHANA R	B.SC MATHEMATICS	
10.	ARTHI A	B.SC MATHEMATICS	
11.	ASHITH RESHMI S R	B.SC MATHEMATICS	
12.	ASHWINI G	B.SC MATHEMATICS	
13.	BANU PRIYA A	B.SC MATHEMATICS	
14.	BEULAH D	B.SC MATHEMATICS	
15.	DIVYA M	B.SC MATHEMATICS	
16.	ELAYA SUTHANI E	B.SC MATHEMATICS	
17.	FELIX ROSELIN MARY A	B.SC MATHEMATICS	
18.	GAYATHRI S	B.SC MATHEMATICS	
19.	GOMATHI E	B.SC MATHEMATICS	
20.	HARINI K	B.SC MATHEMATICS	
21.	HEMAPRIYA S	B.SC MATHEMATICS	
22.	INDHU S	B.SC MATHEMATICS	

23.	INDUMATHI U	B.SC MATHEMATICS	U. Indumathi
24.	JANANI B	B.SC MATHEMATICS	B. Janani
25.	JANSI RANI M	B.SC MATHEMATICS	M. Jansirani
26.	JAVITHA BEGAM S	B.SC MATHEMATICS	S. Javitha Begam
27.	JOTHY M	B.SC MATHEMATICS	M. Jothy
28.	KALAIVANI V	B.SC MATHEMATICS	V. Kalaivani
29.	KARTHIGA G	B.SC MATHEMATICS	G. karthiga
30.	KAVIYA V	B.SC MATHEMATICS	V. kaviya
31.	KEERTHANA C	B.SC MATHEMATICS	C. keerthana
32.	KEERTHANA M	B.SC MATHEMATICS	M. keerthana
33.	KEERTHANA S	B.SC MATHEMATICS	S. keerthana
34.	KEERTHIKA J	B.SC MATHEMATICS	J. Keerthika
35.	KOKILA K	B.SC MATHEMATICS	K. kokila
36.	KOKILA M	B.SC MATHEMATICS	M. Kokila.
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38.	LAVANYA T	B.SC MATHEMATICS	T. Lavanya
39.	LOGHAPRIYA S	B.SC MATHEMATICS	S. Logapriya.
40.	MAHALAKSHMI M	B.SC MATHEMATICS	M. Mahalakshmi
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42.	MEENA R	B.SC MATHEMATICS	R. Meena
43.	MERLIN EVANGLIN S	B.SC MATHEMATICS	S. Merlin Evanglin
44.	MONIKA V	B.SC MATHEMATICS	V. Monika
45.	NAGALOJINI K	B.SC MATHEMATICS	Nagajothi.
46.	NANCY VINSLET S	B.SC MATHEMATICS	S. Nancy
47.	NANDHINI S	B.SC MATHEMATICS	S. Nandhini
48.	NIKILA S	B.SC MATHEMATICS	S. Nikila
49.	NISHA P	B.SC MATHEMATICS	P. Nisha
50.	NIVEDHA M	B.SC MATHEMATICS	M. Nivedha
51.	NIVETHA V	B.SC MATHEMATICS	V. Nivetha
52.	PARAMESWARI K	B.SC MATHEMATICS	K. Parameshwari
53	POOJA S	B.SC MATHEMATICS	S. Pooja

54.	PREETHA M	B.SC MATHEMATICS	
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56.	PRIYADHASHINI D	B.SC MATHEMATICS	
57.	RAJESHWARI N M	B.SC MATHEMATICS	
58.	RAJESWARI M	B.SC MATHEMATICS	
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60.	RAMYA D	B.SC MATHEMATICS	
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62.	REHANA BANU M	B.SC MATHEMATICS	
63.	RENUKA DEVI M	B.SC MATHEMATICS	
64.	RENUKA DEVI R	B.SC MATHEMATICS	
65.	SANDHIYA C	B.SC MATHEMATICS	
66.	SANDHIYA G	B.SC MATHEMATICS	
67.	SARANYA A	B.SC MATHEMATICS	
68.	SARULATHA R	B.SC MATHEMATICS	
69.	SATHYAMAYA V	B.SC MATHEMATICS	
70.	SEETHA K	B.SC MATHEMATICS	
71.	SELSIYA J	B.SC MATHEMATICS	
72.	SHALINI D	B.SC MATHEMATICS	
73.	SHARMILA B	B.SC MATHEMATICS	
74.	SINDHU P	B.SC MATHEMATICS	
75.	SONIYA K	B.SC MATHEMATICS	
76.	SOWMYA MUHIL MATHI R	B.SC MATHEMATICS	
77.	STELLA R	B.SC MATHEMATICS	
78.	SUBASHREE K	B.SC MATHEMATICS	
79.	SUGANYA K	B.SC MATHEMATICS	
80.	SURYA E	B.SC MATHEMATICS	
81.	TAMILARASI P	B.SC MATHEMATICS	
82.	TAMILSELVI V	B.SC MATHEMATICS	
83.	TEENA D	B.SC MATHEMATICS	
84.	THANISHA T	B.SC MATHEMATICS	

85.	VENNILA D	B.SC MATHEMATICS	D. Vennila
86.	VIDHYA J	B.SC MATHEMATICS	J. Vidhya
87.	VIDHYA S	B.SC MATHEMATICS	S. Vidhya
88.	VIJAYALAKSHMI K	B.SC MATHEMATICS	K. Vijayalakshmi
89.	PRIYA G	B.SC MATHEMATICS	G. Priya
90.	GAYATHRI G	B.SC MATHEMATICS	G. Gayathri
91.	KEERTHANA S	B.SC MATHEMATICS	S. Keerthana
92.	RAAFIYA BEGUM M	B.SC MATHEMATICS	M. Raafiya Begum

COURSE INSTRUCTOR

H.O.D

PRINCIPAL

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1. DEPARMENT	:MATHEMATICS
2. YEAR / SEMESTER	: II/III
3. SUBJECT CODE	: MJC/MAT1/CC/2019-2020
4. NAME OF THE SUBJECT	:MATH TRICKS FOR APTITUDE
5. STAFF IN-CHARGE	:Ms.S.RADHA
6. BATCH	:2018-2021
7. NO.OF STUDENTS	:89
8. COURSE FEE	:NA
9. DURATION	: 30 HRS
10. TIMING	:09.00AM-12.00 NOON

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COURSE SPECIFICATION

1. DEPARTMENT :MATHEMATICS
2. SUBJECT NAME : MATH TRICKS FOR APTITUDE
3. SUBJECT CODE : MJC/MAT1/CC/2019-2020
4. AIM:
   - The main aim of introducing "MATH TRICKS FOR APTITUDE" for mathematics students is to develop skill to meet the competitive examinations for better job opportunity.
   - Effort has been made to accommodate fundamental, mathematical aspects to instill confidence among students.
   - Enrich their knowledge and to develop their logical reasoning thinking ability.
5. OBJECTIVES:

After successful completion of this course, students will have the knowledge and skills to

- Solve the problems easily by using Short-cut method with time management which will be helpful to them to clear the competitive exams for better job opportunity.
- Analyze the Problems logically and approach the problems in a different manner.

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SYLLABUS

Certificate Course

Math Tricks for Aptitude

Unit I:

Number Series- H.C.F & L.C.M-Decimal Fractions-Simplification-Square Roots & Cubic Roots-Average, Alphabet Series, Arithmetic Reasoning Analogy-Coding & Decoding- Letter Coding -Mixed Letter &Number Coding-Substitution, Blood relation problems -Deciphering -Relation Puzzles.

Unit II:

Direction Sense Test-Decision Making-Verification of Truth- Comparison of Ranks, Verbal & non-verbal Reasoning-Sequencing-symmetry, rotation, mirroring, shape, size and direction.

Unit III:

Logical arrangement words- logical matching-logical connectives-Binary logic- Seating arrangement- Circular Arrangements-Selection and Conditionals, Sets based on grouping and patterns

Unit IV:

Mapping and best routes- Miscellaneous sets consisting of formal logic, testing, sports events, Situational reaction test and Calendar- Clock-Time.

Unit V:

Data interpretation- Data in numerical form- Tabular form- Mixed form - Graphical form Like Line, Bar graph, Pie charts- Probability-**Basic rule-Total Probability Formula-Conditional Probability-Problems.**

References

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http://www.visionias.net/2016/12/rs-aggarwal-quantitative-aptitude-free.html

Quantitative Aptitude by Dr.R.S.Agarwal

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SYLLABUS COVERAGE

Branch : **MATHEMATICS**

Subject : **MATH TRICKS FOR APTITUDE**

Section : **A**

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	13.07.2019	22.07.2019	6	VASANTHI.S SUBBULAKSHMI.S	
II	29.07.2019	06.08.2019	6	LAKSHMIGAYATHRI.P AGNES LAVANYYA.V	
III	13.08.2019	20.08.2019	6	DIVYA JOTHI.T Dr.V.VISHNUPRIYA	
IV	27.08.2019	03.09.2019	6	RADHA.S	
V	10.09.2019	17.09.2019	6	PAMILA.R	
EXAM	24.09.2019	24.09.2019		Dr.J.SARAL	
Total hours			30		

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SYLLABUS COVERAGE

Branch : **MATHEMATICS**

Subject : **MATH TRICKS FOR APTITUDE**

Section : **B**

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	13.07.2019	22.07.2019	6	SANGEETHA G	
II	29.07.2019	06.08.2019	6	RAMYA	
III	13.08.2019	20.08.2019	6	SANGEETHA G	
IV	27.08.2019	03.09.2019	6	PREETHIKA RANGASAYEE J	
V	10.09.2019	17.09.2019	6	VENMANI PRIYA K	
EXAM	24.09.2019	24.09.2019		SANGEETHA G	
Total hours			30		

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NAME LIST

S.NO	REGISTER NUMBER	NAMES
1.	221809656	AARTHI N M
2.	221809657	AGALYA K
3.	221809658	AMIRTHAVARSHINI E
4.	221809659	ANBARASI J
5.	221809660	ARCHANA J
6.	221809661	ARCHANA R
7.	221809662	ARTHI A
8.	221809663	ASHITH RESHMI S R
9.	221809664	ASHWINI G
10.	221809665	BANU PRIYA A
11.	221809666	BEULAH D
12.	221809667	DIVYA M
13.	221809668	ELAYA SUTHANI E
14.	221809669	FELIX ROSELIN MARY A
15.	221809670	GAYATHRI S
16.	221809671	GOMATHI E
17.	221809672	HARINI K
18.	221809673	HEMAPRIYA S
19.	221809674	INDHU S
20.	221809675	INDUMATHI U
21.	221809676	JANANI B

22.	221809677	JANSI RANI M
23.	221809678	JAVITHA BEGAM S
24.	221809679	JOTHY M
25.	221809680	KALAIVANI V
26.	221809681	KARTHIGA G
27.	221809682	KAVIYA V
28.	221809683	KEERTHANA C
29.	221809684	KEERTHANA M
30.	221809685	KEERTHANA S
31.	221809686	KEERTHIKA J
32.	221809687	KOKILA K
33.	221809688	KOKILA M
34.	221809689	LAVANYA P
35.	221809690	LAVANYA T
36.	221809691	LOGHAPRIYA S
37.	221809692	MAHALAKSHMI M
38.	221809693	MAHALAXMI G
39.	221809694	MEENA R
40.	221809695	MERLIN EVANGLIN S
41.	221809696	MONIKA V
42.	221809697	NAGALOJINI K
43.	221809698	NANCY VINSLET S
44.	221809699	NANDHINI S
45.	221809700	NIKILA S
46.	221809701	NISHA P
47.	221809702	NIVEDHA M
48.	221809703	NIVETHA V
49.	221809704	PARAMESWARI K
50.	221809705	POOJA S
51.	221809706	PREETHA M

52.	221809707	PRIYA P
53.	221809708	PRIYADHASHINI D
54.	221809709	RAJESHWARI N M
55.	221809710	RAJESWARI M
56.	221809711	RAMYA A
57.	221809712	RAMYA D
58.	221809713	RASIKA S
59.	221809714	REHANA BANU M
60.	221809715	RENUKA DEVI M
61.	221809716	RENUKA DEVI R
62.	221809717	SANDHIYA C
63.	221809718	SANDHIYA G
64.	221809719	SARANYA A
65.	221809720	SARULATHA R
66.	221809721	SATHYAMAYA V
67.	221809722	SEETHA K
68.	221809723	SELSIYA J
69.	221809724	SHALINI D
70.	221809725	SHARMILA B
71.	221809726	SINDHU P
72.	221809727	SONIYA K
73.	221809728	SOWMYA MUHIL MATHI R
74.	221809729	STELLA R
75.	221809730	SUBASHREE K
76.	221809731	SUGANYA K
77.	221809732	SURYA E
78.	221809733	TAMILARASI P
79.	221809734	TAMILSELVI V
80.	221809735	TEENA D
81.	221809736	THANISHA T

82.	221809738	VENNILA D
83.	221809739	VIDHYA J
84.	221809740	VIDHYA S
85.	221809741	VIJAYALAKSHMI K
86.	221809742	PRIYA G
87.	221809743	GAYATHRI G
88.	221809744	KEERTHANA S
89.	221809745	RAAFIYA BEGUM M

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TIME TABLE- CERTIFICATE COURSE

DATE	TIMINGS	STAFF NAME-SEC A	STAFF NAME-SEC B
13.07.2019	09.00a.m-12 Noon	VASANTHI.S	SANGEETHA G
22.07.2019	09.00a.m-12 Noon	SUBBULAKSHMI.S	SANGEETHA G
29.07.2019	09.00a.m-12 Noon	LAKSHMI GAYATHRI.P	RAMYA
06.08.2019	09.00a.m-12 Noon	AGNES LAVANYYA.V	RAMYA
13.08.2019	09.00a.m-12 Noon	DIVYA JOTHI.T	SANGEETHA G
20.08.2019	09.00a.m-12 Noon	RADHA.S	SANGEETHA G
27.08.2019	09.00a.m-12 Noon	PAMILA.R	PREETHIKA RANGASAYEE J
03.09.2019	09.00a.m-12 Noon	Dr.V.VISHNUPRIYA	PREETHIKA RANGASAYEE J
10.09.2019	09.00a.m-12 Noon	PAMILA.R	VENMANI PRIYA K
17.09.2019	09.00a.m-12 Noon	RADHA.S	VENMANI PRIYA K

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DEPARTMENT - MATHEMATICS

CERTIFICATE COURSE - MATH TRICKS FOR APTITUDE **BATCH: 2018-2021**

SUBJECT CODE - MJC/MAT1/CC/2019-2020

NO OF HOURS : 3 HOURS (THREE HOURS EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10
			13.07.2019	22.07.2019	29.07.2019	06.08.2019	13.08.2019	20.08.2019	27.08.2019	03.09.2019	10.09.2019	17.09.2019
1.	221809656	AARTHI N M	X	X	X	X	X	X	X	X	X	X
2.	221809657	AGALYA K	X	X	X	X	X	X	X	X	X	X
3.	221809658	AMIRTHAVARSHINI E	X	X	X	X	X	X	X	X	X	X
4.	221809659	ANBARASI J	X	X	X	X	X	X	X	X	X	X
5.	221809660	ARCHANA J	X	X	X	X	X	X	X	X	X	X
6.	221809661	ARCHANA R	X	X	X	X	X	X	X	X	X	X
7.	221809662	ARTHI A	X	X	X	X	X	a	X	X	X	X
8.	221809663	ASHITH RESHMI S R	X	X	X	X	X	X	X	X	X	a
9.	221809664	ASHWINI G	X	X	X	X	X	X	X	X	X	X
10.	221809665	BANU PRIYA A	X	X	X	X	X	X	X	X	X	X

11.	221809666	BEULAH D	X	X	X	X	X	X	X	X	X	X
12.	221809667	DIVYA M	X	X	X	X	X	X	X	X	X	X
13.	221809668	ELAYA SUTHANI E	X	X	X	X	X	X	X	X	X	X
14.	221809669	FELIX ROSELIN MARY A	X	X	X	X	X	X	X	a	X	X
15.	221809670	GAYATHRI S	X	X	X	X	X	X	X	X	X	X
16.	221809671	GOMATHI E	X	X	X	X	X	X	X	X	X	X
17.	221809672	HARINI K	X	X	X	X	a	X	X	X	X	X
18.	221809673	HEMAPRIYA S	X	X	X	X	X	X	X	X	X	X
19.	221809674	INDHU S	X	X	X	X	X	X	X	X	X	a
20.	221809675	INDUMATHI U	X	X	X	X	X	X	X	X	X	X
21.	221809676	JANANI B	X	X	X	X	X	X	a	X	X	X
22.	221809677	JANSI RANI M	X	X	X	X	X	X	X	X	X	X
23.	221809678	JAVITHA BEGAM S	X	X	X	X	X	X	X	X	X	X
24.	221809679	JOTHY M	X	X	X	X	X	X	X	a	X	X
25.	221809680	KALAIVANI V	X	X	X	X	X	X	X	X	X	X
26.	221809681	KARTHIGA G	X	X	X	X	a	X	X	X	X	X
27.	221809682	KAVIYA V	X	X	X	X	X	X	X	X	X	X
28.	221809683	KEERTHANA C	X	X	X	X	X	X	X	a	X	X
29.	221809684	KEERTHANA M	X	X	X	X	X	X	X	X	X	X
30.	221809685	KEERTHANA S	X	X	X	X	X	X	X	X	X	X

31.	221809686	KEERTHIKA J	X	X	X	X	X	X	X	X	X	X
32.	221809687	KOKILA K	X	X	X	X	X	X	X	X	X	X
33.	221809688	KOKILA M	X	X	X	X	X	X	X	X	X	X
34.	221809689	LAVANYA P	X	X	X	X	X	X	X	X	X	X
35.	221809690	LAVANYA T	X	X	X	X	X	X	X	X	X	X
36.	221809691	LOGHAPRIYA S	X	X	X	X	X	X	a	X	X	X
37.	221809692	MAHALAKSHMI M	X	X	a	X	X	X	X	X	X	X
38.	221809693	MAHALAXMI G	X	X	X	X	X	X	X	X	X	X
39.	221809694	MEENA R	X	X	X	X	X	X	X	X	X	X
40.	221809695	MERLIN EVANGLIN S	X	X	X	X	X	X	X	X	X	X
41.	221809696	MONIKA V	X	X	X	X	X	X	X	a	X	X
42.	221809697	NAGALOJINI K	X	X	X	X	X	X	X	X	X	X
43.	221809698	NANCY VINSLET S	X	X	X	X	X	X	X	X	X	X
44.	221809699	NANDHINI S	X	X	X	X	X	X	X	X	X	a
45.	221809700	NIKILA S	X	X	X	X	a	X	X	X	X	X
46.	221809701	NISHA P	X	X	X	X	X	X	X	X	X	X
47.	221809702	NIVEDHA M	X	X	X	X	X	X	X	X	X	X
48.	221809703	NIVETHA V	X	X	X	X	X	X	a	X	X	X
49.	221809704	PARAMESWARI K	X	X	X	X	X	X	X	X	X	X
50.	221809705	POOJA S	X	X	X	a	X	X	X	X	X	X
51.	221809706	PREETHA M	X	X	X	X	X	X	X	X	X	X

52.	221809707	PRIYA P	X	X	X	X	X	X	X	X	X	X
53.	221809708	PRIYADHASHINI D	X	X	X	X	X	X	X	X	X	X
54.	221809709	RAJESHWARI N M	X	X	X	X	X	X	X	X	X	X
55.	221809710	RAJESWARI M	X	X	X	X	X	X	X	X	X	X
56.	221809711	RAMYA A	X	X	X	X	X	a	X	X	X	X
57.	221809712	RAMYA D	X	X	X	X	X	X	X	X	X	X
58.	221809713	RASIKA S	X	X	X	X	X	X	X	X	X	X
59.	221809714	REHANA BANU M	X	X	X	X	X	X	X	X	X	X
60.	221809715	RENUKA DEVI M	X	X	X	X	X	X	X	X	X	X
61.	221809716	RENUKA DEVI R	X	X	X	X	X	X	X	X	X	X
62.	221809717	SANDHIYA C	X	X	X	X	X	X	X	X	X	X
63.	221809718	SANDHIYA G	X	X	X	X	X	X	X	X	X	X
64.	221809719	SARANYA A	X	X	X	X	X	a	X	X	X	X
65.	221809720	SARULATHA R	X	X	X	X	X	X	X	X	X	X
66.	221809721	SATHYAMAYA V	X	X	X	X	X	X	X	X	X	X
67.	221809722	SEETHA K	X	X	X	X	X	X	X	X	X	X
68.	221809723	SELSIYA J	X	X	X	X	X	X	X	X	X	X
69.	221809724	SHALINI D	X	X	X	X	X	X	X	X	X	X
70.	221809725	SHARMILA B	X	X	X	X	X	X	a	X	X	X
71.	221809726	SINDHU P	X	X	X	a	X	X	X	X	X	X
72.	221809727	SONIYA K	X	X	X	X	X	X	X	X	X	X

73.	221809728	SOWMYA MUHIL MATHI R	X	X	X	X	X	X	X	X	X	X
74.	221809729	STELLA R	X	X	X	X	X	X	X	X	X	X
75.	221809730	SUBASHREE K	X	X	X	X	X	X	X	X	a	X
76.	221809731	SUGANYA K	X	X	X	X	X	X	X	X	X	X
77.	221809732	SURYA E	X	X	X	X	X	X	X	X	X	X
78.	221809733	TAMILARASI P	X	X	X	X	X	X	a	X	X	X
79.	221809734	TAMILSELVI V	X	X	X	X	X	X	X	X	X	X
80.	221809735	TEENA D	X	X	X	X	X	X	X	X	X	X
81.	221809736	THANISHA T	X	X	X	X	X	X	X	X	X	X
82.	221809738	VENNILA D	X	X	X	X	X	X	X	X	X	X
83.	221809739	VIDHYA J	X	X	X	X	X	X	X	X	X	X
84.	221809740	VIDHYA S	X	X	X	X	X	X	X	X	X	X
85.	221809741	VIJAYALAKSHMI K	X	X	X	X	X	X	X	X	X	X
86.	221809742	PRIYA G	X	X	X	X	X	X	X	X	X	X
87.	221809743	GAYATHRI G	X	X	X	a	X	X	X	X	X	X
88.	221809744	KEERTHANA S	X	X	X	X	X	X	X	X	X	X
89.	221809745	RAAFIYA BEGUM M	X	X	X	X	X	X	X	X	X	X

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QUESTION PAPER

CERTIFICATE COURSE EXAMINATION

Answer All the questions **50*1=50**

Each Question carry 1 Mark

1. The L.C.M of 3/4, 6/7, 9/8 is

A. 12
B. 15
C. 18
D. 21

2. The ratio between two numbers is 15:11. If their H.C.F is 13, then the numbers are

A. 141, 135
B. 174, 145
C. 195, 143
D. 201, 157

3. The greatest number of 5 digits, which is divisible by 15, 20, 25 is

A. 99000
B. 99900
C. 99990
D. 99999

4. If two numbers are in the ratio of 3:2 and the product of their H.C.F and L.C.M is 3750, then the sum of the numbers is

A. 125

B. 133

C. 147

D. 155

5. Directions : In each of the following questions four possible answers are given. Find out the most suitable answer.

Policeman wears a uniform because :

A. It is provided by government for free

B. It scares the criminals

C. He can be easily recognised

D. It keeps him smart

6. Directions : In each of the following questions four possible answers are given. Find out the most suitable answer.

People use rubber soles in their shoes because :

A. They are fashionable

B. Rubber is more porous than leather

C. They produce less sound

D. They are durable

7. Ten new television shows appeared during the month of September. Five of the shows were sitcoms, three were hour-long dramas, and two were news-magazine shows. By January, only seven of these new shows were still on the air. Five of the shows that remained were sitcoms.

A. Only one of the news-magazine shows remained on the air.

B. Only one of the hour-long dramas remained on the air.

C. At least one of the shows that was cancelled was an hour-long drama.

D. Television viewers prefer sitcoms over hour-long dramas.

8. On weekends, Mr. Sanchez spends many hours working in his vegetable and flower gardens. Mrs. Sanchez spends her free time reading and listening to classical music. Both Mr. Sanchez and Mrs. Sanchez like to cook.

A. Mr. Sanchez enjoys planting and growing vegetables.

B. Mr. Sanchez does not like classical music.

C. Mrs. Sanchez cooks the vegetables that Mr. Sanchez grows.

D. Mrs. Sanchez enjoys reading nineteenth century novels.

9. Georgia is older than her cousin Marsha. Marsha's brother Bart is older than Georgia. When Marsha and Bart are visiting with Georgia, all three like to play a game of Monopoly. Marsha wins more often than Georgia does.

A. When he plays Monopoly with Marsha and Georgia, Bart often loses.

B. Of the three, Georgia is the oldest.

C. Georgia hates to lose at Monopoly.

D. Of the three, Marsha is the youngest.

10. What is the probability of getting a sum 9 from two throws of a dice?

A. $\frac{1}{6}$

B. $\frac{1}{8}$

C. $\frac{1}{9}$

D. $\frac{1}{12}$

11. Pointing to a photograph of a boy Suresh said, "He is the son of the only son of my mother." How is Suresh related to that boy?

A. Brother

B. Uncle

C. Cousin

D. Father

12. If A + B means A is the mother of B; A - B means A is the brother B; A % B means A is the father of B and A x B means A is the sister of B, which of the following shows that P is the maternal uncle of Q?

A. Q - N + M x P

B. P + S x N – Q

C. P - M + N x Q

D. Q - S % P

13. If A + B means A is the brother of B; A - B means A is the sister of B and A x B means A is the father of B. Which of the following means that C is the son of M?

A. M - N x C + F

B. F - C + N x M

C. N + M - F x C

D. M x N - C + F

14. If A is the brother of B; B is the sister of C; and C is the father of D, how D is related to A?

A. Brother

B. Sister

C. Nephew

D. Cannot be determined

15. Introducing a boy, a girl said, "He is the son of the daughter of the father of my uncle." How is the boy related to the girl?

A. Brother

B. Nephew

C. Uncle

D. Son-in-law

16. M is the father of N who is the son of V. In order to know the relation of M to P, which of the statement/statements is/are necessary?

(1) P is the brother of V.

(2) The daughter of N is the granddaughter of V.

A. Only (1)

B. Only (2)

C. Either (1) or (2)

D. (1) and (2) both

17. Arrange the words given below in a meaningful sequence.
1. Key
2. Door
3. Lock
4. Room
5. Switch on

A. 5, 1, 2, 4, 3
B. 4, 2, 1, 5, 3
C. 4, 2, 1, 5, 3
D. 1, 2, 3, 5, 4

18. Arrange the words given below in a meaningful sequence.
1. Word

2. Paragraph
3. Sentence
4. Letters
5. Phrase

A. 4, 1, 5, 2, 3

B. 4, 1, 3, 5, 2

C. 4, 2, 5, 1, 3

D. 4, 1, 5, 3, 2

19. Arrange the words given below in a meaningful sequence.
    1. Police
    2. Punishment
    3. Crime
    4. Judge
    5. Judgement

A. 3, 1, 2, 4, 5

B. 1, 2, 4, 3, 5

C. 5, 4, 3, 2, 1

D. 3, 1, 4, 5, 2

20. Arrange the words given below in a meaningful sequence.
    1. Poverty
    2. Population
    3. Death
    4. Unemployment
    5. Disease

A. 2, 3, 4, 5, 1

B. 3, 4, 2, 5, 1

C. 2, 4, 1, 5, 3

D. 1, 2, 3, 4, 5

21. Statements : No women teacher can play. Some women teachers are athletes.

Conclusions :
I. Male athletes can play.
II. Some athletes can play.

A. Only conclusion I follows
B. Only conclusion II follows
C. Either I or II follows
D. Neither I nor II follows
E. Both I and II follow

22.The following question, consist of two words each that have a certain relationship to each other, followed by four lettered pairs of words. Select the lettered pair that has the same relationship as the original pair of words:
War : Destruction

A. Fire : Burn

B. Court : Justice

C. Water : Drown

D. Food : Hunger

23. The following question, consist of two words each that have a certain relationship to each other, followed by four lettered pairs of words. Select the lettered pair that has the same relationship as the original pair of words:
Behead : Guillotine

A. Polish : Nail

B. Perfect : Picture

C. Thief : Prison

D. Hang : Gallows

24. The following question, consist of two words each that have a certain relationship to each other, followed by four lettered pairs of words. Select the lettered pair that has the same relationship as the original pair of words:
Scurry : Move

A. Limp : Walk

B. Sleep : Drowse

C. Chatter : Talk

D. Chant : Sing

25. The following question, consist of two words each that have a certain relationship to each other, followed by four lettered pairs of words. Select the lettered pair that has the same relationship as the original pair of words: Tocsin : Danger

A. Antitoxin : Cure

B. Augury : Warning

C. Clarion : Battle

D. Knell : Death

26. The following question, consist of two words each that have a certain relationship to each other, followed by four lettered pairs of words. Select the lettered pair that has the same relationship as the original pair of words: Lugubrious : Sorrowful

A. Lustrous : Luscious

B. Frenzied : Excited

C. Credible : Incredible

D. Euphoric : Sad

27. SCD, TEF, UGH, ____, WKL

A. CMN

B. UJI

C. VIJ

D. IJT

28. B_2CD, _____, BCD_4, B_5CD, BC_6D

A. B_2C_2D

B. BC_3D

C. B_2C_3D

D. BCD_7

29. FAG, GAF, HAI, IAH, ____

A. JAK

B. HAL

C. HAK

D. JAI

30. ELFA, GLHA, ILJA, _____, MLNA

A. OLPA

B. KLMA

C. LLMA

D. KLLA

31. CMM, EOO, GQQ, _____, KUU

A. GRR

B. GSS

C. ISS

D. ITT

32. A number exceeds by 25 from its 3/8 part. Then the number is?

A. 32
B. 35
C. 39
D. 40

33. The H.C.F. of two numbers is 23 and the other two factors of their L.C.M. are 13 and 14. The larger of the two numbers is:

A. 276

B. 299
C. 322
D. 345

34. The least number which when divided by 5, 6 , 7 and 8 leaves a remainder 3, but when divided by 9 leaves no remainder, is:

A. 1183
B. 1383
C. 1683
D. 1983

35. Six bells commence tolling together and toll at intervals of 2, 4, 6, 8 10 and 12 seconds Respectively. In 30 minutes, how many times do they toll together?

A. 4
B. 10
C. 15
D. 16

36. A man said to a lady, "The son of your only brother is the brother of my wife." What is the lady to the man.

A. Mother
B. Sister
C. Sister of father-in-law
D. Grandfather
E. Maternal aunt

37. Find the least square number divisible by each one of 8, 9and 10.

A. 13
B. 12
C. 11
D. 10

38. What is the smallest number by which 3087 may be multiplied so that the product is a perfect cube?

A. 3
B. 5
C. 7
D. 9

39. Find the least square number which is exactly divisible by 10, 12, I5 and 18.

A. 800
B. 12000
C. 1000
D. 900

40. Find the three numbers in A.P whose sum is 21 and sum of their squares is 179 ?

A. 3, 5, 7
B. 5, 9, 13
C. 6, 13, 20
D. 3, 7, 11

41. The average marks obtained by 120 candidates in a examination 35. if the average marks of passed candidate is 39 and that of the failed candidates is 15,what is the number of candidates who passed ?

A. 100
B. 150
C. 200
D. 250

42. The following question, consist of two words each that have a certain relationship to each other, followed by four lettered pairs of words. Select the lettered pair that has the same relationship as the original pair of words: Abrupt : Sudden

A. Dearth : Plenty

B. Accident : Mishap

C. Pacify : Provoke

D. Eminent : Notorious

43. ZA_5, Y_4B, XC_6, W_3D, _____

A. E_7V

B. V_2E

C. VE_5

D. VE_7

44. QPO, NML, KJI, _____, EDC

A. HGF

B. CAB

C. JKL

D. GHI

45. JAK, KBL, LCM, MDN, _____

A. OEP

B. NEO

C. MEN

D. PFQ

46. BCB, DED, FGF, HIH, ___

A. JKJ

B. HJH

C. IJI

D. JHJ

47. P_5QR, P_4QS, P_3QT, _____, P_1QV

A. PQW

B. PQV_2

C. P_2QU

D. PQ_3U

48. *Direction :* To each of the following question four probable answers have been given. select the most appropriate alternative as the answer.
While traveling in a train, you found that some college students pulling the alarm chain simply to get down at their desired point, you would -

A. With the help of other passengers check them from doing so

B. let them pull the chain but check them from detraining

C. Inform the guard of the train as soon as it stops

D. Keep quite and do nothing

49. Direction : To each of the following question four probable answers have been given. select the most appropriate alternative as the answer.

While going on a scooter, you find someone has been hurt by your vehicle, you would -

A. Try to run away from the spot immediately

B. Stop your vehicle and say 'I am sorry'

C. Take him to doctor and arrange for his medical aid

D. Pay compensation for the injury and in this way try to dispose off the matter

50. Direction : To each of the following question four probable answers have been given. select the most appropriate alternative as the answer.
Your maid has invited you to her daughter's wedding. You would -

A. Completely ignore her

B. Attend the wedding

C. Buy a gift for her daughter and help in wedding

D. Congratulate her and make up some excuse for not being able to attend

Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028

Affiliated to the University of Madras

MARK LIST

S.NO.	REGNO	NAME	(50)
1.	221809656	AARTHI N M	48
2.	221809657	AGALYA K	45
3.	221809658	AMIRTHAVARSHINI E	47
4.	221809659	ANBARASI J	48
5.	221809660	ARCHANA J	44
6.	221809661	ARCHANA R	45
7.	221809662	ARTHI A	45
8.	221809663	ASHITH RESHMI S R	46
9.	221809664	ASHWINI G	44
10.	221809665	BANU PRIYA A	47
11.	221809666	BEULAH D	48
12.	221809667	DIVYA M	46
13.	221809668	ELAYA SUTHANI E	47
14.	221809669	FELIX ROSELIN MARY A	50
15.	221809670	GAYATHRI S	48
16.	221809671	GOMATHI E	47
17.	221809672	HARINI K	46
18.	221809673	HEMAPRIYA S	48
19.	221809674	INDHU S	45
20.	221809675	INDUMATHI U	47
21.	221809676	JANANI B	44
22.	221809677	JANSI RANI M	49
23.	221809678	JAVITHA BEGAM S	45
24.	221809679	JOTHY M	50
25.	221809680	KALAIVANI V	47
26.	221809681	KARTHIGA G	45
27.	221809682	KAVIYA V	46
28.	221809683	KEERTHANA C	44
29.	221809684	KEERTHANA M	48
30.	221809685	KEERTHANA S	47
31.	221809686	KEERTHIKA J	46
32.	221809687	KOKILA K	44
33.	221809688	KOKILA M	48
34.	221809689	LAVANYA P	48
35.	221809690	LAVANYA T	47
36.	221809691	LOGHAPRIYA S	45
37.	221809692	MAHALAKSHMI M	48
38.	221809693	MAHALAXMI G	45
39.	221809694	MEENA R	45

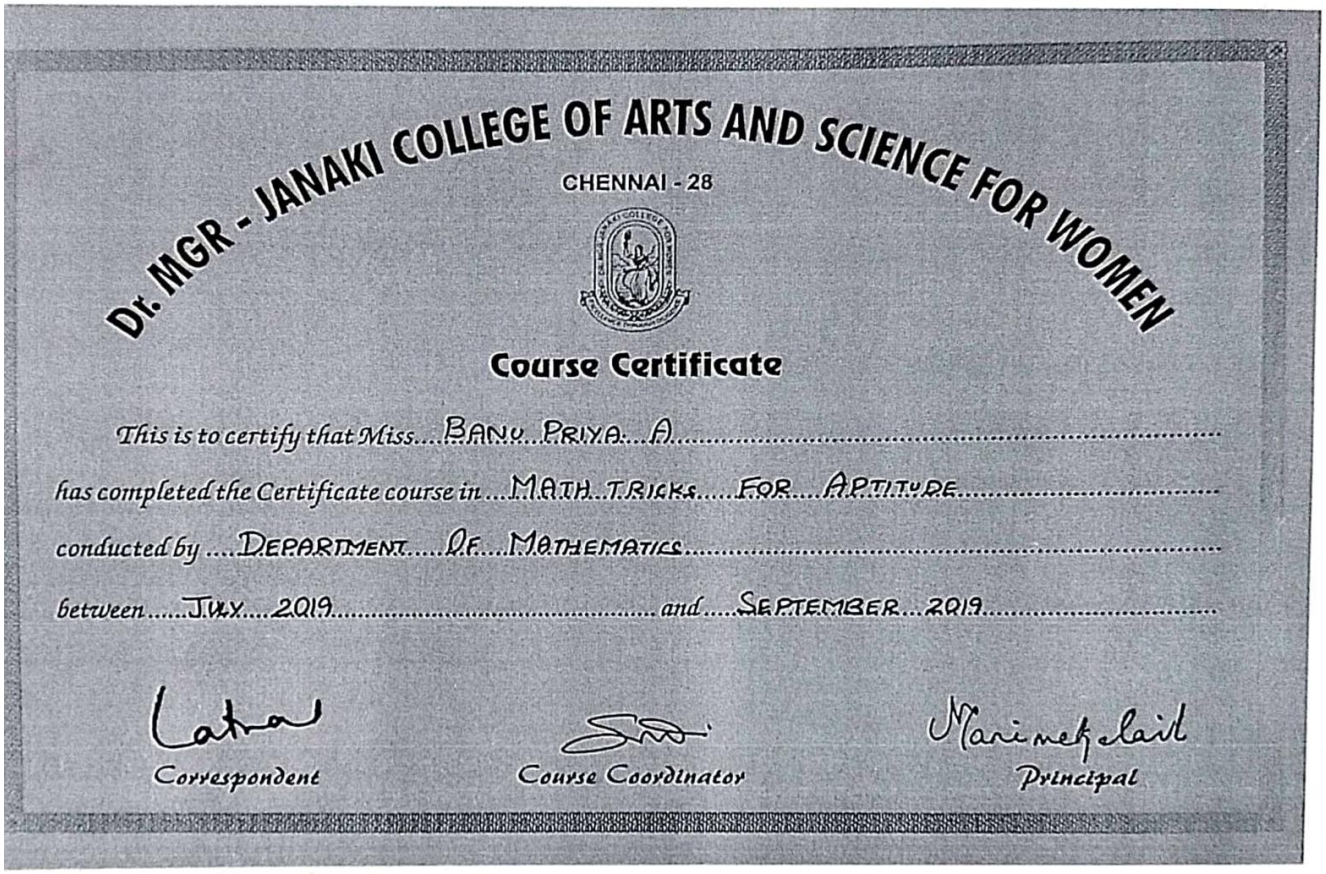
40.	221809695	MERLIN EVANGLIN S	49
41.	221809696	MONIKA V	48
42.	221809697	NAGALOJINI K	47
43.	221809698	NANCY VINSLET S	49
44.	221809699	NANDHINI S	48
45.	221809700	NIKILA S	47
46.	221809701	NISHA P	45
47.	221809702	NIVEDHA M	48
48.	221809703	NIVETHA V	48
49.	221809704	PARAMESWARI K	49
50.	221809705	POOJA S	49
51.	221809706	PREETHA M	48
52.	221809707	PRIYA P	46
53.	221809708	PRIYADHASHINI D	47
54.	221809709	RAJESHWARI N M	47
55.	221809710	RAJESWARI M	48
56.	221809711	RAMYA A	47
57.	221809712	RAMYA D	48
58.	221809713	RASIKA S	45
59.	221809714	REHANA BANU M	45
60.	221809715	RENUKA DEVI M	46
61.	221809716	RENUKA DEVI R	47
62.	221809717	SANDHIYA C	48
63.	221809718	SANDHIYA G	47
64.	221809719	SARANYA A	46
65.	221809720	SARULATHA R	47
66.	221809721	SATHYAMAYA V	50
67.	221809722	SEETHA K	48
68.	221809723	SELSIYA J	49
69.	221809724	SHALINI D	48
70.	221809725	SHARMILA B	47
71.	221809726	SINDHU P	47
72.	221809727	SONIYA K	48
73.	221809728	SOWMYA MUHIL MATHI R	48
74.	221809729	STELLA R	50
75.	221809730	SUBASHREE K	49
76.	221809731	SUGANYA K	48
77.	221809732	SURYA E	47
78.	221809733	TAMILARASI P	46
79.	221809734	TAMILSELVI V	45
80.	221809735	TEENA D	45
81.	221809736	THANISHA T	48
82.	221809738	VENNILA D	48
83.	221809739	VIDHYA J	47
84.	221809740	VIDHYA S	46
85.	221809741	VIJAYALAKSHMI K	48
86.	221809742	PRIYA G	49
87.	221809743	GAYATHRI G	49
88.	221809744	KEERTHANA S	47
89.	221809745	RAAFIYA BEGUM M	48

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CERTIFICATE



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NOTES

Certificate course study material
Unit:I

Number Series:
A number of events, objects, or people of a similar or related kind coming one after another.
"the explosion was the latest in **a series of** accidents"
sequence, succession, string, chain, concatenation, train, run, chapter, round,progression, procession.
A set or sequence of related television or radio programmes.
"a new drama series"
set of programmes, programme, production, serial;

How to solve number series problems easily By Tricks
Generally, two kinds of series are asked in the examination. One is based on numbers and the other based on alphabets**.**

Step 1: Observer are there any familier numbers in the given series. Familier numbers are primes numbers, perfect squares, cubes ... which are easy to identify.
Step 2: Calculate the differences between the numbers. Observe the pattern in the differences. If the differences are growing rapidly it might be a square series, cube series, or multiplicative series. If the numbers are growing slowly it is an addition or substration series.
If the differences are not having any pattern then
1. It might be a double or triple series. Here every alternate number or every 3rd number form a series
2. It might be a sum or average series. Here sum of two consecutive numbers gives 3rd number. or average of first two numbers give next number

Step 3: Sometimes number will be multiplied and will be added another number So we need to check those patterns

TYPES :
I. Prime number Series :
Example (1) : 2,3,5,7,11,13, ...
Answer : The given series is prime number series . The next prime number is 17.

Example (2) :2,5,11,17,23,.....41.
Answer: The prime numbers are written alternately.

II. Difference Series :
Example (1): 2,5,8,11,14,17,.....,23.
Answer: The difference between the numbers is 3. (17+3 = 20)

Example (2): 45,38,31,24,17,.....,3.
Answer: The difference between the numbers is 7. (17-7=10). III. Multiplication Series:
Example (1) : 2,6,18,54,162,.....,1458.
Answer: The numbers are multiplied by 3 to get next number. (162x3 = 486).

Example: (2) : 3,12,48,192,.....,3072.
Answer : The numbers are multiplied by 4 to get the next number. (192x4 =768).

IV. Division Series:
Example (1): 720, 120, 24, ...,2,1
Answer: 720/6=120, 120/5=24, 24/4=6, 6/3=2, 2/2=1.

Example (2) : 32, 48, 72, 108, ..., 243.
Answer: 2. Number x 3/2= next number. 32x3/2=48, 48x3/2=72, 72x3/2=108,108x3/2=162.

V. n^2 Series:
Example(1) : 1, 4, 9, 16, 25, ..., 49
Answer: The series is 12, 22, 32, 42, 52, ... The next number is 62=36;

Example (2) : 0, 4, 16, 36, 64, ... 144.
Answer :The series is 02, 22, 42, 62, etc. The next number is 102=100.

VI. n^2-1 Series :
Example : 0, 3, 8, 15, 24,35, 48, ...,
Answer : The series is 12-1, 22-1, 32-1 etc. The next number is 82-1=63.
Another logic : Difference between numbers is 3, 5, 7, 9, 11, 13 etc. The next number is (48+15=63).

VII.n^2+1 Series :
Example : 2, 5, 10, 17, 26, 37, ..., 65.
Answer : The series is 12+1, 22+1, 32+1 etc. The next number is 72+1=50.

VIII. n^2+n Series (or) n^2-n Series :
Example : 2, 6, 12, 20, ..., 42.
Answer : The series is 12+1, 22+2, 32+3, 42+4 etc. The next number = 52+5=30.

Another Logic : The series is 1x2, 2x3, 3x4, 4x5, The next number is 5x6=30.

Another Logic : The series is 22-2, 32-3, 42-4, 52-5, The next number is 62-6=30.

IX. n^3 Series :
Example : 1, 8, 27, 64, 125, 216, ...
Answer : The series is 13, 23, 33, etc. The missing number is 73=343.

X. n^3+n Series :
Example : 2, 9, 28, 65, 126, 217, 344, ...
Answer : The series is 13+1, 23+1, 33+1, etc. The missing number is 83+1=513.

XI. n^3-1 Series :
Example : 0, 7, 26, 63, 124, ..., 342.
Answer: The series is 13-1, 23-1, 33-1 etcThe missing number is 63-1=215.

XII. n^3+n Series :
Example : 2, 10, 30, 68, 130, ..., 350.

Answer : The series is 13+1, 23+2, 33+3 etc The missing number is 63+6=222.

XIII. n^3-n Series :
Example :0, 6, 24, 60, 120, 210, ...,
Answer : The series is 13-1, 23-2, 33-3, etc. The missing number is 73-7=336.
Another Logic : The series is 0x1x2, 1x2x3, 2x3x4, etc. The missing number is 6x7x8=336.

XIV. n^3+n^2 Series :
Example : 2, 12, 36, 80, 150, ...,
Answer: The series is 13+12,23+22,33+32etc. The missing number is 63+62=252

XV. n^3-n^2 Series:
Example: 0,4,18,48,100,.....,
Answer : The series is 13-12,23-22,33-32 etc. The missing number is 63-62=180

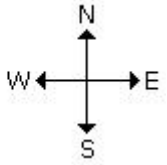
XVI. xy, x+y Series:
Example: 48,12,76,13,54,9,32,.....,
Answer :2. 4+8=12, 7+6=13, 5+4=9 .: 3+2=5.

UNIT-2

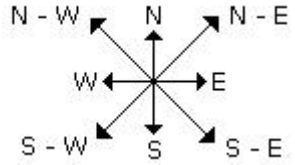
Direction Sense Test :

Introduction:

There are four main directions - **East**, **West**, **North** and **South** as shown below:

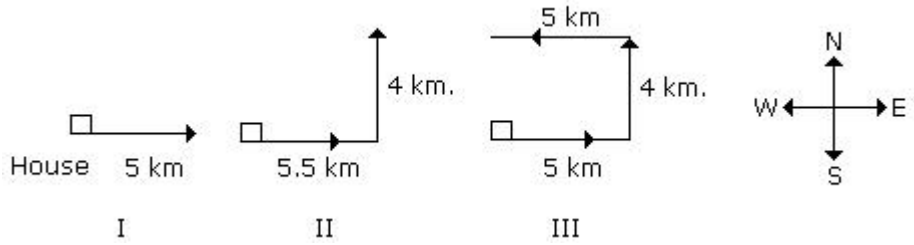


There are four cardinal directions - **North-East (N-E)**, **North-West (N-W)**, **South-East (S-E)**, and **South-West (S-W)** as shown below:



At the time of sunrise if a man stands facing the east, his shadow will be towards west.
At the time of sunset the shadow of an object is always in the east.
If a man stands facing the North, at the time of sunrise his shadow will be towards his left and at the time of sunset it will be towards his right.
At 12:00 noon, the rays of the sun are vertically downward hence there will be no shadow.

Type 1:
Siva starting from his house, goes 5 km in the East, then he turns to his left and goes 4 km. Finally he turns to his left and goes 5 km. Now how far is he from his house and in what direction?
Solution:

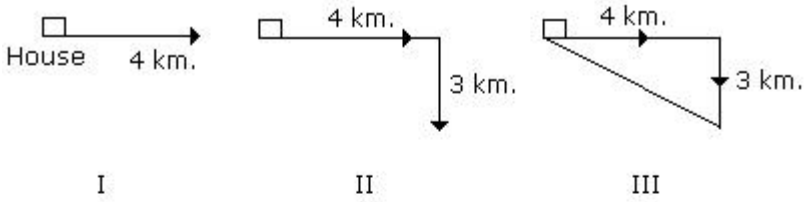


From third position it is clear he is 4 km from his house and is in North direction.

Type 2:

Suresh starting from his house, goes 4 km in the East, then he turns to his right and goes 3 km. What minimum distance will be covered by him to come back to his house?

Solution:



$$\text{Minimum distance} = \sqrt{(4)^2 + (3)^2}$$

$$= \sqrt{16 + 9}$$

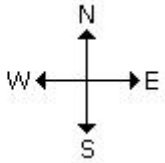
$$= \sqrt{25}$$

$$= 5 \text{ km.}$$

Type 3:

One morning after sunrise Juhi while going to school met Lalli at Boring road crossing. Lalli's shadow was exactly to the right of Juhi. If they were face to face, which direction was Juhi facing?

Solution: In the morning sunrises in the east.



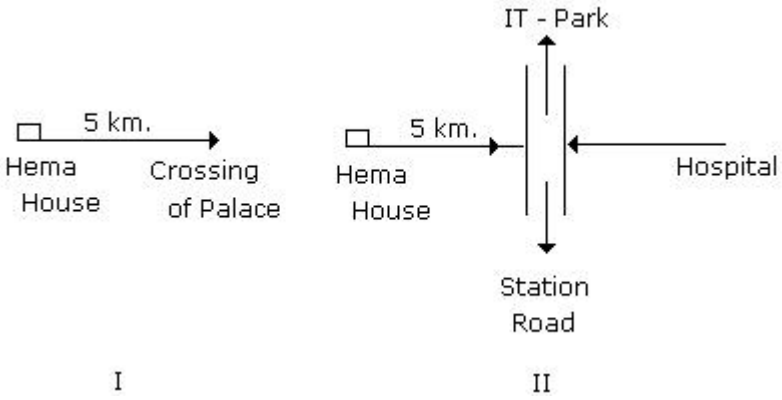
So in morning the shadow falls towards the west.

Now Lalli's shadow falls to the right of the Juhi. Hence Juhi is facing South.

Type 4:

Hema starting from her house walked 5 km to reach the crossing of Palace. In which direction she was going, a road opposite to this direction goes to Hospital. The road to the right goes to station. If the road which goes to station is just opposite to the road which IT-Park, then in which direction to Hema is the road which goes to IT-Park?

Solution:



I II

From II it is clear that the road which goes to IT-Park is left to Hema.

UNIT-3

Logical arrangement of words

In this type of question, some words are given. You have to arrange these words in a meaningful order. The order may be according to age, size and need etc.

1.Arrange the following words in a meaningful order.

1. Death 2. Marriage 3. Education

4. Birth 5. Funeral

(A) 5, 1, 2, 3, 4
(B) 4, 2, 3, 1, 5
(C) 4, 3, 2, 5, 1
(D) 4, 3, 2, 1, 5

Answer is **Option D**

Explanation:

First of all a man is born then he takes education; after this he is married. Then after sometimes he dies. After death the order is of Funeral. So the correct order is 4, 3, 2, 1 and 5.

2.Arrange the following words in a logical sequence.

1. Grass 2. Curd 3. Milk

4. Cow 5. Butter

(A) 1, 2, 3, 4, 5
(B) 2, 3, 4, 5, 1
(C) 4, 1, 3, 2, 5
(D) 5, 4, 3, 2, 1

Answer is **Option C**

Explanation:

We know that cow eats grass and then gives milk. With the milk, curd is made and then from curd, butter is made. Hence logical sequence is Cow, Grass, Milk, Curd, Butter.

3. Arrange the words given below in a meaningful sequence.

1. Key 2. Door 3. Lock

4. Room 5. Switch on

A. 5, 1, 2, 4, 3

B. 4, 2, 1, 5, 3

C. 1, 3, 2, 4, 5

D. 1, 2, 3, 5, 4

Answer: Option **C**

Explanation:

The correct order is :

Key	Lock	Door	Room	Switch on
1	3	2	4	5

4.Arrange the words given below in a meaningful sequence.

1. Word 2.Paragraph 3. Sentence 4.Letters 5.Phrase

A. 4, 1, 5, 2, 3

B. 4, 1, 3, 5, 2

C. 4, 2, 5, 1, 3

D. 4, 1, 5, 3, 2

Answer: Option **D**

Explanation: The correct order is :

Letters	Word	Phrase	Sentence	Paragraph
4	1	5	3	

5.Arrange the words given below in a meaningful sequence.

1. Police 2. Punishment 3. Crime

4. Judge 5. Judgement

A. 3, 1, 2, 4, 5

B. 1, 2, 4, 3, 5

C. 5, 4, 3, 2, 1

D. 3, 1, 4, 5, 2

Answer: Option **D**
Explanation:

The correct order is :

Crime	Police	Judge	Judgement	Punishment
3	1	4	5	2

6.Arrange the words given below in a meaningful sequence.

1. Family 2. Community 3. Member

4. Locality 5. Country

A. 3, 1, 2, 4, 5

B. 3, 1, 2, 5, 4

C. 3, 1, 4, 2, 5

D. 3, 1, 4, 5, 2

Answer: Option **A**
Explanation:

The correct order is :

Member	Family	Community	Locality	Country
3	1	2	4	5

7.Arrange the words given below in a meaningful sequence.
1. Poverty 2. Population 3. Death
4. Unemployment 5. Disease

A. 2, 3, 4, 5, 1

B. 3, 4, 2, 5, 1

C. 2, 4, 1, 5, 3

D. 1, 2, 3, 4, 5

Answer: Option **C**
Explanation:

The correct order is :

Population	Unemployment	Poverty	Disease	Death
2	4	1	5	3

8.Applying for Seasonal Employment occurs when a person requests to be considered for a job that is dependent on a particular season or time of year. Which situation below is the best example of Applying for Seasonal Employment?

[A]. The ski instructors at Top of the Peak Ski School work from December through March.

[B]. Matthew prefers jobs that allow him to work outdoors.

[C]. Lucinda makes an appointment with the beach resort restaurant manager to interview for the summer waitressing position that was advertised in the newspaper.

[D]. Doug's ice cream shop stays open until 11 p.m. during the summer months.

Answer: Option **C**

Explanation:
Although the ski instructors at Top of the Peak Ski School do work seasonally, choice a does not describe anyone applying for seasonal employment. In choice b, the statement that Matthew likes to work outdoors tells us nothing about seasonal employment or someone applying for it. And although choice d describes a business with seasonal hours, it does not describe a person applying for seasonal work. Choice c, on the other hand, very specifically depicts a person, Lucinda, who is applying for a job as a summer waitress at a beach resort, which is dependent upon a particular season of the year

UNIT-4

TIME-SPEED AND DISTANCE-MOTION IN SAME DIRECTION AND OPPOSITE DIRECTION

Speed, Time and Distance:

$$\text{Speed} = \left(\frac{\text{Distance}}{\text{Time}}\right), \quad \text{Time} = \left(\frac{\text{Distance}}{\text{Speed}}\right), \quad \text{Distance} = (\text{Speed} \times \text{Time}).$$

km/hr to m/sec conversion:

$$x \text{ km/hr} = \left(x \times \frac{5}{18}\right) \text{ m/sec.}$$

m/sec to km/hr conversion:

$$x \text{ m/sec} = \left(x \times \frac{18}{5}\right) \text{ km/hr.}$$

If the ratio of the speeds of A and B is $a : b$, then the ratio of the the times taken by then to cover the same distance is $\frac{1}{a} : \frac{1}{b}$ or $b : a$.

Suppose a man covers a certain distance at x km/hr and an equal distance at y km/hr. Then,

the average speed during the whole journey is $\left(\frac{2xy}{x+y}\right)$ km/hr.

PROBLEMS:

1.

A person crosses a 600 m long street in 5 minutes. What is his speed in km per hour?

2.

A. 3.6

B. 7.2

C. 8.4

D. 10

Answer: Option **B**
Explanation:

Speed = $\left(\frac{600}{5 \text{ x } 60}\right)$ m/sec.

= 2 m/sec.

Converting m/sec to km/hr

= $\left(2 \text{ x } \frac{18}{5}\right)$ km/hr

= 7.2 km/hr.

1.

An aeroplane covers a certain distance at a speed of 240 kmph in 5 hours. To cover the same distance in $1\frac{2}{3}$ hours, it must travel at a speed of:

2.

A. 300 kmph

B. 360 kmph

C. 600 kmph

D. 720 kmph

Answer: Option **D**
Explanation:

Distance = (240 x 5) = 1200 km.

Speed = Distance/Time

Speed = 1200/(5/3) km/hr. [We can write $1\frac{2}{3}$ hours as 5/3 hours]

$\therefore$ Required speed = $\left(1200 \text{ x } \frac{3}{5}\right)_{\text{km/hr}}$ = 720 km/hr.

1.

A train can travel 50% faster than a car. Both start from point A at the same time and reach point B 75 kms away from A at the same time. On the way, however, the train lost about 12.5 minutes while stopping at the stations. The speed of the car is:

2.

A. 100 kmph

B. 110 kmph

C. 120 kmph

D. 130 kmph

Answer: Option **C**
Explanation:
Let speed of the car be *x* kmph.
Then, speed of the train = $\frac{150}{100}x = \left(\frac{3}{2}x\right)_{\text{kmph.}}$

$\therefore \quad \frac{75}{x} - \frac{75}{(3/2)x} = \frac{125}{10 \text{ x } 60}$

$$\Rightarrow \frac{75}{x} - \frac{50}{\bar{A}} = \frac{5}{24}$$

$$\Rightarrow x = \left(\frac{25 \text{ x}24}{5}\right) = 120 \text{ kmph.}$$

Excluding stoppages, the speed of a bus is 54 kmph and including stoppages, it is 45 kmph. For how many minutes does the bus stop per hour?

A. 9

B. 10

C. 12

D. 20

Answer: Option **B**
Explanation:

Due to stoppages, it covers 9 km less.

Time taken to cover 9 km = $\left(\frac{9}{54} \text{ x } 60\right)_{\text{min}}$ = 10 min.

1.

In a flight of 600 km, an aircraft was slowed down due to bad weather. Its average speed for the trip was reduced by 200 km/hr and the time of flight increased by 30 minutes. The duration of the flight is:

2.

A. 1 hour

B. 2 hours

C. 3 hours

D. 4 hours

Answer: Option **A**
Explanation:
Let the duration of the flight be x hours.

Then, $\frac{600}{x} - \frac{600}{x + (1/2)} = 200$

$\Rightarrow \frac{600}{x} - \frac{1200}{2x + 1} = 200$
$\Rightarrow x(2x + 1) = 3$
$\Rightarrow 2x^2 + x - 3 = 0$
$\Rightarrow (2x + 3)(x - 1) = 0$
$\Rightarrow x = 1$ hr. [neglecting the -ve value of x]

1.

A man complete a journey in 10 hours. He travels first half of the journey at the rate of 21 km/hr and second half at the rate of 24 km/hr. Find the total journey in km.

2.

A. 220 km

B. 224 km

C. 230 km

D. 234 km

Answer: Option **B**
Explanation:
$\frac{(1/2)x}{21} + \frac{(1/2)x}{24} = 10$

$\Rightarrow \frac{x}{21} + \frac{\bar{A}}{24} = 20$
$\Rightarrow 15x = 168 \text{ x } 20$
$\Rightarrow x = \left(\frac{168 \text{ x } 20}{15}\right) = 224$ km.

1.

The ratio between the speeds of two trains is 7 : 8. If the second train runs 400 km in 4 hours, then the speed of the first train is:

2.

A. 70 km/hr

B. 75 km/hr

C. 84 km/hr

D. 87.5 km/hr

Answer: Option **D**
Explanation:
Let the speed of two trains be $7x$ and $8x$ km/hr.
Then, $8x = \left(\frac{400}{4}\right) = 100$

$\Rightarrow x = \left(\frac{100}{8}\right) = 12.5$

$\therefore$ Speed of first train = (7 x 12.5) km/hr = 87.5 km/hr.

A man on tour travels first 160 km at 64 km/hr and the next 160 km at 80 km/hr. The average speed for the first 320 km of the tour is:

A. 35.55 km/hr

B. 36 km/hr

C. 71.11 km/hr

D. 71 km/hr

Answer: Option **C**
Explanation:
Total time taken = $\left(\frac{160}{64} + \frac{160}{80}\right)_{\text{hrs.}} = \frac{9}{2}$ hrs.

$\therefore$ Average speed = $\left(320 \text{ x } \frac{2}{}\right)_{\text{km/hr}} = 71.11$ km/hr.

A car travelling with $\frac{5}{7}$ of its actual speed covers 42 km in 1 hr 40 min 48 sec. Find the actual speed of the car.

A. $17\frac{6}{7}$ km/hr

B. 25 km/hr

C. 30 km/hr

D. 35 km/hr

Answer: Option **D**
Explanation:

Time taken = 1 hr 40 min 48 sec = 1 hr $40\frac{4}{5}$ min = $1\frac{51}{75}$ hrs = $\frac{126}{75}$ hrs.

Let the actual speed be x km/hr.

Then, $\frac{5}{7}x \times \frac{126}{75} = 42$

$\Rightarrow x = \left(\frac{42 \times 7 \times 75}{5 \times 126}\right) = 35$ km/hr.

In covering a distance of 30 km, Abhay takes 2 hours more than Sameer. If Abhay doubles his speed, then he would take 1 hour less than Sameer. Abhay's speed is:

A. 5 kmph

B. 6 kmph

C. 6.25 kmph

D. 7.5 kmph

Answer: Option **A**
Explanation:

Let Abhay's speed be x km/hr.

Then, $\frac{30}{x} - \frac{30}{2x} = 3$

$\Rightarrow 6x = 30$

$\Rightarrow x = 5$ km/hr.

1.

Robert is travelling on his cycle and has calculated to reach point A at 2 P.M. if he travels at 10 kmph, he will reach there at 12 noon if he travels at 15 kmph. At what speed must he travel to reach A at 1 P.M.?

2.

A. 8 kmph

B. 11 kmph

C. 12 kmph

D. 14 kmph

Answer: Option **C**

Explanation:

Let the distance travelled by x km.

Then, $\frac{x}{10} - \frac{x}{15} = 2$

$\Rightarrow 3x - 2x = 60$

$\Rightarrow x = 60$ km.

Time taken to travel 60 km at 10 km/hr = $\left(\frac{60}{10}\right)_{\text{hrs}} = 6$ hrs.

So, Robert started 6 hours before 2 P.M. *i.e.,* at 8 A.M.

$\therefore$ Required speed = $\left(\frac{60}{5}\right)_{\text{kmph.}} = 12$ kmph.

1.

It takes eight hours for a 600 km journey, if 120 km is done by train and the rest by car. It takes 20 minutes more, if 200 km is done by train and the rest by car. The ratio of the speed of the train to that of the cars is:

2.

A. 2 : 3

B. 3 : 2

C. 3 : 4

D. 4 : 3

Answer: Option **C**
Explanation:
Let the speed of the train be x km/hr and that of the car be y km/hr.
Then, $\frac{120}{X} + \frac{480}{y} = 8 \quad \Rightarrow \frac{1}{x} + \frac{4}{y} = \frac{1}{15}$ ....(i)

And, $\frac{200}{X} + \frac{400}{y} = \frac{25}{3} \quad \Rightarrow \frac{1}{x} + \frac{2}{y} = \frac{1}{24}$ ....(ii)
Solving (i) and (ii), we get: $x = 60$ and $y = 80$.

$\therefore$ Ratio of speeds = 60 : 80 = 3 : 4.

1.

A farmer travelled a distance of 61 km in 9 hours. He travelled partly on foot @ 4 km/hr and partly on bicycle @ 9 km/hr. The distance travelled on foot is:

2.

A. 14 km

B. 15 km

C. 16 km

D. 17 km

Answer: Option **C**
Explanation:
Let the distance travelled on foot be x km.
Then, distance travelled on bicycle = (61 -x) km.
So, $\frac{x}{4} + \frac{(61 - x)}{9} = 9$

$\Rightarrow 9x + 4(61 - x) = 9 \times 36$
$\Rightarrow 5x = 80$
$\Rightarrow x = 16$ km.

1.

A man covered a certain distance at some speed. Had he moved 3 kmph faster, he would have taken 40 minutes less. If he had moved 2 kmph slower, he would have taken 40 minutes more. The distance (in km) is:

2.

A. 35

B. $36\frac{2}{3}$

C. $37\frac{1}{2}$

D. 40

Answer: Option **D**
Explanation:
Let distance = x km and usual rate = y kmph.
Then, $\frac{x}{y} - \frac{x}{y+3} = \frac{40}{60} \Rightarrow 2y(y+3) = 9x$ ....(i)

And, $\frac{X}{y-2} - \frac{x}{y} = \frac{40}{60} \Rightarrow y(y-2) = 3x$ ....(ii)
On dividing (i) by (ii), we get: $x = 40$.

Two Object Passes in the Opposite Direction

Here we will learn about the concept of two trains passes in the opposite direction.

When two train passes a moving object (having some length) in the opposite direction

Let length of faster train be l meters and length of slower train be m meters

Let the speed of faster train be x km/hr

Relative speed = (x + y) km/hr.

Then, time taken by the faster train to pass the slower train = (l + m) meters/(x + y) km/hr

Now we will learn to calculate when two trains running on parallel tracks (having some length) in the opposite direction.

Two trains of length 150 m and 170 m respectively are running at the speed of 40 km/hr and 32 km/hr on parallel tracks in opposite directions. In what time will they cross each other?

Solution:

Relative speed of train = (40 + 32) km/hr

= 72 km/hr

= 72 × 5/18 m/sec

= 20 m/sec

Time taken by the two trains to cross each other = sum of length of trains/relative speed of trains

= (150 + 170)/20 sec

= 320/20 sec

= 16 sec

Therefore, the two trains crossed each other in 16 seconds.

Two trains 163 m and 187 m long are running on parallel tracks in the opposite directions with a speed of 47 km/hr and 43 km/hr in. How long will it take to cross each other?

Solution:

Relative speed of train = (47 + 43) km/hr

= 90 km/hr

= 90 × 5/18 m/sec

= 25 m/sec

Time taken by the two trains to cross each other = sum of length of trains/relative speed of trains

= (163 + 187)/25 sec

= 350/25 sec

= 14 sec

Therefore, the two trains crossed each other in 14 seconds.

UNIT-5

DATA INTERPRETATION

Data Interpretation is one of the easy sections of competitive Examinations. It is an extension of Mathematical skill and accuracy. Data interpretation is nothing but drawing conclusions and inferences from a comprehensive data presented numerically in tabular form by means of an illustration, viz. Graphs, Pie Chart etc. Thus the act of organising and interpreting data to get meaningful information is Data Interpretation.

A good grasp of basic geometric as well as arithmetic formulae is must to score high in this section. Familiarity with graphical representation of data like Venn diagrams, graphs, pie charts, histogram, polygon etc. should be thought. Once the data are grasped well, questions based on tables and graphs take little time.

In some competitive examinations data are presented in more than one table or graphs. The aim is to test not only quantitative skill but also relative, comparative and analytical ability. The crux of the matter is to find a relationship between the two tables or graphs before attempting the questions.

Some Useful tips:

- Data Interpretation questions are based on information given in tables and graphs. These questions test your ability to interpret the information presented and to select the appropriate data for answering a question.
- Get a general picture of the information before reading the question. Read the given titles carefully and try to under-stand its nature.
- Avoid lengthy calculations generally, data interpretation questions do not require to do extensive calculations and computations. Most questions simply require read-ing the data correctly and carefully and putting them to use directly with common sense.
- Breakdown lengthy questions into smaller parts and eliminate impossible choices.
- Use only the information given and your knowledge of everyday facts, such as the number of hours in a day, to answer the questions based on tables and graphs.
- Answer the questions asked and not what you think the questions should be.
- Be careful while dealing with units.
- To make reading easier and to avoid errors observe graphs keeping them straight.
- Be prepared to apply basic mathematical rules, principles and formulae.
- Since one of the major benefits of graphs and tables is that they present data in a form that enables you to readily make comparisons, use this visual attribute of graphs and tables to help you answer the questions. Where possible, use your eyes instead of your computational skills

Tables

Tables are often used in reports, magazines and newspaper to present a set of numerical facts. They enable the reader to make comparisons and to draw quick conclusions. It is one of the easiest and most accurate ways of presenting data. They require much closer reading than graphs of charts and hence are difficult and time consuming to interpret.

One of the main purposes of tables is to make complicated information easier to understand. The advantage of presenting data in a table is that one can see the information at a glance.

While answering questions based on tables, carefully read the table title and the column headings. The title of the table gives you a general idea of the type and often the purpose of the information presented. The column headings tell you the specific kind of information given in that column. Both the table title and the column headings are usually very straight forward.

Graphs

There may be four types of graphs.

Circle Graphs: Circle graphs are used to show how various sectors are in the whole. Circle graphs are sometimes called Pie Charts. Circle graphs usually give the percent that each sector receives In such representation the total quantity in question is distributed over a total angle of 360°.

While using circle graphs to find ratios of various sectors, don't find the amounts each sector received and then the ratio of the amounts. Find the ratio of the percents, which is much quicker.

Line Graphs: Line graphs are used to show how a quantity changes continuously. If the line goes up, the quantity is increasing; if the line goes down, the quantity is decreasing; if the line is horizontal, the quantity is not changing.

Bar Graphs: Given quantities can be com-pared by the height or length of a bar graph. A bar graph can have either vertical or horizontal bars. You can compare different quantities or the same quantity at different times. In bar graph the data is discrete. Presentation of data in this form makes evaluation of parameters comparatively very easy.

Cumulative Graphs : You can compare several categories by a graph of the cumulative type. These are usually bar or line graphs where the height of the bar or line is divided up proportionally among different quantities.

Examples

Directions (Qs. 1-5) study the following table and answer the questions given below it.

Production of sugar by six major production units of India in Million Tonnes

PRODUCTION UNITS

Month	A	B	C	D	E	F
April	3 1 0	1 8 0	1 6 9	1 3 7	1 4 0	1 2 0
May	3 1 8	1 7 9	1 7 7	1 6 2	1 4 0	1 2 2

June	320	160	188	173	135	130
July	326	167	187	180	146	130
August	327	150	185	178	145	128

1 . In which month the unit B has a contribution of approximately 15% in the total sugar production?

a) August b) June
c) July d) April

2 . Which of the following units shows continuous increase in production of sugar over months?

a) A b) B
c) C d) D

3 . In the case of Unit E, in which of the following pairs of months the production of sugar was equal?

a) April & June b) June & July
c) July & August d) April & May

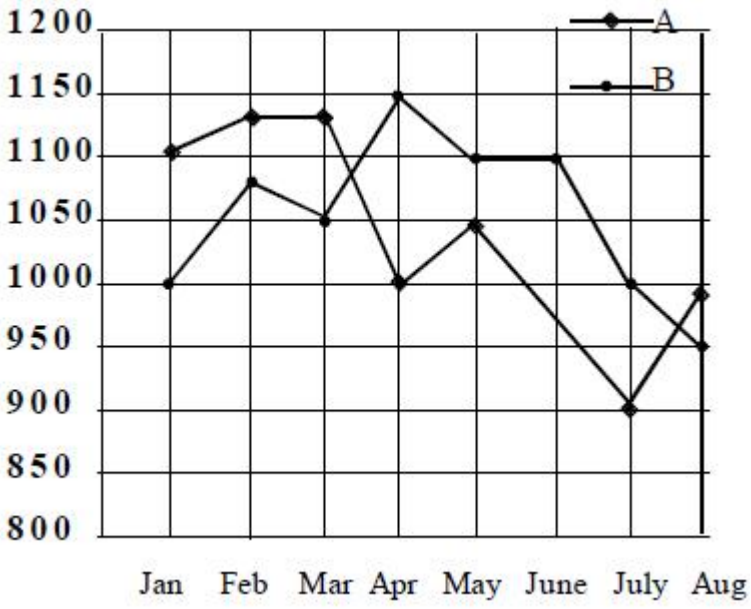
4 . In the month of June, how many units have a share of more than 25% of the total production of sugar?

a) one b) Three
c) Two d) Four

5 . What was approximate percentage de-crease in sugar production of unit B in June as compared to April?

a) 8 % b) 10 %
c) 15 % d) 18 %

II. **Directions** (Qs. 6-10): Study the following graph carefully and answer the questions given below it:



6) What was the price difference between commodity A and B in the month of April?

a) 250 b) 1 50
c) 1 00 d) 90

7 . What was the difference in average price between commodity A and B from April to August?

a) 86 b) 75
a) 95 d) 85

1.

. In which of the following pairs of months was the price of commodity A same?

2.

a) January - March b) May-June

c)April- August d) July-August

9 . What was the approximate percentage decrease in the price of commodity A from March to April?

a) 1 b) 9 c) 14 d) 12

10 . What was the percentage increase in price of commodity B from January to April?

a) 15 b) 20 d) 17 d) 1 0

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CRITERION 1

CERTIFICATE COURSE

2019-2020

MEDICAL LAB TECHNOLOGY

1. DEPARTMENT	: MICROBIOLOGY
2. YEAR / SEMESTER	: II/III
3. SUBJECT CODE	: MJC/BMIC1/CC/2019-2020
4. NAME OF THE SUBJECT	: MEDICAL LAB TECHNOLOGY
5. STAFF IN-CHARGE	: Mrs.Mahalakshmi D
6. BATCH	: 2018-2021
7. NO. OF STUDENTS	: 88
8. COURSE FEE	: NIL
9. DURATION	: 30 Hrs
10. TIMING	:12.30 pm-2:30 pm

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Dr. MGR-JANAKI College of Arts and Science for Women "Excellence Through Diligence"		CERTIFICATE COURSE	
Document ID:	MJC/MIC/CC/2019-2020	**Document Name:**	CERTIFICATE COURSE
Name of the Class In charge :	Dr. Banu Rekha (Sec A) Mrs. Preetha S (Sec B)		
Course:	Medical Lab Technology	**Department:**	Microbiology
Batch:	2018-2021	**Year/ Sem:**	II / III

The certificate course for II B.Sc Microbiology for the academic year 2019-2020, will commence from 6/7/2019 onwards.

The classes will be held every Monday and Friday between 12.30 to 2.30 pm
Venue: Microbiology UG lab.

Sl. No	Name of the Members	Design/Dept	Signature
1.	DR. R. MANIMEKALAI	Principal	
2.	DR. P. SUMITHRA	HOD, CC incharge	
3.	DR. BANU REKHA	Class incharage (Sec A)	
4.	MRS. PREETHA S	Class incharge (Sec B	
5.	AKSHAYA. K	B.Sc Microbiology	
6.	ANUSREE. S	B.Sc Microbiology	
7	ASHWINI. V	B.Sc Microbiology	
8.	BAKIYALAKSHMI. S	B.Sc Microbiology	
9.	BALADIVYA. T	B.Sc Microbiology	
10.	BHARATHI. K	B.Sc Microbiology	
11.	BHARATHI. B	B.Sc Microbiology	

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12.	CHARULATHA .C	B.Sc Microbiology	
13.	DEEPIKA .R	B.Sc Microbiology	
14.	DEEPIKA.S	B.Sc Microbiology	
15	DHANALAKSHMI.K	B.Sc Microbiology	
16	DIVYA.D	B.Sc Microbiology	
17	DIVYA .S	B.Sc Microbiology	
18	DIVYADHARSHINI. S	B.Sc Microbiology	
19	EVANGELINE ESTHER. A	B.Sc Microbiology	
20	ILAMATHI . G	B.Sc Microbiology	
21	ISHWARYA .R	B.Sc Microbiology	
22	ISWARYA. K	B.Sc Microbiology	
23	JANANI PRIYANKA . K	B.Sc Microbiology	
24	JAYASHREE. D	B.Sc Microbiology	
25	JEEVITHA. C	B.Sc Microbiology	
26	JEEVITHA .J	B.Sc Microbiology	
27	JENIFAR. A	B.Sc Microbiology	
28	JOTHIKA .M	B.Sc Microbiology	
29	KANAGA. G	B.Sc Microbiology	
30	KAVITHA .N	B.Sc Microbiology	
31	KAVIYA. B	B.Sc Microbiology	

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32	KEERTHANA .R	B.Sc Microbiology	Keerthana R
33	KEERTHANA. S	B.Sc Microbiology	Keerthana. S
34	KEERTHIKA .R	B.Sc Microbiology	Keerthi
35	KIRUBA .R	B.Sc Microbiology	Kirupa . R
36	KOUSALYA.R	B.Sc Microbiology	Kousalya . R
37	KRISHNA VENI. R	B.Sc Microbiology	Krishna Veni . R
38	MANIMEGALAI V	B.Sc Microbiology	Manimegalai
39	MANJULA .S	B.Sc Microbiology	Manjula
40	MERLIN JESHANA V	B.Sc Microbiology	M Jeshana
41	MIDHUNA R	B.Sc Microbiology	Midhuna . R
42	MOOGAMBIGAI M	B.Sc Microbiology	Moogambigai
43	NAVALAKSHMI A	B.Sc Microbiology	Navalakshmi
44	NITHYASRI R	B.Sc Microbiology	Nithyasri . R
45	NUNDENEE P	B.Sc Microbiology	Nundenee P
46	PAVITHRA K	B.Sc Microbiology	Pavithra . K
47	PAVITHRA K	B.Sc Microbiology	K Pavithra
48	PAVITHRA N R	B.Sc Microbiology	SPa
49	PAVITHRA S	B.Sc Microbiology	Pavithra S
50	PAVITHRA S	B.Sc Microbiology	Pavithra . S.
51	PAVITHRA V	B.Sc Microbiology	V Pavithra
52	PIRAIMATHI T	B.Sc Microbiology	Piraimathi

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54	PRABHA R	B.Sc Microbiology	Prabha
55	PRADIKSHA K	B.Sc Microbiology	Pradiksha K
56	PREETHI R	B.Sc Microbiology	Preethi R
57	PRIYA J	B.Sc Microbiology	Priya J
58	PRIYADHARSHINI S	B.Sc Microbiology	Priyadharshini S
59	PRIYADHARSHINI V	B.Sc Microbiology	Priya V
60	RABISHA V	B.Sc Microbiology	Rabisha V
61	RAMYA A	B.Sc Microbiology	Ramya A
62	REETHA R	B.Sc Microbiology	Reetha R
63	RESHMAA K	B.Sc Microbiology	Reshmaa K
64	ROSHINI F	B.Sc Microbiology	Roshini F
65	SANDHIYA E	B.Sc Microbiology	Sandhiya E
66	SATHYA PRIYA S	B.Sc Microbiology	Sathya Priya S
67	SHARMILA R	B.Sc Microbiology	Sharmila R
68	SHYLA S	B.Sc Microbiology	Shyla S
69	SOUNDARYA V	B.Sc Microbiology	Soundarya V
70	SOWMIYA G	B.Sc Microbiology	Sowmiya G
71	SOWMYA S	B.Sc Microbiology	Sowmya S
72	SRINI A	B.Sc Microbiology	Srini A
73	SUBA M	B.Sc Microbiology	Suba M

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75	SUDHASRI G	B.Sc Microbiology	Sudhasri. G
76	SUNDARI B	B.Sc Microbiology	Sundari
77	SURABHI M	B.Sc Microbiology	Surabhi. M
78	VIDHYA T	B.Sc Microbiology	Vidhya. T
79	VINTHYA Y	B.Sc Microbiology	Vinthya. Y
80	VISHALI S	B.Sc Microbiology	Vishali. S
81	YAMINI R E	B.Sc Microbiology	Yamini
82	RITU KUMARI	B.Sc Microbiology	Ritu kumari
83	AMRUTHA R	B.Sc Microbiology	Amrutha. R
84	CHABATHULA VAZRA SUMASINDHU	B.Sc Microbiology	Chabathula.
85	PAVITHRA C	B.Sc Microbiology	Pavithra. C
86	SHIVANI A	B.Sc Microbiology	Shivani
87	SUBHIKSHA B	B.Sc Microbiology	Subiksha. B
88	AMINA RAHMAN	B.Sc Microbiology	Amina.
89	JABEEN BANU S	B.Sc Microbiology	Jabeen Banu
90	MUTHU MEENAKSHI KRISHNAA R K S M	B.Sc Microbiology	Muthu
91	TRISHALY M	B.Sc Microbiology	Trishaly. M.
92	VAISHALI S	B.Sc Microbiology	Vaishali.

Course Instructor

HOD

PRINCIPAL

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DR. MGR JANAKI COLLEGE OF
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COURSE SPECIFICATION

1. DEPARTMENT : MICROBIOLOGY
2. SUBJECT NAME : MEDICAL LAB TECHNOLOGY
3. SUBJECT CODE : CC
4. AIM : To learn the General lab techniques in disease and diagnostics

OBJECTIVES:

- To perform routine haematological test
- Examination of Urine
- Examination of serum componentsLipid Profile, Antibody detection

SYLLABUS

UNIT 1

INTRODUCTION TO MEDICAL LAB TECHNOLOGY

- Fuctional components of clinical laboratories
- Basic needs of a cllinical laboratory
- Identification and use of common laboratory glasswares and equipments
- Laboratory reagents
- Specimen collection - blood, urine, sputum, throat swab, stool, CSF, misc specimens.

UNIT 2

HEMATOLOGY

- Bleeding time
- clotting time
- haemoglobin concentration
- ESR
- Haematocrit volume
- Calculation of RBC indices MCV, MCH, MCHC
- Total RBC count
- WBC count
- Differential leucocyte count
- Total reticulocyte count

UNIT 3

DIAGNOSTIC MICROBIOLOGY

- Isolation and identification of common pathogenic bacteria
- Antimicrobial sensitivity testing- kirby bauer's method
- Diagnostic mycology
- Investigation of stool for identification of parasites

UNIT 4

CLINICAL BIOCHEMISTRY

- Estimation of glucose, protein, urea, choesterol
- Biochemical test profile - Liver function tests, Kidney function tests

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SYLLABUS COVERAGE

Branch :MICROBIOLOGY

Subject : MEDICAL LAB TECHNOLOGY

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	06/7/19	23/07/19	5	Mrs.Mahalakshmi	
II	27/07/19	31/08/19	10	Mrs.Mahalakshmi	
III	3/9/19	05/10/19	10	Mrs.Mahalakshmi	
IV	08/10/19	22/10/19	5	Mrs.Mahalakshmi	
Total hours			30	Mrs.Mahalakshmi	

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Name list

Year/Semester: II/III (Sec A & B)

S. No	Reg. No	Name	DOB
1	221809746	AKSHAYA. K	08.06.2001
2	221809747	ANUSREE. S	24.08.2001
3	221809748	ASHWINI. V	14.06.2001
4	221809749	BAKIYALAKSHMI. S	03.08.2000
5	221809750	BALADIVYA. T	14.05.2000
6	221809751	BHARATHI. K	05.03.2000
7	221809752	BHARATHI. P	02.06.2001
8	221809753	CHARULATHA .C	25.12.1998
9	221809754	DEEPIKA .R	13.10.2000
10	221809755	DEEPIKA.S	08.05.2001
11	221809757	DHANALAKSHMI.K	05.03.2000
12	221809758	DIVYA.D	11.07.2000
13	221809759	DIVYA .S	27.06.2000
14	221809760	DIVYADHARSHINI. S	05.12.2000
15	221809761	EVANGELINE ESTHER. A	28.08.2001
16	221809762	ILAMATHI . G	12.03.2000
17	221809763	ISHWARYA .R	14.09.2000
18	221809764	ISWARYA. K	07.10.2000
19	221809765	JANANI PRIYANKA . K	10.06.2001

20	221809767	JAYASHREE. D	10.06.2001
21	221809768	JEEVITHA. C	20.02.2001
22	221809769	JEEVITHA .J	19.03.2001
23	221809770	JENIFAR. A	14.12.1998
24	221809771	JOTHIKA .M	05.06.2000
25	221809772	KANAGA. G	22.02.2002
26	221809773	KAVITHA .N	03.05.2001
27	221809774	KAVIYA. B	27.04.2000
28	221809775	KEERTHANA .R	11.06.2000
29	221809776	KEERTHANA. S	28.07.2001
30	221809777	KEERTHIKA .R	11.06.2001
31	221809778	KIRUBA .R	29.05.1996
32	221809779	KOUSALYA.R	05.10.2000
33	221809780	KRISHNA VENI. R	18.10.2000
34	221809782	MANIMEGALAI V	14.12.2000
35	221809783	MANJULA .S	06.02.2001
36	221809784	MERLIN JESHANA V	19.09.1999
37	221809785	MIDHUNA R	09.11.2001
38	221809786	MOOGAMBIGAI M	25.06.2001
39	221809787	NAVALAKSHMI A	29.07.2001
40	221809789	NITHYASRI R	09.05.2001

41	221809791	NUNDENEE P	11.04.2001
42	221809792	PAVITHRA K	18.12.2000
43	221809793	PAVITHRA K	11.08.2000
44	221809794	PAVITHRA N R	04.01.2000
45	221809795	PAVITHRA S	26.09.2001
46	221809796	PAVITHRA S	13.05.2001
47	221809797	PAVITHRA V	14.07.2000
48	221809798	PIRAIMATHI T	28.11.2000
49	221809799	POORANI P	14.04.1997
50	221809800	PRABHA R	25.04.2000
51	221809801	PRADIKSHA K	27.09.2000
52	221809802	PREETHI R	25.11.2000
53	221809803	PRIYA J	09.02.2001
54	221809804	PRIYADHARSHINI S	18.06.2000
55	221809805	PRIYADHARSHINI V	18.10.2000
56	221809806	RABISHA V	08.05.2001
57	221809807	RAMYA A	13.03.2001
58	221809809	REETHA R	15.04.1997
59	221809810	RESHMAA K	21.07.1999
60	221809811	ROSHINI F	17.12.2000
61	221809812	SANDHIYA E	12.04.2001

62	221809813	SATHYA PRIYA S	25.06.2000
63	221809815	SHARMILA R	16.09.2000
64	221809816	SHYLA S	28.09.2000
65	221809817	SOUNDARYA V	22.08.2000
66	221809818	SOWMIYA G	29.04.2001
67	221809819	SOWMYA S	29.09.2000
68	221809821	SRINI A	18.10.2001
69	221809822	SUBA M	28.09.2000
70	221809823	SUBBULAKSHMI S	28.10.1999
71	221809824	SUDHASRI G	12.09.2000
72	221809825	SUNDARI B	10.06.1997
73	221809826	SURABHI M	25.04.2000
74	221809827	VIDHYA T	12.03. 2000
75	221809829	VINTHYA Y	05.12.2000
76	221809830	VISHALI S	12.09.1998
77	221809831	YAMINI R E	03.10.2000
78	221809832	RITU KUMARI	30.03.2000
79	221809833	AMRUTHA R	22.07.2001
80	221809834	CHABATHU LAVAZRA SUMASIND HU	08.05.2000
81	221809835	PAVITHRA C	18.06.2000

82	221809836	SHIVANI A	03.01.2001
83	221809837	SUBHIKSHA B	27.09.1999
84	221809838	AMINA RAHMAN	22.09.2000
85	221809839	JABEEN BANU S	11.04.2001
86	221809840	MUTHU MEENAKSHI KRISHNAA R K S M	24.09.1999
87	221809841	TRISHALY M	29.07.2000
88	221809842	VAISHALI S	04.06.2000

TIME TABLE – CERTIFICATE COURSE

DATE	TIMING	VENUE	STAFF NAME
8/7/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
12/7/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
15/7/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
26/7/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
5/8/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
9/8/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
19/8/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
26/8/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
30/8/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
2/9/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
6/9/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
9/9/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
13/9/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
23/9/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi
27/9/19	12:30 -2.30 pm	Microbiology UG Lab	D Mahalakshmi

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Affiliated to the University of Madras

DEPARTMENT - B.Sc Microbiology

CERTIFICATE COURSE – MEDICAL LAB TECHNOLOGY **BATCH 2018-2021**

SUBJECT CODE - MJC/BMIC1/CC/2019-2020

STUDENTS NAME LIST

S.No	REGISTER NO	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			5/7/19	12/7/19	15/7/19	26/7/19	5/8/19	9/8/19	19/8/19	26/8/19	30/8/19	2/9/19	6/9/19	9/9/19	13/9/19	23/9/19	27/9/19
1	221809746	AKSHAYA. K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	221809747	ANUSREE. S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	221809748	ASHWINI. V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	221809749	BAKIYALAKSHMI. S	x	x	a	x	a	x	x	x	x	x	a	x	x	x	x
5	221809750	BALADIVYA. T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	221809751	BHARATHI. K	x	x	x	x	x	x	x	x	x	a	x	x	a	x	x
7	221809752	BHARATHI. P	x	a	x	x	x	a	x	x	a	x	x	x	x	x	x
8	221809753	CHARULATHA .C	x	x	x	a	a	a	a	x	x	x	x	x	x	x	x
9	221809754	DEEPIKA .R	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x
10	221809755	DEEPIKA.S	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x
11	221809757	DHANALAKSHMI.K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	221809758	DIVYA.D	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x
13	221809759	DIVYA .S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	221809760	DIVYADHARSHINI. S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	221809761	EVANGELINE ESTHER. A	x	x	x	x	x	x	x	x	x	a	x	x	a	x	x
16	221809762	ILAMATHI . G	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x
17	221809763	ISHWARYA .R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18	221809764	ISWARYA. K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19	221809765	JANANI PRIYANKA . K	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x
20	221809767	JAYASHREE. D	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21	221809768	JEEVITHA. C	x	a	x	x	x	x	x	x	x	x	x	a	x	x	x
22	221809769	JEEVITHA .J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
23	221809770	JENIFAR. A	x	a	x	x	x	x	x	x	x	x	a	x	x	x	x
24	221809771	JOTHIKA .M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
25	221809772	KANAGA. G	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x
26	221809773	KAVITHA .N	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
27	221809774	KAVIYA. B	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x

28	221809775	KEERTHANA .R	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x
29	221809776	KEERTHANA. S	x	a	x	x	x	a	x	x	a	x	x	x	x	x	x
30	221809777	KEERTHIKA .R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
31	221809778	KIRUBA .R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
32	221809779	KOUSALYA.R	x	x	x	a	x	x	x	x	x	x	x	x	x	a	x
33	221809780	KRISHNA VENI. R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
34	221809782	MANIMEGALAI V	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x
35	221809783	MANJULA .S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
36	221809784	MERLIN JESHANA V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
37	221809785	MIDHUNA R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
38	221809786	MOOGAMBIGAI M	a	x	x	a	x	a	a	a	x	x	a	x	a	a	a
39	221809787	NAVALAKSHMI A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
40	221809789	NITHYASRI R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a
41	221809791	NUNDENEE P	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
42	221809792	PAVITHRA K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
43	221809793	PAVITHRA K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
44	221809794	PAVITHRA N R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
45	221809795	PAVITHRA S	x	x	x	x	x	x	x	x	x	a	x	x	x	x	a
46	221809796	PAVITHRA S	x	x	x	x	x	a	a	x	x	x	x	a	x	x	x
47	221809797	PAVITHRA V	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
48	221809798	PIRAIMATHI T	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x
49	221809799	POORANI P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
50	221809800	PRABHA R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
51	221809801	PRADIKSHA K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
52	221809802	PREETHI R	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x
53	221809803	PRIYA J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
54	221809804	PRIYADHARSHINI S	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x
55	221809805	PRIYADHARSHINI V	x	x	a	x	x	x	x	x	x	x	x	x	x	a	a
56	221809806	RABISHA V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57	221809807	RAMYA A	x	a	x	x	x	x	x	x	x	x	a	x	x	x	x
58	221809809	REETHA R	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x
59	221809810	RESHMAA K	x	x	x	x	x	a	x	x	x	x	x	x	a	x	x
60	221809811	ROSHINI F	x	x	a	x	x	x	x	x	x	x	a	x	x	x	x
61	221809812	SANDHIYA E	x	x	x	a	x	x	a	x	x	x	x	x	x	x	x
62	221809813	SATHYA PRIYA S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
63	221809815	SHARMILA R	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
64	221809816	SHYLA S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

65	221809817	SOUNDARYA V	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x
66	221809818	SOWMIYA G	x	x	x	a	x	x	x	x	x	x	x	x	x	a	x
67	221809819	SOWMYA S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
68	221809821	SRINI A	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x
69	221809822	SUBA M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
70	221809823	SUBBULAKSHMI S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
71	221809824	SUDHASRI G	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
72	221809825	SUNDARI B	a	x	x	a	x	a	x	a	x	x	a	x	a	a	a
73	221809826	SURABHI M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
74	221809827	VIDHYA T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
75	221809829	VINTHYA Y	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
73	221809830	VISHALI S	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x
74	221809831	YAMINI R E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
75	221809832	RITU KUMARI	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
76	221809833	AMRUTHA R	x	x	x	x	x	x	a	a	x	a	x	x	x	x	x
77	221809834	CHABATHULAVAZRA SUMASINDHU	x	a	x	x	x	a	x	x	a	x	x	a	x	x	x
78	221809835	PAVITHRA C	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
79	221809815	SHARMILA R	x	x	x	x	a	x	a	x	x	x	x	a	x	x	x
80	221809816	SHYLA S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
81	221809817	SOUNDARYA V	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x
82	221809836	SHIVANI A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
83	221809837	SUBHIKSHA B	x	a	x	x	x	x	a	x	x	x	x	x	x	x	x
84	221809838	AMINA RAHMAN	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
85	221809839	JABEEN BANU S	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x
86	221809840	MUTHU MEENAKSHI KRISHNAA R K S M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
87	221809841	TRISHALY M	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
88	221809842	VAISHALI S	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x

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Assessment Question paper
Department of
MicrobiologyCertificate
course
Medical Lab Technology

1. Flask with flat bottom is called

a) Florence flask b) Erlenmeyer flask c)Flat bottom flask d)Buchner flask

2. Ideal urine sample should be

a) Mid stream b) Early morning sample c)Collected after washing the genitals d) All the above

3. Blood for Serologic studies should be

a) Collected with anticoagulant b) Without anticoagulant c) With or without anticoagulant d) With antibiotic

4. The best site for collecting blood is

a) Axilla b) Ankle c) Antecubital area d) Wrist

5. When there is a delay in transporting faecal sample to the laboratory_____should be added to it

a) Stuarts medium b) Iodine c) Neutral glycerol saline d) Sodium citrate

6. PMN which has spectacle shaped nucleus is

a) Neutrophil b) Basophil c) Mast cell d) Eosinophil

7. The most common method for estimating Hb concentration is

a) Sahli's method b) Vanzetii's azide methaemoglobin method c) Blood gas analyzer d) Hemoglobincyanide method

8. _____is a bleeding disorder

a) Von Willebrand disease b) Haemophilia c) Polycythemia d) Aplastic anaemia

9. The normal clotting time is

a) 2-5 mins b) 3-7 mins c) 10-15 mins d) 20-25mins

10. Mean cell haemoglobin (MCH)

a) Average volume of RBC b) Average weight of haemoglobin c) Concentration of Hb in RBC d) Average weight of RBC

11. Reticulocytes are

a) Juvenile RBCs b) Mature RBCs c) Damaged RBCs d) Colourless RBCs

12. The wintrobe method is for finding out

a) PCV b) Hb c) ESR d) Bleeding time

13. Glucose is estimated by

a) DAM-TSC method b) GOD-POD method c)CHOD-PAP method d) Biuret method

14. Glucose tolerance test is used to detect

a) Diabetes b) Glucose concentration in blood c) Rate of glucose absorption d) Hypoglycemia

15. Liver function test includes

a) Alanine transaminase test b) Albumin test c) Both a) and b) d) Neither a) nor b)

16. _____is an enrichment media

a) Stuarts medium b) Mac Conkey medium c) Selenite F broth d) Muller hinton agar

17. Preliminary test for identification of Bacteria from clinical sample includes

a) Gram staining b) Motility c) Catalase oxidase d) All the above

18. _____is the causative agent of Typhoid fever

a) Shigella dysentriae b) Vibrio cholerae c) Staphylococcus aureus d) Salmonella typhi

19. If a chemical gets into your mouth you should

a) Spit it out b) Rinse your mouth c) Visit a doctor d) All the above

20. A fire extinguisher is used to put out fires on

a) Anything that is not alive b) Humans c) Animals d) I have no idea what a fire extinguisher is

21. _____is not a differential staining method

a) Gram staining b) Negative staining c) Iodine wet mount d) LPCB wet mount

22. The purpose of using ATCC control strains for Antibiotic sensitivity testing is to check

a) The quality of the media b) The inoculum of the test strain c) The potency of the antibiotic d) The drug sensitivity of ATCC strains

23. _____is oxidase positive bacteria

a) Neisseria sps. b) Pseudomonas c) Vibrio cholerae d) All the above

24. The following bacteria is both MR and VP positive

a) E. coli b) Salmonella typhi c) Pseudomonas Aeruginosa d)None of the above

25. The most commonly used anticoagulant is

a) Sodium citrate b) EDTA c) Heparin d) All the above

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Mark list/ Grade

S. No	Reg. No	Name	Marks Obtained	Grade
1	221809746	AKSHAYA. K	45	A
2	221809747	ANUSREE. S	46	A
3	221809748	ASHWINI. V	47	A
4	221809749	BAKIYALAKSHMI. S	44	A
5	221809750	BALADIVYA. T	43	A
6	221809751	BHARATHI. K	45	A
7	221809752	BHARATHI. P	44	A
8	221809753	CHARULATHA .C	43	A
9	221809754	DEEPIKA .R	40	A
10	221809755	DEEPIKA.S	43	A
11	221809757	DHANALAKSHMI.K	42	A
12	221809758	DIVYA.D	42	A
13	221809759	DIVYA .S	41	A
14	221809760	DIVYADHARSHINI. S	40	A
15	221809761	EVANGELINE ESTHER. A	45	A
16	221809762	ILAMATHI . G	46	A
17	221809763	ISHWARYA .R	43	A

18	221809764	ISWARYA. K	44	A
19	221809765	JANANI PRIYANKA . K	45	A
20	221809767	JAYASHREE. D	47	A
21	221809768	JEEVITHA. C	48	A
22	221809769	JEEVITHA .J	44	A
23	221809770	JENIFAR. A	43	A
24	221809771	JOTHIKA .M	45	A
25	221809772	KANAGA. G	46	A
26	221809773	KAVITHA .N	43	A
27	221809774	KAVIYA. B	44	A
28	221809775	KEERTHANA .R	44	A
29	221809776	KEERTHANA. S	44	A
30	221809777	KEERTHIKA .R	45	A
31	221809778	KIRUBA .R	46	A
32	221809779	KOUSALYA.R	44	A
33	221809780	KRISHNA VENI. R	45	A
34	221809782	MANIMEGALAI V	47	A
35	221809783	MANJULA .S	45	A
36	221809784	MERLIN JESHANA V	46	A
37	221809785	MIDHUNA R	43	A
38	221809786	MOOGAMBIGAI M	44	A

39	221809787	NAVALAKSHMI A	45	A
40	221809789	NITHYASRI R	46	A
41	221809791	NUNDENEE P	47	A
42	221809792	PAVITHRA K	48	A
43	221809793	PAVITHRA K	45	A
44	221809794	PAVITHRA N R	45	A
45	221809795	PAVITHRA S	45	A
46	221809796	PAVITHRA S	44	A
47	221809797	PAVITHRA V	43	A
48	221809798	PIRAIMATHI T	43	A
49	221809799	POORANI P	43	A
50	221809800	PRABHA R	45	A
51	221809801	PRADIKSHA K	45	A
52	221809802	PREETHI R	43	A
53	221809803	PRIYA J	44	A
54	221809804	PRIYADHARSHINI S	44	A
55	221809805	PRIYADHARSHINI V	44	A
56	221809806	RABISHA V	46	A
57	221809807	RAMYA A	47	A
58	221809809	REETHA R	46	A
59	221809810	RESHMAA K	47	A

60	221809811	ROSHINI F	46	A
61	221809812	SANDHIYA E	45	A
62	221809813	SATHYA PRIYA S	43	A
63	221809815	SHARMILA R	44	A
64	221809816	SHYLA S	45	A
65	221809817	SOUNDARYA V	44	A
66	221809818	SOWMIYA G	44	A
67	221809819	SOWMYA S	43	A
68	221809821	SRINI A	43	A
69	221809822	SUBA M	43	A
70	221809823	SUBBULAKSHMI S	43	A
71	221809824	SUDHASRI G	43	A
72	221809825	SUNDARI B	44	A
73	221809826	SURABHI M	45	A
74	221809827	VIDHYA T	45	A
75	221809829	VINTHYA Y	46	A
76	221809830	VISHALI S	47	A
77	221809831	YAMINI R E	45	A
78	221809832	RITU KUMARI	44	A
79	221809833	AMRUTHA R	43	A

80	221809834	CHABATHU LAVAZRA SUMASIND HU	44	A
81	221809835	PAVITHRA C	43	A
82	221809836	SHIVANI A	43	A
83	221809837	SUBHIKSHA B	45	A
84	221809838	AMINA RAHMAN	46	A
85	221809839	JABEEN BANU S	45	A
86	221809840	MUTHU MEENAKSHI KRISHNAA R K S M	47	A
87	221809841	TRISHALY M	45	A
88	221809842	VAISHALI S	45	A

Grading:

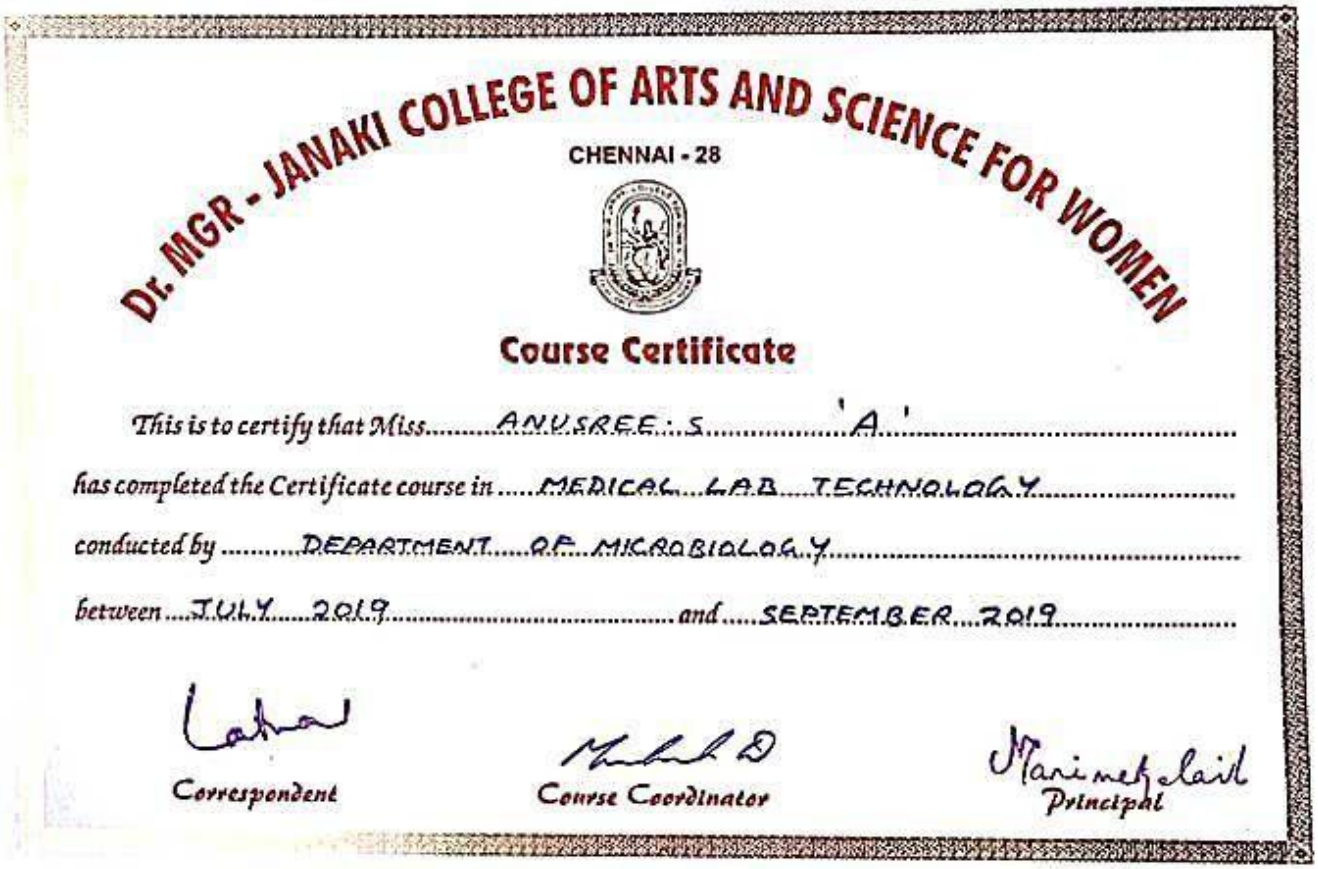
- 40- 50 marks – Grade A
- 30-40 marks – Grade B
- 20-30 marks – Grade C
- <20 – F

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Certificate Copy



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. ANUSREE. S 'A'

has completed the Certificate course in MEDICAL LAB TECHNOLOGY

conducted by DEPARTMENT OF MICROBIOLOGY

between JULY 2019 and SEPTEMBER 2019

Correspondent

Course Coordinator

Principal

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MEDICAL LAB TECHNOLOGY

DEPARTMENT OF MICROBIOLOGY

CERTIFICATE COURSE 2019-2020

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SYLLABUS

UNIT 1

INTRODUCTION TO MEDICAL LAB TECHNOLOGY

- Fuctional components of clinical laboratories
- Basic needs of a cllinical laboratory
- Identification and use of common laboratory glasswares and equipments
- Laboratory reagents
- Specimen collection - blood, urine, sputum, throat swab, stool, CSF, misc specimens.

UNIT 2

HEMATOLOGY

- Bleeding time
- clotting time
- haemoglobin concentration
- ESR
- Haematocrit volume
- Calculation of RBC indices MCV, MCH, MCHC
- Total RBC count
- WBC count
- Differential leucocyte count
- Total reticulocyte count

UNIT 3

DIAGNOSTIC MICROBIOLOGY

- Isolation and identification of common pathogenic bacteria
- Antimicrobial sensitivity testing- kirby bauer's method
- Diagnostic mycology
- Investigation of stool for identification of parasites

UNIT 4

CLINICAL BIOCHEMISTRY

- Estimation of glucose, protein, urea, choesterol
- Biochemical test profile - Liver function tests, Kidney function tests

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UNIT 1
INTRODUCTION TO MEDICAL LAB TECHONOLOGY

Functional components of clinical laboratories

Basic needs of clinical laboratory

- Good quality microscope along with oil immersion objective.
- Colorimeter and accessories Cuvets, filters etc.
- Bunsen Burner and Glass.
- Centrifuge
- Water bath
- Balance physical and chemical
- Test tube rack
- Inoculating needle
- Burette stand
- Tripod stand
- Distillation set
- Glass ware plastic ware “Variety of volumetric and non volumetric glass wares
- 500. 100. 50 and 25 ml cylinders.
- 1000. 500. 250. 100. 50. And 25 ml flax
- 20, 10, 5, 1 and 0.1 ml pipette and also serological (15.10.5 ml) tubes immersion oil bottles.
- Dropping bottle (100ml)
- Wash bottle and cylinders and petridish.
- Filter pump
- Hemocytometer
- ESR tube
- Microscope slide cover slip and cavity slide or serological tests.
- Filter paper, Gross pencil, note book, cotton gauze and swab
- Thermometer
- Incubator
- Oven
- Refrigerator
- Penicillin vial for Blood collection
- Pressure cooker or autoclave
- Stain & reagents

Glasswares

- Beakers - It is a simple cylindrical container used to hold solids and liquids with sizesranging from very small (10 mL) to very large (4,000 mL). It has a lip for ease of pouring and decanting liquids.
- Flasks - Flasks are designed so the contents can be swirled without spilling.
    - Erlenmeyer Flask - , the Erlenmeyer flask has a flat bottom with approximate graduations. The flat bottom allows the Erlenmeyer flask to be directly heated
    - Florence Flask - hybrid between the round bottom and the Erlenmeyer flask
    - Round-bottom flasks, or boiling flasks, are typically found in synthesis experiments, since the round shape allows for even heating and stirring

Erlenmeyer Flask



Florence flask



Round bottom flask



Test Tubes

- Test tubes are relatively small cylindrical vessels used to store, heat, and mix chemicals

Blue-Top Tube - Sodium Citrate (NaCitrate): This tube is primarily used forcoagulation studies

- **Lavender-Top Tube -** EDTA: EDTA is the anticoagulant used for most hematologyprocedures.
- **Red-Top Tube**This tube has no anticoagulant
- **Serum Separator Tube (SST) -** This tube contains a clot activator and serum gelseparator. It has no anticoagulant
- **Grey-Top Tube -** Potassium Oxalate. This tube is used primarily for glucose tolerancetesting.
- **Green-Top Tube -** Sodium Heparin or Lithium Heparin



- **Watch Glass** - can also be used as covers for beakers
- **Crystallization Dish** - hybrid between a watch glass and the Petri dish
- **The graduated cylinder** is used to measure a semi-precise volume of liquid.



- **Pipettes**

- **Micropipettes** are a specialized class of volumetric pipettes used for very small volumes from **1 µl to 1,000 µL.**
- **The burette** is an analytical piece of glassware used to dispense variable (but precise) volumes of liquids





- **Pasteur pipette –** pipette with a teat
- **Büchner Flask** - The filter flask looks like an Erlenmeyer flask, but has a hose barbnear the top to attach a vacuum hose
- **Funnels** are used for gravity filtration have a wide cone-shaped body, for adding and filtering solutions, and a long narrow stem, for delivery into a flask
- A **crucible** is made of ceramic and holds small amounts of chemicals during heating at high temperatures.
- **Mortar and pestle** originated in chemistry (and alchemy) laboratories, it is more common in pharmacology, biology, and culinary applications

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Common laboratory reagents

The commonly used formulas for calculation are:

- 1. Preparation of solutions using chemicals and dissolving them in appropriate solvents:

$$\text{Normality} = \frac{\text{Amount in (g)}}{\text{Equivalent weight}} \times \frac{1000}{\text{volume in (ml)}}$$

- 2. Preparation of solutions/reagents of different strengths using concentrated solutions/reagents

$$N_1V_1 = N_2V_2$$

Example: 2N NaOH

- Molecular mass of NaOH =40 g mol-1
- Equivalent weight of NaOH= 40
- 2N = (X/40) (1000/1000)
- X= 80 g.
- For 1 L Solution
- Take 1 L volumetric flask and in that dissolve 80 g of NaOH in approximately 200 mLdistilled water
- Make the solution 1 L by adding distilled water up to the mark.
- Put the flask in a thermostat at 20 0C and maintain for 1 hour.

Example: 5N Ammonium hydroxide solution

- Approximate normality of concentrated Ammonia solution used in the lab=15 N

$$N_1V_1 = N_2V_2$$

N1 = Normality of conc. Ammonia solution = 15.0
V1 = Volume of conc. Ammonia solution = X (have to calculate)N2 =
Normality of dil. Ammonia solution required= 5N
V2 = Volume of dil. Ammonia solution = 1 L

$$(15.0)\,x(X) = (5)\,X\,(1)$$

$$X = 5/15.0$$

$$X = 0.333\ L$$

Percent solutions

- Percent solution is the solution expressed in the unit %. It may be (a) percentage by weight-w/v, (b) percentage by volume-v/v, and (c) molar concentration.
- Some basic terms about solution:
- Solute is a chemical substance which is dissolved in a solution. It can be a solid or liquid
- Solvent is a liquid which dissolves the solute.

- **Expression of weight percent**

= Mass of solute (g) x 100
Volume of the solution (ml)

Example : A 7% (w/v) NaCl solution means that a mass of 7 g of NaCl is dissolved in asolution containing volume 100 mL

- **Expression of volume percent**

= volume of the solute (ml) x 100
Volume of the solvent (ml)

Example: 7.3% solution of ethanol in water. It means 7.3 mL ethanol + 100 mL water.

Specimen collection

Introduction

- Laboratory tests contribute vital information about a patient's health.
- Correct diagnostic and therapeutic decisions rely, in part, on the accuracy of test results.
- **Adequate patient preparation, specimen collection, and specimen handling** areessential prerequisites for accurate test results.
- The accuracy of test results is dependent on the integrity of specimens.
- The clinical material should be collected by a nurse with the supervision of a doctor.

Types of specimens

- Urine
- Blood
- Sputum
- Throat swab
- Stool
- CSF
- Biopsy
- Misc. specimens

Urine

- Container _ **Universal container** for small quantities
- Wide mouthed screw capped bottles for complete early morning specimens for diagnosis of **renal TB**
- Genitalium should be washed properly
- **Midstream urine** should be collected
- **Early morning** sample is ideal

Blood

- Container – 10ml tubes with **screw cap.** The cap has a central hole about 5mm in diameter which is covered on the inner side by a plaster or adhesive to maintain stability.

Collection of blood for blood culture

- Blood (5-10ml) is collected **without anticoagulant** and diluted with nutrient medium.
- Readymade **blood culture bottles** are available for processing blood in microbiology laboratory.
- Blood should be allowed to run over solid agar portion in **biphasic medium**.
- Blood culture bottles should be brought to room temperature and placed at **37 C in waterbath** before inoculation of blood sample. The cap should never be opened. Collection of blood for serology
- Blood for serological examination is submitted **with anticoagulant.**
  - **0.03ml of 20% sodium citrate**

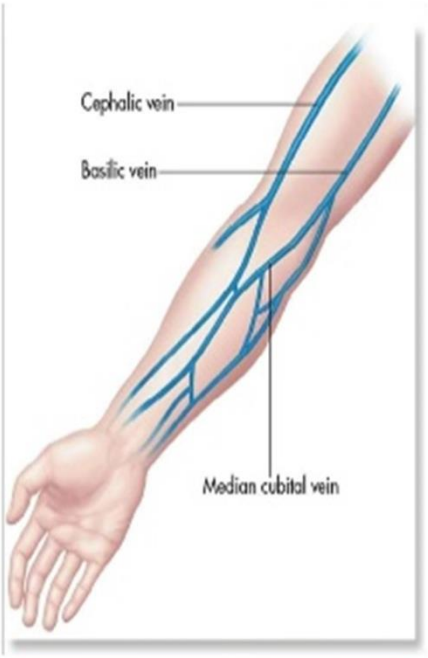
Blood collection site selection

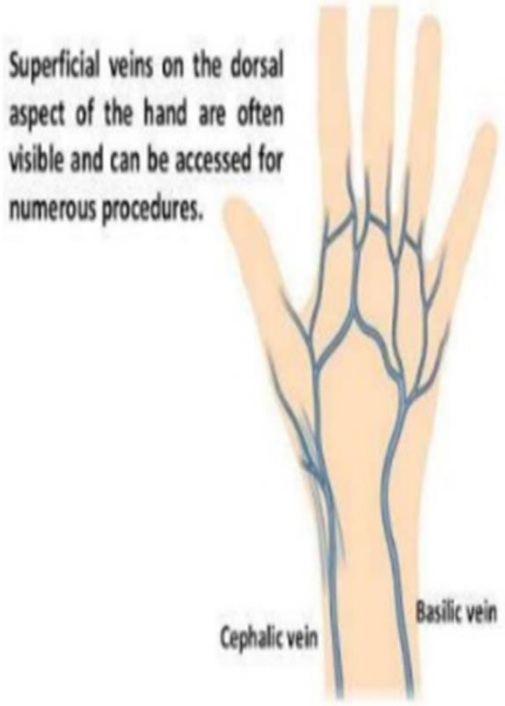
Antecubital Area (without locks or IVs)

- The three veins in this area are the first choice for blood collection
  - The **median cubital vein is the first choice** for blood collection.
  - The **cephalic vein** is the second choice for blood collection. It is usually moredifficult to find.
  - The **basilic vein** is the third choice for blood collection and should only be considered if the median cubital and cephalic veins in both arms have been ruled out. It is a high risk area due to the proximity of nerves.

Hand or Wrist (without locks or IVs)

Use only the backside (posterior) of the hand, and the thumb side(lateral) of the wrist.





Common Sites for Venipuncture

Sputum

- It is processed to diagnose **infection in the lung**
- **Early morning sputum** specimen is collected in wide mouth sterile containers after rinsing the mouth with tap water. Care should be taken to collect the **expectorant and not saliva** swabs
- It is suitable for taking specimens of **exudates from throat, Nostrils, ear, skin,wound** and other accessible lesions.
- It consists of **absorbant material** like **cotton wool or synthetic fibre (rayon, duron**) mounted on a thin wire or stick. Swabs can also be coated with **serum or calcium alginate or albumin, or charcoal** toinactivate inhibitors.
- They are available commercially.

Types of swabs

- **Baby swabs –** very fine and small to penetrate small openings in infants and babies
- **Pernasal swab** – used for diagnosis of **Whooping cough**. Swab is passed along the**floor of the nasal cavity** to reach the secretions in nasopharynx. It is small and flexible.
- **Post nasal swab** – It is used for taking nasapharyngeal secretions for diagnosis for **meningococcal carriage**. The terminal 20mm of the long stiff metal swab wire is bent through an angle of 45° so that it carries the swab up **behind the soft palate in the nasopharynx**.

Laryngeal swab

- It is used to obtain bronchial secretions for diagnosis of TB in patients who cannot expectorate sputum.
- It is longer about 50mm and be more sharply bent at 60°.
- It is wet with sterile water just before passing it over the dorsum of the tongue.
- It stimulates coughing.

High vaginal swab and cervical swab

- Used for diagnosis of gonorrhoea and puerperal fever.
- Swab is taken from uterine cervix.
- In case delicate organisms like Meningococcus or *Bordetella pertusis* is suspected the swab should be transported in a transport medium like **stuart medium or deep semi solid thiogluconate medium** for anaerobes to preserve the viability of the pathogens.
- The medium is **low nutrient** to **avoid over growth of commensal bacteria**.
- It has **reducing agents** to **prevent the accumulation of waste** from metabolism.

CSF

- **Lumbar puncture** (spinal tap)
- Collected in test tubes or sterile small vials with 1ml of **4% sodium citrate solution**.

Faecal sample

- Universal container supplied with a small metal or wooden or **plastic spoon** may be used.
- when there may be a delay of several hours under warm conditions before lab examination **neutral glycerol saline** should be added to the container
- If **mucus or tissue** is present they must be included with the specimen.
- If delicate medium like *Samonella or Shigella* are suspected special transport media and enrichment media cab be employed.

Specimen quality

- Poor quality specimens should be rejected. Very little volume
- If specimen quantity is limited, liquid specimens can be extended by adding 1-2ml of saline or nutrient broth.
- Enough specimen for all tests
- Gross examination – tan, purulence, red to rust red blood, mucus and brown to black discoloration of tissue denotes necrosis
- DMS – the specimen should have **many PMNs** in 10x and few or no squamousepithelial cells

- **More epithelial cells** result in mucocutaneous contamination with **normal flora**

Critical values

Medical emergencies which require immediate notification

- A positive blood culture
- Positive CSF gram stain for culture
- Group A streptococcus detected in surgical wound
- Gram stain suggesting gas gangrene or systemic toxemia
- Positive smear for malaria

Not so immediate:

- Positive Acid fast staining
- Unusual antibiotic resistance
- Detection of highly significant and unusual microbes like *Listeria, Legionella and Brucella*

Haematology

- Hematology is the science or **study of blood**
- **Bleeding time**
- **Clotting time**
- **Hb concentration**
- **ESR**
- **HCV**

CYANOMET HAEMOGLOBIN METHOD/ hemiglobincyanide (HiCN) test

HEMIGLOBINCYANIDE - A SPECTROPHOTOMETRIC METHOD

- The **hemiglobincyanide (HiCN) test** remains the recommended method of the ICSHagainst which all new Hb estimation methods are judged and standardized.

Test principle

- Blood is diluted in a solution containing **potassium ferricyanide and potassiumcyanide**.
- Potassium ferricyanide oxidizes the iron in heme to the ferric state to form **methemoglobin**, which is converted to **hemiglobincyanide (HiCN)** by potassiumcyanide.

- **HiCN is a stable colored product**, which in solution has an absorbance maximum at **540 nm**
- Absorbance of the diluted sample at 540 nm is compared with **absorbance at the same wavelength of a standard HiCN solution** whose equivalent hemoglobin concentration is known.
- Most hemoglobin derivatives (oxyhemoglobin, methemoglobin and carboxyhemoglobin, but not sulfhemoglobin) are converted to HiCN and therefore measured by this method.

Calculation

Hb in g/dl =

Absorbance of test sample/absorbance of standard x concentration of standard x dilutionfactor /100

Reagent diluent (modified Drabkin solution)Normal values

- For men : 14 -17g/100ml
- For women : 13 – 15g/100ml
- Child (1yr to puberty): 11 – 13.5
- Baby (3mnths) : 9.5 – 12.5
- New born : 15 – 21
- Decreased Hb occurs in
    - anaemia
    - Infection
    - Liver disease
    - Blood loss
    - Chronic inflammatory disease – arthritis
    - Hypothyroidism
- Increased Hb –
    - polycythemia
    - In malignancy

Bleeding time

- Bleeding time is the **time required for the capillary blood to stop flowing from theinjury in the finger**
- **Apparatus required**: Spirit, fine needle, blotting, paper, stop clock
- The finger is rubbed firmly to ensure adequate blood supply and cleaned by cold sterilization method.
- With the sterile needle **puncture the tip of the finger** using lancet
- With a blotting paper the over flowing blood was removed **every 15 secs** without touching the skin

- As soon as the blood starts flowing the stop clock is started. The finger is pressured hardly periodically until the last drop of blood is removed.
- When no more blood comes out, the stop clock is stopped and time is noted.
- Normal value : **1-3 minutes**
- Bleeding disorders :
    - prolonged purpura,
    - von willebrand disease

Clotting time

- Apparatus needed: Rectified spirit, fine needle, capillary tubes, cotton and stop clock.
- When blood is exposed to the atmosphere thrombin reaction occurs.
- The finger is prepared for a capillary blood extraction.
- Puncture the finger with a needle.
- Blood is collected in a capillary tube leaving some portion on either tips.
- Air bubble should be avoided
- Stop clock was started
- **Small bits of capillary tube is broken every 15 mins** starting from the bleeding timeof that person.
- The clock is stopped as soon as the **fibrin thread bridges the broken ends** when they have been seperated by **distance of 5mm or more**.
- Normal value: **3-7 minutes**
- Prolonged clotting time is seen in **haemophilia**

Blood cell indices

MCV, MHC, MCHC

- **Mean cell volume (MCV):** It is the measure of average volume of RBCs
- **Mean cell Haemoglobin (MCH)**: It is the measure of average weight of haemoglobinin individual erythrocytes
- **Mean cell haemoglobin concentration (MCHC):** It is the average concentration of Hbin erythrocytes
- These values are useful in elucidating the **etiology of anemias**.
- Red cell indices can be calculated if the values of hemoglobin, hematocrit (packed cell volume), and red blood cell count are known

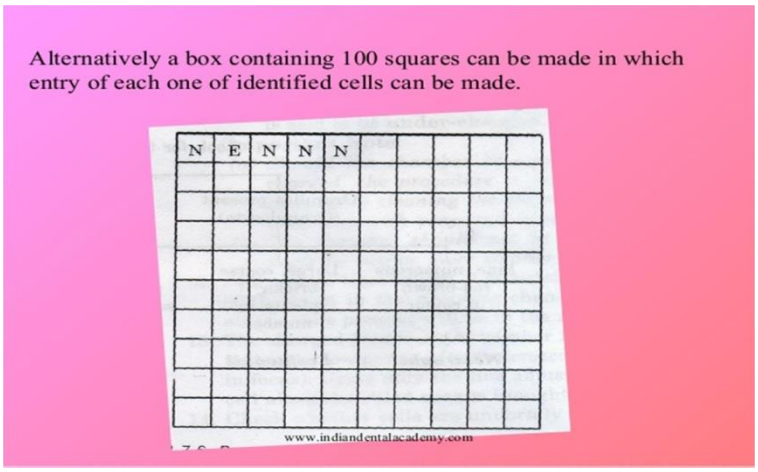
$$MCV = \frac{\text{Volume of packed cells/ 1000 ml of blood}}{\text{Red blood cell count in millions/ml}} \text{ fl or } \mu m^3$$

$$MCH = \frac{\text{Hemoglobin in g/ 1000 ml of blood}}{\text{RBC count in millions/ml}} \text{ pg/cell}$$

$$MCHC = \frac{\text{Hemoglobin in g/ 100 ml of blood} \times 100}{\text{Volume of packed cells/ 100 ml of blood}} \text{ g/dl or \%}$$

Differential count

- Make a **tongue smear of peripheral blood** on a slide let it dry and perform leishmann staining
- It is a methanolic mixture of **methylene blue and eosin**
- It is used to identify **leucocytes and malarial parasites**
- Add leishmann stain and leave for 2 mins, then dilute it using buffered water and allow the stain to act for 8 more minutes
- Wash with tap water and observe under microscope



Total Reticulocyte count

- Reticulocytes are **juvenile RBCs** that enter blood from bonemarrow
- They circulate in blood for **24 hrs** and mature into RBCs
- Reticulocytes have ribosomes and **cytoplasmic remnants that can pick up Brilliant cresyl blue stain**

Reticulocyte diluting fluid

- Brilliant cresyl blue – 1g
- Sodium citrate – 0.4 g
- 0.85% NaCl – 100ml
- One drop of diluting fluid, 2 drops of EDTA anticoagulated blood is mixed in atube and left undisturbed for 15 mins at RT

- A tongue smear is made with the above mixture and observed under 100x
- Reticulocytes are identified by **fine deep violet filments**. Atleast 15 such fields are examined.

Calculation

- Reticulocyte count in (%)
  = No. of reticulocytes/ No of RBCs counted x 100
- Normal value = 1-2 % of RBC

Clinical significance

- The number of reticulocytes indicates degree of bone marrow activity
- Bone marrow is very active after **acute blood loss** – number of immature RBCs is high – **reticulocytosis**
- **Aplastic anaemia** reticulocyte count is less.

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ESR & PCV

ESR – Erythrocyte sedimentation rate

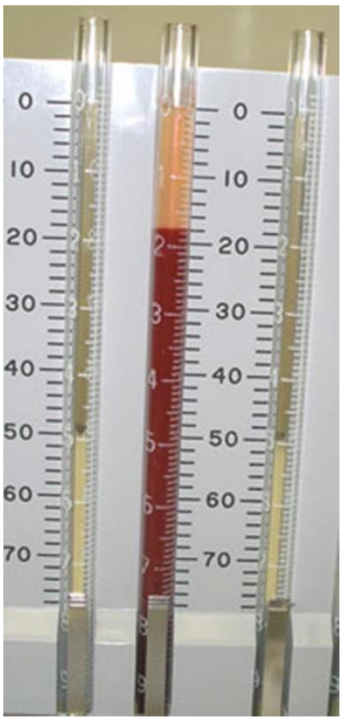
- ESR is a simple **non-specific screening test** that indirectly measures the presence of **inflammation in the body**
- It reflects the **tendency of red blood cells to settle more rapidly** in the face of some disease states, usually because of **increases in plasma fibrinogen, immunoglobulins**, and other acute-phase reaction proteins.
- Changes in **red cell shape or numbers** may also affect the ESR.
- When **anticoagulated whole blood** is allowed to **stand in a narrow vertical tube** fora period of time, the RBCs – under the influence of **gravity - settle out from the plasma**.
- The **rate at which they settle** is measured as the **number of millimeters of clear plasma present at the top of the column** after one hour (mm/hr)
- Two main methods used to measure the ESR:
  - **the Westergren method**
  - **the Wintrobe Method.**

Westergren method

- Collect **2 ml of venous blood** into a tube containing **0 .5 ml of sodium citrate**.
- It should be stored no longer than 2 hours at room temperature or 6 hours at 4 °C.
- The blood is drawn into a **Westergren-Katz tube to the 200 mm mark**.
- The tube is placed in a rack in a strictly vertical position for **1 hour at room temperature**
  - **the distance from the lowest point of the surface meniscus to the upper limit ofthe red cell sediment** is measured.
- The distance of fall of erythrocytes, expressed as **millimeters in 1 hour**, is the ESR.

Wintrobe method

- Wintrobe tube is **smaller in diameter than the Westergren tube** and only **100 mm long**.
- **EDTA** anticoagulated blood without extra diluent is drawn into the tube, and the rateof fall of red blood cells is measured in millimeters after 1 hour.
- The shorter column makes this method less sensitive than the Westergren method



Average values

- **in healthy men are: <15mm/hr;**
- **in healthy females: <20mm.**
- The values are slightly higher in old age, in both genders.
- The RBCs sediment because their **density is greater than that of plasma**;
- this is particularly so, when there is an **alteration in the distribution of charges** on the surface of the RBC (which normally keeps them separate form each other) resulting in their coming together to form large aggregates known as **rouleaux**.
- Rouleaux formation is determined largely by **increased levels of plasma fibrinogen and globulins,** and so the ESR reflects mainly changes in the plasma proteins that accompany **acute and chronic infections, some tumors** and degenerative diseases.
- In such situations, the ESR values are much **greater than 20mm/hr**.
- The ESR denotes merely the ***presence of tissue damage.***
- ***ESR decreases in*** **abnormally shaped RBC (sickle cells, spherocytosis) and polycythemia**

PCV –Packed cell volumeHematocrit test/Ht, HCT

- Test is a test done to diagnose polycythaemia, dehydration or anaemia
- The PCV test measures **how much of the blood consists of cells**.
- If the PCV returns a reading of 50%, it means that 50 ml of the cells are present inexactly 100 ml of blood.

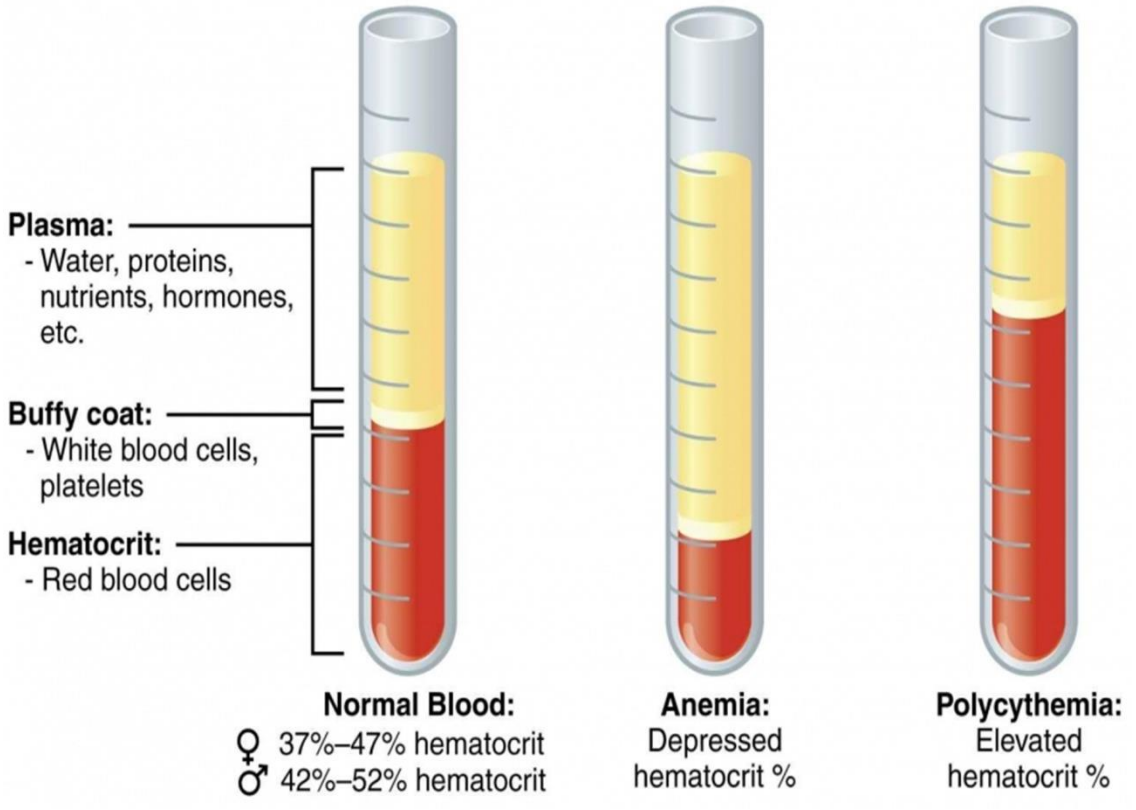
- If the **RBC number** **increases, then the total reading of the PCV** is also up.
- This number can also **increase due to dehydration.**

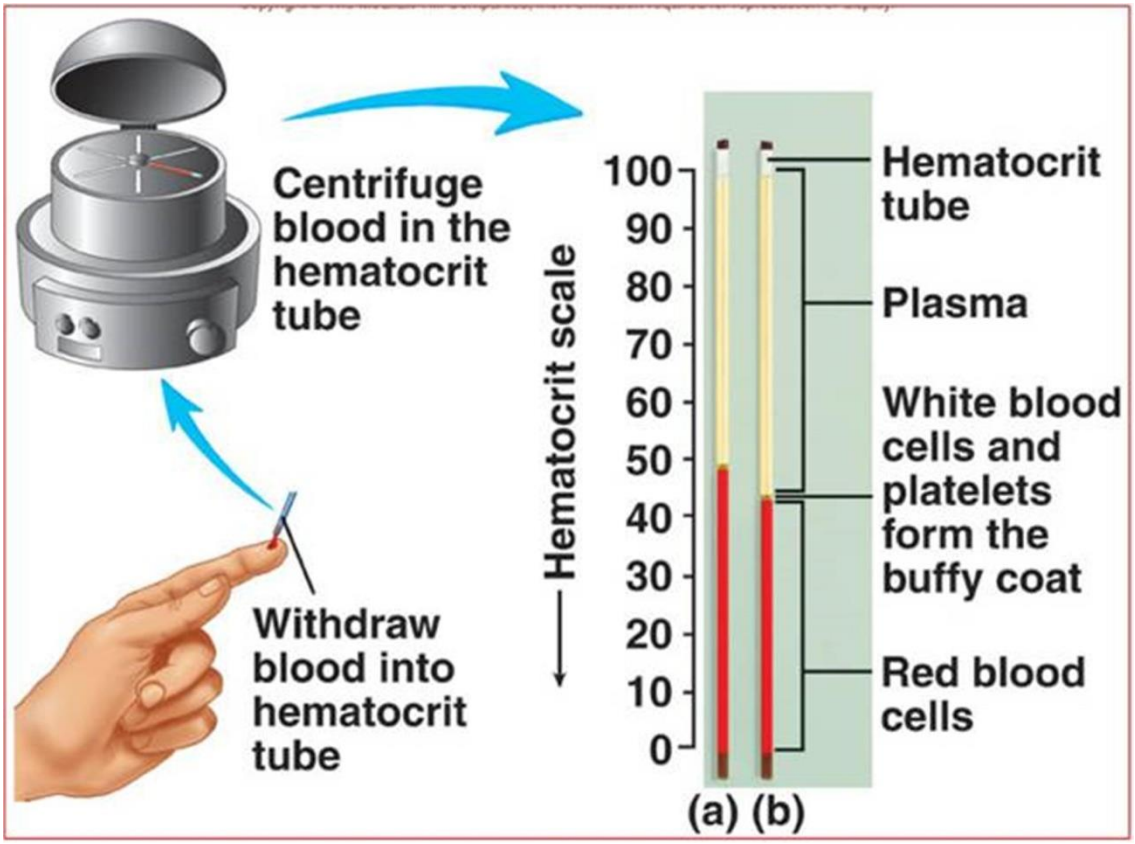
- The packed cell volume (PCV) can be determined by **centrifuging heparinized blood in a capillary tube** (also known as a **microhematocrit tube**) at 10,000 RPM for five minutes.
- This separates the blood into layers.
- The volume of packed red blood cells divided by the total volume of the bloodsample gives the PCV

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Procedure :

1. Under aseptic condition get a venous blood sample.
2. Carefully mix the blood sample in EDTA vial by repeated inversion.
3. Fill the Wintrobe tube with the help of Pasteur pipette to the 10 cm mark (which represent 100%).
4. Place the Wintrobe tube in the centrifuge machine, and other wintrobe tube filled with water on the opposite side so as to balance it.
5. Turn the centrifuge on to the slow speed and then gradually increase the speed.





- A normal range is considered to be:
  - For **men, 38.3 to 48.6 percent**
  - **For women, 35.5 to 44.9 percent**
  - **Lower than normal hematocrit can indicate:**
    - Anemia
    - A large number of **white blood cells due to long-term illness, infection or awhite blood cell disorder such as leukemia or lymphoma**
    - Vitamin or mineral **deficiencies**
    - Recent or long-term **blood loss**
  - **A higher than normal hematocrit can indicate**:
    - Dehydration
    - polycythemia vera
    - Lung or heart disease

Calculation

- Using either a **hematocrit reader or any ruled apparatus**, measure the **length of the column of the packed red cells** and **divide it by the length of the whole column of blood** (cells and plasma)
- To obtain the hematocrit, multiply this number by 100%

- If the column of packed red cells measures 20 mm and the whole blood column measures 50 mm, the hematocrit is **20/50 = 0.4 or (0.4 × 100%) = 40%.**

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BIOCHEMISTRY

Estimation of glucose

Glucose oxidase (GOD) – Peroxidase (POD) Method

- The value of blood sugar in humans generally ranges from 70 - 100 mg/dl.
- **Glucose oxidase** is an enzyme extracted from the growth medium of *Aspergillus niger*.
- Glucose oxidase catalyse the oxidation of Beta D- glucose present in the plasma to Dglucono -1 ,5 - lactone with the formation of hydrogen peroxide;
- The lactone is then slowly hydrolysed to D-gluconic acid
- The hydrogen peroxide produced is then broken down to oxygen and water by a **peroxidase enzyme**.
- Oxygen then react with an oxygen acceptor such as ortho toluidine which itself is converted to a coloured compound, the amount of which can be measured colorimetrically
- Glucose + O2 + H2O □ Gluconic acid + H2O2
- 2H2O2 + p hydroxybenzoicacid + 4 Aminoantipyrine □ Quinoneimine dye (Coloured compound) + 4H2O

Reagents required

- Saturated Benzoic acid (0.5%)
- GOD, POD

Glucose Stock Solution - 1 g of dry glucose is dissolved in benzoic acid and made upto 100mlwith saturated benzoic acid

Glucose working standard

S. No	Concentration of working standard (mg)	Glucose Stock solution (ml)	Distilled water (ml)
S1	100 mg %	1 ml	9 ml
S2	200 mg %	2 ml	8 ml
S3	300 mg %	3 ml	7 ml
S4	400 mg %	4 ml	6 ml

S5	500 mg %	5 ml	5 ml

S. NO	REAGENTS	B	S1	S2	S3	S4	S5	T
1.	D. water	10 µl						
2.	Standard		10 µl	10 µl	10 µl	10 µl	10 µl	
3.	Serum							10 µ
4.	GOD -POD	1 ml	1 ml	1 ml	1 ml	1 ml	1 ml	1 m

Procedure

- *O* Prepare 7 test tubes and name them B, S1, S2, S3, S4, S5, T

Mix well and wait for 15 mins. Take reading in the colorimeter using 520 nmCalculation

TEST TUBE	OD at 520 nm	Standard Blank	STANDARD
B	0.02		
S1	0.22	0.22 – 0.02	0.20 (100%)

S2	0.42	0.42 – 0.02	0.40 (200%)
S3	0.62	0.62 – 0.02	0.60 (300%)
S4	0.82	0.82 – 0.02	0.80 (400%)
S5	1.02	1.02 – 0.02	1.00 (500%)
T	0.82	0.82 – 0.02	0.80
Concentration of standard = 100 mg/dl			

- The amount of glucose present in the given sample = OD (T) – OD (B)/ OD (S) – OD (B) X Concentration of standard

= 0.82 – 0.02/ 0.22 -0.02 x 100

= 0.08/0.20 x 100

= 400%

RESULT : The amount of glucose present in the sample = 400%

Normal value

- Fasting blood sugar = 70-110 mg/dl
- Post prandial blood sugar = 90-140 mg/dl
- Random blood sugar = 80-120 mg/dl

Hyperglycemia

- Increased blood glucose level
- Diabetes melliteus
- Cushing's syndrome
- Hyper thyroidism
- Hyper pitutarism
- Emotional stress
- Infection
- Intracranial diseases
- Effects of drugs

Hypoglycemia

- Decreased blood glucose level
- Starvation
- Hypothyroidism

- Hypopitutarism
- Hypoadrenalism
- Glycogen storage disease – Vongeikes disease
- Increased insulin activity
    - Hyper dosage of insulin
    - Insulin secreting tumour cells

GLUCOSE TOLERANCE TEST

- Measure of how well your body's cells are able to absorb glucose after we consumea specific amount of sugar.
- GTT is used to diagnose gestational diabetes.
- The patient is given a glucose solution and blood samples are drawn afterwards at intervals to measure how well the body cells are able to absorb glucose.
- It is gold standard to diagnose type 2 diabetes
- Blood collected
- Zero time
- Given glucose solution to drink
- Blood collected every 2 hour interval
- Normal – 140mg/dl
- More that 140 – 199 impaired GT or prediabetes.
- Level of 200 mg/dl indicates diabetes

Types of diabetes

Type 1 diabetes

- Juvenile diabetes, auto immune disorder
- Beta cells destroyed

Type 2 diabetes

- Adult diabetes – aging
- Progressive condition

Estimation of urea from SERUM

- DAM-TSC Method
- Urea in blood reacts with diaceyl monoxime in a strongly acidic medium in the presence of thiosemi carbazide and ferric iron and to form a pink coloured complex whose intensity is measure colorimetrically.
- The intensity of colour is directly proportional to the amount of urea present in the given sample.
- DAM-TSC : Diacetyly monoxime – 1g

Thiosemi carbozoide – 20mg
Sodium Chloride – 9mg Make
upto 1 litre.

- UREA ACID
  MIXTURE:Conc.
  H2SO4 – 60ml
  Orthophosphoric acid – 10ml
  10% Ferric chloride – 1ml make
  upto 1 litre in D. H2O

Urea stock solution: Weight 1 g of urea and dissolved in D H2O and make upto 100ml involumetric flasks.

S. No	REAGENTS	B	S1	S2	S3	S4	S5	T
1	D H2 O	20µl						
2	Urea working standard solution		20µl	20µl	20µl	20µl	20µl	2
3	Test sample							2
4	DAM reagent	1.5ml	1.5ml	1.5ml	1.5ml	1.5ml	1.5ml	1.
5	Urea acid mixture	1.5ml	1.5ml	1.5ml	1.5ml	1.5ml	1.5ml	1.

- Mix the content well and keep in boiling water bath for 20 mins. After cooling read at 540 nm (green filter).
- Calculation:

OD Test – OD Blank/ OD std – OD Blank x Conc. Of Standard
Working standard

Required in (mg%)	Conc. Of Stock Std (mg)	Volume (ml)	B/A X V	Stock (ml)	D. H2O (ml)
40mg %	1000 mg/dl	10 ml	40/1000 x10	0.4	9.6

CONCENTRATION OF STANDARD = 40 mg %

- The amount of urea present in the sample = OD (T) – OD (B)/OD (S) – OD

(B) Xconcentration of standard

- =0.21 – 0.01/ 0.05 – 0.01 x 40
- = 0.20/0.04 x 40 = 200%
- The amount of urea present in the sample = 200mg%
- Normal value = 15-38

mg/dlCALCULATION

Test tube	OD at 540 nm	Standard Blank	Std OD (concentratio
B	0.01		
S1	0.05	0.05- 0.01	0.04 (40%)
S2	0.09	0.09- 0.01	0.08 (40%)
S3	0.13	0.13- 0.01	0.12 (40%)
S4	0.17	0.17-0.01	0.16 (40%)
S5	0.21	0.21- 0.01	0.20 (40%)
T	0.21	0.21 - 0.01	0.20 (40%)

Clinical significance

- **Increased than normal level indicates**

- **Prerenal causes**
  - Congestive heart failure
  - Myocardial infarcation
  - Hypovolemia due to burns, shock or dehydration
  - Gastrointestinal bleeding
  - Excessive protein catabolism
    - **Renal causes**
  - Acute glomerulonephritis
  - Renal failure
  - Congenital cystic kidney disease
    - **Post renal causes**
  - Urinary obstruction
  - Enlarged prostate

- Stones in urethra or urinary tract
- Stricture in urethra

- Tumours in urinary bladder

Decreased than normal

- Liver failure
- Low protein diet
- Malnutrtion
- Over hydration – hemodilution

Estimation of serum cholesterol

CHOD- PAP, END POINT- Enzymatic method

Materials Needed

- Buffer – 100mmol/litre
- Cholesterol oxidase (CHO)
- Cholesterol esterase (CHE)
- Peroxidase (POD)
- 4 amino antipyrine (4 AAP)
- Phenol

Principle

- Cholesterol ester + water ---CHE---> Cholesterol + Fatty acids
- Cholesterol + O2 ---CHO---> Cholesterol-4-en-3-one + water
- 2H2O2 + 4AAP + Phenol ---POD---> Quanoaminodye + 4H2O

Procedure

S. NO	REAGENT	BLANK	STANDARD	TES
1	Working standard reagent	1000 µl	1000µl	100
2	Distilled water	10µl	-	-
3	Standard (200mg%)	-	10µl	-
4	Sample (test)	-	-	10µl

TUBE	OD
BLANK	0.05
STANDARD	0.25
TEST	0.20

- Mix well and incubate for 15 mins at 37C. Read absorbance of the test and standard against reagent blank
- The amount of cholesterol present in the sample
  = OD (T) – OD (B)/OD (S) – OD (B) X concentration of standard
- 0.20 -0.05 / 0.25-0.05 X 200 mg %
  = 150 mg %
- Normal range
  150 -220mg/dl

Clinical significance

- **Hypercholesterolemia:**
  - Diabetes mellitus
  - Hypothyroidism
  - Obstructin jaundice
  - Nephrotic syndrome
  - Obesity
  - Cirrhosis
- **Hypocholesterolemia**
  - Hyperthyroidism
  - Pernicious anaemia
  - Haemolytic anaemia
  - Malabsorption syndrome
  - Oral contraceptive pills

Estimation of protein in serum

Biuret method

- **Biuret reagent** – dissolve 9g of **sodium potassium tartarate, 3 g of copper sulphateand 6 g**

- **of potassium iodide** in 0.2N NaOH and make upto 1000 ml

- **Principle:** Protein in serum reacts with biuret reagent to form **purple colour** which ismeasured colorimetrically at 540nm. The absorbance is directly proportional to amount of protein present in the sample.

S.No	REAGENTS	BLANK	STANDARD	T
1	D Water	4.1ml	4ml	4
2	Std protein	-	0.1ml	-
3	Serum	-	-	0.
4	Biuret reagent	2ml	2ml	2

Clinical significance

- **Increased total protein indicates**
  - **Dehydration**
  - **Physiological causes – standing position, vigorous exercise**
  - **Pathological causes – Infections, TB, myeloma**
- **Decreased total protein indicates**
  - **Nephrotic syndrome (excessive protein loss in urine)**
  - **Severe burns**
  - **Malnutrition**
  - **Cirrohosis of liver**
  - **Intestinal diseases**
  - **Edema**
  - **Blood loss**

Liver function tests

- A liver function test is often recommended in the following situations:
- to check for damage from liver infections, such as hepatitis B and hepatitis C
- monitor the **side effects of medications**
- to monitor the disease and how well a particular **treatment is working**
- If one has the **symptoms of a liver disorder**
- For alcoholics
- **For gallbladder disease**

Tests performed

- Commonly used tests to check liver abnormalities are tests checking:
  - **alanine transaminase (ALT)**
  - **aspartate aminotransferase (AST)**
  - **alkaline phosphatase (ALP)**
  - **albumin**
  - **Bilirubin**
- The ALT and AST tests **measure enzymes** that your liver releases in response to **damage or disease**.
- The albumin test measures how well **the liver creates albumin**
- The bilirubin test measures how well it **disposes of bilirubin.**
- ALP can be used to evaluate the **bile duct system** of the liver.

Alanine transaminase (ALT) test

- Alanine transaminase (ALT) is used by your body to metabolize protein. If the liver isdamaged or not functioning properly, ALT can be released into the blood. This causes **ALT levels to increase**.
- A higher than normal result on this test can be a **sign of liver damage**.
- An ALT **above 25 IU/L** (international units per liter) in **females** and **33 IU/L in males** typically requires further testing and evaluation.

Aspartate aminotransferase (AST) test

- Aspartate aminotransferase (AST) is an enzyme found in several parts of your body,including the heart, liver, and muscles.
- When the **liver is damaged**, **AST can be released into the bloodstream**. A high resulton an AST test might indicate a problem with the liver or muscles.
- The normal range for AST is typically up to **40 IU/L in adults and may be higher ininfants and young children.**

Alkaline phosphatase (ALP) test

- Alkaline phosphatase (ALP) is an enzyme found in your bones, bile ducts, and liver.An ALP test is typically ordered in combination with several other tests.
- **High levels of ALP** may indicate liver inflammation, **blockage of the bile ducts,** or a **bone disease**.
- **Children and adolescents may have elevated levels of ALP** because their **bones aregrowing**.
- **Pregnancy** can also raise ALP levels.
- The normal range for ALP is typically up to **120 U/L in adults.**

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Albumin test

- Albumin is the main protein **made by your liver**.
- It performs many important bodily functions. For example, albumin:
  - stops fluid from leaking out of blood vessels
  - nourishes tissues
- A low result on this test can indicate that liver isn't functioning properly.
- The normal range for albumin is **3.5–5.0 grams per deciliter (g/dL)**.
- However, low albumin **can also be a result of poor nutrition, kidney disease,infection, and inflammation**.

Kidney function tests

- Tests that can estimate your glomerular filtration rate (GFR)

Urinalysis

- A urinalysis screens for the presence of protein and blood in the urine

 24-hour urine collection sample. This can help doctors see how fast a waste productcalled creatinine is clearing from your body. (creatinine clearance test)

- **Creatinine** is a breakdown product of muscle tissue.
- Infection increases urine protein, but so does a heavy physical workout

Serum creatinine test

- This blood test examines whether creatinine is building up in your blood.
- The kidneys usually completely filter creatinine from the blood.
- A high level of creatinine suggests a kidney problem.

 a creatinine level higher than 1.2 milligrams/deciliter (mg/dL) for women and 1.4mg/dL for men is a sign of a kidney problem.

Microalbuminuria or albumin-to-creatine ratio tests

 These two tests require a small urine sample. They both help identify levels ofalbumin in the urine.

 Albumin is an important protein in the blood. If the kidneys filter too much albuminout in the urine, it may be a sign that they are not doing their job correctly.

- A urine albumin result of **30 milligrams per gram (mg/g) or less is normal**. Anythinghigher than this may be a sign of kidney disease.

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CRITERION 1

CERTIFICATE COURSE

2019-2020

TALAM

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1. DEPARMENT : Natya
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/NAT1/CC/2019-2020
4. NAME OF THE SUBJECT : Talam
5. STAFF IN-CHARGE : Dr. Sujatha Mohan
6. BATCH : 2018-2023
7. NO. OF STUDENTS 29
8. COURSE FEE : NA
9. DURATION : 30 HRS
10. TIMING : 1 Hour per day (Tuesday and Thursday)

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College of Arts and Science for Women

"Excellence Through Diligence"

CERTIFICATE COURSE

Document ID:	MJC/NAT/2019/CER1	**Document Name:**	**Circular**
Name of the Mentor:	Dr. Sujatha Mohan		
Course:	Talam	**Course/ Dept:**	MA/Natya
Batch:	2018-2023	**Year/Sem:**	II/III

This certificate course for MA Natya for the academic year 2019-2020, will commence from 02/07/2019.

The Classes will be held on all Tuesdays and Thursdays between 10.00 am&11.00 am.

S.NO	NAME	DESIN. /DEPT	SIGNATURE
1	Dr. R. Manimekalai	Principal	
2	Dr. Sujatha Mohan	Dept. In-Charge	
3	Abirami Sudarkodi G S	Natya	
4	Aiswarya	Natya	
5	Anjali S	Natya	
6	Bhavana C S	Natya	
7	Kalaiselvi M	Natya	
8	Sandhiya R	Natya	
9	Shilpa S	Natya	
10	Shruthika Shree S	Natya	
11	Shyamal Dattaraj Thore	Natya	
12	Sneha	Natya	
13	Subalakshm P	Natya	
14	Thejashwini P	Natya	
15	Poorna P	Natya	
16	Irudhaya Jeniferx	Natya	
17	Subika J	Natya	
18	Reshmi Raj	Natya	
19	Shrilekha V	Natya	
20	Haritha S A	Natya	
21	Krishnapriya C	Natya	
22	Aparna T R	Natya	
23	Dyuthi Ashwin	Natya	
24	Deepanjali S	Natya	
25	Harini P	Natya	
26	Malarvili S	Natya	
27	Shivashankari	Natya	
28	Vidhya S	Natya	
29	Anitha R	Natya	
30	Monisha E S	Natya	
31	Suganya S	Natya	

COURSE INSTRUCTOR

HOD

PRINCIPAL

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COURSE SPECIFICATION

1. DEPARTMENT : Natya
2. SUBJECT NAME : Talam
3. SUBJECT CODE : MJC/NAT1/CC/2019-2020
4. AIM:
   - Talam is an essential element of Carnatic music, as it provides the structure and framework for the melody and improvisation. It also enhances the aesthetic appeal and expression of the music.
   - Learning talam can help you appreciate the beauty and complexity of Carnatic music, as well as develop your sense of rhythm and coordination.
5. OBJECTIVES:
   - To teach students the different types of Talam.

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SYLLABUS

UNITS	CONTENTS
Unit – 1	Basics of Talam
Unit – 2	35 – 175 Talams
Unit – 3	Adi Talam
Unit – 4	Rupaka Talam

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SYLLABUS COVERAGE

Branch : **Natya**

Subject : Talam

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	02/07/2019	25/07/2019	8	Dr. Sujatha Mohan	Suja Moh
II	06/08/2019	29/08/2019	8	Dr. Sujatha Mohan	Suja Moh
III	03/03/2019	26/09/2019	8	Dr. Sujatha Mohan	Suja Moh
IV	01/10/2019	17/10/2019	6	Dr. Sujatha Mohan	Suja Moh
Total hours			30		

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NAMELIST

REGNO	NAME
551800001	G.S. ABIRAMI
551800002	S. AISWARYA
551800003	S. ANJALI
551800004	C.S. BHAVANA
551800005	M. KALAISELVI
551800007	A. NATHIYA
551800008	R. SANDHYA
551800009	S. SHILPA
551800011	SHYAMAL DATTARAJ THORE
551800012	SNEHA
551800013	P. SUBALAKSHMI
551800014	P. THEJASWINI
551700006	POORNA P
551700002	IRUDHAYA JENIFERX
551700009	SUBIKA J
551700007	RESHMI RAJ
551700008	SHRILEKHA V
551700003	HARITHA S A
551700004	KRISHNAPRIYA C
551700001	APARNA T R
551700010	DYUTHI ASHWIN
551600001	DEEPANJALI S
551600002	HARINI P
551600003	MALARVILI S
551600005	SHIVASHANKARI
551600006	VIDHYA S
551500001	ANITHA R
551500004	MONISHA E S
551500007	SUGANYA S

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TIME TABLE-CERTIFICATE COURSE

DATE	TIME	STAFF NAME
02/07/2019	10.00-11.00	Dr. Sujatha Mohan
04/07/2019	10.00-11.00	Dr. Sujatha Mohan
09/07/2019	10.00-11.00	Dr. Sujatha Mohan
11/07/2019	10.00-11.00	Dr. Sujatha Mohan
16/07/2019	10.00-11.00	Dr. Sujatha Mohan
18/07/2019	10.00-11.00	Dr. Sujatha Mohan
23/07/2019	10.00-11.00	Dr. Sujatha Mohan
25/07/2019	10.00-11.00	Dr. Sujatha Mohan
06/08/2019	10.00-11.00	Dr. Sujatha Mohan
08/08/2019	10.00-11.00	Dr. Sujatha Mohan
13/08/2019	10.00-11.00	Dr. Sujatha Mohan
15/08/2019	10.00-11.00	Dr. Sujatha Mohan
20/08/2019	10.00-11.00	Dr. Sujatha Mohan
22/08/2019	10.00-11.00	Dr. Sujatha Mohan
27/08/2019	10.00-11.00	Dr. Sujatha Mohan
29/08/2019	10.00-11.00	Dr. Sujatha Mohan
03/09/2019	10.00-11.00	Dr. Sujatha Mohan
05/09/2019	10.00-11.00	Dr. Sujatha Mohan
10/09/2019	10.00-11.00	Dr. Sujatha Mohan
12/09/2019	10.00-11.00	Dr. Sujatha Mohan
17/09/2019	10.00-11.00	Dr. Sujatha Mohan
19/09/2019	10.00-11.00	Dr. Sujatha Mohan
24/09/2019	10.00-11.00	Dr. Sujatha Mohan
26/09/2019	10.00-11.00	Dr. Sujatha Mohan
01/10/2019	10.00-11.00	Dr. Sujatha Mohan
03/10/2019	10.00-11.00	Dr. Sujatha Mohan
08/10/2019	10.00-11.00	Dr. Sujatha Mohan
10/10/2019	10.00-11.00	Dr. Sujatha Mohan
15/10/2019	10.00-11.00	Dr. Sujatha Mohan
17/10/2019	10.00-11.00	Dr. Sujatha Mohan

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DEPARTMENT – MA NATYA
CERTIFICATE COURSE – TALAM **BATCH: 2018-2023**
SUBJECT CODE - MJC/NAT1/CC/2019-2020
NO OF HOURS: 30 HOUR (ONE HOUR EACH DAY)

S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			02.07.19	04.07.19	09.07.19	11.07.19	16.07.19	18.07.19	23.07.19	25.07.19	06.08.19	08.08.19	13.08.19	15.08.19	20.08.19	22.08.19	27.08.19
1	551800001	ABIRAMI SUDARKODI G S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	551800002	AISWARYA	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	551800003	ANJALI S	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	551800004	BHAVANA C S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	551800005	KALAISELVI M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6	551800007	SANDHIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
7	551800008	SHILPA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	551800010	SHRUTHIKA SHREE S	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9	551800011	SHYAMAL DATTARAJ THORE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
10	551800012	SNEHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	551800013	SUBALAKSHM P	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
12	551800014	THEJASHWINI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	551700006	POORNA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	551700002	IRUDHAYA JENIFERX	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X

15	551700009	SUBIKA J	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
16	551700007	RESHMI RAJ	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	551700008	SHRILEKHA V	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
18	551700003	HARITHA S A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
19	551700004	KRISHNAPRIYA C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	551700001	APARNA T R	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
21	551700010	DYUTHI ASHWIN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
22	551600001	DEEPANJALI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	551600002	HARINI P	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
24	551600003	MALARVILI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	551600005	SHIVASHANKARI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	551600006	VIDHYA S	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
27	551500001	ANITHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
28	551500004	MONISHA E S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	551500007	SUGANYA S	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X

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S.no	Register No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			29.08.19	03.09.19	05.09.19	10.09.19	12.09.19	17.09.19	19.09.19	24.09.19	26.09.19	01.10.19	03.10.19	08.10.19	10.10.19	15.10.19	17.10.19
1	551800001	ABIRAMI SUDARKODI G S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	551800002	AISWARYA	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	551800003	ANJALI S	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	551800004	BHAVANA C S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	551800005	KALAISELVI M	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
6	551800007	SANDHIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
7	551800008	SHILPA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	551800010	SHRUTHIKA SHREE S	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9	551800011	SHYAMAL DATTARAJ THORE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
10	551800012	SNEHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	551800013	SUBALAKSHM P	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
12	551800014	THEJASHWINI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	551700006	POORNA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	551700002	IRUDHAYA JENIFERX	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
15	551700009	SUBIKA J	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
16	551700007	RESHMI RAJ	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	551700008	SHRILEKHA V	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
18	551700003	HARITHA S A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a

19	551700004	KRISHNAPRIYA C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	551700001	APARNA T R	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
21	551700010	DYUTHI ASHWIN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
22	551600001	DEEPANJALI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	551600002	HARINI P	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
24	551600003	MALARVILI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	551600005	SHIVASHANKARI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	551600006	VIDHYA S	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
27	551500001	ANITHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
28	551500004	MONISHA E S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	551500007	SUGANYA S	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X

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TALAM

ASSESSMENT EVALUATION-QUESTION PAPER

TOTAL:50 MARKS

PART-A 5*2=10

1. What is Talam?
2. What is Layam
3. How many types of Talam are there?
4. What is the system of Talam we use in present day?
5. How many Aksharas are there in Rupaka Talam?

PART-B 5*4=20

8. Write a notation on Pancha nadai in Aditalam.
9. Describe how 175 talas areformed.
10. Differentiate Jathi and Gathi.
11. Explain Margam and Kriya.

PART-C 2*10=20

12. Explain Taladasapranas.
13. Notate Allarippu.

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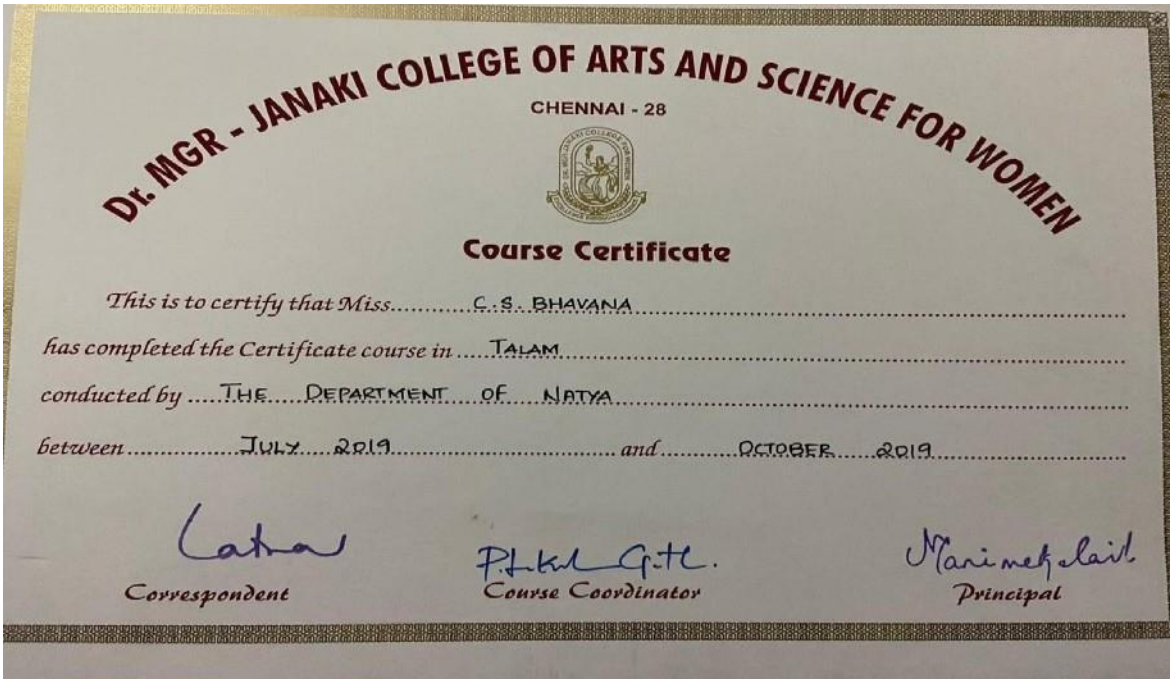
MARK LIST/GRADE

REGNO	NAME	MARKS
551800001	G.S. Abirami Sudarkodi	35
551800002	S. Aiswarya	34
551800003	S. Anjali	32
551800004	C.S. Bhavana	41
551800005	M. Kalaiselvi	39
551800007	A.Nathiya	24
551800008	R. Sandhya	31
551800009	S.Shilpa	26
551800011	Shyamal Dattaraj Thore	34
551800012	Sneha	40
551800013	P. Subalakshmi	40
551800014	P. Thejaswini	34
551700006	Poorna P	35
551700002	Irudhaya Jeniferx	34
551700009	Subika J	32
551700007	Reshmi Raj	41
551700008	Shrilekha V	39
551700003	Haritha S A	24
551700004	Krishnapriya C	31
551700001	Aparna T R	26
551700010	Dyuthi Ashwin	34
551600001	Deepanjali S	40
551600002	Harini P	40
551600003	Malarvili S	34
551600005	Shivashankari	35
551600006	Vidhya S	34
551500001	Anitha R	32
551500004	Monisha E S	41
551500007	Suganya S	39

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CHENNAI - 28

Course Certificate

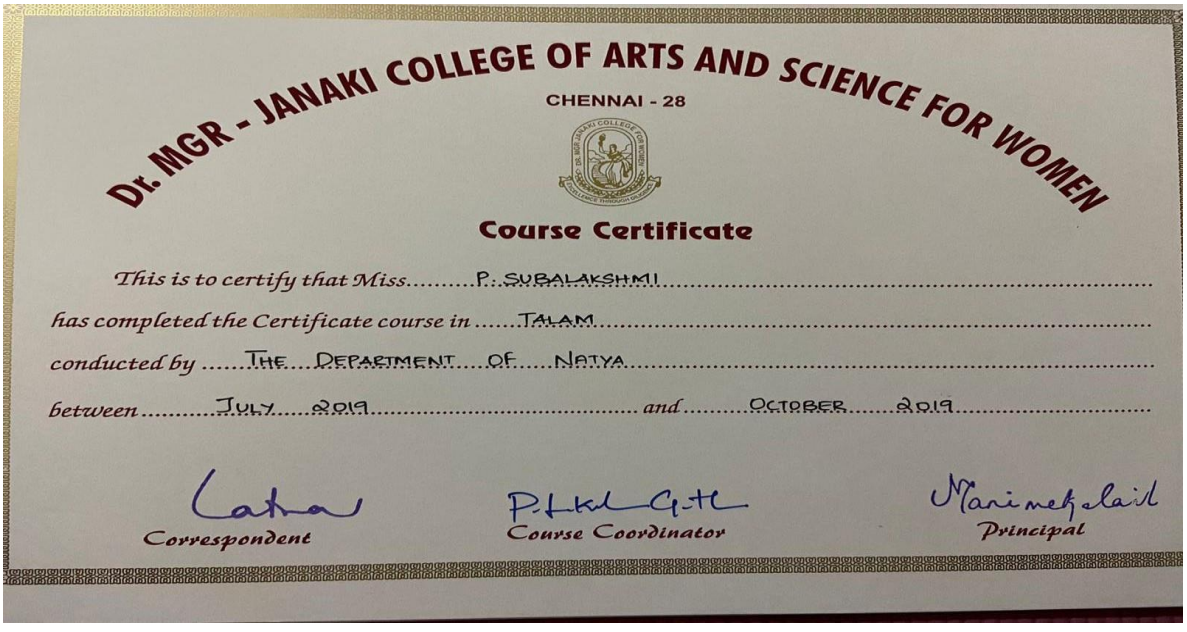
This is to certify that Miss. C. S. BHAVANA

has completed the Certificate course in TALAM

conducted by THE DEPARTMENT OF NATYA

between JULY 2019 and OCTOBER 2019

Correspondent | Course Coordinator | Principal



Dr. MGR - JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 28

Course Certificate

This is to certify that Miss. P. SUBALAKSHMI

has completed the Certificate course in TALAM

conducted by THE DEPARTMENT OF NATYA

between JULY 2019 and OCTOBER 2019

Correspondent | Course Coordinator | Principal

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NOTES/HAND DOWNS:

Tala is the term used in Indian classical music for the rhythmic pattern of any composition.

Carnatic music uses a comprehensive system for the specification of talas, called the sapta tala system. In Carnatic music each pulse count is called an aksharam or a kriyā, the interval between each being equal, though capable of division into faster matras or svaras, the fundamental unit of time. The tala is defined by the number and arrangement of aksharams inside an avartanam.

According to this system, there are seven families of talas, each of which has five members, one each of five types or varieties (jati or chapu), thus allowing thirty-five possible talas.

The Sapta Talams are as follows:

1.DhruvaTalam
2.MatyaTalam
3.RupakaTalam
4.JhampaTalam
5.Thriputa Talam (Chathurushra Thriputa Talam is also called as Adi Talam)
6.AtaTalam
7. Eka Talam

Each of these Talams can be categorized into 5 different types of Talams depending on their Jathis. Jathis meaning variety in which the Laghu counts can vary from being 3-9 and are of the following types:

1. **Thisra Jathi which has 3 beats** Ta Ki Ta

2. **Chathurushra Jathi which has 4 beats** Ta Ka Dhi Mi

3. **Khanda Jathi which has 5 beats** Ta Ka Ta Ki Ta

4. **Misra Jathi which has 7 beats and** Ta Ki Ta Ta Ka Dhi Mi

5. **Sankeerna Jathi which has 9 beats.** Ta Ka Dhi Mi Ta Ka Ta Ki Ta

There are three sub-patterns of beats into which all talas are divided; laghu, dhrutam

and anudhrutam.

In other words the structure of every Talam will be a combination of Laghu, Dhrutham and or Anudhrutham. The only exception to it being the Eka Talam which would have only the Laghu counts in it. Similarly the Jhupma Talam is the Talam which has apart from the Laghu and Dhrutham the beat of Anudhrutham as well.

- **A dhrutam is a pattern of 2 beats. This is notated 'O'.**
- **An anudhrutam is a single beat, notated 'U'.**
- **A laghu is a pattern with a variable number of beats, 3, 4, 5, 7 or 9, depending upon the type of the tala. It is notated '1'**

The seven families with their default lengths are:

Talams	Avartanam	Default Length of Lagu	Toal Akhsaras according to Sapta Alankaras
Dhruva	I-O-I-I	4	14
mathya	I-O-I	4	10
Rupaka	O-I	4	6
Jhampa	I-U-O	7	10
Triputa	I-O-O	3	7
Ata	I-I-O-O	5	14
Eka	I	4	4

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Every Tala-type has 5 Jati variations. The result lines up to 5*7=35 different Talas.

Jatis	Dhruva	Matya	Rupaka	Jhampa	Triputa	Ata	Eka
Tishra	I3-O2-I3-I3	I3-O2-I3	O2-I3	I3-U1-O2	I3-O2-O2	I3-I3-O2-O2	I3
Chatushra	I4-O2-I4-I4	I4-O2-I4	O2-I4	I4-U1-O2	I4-O2-O2	I4-I4-O2-O2	I4
Kanda	I5-O2-I5-I5	I5-O2-I5	O2-I5	I5-U1-O2	I5-O2-O2	I5-I5-O2-O2	I5
Mishra	I7-O2-I7-I7	I7-O2-I7	O2-I7	I7-U1-O2	I7-O2-O2	I7-I7-O2-O2	I7
Sankeerna	I9-O2-I9-I9	I9-O2-I9	O2-I9	I9-U1-O2	I9-O2-O2	I9-I9-O2-O2	I9

For instance one avartanam of Khanda-jati Rupaka tala comprises a 2-beat dhrutam followed by a 5-beat laghu. An avartanam is thus 7 aksharams long. With all possible combinations of tala types and laghu lengths, there are 5 x 7 = 35 talas having lengths ranging from 3 (Tisra-jati Eka) to 29 (sankeerna-jati Dhruva) aksharams. Chatusra-gati Khanda-jaati Rupaka tala has 7 aksharam, each of which is 4 matras long; each avartanam of the tala is 4 x 7 = 28 matras long. For Misra-gati Khanda-jati Rupaka tala, it would be 7 x 7 = 49 matra.

The Talas are played mainly in 3 different tempo:

1st speed or Vilambitha Laya,

2nd speed or Madhya Laya (double time)

3rd speed or Duritha Laya (triple time).

The subcounts are called Gati. Gati of a tālam specifies sub-divisions of a beat in a composition. It is also referred as Nadai.

There are5 varieties:

Tisra Gati

Chaturasra Gati

Khanda Gati

Misra Gatiand Sankeerna Gati

The combination of all possibilities line up to:

35 Talas x 5 Gatis x 3 speeds = 535 variations

The most common tala is Chahurusra-nadai Chatusra-jaati Triputa tala, also called Adi tala . From the above tables, this tala has eight aksharams, each being 4 svarams long. Many kirtis and around half of the varnams are set to this tala.

In addition to the taalams just described, there are three more common taalams – Aadi, Khanda Chaapu and Misra Chaapu. Adi Talam as said earlier is another name of Chathurshra Thriputam. Khanda Chaapu ia a five beat talam also referred to as the Half Jhumpa and is represented by the formula 0 U 0. Not to forget that it is often used as an alternative to Misra Jhumpa . Misra Chaapu is similar to Tisra Triputa and is sometimes used as an alternative.

Marga Talams:

Apart from the desi talas, there are other set of talas called "Marga Talas". These talas, in addition to the angams in the desi talas – laghu, drtham and anudrtham have other angams called Guru, Plutham, Kakapadam. The 108 talas and other groups of talas come under this group.

1 Guru – 1 beat and counting 7 fingers
1 Plutham – 1 beat, 1 krshyai & 1 sarpini
1 Kakapadam – 1 beat, 1 krshyai, 1 sarpini & 1 pathakam

1 krshyai – waving the hand towards left, it has 4 aksharams
1 sarpini – waving the hand towards right, it has 4 aksharams
1 pathakam – raising the hand vertically, has 4 aksharam

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CRITERION 1

CERTIFICATE COURSE

2019-2020

CHILDHOOD PSYCHOLOGICAL DISORDERS

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
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1. DEPARTMENT : PSYCHOLOGY
2. YEAR / SEMESTER : II/III
3. SUBJECT CODE : MJC/BPSY1/CC/2019-2020
4. NAME OF THE SUBJECT :CHILDHOOD PSYCHOLOGICAL DISORDER
5. STAFF IN-CHARGE : Ms. MANJUSHA MOHAN
6. BATCH : 2018-2021
7. NO.OF STUDENTS : 49
8. COURSE FEE : Nil
9. DURATION : 30 HRS
10. TIMING : 10am-12pm

Dr. MGR JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN 11 & 13 Durgabai Deshmukh Road, Chennai – 600 028.		CERTIFICATE COURSE	
Document ID:	MJC/BPSY1/CC/2019-2020	**Document Name:**	**Certificate Course**
Name of the Class In Charge: Ms. DATCHAAYANE			
Department:	Psychology	**Course Name:**	Childhood Psychological disorders
Batch:	2018-2021	**Year/Sem:**	II/III

6.7.19

The certificate course for II B.Sc Psychology students for the academic year 2019-2020 will commence from 06.07.2019. The classes will be held all Saturdays between 10am to 12pm.

S.No	Name Of the Members	Name of the Department	Signature
1	Dr. Ragitha Radhakrishnan	Head of the Department	
2	Ms. N.Datchyaayane	Assistant Professor	
3	Ms. Manjusha Mohan	Assistant Professor	
4	Ms. Nivedha.M	Assistant Professor	
5	Aaliya Afrose S H	Assistant Professor	
6	Aishwarya S	B.Sc. Psychology	
7	Anupriya N P	B.Sc. Psychology	
8	Anushya P	B.Sc. Psychology	
9	Christeena S	B.Sc. Psychology	
10	Deeksha R	B.Sc. Psychology	
11	Deepika R	B.Sc. Psychology	
12	Deva Dharshini V	B.Sc. Psychology	
13	Dhivyarani K	B.Sc. Psychology	
14	Durga Devi S	B.Sc. Psychology	
15	Gayathri P	B.Sc. Psychology	
16	Ishwaryadevi T	B.Sc. Psychology	

17	Janani R	B.Sc. Psychology	
18	Kasthuri R	B.Sc. Psychology	
19	Lavanya C	B.Sc. Psychology	
20	Lilly Jenifer M	B.Sc. Psychology	
21	Mehavarshinee Chandrasekar	B.Sc. Psychology	
22	Mohana Priya Y	B.Sc. Psychology	
23	Pavithra D	B.Sc. Psychology	
24	Priyadarshini N	B.Sc. Psychology	
25	Revathy R	B.Sc. Psychology	
26	Roshni K R	B.Sc. Psychology	
27	Sharmila V	B.Sc. Psychology	
28	Sneha T	B.Sc. Psychology	
29	Swetha S	B.Sc. Psychology	
30	Thanaranjitha N	B.Sc. Psychology	
31	Thatchayini K	B.Sc. Psychology	
32	Victoria Annal A	B.Sc. Psychology	
33	Vincy Flora K P T	B.Sc. Psychology	
34	Gunjan Pandey	B.Sc. Psychology	
35	Vishnupriya V V	B.Sc. Psychology	
36	Bhagya Harilal	B.Sc. Psychology	
37	Hema M	B.Sc. Psychology	
38	Jaezah Sabreen B	B.Sc. Psychology	
39	Kavya K	B.Sc. Psychology	
40	Lacsana R	B.Sc. Psychology	
41	Mirdhulaadhini S	B.Sc. Psychology	
42	Nithu P	B.Sc. Psychology	

43	Pavithra K	B.Sc. Psychology	Pavithra
44	Poornima Lakshmi B	B.Sc. Psychology	Poornima
45	Sabhiha Begum Sheikh	B.Sc. Psychology	Sabhiha
46	Sahana Sai Raghuraman	B.Sc. Psychology	Sahana.
47	Sammeta Navya	B.Sc. Psychology	Sammeta
48	Sanjana K	B.Sc. Psychology	Sanjana.K
49	Shivani Mahesh Talwar	B.Sc. Psychology	Shivani M
50	Smruthi B	B.Sc. Psychology	Smruthi
51	Zenobia Sherin A	B.Sc. Psychology	Zenobia sh. A
52	Charulatha	B.Sc. Psychology	charulath
53	Annmary Dominic	B.Sc. Psychology	Annmary.

CLASS IN CHARGE

HOD

PRINCIPAL

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COURSE SPECIFICATION

1. DEPARTMENT : PSYCHOLOGY

2. SUBJECT NAME : CHILDHOOD PSYCHOLOGICAL DISORDERS

3. SUBJECT CODE : MJC/BPSY1/CC/2019-2020

4. AIM:

To educate students on the various childhood disorders and the ways to effectively use psychological assessments to determine the intensity and duration of some developmental disorders.

5. OBJECTIVES:

After completion of the childhood psychological disorders course, students will be able to:

- Understand and explain the milestones of childhood development and effectively monitor the rate of the development of a child through the administration of a milestone chart.
- Outline the various childhood and developmental disorders that affect children, their causes and symptoms.
- Define ways to diagnose and treat various childhood disorders such as autism, ADHD, conduct disorders, learning disabilities and intellectual disabilities.
- Describe in detail and explain the procedure of administration for various psychological assessments available for the diagnosis of disorders.
- Effectively use the various psychological assessments to determine the intensity and duration of developmental disorders.

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SYLLABUS

CERTIFICATE COURSE

SYLLABUS/CHILDHOOD PSYCHOLOGICAL DISORDERS

UNIT I

Introduction to childhood psychological disorders: Developmental tasks of childhood. Factors influencing normal development –Genetic, Psychosocial and Environment; Hazards of Childhood.

UNIT II

Pervasive developmental disorders: Autism, Asperger's, Rett syndrome, Childhood disintegrative disorder, Administration of Childhood autism rating scale

UNIT III

Intellectual disabilities: Causes of mental retardation; Mental retardation, Down syndrome, Cerebral palsy, brain defects. Administration of Vineland social maturity scale (VSMS), Binet Kamat Intelligence test, Gesell drawing test, Vineland Adaptive behavior scale.

UNIT IV

Learning disabilities: Causal factors of learning disabilities; dyslexia, dysgraphia, dyscalculia. Administration of learning disability assessments.

UNIT V

Other common disorders of childhood: Attention deficit hyperactive disorder, Oppositional defiant disorder, Conduct disorder, Anxiety disorder, Symptom disorders. Administration of conduct disorder scale and Attention deficit hyperactive disorder scale.

REFERENCES:

1. David H. Barlow& Durand V. Mark (2000). Abnormal psychology. 2nd edition. Brooks\Cole Publishing Co.
2. Robert C. Carson, James N. Butcher, Susan Mineka,Jill M. Hooley (2007). Abnormal Psychology. 13th edition. Pearson Education.
3. Catherine E. Snow & Susan B. Van Hemel Early childhood Assessment. Washington, D.C National academies press .
4. Irwin G. Sarason, Barbara Sarason (2005). Abnormal Psychology. New Delhi: Prentice Hall Publication.

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SYLLABUS COVERAGE

Branch : **Psychology**

Subject : **Childhood Psychological Disorders**

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	06.07.2019	20.07.2019	6 hours	Ms. Manjusha Mohan	
II	27.07.2019	10.08.2019	6 hours	Ms. Manjusha Mohan	
III	17.08.2019	31.08.2019	6 hours	Ms. Manjusha Mohan	
IV	07.09.2019	21.09.2019	6 hours	Ms. Manjusha Mohan	
V	28.09.2019	12.10.2019	6 hours	Ms. Manjusha Mohan	
Total hours			30 hours	Ms. Manjusha Mohan	

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NAME LIST

Year/Semester: II/III

REGISTER NUMBER	NAME OF THE STUDENTS
221809609	Aaliya Afrose S H
221809610	Aishwarya S
221809611	Anupriya N P
221809612	Anushya P
221809613	Christeena S
221809614	Deeksha R
221809615	Deepika R
221809616	Deva Dharshini V
221809617	Dhivyarani K
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221809623	Lavanya C
221809624	Lilly Jenifer M
221809625	Mehavarshinee Chandrasekar
221809626	Mohana Priya Y
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221809628	Priyadarshini N
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221809638	Gunjan Pandey
221809639	Vishnupriya V V
221809640	Bhagya Harilal
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221809643	Kavya K
221809644	Lacsana R
221809645	Mirdhulaadhini S
221809646	Nithu P
221809647	Pavithra K
221809648	Poornima Lakshmi B
221809649	Sabhiha Begum Sheikh

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221809650	Sahana Sai Raghuraman
221809651	Sammeta Navya
221809652	Sanjana K
221809653	Shivani Mahesh Talwar
221809654	Smruthi B
221809655	Zenobia Sherin A
221812402	Charulatha
221609647	Annmary Dominic

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TIMETABLE-CERTIFICATE COURSE

DATE	TIMING	STAFF NAME
06.07.2019	10:00-12:00	Ms. MANJUSHA MOHAN
13.07.2019	10:00-12:00	Ms. MANJUSHA MOHAN
20.07.2019	10:00-12:00	Ms. MANJUSHA MOHAN
27.07.2019	10:00-12:00	Ms. MANJUSHA MOHAN
03.08.2019	10:00-12:00	Ms. MANJUSHA MOHAN
10.08.2019	10:00-12:00	Ms. MANJUSHA MOHAN
17.08.2019	10:00-12:00	Ms. MANJUSHA MOHAN
24.08.2019	10:00-12:00	Ms. MANJUSHA MOHAN
31.08.2019	10:00-12:00	Ms. MANJUSHA MOHAN
07.09.2019	10:00-12:00	Ms. MANJUSHA MOHAN
14.09.2019	10:00-12:00	Ms. MANJUSHA MOHAN
21.09.2019	10:00-12:00	Ms. MANJUSHA MOHAN
28.09.2019	10:00-12:00	Ms. MANJUSHA MOHAN
05.10.2019.	10:00-12:00	Ms. MANJUSHA MOHAN
12.10.2019	10:00-12:00	Ms. MANJUSHA MOHAN

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DEPARTMENT: B.Sc PSYCHOLOGY

CERTIFICATE COURSE: CHILDHOOD PSYCHOLOGICAL DISORDERS **BATCH: 2018-2021**

SUBJECT CODE: MJC/BPSY1/CC/2019-2020

NO. OF. HOURS: 30 HOURS (TWO HOURS EACH DAY)

S.NO	REGISTER NO	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			06.07.19	13.07.19	20.07.19	27.07.19	03.08.19	10.08.19	17.08.19	24.08.19	31.08.19	07.09.19	14.09.19	21.09.19	28.09.19	05.10.19	12.10.19
1	221809609	AALIYA AFROSE S H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	221809610	AISHWARYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	221809611	ANUPRIYA N P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	221809612	ANUSHYA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	221809613	CHRISTEENA S	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
6	221809614	DEEKSHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	221809615	DEEPIKA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	221809616	DEVA DHARSHINI V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	221809617	DHIVYARANI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	221809618	DURGA DEVI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	221809619	GAYATHRI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	221809620	ISHWARYADEVI T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	221809621	JANANI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	221809622	KASTHURI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	221809623	LAVANYA C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	221809624	LILLY JENIFER M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	221809625	MEHAVARSHINEE CHANDRASEKAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

18	221809626	MOHANA PRIYA Y	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	221809627	PAVITHRA D	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
20	221809628	PRIYADARSHINI N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	221809629	REVATHY R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	221809630	ROSHNI K R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	221809631	SHARMILA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	221809632	SNEHA T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	221809633	SWETHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	221809634	THANARANJITHA N	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
27	221809635	THATCHAYINI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	221809636	VICTORIA ANNAL A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	221809637	VINCY FLORA K P T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	221809638	GUNJAN PANDEY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	221809639	VISHNUPRIYA V V	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
32	221809640	BHAGYA HARILAL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	221809641	HEMA M	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
34	221809642	JAEZAH SABREEN B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	221809643	KAVYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	221809644	LACSANA R	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X
37	221809645	MIRDHULAADHINI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	221809646	NITHU P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	221809647	PAVITHRA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	221809648	POORNIMA LAKSHMI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

41	221809649	SABHIHA BEGUM SHEIKH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	221809650	SAHANA SAI RAGHURAMAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	221809651	SAMMETA NAVYA	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
44	221809652	SANJANA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	221809653	SHIVANI MAHESH TALWAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	221809654	SMRUTHI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	221809655	ZENOBIA SHERIN A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	221812402	CHARULATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	221609647	ANNMARY DOMINIC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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CHILDHOOD PSYCHOLOGICAL DISORDERS

ASSESSMENT / EVALUATION- Question Paper/Pattern

Total Marks- 50

PART- A **5x2=10 Marks**

1. Name few childhood psychological disorders
2. What is Down syndrome?
3. Cerebral Palsy
4. Conduct disorder
5. What is oppositional defiant disorder?

PART- B **4x5=20 Marks**

6. Explain casual factors of intellectual disabilities
7. Explain hazards of childhood
8. Explain the uses of Empathy
9. Enumerate the factors influencing normal development

PART- C **2x10=20 Marks**

Answer Any **TWO**

10. Explain in detail the causes of mental retardation
11. Explain the developmental tasks of childhood

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MARKLIST/GRADE

REGISTER NUMBER	NAME OF THE STUDENTS	MARKS
221809609	Aaliya Afrose S H	40
221809610	Aishwarya S	41
221809611	Anupriya N P	45
221809612	Anushya P	42
221809613	Christeena S	45
221809614	Deeksha R	40
221809615	Deepika R	41
221809616	Deva Dharshini V	45
221809617	Dhivyarani K	42
221809618	Durga Devi S	45
221809619	Gayathri P	45
221809620	Ishwaryadevi T	41
221809621	Janani R	45
221809622	Kasthuri R	42
221809623	Lavanya C	45
221809624	Lilly Jenifer M	40
221809625	Mehavarshinee Chandrasekar	41
221809626	Mohana Priya Y	45
221809627	Pavithra D	42
221809628	Priyadarshini N	45
221809629	Revathy R	40
221809630	Roshni K R	41
221809631	Sharmila V	49
221809632	Sneha T	45
221809633	Swetha S	45
221809634	Thanaranjitha N	40
221809635	Thatchayini K	41
221809636	Victoria Annal A	45
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221809638	Gunjan Pandey	48
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221809642	Jaezah Sabreen B	42
221809643	Kavya K	45
221809644	Lacsana R	40
221809645	Mirdhulaadhini S	44
221809646	Nithu P	45
221809647	Pavithra K	48
221809648	Poornima Lakshmi B	45

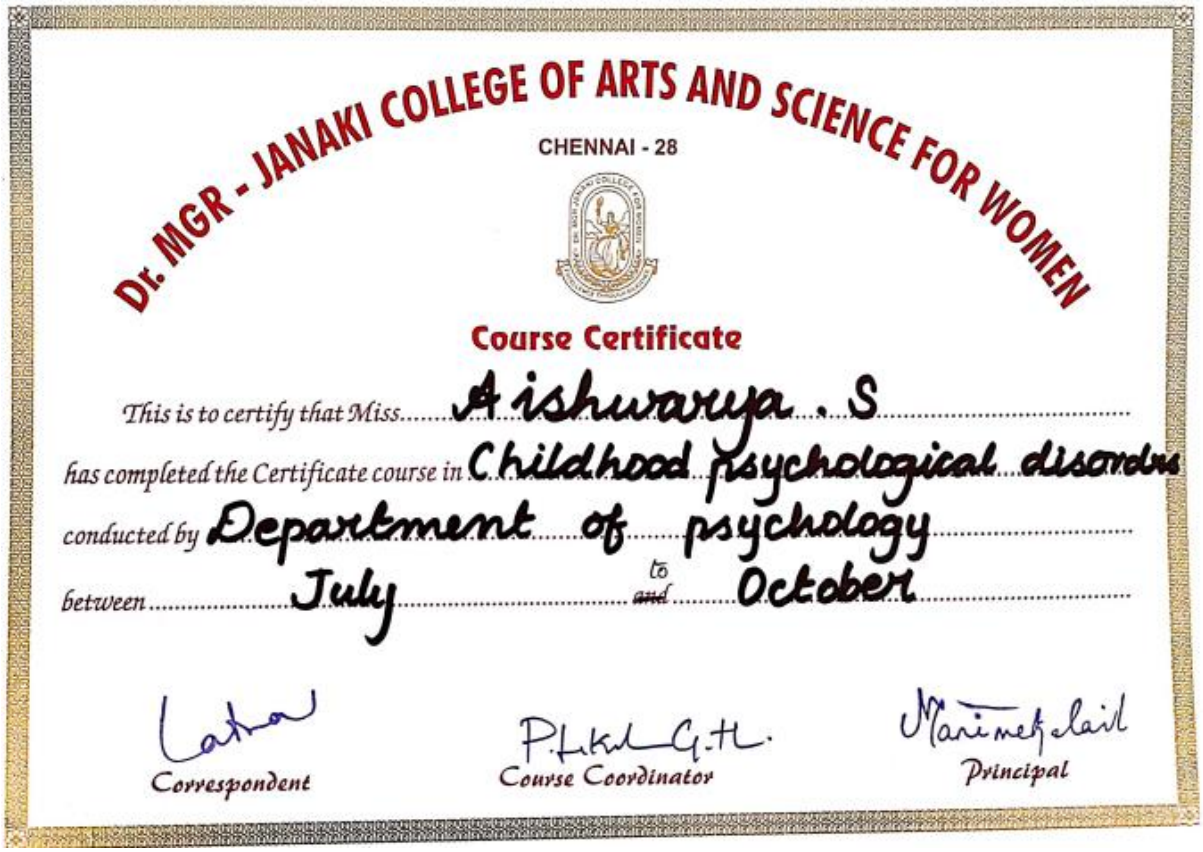
221809649	Sabhiha Begum Sheikh	40
221809650	Sahana Sai Raghuraman	41
221809651	Sammeta Navya	48
221809652	Sanjana K	42
221809653	Shivani Mahesh Talwar	45
221809654	Smruthi B	40
221809655	Zenobia Sherin A	41
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CERTIFICATE COPY



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CHENNAI - 28

Course Certificate

This is to certify that Miss. Aishwarya. S

has completed the Certificate course in Childhood psychological disorders

conducted by Department of psychology

between July to and October

Correspondent

Course Coordinator

Principal

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NOTES

UNIT I

Introduction to childhood psychological disorders

Childhood mental and developmental disorders encompass neurodevelopmental, emotional, and behavioural disorders that have broad and serious adverse impacts on psychological and social well-being.

Childhood disorders are typically identified as exhibiting significant changes in behaviour, emotional regulation, social skills, or cognitive development that are not associated with normal stages of childhood development or other medical conditions.

Developmental tasks of childhood

According to **R.H. Havighurst** (1953) "A developmental tasks is a task which arises at or about a certain period in the life of the individual, successful achievement of which leads to his happiness and to success with later tasks, while failure leads to unhappiness and difficulty with later tasks." Developmental tasks are based on the aspiration and needs of the society.

Havighurst divided human life into six developmental stages.

1. **Infancy and Early Childhood**: This stage typically lasts from birth through age five. In this stage, humans learn basic survival. Babies and young children find control of their bodies, develop initial language concepts, and form friendships.
2. **Middle Childhood**: This stage typically lasts from age 6 to 12. This is the stage humans learn about self, morals, values, and personal independence. Children learn rules, different functions in society, academic skills, and attitudes toward various groups of people.
3. **Adolescence**: This stage typically lasts from age 13 to 17. This is when humans learn maturity, emotional independence, and planning for the future. Teenagers learn about careers, create personal ideologies, and become socially responsible.
4. **Early Adulthood**: This stage typically lasts from age 18 to 35. Humans learn how to be productive members of society. Adults manage to select a mate, raise a family, manage a home, and further their career.
5. **Middle Age**: This stage typically lasts from age 36 to 60. This is the stage humans establish a standard of living and support their families, often both caring for their children and parents. They maintain jobs, find new leisure activities, manage social responsibilities, and adjust to physical changes.
6. **Later Maturity**: It typically lasts from age 61 through the end of life. At this stage, humans have worsening health and strength. A changing work schedule, adjustment to lower income, and coping with the death of loved ones often occur during this time.

Genetics Factors influencing development: Genetics/Hereditary, also known as inheritance or biological inheritance is the transmission of physical characteristics from you to your children through your genes (the basic physical and functional unit of inheritance). Genes have an effect on most of the physical characteristics of your child such as height, weight, body structure, the colour of their eye, the texture of their hair, and even intelligence and aptitudes.

For example, if you are tall, it is most likely that your child will also inherit this trait and be tall.

Not only this, various disorders and health conditions such as heart disease, diabetes, obesity, etc., may also be passed on to your child through your genes, thereby affecting the growth and development of your child.

2. Sex (gender): The sex of your child is another major factor affecting the physical growth and development of your child. Boys tend to be taller and physically stronger than girls. On the contrary, most girls mature faster during adolescence, while boys take a longer period of time to mature. An adolescent is anyone who is between the age of 10 to 19 years and adolescence is the transition phase of your child from childhood to adulthood.

The physical structure of your child's body also depends on their gender. While boys are more athletic, girls might not be a fan of sports or rigorous physical activities.

3. Hormones: The endocrine system is composed of many glands which include the hypothalamus, pituitary, pineal, thyroid, parathyroid, thymus, adrenal, and pancreas. Hormones are produced and secreted by these glands, that regulate the growth and development, metabolism, tissue function, sexual function, reproduction, sleep, mood, etc., of your child's body. The timely functioning of most hormones is required for the normal physical growth and development of your child.

The main growth hormones in your child are:

- Growth hormone (GH) produced by the pituitary gland (a small oval-shaped gland at the base of the brain) that helps children with overall growth and development.
- Thyroid hormone, critical for the growth and development of your child's brain. It also regulates your child's heart rate, blood pressure, and energy levels.
- Sex hormones control the development of sex organs. Testosterone is the primary male sex hormone and estrogen is the primary female sex hormone.

4. Environment: Environmental factors refer to the external conditions (sum total of physical and psychological situations) that affect your child's growth and development. Some of the environmental factors influencing early childhood development involve the physical surroundings and geographical conditions of the place the child lives in, as well his/her social environment and relationships with family and peers.

A peaceful, loving family and school environment builds strong social and interpersonal skills in your child, which will enable them to excel in their academics and extracurricular activities.

Pollutants like lead, manganese, mercury, and pesticides through water or food, can hamper growth, cause physical abnormalities, and weaken your child's immune system.

5. Nutrition: Your child's body needs the right amounts of nutrition to build and repair itself. Malnutrition (lack of sufficient nutrients in the body) can cause deficiency diseases that can adversely affect the growth and development of your child. Make sure your child eats a balanced diet that is rich in vitamins, minerals, proteins, carbohydrates, and fats. These are required for the development of the brain and the body.

Most people think of childhood as a fairly long period in the life span - a time when the individual is relatively helpless and dependent on others. To children, childhood often seems endless as they wait impatiently for magic time to come when society will regard them as grown ups and no longer as children. Childhood begins when the relative dependency of babyhood is over, at the age of two years, and extends to the time when the child becomes sexually mature at thirteen years for girls and fourteen for boys. Childhood period is now divided into - early and late childhood. Early childhood extends from two to six years and late childhood from six to the time when the child becomes sexually mature.

1**. Pattern of Development in Early Childhood**

Growth during early childhood proceeds at a slow rate as compared with the rapid rate of growth in babyhood.

Physical development in early childhood

Height

The average annual increase in height is 3 inches. By the age of six, the average child measures 46.6 inches.

Weight

The average annual increase in weight is around 2-3 kgms. At age six, children should weigh approximately 7 times as much as they did at birth. Average girl weighs 25-30 kgms. Average Boy weighs 30-32 kgms.

Body Proportions

Body proportions change markedly.

'Baby look' disappears.

Facial features remain small, but chin becomes more pronounced.

Neck elongates.

Gradual decrease in stockiness of the trunk.

Body tends to become cone shaped with flattened abdomen.

Chest becomes broader and flatter.

Arms and legs strengthen.

Hands and feet grow bigger.

Body Build

Some children have an endomorphic or flabby, fat body build. Some have mesomorphic or sturdy muscular body build and some have endomorphic or relatively thin body build.

Bones and Muscles

The bones calcify at different rates in different parts of the body. The muscles become larger, stronger and heavier, with the result that children look thinner as early childhood progresses, even though they weigh more.

Fat

Endomorphy - more adipose than muscular tissue. Mesomorphy - have more muscular than adipose tissue. Ectomorphy - have both small muscles and little adipose tissue.

Teeth

In the first 4 to 6 months of early childhood the last four baby teeth erupts till the back molars. In the last half year of early childhood the baby teeth begins to be replaced by permanent teeth. The first to come out are the front central incisors, the first baby teeth to appear. When early childhood ends the child has one or two permanent teeth in front and some gaps where permanent teeth will eventually erupt.

Physiological Habits - Habits laid in babyhood becomes well established. Children no longer need specially prepared food, fall into regular meal pattern. Depending on their activities their sleep pattern will change. Bowel and bladder control is well established. Hand skills and leg skills are improved. They start eating on their own, brush their teeth & bathe and dress themselves. Similarly, they are able to hop, skip, jump, climb, swim, cycle, balance and dance.

Improvement in Speech - Learning to speak is an essential tool in socialization and in achieving independence. So there is a strong motivation to learn to speak. The way they pick up speech, the words used, pronunciation etc depends on time spent by family members and encouragement given and the contact with peer groups.

2**. Emotions of Early Childhood**

Anger

The most common causes of anger in young children are conflicts over playthings, the thwarting of wishes, and vigorous attacks from another child. Children express anger through temper tantrums, characterized by crying, screaming, stamping, kicking, jumping up and down, or striking.

Fear

Conditioning, imitation and memories of unpleasant experiences play important roles in arousing fears, as do stories, pictures, radio and television programs and movies with frightening elements. At first, a child's response to fear is panic; later, responses become more specific and include running away and hiding, crying, and avoiding frightening situations.

Jealousy

Young children become jealous when they think parental interest and attention are shifting towards someone else in the family, usually a new sibling. Young children may openly express their jealousy or they may show it by reverting to infantile behavior generally trying to be naughty. All such behavior is a bid for attention.

Curiosity

Children are curious about anything new that they see and also about their own bodies and the bodies of others. Their first responses to curiosity take the form of sensory motor exploration; later, as a result of social pressures and punishment, they respond by asking questions.

Envy

Young children often become envious of the abilities or material possessions of another child. They express their envy in different ways. The most common of which is complaining about what they themselves have, by verbalizing wishes to have what the other has or by appropriating the objects they envy.

Joy

Young children derive joy from such things as a sense of physical well-being, incongruous situations, sudden or unexpected noises, slight calamities, playing pranks on others, and accomplishing what seem to them to be difficult tasks. They express their joy by smiling and laughing, clapping their hands, jumping up and down, or hugging the object or person that has made them happy.

Grief

Young children are saddened by the loss of anything they love or that is important to them, whether it be a person, a pet, or an inanimate object, such as a toy. Typically, they express their grief by crying and by losing interest in their normal activities, including eating.

Affection

Young children learn to love the things - people, pets, or objects - that give them pleasure. They express their affection verbally as they grow older but, while they are still young, they express it physically by hugging, patting, and kissing the object of their affection.

Pattern of Early Socialization

Between the ages of two and three years, children show interest in watching other children play and they make social contacts, this is known as parallel play. Following this comes associative play, in which children engage in similar or identical activities with other children. As social contacts increase, they engage in cooperative play. Some of the social patterns followed are imitation, rivalry, cooperation, sympathy, empathy, social approval, sharing and attachment behavior. They also have some unsocial patterns like negativism, aggressiveness, selfishness, destructiveness, etc.

UNIT II

Pervasive developmental disorders (PDD)

Now known as autism spectrum disorder (ASD), are characterized by delays in the development of social and communication skills.

Autism spectrum disorder (ASD)

A developmental disability caused by differences in the brain. People with ASD often have problems with social communication and interaction, and restricted or repetitive behaviors or interests. People with ASD may also have different ways of learning, moving, or paying attention.

Asperger's Syndrome

a form of Autism Spectrum Disorder, is a developmental disorder. Young people with Asperger's Syndrome have a difficult time relating to others socially and their behavior and thinking patterns can be rigid and repetitive.

Rett syndrome

a rare genetic neurological and developmental disorder that affects the way the brain develops. This disorder causes a progressive loss of motor skills and language. Rett syndrome primarily affects females.

Childhood disintegrative disorder (CDD)

also known as Heller's syndrome and disintegrative psychosis, is a rare condition characterized by late onset (>3 years of age) of developmental delays in language, social function, and motor skills.

The Childhood Autism Rating Scale

2nd Edition (CARS2) is designed as a clinical rating scale for the trained clinician to rate items indicative of Autism Spectrum Disorder (ASD) after direct observation of the child. The form is used with individuals of all ages and in both clincial and research settings.

Name	**Childhood Autism Rating Scale – 2 (CARS-2)**
Reference	Schopler E, Van Bourgondien ME, Wellman, GJ, Love SR (2010). Childhood Autism Rating Scale – 2nd Edition. Los Angeles: Western Psychological Services
Summary	The CARS-2 is an update of the Childhood Autism Rating Scale (CARS), an older and widely-used rating scale for autism. The original CARS was developed primarily with individuals with comorbid intellectual functioning and was criticized for not accurately identify higher functioning individuals on the autism spectrum. The CARS-2 retained the original CARS form for use with younger or lower functioning individuals (now renamed the CARS2-ST for "Standard Form"), and it developed a separate rating scale for use with higher functioning individuals (named the CARS2-HF for "High Functioning"). Clinically, the original CARS was often misused as a parent questionnaire; it was designed as a clinician rating scale to be completed after a direct observation of the child by a professional familiar with autism who had also obtained some brief training on how to rate the CARS items. The CARS-2 retains this same format. Information from parents can be obtained with the CARS2-QPC (Questionnaire of Parent Concerns), an unscored form for parents to record observations.
Age Range	CARS2-ST: Children under age 6, or over age 6 but with an estimated IQ of 79 or lower, or a notable communication impairment. CARS-HF: Age 6 or older, with an estimated IQ of 80 or higher and fluent communication.
Format	CARS2-ST: Clinician ratings based on information gathered from an observation of the child or from the parent's completion of the CARS2-QPC. Items are rated on a 4 point scale. CARS2-HF: Clinician ratings, based on at least 2 sources of information (both direct observation and information gathered from someone who knows the individual's behavior in different settings).
Who Can Rate	Professionals who have had exposure and training in ASD and brief training about the CARS can make valid ratings. This is not a parent questionnaire, but parent observations can be obtained through the CARS2-QPC, which would be incorporated into the CARS2-ST or CARS2-HF by the professional.
Who Can Interpret	Professionals with training in ASD can interpret the results.
Results Yielded	Total scores above the cutoff of around 28 (different age ranges have slightly different cutoff scores) indicate that a full comprehensive evaluation for ASD is warranted. In addition, scores above the cutoff can be broken down into "mild-to-moderate" level of autistic behaviors vs. "severe" level (again, with slight variations depending on age and whether the ST or HF version was administered). Total scores can also be converted to T-scores that represent how the individual's behaviors

Name	Childhood Autism Rating Scale – 2 (CARS-2)
	compare to the large clinical norms sample of individuals obtained by the authors.
Author Cautions	The instrument is not a parent questionnaire. It is also not intended as a population screener; it was developed on referred individuals. It should not be used in isolation to make a diagnosis.
Item Development	The original CARS (now the CARS2-ST) was developed from some of the very early literature on ASD. It has been widely adopted in both clinical and research settings for decades. While very helpful when used with lower-functioning individuals, research indicated that it had a weakness in identifying individuals at the higher end of the autism spectrum. The CARS2-HF was modeled after the CARS2-ST, but some items were modified or substituted to better reflect the literature on ASD in higher functioning individuals.
Development Sample	CARS and CARS2 were developed on children and adults referred to the Division TEACCH programs in North Carolina. Division TEACCH was created in 1966 as a pioneering program serving individuals on the autism spectrum of all ages throughout the state of North Carolina. The original CARS was developed on 1606 children. For the CARS2-ST, a verification sample of 1034 was obtained. To develop the CARS2-HF, a sample of 994 was obtained. All participants were clinically evaluated through Division TEACCH.

UNIT III

Intellectual disability (ID) is a term used to describe a person with certain limitations in cognitive functioning and other skills, including communication and self-care. Fragile X Syndrome Fragile X is a genetic condition that affects a person's development, especially behavior and the ability to learn.

IDDs have a variety of causes. Some possible causes include (but are not limited to):[1,2,3]

- Genetic mutations, additions, or deletions: for example, most cases of Rett syndrome are caused by a change in the *Methly-CpG-binding Protein 2 (MECP2)* gene
- Chromosome abnormalities, such as an extra chromosome or a missing chromosome: for example, Down syndrome results from having an extra copy or part of a copy of chromosome 21
- Exposure to certain substances while in the womb: for example, exposure to alcohol while in the womb can result in fetal alcohol spectrum disorder
- Infections during pregnancy: for example, infants whose mothers had cytomegalovirus during pregnancy may have hearing, vision, and neurological problems
- Problems during childbirth: for example, an umbilical cord that gets wrapped around a baby's neck during delivery could cut off the supply of blood and oxygen to the brain resulting in IDDs
- Traumatic Brain Injury (TBI)
- Preterm birth

Down syndrome

A condition in which a person has an extra chromosome or an extra piece of a chromosome. This extra copy changes how a baby's body and brain develop. It can cause both mental and physical challenges during their lifetime

Cerebral palsy (CP)

A group of disorders that affect a person's ability to move and maintain balance and posture. CP is the most common motor disability in childhood. Cerebral means having to do with the brain. Palsy means weakness or problems with using the muscles.

Vineland Social Maturity Scale (VSMS) was Originally developed by E.A .Doll in 1935.Edgar Arnold Doll (1935) constructed the Vineland Social Maturity Scale. It measures social maturity or social competence in individuals from birth to adulthood. This test represents an important historical contribution to the assessment of adaptive behaviour or those behaviours that lead to personal independence and social responsibility. The items in the test are arranged in order of normal average life age progression

The Vineland Social Maturity Scale (VSMS) measures the differential social capacities of an individual. It provides an estimate of Social Age (SA) and Social Quotient (SQ) with intelligence. SQ indicates how the child is compatible with the environment and society s/he lives in.. VSMS scans skills among kids in the areas of Self-help skills, Self-Decision making skills, Communication skills, occupation and locomotion skills and socialization in broader terms, it is designed to measure social maturation in eight social areas of:

Self-help General (SHG) - This assesses whether a child can perform general activities on their own, like head holding, telling what time it is, etc.

Self-help Eating (SHE) -Assess whether a child handles his/her eating pattern and take care of their nutritional needs.

Self-help Dressing (SHD) - Assess the child9s ability to dress or cleanse themselves.

Self-direction (SD) - This includes how a child gradually breaks away from authority, followed by the assumption of responsibility and authority for others.

Occupation (OCC) -This includes a concentration of playful activities during infancy,
Self-exploratory tasks, etc.

Communication (COM) -Assess the social usage of language, literacy, and other means of communication.

Locomotion (LOM) - Involves social movements associated with social responsibilities.

Socialization (SOC) - This includes a child9s social skills

Binet Kamat Intelligence test

The test consists of six dimensions- Language, Memory, Reasoning, Conceptual thinking, Visual Motor and Social Intelligence (Verbal & Non Verbal). The age range is from 3 to 22 years. Time limit is according to the age range and dimensions. It is available in English. The kit consists of a Manual, 25 cards, performing materials and recording sheet.

UNIT IV

Learning disabilities are disorders that affect the ability to: Understand or use spoken or written language. Do mathematical calculations. Coordinate movements

What causes learning disorders

- **Family history and genes.** Having a blood relative, such as a parent, with a learning disorder raises the risk of a child having a disorder.
- **Risks before birth and shortly after.** Learning disorders have been linked with poor growth in the uterus and exposure to alcohol or drugs before being born. Learning disorders also have been tied to being born too early and having a very low weight at birth.
- **Emotional trauma.** This could involve a deeply stressful experience or emotional abuse. If either happens in early childhood, it may affect how the brain develops and raise the risk of learning disorders.
- **Physical trauma.** Head injuries or nervous system illnesses might play a role in the development of learning disorders.
- **Poisonous substances.** Exposure to high levels of toxins, such as lead, has been linked to a larger risk of learning disorders.

Dyslexia

A learning disorder that involves difficulty reading due to problems identifying speech sounds and learning how they relate to letters and words (decoding). Also called a reading disability, dyslexia is a result of individual differences in areas of the brain that process language.

Dyscalculia

A learning disorder that affects a person's ability to understand number-based information and math. People who have dyscalculia struggle with numbers and math because their brains don't process math-related concepts like the brains of people without this disorder.

Dysgraphia

A neurological disorder characterized by writing disabilities. Specifically, the disorder causes a person's writing to be distorted or incorrect. In children, the disorder generally emerges when they are first introduced to writing.

UNIT V

Attention-deficit/hyperactivity disorder (ADHD)

one of the most common mental disorders affecting children. Symptoms of ADHD include inattention (not being able to keep focus), hyperactivity (excess movement that is not fitting to the setting) and impulsivity (hasty acts that occur in the moment without thought). ADHD is considered a chronic and debilitating disorder and is known to impact the individual in many aspects of their life including academic and professional achievements, interpersonal relationships, and daily functioning. ADHD can lead to poor self-esteem and social function in children when not appropriately treated Adults with ADHD may experience poor self-worth,

sensitivity towards criticism, and increased self-criticism possibly stemming from higher levels of criticism throughout life

There are three main types of ADHD:

- Predominantly inattentive presentation.
- Predominantly hyperactive/impulsive presentation.
- Combined presentation.

Inattentive type

Inattentive refers to challenges with staying on task, focusing, and organization. For a diagnosis of this type of ADHD, six (or five for individuals who are 17 years old or older) of the following symptoms occur frequently:

- Doesn't pay close attention to details or makes careless mistakes in school or job tasks.
- Has problems staying focused on tasks or activities, such as during lectures, conversations or long reading.
- Does not seem to listen when spoken to (i.e., seems to be elsewhere).
- Does not follow through on instructions and doesn't complete schoolwork, chores or job duties (may start tasks but quickly loses focus).
- Has problems organizing tasks and work (for instance, does not manage time well; has messy, disorganized work; misses deadlines).
- Avoids or dislikes tasks that require sustained mental effort, such as preparing reports and completing forms.
- Often loses things needed for tasks or daily life, such as school papers, books, keys, wallet, cell phone and eyeglasses.
- Is easily distracted.
- Forgets daily tasks, such as doing chores and running errands. Older teens and adults may forget to return phone calls, pay bills and keep appointments.

Hyperactive/impulsive type

Hyperactivity refers to excessive movement such as fidgeting, excessive energy, not sitting still, and being talkative. Impulsivity refers to decisions or actions taken without thinking through the consequences. For a diagnosis of this type of ADHD, six (or five for individuals who are 17 years old or older) of the following symptoms occur frequently:

- Fidgets with or taps hands or feet, or squirms in seat.
- Not able to stay seated (in classroom, workplace).
- Runs about or climbs where it is inappropriate.
- Unable to play or do leisure activities quietly.
- Always "on the go," as if driven by a motor.
- Talks too much.

- Blurts out an answer before a question has been finished (for instance may finish people's sentences, can't wait to speak in conversations).
- Has difficulty waiting for his or her turn, such as while waiting in line.
- Interrupts or intrudes on others (for instance, cuts into conversations, games or activities, or starts using other people's things without permission). Older teens and adults may take over what others are doing.

Combined type

This type of ADHD is diagnosed when both criteria for both inattentive and hyperactive/impulse types are met. ADHD is typically diagnosed by mental health providers or primary care providers. A psychiatric evaluation will include a description of symptoms from the patient and caregivers, completion of scales and questionnaires by patient, caregivers and teachers, complete psychiatric and medical history, family history, and information regarding education, environment, and upbringing. It may also include a referral for medical evaluation to rule out other medical conditions.

It is important to note that several conditions can mimic ADHD such as learning disorders, mood disorders, anxiety, substance use, head injuries, thyroid conditions, and use of some medications such as steroids. ADHD may also co-exist with other mental health conditions, such as oppositional defiant disorder or conduct disorder, anxiety disorders, and learning disorders Thus, a full psychiatric evaluation is very important. There are no specific blood tests or routine imaging for ADHD diagnosis. Sometimes, patients may be referred for additional psychological testing (such as neuropsychological or psychoeducational testing) or may undergo computer-based tests to assess the severity of symptoms.

What is oppositional defiant disorder (ODD)?

Oppositional defiant disorder (ODD) is a behavior condition in which your child displays a continuing pattern of uncooperative, defiant and sometimes hostile behavior toward people in authority. This behavior often disrupts your child's normal daily functioning, including relationships and activities within their family and at school.

It's common for children — especially those two to three years old and in their early teens — to be oppositional or defiant of authority once in a while. They might express their defiance by arguing, disobeying or talking back to adults, including their parents or teachers. When this behavior lasts longer than six months and goes beyond what's usual for your child's age, it might suggest that they have ODD.

Conduct disorder

A group of behavioral and emotional problems characterized by a disregard for others. Children with conduct disorder have a difficult time following rules and behaving in a socially acceptable way. Their behavior can be hostile and sometimes physically violent.

Generalized Anxiety Disorder

Some children may be insecure and frequently seek reassurance, while others may be self-conscious, self-doubting, or overly concerned about meeting other people's expectations. Generalized anxiety disorder typically affects school-aged children and adolescents.

Somatic symptom disorder
(SSD) occurs when a person feels extreme, exaggerated anxiety about physical symptoms. The person has such intense thoughts, feelings, and behaviors related to the symptoms, that they feel they cannot do some of the activities of daily life.

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CRITERION 1

CERTIFICATE COURSE

2019-2020

SCRIPT WRITING

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN SATHYABAMA SEER MALIGAI Affiliated to the University of Madras		CERTIFICATE COURSE	
Document ID:	**MJC/VIS/2019/CC**	**Document Name:**	**Circular**
Name of the Class Incharge:	**Ms. Alageshwari**		
Course	**Script Writing**	**Department**	**Visual Communication**
Batch	**2018- 2021**	**Year/Sem**	**II/III**

The Certificate course for II B.Sc Visual Communication for the academic year 2019 -2020, will commence from 22.10.2019. The classes will be held through Google meet between 12.30 PM to 2:30 PM.

S.No	Name of the Members	Designation/ Department	Signature
1	Dr.R.Manimekalai	Principal	
2	Ms.Alageshwari	HOD,Visual Communication	Alageshwari
3	D.Geetha	Visual Communication	D.Geetha
4	J.Keerthana	Visual Communication	Keerthana
5	J.Sangeetha	Visual Communication	J Sangeetha
6	Madaparthi Sreesushma	Visual Communication	Madaparthi Sreesushma.

Alageshwari
HOD

PRINCIPAL

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1. DEPARTMENT : B.Sc (VISUAL COMMUNICATION)

2. YEAR / SEMESTER : II/III

3. SUBJECT CODE : MJC/VIS1/CC/2019-20

4. NAME OF THE SUBJECT : SCRIPT WRITING

5. STAFF IN-CHARGE : Ms.ALAGESHWARI

6. BATCH : 2018-2021

7. NO.OF STUDENTS: 4

8. COURSE FEE : NA

9. DURATION : 30 HRS

10.TIMING : 12:30PM -2:30PM

COURSE SPECIFICATION

1.DEPARTMENT : B.Sc (VISUAL COMMUNICATION)

2.SUBJECT NAME : SCRIPT WRITING

3.SUBJECT CODE : MJC/VIS1/CC/2019-2020

4. AIM: The aim of this course is to emphasize the importance of a good screenplay and how it impacts the overall quality of a film. The course will enhance student's understanding of the integral elements of Story and Screenplay creation. It aims to teach the students how to develop a story and write a screenplay.

5.OBJECTIVES: The objectives of this course are as follows:

1. The aim of this course is to emphasize the importance of a good screenplay and how it impacts the overall quality of a film.
2. The course will enhance student's understanding of the integral elements of Story and Screenplay creation.
3. It aims to teach the students how to develop a story and write a screenplay.
4. To identify genres and their structure
5. To provide a general introduction to the concept of film as art and the role of the auteur
6. To understand new methods of identifying film ideology through spectatorship theory

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SYLLABUS

CERTIFICATE COURSE SYLLABUS

SCRIPT WRITING

Unit I: Introduction:

- Introduction to the elements of screenplay
- Introduction to all key concepts, theories, and elements of screenplay writing
- The concept of a hero's journey
- The formation of story
- progression of story & characters in a film

Unit II: Screenplay

- Developing a screenplay
- Significance of creativity in the process of screenplay writing
- Conceptualizing a film narrative
- The importance of the timing of a scene and sequence
- The importance of symbolism, action points, plot point, perspectives of inner story & outer story

Unit III: Final Screenplay

- Pitching ideas & final screenplay
- Ideation for film projects
- Developing the ideas into a screenplay
- Pitching film project ideas and screenplays
- Evaluation and detailed feedback on pitching and screenplay presentation.

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SYLLABUS COVERAGE

Branch : B.Sc Visual Communication

Subject : SCRIPT WRITING

Unit. No	Started on	Completed on	No of hours	Name of the Staff	Signature of the staff
I	22.10.2019	26.11.2019	6	Ms. Alageshwari	(Ms. Alageshwari) Alageshwari
I	03.12.2019	17.12.19	6	Ms. Alageshwari	(Ms. Alageshwari) Alageshwari
II	24.12.2019	22.01.2020	6	Ms. Alageshwari	(Ms. Alageshwari) Alageshwari
III	29.01.2020	11.03.2020	6	Ms. Alageshwari	(Ms. Alageshwari) Alageshwari
III	18.03.2020	23.04.2020	6	Ms. Alageshwari	(Ms. Alageshwari) Alageshwari
Total hours			30		

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Name list

Year/Semester: II/III

S.NO	REGISTER NO	NAME
1	431800565	D.Geetha
2	431800566	J.Keerthana
3	431800568	J.Sangeetha
4	431800570	Madaparthi Sreesushma

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TIME TABLE –CERTIFICATE COURSE

DATE	TIMING	LINK	STAFF NAME
22.10.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
29.10.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
26.11.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
03.12.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
10.12.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
17.12.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
24.12.2019	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
08.01.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
22.01.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
29.01.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
04.03.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
11.03.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
18.03.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
09.04.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari
23.04.2020	12:30-2:30 pm	http://meet.google.com/cru-ywig-ryb	Ms. Alageshwari



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BATCH: 2018-2021

DEPARTMENT-B.Sc (Visual Communication)

CERTIFICATECOURSE-Script Writing
SUBJECTCODE- MJC/VIS1/CC/2019-2020
NO OF HOURS: 2 HOURS (TWO HOURS EACH DAY)

S. No	RegisterNo	Name	1 22.10.2019	2 29.10.2019	3 26.11.2019	4 3.12.2019	5 10.12.2019	6 17.12.2019	7 24.12.2019	8 08.01.2020	9 22.01.2020	10 29.01.2020	11 4.03.2020	12 11.03.2020	13 18.03.2020	14 09.04.2020	15 23.4.2020
1	431800565	D.GEETHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	431800566	J.KEERTHANA	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
3	431800568	J.SANGEETHA	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
4	431800570	MADAPARTHI SREESUSHMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

SCRIPT WRITING
ASSESSMENT / EVALUATION – Question Paper/Pattern
TOTAL MARKS:50

ONLINE EXAM DATE- 30.04.2020

LINK : https://forms.gle/84QWSsRUmnAHeVbt5

Certificate Course-Script Writing

1._____ gives primary creative credit to the director.

a. Auteur theory
b. Hollywood theory
c. New Wave theory
d. Sarris theory

2 _____ is the phase of filmmaking in which the movie is actually shot, as distinct from pre-production and post-production.

a. Principal photography
b. Capturing
c. Movie theatre
d. Film editing

3. In which year did commercial cinema begin in India?

a. 1895
b. 1879
c. 1913
d. 1902.

4. _____ is the process of coordinating an initial story idea, through scriptwriting, shooting, editing, directing and distribution to an audience.

a. Film editing.
b. Film Making
c. Movie theatre.
d. Independent film.

5 Who is the only Indian to have won an Oscar for Lifetime achievement in films?

a. V. Shantaram.
b. Raj Kapoor.
c. Subash Ghai
d. Satyajit Ray

6 What is a panning ? *

a. A camera movement
b. A heavy tripod
c. A remote flash
d. A camera case

7. What did the majority of “heroic Indians” in westerns have in common? * .

a. They were based on actual historical figures.
b. They eventually surrendered in their films.
c. They achieved bloody victories against whites.
d. They were played by white actors.

8. Keechaka Vadham was made by R. Nataraja Mudaliar in _____.

a. 1815
b. 1915
c. 1816
d. 1916

9. Vertical turning of the camera is called_____. *

a. tilt

b. pan

c. arc

d. cant

10. Which word best defines genre? *

a. Category

b. Type

c. Kind

d. All of the above.

11. Asha Bhosle made her playback debut in the film _____. * .

a. Chunariya

b. Naya Daur

c. Howrah Bridge

d. None

12. Yash Chopra's first film as a director was_____.

a. Dhool ka Phool

b. Dharamputra

c. Waqt

d. Deewar

13. Who directed the film 'Mother India' *

a. Mehboob Khan

b. satyajit ray

c. Bhimsingh

d. none of the above

14. The Lumiere brothers are known for _____. *

a. creating a celluloid film that could capture movement
b. inventing a disk that would add sound to movies
c. developing the first projector and first movie house
d. shooting the first feature-length foreign movie shown in the U.S

15. Satyajit Ray, A. R. Rahman and Priyanka Chopra are all_____. * .

a. National Film Award winners
b. Film Fare Winners
c. Academy Award winners
d. Bengali-language writers

16. The _____ film industry of Mumbai is also known as Bollywood is the largest and most popular branch of Indian cinema.

a. Sanskrit
b. Hindi
c. Hindustani language
d. Punjabi language

17. Who developed the first workable motion picture camera? * .

a. Matthew Brady
b. Thomas Edison
c. George Eastman
d. William Dickson

18. Who directed the film 'Fire' * .

a. Meera Nair
b. Deepa Mehta
c. Karan Johar
d. Yash Chopra

19. In which state of India has most number of cinema Theatres? * .

a. Madhya Pradesh

b. Delhi

c. West Bengal

d. Andra Pradesh

20. Raja Harischandra film was released in the year of _____

a. 1910

b. 1912

c. 1913

d. 1911

21. First Cinema Theatre of India is _____. *

a. Elphinstone Palace

b. Swatantra Theatre

c. Fireweavers Theatre

d. Swatantra Palace

22 The first Hit film of India is _____. * .

a. Raja Chandhra

b. Lanka Dahan

c. Chandralekha

d. Devdas

23.The biggest film studio of India is _____. * .

a. Ramoji Film Studio

b. AVM Studio

c. Volvo Studio

d. Indian artist Studio

24. Who is known as First Lady of Indian Cinema?

a. Nargiz Datt
b. Devika Rani
c. Bhanu Athaiya
d. Laxmi Rai

25. Director K. Balachander won the Dada Saheb Phalke award in the year of _____.

a. 2011
b. 2009
c. 2010
d. 2008

26. Which is the first colour Film of India? *

a. Alam Ara
b. Raja Harichandra
c. Kisan Kanya
d. pather panchali

27. Which is the First 70 MM film of India? *

a. Awaara
b. Shree 420
c. Pyaasa
d. Around the World

28. Which is the first Malayalam Film which bagged the President gold Medal?

a. Chemmeen
b. Swayamvaram
c. Cheriyachante Kroorakrithyangal
d. Amma Ariyan

29. Non-Fiction Film Means_____ * .

a. Artificial

b. Dreams

c. Reality

d. Imagination

30. Which was the first Cinemascope Film? * .

a. Kagaz Ke Phool

b. Mughal-e-Azam

c. Pyaasa

d. Awaara

31. Who is called the father of Indian talkie film. * .

a. Ardeshi Irani

b. Dadasaheb Phalke

c. Satyajit Ray

d. Hiralal Sen

32. OSS stand for _____ *

a. Over the Shoulder Scene

b. Over the Shoulder Shot

c. Over Shot Shoulder

d. Over the Subject Shot

33 Which was the first south Indian film released in Japan? *

a. Muthu

b. Padaiyappa

c. Batcha

d. Veera

34.Who is called the pioneer of Indian Cinema. * .

a. Sathyajit Ray

b. Dada Saheb Phalke

c. Lumiere Brothers

d. Bimal Roy

35. First Indian who won Oscar Award is _____. * .

a. A.R.Rahman

b. Rasool Pookutty

c. Bhanu Athaiya

d. Ben Kingsley

36. National Award is constituted in the year _____.

a. 1953

b. 1954

c. 1956

d. 1957

37. First song-less film of India is _____ *

a. Naujawan

b. Neecha Nagar

c. The Apu Trilogy

d. Awaara

38. Baz Luhrmann stated that his successful musical film _____ (2001) was directly inspired by Bollywood musicals

a.Dreamgirl

b.Chicago

c.Moulin Rouge

d.Sree 420

39. In which year did Amitabh Bachchan debut in Hindi cinema? *

a. 1960

b. 1965

c. 1969

d. 1972

40. Eisenstein regarded montage as a _____ means of creating meaning.

a. philosophy

b. marxism

c. dialectic

d. dialectical materialism

41. What is the relationship between romantic comedy and social class? * .

a. In romantic comedy, there is no difference between the social classes.

b. Comedies segregate classes by only featuring one class in any one film.

c. Classes are ultimately divided by the end of a romantic comedy.

d. Classes are ultimately united by the end of a romantic comedy.

42. _____ is a broadcast news industry description of television producers, reporters and editors making use of electronic video and audio technologies for gathering and presenting news.

a. Electronic News- Gathering

b. Electric News Gathering

c. English News Gathering

d. none of above.

43. What form of comedy do Charlie Chaplin and Buster Keaton share?

a. Screwball comedy

b. Romantic comedy.

c. Slapstick comedy.

d. Their styles were so different that they cannot be compared

44. Which director made several war films about WWII and the Korean War? * .

a. Fudd.

b. Fuller.

c. Scorcese.

d. Stone.

45. What does film noir mean? *

a. Dark film.

b. Foreign film.

c. Night film.

d. Old film.

46. Which of the following is NOT a major film festival? *

a. Karlovy Vary Film Festival.

b. Cannes Film Festival.

c. London Film Festival.

d. Venice Film Festival.

47. _____ is a non-linear editing system. *

a. Final Cut Pro

b. Photoshop

c. Motion

d. Color

48. EDL stands for _____. *

a. Edit Decision List.

b. Edit Desk Listeners.

c. Edit Discussion List.

d. Enrol Discussion List.

49. NTSC frame rate _____. *

a. 25 frames per second.

b. 24 frames per second.

c. 29.97 frames per second.

d. 23 frames per second.

50. The art director makes an _____ and the carpenters build it. * .

a. site plan

b. transportation planning

c. architectural plan

d. architectural drawing

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MARK LIST

S.NO	REGISTER NO	NAME	MARKS
1	431800565	D.Geetha	45
2	431800566	J.Keerthana	48
3	431800568	J.Sangeetha	49
4	431800570	Madaparthi Sreesushma	44

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MJC/ VIS /2019-20/CC/002

This is to certify that **Miss J.KEERTHANA** has completed the certificate course in **SCRIPT WRITING** conducted by **VISUAL COMMUNICATION** between **OCTOBER 2019 and JANUARY 2020**

Ms. RADHA.S	Dr.R.MANIMEKALAI	Dr.LATHA RAJENDRAN
Course coordinator	**Principal**	**Correspondent**

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Course coordinator	**Principal**	**Correspondent**

e-certificate signature not necessary

Notes

1 

Screenwriting Tutorial: How to Use Keyboard Shortcuts

StudioBinder

2 

Screenwriting Tutorial: How to Renumber Scenes

StudioBinder

3 

Screenwriting Tutorial: How to Collaborate on Scripts

StudioBinder

4 

Screenwriting Tutorial: How to Watermark Scripts

StudioBinder

5 

Screenwriting Tutorial: How to Take Script Notes

StudioBinder

6 

Screenwriting Tutorial: How to Make Script Changes

StudioBinder

https://www.youtube.com/playlist?list=PLEzQZpmbzckWISyAbPoFVFq_nTIURCcq1

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CRITERION 1

CERTIFICATE COURSE

2019-2020

PERSONALITY DEVELOPMENT AND SOCIAL ETHICS

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Certificate Course: Personality Development and Social Ethics

Course Code: MJC/PDSE/CC/2019 - 2020

ACADEMIC YEAR : 2019 - 2020

SUBJECT CODE : MJC/PDSE/CC/2019 – 2020

STAFF IN – CHARGES : Dr. Ragitha Radhakrishnan
Ms. Datchyaayane N
Ms. Manjusha Mohan
Ms. Padmalakshmi .D

BATCH : 2019-2022

N0. OF STUDENTS : 1282

DURATION : 30 HOURS

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Document ID:	**MJC/PDSE/CC/2019 - 2020**	**Document Name:**	**CERTIFICATE COURSE – Circular**
Academic Year:	2019 - 2020	**Date:**	22.07.2019
Course:	Personality Development and Social Ethics	**Year/Sem:**	I/I

Agenda Detail
The Certificate Course on "Personality Development and Social Ethics will be offered to all I UG students. The classes will commence from 29.07.2019. Kindly ask the students to register for the course in the Department of Psychology.

Sl.No	Designation	Signature
1.	Principal	
2.	Vice Principal	
3.	Dean - Academics	
4.	Dean – Students	
5.	Co-ordinator (Shift – II)	
6.	Office	
7.	Librarian	

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HEADS OF DEPARTMENT

Sl.No	Department	Signature	
		Shift I	Shift II
1.	BA & MA English		
2.	MA Natya		—
3.	BBA Business Administration & M.A. HRM		
4.	BCA Computer Applications		
5.	B. Com General		
6.	B. Com Accounting & Finance		
7.	B. Com Corporate Secretary ship		
8.	B.Com Bank Management	—	
9.	B.Sc. Biochemistry & M.Sc. Bioinformatics		—
10.	B.Sc. Microbiology & M.Sc. Microbiology		
11.	B.Sc. Computer Science & M.Sc. IT		
12.	B.Sc. Psychology		—
13.	B.Sc. Mathematics		
14.	B.Sc. Visual Communication	Alageshwari	—

COURSE INSTRUCTOR

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COURSE SPECIFICATION

Certificate Course: Personality Development and Social Ethics

Course Code: MJC/PDSE/CC/2019 - 2020

This certificate course aims to provide students with a comprehensive understanding of personality development within the cultural and ethical context of India, fostering not only personal growth but also a sense of social responsibility aligned with ethical principles.

Aim:

The aim of this course is to foster the holistic development of individuals by exploring the facets of personality development and understanding the ethical principles in the social fabric of India. This course aims to enable students to comprehend the interplay between personal growth and societal responsibilities within the Indian cultural framework.

Objectives:

1. To understand the theories and concepts related to personality development.

2. To analyze the influence of cultural and societal factors on personality in an Indian context.

3. To explore the ethical principles and values embedded in Indian society.

4. To develop critical thinking skills in evaluating ethical dilemmas within various societal contexts.

5. To foster the application of ethical principles in personal and professional life.

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COURSE SYLLABUS

Certificate Course: Personality Development and Social Ethics

Course Code: MJC/PDSE/CC/2019 - 2020

Chapter 1: Foundations of Personality Development

Definition of Personality - Factors influencing Personality Development: Genetics, Environment, Culture - Assessment Tools and Techniques for Understanding Personality

Chapter 2: Indian Cultural and Societal Influences on Personality

Cultural Dimensions and their Impact on Individual Behavior - Influence of Family, Society, and Religion on Personal Development - Role of Tradition, Rituals, and Customs in Shaping Personality Traits.

Chapter 3: Ethics and Values in Indian Society

Core Ethical Principles in Indian Philosophy: Dharma, Karma, Ahimsa - Comparative Analysis of Western and Indian Ethical Frameworks - Case Studies illustrating Ethical Dilemmas in Indian Contexts.

Chapter 4: Applying Ethics in Personal and Professional Life

- Ethical Decision-Making Models - Ethical Leadership and its Relevance in Indian Organizational Context - Balancing Personal Values with Professional Ethical Standards.

Chapter 5: Holistic Development and Social Responsibility

Integrating Personality Development with Social Responsibility - Strategies for Personal Growth aligned with Ethical Principles - Advocacy, Civic Engagement, and Contribution to Society.

References:

Cervone, D., & Pervin, L. (2013). Personality: Theory and Research. New York: Wiley and Sons.

Chakraborty S. K. (1995). Ethics in Management: Vedantic Perspectives. Oxford University Press.

Howard, R. A., & Korver, C. D. (2008). Ethics for the Real World: Creating a Personal Code to Guide Decisions in Work and Life. Harvard Business Press,

Hamilton, S. (2001). Indian Philosophy: A Very Short Introduction. Oxford University Press.

Web Resources

https://www.simplypsychology.org/

https://www.psychologytoday.com/us/basics/personality

https://sdgs.un.org/

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SYLLABUS COVERAGE

Certificate Course: Personality Development and Social Ethics

Course Code: MJC/PDSE/CC/2019 - 2020

S.NO	UNIT NO	STARTED ON	COMPLETED ON	TIMINGS	NO OF HOURS	NAME OF THE STAFF
1	I	29/07/2019	09/08/2019	01.00-02.30 pm	6	Ms. Ragitha Radhakrishnan Ms. Datchyaayane.N Ms Manjusha Mohan Ms. Padmalakshmi .D
2	II	12/08/2019	23/08/2019	01.00-02.30 pm	6	
3	III	26/08/2019	06/09/2019	01.00-02.30 pm	6	
4	IV	09/09/2019	20/09/2019	01.00-02.30 pm	6	
5	V	23/10/2019	04/10/2019	01.00-02.30 pm	6	
TOTAL HOURS					**30**	



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STUDENT NAMELIST

Certificate Course: Personality Development and Social Ethics

Course Code: MJC/PDSE/CC/2019 - 2020

ACADEMIC YEAR: 2019 -2020

S.NO.	CERTIFICATE COURSE NAME	REGISTER	NAME OF THE STUDENT	DEPARTMENT
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1	Personality Development and Social Ethics	311911763	AARTHY. V	B.Com. Accounting & Finance
2	Personality Development and Social Ethics	311911764	AISHWARYA. M	B.Com. Accounting & Finance
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128	Personality Development and Social Ethics	311911963	VIJAYA LAKSHMI K	B.Com. Accounting & Finance
129	Personality Development and Social Ethics	311911964	VINODHINI J	B.Com. Accounting & Finance
130	Personality Development and Social Ethics	311911965	VINOTHINI B	B.Com. Accounting & Finance
131	Personality Development and Social Ethics	311911966	VISHNU PRIYA V	B.Com. Accounting & Finance
132	Personality Development and Social Ethics	311911967	YOGITHA S	B.Com. Accounting & Finance
133	Personality Development and Social Ethics	311911968	YUVADHARANI U	B.Com. Accounting & Finance
134	Personality Development and Social Ethics	311911969	ARUNACHALAM S	B.Com. Accounting & Finance
135	Personality Development and Social Ethics	311911970	DEEPIKA P	B.Com. Accounting & Finance
136	Personality Development and Social Ethics	311911971	KASHIKA P	B.Com. Accounting & Finance
137	Personality Development and Social Ethics	311911972	KAVYA D	B.Com. Accounting & Finance
138	Personality Development and Social Ethics	311911973	POOJA P	B.Com. Accounting & Finance
139	Personality Development and Social Ethics	311911974	SANDHYA K	B.Com. Accounting & Finance
B.Com. Bank Management - MJC/ PDSE/ CC /2019-2020				
140	Personality Development and Social Ethics	311911975	KIRITHIKA.V	B.Com. Bank Management
141	Personality Development and Social Ethics	311911976	ABIRAMI.P	B.Com. Bank Management
142	Personality Development and Social Ethics	311911977	AISHWARYA.K	B.Com. Bank Management
143	Personality Development and Social Ethics	311911978	ALLFINA.P	B.Com. Bank Management
144	Personality Development and Social Ethics	311911979	AMREEN FATHIMA.J	B.Com. Bank Management
145	Personality Development and Social Ethics	311911980	AROKKIYA SHARMILA.A	B.Com. Bank Management
146	Personality Development and Social Ethics	311911981	ASHWINI.D	B.Com. Bank Management
147	Personality Development and Social Ethics	311911982	ASWINI.M	B.Com. Bank Management
148	Personality Development and Social Ethics	311911983	BHUVANESHWARI.R	B.Com. Bank Management
149	Personality Development and Social Ethics	311911984	BIRUNTHA.M	B.Com. Bank Management
150	Personality Development and Social Ethics	311911985	CHITRA.R	B.Com. Bank Management

151	Personality Development and Social Ethics	311911986	DEEPIKA.K	B.Com. Bank Management
152	Personality Development and Social Ethics	311911987	DHANALAKSHMI.E	B.Com. Bank Management
153	Personality Development and Social Ethics	311911988	DIVYA.V	B.Com. Bank Management
154	Personality Development and Social Ethics	311911989	FAIZUL SULTANA.M	B.Com. Bank Management
155	Personality Development and Social Ethics	311911990	GAYATHRI.J	B.Com. Bank Management
156	Personality Development and Social Ethics	311911991	HARCHANA.S	B.Com. Bank Management
157	Personality Development and Social Ethics	311911992	HARI PRIYA.T	B.Com. Bank Management
158	Personality Development and Social Ethics	311911993	HARINI.M	B.Com. Bank Management
159	Personality Development and Social Ethics	311911994	HEMALATHA.J	B.Com. Bank Management
160	Personality Development and Social Ethics	311911995	JAYAMALATHI.P	B.Com. Bank Management
161	Personality Development and Social Ethics	311911996	JEEVITHA.S	B.Com. Bank Management
162	Personality Development and Social Ethics	311911997	JEEVITHA.V	B.Com. Bank Management
163	Personality Development and Social Ethics	311911998	JESINTHA.S	B.Com. Bank Management
164	Personality Development and Social Ethics	311911999	JOTHIKA.P	B.Com. Bank Management
165	Personality Development and Social Ethics	311912000	JYOTHI KUMARI RAY.S	B.Com. Bank Management
166	Personality Development and Social Ethics	311912001	KALPANA.E	B.Com. Bank Management
167	Personality Development and Social Ethics	311912002	KAVIYA M	B.Com. Bank Management
168	Personality Development and Social Ethics	311912003	KAVYA.C	B.Com. Bank Management
169	Personality Development and Social Ethics	311912004	KIRUTHIKA.A	B.Com. Bank Management
170	Personality Development and Social Ethics	311912005	KOWSALYA.S	B.Com. Bank Management
171	Personality Development and Social Ethics	311912006	LAVANYA.M	B.Com. Bank Management
172	Personality Development and Social Ethics	311912007	LOGESWARI.S	B.Com. Bank Management
173	Personality Development and Social Ethics	311912008	MITHRA.D	B.Com. Bank Management
174	Personality Development and Social Ethics	311912009	NANDHINI.D	B.Com. Bank Management
175	Personality Development and Social Ethics	311912010	NANDHINI.M	B.Com. Bank Management
176	Personality Development and Social Ethics	311912011	PARAMESHWARI R	B.Com. Bank Management
177	Personality Development and Social Ethics	311912012	POOJA PATTU J	B.Com. Bank Management
178	Personality Development and Social Ethics	311912013	POORNIMA.S	B.Com. Bank Management
179	Personality Development and Social Ethics	311912014	PRAVALIKA.K	B.Com. Bank Management
180	Personality Development and Social Ethics	311912015	PRIYADHARSHINI.G	B.Com. Bank Management
181	Personality Development and Social Ethics	311912016	RAMYA.N	B.Com. Bank Management
182	Personality Development and Social Ethics	311912017	RAMYA SHREE.R	B.Com. Bank Management
183	Personality Development and Social Ethics	311912018	RANJITHA.R	B.Com. Bank Management
184	Personality Development and Social Ethics	311912019	RATHINIKA.M	B.Com. Bank Management
185	Personality Development and Social Ethics	311912020	RESHMA.B	B.Com. Bank Management
186	Personality Development and Social Ethics	311912021	RITHIKA.M	B.Com. Bank Management
187	Personality Development and Social Ethics	311912022	SANTHIYA.R	B.Com. Bank Management
188	Personality Development and Social Ethics	311912023	SATHIYA.M	B.Com. Bank Management
189	Personality Development and Social Ethics	311912024	SATHYA.R	B.Com. Bank Management
190	Personality Development and Social Ethics	311912025	SETHU PRIYA.S	B.Com. Bank Management
191	Personality Development and Social Ethics	311912026	SHAKTHI PRIYA .K	B.Com. Bank Management
192	Personality Development and Social Ethics	311912027	SHANMUGAPRIYA.M	B.Com. Bank Management
193	Personality Development and Social Ethics	311912028	SHARMILA.A	B.Com. Bank Management
194	Personality Development and Social Ethics	311912029	SNEHA.R	B.Com. Bank Management
195	Personality Development and Social Ethics	311912030	SOWMIYA.N	B.Com. Bank Management
196	Personality Development and Social Ethics	311912031	SUBASHREE.V	B.Com. Bank Management
197	Personality Development and Social Ethics	311912032	SWETHA.M.I	B.Com. Bank Management
198	Personality Development and Social Ethics	311912033	SWETHA.S	B.Com. Bank Management
199	Personality Development and Social Ethics	311912034	SWETHA.V	B.Com. Bank Management
200	Personality Development and Social Ethics	311912035	VAISHNAVI.R	B.Com. Bank Management
201	Personality Development and Social Ethics	311912036	VARSHA.N	B.Com. Bank Management
202	Personality Development and Social Ethics	311912037	DIVYA.P	B.Com. Bank Management
203	Personality Development and Social Ethics	311912038	HEMAVATHY.K	B.Com. Bank Management
204	Personality Development and Social Ethics	311912039	PRIYADHARSHINI.R	B.Com. Bank Management
205	Personality Development and Social Ethics	311912040	ROOPASREE.K	B.Com. Bank Management
206	Personality Development and Social Ethics	311912041	SWETHA.R	B.Com. Bank Management
207	Personality Development and Social Ethics	311912042	VISHNU PRIYA.S	B.Com. Bank Management

208	Personality Development and Social Ethics	311912043	YUTHRA.A	B.Com. Bank Management
209	Personality Development and Social Ethics	311912044	RAKSHANA.P	B.Com. Bank Management
B.Sc. Biochemistry- MJC/ PDSE/ CC /2019-2020				
210	Personality Development and Social Ethics	221908885	ABIRAMI P	B.Sc. Biochemistry
211	Personality Development and Social Ethics	221908886	AYISHA BANU J	B.Sc. Biochemistry
212	Personality Development and Social Ethics	221908887	BHARATHY D	B.Sc. Biochemistry
213	Personality Development and Social Ethics	221908888	CATHLINE MARY R	B.Sc. Biochemistry
214	Personality Development and Social Ethics	221908889	GAYATHRI K	B.Sc. Biochemistry
215	Personality Development and Social Ethics	221908890	HEMALATHA T	B.Sc. Biochemistry
216	Personality Development and Social Ethics	221908891	KALYANI L	B.Sc. Biochemistry
217	Personality Development and Social Ethics	221908892	KANEEZ FATHIMA R	B.Sc. Biochemistry
218	Personality Development and Social Ethics	221908893	KENUJAH B	B.Sc. Biochemistry
219	Personality Development and Social Ethics	221908894	LEELAVATHY S	B.Sc. Biochemistry
220	Personality Development and Social Ethics	221908895	MADHUMADHI R	B.Sc. Biochemistry
221	Personality Development and Social Ethics	221908896	MANJUSHREE A	B.Sc. Biochemistry
222	Personality Development and Social Ethics	221908897	MARIYA PERIYA NAYAGA DARTHI P	B.Sc. Biochemistry
223	Personality Development and Social Ethics	221908898	MEENA M	B.Sc. Biochemistry
224	Personality Development and Social Ethics	221908899	MONISHA V	B.Sc. Biochemistry
225	Personality Development and Social Ethics	221908900	NISHATH FATHIMA K	B.Sc. Biochemistry
226	Personality Development and Social Ethics	221908901	NIVETHA S	B.Sc. Biochemistry
227	Personality Development and Social Ethics	221908902	PAVITHRA V	B.Sc. Biochemistry
228	Personality Development and Social Ethics	221908903	PORKODI R	B.Sc. Biochemistry
229	Personality Development and Social Ethics	221908904	PRIYADHARSHINI M	B.Sc. Biochemistry
230	Personality Development and Social Ethics	221908905	RANI P	B.Sc. Biochemistry
231	Personality Development and Social Ethics	221908906	RESHMA V	B.Sc. Biochemistry
232	Personality Development and Social Ethics	221908907	REVATHY V	B.Sc. Biochemistry
233	Personality Development and Social Ethics	221908908	ROHINI M	B.Sc. Biochemistry
234	Personality Development and Social Ethics	221908909	ROSHNI S	B.Sc. Biochemistry
235	Personality Development and Social Ethics	221908910	SANDHIYA D	B.Sc. Biochemistry
236	Personality Development and Social Ethics	221908911	SASIPRIYA K	B.Sc. Biochemistry
237	Personality Development and Social Ethics	221908912	SHAHIN FARZAN T.K	B.Sc. Biochemistry
238	Personality Development and Social Ethics	221908913	SNEHA K	B.Sc. Biochemistry
239	Personality Development and Social Ethics	221908914	SOWMYA S	B.Sc. Biochemistry
240	Personality Development and Social Ethics	221908915	SWATHI R	B.Sc. Biochemistry
241	Personality Development and Social Ethics	221908916	THENMOZHI S	B.Sc. Biochemistry
242	Personality Development and Social Ethics	221908917	UMA MAGESWARI V	B.Sc. Biochemistry
243	Personality Development and Social Ethics	221908918	VANMATHY G	B.Sc. Biochemistry
244	Personality Development and Social Ethics	221908919	VIJAYALAKSHMI A	B.Sc. Biochemistry
245	Personality Development and Social Ethics	221908920	SHRUTI T	B.Sc. Biochemistry
246	Personality Development and Social Ethics	221908921	HEMALATHA M	B.Sc. Biochemistry
247	Personality Development and Social Ethics	221908922	JANANI D	B.Sc. Biochemistry
248	Personality Development and Social Ethics	221908923	SAI SMRUTHI T	B.Sc. Biochemistry
249	Personality Development and Social Ethics	221908924	SHRUTHI C	B.Sc. Biochemistry
BBA – BUSINESS ADMINISTRATION – MJC/ PDSE/ CC /2019-2020				
250	Personality Development and Social Ethics	411902431	ABINESHWARI. G	BBA
251	Personality Development and Social Ethics	411902432	AISHWARYA. N	BBA
252	Personality Development and Social Ethics	411902433	ANITHA. D	BBA
253	Personality Development and Social Ethics	411902434	ARTHI.K	BBA
254	Personality Development and Social Ethics	411902435	BHAVADHARANI.N	BBA
255	Personality Development and Social Ethics	411902436	BHUVANESHWARI.T	BBA
256	Personality Development and Social Ethics	411902437	DANYA. N	BBA
257	Personality Development and Social Ethics	411902438	DIVYASHREE.R	BBA
258	Personality Development and Social Ethics	411902439	DURGAKUMARI R	BBA
259	Personality Development and Social Ethics	411902440	GEETHANJALI.S	BBA
260	Personality Development and Social Ethics	411902441	GNAVEKI .V	BBA
261	Personality Development and Social Ethics	411902442	HARINI.D	BBA

262	Personality Development and Social Ethics	411902443	JANANI.V	BBA
263	Personality Development and Social Ethics	411902444	JAYALAKSHMI	BBA
264	Personality Development and Social Ethics	411902445	JEEVITHA .M	BBA
265	Personality Development and Social Ethics	411902446	JEEVITHA. U	BBA
266	Personality Development and Social Ethics	411902447	JOSEPHINE. P	BBA
267	Personality Development and Social Ethics	411902448	KALAIVANI.V	BBA
268	Personality Development and Social Ethics	411902449	KASTURI PRIYA. R	BBA
269	Personality Development and Social Ethics	411902450	KEERTHANA.B	BBA
270	Personality Development and Social Ethics	411902451	KEERTHIGA.B	BBA
271	Personality Development and Social Ethics	411902452	LATHA.M	BBA
272	Personality Development and Social Ethics	411902453	MADHUMAITHA.K	BBA
273	Personality Development and Social Ethics	411902454	MAHALAKSHMI.P	BBA
274	Personality Development and Social Ethics	411902455	MAHATHARANI.J	BBA
275	Personality Development and Social Ethics	411902456	MAHIMA.K	BBA
276	Personality Development and Social Ethics	411902457	MEERA.PB	BBA
277	Personality Development and Social Ethics	411902458	MYTHILI.G	BBA
278	Personality Development and Social Ethics	411902459	NANDINI. K	BBA
279	Personality Development and Social Ethics	411902760	NANDINI. N	BBA
280	Personality Development and Social Ethics	411902461	NITHYASHREE.	BBA
281	Personality Development and Social Ethics	411902462	NIVEDITHA.S	BBA
282	Personality Development and Social Ethics	411902463	PAVITHRA.H	BBA
283	Personality Development and Social Ethics	411902464	PAVITHRA.V	BBA
284	Personality Development and Social Ethics	411902465	POOJA .D	BBA
285	Personality Development and Social Ethics	411902466	POOJA .GM	BBA
286	Personality Development and Social Ethics	411902467	PREETHI.R	BBA
287	Personality Development and Social Ethics	411902468	PREETHI.V	BBA
288	Personality Development and Social Ethics	411902469	PRIYA .R	BBA
289	Personality Development and Social Ethics	411902470	PRIYADHARSHINI.E	BBA
290	Personality Development and Social Ethics	411902471	PRIYANGA.PK	BBA
291	Personality Development and Social Ethics	411902472	RAJA PARIYA.N	BBA
292	Personality Development and Social Ethics	411902473	RANJINI.S	BBA
293	Personality Development and Social Ethics	411902474	RIZWANA.A	BBA
294	Personality Development and Social Ethics	411902475	SANDHIYA.S	BBA
295	Personality Development and Social Ethics	411902476	SANGEETHA.N	BBA
296	Personality Development and Social Ethics	411902477	SARANYA.G	BBA
297	Personality Development and Social Ethics	411902478	SAVITHA .G	BBA
298	Personality Development and Social Ethics	411902479	SAVITHA.S	BBA
299	Personality Development and Social Ethics	411902480	SHARANYA.M	BBA
300	Personality Development and Social Ethics	411902481	SHARMILA.RR	BBA
301	Personality Development and Social Ethics	411902482	SHEEBA.D	BBA
302	Personality Development and Social Ethics	411902483	SHINY.PJ	BBA
303	Personality Development and Social Ethics	411902484	SNEGA.C	BBA
304	Personality Development and Social Ethics	411902485	SNEGA.S	BBA
305	Personality Development and Social Ethics	411902486	SOUNDARYA.R	BBA
306	Personality Development and Social Ethics	411902487	SUBASHINI.S	BBA
307	Personality Development and Social Ethics	411902488	SUMITHIRA.M	BBA
308	Personality Development and Social Ethics	411902489	SWETHA.V	BBA
309	Personality Development and Social Ethics	411902490	THULASI.M	BBA
310	Personality Development and Social Ethics	411902491	VINCY.K	BBA
311	Personality Development and Social Ethics	411902492	VISHNUPRIYA.D	BBA
312	Personality Development and Social Ethics	411902493	YAMINI.R	BBA
313	Personality Development and Social Ethics	411902494	SOWMYA.MV	BBA
314	Personality Development and Social Ethics	411902495	DHARSHINI.K	BBA
315	Personality Development and Social Ethics	411902496	HARINI .G	BBA
316	Personality Development and Social Ethics	411902497	JOSHANA FLORANCE	BBA
317	Personality Development and Social Ethics	411902498	MOUSHIKA.P	BBA
318	Personality Development and Social Ethics	411902499	SWETHA.JD	BBA

319	Personality Development and Social Ethics	411902500	VINITHA .S	BBA
320	Personality Development and Social Ethics	411902501	AARTHI.B.N	BBA
321	Personality Development and Social Ethics	411902502	AISHWARYA .M.B	BBA
322	Personality Development and Social Ethics	411902503	ASWANI.S	BBA
323	Personality Development and Social Ethics	411902504	BHARATHI.B	BBA
324	Personality Development and Social Ethics	411902505	BHUVANESHWARI.V	BBA
325	Personality Development and Social Ethics	411902506	CHITHRA .K	BBA
326	Personality Development and Social Ethics	411902507	DHIVYASREE.M	BBA
327	Personality Development and Social Ethics	411902508	DIVYA .M	BBA
328	Personality Development and Social Ethics	411902509	DIVYALAKSHMI .P	BBA
329	Personality Development and Social Ethics	411902510	HEMALATHA .N	BBA
330	Personality Development and Social Ethics	411902511	INDHU .G	BBA
331	Personality Development and Social Ethics	411902512	JAYANTHI.V	BBA
332	Personality Development and Social Ethics	411902513	JOTHI .K	BBA
333	Personality Development and Social Ethics	411902514	KALAIVANI .A	BBA
334	Personality Development and Social Ethics	411902515	KAVITHA .R	BBA
335	Personality Development and Social Ethics	411902516	LAVANYA .D	BBA
336	Personality Development and Social Ethics	411902517	LAVANYA .N	BBA
337	Personality Development and Social Ethics	411902518	MAGALATHALANE MARY.A	BBA
338	Personality Development and Social Ethics	411902519	MAGESHWARI .A	BBA
339	Personality Development and Social Ethics	411902520	MAHALAKSHMI.E	BBA
340	Personality Development and Social Ethics	411902521	MAHALAKSHMI.R	BBA
341	Personality Development and Social Ethics	411902522	MAHALAKSHMI.S	BBA
342	Personality Development and Social Ethics	411902523	MANISHA.K	BBA
343	Personality Development and Social Ethics	411902524	MUTHULAKSHMI.S	BBA
344	Personality Development and Social Ethics	411902525	NANDHINI.P	BBA
345	Personality Development and Social Ethics	411902526	NARMADHA.M	BBA
346	Personality Development and Social Ethics	411902527	NARMADHA.S	BBA
347	Personality Development and Social Ethics	411902528	NITHIYA.K	BBA
348	Personality Development and Social Ethics	411902529	NIVEDHA.T	BBA
349	Personality Development and Social Ethics	411902530	NIVETHA.B	BBA
350	Personality Development and Social Ethics	411902531	OVIYA .A	BBA
351	Personality Development and Social Ethics	411902532	PAVITHRA.K	BBA
352	Personality Development and Social Ethics	411902533	PAVITHRA .K	BBA
353	Personality Development and Social Ethics	411902534	PAVITHRA .P	BBA
354	Personality Development and Social Ethics	411902535	PAVITHRA .T	BBA
355	Personality Development and Social Ethics	411902536	PRAMILA.P	BBA
356	Personality Development and Social Ethics	411902537	PRIYA .B	BBA
357	Personality Development and Social Ethics	411902538	PRIYA DHARSHINI.G.V	BBA
358	Personality Development and Social Ethics	411902539	PRIYANKA .K	BBA
359	Personality Development and Social Ethics	411902540	RANJANA.R	BBA
360	Personality Development and Social Ethics	411902541	RANJITHA .R	BBA
361	Personality Development and Social Ethics	411902542	RESHMA .S	BBA
362	Personality Development and Social Ethics	411902543	REVATHI.R	BBA
363	Personality Development and Social Ethics	411902544	RIZWANA BEGAM.J	BBA
364	Personality Development and Social Ethics	411902545	SANDHIYA .B	BBA
365	Personality Development and Social Ethics	411902546	SANDHIYA .S	BBA
366	Personality Development and Social Ethics	411902547	SANDHIYA .S	BBA
367	Personality Development and Social Ethics	411902548	SANTHIYA .G	BBA
368	Personality Development and Social Ethics	411902549	SOWMIYA.K	BBA
369	Personality Development and Social Ethics	411902550	SRI AURRO THARANI.S	BBA
370	Personality Development and Social Ethics	411902551	SRILEKHA .V	BBA
371	Personality Development and Social Ethics	411902552	SRIMATHI.S.	BBA
372	Personality Development and Social Ethics	411902553	SUJITHA .M	BBA
373	Personality Development and Social Ethics	411902554	SUREKHA .J	BBA
374	Personality Development and Social Ethics	411902555	SWETHA .B	BBA
375	Personality Development and Social Ethics	411902556	SWETHA .R	BBA

376	Personality Development and Social Ethics	411902557	THENMOZHI.R	BBA
377	Personality Development and Social Ethics	411902558	VAISHNAVI.V	BBA
378	Personality Development and Social Ethics	411902559	VIJAYALAKSHMI.R	BBA
379	Personality Development and Social Ethics	411902560	YAMINI.N	BBA
380	Personality Development and Social Ethics	411902561	YUVASREE.S (HI)	BBA
381	Personality Development and Social Ethics	411902562	GAYATHRI.R	BBA
382	Personality Development and Social Ethics	411902563	RENUKA .S	BBA
383	Personality Development and Social Ethics	411902564	SWETHA.N	BBA
384	Personality Development and Social Ethics	411902565	VARSHA .R	BBA
385	Personality Development and Social Ethics	411902566	AKILANDESHWARI .S	BBA
386	Personality Development and Social Ethics	411902567	HABEEB FATHIMA.A.K	BBA
387	Personality Development and Social Ethics	411902568	SHALINI SONYA J.J	BBA
BCA – COMPUTER APPLICATIONS- MJC/ PDSE/ CC /2019-2020				
388	Personality Development and Social Ethics	211902740	AKSHAYA PRIYA.R	BCA
389	Personality Development and Social Ethics	211902741	ANBARASI.S	BCA
390	Personality Development and Social Ethics	211902742	ANITHA.D	BCA
391	Personality Development and Social Ethics	211902743	ANUSHIYA.D	BCA
392	Personality Development and Social Ethics	211902744	ARSHIYA SHEEMA.A	BCA
393	Personality Development and Social Ethics	211902745	ASHWINI.M	BCA
394	Personality Development and Social Ethics	211902746	BAMINI.L	BCA
395	Personality Development and Social Ethics	211902747	BHAVANI.S	BCA
396	Personality Development and Social Ethics	211902748	CHARULATHA.L	BCA
397	Personality Development and Social Ethics	211902749	DEEPIKA J	BCA
398	Personality Development and Social Ethics	211902750	DESIKA.M	BCA
399	Personality Development and Social Ethics	211902751	DEVADARSHINI.C.R	BCA
400	Personality Development and Social Ethics	211902752	DHARANI.S	BCA
401	Personality Development and Social Ethics	211902753	DHIVYALAKSHMI.A	BCA
402	Personality Development and Social Ethics	211902754	DIVYADHARSHINI. G	BCA
403	Personality Development and Social Ethics	211902755	GIRIJA.S	BCA
404	Personality Development and Social Ethics	211902756	HARINI VASINI.D	BCA
405	Personality Development and Social Ethics	211902757	HEMA MALINI.R	BCA
406	Personality Development and Social Ethics	211902758	HEMASRI.M	BCA
407	Personality Development and Social Ethics	211902759	JANANI.P.G	BCA
408	Personality Development and Social Ethics	211902760	JANANI.V	BCA
409	Personality Development and Social Ethics	211902761	JAYA SINTHIYA.J	BCA
410	Personality Development and Social Ethics	211902762	JAYANTHI.G	BCA
411	Personality Development and Social Ethics	211902763	JENISHA.Y	BCA
412	Personality Development and Social Ethics	211902764	JESLET DEVAKUMARI.J	BCA
413	Personality Development and Social Ethics	211902765	KALAIVANI.R	BCA
414	Personality Development and Social Ethics	211902766	KAVI BHARATHI.K	BCA
415	Personality Development and Social Ethics	211902767	KAVI SRI. S	BCA
416	Personality Development and Social Ethics	211902768	KEERTHANA.S	BCA
417	Personality Development and Social Ethics	211902769	KEERTHANA SRINIVASAN	BCA
418	Personality Development and Social Ethics	211902770	KEERTHANA.Y	BCA
419	Personality Development and Social Ethics	211902771	KEERTHIKA.R	BCA
420	Personality Development and Social Ethics	211902772	LOGESHWARI.Y	BCA
421	Personality Development and Social Ethics	211902773	LOKESHWARI.P	BCA
422	Personality Development and Social Ethics	211902774	MAHALAKSHMI.M	BCA
423	Personality Development and Social Ethics	211902775	MEERA JASHMINE.M	BCA
424	Personality Development and Social Ethics	211902776	MONIKA.J	BCA
425	Personality Development and Social Ethics	211902777	MOOVITHA.M	BCA
426	Personality Development and Social Ethics	211902778	NADHIRA.A	BCA
427	Personality Development and Social Ethics	211902779	NANDHINI.D	BCA
428	Personality Development and Social Ethics	211902780	NANDHINI.S	BCA
429	Personality Development and Social Ethics	211902781	NANDHINI.S	BCA
430	Personality Development and Social Ethics	211902782	NEELAMBARI.R	BCA
431	Personality Development and Social Ethics	211902783	NISHANTHI.S	BCA

432	Personality Development and Social Ethics	211902784	NIVETHA.M	BCA
433	Personality Development and Social Ethics	211902785	PADMA ISHWARYA.S	BCA
434	Personality Development and Social Ethics	211902786	PADMASRI.M	BCA
435	Personality Development and Social Ethics	211902787	PARVEEN NISHA.M	BCA
436	Personality Development and Social Ethics	211902788	PAVITHRA.K	BCA
437	Personality Development and Social Ethics	211902789	PAVITHRA.S	BCA
438	Personality Development and Social Ethics	211902790	POOJA S	BCA
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440	Personality Development and Social Ethics	211902792	PRATHIKSHA V	BCA
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443	Personality Development and Social Ethics	211902795	PRIYA V	BCA
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445	Personality Development and Social Ethics	211902797	PRIYANKA P	BCA
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448	Personality Development and Social Ethics	211902800	RAJASRI M	BCA
449	Personality Development and Social Ethics	211902801	RAMALAKSHMI B	BCA
450	Personality Development and Social Ethics	211902802	RANJITHA M	BCA
451	Personality Development and Social Ethics	211902803	RASIMA S	BCA
452	Personality Development and Social Ethics	211902804	RENUKADEVI.M	BCA
453	Personality Development and Social Ethics	211902805	REVATHI M	BCA
454	Personality Development and Social Ethics	211902806	RUTHRA PRIYA S	BCA
455	Personality Development and Social Ethics	211902807	SARAN SRI V	BCA
456	Personality Development and Social Ethics	211902808	SARANYA S	BCA
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459	Personality Development and Social Ethics	211902811	SHARMILA.A	BCA
460	Personality Development and Social Ethics	211902812	SNEHA S	BCA
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468	Personality Development and Social Ethics	211902820	SUMAIYA FATHIMA H	BCA
469	Personality Development and Social Ethics	211902821	SUNMATHI V	BCA
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472	Personality Development and Social Ethics	211902824	VANDHANA T	BCA
473	Personality Development and Social Ethics	211902825	VENISHA C	BCA
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475	Personality Development and Social Ethics	211902827	DEEPIKA D	BCA
476	Personality Development and Social Ethics	211902828	SANGEETHA K	BCA
477	Personality Development and Social Ethics	211902829	AISHWARYA R	BCA
478	Personality Development and Social Ethics	211902830	AISHWARYA S	BCA
479	Personality Development and Social Ethics	211902831	ARUN PRIYA N	BCA
480	Personality Development and Social Ethics	211902832	BANU PRIYA N	BCA
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483	Personality Development and Social Ethics	211902835	KOWSALYA B	BCA
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487	Personality Development and Social Ethics	211902839	ABI R	BCA
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489	Personality Development and Social Ethics	211902841	ARIVAZHAGI G	BCA
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494	Personality Development and Social Ethics	211902846	BANUPRIYA G	BCA
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551	Personality Development and Social Ethics	211902903	POORNI S	BCA
552	Personality Development and Social Ethics	211902904	PRADEEPA V	BCA
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554	Personality Development and Social Ethics	211902907	SHALINI M	BCA
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571	Personality Development and Social Ethics	211902923	SNEHA MURUGAN	BCA
572	Personality Development and Social Ethics	211902924	KIRTHIGA T	BCA
573	Personality Development and Social Ethics	211902925	POORNIMA G	BCA
574	Personality Development and Social Ethics	211902926	ANGEL CAROLIN G	BCA
575	Personality Development and Social Ethics	211902927	ATCHAYA N	BCA
576	Personality Development and Social Ethics	211902928	DHARSHINI S	BCA
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578	Personality Development and Social Ethics	211902930	SOWMIYA K	BCA
579	Personality Development and Social Ethics	211902931	MONIKA DEVI D	BCA
580	Personality Development and Social Ethics	211902932	PAVITHRA P	BCA
581	Personality Development and Social Ethics	211902933	SWETHA V	BCA
B.Sc. Computer Science - MJC/ PDSE/ CC /2019-2020				
582	Personality Development and Social Ethics	221908654	AARTHI K	B.Sc. Computer Science
583	Personality Development and Social Ethics	221908655	AGALYA K	B.Sc. Computer Science
584	Personality Development and Social Ethics	221908656	DEEPANYA R	B.Sc. Computer Science
585	Personality Development and Social Ethics	221908657	DEEPIKA B	B.Sc. Computer Science
586	Personality Development and Social Ethics	221908658	DIVYA C	B.Sc. Computer Science
587	Personality Development and Social Ethics	221908659	DIVYA DHARSHINI T	B.Sc. Computer Science
588	Personality Development and Social Ethics	221908660	GAYATHRI M	B.Sc. Computer Science
589	Personality Development and Social Ethics	221908661	GEETHANJALI S	B.Sc. Computer Science
590	Personality Development and Social Ethics	221908662	JAISHREE M.S	B.Sc. Computer Science
591	Personality Development and Social Ethics	221908663	JAYASREE G	B.Sc. Computer Science
592	Personality Development and Social Ethics	221908664	JEEVITHA J	B.Sc. Computer Science
593	Personality Development and Social Ethics	221908665	KAMATCHI R	B.Sc. Computer Science
594	Personality Development and Social Ethics	221908666	KIRTHIKA S	B.Sc. Computer Science
595	Personality Development and Social Ethics	221908667	LAVANYA R	B.Sc. Computer Science
596	Personality Development and Social Ethics	221908668	MANISHA L	B.Sc. Computer Science
597	Personality Development and Social Ethics	221908669	MARY MARGRET J	B.Sc. Computer Science
598	Personality Development and Social Ethics	221908670	MITHULAW S	B.Sc. Computer Science
599	Personality Development and Social Ethics	221908671	MONICA D	B.Sc. Computer Science
600	Personality Development and Social Ethics	221908672	MONISHA S	B.Sc. Computer Science
601	Personality Development and Social Ethics	221908673	MONISHA V	B.Sc. Computer Science

602	Personality Development and Social Ethics	221908674	NAHIMA FARHIN K	B.Sc. Computer Science
603	Personality Development and Social Ethics	221908675	NANDHINI J	B.Sc. Computer Science
604	Personality Development and Social Ethics	221908676	NANDHINI P	B.Sc. Computer Science
605	Personality Development and Social Ethics	221908677	NANDHINI S	B.Sc. Computer Science
606	Personality Development and Social Ethics	221908678	POOJA S	B.Sc. Computer Science
607	Personality Development and Social Ethics	221908679	PRABHAVATHY P	B.Sc. Computer Science
608	Personality Development and Social Ethics	221908680	PRATHESHA S	B.Sc. Computer Science
609	Personality Development and Social Ethics	221908681	PREETHI M	B.Sc. Computer Science
610	Personality Development and Social Ethics	221908682	PRIYADHARSHINI B	B.Sc. Computer Science
611	Personality Development and Social Ethics	221908683	PRIYADHARSHINI P	B.Sc. Computer Science
612	Personality Development and Social Ethics	221908684	RAGAVI K	B.Sc. Computer Science
613	Personality Development and Social Ethics	221908685	RAJESWARI V	B.Sc. Computer Science
614	Personality Development and Social Ethics	221908686	SAHANASRI R	B.Sc. Computer Science
615	Personality Development and Social Ethics	221908687	SAISRI N	B.Sc. Computer Science
616	Personality Development and Social Ethics	221908688	SANDHIYA S	B.Sc. Computer Science
617	Personality Development and Social Ethics	221908689	SHAIRA BANU M	B.Sc. Computer Science
618	Personality Development and Social Ethics	221908690	SHALINI D	B.Sc. Computer Science
619	Personality Development and Social Ethics	221908691	SNEHA S	B.Sc. Computer Science
620	Personality Development and Social Ethics	221908692	SNEHA S	B.Sc. Computer Science
621	Personality Development and Social Ethics	221908693	SOFIYA GRACE K	B.Sc. Computer Science
622	Personality Development and Social Ethics	221908694	SRI GAYATHRI I	B.Sc. Computer Science
623	Personality Development and Social Ethics	221908695	SUBBULAKSHMI E	B.Sc. Computer Science
624	Personality Development and Social Ethics	221908696	SUDHA S	B.Sc. Computer Science
625	Personality Development and Social Ethics	221908697	SWETHA T	B.Sc. Computer Science
626	Personality Development and Social Ethics	221908698	THAMARAI A	B.Sc. Computer Science
627	Personality Development and Social Ethics	221908699	THENMOZHI M	B.Sc. Computer Science
628	Personality Development and Social Ethics	221908700	VAISHNAVI V	B.Sc. Computer Science
629	Personality Development and Social Ethics	221908701	VARSHA A	B.Sc. Computer Science
630	Personality Development and Social Ethics	221908702	AKSHAYA M	B.Sc. Computer Science
631	Personality Development and Social Ethics	221908703	NIVEDHA B	B.Sc. Computer Science
632	Personality Development and Social Ethics	221908925	ABEE S	B.Sc. Computer Science
633	Personality Development and Social Ethics	221908926	ABINAYA S	B.Sc. Computer Science
634	Personality Development and Social Ethics	221908927	ANUSHIYA A	B.Sc. Computer Science
635	Personality Development and Social Ethics	221908928	ARTHI S	B.Sc. Computer Science
636	Personality Development and Social Ethics	221908929	ASINABEE S	B.Sc. Computer Science
637	Personality Development and Social Ethics	221908930	BARKAVI A	B.Sc. Computer Science
638	Personality Development and Social Ethics	221908931	BHUVANESHWARI P	B.Sc. Computer Science
639	Personality Development and Social Ethics	221908932	CHITHR P	B.Sc. Computer Science
640	Personality Development and Social Ethics	221908933	DHANALAKSHMI K	B.Sc. Computer Science
641	Personality Development and Social Ethics	221908934	DHANAVANDHARI M	B.Sc. Computer Science
642	Personality Development and Social Ethics	221908935	GAYATHRI K	B.Sc. Computer Science
643	Personality Development and Social Ethics	221908936	GAYATHRI S	B.Sc. Computer Science
644	Personality Development and Social Ethics	221908937	GOWTHAMI A	B.Sc. Computer Science
645	Personality Development and Social Ethics	221908938	HARINI K	B.Sc. Computer Science
646	Personality Development and Social Ethics	221908939	HARINI V	B.Sc. Computer Science
647	Personality Development and Social Ethics	221908940	JAYA SREE B	B.Sc. Computer Science
648	Personality Development and Social Ethics	221908941	JAYASHREE D	B.Sc. Computer Science
649	Personality Development and Social Ethics	221908942	KALISRI K	B.Sc. Computer Science
650	Personality Development and Social Ethics	221908943	KAMAL GAYATHRI G	B.Sc. Computer Science
651	Personality Development and Social Ethics	221908944	KARTHIKA M	B.Sc. Computer Science
652	Personality Development and Social Ethics	221908945	KOKILA G	B.Sc. Computer Science
653	Personality Development and Social Ethics	221908946	KRUTHIGA E	B.Sc. Computer Science
654	Personality Development and Social Ethics	221908947	KRUTHIKA J	B.Sc. Computer Science
655	Personality Development and Social Ethics	221908948	LAVANYA E	B.Sc. Computer Science
656	Personality Development and Social Ethics	221908949	LEENA JASMINE K	B.Sc. Computer Science
657	Personality Development and Social Ethics	221908950	LOGESHWARI S	B.Sc. Computer Science
658	Personality Development and Social Ethics	221908951	MALATHI K	B.Sc. Computer Science

659	Personality Development and Social Ethics	221908952	MALATHI V	B.Sc. Computer Science
660	Personality Development and Social Ethics	221908953	MEENA R	B.Sc. Computer Science
661	Personality Development and Social Ethics	221908954	MEENAKSHI K	B.Sc. Computer Science
662	Personality Development and Social Ethics	221908955	MONICA K	B.Sc. Computer Science
663	Personality Development and Social Ethics	221908956	MONIKA M V	B.Sc. Computer Science
664	Personality Development and Social Ethics	221908957	MYTHILI K	B.Sc. Computer Science
665	Personality Development and Social Ethics	221908958	NAGALAKSHMI N	B.Sc. Computer Science
666	Personality Development and Social Ethics	221908959	NIRMALA V	B.Sc. Computer Science
667	Personality Development and Social Ethics	221908960	PANDIDIVYA S	B.Sc. Computer Science
668	Personality Development and Social Ethics	221908961	PAVITHRA C	B.Sc. Computer Science
669	Personality Development and Social Ethics	221908962	PAVITHRA J	B.Sc. Computer Science
670	Personality Development and Social Ethics	221908963	PAVITHRA K	B.Sc. Computer Science
671	Personality Development and Social Ethics	221908964	POOJA V	B.Sc. Computer Science
672	Personality Development and Social Ethics	221908965	PRADEEPA R	B.Sc. Computer Science
673	Personality Development and Social Ethics	221908966	PRIYA S	B.Sc. Computer Science
674	Personality Development and Social Ethics	221908967	PRIYADEVI N	B.Sc. Computer Science
675	Personality Development and Social Ethics	221908968	RAJ PRABHA A	B.Sc. Computer Science
676	Personality Development and Social Ethics	221908969	RAMYA P	B.Sc. Computer Science
677	Personality Development and Social Ethics	221908970	REVATHY B	B.Sc. Computer Science
678	Personality Development and Social Ethics	221908971	ROJA D	B.Sc. Computer Science
679	Personality Development and Social Ethics	221908972	SALINI G	B.Sc. Computer Science
680	Personality Development and Social Ethics	221908973	SANDHIYA S	B.Sc. Computer Science
681	Personality Development and Social Ethics	221908974	SANGEETHA S	B.Sc. Computer Science
682	Personality Development and Social Ethics	221908975	SARANYA C	B.Sc. Computer Science
683	Personality Development and Social Ethics	221908976	SARANYA G	B.Sc. Computer Science
684	Personality Development and Social Ethics	221908977	SHANMUGAPRIYA L	B.Sc. Computer Science
685	Personality Development and Social Ethics	221908978	SIVARANJANI S	B.Sc. Computer Science
686	Personality Development and Social Ethics	221908979	SNEHA M S	B.Sc. Computer Science
687	Personality Development and Social Ethics	221908980	SOWNDHRYA K	B.Sc. Computer Science
688	Personality Development and Social Ethics	221908981	SOWNDHARYA K	B.Sc. Computer Science
689	Personality Development and Social Ethics	221908982	SRI DEVI P	B.Sc. Computer Science
690	Personality Development and Social Ethics	221908983	SUJATHA G	B.Sc. Computer Science
691	Personality Development and Social Ethics	221908984	VAISHNAVI K	B.Sc. Computer Science
692	Personality Development and Social Ethics	221908985	VARSHA S	B.Sc. Computer Science
693	Personality Development and Social Ethics	221908986	VARSHINI J	B.Sc. Computer Science
694	Personality Development and Social Ethics	221908987	VENUS J	B.Sc. Computer Science
695	Personality Development and Social Ethics	221908988	VIJAYALAKSHMI M	B.Sc. Computer Science
696	Personality Development and Social Ethics	221908989	SNEHA M	B.Sc. Computer Science
697	Personality Development and Social Ethics	221908990	NAVAJOTHINI R	B.Sc. Computer Science
B.Com. Corporate Secretaryship - MJC/ PDSE/ CC /2019-2020				
698	Personality Development and Social Ethics	121903028	JANANI. D. B	B. Com. Corporate Secretaryship
699	Personality Development and Social Ethics	121903029	JAYASHREE. K	B. Com. Corporate Secretaryship
700	Personality Development and Social Ethics	121903052	NITHYASREE. v	B. Com. Corporate Secretaryship
701	Personality Development and Social Ethics	121903059	PRIYADHARSHINI S	B. Com. Corporate Secretaryship
702	Personality Development and Social Ethics	121903075	SUMITHRA R	B. Com. Corporate Secretaryship
703	Personality Development and Social Ethics	121903018	ANNAPOORANI. K	B. Com. Corporate Secretaryship
704	Personality Development and Social Ethics	121903019	ARCHANA. J	B. Com. Corporate Secretaryship
705	Personality Development and Social Ethics	121903020	ARTHI. G	B. Com. Corporate Secretaryship
706	Personality Development and Social Ethics	121903021	DEEPIKA.S	B. Com. Corporate Secretaryship
707	Personality Development and Social Ethics	121903022	DEEPIKA.S	B. Com. Corporate Secretaryship
708	Personality Development and Social Ethics	121903023	ESANYA. S	B. Com. Corporate Secretaryship
709	Personality Development and Social Ethics	121903024	GAYATHRI. M	B. Com. Corporate Secretaryship
710	Personality Development and Social Ethics	121903025	HARENE. J	B. Com. Corporate Secretaryship
711	Personality Development and Social Ethics	121903026	HARINI. R.K	B. Com. Corporate Secretaryship
712	Personality Development and Social Ethics	121903027	HEMAMALINI.S	B. Com. Corporate Secretaryship
713	Personality Development and Social Ethics	121903030	JAYASANKARI.M	B. Com. Corporate Secretaryship
714	Personality Development and Social Ethics	121903031	JEMIMA PRISCILLA. M	B. Com. Corporate Secretaryship
715	Personality Development and Social Ethics	121903032	KANMANI. S	B. Com. Corporate Secretaryship
716	Personality Development and Social Ethics	121903033	KAVITHA. S	B. Com. Corporate Secretaryship

717	Personality Development and Social Ethics	121903034	KAVITHA SHREE. K	B. Com. Corporate Secretaryship
718	Personality Development and Social Ethics	121903035	KEERTHANA. T	B. Com. Corporate Secretaryship
719	Personality Development and Social Ethics	121903036	KIRUBASREE. G	B. Com. Corporate Secretaryship
720	Personality Development and Social Ethics	121903037	KRITHIKA. P	B. Com. Corporate Secretaryship
721	Personality Development and Social Ethics	121903038	LAVANYA. S	B. Com. Corporate Secretaryship
722	Personality Development and Social Ethics	121903039	LEENA. S	B. Com. Corporate Secretaryship
723	Personality Development and Social Ethics	121903041	LESHMA. S	B. Com. Corporate Secretaryship
724	Personality Development and Social Ethics	121903042	LIKITHA. K. M	B. Com. Corporate Secretaryship
725	Personality Development and Social Ethics	121903043	LOGASHREE. S	B. Com. Corporate Secretaryship
726	Personality Development and Social Ethics	121903044	MALINI. K	B. Com. Corporate Secretaryship
727	Personality Development and Social Ethics	121903045	MOHANA PRIYA. P	B. Com. Corporate Secretaryship
728	Personality Development and Social Ethics	121903046	MONISHA. S	B. Com. Corporate Secretaryship
729	Personality Development and Social Ethics	121903047	NANCY GRACE. D	B. Com. Corporate Secretaryship
730	Personality Development and Social Ethics	121903048	NANDHINI. V	B. Com. Corporate Secretaryship
731	Personality Development and Social Ethics	121903049	NANTHANA VAZENI. P	B. Com. Corporate Secretaryship
732	Personality Development and Social Ethics	121903050	NASREEN. I	B. Com. Corporate Secretaryship
733	Personality Development and Social Ethics	121903051	NISHANTHI. L	B. Com. Corporate Secretaryship
734	Personality Development and Social Ethics	121903053	PAVITHRA P	B. Com. Corporate Secretaryship
735	Personality Development and Social Ethics	121903054	POOJA SREE S	B. Com. Corporate Secretaryship
736	Personality Development and Social Ethics	121903056	PRIYA P	B. Com. Corporate Secretaryship
737	Personality Development and Social Ethics	121903057	PRIYADHARSHINI M	B. Com. Corporate Secretaryship
738	Personality Development and Social Ethics	121903058	PRIYADHARSHINI R	B. Com. Corporate Secretaryship
739	Personality Development and Social Ethics	121903060	RAJESWARI R	B. Com. Corporate Secretaryship
740	Personality Development and Social Ethics	121903061	RAMYA B	B. Com. Corporate Secretaryship
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743	Personality Development and Social Ethics	121903064	SAMYUTHA M	B. Com. Corporate Secretaryship
744	Personality Development and Social Ethics	121903065	SANDHIYA.A	B. Com. Corporate Secretaryship
745	Personality Development and Social Ethics	121903066	SANGEETHA S	B. Com. Corporate Secretaryship
746	Personality Development and Social Ethics	121903067	SASIKALA DEVI S	B. Com. Corporate Secretaryship
747	Personality Development and Social Ethics	121903068	SEETHA LAKSHMI P	B. Com. Corporate Secretaryship
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751	Personality Development and Social Ethics	121903073	SOWMIYA R	B. Com. Corporate Secretaryship
752	Personality Development and Social Ethics	121903074	SUMATHI M	B. Com. Corporate Secretaryship
753	Personality Development and Social Ethics	121903076	SWARA POORNIMA N C	B. Com. Corporate Secretaryship
754	Personality Development and Social Ethics	121903077	SWETHA K	B. Com. Corporate Secretaryship
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757	Personality Development and Social Ethics	121903080	THEESHIKA ALEX E	B. Com. Corporate Secretaryship
758	Personality Development and Social Ethics	121903082	JANANI PRIYATHARSHNI.R	B. Com. Corporate Secretaryship
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781	Personality Development and Social Ethics	121903101	DIVYA A	B. Com. Corporate Secretaryship
782	Personality Development and Social Ethics	121903102	DIVYA V	B. Com. Corporate Secretaryship
783	Personality Development and Social Ethics	121903103	DIVYADARSHINI D	B. Com. Corporate Secretaryship
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827	Personality Development and Social Ethics	121903147	THILAGA S	B. Com. Corporate Secretaryship
828	Personality Development and Social Ethics	121903148	THIVYA SHREE S	B. Com. Corporate Secretaryship
829	Personality Development and Social Ethics	121903149	TUSHITA PRIYA M	B. Com. Corporate Secretaryship
830	Personality Development and Social Ethics	121903150	VARSHA A	B. Com. Corporate Secretaryship

831	Personality Development and Social Ethics	121903151	RITHIKA S	B. Com. Corporate Secretaryship
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833	Personality Development and Social Ethics	121903153	SRI RAJAVIZHI R	B. Com. Corporate Secretaryship
834	Personality Development and Social Ethics	121903154	VANITHA M	B. Com. Corporate Secretaryship
835	Personality Development and Social Ethics	121903155	VARALAKSHMI A	B. Com. Corporate Secretaryship
836	Personality Development and Social Ethics	121903156	MEENA S	B. Com. Corporate Secretaryship
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837	Personality Development and Social Ethics	111904548	ABITHA P	B.A. English
838	Personality Development and Social Ethics	111904549	AFSAAN K J	B.A. English
839	Personality Development and Social Ethics	111904550	AGALYA S	B.A. English
840	Personality Development and Social Ethics	111904551	AISHWARYA S	B.A. English
841	Personality Development and Social Ethics	111904552	ANITHA P	B.A. English
842	Personality Development and Social Ethics	111904553	ARCHANA DEVI P	B.A. English
843	Personality Development and Social Ethics	111904554	ASHWINI R	B.A. English
844	Personality Development and Social Ethics	111904555	BARANI G	B.A. English
845	Personality Development and Social Ethics	111904556	BHAVANI G	B.A. English
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852	Personality Development and Social Ethics	111904563	GAYATHRI S	B.A. English
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854	Personality Development and Social Ethics	111904565	INDHUJA S	B.A. English
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862	Personality Development and Social Ethics	111904573	LEENA JASMINE J	B.A. English
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889	Personality Development and Social Ethics	111904600	SHAREN C	B.A. English
890	Personality Development and Social Ethics	111904601	SHARMILA D	B.A. English
891	Personality Development and Social Ethics	111904602	SHARMILA D	B.A. English
892	Personality Development and Social Ethics	111904603	SHARMILA D	B.A. English
893	Personality Development and Social Ethics	111904604	SHEETHAL JENI R	B.A. English
894	Personality Development and Social Ethics	111904605	SHEKINA LOURDEENA J	B.A. English
895	Personality Development and Social Ethics	111904606	SHOBA DYANA A	B.A. English
896	Personality Development and Social Ethics	111904607	SIVASAKTHI P	B.A. English
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898	Personality Development and Social Ethics	111904609	SOBIYA R	B.A. English
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900	Personality Development and Social Ethics	111904611	SRAVENI M V	B.A. English
901	Personality Development and Social Ethics	111904612	SRILEKHA S	B.A. English
902	Personality Development and Social Ethics	111904613	SUJI S	B.A. English
903	Personality Development and Social Ethics	111904614	SUNCY S L	B.A. English
904	Personality Development and Social Ethics	111904615	SUNITHA K	B.A. English
905	Personality Development and Social Ethics	111904616	SURUTHI M	B.A. English
906	Personality Development and Social Ethics	111904617	TEENA ROHINI B	B.A. English
907	Personality Development and Social Ethics	111904618	THAKINESHWARI S	B.A. English
908	Personality Development and Social Ethics	111904619	VADIVU V	B.A. English
909	Personality Development and Social Ethics	111904620	VIJAYALAKSHMI Y	B.A. English
910	Personality Development and Social Ethics	111904621	VINISHA P	B.A. English
911	Personality Development and Social Ethics	111904622	YAMINI V	B.A. English
912	Personality Development and Social Ethics	111904623	VARSHINI G	B.A. English
913	Personality Development and Social Ethics	111904624	YASHI BEWAL	B.A. English
914	Personality Development and Social Ethics	111904625	PADMA PRIYA G	B.A. English
915	Personality Development and Social Ethics	111904626	SUREKHA T	B.A. English
916	Personality Development and Social Ethics	111904627	FARHANA PARVEEN S	B.A. English
917	Personality Development and Social Ethics	111904628	RAHEELA TABASSUM K	B.A. English
918	Personality Development and Social Ethics	111904629	SHAZIYA ROOHI S	B.A. English
919	Personality Development and Social Ethics	111904630	SUFIYA NIKHAT S	B.A. English
920	Personality Development and Social Ethics	111904631	SUMAIYA FATHIIMA A	B.A. English
921	Personality Development and Social Ethics	111904632	UMMUL HARSHITHA S M	B.A. English
922	Personality Development and Social Ethics	111904633	KEERTHANA A	B.A. English
923	Personality Development and Social Ethics	111904634	MARTINA MARRY PEARS R	B.A. English
924	Personality Development and Social Ethics	111904635	RANJU S	B.A. English
925	Personality Development and Social Ethics	111904636	SNEGHA G	B.A. English
926	Personality Development and Social Ethics	111904637	ADHITI B	B.A. English
927	Personality Development and Social Ethics	111904638	KEERTHANAH V	B.A. English
928	Personality Development and Social Ethics	111904639	MITHRA G	B.A. English
929	Personality Development and Social Ethics	111904640	SIVA SRI DEVI S	B.A. English
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930	Personality Development and Social Ethics	311911833	AARTHI M	B.Com. General
931	Personality Development and Social Ethics	311911834	ANANDHI C	B.Com. General
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936	Personality Development and Social Ethics	311911839	ATHITHYA NACHIYAR M	B.Com. General
937	Personality Development and Social Ethics	311911840	AYISHA S	B.Com. General
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939	Personality Development and Social Ethics	311911842	BHUVANESHWARI K	B.Com. General
940	Personality Development and Social Ethics	311911843	BHUVANESWARI T	B.Com. General
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943	Personality Development and Social Ethics	311911846	DEEPIKA E	B.Com. General
944	Personality Development and Social Ethics	311911847	DEEPIKA R	B.Com. General
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953	Personality Development and Social Ethics	311911856	JOTHIKA D	B.Com. General
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980	Personality Development and Social Ethics	311911883	SOWMIYA R	B.Com. General
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982	Personality Development and Social Ethics	311911885	SUBA LAKSHMI R	B.Com. General
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1002	Personality Development and Social Ethics	311911905	PAVITHRA V	B.Com. General
1003	Personality Development and Social Ethics	311912045	Aarthi V	B.Com. General
1004	Personality Development and Social Ethics	311912046	Abinaya A	B.Com. General
1005	Personality Development and Social Ethics	311912047	Anitha R	B.Com. General
1006	Personality Development and Social Ethics	311912048	Anukrithika R	B.Com. General
1007	Personality Development and Social Ethics	311912049	Anushiya A	B.Com. General
1008	Personality Development and Social Ethics	311912050	Anusuya K	B.Com. General
1009	Personality Development and Social Ethics	311912051	Aruthira B	B.Com. General
1010	Personality Development and Social Ethics	311912052	Ashwini D	B.Com. General
1011	Personality Development and Social Ethics	311912053	Asvini V	B.Com. General
1012	Personality Development and Social Ethics	311912054	Baalaa Srividha	B.Com. General
1013	Personality Development and Social Ethics	311912055	Bhavani S	B.Com. General
1014	Personality Development and Social Ethics	311912056	Deepika L	B.Com. General
1015	Personality Development and Social Ethics	311912057	Deepika M	B.Com. General
1016	Personality Development and Social Ethics	311912058	Deepika S	B.Com. General
1017	Personality Development and Social Ethics	311912059	Deepika V M	B.Com. General
1018	Personality Development and Social Ethics	311912060	Deivanai E	B.Com. General
1019	Personality Development and Social Ethics	311912061	Dhana Lakshmi M G	B.Com. General
1020	Personality Development and Social Ethics	311912062	Dharani A	B.Com. General
1021	Personality Development and Social Ethics	311912063	Dharshika P	B.Com. General
1022	Personality Development and Social Ethics	311912064	Divya C	B.Com. General
1023	Personality Development and Social Ethics	311912065	Gomathi A	B.Com. General
1024	Personality Development and Social Ethics	311912066	Hari Priya S	B.Com. General
1025	Personality Development and Social Ethics	311912067	Harini R	B.Com. General
1026	Personality Development and Social Ethics	311912068	Hemalatha S	B.Com. General
1027	Personality Development and Social Ethics	311912069	Hemavathy V	B.Com. General
1028	Personality Development and Social Ethics	311912070	Janaki S	B.Com. General
1029	Personality Development and Social Ethics	311912071	Joe Merisha A	B.Com. General
1030	Personality Development and Social Ethics	311912072	Karishma K	B.Com. General
1031	Personality Development and Social Ethics	311912073	Kongeswari S	B.Com. General
1032	Personality Development and Social Ethics	311912074	Lakshana A	B.Com. General
1033	Personality Development and Social Ethics	311912075	Lakshmi M	B.Com. General
1034	Personality Development and Social Ethics	311912076	Lavanya R	B.Com. General
1035	Personality Development and Social Ethics	311912077	Madhu Mitha S	B.Com. General
1036	Personality Development and Social Ethics	311912078	Madhumitha C P	B.Com. General
1037	Personality Development and Social Ethics	311912079	Mercy Valentina B	B.Com. General
1038	Personality Development and Social Ethics	311912080	Merlin Rose R	B.Com. General
1039	Personality Development and Social Ethics	311912081	Monica P	B.Com. General
1040	Personality Development and Social Ethics	311912082	Mythilii D	B.Com. General
1041	Personality Development and Social Ethics	311912083	Nandhini N	B.Com. General
1042	Personality Development and Social Ethics	311912084	Pavithra M	B.Com. General
1043	Personality Development and Social Ethics	311912085	Pavithra S	B.Com. General
1044	Personality Development and Social Ethics	311912086	Poongodi K	B.Com. General
1045	Personality Development and Social Ethics	311912087	Priyadharshini S	B.Com. General
1046	Personality Development and Social Ethics	311912088	Rizwana M	B.Com. General
1047	Personality Development and Social Ethics	311912089	Sajini Priya M	B.Com. General
1048	Personality Development and Social Ethics	311912090	Sandhiya V	B.Com. General
1049	Personality Development and Social Ethics	311912091	Saranya M	B.Com. General
1050	Personality Development and Social Ethics	311912092	Saranya N	B.Com. General
1051	Personality Development and Social Ethics	311912093	Shamili D	B.Com. General
1052	Personality Development and Social Ethics	311912094	Shanthipriya S	B.Com. General
1053	Personality Development and Social Ethics	311912095	Sharly Lisa A	B.Com. General
1054	Personality Development and Social Ethics	311912096	Shruthi J	B.Com. General
1055	Personality Development and Social Ethics	311912097	Sindhujha S	B.Com. General
1056	Personality Development and Social Ethics	311912098	Snega S	B.Com. General

1057	Personality Development and Social Ethics	311912099	Sneha M	B.Com. General
1058	Personality Development and Social Ethics	311912100	Sruthi J	B.Com. General
1059	Personality Development and Social Ethics	311912101	Subashree J S	B.Com. General
1060	Personality Development and Social Ethics	311912102	Surya Kalapahar S	B.Com. General
1061	Personality Development and Social Ethics	311912103	Surya P	B.Com. General
1062	Personality Development and Social Ethics	311912104	Swetha A	B.Com. General
1063	Personality Development and Social Ethics	311912105	Swetha D	B.Com. General
1064	Personality Development and Social Ethics	311912106	Thamaraiselvi J	B.Com. General
1065	Personality Development and Social Ethics	311912107	Vedha Valli R	B.Com. General
1066	Personality Development and Social Ethics	311912108	Yogeshwari K	B.Com. General
1067	Personality Development and Social Ethics	311912109	Susila Godara O	B.Com. General
1068	Personality Development and Social Ethics	311912110	Annapoorani G	B.Com. General
1069	Personality Development and Social Ethics	311912111	Aswathy Anand S	B.Com. General
1070	Personality Development and Social Ethics	311912112	Divya G	B.Com. General
1071	Personality Development and Social Ethics	311912113	Iswarya M	B.Com. General
1072	Personality Development and Social Ethics	311912114	Nivedha G	B.Com. General
1073	Personality Development and Social Ethics	311912115	Sandhiya C	B.Com. General
B.Sc. Mathematics - MJC/ PDSE/ CC /2019-2020				
1074	Personality Development and Social Ethics	221908756	ABITHA S	B.Sc. Mathematics
1075	Personality Development and Social Ethics	221908757	ALAGU MEENAKSHI K	B.Sc. Mathematics
1076	Personality Development and Social Ethics	221908758	ARCHANA J	B.Sc. Mathematics
1077	Personality Development and Social Ethics	221908759	BARKATH S	B.Sc. Mathematics
1078	Personality Development and Social Ethics	221908760	BARNISHA P	B.Sc. Mathematics
1079	Personality Development and Social Ethics	221908761	CHARULATHA P	B.Sc. Mathematics
1080	Personality Development and Social Ethics	221908762	DEEPIKA K	B.Sc. Mathematics
1081	Personality Development and Social Ethics	221908763	DHIVYA K	B.Sc. Mathematics
1082	Personality Development and Social Ethics	221908764	DIVYA B	B.Sc. Mathematics
1083	Personality Development and Social Ethics	221908765	DIVYA JOTHI E	B.Sc. Mathematics
1084	Personality Development and Social Ethics	221908766	HEMAPRIYA S	B.Sc. Mathematics
1085	Personality Development and Social Ethics	221908767	JANANI S	B.Sc. Mathematics
1086	Personality Development and Social Ethics	221908768	JEEVITHA R	B.Sc. Mathematics
1087	Personality Development and Social Ethics	221908768	E.JOTHISHREE	B.Sc. Mathematics
1088	Personality Development and Social Ethics	221908770	KANCHANA S	B.Sc. Mathematics
1089	Personality Development and Social Ethics	221908771	KANNIYAMMAL M	B.Sc. Mathematics
1090	Personality Development and Social Ethics	221908772	KARPAGAM S	B.Sc. Mathematics
1091	Personality Development and Social Ethics	221908773	KAVITHA B	B.Sc. Mathematics
1092	Personality Development and Social Ethics	221908774	KEERTHANA B	B.Sc. Mathematics
1093	Personality Development and Social Ethics	221908775	KEERTHIKA E	B.Sc. Mathematics
1094	Personality Development and Social Ethics	221908776	KIRUTHIKA P	B.Sc. Mathematics
1095	Personality Development and Social Ethics	221908777	KIRUTHIKA S	B.Sc. Mathematics
1096	Personality Development and Social Ethics	221908778	KRISHNAVENI M	B.Sc. Mathematics
1097	Personality Development and Social Ethics	221908779	MADHUMITHA S	B.Sc. Mathematics
1098	Personality Development and Social Ethics	221908780	MAHALAKSHMI M	B.Sc. Mathematics
1099	Personality Development and Social Ethics	221908781	MALAVIKA S	B.Sc. Mathematics
1100	Personality Development and Social Ethics	221908782	MALINI M	B.Sc. Mathematics
1101	Personality Development and Social Ethics	221908783	MONISHA S	B.Sc. Mathematics
1102	Personality Development and Social Ethics	221908784	NANTHINI M	B.Sc. Mathematics
1103	Personality Development and Social Ethics	221908785	NISHALI S	B.Sc. Mathematics
1104	Personality Development and Social Ethics	221908786	PAVITHRA R	B.Sc. Mathematics
1105	Personality Development and Social Ethics	221908787	PRIYA P	B.Sc. Mathematics
1106	Personality Development and Social Ethics	221908788	PRIYADHARSHINI A	B.Sc. Mathematics
1107	Personality Development and Social Ethics	221908789	PRIYANKA M	B.Sc. Mathematics
1108	Personality Development and Social Ethics	221908790	RAHMATH NISHA K Y	B.Sc. Mathematics
1109	Personality Development and Social Ethics	221908791	SAADHANA A P	B.Sc. Mathematics
1110	Personality Development and Social Ethics	221908792	SARANYA B	B.Sc. Mathematics
1111	Personality Development and Social Ethics	221908793	SARANYA K	B.Sc. Mathematics
1112	Personality Development and Social Ethics	221908794	SATHIYA D	B.Sc. Mathematics

1113	Personality Development and Social Ethics	221908795	SHARMILA S	B.Sc. Mathematics
1114	Personality Development and Social Ethics	221908796	SHEBRIN DANI I	B.Sc. Mathematics
1115	Personality Development and Social Ethics	221908797	SINDHUJA G	B.Sc. Mathematics
1116	Personality Development and Social Ethics	221908798	SIVARANJANI T	B.Sc. Mathematics
1117	Personality Development and Social Ethics	221908799	SNEHA S	B.Sc. Mathematics
1118	Personality Development and Social Ethics	221908800	SOUNDARYA K	B.Sc. Mathematics
1119	Personality Development and Social Ethics	221908801	SOWMIYA K	B.Sc. Mathematics
1120	Personality Development and Social Ethics	221908802	SWARNAMBIKA K	B.Sc. Mathematics
1121	Personality Development and Social Ethics	221908803	THENMOZHI D	B.Sc. Mathematics
1122	Personality Development and Social Ethics	221908804	THENMOZHI S	B.Sc. Mathematics
1123	Personality Development and Social Ethics	221908804	THILAKAVATHY K.S	B.Sc. Mathematics
1124	Personality Development and Social Ethics	221908806	VAISHNAVI T	B.Sc. Mathematics
1125	Personality Development and Social Ethics	221908807	VINOTHINI R	B.Sc. Mathematics
1126	Personality Development and Social Ethics	221908808	YUVA LAKSHMI G	B.Sc. Mathematics
B.Sc. Microbiology – MJC/ PDSE/ CC /2019-2020				
1127	Personality Development and Social Ethics	221908809	ABIRAMI S	B.Sc. Microbiology
1128	Personality Development and Social Ethics	221908810	ANGELROSE T	B.Sc. Microbiology
1129	Personality Development and Social Ethics	221908811	ANU S	B.Sc. Microbiology
1130	Personality Development and Social Ethics	221908812	ANUSUYA K	B.Sc. Microbiology
1131	Personality Development and Social Ethics	221908813	AYISHA A	B.Sc. Microbiology
1132	Personality Development and Social Ethics	221908814	BHAVANI S	B.Sc. Microbiology
1133	Personality Development and Social Ethics	221908815	BHAVATHARANI M	B.Sc. Microbiology
1134	Personality Development and Social Ethics	221908816	BHUVANESHWARI D	B.Sc. Microbiology
1135	Personality Development and Social Ethics	221908817	BLESSY RENITHA R	B.Sc. Microbiology
1136	Personality Development and Social Ethics	221908818	BOOPIKA HARINI S	B.Sc. Microbiology
1137	Personality Development and Social Ethics	221908819	DHANALAKSHMI S	B.Sc. Microbiology
1138	Personality Development and Social Ethics	221908820	DHARANI S	B.Sc. Microbiology
1139	Personality Development and Social Ethics	221908821	DIVYA M	B.Sc. Microbiology
1140	Personality Development and Social Ethics	221908822	DIVYA S	B.Sc. Microbiology
1141	Personality Development and Social Ethics	221908823	GAYATHRI S	B.Sc. Microbiology
1142	Personality Development and Social Ethics	221908824	GOWSALYA A	B.Sc. Microbiology
1143	Personality Development and Social Ethics	221908825	HARINI R	B.Sc. Microbiology
1144	Personality Development and Social Ethics	221908826	INDUMATHI N	B.Sc. Microbiology
1145	Personality Development and Social Ethics	221908827	JAYANTHI E	B.Sc. Microbiology
1146	Personality Development and Social Ethics	221908828	JAYASURIYA B	B.Sc. Microbiology
1147	Personality Development and Social Ethics	221908829	JENIFER A	B.Sc. Microbiology
1148	Personality Development and Social Ethics	221908830	KAMATCHI N	B.Sc. Microbiology
1149	Personality Development and Social Ethics	221908831	KAVITHA A	B.Sc. Microbiology
1150	Personality Development and Social Ethics	221908832	KAVITHA N	B.Sc. Microbiology
1151	Personality Development and Social Ethics	221908833	KEERTHANA R	B.Sc. Microbiology
1152	Personality Development and Social Ethics	221908834	KEERTHANA S	B.Sc. Microbiology
1153	Personality Development and Social Ethics	221908835	KEERTHANA V	B.Sc. Microbiology
1154	Personality Development and Social Ethics	221908836	KEERTHIKA M	B.Sc. Microbiology
1155	Personality Development and Social Ethics	221908837	KIRUSHIKA B	B.Sc. Microbiology
1156	Personality Development and Social Ethics	221908838	KOWSALYA I	B.Sc. Microbiology
1157	Personality Development and Social Ethics	221908839	LOGESHWARI B	B.Sc. Microbiology
1158	Personality Development and Social Ethics	221908840	MAHALAKSHMI S	B.Sc. Microbiology
1159	Personality Development and Social Ethics	221908841	MALAVIKA R	B.Sc. Microbiology
1160	Personality Development and Social Ethics	221908842	MARIYAMMAL V	B.Sc. Microbiology
1161	Personality Development and Social Ethics	221908843	MEERA K	B.Sc. Microbiology
1162	Personality Development and Social Ethics	221908844	MITHRA DEVI A	B.Sc. Microbiology
1163	Personality Development and Social Ethics	221908845	MONISHA E	B.Sc. Microbiology
1164	Personality Development and Social Ethics	221908846	MUKILA V	B.Sc. Microbiology
1165	Personality Development and Social Ethics	221908847	NAGAVENI U	B.Sc. Microbiology
1166	Personality Development and Social Ethics	221908848	NANDHINI S	B.Sc. Microbiology
1167	Personality Development and Social Ethics	221908849	NANDHINI S	B.Sc. Microbiology
1168	Personality Development and Social Ethics	221908850	NASRIN FATHIMA B	B.Sc. Microbiology

1169	Personality Development and Social Ethics	221908851	NIVETHA R	B.Sc. Microbiology
1170	Personality Development and Social Ethics	221908852	PAVITHRA A	B.Sc. Microbiology
1171	Personality Development and Social Ethics	221908853	PERIYATHAI ALIAS PREMA A	B.Sc. Microbiology
1172	Personality Development and Social Ethics	221908854	POOJA T	B.Sc. Microbiology
1173	Personality Development and Social Ethics	221908855	POORNIMA S	B.Sc. Microbiology
1174	Personality Development and Social Ethics	221908856	PRIYADARSHINI S	B.Sc. Microbiology
1175	Personality Development and Social Ethics	221908857	PRIYADHARSHINI R M	B.Sc. Microbiology
1176	Personality Development and Social Ethics	221908858	RAMYA C	B.Sc. Microbiology
1177	Personality Development and Social Ethics	221908859	RESHMA J	B.Sc. Microbiology
1178	Personality Development and Social Ethics	221908860	RUKSANA BANU S	B.Sc. Microbiology
1179	Personality Development and Social Ethics	221908861	RUTHRANJANA G	B.Sc. Microbiology
1180	Personality Development and Social Ethics	221908862	SATHYADEVI V	B.Sc. Microbiology
1181	Personality Development and Social Ethics	221908863	SEETHA S	B.Sc. Microbiology
1182	Personality Development and Social Ethics	221908864	SHAMALA PRIYA M	B.Sc. Microbiology
1183	Personality Development and Social Ethics	221908865	SHIFA FATHIMA S	B.Sc. Microbiology
1184	Personality Development and Social Ethics	221908866	SHREE SELVI T	B.Sc. Microbiology
1185	Personality Development and Social Ethics	221908867	SOBIYA R	B.Sc. Microbiology
1186	Personality Development and Social Ethics	221908868	SRIPRIYA S	B.Sc. Microbiology
1187	Personality Development and Social Ethics	221908869	SUBHIKSHA B	B.Sc. Microbiology
1188	Personality Development and Social Ethics	221908870	THARANGINI S	B.Sc. Microbiology
1189	Personality Development and Social Ethics	221908871	UMA A	B.Sc. Microbiology
1190	Personality Development and Social Ethics	221908872	VAISHNAVI S	B.Sc. Microbiology
1191	Personality Development and Social Ethics	221908873	VALLI S	B.Sc. Microbiology
1192	Personality Development and Social Ethics	221908874	VEDHA VALLI P	B.Sc. Microbiology
1193	Personality Development and Social Ethics	221908875	VIJAYALAKSHMI B	B.Sc. Microbiology
1194	Personality Development and Social Ethics	221908876	VISHALI S	B.Sc. Microbiology
1195	Personality Development and Social Ethics	221908877	YOGALAKSHMI R	B.Sc. Microbiology
1196	Personality Development and Social Ethics	221908878	INDHUMATHI K S	B.Sc. Microbiology
1197	Personality Development and Social Ethics	221908879	MAANASI M	B.Sc. Microbiology
1198	Personality Development and Social Ethics	221908880	RAJESWARI R	B.Sc. Microbiology
1199	Personality Development and Social Ethics	221908881	NIKITA SHARMA	B.Sc. Microbiology
1200	Personality Development and Social Ethics	221908882	POOJITHA S A	B.Sc. Microbiology
1201	Personality Development and Social Ethics	221908883	SNEGHA B	B.Sc. Microbiology
1202	Personality Development and Social Ethics	221908884	SUMERA TASNEEM	B.Sc. Microbiology
M.A. NATYA – MJC/ PDSE/ CC /2019-2020				
1203	Personality Development and Social Ethics	511900603	ATHIRAI A	NATYA
1204	Personality Development and Social Ethics	511900604	ATPUTHARAJAN SULEXSHANA	NATYA
1205	Personality Development and Social Ethics	511900605	SAILAJA C H	NATYA
1206	Personality Development and Social Ethics	511900606	DEVAGIMALA A	NATYA
1207	Personality Development and Social Ethics	511900607	JANANI S	NATYA
1208	Personality Development and Social Ethics	511900608	KAVYA S	NATYA
1209	Personality Development and Social Ethics	511900609	LAKSHMI PRIYA K K	NATYA
1210	Personality Development and Social Ethics	511900610	LOGESHWARI G	NATYA
1211	Personality Development and Social Ethics	511900611	POOJA N	NATYA
1212	Personality Development and Social Ethics	511900612	REVATHI K	NATYA
1213	Personality Development and Social Ethics	511900613	RUBINI D	NATYA
1214	Personality Development and Social Ethics	511900614	SANGEETHA J	NATYA
1215	Personality Development and Social Ethics	511900615	UTTRASREE I	NATYA
1216	Personality Development and Social Ethics	511900616	VAISHNAVI S	NATYA
1217	Personality Development and Social Ethics	511900617	VAISHNAVI TIRUVENKADAM SWAMI	NATYA
1218	Personality Development and Social Ethics	511900618	VANISHREE M	NATYA
1219	Personality Development and Social Ethics	511900619	VEDHAKUMARI M	NATYA
1220	Personality Development and Social Ethics	551900620	VIDYAA BHARATHI S P	NATYA
B.Sc. Psychology – MJC/ PDSE/ CC /2019-2020				
1221	Personality Development and Social Ethics	221908704	AISHWARYA B	B.Sc. Psychology
1222	Personality Development and Social Ethics	221908705	ASHWINI D	B.Sc. Psychology

1223	Personality Development and Social Ethics	221908706	ATCHAYA S	B.Sc. Psychology
1224	Personality Development and Social Ethics	221908707	CHRISTINA ROSLIA JONAS J	B.Sc. Psychology
1225	Personality Development and Social Ethics	221908708	DHIVYA K	B.Sc. Psychology
1226	Personality Development and Social Ethics	221908709	DIVYASHREE S	B.Sc. Psychology
1227	Personality Development and Social Ethics	221908710	DIVYABHARATHI A	B.Sc. Psychology
1228	Personality Development and Social Ethics	221908711	DURGA DEVI G	B.Sc. Psychology
1229	Personality Development and Social Ethics	221908712	GNANA SOUNDARI K	B.Sc. Psychology
1230	Personality Development and Social Ethics	221908713	HARINI R	B.Sc. Psychology
1231	Personality Development and Social Ethics	221908714	HARINI S	B.Sc. Psychology
1232	Personality Development and Social Ethics	221908715	HEMALATHA L	B.Sc. Psychology
1233	Personality Development and Social Ethics	221908716	INDHUMATHI S	B.Sc. Psychology
1234	Personality Development and Social Ethics	221908717	JAMUNA RANI S	B.Sc. Psychology
1235	Personality Development and Social Ethics	221908718	JEEVITHA M	B.Sc. Psychology
1236	Personality Development and Social Ethics	221908719	JENITA PAULIN J	B.Sc. Psychology
1237	Personality Development and Social Ethics	221908720	KAMALEESHWARI R	B.Sc. Psychology
1238	Personality Development and Social Ethics	221908721	KAVYA S	B.Sc. Psychology
1239	Personality Development and Social Ethics	221908722	KEERTHIKA C	B.Sc. Psychology
1240	Personality Development and Social Ethics	221908723	KOWSALYA M	B.Sc. Psychology
1241	Personality Development and Social Ethics	221908724	MAHALAKSHMI D	B.Sc. Psychology
1242	Personality Development and Social Ethics	221908725	NANDHINI E	B.Sc. Psychology
1243	Personality Development and Social Ethics	221908726	NARMATHA J	B.Sc. Psychology
1244	Personality Development and Social Ethics	221908727	NIRMALA B	B.Sc. Psychology
1245	Personality Development and Social Ethics	221908728	NIVEDHA R	B.Sc. Psychology
1246	Personality Development and Social Ethics	221908729	PADMAVASHINI M	B.Sc. Psychology
1247	Personality Development and Social Ethics	221908730	PREETHI D	B.Sc. Psychology
1248	Personality Development and Social Ethics	221908731	ROSHINI M	B.Sc. Psychology
1249	Personality Development and Social Ethics	221908732	RUBAVATHI K	B.Sc. Psychology
1250	Personality Development and Social Ethics	221908733	RUPAVATHY S	B.Sc. Psychology
1251	Personality Development and Social Ethics	221908734	SAKTHI PRIYA S	B.Sc. Psychology
1252	Personality Development and Social Ethics	221908736	SANGEETHA M	B.Sc. Psychology
1253	Personality Development and Social Ethics	221908737	SATHIYA M	B.Sc. Psychology
1254	Personality Development and Social Ethics	221908738	SAVITHA P	B.Sc. Psychology
1255	Personality Development and Social Ethics	221908739	SHALINI V P	B.Sc. Psychology
1256	Personality Development and Social Ethics	221908740	SHANKARI R	B.Sc. Psychology
1257	Personality Development and Social Ethics	221908741	SHEKINA B	B.Sc. Psychology
1258	Personality Development and Social Ethics	221908742	SHREYA K C	B.Sc. Psychology
1259	Personality Development and Social Ethics	221908743	THARIKAA U	B.Sc. Psychology
1260	Personality Development and Social Ethics	221908744	VANITHA K	B.Sc. Psychology
1261	Personality Development and Social Ethics	221908745	YUVA SREE S	B.Sc. Psychology
1262	Personality Development and Social Ethics	221908746	ANNIE BEULAH K S	B.Sc. Psychology
1263	Personality Development and Social Ethics	221908747	NISHA G S	B.Sc. Psychology
1264	Personality Development and Social Ethics	221908748	NISHA SUBRAMANIAN	B.Sc. Psychology
1265	Personality Development and Social Ethics	221908749	PUSHPA PRASAD	B.Sc. Psychology
1266	Personality Development and Social Ethics	221908750	ANGELIN SHURTHI	B.Sc. Psychology
1267	Personality Development and Social Ethics	221908751	NIVEDHA M	B.Sc. Psychology
1268	Personality Development and Social Ethics	221908752	SAHANA RAJEEV	B.Sc. Psychology
1269	Personality Development and Social Ethics	221908753	SAI ARCHANA S	B.Sc. Psychology
1270	Personality Development and Social Ethics	221908754	SREE HARINI A	B.Sc. Psychology
1271	Personality Development and Social Ethics	221908755	YOGALAKSHMIPRIYA E	B.Sc. Psychology
1272	Personality Development and Social Ethics	221908735	SAMIHA PARVEEN G	B.Sc. Psychology
B.Sc. Visual Communication – MJC/ PDSE/ CC /2019-2020				
1273	Personality Development and Social Ethics	431900537	ABINAYA SRI R	B.Sc. Visual Communication
1274	Personality Development and Social Ethics	431900538	DIVYA BHARATHI K	B.Sc. Visual Communication
1275	Personality Development and Social Ethics	431900539	HARSHINEE V S	B.Sc. Visual Communication
1276	Personality Development and Social Ethics	431900540	NISHIYA SELINE A	B.Sc. Visual Communication
1277	Personality Development and Social Ethics	431900541	PREETHI ROSELIN JOICE Y	B.Sc. Visual Communication
1278	Personality Development and Social Ethics	431900542	SANDHIYA.S	B.Sc. Visual Communication

1279	Personality Development and Social Ethics	431900543	SELVI V	B.Sc. Visual Communication
1280	Personality Development and Social Ethics	431900544	SWETHA S	B.Sc. Visual Communication
1281	Personality Development and Social Ethics	431900545	VAISHNAVI B	B.Sc. Visual Communication
1282	Personality Development and Social Ethics	431900546	VANDHANA V	B.Sc. Visual Communication

Dr. MGR-JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, Raja Annamalai Puram, Chennai - 600 028
Affiliated to the University of Madras

MODE OF ASSESSMENT: VIVA & GROUP DISCUSSION

EVALUATION PATTERN: VIVA: 25
GROUP DISCUSSION: 25
TOTAL MARKS: 50

MARKLIST/GRADE

S.NO.	REGISTER	NAME OF THE STUDENT	DEPARTMENT	TOTAL MARKS
1	311911763	AARTHY. V	B.Com. Accounting & Finance	45
2	311911764	AISHWARYA. M	B.Com. Accounting & Finance	44
3	311911765	ASVINIRAGH. P	B.Com. Accounting & Finance	41
4	311911766	CHANDRA. S	B.Com. Accounting & Finance	40
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6	311911768	DEEPIKA. E	B.Com. Accounting & Finance	35
7	311911769	DEEPIKA. M	B.Com. Accounting & Finance	41
8	311911770	DEEPIKA. R	B.Com. Accounting & Finance	42
9	311911771	DHANALAKSHMI. R	B.Com. Accounting & Finance	45
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13	311911775	EVANJELIN. F	B.Com. Accounting & Finance	42
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15	311911777	GOMATHI. A	B.Com. Accounting & Finance	42
16	311911778	HEMASHREE. S	B.Com. Accounting & Finance	48
17	311911779	INDUMATHI. R	B.Com. Accounting & Finance	45
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21	311911783	KEERTHANA. R	B.Com. Accounting & Finance	44
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156	311911991	HARCHANA.S	B.Com. Bank Management	45
157	311911992	HARI PRIYA.T	B.Com. Bank Management	42
158	311911993	HARINI.M	B.Com. Bank Management	40
159	311911994	HEMALATHA.J	B.Com. Bank Management	41
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163	311911998	JESINTHA.S	B.Com. Bank Management	48
164	311911999	JOTHIKA.P	B.Com. Bank Management	45
165	311912000	JYOTHI KUMARI RAY.S	B.Com. Bank Management	44
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167	311912002	KAVIYA M	B.Com. Bank Management	43
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171	311912006	LAVANYA.M	B.Com. Bank Management	35
172	311912007	LOGESWARI.S	B.Com. Bank Management	41
173	311912008	MITHRA.D	B.Com. Bank Management	40
174	311912009	NANDHINI.D	B.Com. Bank Management	46
175	311912010	NANDHINI.M	B.Com. Bank Management	41
176	311912011	PARAMESHWARI R	B.Com. Bank Management	42
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179	311912014	PRAVALIKA.K	B.Com. Bank Management	40
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183	311912018	RANJITHA.R	B.Com. Bank Management	42
184	311912019	RATHINIKA.M	B.Com. Bank Management	48
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186	311912021	RITHIKA.M	B.Com. Bank Management	44
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199	311912034	SWETHA.V	B.Com. Bank Management	42
200	311912035	VAISHNAVI.R	B.Com. Bank Management	40
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205	311912040	ROOPASREE.K	B.Com. Bank Management	48
206	311912041	SWETHA.R	B.Com. Bank Management	45

207	311912042	VISHNU PRIYA.S	B.Com. Bank Management	44
208	311912043	YUTHRA.A	B.Com. Bank Management	49
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211	221908886	AYISHA BANU J	B.Sc. Biochemistry	49
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216	221908891	KALYANI L	B.Sc. Biochemistry	46
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220	221908895	MADHUMADHI R	B.Sc. Biochemistry	42
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222	221908897	MARIYA PERIYA NAYAGA DARTHI P	B.Sc. Biochemistry	41
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225	221908900	NISHATH FATHIMA K	B.Sc. Biochemistry	42
226	221908901	NIVETHA S	B.Sc. Biochemistry	48
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230	221908905	RANI P	B.Sc. Biochemistry	43
231	221908906	RESHMA V	B.Sc. Biochemistry	44
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237	221908912	SHAHIN FARZAN T.K	B.Sc. Biochemistry	46
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240	221908915	SWATHI R	B.Sc. Biochemistry	45
241	221908916	THENMOZHI S	B.Sc. Biochemistry	42
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252	411902433	ANITHA. D	BBA	44
253	411902434	ARTHI.K	BBA	49
254	411902435	BHAVADHARANI.N	BBA	47
255	411902436	BHUVANESHWARI.T	BBA	35
256	411902437	DANYA. N	BBA	41
257	411902438	DIVYASHREE.R	BBA	40
258	411902439	DURGAKUMARI R	BBA	46
259	411902440	GEETHANJALI.S	BBA	41
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261	411902442	HARINI.D	BBA	45
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263	411902444	JAYALAKSHMI	BBA	40

264	411902445	JEEVITHA .M	BBA	41
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269	411902450	KEERTHANA.B	BBA	45
270	411902451	KEERTHIGA.B	BBA	44
271	411902452	LATHA.M	BBA	49
272	411902453	MADHUMAITHA.K	BBA	43
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275	411902456	MAHIMA.K	BBA	47
276	411902457	MEERA.PB	BBA	35
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317	411902498	MOUSHIKA.P	BBA	47
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343	411902524	MUTHULAKSHMI.S	BBA	41
344	411902525	NANDHINI.P	BBA	42
345	411902526	NARMADHA.M	BBA	45
346	411902527	NARMADHA.S	BBA	42
347	411902528	NITHIYA.K	BBA	40
348	411902529	NIVEDHA.T	BBA	41
349	411902530	NIVETHA.B	BBA	42
350	411902531	OVIYA .A	BBA	44
351	411902532	PAVITHRA.K	BBA	42
352	411902533	PAVITHRA .K	BBA	48
353	411902534	PAVITHRA .P	BBA	45
354	411902535	PAVITHRA .T	BBA	44
355	411902536	PRAMILA.P	BBA	49
356	411902537	PRIYA .B	BBA	43
357	411902538	PRIYA DHARSHINI.G.V	BBA	44
358	411902539	PRIYANKA .K	BBA	49
359	411902540	RANJANA.R	BBA	47
360	411902541	RANJITHA .R	BBA	35
361	411902542	RESHMA .S	BBA	41
362	411902543	REVATHI.R	BBA	40
363	411902544	RIZWANA BEGAM.J	BBA	46
364	411902545	SANDHIYA .B	BBA	41
365	411902546	SANDHIYA .S	BBA	42
366	411902547	SANDHIYA .S	BBA	45
367	411902548	SANTHIYA .G	BBA	42
368	411902549	SOWMIYA.K	BBA	40
369	411902550	SRI AURRO THARANI.S	BBA	41
370	411902551	SRILEKHA .V	BBA	42
371	411902552	SRIMATHI.S.	BBA	44
372	411902553	SUJITHA .M	BBA	42
373	411902554	SUREKHA .J	BBA	48
374	411902555	SWETHA .B	BBA	45
375	411902556	SWETHA .R	BBA	44
376	411902557	THENMOZHI.R	BBA	49
377	411902558	VAISHNAVI.V	BBA	43

378	411902559	VIJAYALAKSHMI.R	BBA	44
379	411902560	YAMINI.N	BBA	49
380	411902561	YUVASREE.S (HI)	BBA	47
381	411902562	GAYATHRI.R	BBA	35
382	411902563	RENUKA .S	BBA	41
383	411902564	SWETHA.N	BBA	40
384	411902565	VARSHA .R	BBA	46
385	411902566	AKILANDESHWARI .S	BBA	41
386	411902567	HABEEB FATHIMA.A.K	BBA	42
387	411902568	SHALINI SONYA J.J	BBA	45
388	211902740	AKSHAYA PRIYA.R	BCA	42
389	211902741	ANBARASI.S	BCA	40
390	211902742	ANITHA.D	BCA	41
391	211902743	ANUSHIYA.D	BCA	42
392	211902744	ARSHIYA SHEEMA.A	BCA	44
393	211902745	ASHWINI.M	BCA	42
394	211902746	BAMINI.L	BCA	48
395	211902747	BHAVANI.S	BCA	45
396	211902748	CHARULATHA.L	BCA	44
397	211902749	DEEPIKA J	BCA	49
398	211902750	DESIKA.M	BCA	43
399	211902751	DEVADARSHINI.C.R	BCA	44
400	211902752	DHARANI.S	BCA	49
401	211902753	DHIVYALAKSHMI.A	BCA	47
402	211902754	DIVYADHARSHINI. G	BCA	35
403	211902755	GIRIJA.S	BCA	41
404	211902756	HARINI VASINI.D	BCA	40
405	211902757	HEMA MALINI.R	BCA	46
406	211902758	HEMASRI.M	BCA	41
407	211902759	JANANI.P.G	BCA	42
408	211902760	JANANI.V	BCA	45
409	211902761	JAYA SINTHIYA.J	BCA	42
410	211902762	JAYANTHI.G	BCA	40
411	211902763	JENISHA.Y	BCA	41
412	211902764	JESLET DEVAKUMARI.J	BCA	42
413	211902765	KALAIVANI.R	BCA	44
414	211902766	KAVI BHARATHI.K	BCA	42
415	211902767	KAVI SRI. S	BCA	48
416	211902768	KEERTHANA.S	BCA	45
417	211902769	KEERTHANA SRINIVASAN	BCA	44
418	211902770	KEERTHANA.Y	BCA	49
419	211902771	KEERTHIKA.R	BCA	43
420	211902772	LOGESHWARI.Y	BCA	44
421	211902773	LOKESHWARI.P	BCA	49
422	211902774	MAHALAKSHMI.M	BCA	47
423	211902775	MEERA JASHMINE.M	BCA	35
424	211902776	MONIKA.J	BCA	41
425	211902777	MOOVITHA.M	BCA	40
426	211902778	NADHIRA.A	BCA	46
427	211902779	NANDHINI.D	BCA	41
428	211902780	NANDHINI.S	BCA	42
429	211902781	NANDHINI.S	BCA	45
430	211902782	NEELAMBARI.R	BCA	42
431	211902783	NISHANTHI.S	BCA	40
432	211902784	NIVETHA.M	BCA	41
433	211902785	PADMA ISHWARYA.S	BCA	42
434	211902786	PADMASRI.M	BCA	44

435	211902787	PARVEEN NISHA.M	BCA	42
436	211902788	PAVITHRA.K	BCA	48
437	211902789	PAVITHRA.S	BCA	45
438	211902790	POOJA S	BCA	44
439	211902791	POOJA SHREE	BCA	49
440	211902792	PRATHIKSHA V	BCA	43
441	211902793	PREETHI M	BCA	44
442	211902794	PREETHI S	BCA	49
443	211902795	PRIYA V	BCA	47
444	211902796	PRIYADHARSHINI N	BCA	35
445	211902797	PRIYANKA P	BCA	41
446	211902798	PRIYANKA R	BCA	40
447	211902799	PUNITHA R	BCA	46
448	211902800	RAJASRI M	BCA	41
449	211902801	RAMALAKSHMI B	BCA	42
450	211902802	RANJITHA M	BCA	45
451	211902803	RASIMA S	BCA	42
452	211902804	RENUKADEVI.M	BCA	40
453	211902805	REVATHI M	BCA	41
454	211902806	RUTHRA PRIYA S	BCA	42
455	211902807	SARAN SRI V	BCA	44
456	211902808	SARANYA S	BCA	42
457	211902809	SARANYA S	BCA	48
458	211902810	SATHYA PRIYA S	BCA	45
459	211902811	SHARMILA.A	BCA	44
460	211902812	SNEHA S	BCA	49
461	211902813	SONALI K	BCA	43
462	211902814	SOWMIYA J	BCA	44
463	211902815	SOWMYA LAKSHMI A	BCA	49
464	211902816	SRI LAKSHMI R	BCA	47
465	211902817	SRIMATHI S	BCA	35
466	211902818	SUBHA A	BCA	41
467	211902819	SUBHASHINI R	BCA	40
468	211902820	SUMAIYA FATHIMA H	BCA	46
469	211902821	SUNMATHI V	BCA	41
470	211902822	SUVEDHA S	BCA	42
471	211902823	THOWFIKA THASLIMA S	BCA	45
472	211902824	VANDHANA T	BCA	42
473	211902825	VENISHA C	BCA	40
474	211902826	YUVASRI N	BCA	41
475	211902827	DEEPIKA D	BCA	42
476	211902828	SANGEETHA K	BCA	44
477	211902829	AISHWARYA R	BCA	42
478	211902830	AISHWARYA S	BCA	48
479	211902831	ARUN PRIYA N	BCA	45
480	211902832	BANU PRIYA N	BCA	44
481	211902833	HARI PRIYA D R	BCA	49
482	211902834	JANANI S	BCA	43
483	211902835	KOWSALYA B	BCA	44
484	211902836	PRITHIKARA G	BCA	49
485	211902837	SANDHIYA S	BCA	47
486	211902838	SRIMATHY R	BCA	35
487	211902839	ABI R	BCA	41
488	211902840	AKSHAYA V	BCA	40
489	211902841	ARIVAZHAGI G	BCA	46
490	211902842	ARTHI R	BCA	41
491	211902843	ASWINI K	BCA	42

492	211902844	ASWINI M	BCA	45
493	211902845	BABY SHYAMALA M	BCA	42
494	211902846	BANUPRIYA G	BCA	40
495	211902847	BARANIPRIYA C	BCA	41
496	211902848	BHAVASHREE S	BCA	42
497	211902849	BHUVANESHWARI G	BCA	44
498	211902850	BHUVANESHWARI T	BCA	42
499	211902851	BRINDHA P	BCA	48
500	211902852	BRINDHA R	BCA	45
501	211902853	DEBORAH D	BCA	44
502	211902854	DEEPIKA B	BCA	49
503	211902855	DEEPIKA P	BCA	43
504	211902856	DEEPIKA R	BCA	44
505	211902857	DHOSIGA B	BCA	49
506	211902858	DIVYA B	BCA	47
507	211902859	GAYATHRI H	BCA	35
508	211902860	GLADIS BEULA T	BCA	41
509	211902861	GOMATHI S	BCA	40
510	211902862	GOMATHI S	BCA	46
511	211902863	HARINI P	BCA	41
512	211902864	HARINI R	BCA	42
513	211902865	HARITHA R	BCA	45
514	211902866	INDRA J	BCA	42
515	211902867	ISHWARYA DEVI M	BCA	40
516	211902868	ISHWARYA R	BCA	41
517	211902869	ISWARIYA M	BCA	42
518	211902870	JAYALAKSHMI A	BCA	44
519	211902871	JAYAPRIYA R	BCA	42
520	211902872	JAYASRI C	BCA	48
521	211902873	JEYA DEEPAA DE	BCA	45
522	211902874	KALAIVANI L	BCA	44
523	211902875	KALPANA R	BCA	49
524	211902876	KANIMOZHI R	BCA	43
525	211902877	KAVITHA P	BCA	44
526	211902878	KEERTHANA E	BCA	49
527	211902879	KEERTHANA M	BCA	47
528	211902880	KEERTHANA R	BCA	35
529	211902881	KEERTHANA S	BCA	41
530	211902882	KEERTHIKA M	BCA	40
531	211902883	KEERTHIKA S	BCA	46
532	211902884	KOUSHIYA D	BCA	41
533	211902885	LAVANYA J	BCA	42
534	211902886	LAVANYA S	BCA	45
535	211902887	MADHU MITHA V	BCA	42
536	211902889	MALINI M	BCA	40
537	211902888	MAGIMAI PASTEENA P	BCA	41
538	211902890	MANISHA M	BCA	42
539	211902891	MEHARUNNISHA M	BCA	44
540	211902892	NANDHINI D	BCA	42
541	211902893	NANDHINIDEVI M	BCA	48
542	211902894	NARMADHA V	BCA	45
543	211902895	NISHANTHI T	BCA	44
544	211902896	NITHYA M	BCA	49
545	211902897	NITHYA S	BCA	43
546	211902898	NIVETHA R	BCA	44
547	211902899	NIVETHA S	BCA	49
548	211902900	NIVETHA S	BCA	47

549	211902901	PAVITHRA S	BCA	35
550	211902902	PAVITHRA S	BCA	41
551	211902903	POORNI S	BCA	40
552	211902904	PRADEEPA V	BCA	46
553	211902905	SANGAVI S	BCA	41
554	211902907	SHALINI M	BCA	42
555	211902906	SHALINI V	BCA	45
556	211902908	SHARMILA R	BCA	42
557	211902909	SOWMIYA R	BCA	40
558	211902910	SOWMIYA S	BCA	41
559	211902911	SUBASHINI T	BCA	42
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561	211902913	SUNEGA S	BCA	42
562	211902914	SUSMITHA R	BCA	48
563	211902915	SWETHA D	BCA	45
564	211902916	SWETHA M	BCA	44
565	211902917	SWETHA S	BCA	49
566	211902918	VAISHNAVI A	BCA	43
567	211902919	VANISHREE A	BCA	44
568	211902920	VARSHINI S S	BCA	49
569	211902921	VENNILA Y P	BCA	47
570	211902922	VIJAYALAKSHMI M	BCA	35
571	211902923	SNEHA MURUGAN	BCA	41
572	211902924	KIRTHIGA T	BCA	40
573	211902925	POORNIMA G	BCA	46
574	211902926	ANGEL CAROLIN G	BCA	41
575	211902927	ATCHAYA N	BCA	42
576	211902928	DHARSHINI S	BCA	45
577	211902929	KAVI SREE R	BCA	42
578	211902930	SOWMIYA K	BCA	40
579	211902931	MONIKA DEVI D	BCA	41
580	211902932	PAVITHRA P	BCA	42
581	211902933	SWETHA V	BCA	44
582	221908654	AARTHI K	B.Sc. Computer Science	42
583	221908655	AGALYA K	B.Sc. Computer Science	48
584	221908656	DEEPANYA R	B.Sc. Computer Science	45
585	221908657	DEEPIKA B	B.Sc. Computer Science	44
586	221908658	DIVYA C	B.Sc. Computer Science	49
587	221908659	DIVYA DHARSHINI T	B.Sc. Computer Science	43
588	221908660	GAYATHRI M	B.Sc. Computer Science	44
589	221908661	GEETHANJALI S	B.Sc. Computer Science	49
590	221908662	JAISHREE M.S	B.Sc. Computer Science	47
591	221908663	JAYASREE G	B.Sc. Computer Science	35
592	221908664	JEEVITHA J	B.Sc. Computer Science	41
593	221908665	KAMATCHI R	B.Sc. Computer Science	40
594	221908666	KIRTHIKA S	B.Sc. Computer Science	46
595	221908667	LAVANYA R	B.Sc. Computer Science	41
596	221908668	MANISHA L	B.Sc. Computer Science	42
597	221908669	MARY MARGRET J	B.Sc. Computer Science	45
598	221908670	MITHULAW S	B.Sc. Computer Science	42
599	221908671	MONICA D	B.Sc. Computer Science	40
600	221908672	MONISHA S	B.Sc. Computer Science	41
601	221908673	MONISHA V	B.Sc. Computer Science	42
602	221908674	NAHIMA FARHIN K	B.Sc. Computer Science	44
603	221908675	NANDHINI J	B.Sc. Computer Science	42
604	221908676	NANDHINI P	B.Sc. Computer Science	48
605	221908677	NANDHINI S	B.Sc. Computer Science	45

606	221908678	POOJA S	B.Sc. Computer Science	44
607	221908679	PRABHAVATHY P	B.Sc. Computer Science	49
608	221908680	PRATHESHA S	B.Sc. Computer Science	43
609	221908681	PREETHI M	B.Sc. Computer Science	44
610	221908682	PRIYADHARSHINI B	B.Sc. Computer Science	49
611	221908683	PRIYADHARSHINI P	B.Sc. Computer Science	47
612	221908684	RAGAVI K	B.Sc. Computer Science	35
613	221908685	RAJESWARI V	B.Sc. Computer Science	41
614	221908686	SAHANASRI R	B.Sc. Computer Science	40
615	221908687	SAISRI N	B.Sc. Computer Science	46
616	221908688	SANDHIYA S	B.Sc. Computer Science	41
617	221908689	SHAIRA BANU M	B.Sc. Computer Science	42
618	221908690	SHALINI D	B.Sc. Computer Science	45
619	221908691	SNEHA S	B.Sc. Computer Science	42
620	221908692	SNEHA S	B.Sc. Computer Science	40
621	221908693	SOFIYA GRACE K	B.Sc. Computer Science	41
622	221908694	SRI GAYATHRI I	B.Sc. Computer Science	42
623	221908695	SUBBULAKSHMI E	B.Sc. Computer Science	44
624	221908696	SUDHA S	B.Sc. Computer Science	42
625	221908697	SWETHA T	B.Sc. Computer Science	48
626	221908698	THAMARAI A	B.Sc. Computer Science	45
627	221908699	THENMOZHI M	B.Sc. Computer Science	44
628	221908700	VAISHNAVI V	B.Sc. Computer Science	49
629	221908701	VARSHA A	B.Sc. Computer Science	43
630	221908702	AKSHAYA M	B.Sc. Computer Science	44
631	221908703	NIVEDHA B	B.Sc. Computer Science	49
632	221908925	ABEE S	B.Sc. Computer Science	47
633	221908926	ABINAYA S	B.Sc. Computer Science	35
634	221908927	ANUSHIYA A	B.Sc. Computer Science	41
635	221908928	ARTHI S	B.Sc. Computer Science	40
636	221908929	ASINABEE S	B.Sc. Computer Science	46
637	221908930	BARKAVI A	B.Sc. Computer Science	41
638	221908931	BHUVANESHWARI P	B.Sc. Computer Science	42
639	221908932	CHITHR P	B.Sc. Computer Science	45
640	221908933	DHANALAKSHMI K	B.Sc. Computer Science	42
641	221908934	DHANAVANDHARI M	B.Sc. Computer Science	40
642	221908935	GAYATHRI K	B.Sc. Computer Science	41
643	221908936	GAYATHRI S	B.Sc. Computer Science	42
644	221908937	GOWTHAMI A	B.Sc. Computer Science	44
645	221908938	HARINI K	B.Sc. Computer Science	42
646	221908939	HARINI V	B.Sc. Computer Science	48
647	221908940	JAYA SREE B	B.Sc. Computer Science	45
648	221908941	JAYASHREE D	B.Sc. Computer Science	44
649	221908942	KALISRI K	B.Sc. Computer Science	49
650	221908943	KAMAL GAYATHRI G	B.Sc. Computer Science	43
651	221908944	KARTHIKA M	B.Sc. Computer Science	44
652	221908945	KOKILA G	B.Sc. Computer Science	49
653	221908946	KRUTHIGA E	B.Sc. Computer Science	47
654	221908947	KRUTHIKA J	B.Sc. Computer Science	35
655	221908948	LAVANYA E	B.Sc. Computer Science	41
656	221908949	LEENA JASMINE K	B.Sc. Computer Science	40
657	221908950	LOGESHWARI S	B.Sc. Computer Science	46
658	221908951	MALATHI K	B.Sc. Computer Science	41
659	221908952	MALATHI V	B.Sc. Computer Science	42
660	221908953	MEENA R	B.Sc. Computer Science	45
661	221908954	MEENAKSHI K	B.Sc. Computer Science	42
662	221908955	MONICA K	B.Sc. Computer Science	40

663	221908956	MONIKA M V	B.Sc. Computer Science	41
664	221908957	MYTHILI K	B.Sc. Computer Science	42
665	221908958	NAGALAKSHMI N	B.Sc. Computer Science	44
666	221908959	NIRMALA V	B.Sc. Computer Science	42
667	221908960	PANDIDIVYA S	B.Sc. Computer Science	48
668	221908961	PAVITHRA C	B.Sc. Computer Science	45
669	221908962	PAVITHRA J	B.Sc. Computer Science	44
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671	221908964	POOJA V	B.Sc. Computer Science	43
672	221908965	PRADEEPA R	B.Sc. Computer Science	44
673	221908966	PRIYA S	B.Sc. Computer Science	49
674	221908967	PRIYADEVI N	B.Sc. Computer Science	47
675	221908968	RAJ PRABHA A	B.Sc. Computer Science	35
676	221908969	RAMYA P	B.Sc. Computer Science	41
677	221908970	REVATHY B	B.Sc. Computer Science	40
678	221908971	ROJA D	B.Sc. Computer Science	46
679	221908972	SALINI G	B.Sc. Computer Science	41
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684	221908977	SHANMUGAPRIYA L	B.Sc. Computer Science	41
685	221908978	SIVARANJANI S	B.Sc. Computer Science	42
686	221908979	SNEHA M S	B.Sc. Computer Science	44
687	221908980	SOWNDHRYA K	B.Sc. Computer Science	42
688	221908981	SOWNDHARYA K	B.Sc. Computer Science	48
689	221908982	SRI DEVI P	B.Sc. Computer Science	45
690	221908983	SUJATHA G	B.Sc. Computer Science	44
691	221908984	VAISHNAVI K	B.Sc. Computer Science	49
692	221908985	VARSHA S	B.Sc. Computer Science	43
693	221908986	VARSHINI J	B.Sc. Computer Science	44
694	221908987	VENUS J	B.Sc. Computer Science	49
695	221908988	VIJAYALAKSHMI M	B.Sc. Computer Science	47
696	221908989	SNEHA M	B.Sc. Computer Science	35
697	221908990	NAVAJOTHINI R	B.Sc. Computer Science	41
698	121903028	JANANI. D. B	B. Com. Corporate Secretaryship	40
699	121903029	JAYASHREE. K	B. Com. Corporate Secretaryship	46
700	121903052	NITHYASREE. v	B. Com. Corporate Secretaryship	41
701	121903059	PRIYADHARSHINI S	B. Com. Corporate Secretaryship	42
702	121903075	SUMITHRA R	B. Com. Corporate Secretaryship	45
703	121903018	ANNAPOORANI. K	B. Com. Corporate Secretaryship	42
704	121903019	ARCHANA. J	B. Com. Corporate Secretaryship	40
705	121903020	ARTHI. G	B. Com. Corporate Secretaryship	41
706	121903021	DEEPIKA.S	B. Com. Corporate Secretaryship	42
707	121903022	DEEPIKA.S	B. Com. Corporate Secretaryship	44
708	121903023	ESANYA. S	B. Com. Corporate Secretaryship	42
709	121903024	GAYATHRI. M	B. Com. Corporate Secretaryship	48
710	121903025	HARENE. J	B. Com. Corporate Secretaryship	45
711	121903026	HARINI. R.K	B. Com. Corporate Secretaryship	44
712	121903027	HEMAMALINI.S	B. Com. Corporate Secretaryship	49
713	121903030	JAYASANKARI.M	B. Com. Corporate Secretaryship	43
714	121903031	JEMIMA PRISCILLA. M	B. Com. Corporate Secretaryship	44
715	121903032	KANMANI. S	B. Com. Corporate Secretaryship	49
716	121903033	KAVITHA. S	B. Com. Corporate Secretaryship	47
717	121903034	KAVITHA SHREE. K	B. Com. Corporate Secretaryship	35
718	121903035	KEERTHANA. T	B. Com. Corporate Secretaryship	41
719	121903036	KIRUBASREE. G	B. Com. Corporate Secretaryship	40
720	121903037	KRITHIKA. P	B. Com. Corporate Secretaryship	46
721	121903038	LAVANYA. S	B. Com. Corporate Secretaryship	41

722	121903039	LEENA. S	B. Com. Corporate Secretaryship	42
723	121903041	LESHMA. S	B. Com. Corporate Secretaryship	45
724	121903042	LIKITHA. K. M	B. Com. Corporate Secretaryship	42
725	121903043	LOGASHREE. S	B. Com. Corporate Secretaryship	40
726	121903044	MALINI. K	B. Com. Corporate Secretaryship	41
727	121903045	MOHANA PRIYA. P	B. Com. Corporate Secretaryship	42
728	121903046	MONISHA. S	B. Com. Corporate Secretaryship	44
729	121903047	NANCY GRACE. D	B. Com. Corporate Secretaryship	42
730	121903048	NANDHINI. V	B. Com. Corporate Secretaryship	48
731	121903049	NANTHANA VAZENI. P	B. Com. Corporate Secretaryship	45
732	121903050	NASREEN. I	B. Com. Corporate Secretaryship	44
733	121903051	NISHANTHI. L	B. Com. Corporate Secretaryship	49
734	121903053	PAVITHRA P	B. Com. Corporate Secretaryship	43
735	121903054	POOJA SREE S	B. Com. Corporate Secretaryship	44
736	121903056	PRIYA P	B. Com. Corporate Secretaryship	49
737	121903057	PRIYADHARSHINI M	B. Com. Corporate Secretaryship	47
738	121903058	PRIYADHARSHINI R	B. Com. Corporate Secretaryship	35
739	121903060	RAJESWARI R	B. Com. Corporate Secretaryship	41
740	121903061	RAMYA B	B. Com. Corporate Secretaryship	40
741	121903062	RITHIKA D	B. Com. Corporate Secretaryship	46
742	121903063	SAADHANA M	B. Com. Corporate Secretaryship	41
743	121903064	SAMYUTHA M	B. Com. Corporate Secretaryship	42
744	121903065	SANDHIYA.A	B. Com. Corporate Secretaryship	45
745	121903066	SANGEETHA S	B. Com. Corporate Secretaryship	42
746	121903067	SASIKALA DEVI S	B. Com. Corporate Secretaryship	40
747	121903068	SEETHA LAKSHMI P	B. Com. Corporate Secretaryship	41
748	121903069	SHAMINI S	B. Com. Corporate Secretaryship	42
749	121903071	SNEHA S	B. Com. Corporate Secretaryship	44
750	121903072	SONIYA L	B. Com. Corporate Secretaryship	42
751	121903073	SOWMIYA R	B. Com. Corporate Secretaryship	48
752	121903074	SUMATHI M	B. Com. Corporate Secretaryship	45
753	121903076	SWARA POORNIMA N C	B. Com. Corporate Secretaryship	44
754	121903077	SWETHA K	B. Com. Corporate Secretaryship	49
755	121903078	SWETHA K	B. Com. Corporate Secretaryship	43
756	121903079	SWETHA S	B. Com. Corporate Secretaryship	44
757	121903080	THEESHIKA ALEX E	B. Com. Corporate Secretaryship	49
758	121903082	JANANI PRIYATHARSHNI.R	B. Com. Corporate Secretaryship	47
759	121903084	PAVITHRA.R	B. Com. Corporate Secretaryship	35
760	121903085	RAKSHITHA.S	B. Com. Corporate Secretaryship	41
761	121903086	SHEIK KASIM BIBI	B. Com. Corporate Secretaryship	40
762	121903087	YAMINI.K	B. Com. Corporate Secretaryship	46
763	121903040	LEKHA. G	B. Com. Corporate Secretaryship	41
764	121903055	PRABHA S	B. Com. Corporate Secretaryship	42
765	121903081	VIBINAYA V	B. Com. Corporate Secretaryship	45
766	121903083	NAGALAKSHMI.S	B. Com. Corporate Secretaryship	42
767	121903086	SHANMUGAPRIYA .T	B. Com. Corporate Secretaryship	40
768	121903088	ADILAKSHMI S	B. Com. Corporate Secretaryship	41
769	121903089	AKSHARA K	B. Com. Corporate Secretaryship	42
770	121903090	ALFINA ARULSELVI D	B. Com. Corporate Secretaryship	44
771	121903091	ANANTHA SELVI U	B. Com. Corporate Secretaryship	42
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773	121903093	ARTHI V	B. Com. Corporate Secretaryship	45
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775	121903095	ASWINI S	B. Com. Corporate Secretaryship	49
776	121903096	AYESHA S K	B. Com. Corporate Secretaryship	43
777	121903097	BAVATHARANI S	B. Com. Corporate Secretaryship	44
778	121903098	CHANDRALEKHA C	B. Com. Corporate Secretaryship	49

779	121903099	DEEPIKA G	B. Com. Corporate Secretaryship	47
780	121903100	DHANALAKSHMI R	B. Com. Corporate Secretaryship	35
781	121903101	DIVYA A	B. Com. Corporate Secretaryship	41
782	121903102	DIVYA V	B. Com. Corporate Secretaryship	40
783	121903103	DIVYADARSHINI D	B. Com. Corporate Secretaryship	46
784	121903104	DIVYASHREE B	B. Com. Corporate Secretaryship	41
785	121903105	ELAKKIYA E	B. Com. Corporate Secretaryship	42
786	121903106	GAYATHRI B G	B. Com. Corporate Secretaryship	45
787	121903107	GAYATHRI P	B. Com. Corporate Secretaryship	42
788	121903108	GEETHA U	B. Com. Corporate Secretaryship	40
789	121903109	IMMACULATE THERESA REENA M	B. Com. Corporate Secretaryship	41
790	121903110	JAYAKUMARI V	B. Com. Corporate Secretaryship	42
791	121903111	KAVERI R	B. Com. Corporate Secretaryship	44
792	121903112	KOKILA P	B. Com. Corporate Secretaryship	42
793	121903113	KOWSALYA K	B. Com. Corporate Secretaryship	48
794	121903114	KOWSALYA V	B. Com. Corporate Secretaryship	45
795	121903115	LIGI V	B. Com. Corporate Secretaryship	44
796	121903116	MONIKA V	B. Com. Corporate Secretaryship	49
797	121903117	MONIKA V	B. Com. Corporate Secretaryship	43
798	121903118	MONISHA K	B. Com. Corporate Secretaryship	44
799	121903119	NAGAVALLI A	B. Com. Corporate Secretaryship	49
800	121903120	NAKSHATH AFIDH I	B. Com. Corporate Secretaryship	47
801	121903121	NIVETHA A	B. Com. Corporate Secretaryship	35
802	121903122	NOORUL EMA M	B. Com. Corporate Secretaryship	41
803	121903123	PADMINI V	B. Com. Corporate Secretaryship	40
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805	121903125	POOJA S	B. Com. Corporate Secretaryship	41
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807	121903127	PRIYADHARSHINI P	B. Com. Corporate Secretaryship	45
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809	121903129	REVATHI K	B. Com. Corporate Secretaryship	40
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812	121903132	SANDHIYA J	B. Com. Corporate Secretaryship	44
813	121903133	SANDHIYA M	B. Com. Corporate Secretaryship	42
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817	121903137	SARANYA MUTHU LAKSHMI A	B. Com. Corporate Secretaryship	49
818	121903138	SELLESWARI K	B. Com. Corporate Secretaryship	43
819	121903139	SHALU S	B. Com. Corporate Secretaryship	44
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821	121903141	SHARMILA R	B. Com. Corporate Secretaryship	47
822	121903142	SHREE UTHRA S	B. Com. Corporate Secretaryship	35
823	121903143	SIVARANJANI S	B. Com. Corporate Secretaryship	41
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827	121903147	THILAGA S	B. Com. Corporate Secretaryship	42
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829	121903149	TUSHITA PRIYA M	B. Com. Corporate Secretaryship	42
830	121903150	VARSHA A	B. Com. Corporate Secretaryship	40
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832	121903152	SOWMIYA S	B. Com. Corporate Secretaryship	42
833	121903153	SRI RAJAVIZHI R	B. Com. Corporate Secretaryship	44
834	121903154	VANITHA M	B. Com. Corporate Secretaryship	42
835	121903155	VARALAKSHMI A	B. Com. Corporate Secretaryship	48

836	121903156	MEENA S	B. Com. Corporate Secretaryship	45
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838	111904549	AFSAAN K J	B.A. English	49
839	111904550	AGALYA S	B.A. English	43
840	111904551	AISHWARYA S	B.A. English	44
841	111904552	ANITHA P	B.A. English	49
842	111904553	ARCHANA DEVI P	B.A. English	47
843	111904554	ASHWINI R	B.A. English	35
844	111904555	BARANI G	B.A. English	41
845	111904556	BHAVANI G	B.A. English	40
846	111904557	BRINDHA S	B.A. English	46
847	111904558	DEBORAL R	B.A. English	41
848	111904559	DEEPA D	B.A. English	42
849	111904560	DEEPA S	B.A. English	45
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853	111904564	HAMZAVARTHINI B	B.A. English	42
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855	111904566	ISHWARYA P	B.A. English	42
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857	111904568	KAMINI R	B.A. English	45
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859	111904570	KAVITHA K	B.A. English	49
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862	111904573	LEENA JASMINE J	B.A. English	49
863	111904574	MAGDLIN MARY J B	B.A. English	47
864	111904575	MONIKA M	B.A. English	35
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868	111904579	PAVITHRA V	B.A. English	41
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874	111904585	PRITHIYANKA V P	B.A. English	42
875	111904586	PRIYA A	B.A. English	44
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889	111904600	SHAREN C	B.A. English	41
890	111904601	SHARMILA D	B.A. English	42
891	111904602	SHARMILA D	B.A. English	45
892	111904603	SHARMILA D	B.A. English	42

893	111904604	SHEETHAL JENI R	B.A. English	40
894	111904605	SHEKINA LOURDEENA J	B.A. English	41
895	111904606	SHOBA DYANA A	B.A. English	42
896	111904607	SIVASAKTHI P	B.A. English	44
897	111904608	SNEHA M	B.A. English	42
898	111904609	SOBIYA R	B.A. English	48
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900	111904611	SRAVENI M V	B.A. English	44
901	111904612	SRILEKHA S	B.A. English	49
902	111904613	SUJI S	B.A. English	43
903	111904614	SUNCY S L	B.A. English	44
904	111904615	SUNITHA K	B.A. English	49
905	111904616	SURUTHI M	B.A. English	47
906	111904617	TEENA ROHINI B	B.A. English	35
907	111904618	THAKINESHWARI S	B.A. English	41
908	111904619	VADIVU V	B.A. English	40
909	111904620	VIJAYALAKSHMI Y	B.A. English	46
910	111904621	VINISHA P	B.A. English	41
911	111904622	YAMINI V	B.A. English	42
912	111904623	VARSHINI G	B.A. English	45
913	111904624	YASHI BEWAL	B.A. English	42
914	111904625	PADMA PRIYA G	B.A. English	40
915	111904626	SUREKHA T	B.A. English	41
916	111904627	FARHANA PARVEEN S	B.A. English	42
917	111904628	RAHEELA TABASSUM K	B.A. English	44
918	111904629	SHAZIYA ROOHI S	B.A. English	42
919	111904630	SUFIYA NIKHAT S	B.A. English	48
920	111904631	SUMAIYA FATHIIMA A	B.A. English	45
921	111904632	UMMUL HARSHITHA S M	B.A. English	44
922	111904633	KEERTHANA A	B.A. English	49
923	111904634	MARTINA MARRY PEARS R	B.A. English	43
924	111904635	RANJU S	B.A. English	44
925	111904636	SNEGHA G	B.A. English	49
926	111904637	ADHITI B	B.A. English	47
927	111904638	KEERTHANAH V	B.A. English	35
928	111904639	MITHRA G	B.A. English	41
929	111904640	SIVA SRI DEVI S	B.A. English	40
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931	311911834	ANANDHI C	B.Com. General	41
932	311911835	ANGEL LAVANYA A	B.Com. General	42
933	311911836	ANILA NAIR V R	B.Com. General	45
934	311911837	ANISHKAA M	B.Com. General	42
935	311911838	ARUNADHI K	B.Com. General	40
936	311911839	ATHITHYA NACHIYAR M	B.Com. General	41
937	311911840	AYISHA S	B.Com. General	42
938	311911841	BHAVYA PRIYA N	B.Com. General	44
939	311911842	BHUVANESHWARI K	B.Com. General	42
940	311911843	BHUVANESWARI T	B.Com. General	48
941	311911844	CHITHRA G	B.Com. General	45
942	311911845	DEEPA V	B.Com. General	44
943	311911846	DEEPIKA E	B.Com. General	49
944	311911847	DEEPIKA R	B.Com. General	43
945	311911848	DURGA DEVI M	B.Com. General	44
946	311911849	GAYATHRI M	B.Com. General	49
947	311911850	GEETHA K	B.Com. General	47
948	311911851	HARI PRIYA R	B.Com. General	35
949	311911852	HARINI R	B.Com. General	41

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951	311911854	JANANI T	B.Com. General	46
952	311911855	JENI R	B.Com. General	41
953	311911856	JOTHIKA D	B.Com. General	42
954	311911857	JOTHIKA J	B.Com. General	45
955	311911858	KALPANA RIYA S	B.Com. General	42
956	311911859	KAVIMALAR S	B.Com. General	40
957	311911860	KAVIPRIYA M	B.Com. General	41
958	311911861	KIRTHIKA B	B.Com. General	42
959	311911862	KIRUTHIKA B	B.Com. General	44
960	311911863	KOWSALYA L	B.Com. General	42
961	311911864	LAVANYA R T	B.Com. General	48
962	311911865	MAHALAKSHMI M	B.Com. General	45
963	311911866	MARI KANI M	B.Com. General	44
964	311911867	MOHANA MALINI J	B.Com. General	49
965	311911868	NANDHINI L	B.Com. General	43
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967	311911870	NIYAMATTUN NISHA A	B.Com. General	49
968	311911871	PARVATHI S	B.Com. General	47
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971	311911874	ROSHNI J	B.Com. General	40
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983	311911886	SUBHIKSHA R K	B.Com. General	45
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986	311911889	SUNMATHI R S	B.Com. General	43
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998	311911901	PUPPALA ANJALI	B.Com. General	40
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1018	311912060	Deivanai E	B.Com. General	42
1019	311912061	Dhana Lakshmi M G	B.Com. General	40
1020	311912062	Dharani A	B.Com. General	41
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1025	311912067	Harini R	B.Com. General	45
1026	311912068	Hemalatha S	B.Com. General	44
1027	311912069	Hemavathy V	B.Com. General	49
1028	311912070	Janaki S	B.Com. General	43
1029	311912071	Joe Merisha A	B.Com. General	44
1030	311912072	Karishma K	B.Com. General	49
1031	311912073	Kongeswari S	B.Com. General	47
1032	311912074	Lakshana A	B.Com. General	35
1033	311912075	Lakshmi M	B.Com. General	41
1034	311912076	Lavanya R	B.Com. General	40
1035	311912077	Madhu Mitha S	B.Com. General	46
1036	311912078	Madhumitha C P	B.Com. General	41
1037	311912079	Mercy Valentina B	B.Com. General	42
1038	311912080	Merlin Rose R	B.Com. General	45
1039	311912081	Monica P	B.Com. General	42
1040	311912082	Mythilii D	B.Com. General	40
1041	311912083	Nandhini N	B.Com. General	41
1042	311912084	Pavithra M	B.Com. General	42
1043	311912085	Pavithra S	B.Com. General	44
1044	311912086	Poongodi K	B.Com. General	42
1045	311912087	Priyadharshini S	B.Com. General	48
1046	311912088	Rizwana M	B.Com. General	45
1047	311912089	Sajini Priya M	B.Com. General	44
1048	311912090	Sandhiya V	B.Com. General	49
1049	311912091	Saranya M	B.Com. General	43
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1051	311912093	Shamili D	B.Com. General	49
1052	311912094	Shanthipriya S	B.Com. General	47
1053	311912095	Sharly Lisa A	B.Com. General	35
1054	311912096	Shruthi J	B.Com. General	41
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1059	311912101	Subashree J S	B.Com. General	45
1060	311912102	Surya Kalapahar S	B.Com. General	42
1061	311912103	Surya P	B.Com. General	40
1062	311912104	Swetha A	B.Com. General	41
1063	311912105	Swetha D	B.Com. General	42

1064	311912106	Thamaraiselvi J	B.Com. General	44
1065	311912107	Vedha Valli R	B.Com. General	42
1066	311912108	Yogeshwari K	B.Com. General	48
1067	311912109	Susila Godara O	B.Com. General	45
1068	311912110	Annapoorani G	B.Com. General	44
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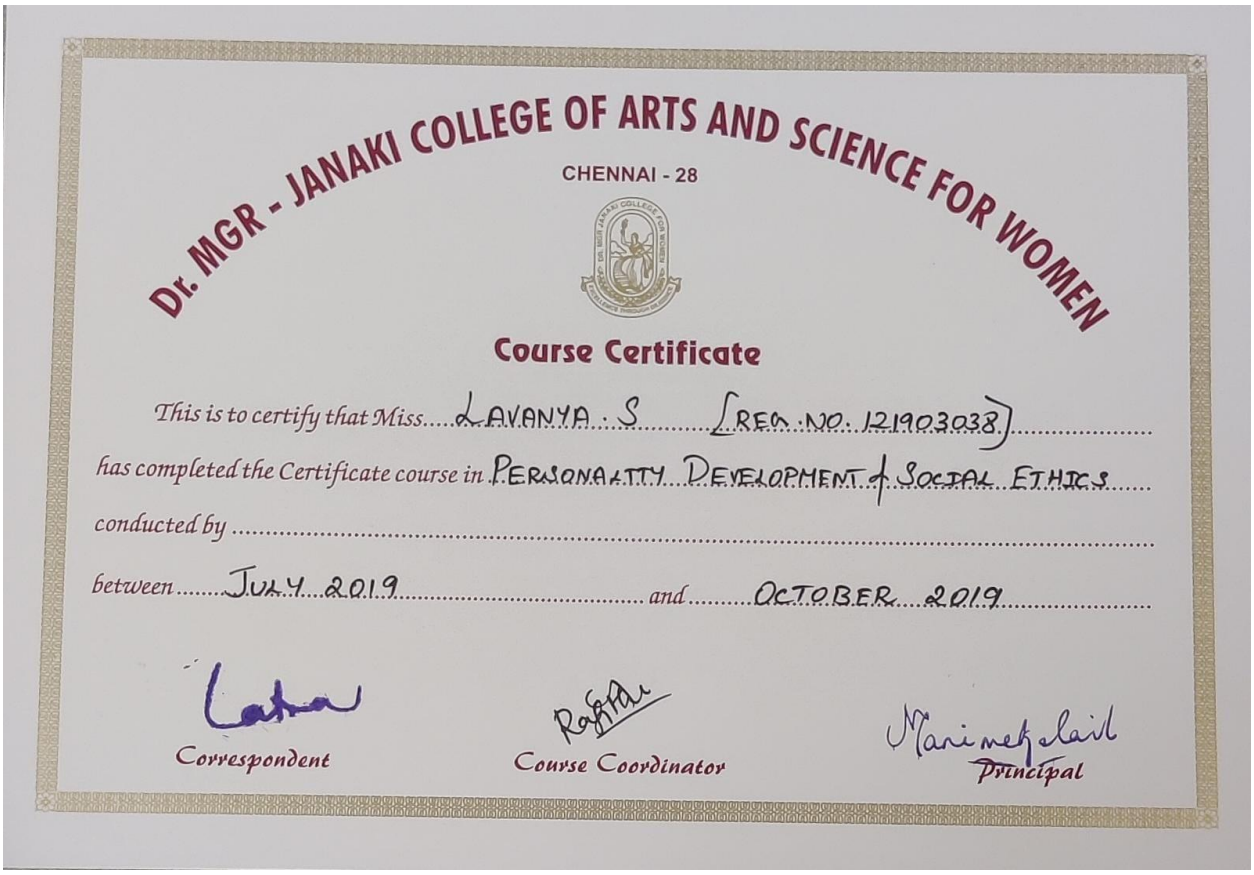
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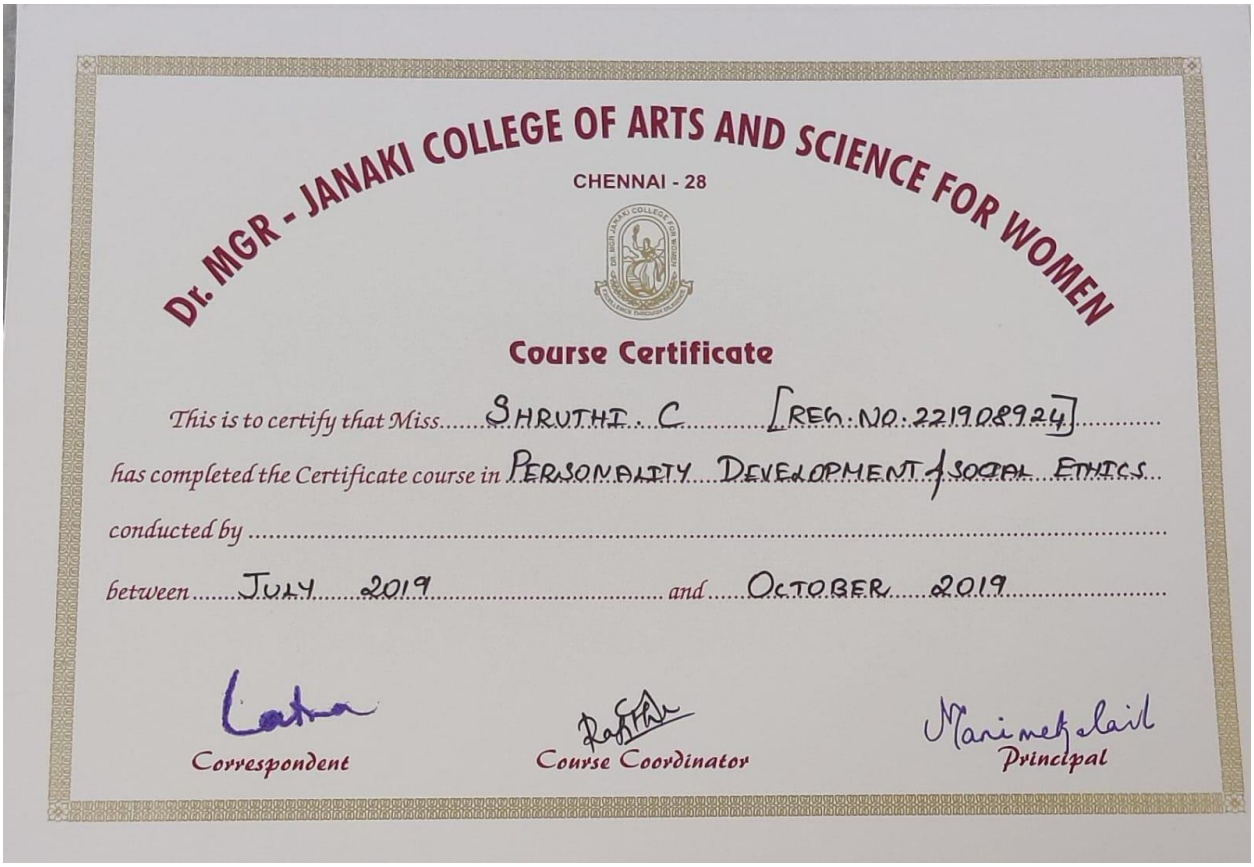
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NOTES/MATERIALS/HANDOUTS

Chapter 1
Foundations of Personality Development
Definition of Personality

Personality is a complex and multifaceted concept that encompasses an individual's unique pattern of thoughts, feelings, behaviors, and characteristics that distinguish them from others. It is the sum total of a person's psychological traits, shaping their interactions with the world and influencing their responses to various situations. Understanding the definition of personality involves exploring its components, development, and the various theories that attempt to explain its nature.

At its core, personality is a dynamic and enduring framework that encompasses a wide array of traits. These traits constitute the building blocks of one's personality, defining how they typically think, feel, and behave. Traits such as extraversion, agreeableness, conscientiousness, neuroticism, and openness to experience, as described in the Five-Factor Model, provide a comprehensive framework to understand and measure personality differences among individuals.

The development of personality is a complex interplay of genetic predispositions, environmental influences, and life experiences. While genetics contribute to the foundational aspects of personality, environmental factors, such as family dynamics, cultural influences, peer relationships, and life events, also play a pivotal role in shaping an individual's personality. Early childhood experiences, in particular, hold significant importance in laying the groundwork for the formation of personality traits and behavioral patterns.

Numerous theories attempt to explain the nature of personality, each offering unique perspectives on how and why individuals differ in their behaviors and traits. Sigmund Freud's psychoanalytic theory introduced the idea of the unconscious mind and its influence on shaping personality through the id, ego, and superego. Freud emphasized the role of early childhood experiences in shaping adult personality.

Behavioral theories, advocated by psychologists like B.F. Skinner and Albert Bandura, focused on the influence of external stimuli, reinforcement, and observational learning in shaping behaviors and personality. Skinner's operant conditioning and Bandura's social learning theory highlighted the role of environmental factors in molding personality traits.

Humanistic theories, including those by Carl Rogers and Abraham Maslow, emphasized the inherent goodness in individuals and the importance of self-actualization and personal growth in shaping personality. These theories stressed the significance of personal experiences, emotions, and subjective perceptions in understanding personality.

Cognitive theories, such as those proposed by George Kelly and Albert Ellis, highlighted the role of cognitive processes, beliefs, and interpretations in shaping personality. These theories emphasized the influence of individual perceptions and thought patterns on behavior and personality development.

Personality encompasses a broad and intricate array of psychological traits and characteristics that define an individual's unique identity. It is shaped by a complex interplay of genetic predispositions, environmental influences, and life experiences. Understanding personality involves examining its components, development, and the diverse theories that contribute to our comprehension of human behavior and individual differences. Ultimately, the study of personality remains a dynamic field that continues to evolve, offering valuable insights into the complexities of human nature.

Factors influencing Personality Development: Genetics, Environment, Culture

Personality, the unique combination of thoughts, emotions, and behaviors that defines an individual, is a product of a complex interplay between various factors. Among these, genetics, environment, and culture stand as principal influencers shaping the intricate tapestry of one's personality development.

Genetics, the blueprint embedded within our DNA, forms the foundation of our predispositions and inclinations. The hereditary transmission of traits from parents to offspring contributes significantly to the formation of personality. Studies in behavioral genetics have revealed that certain personality characteristics, such as temperament or disposition, can have a genetic basis. For instance, a person might inherit a predisposition towards introversion or extroversion, impacting their social interactions and preferences. However, it's crucial to note that while genetics provide a framework, they do not solely determine one's personality; rather, they interact dynamically with other influences.

The environment in which an individual grows and matures serves as a potent force shaping their personality. The family, as the primary social unit, plays a pivotal role in early development. Parenting styles, the quality of relationships, and familial dynamics profoundly impact the formation of personality traits. For instance, a nurturing and supportive environment fosters a sense of security and self-confidence, contributing to the development of a resilient and emotionally stable personality. Conversely, adverse experiences, such as trauma or neglect, can lead to the manifestation of maladaptive traits or psychological issues.

Culture, encompassing the shared beliefs, values, traditions, and societal norms of a community, exerts a profound influence on personality development. Cultural practices and socialization processes mold individuals by prescribing acceptable behaviors, attitudes, and roles within society. Cultural variations influence the expression of personality traits; for instance, collectivist cultures might prioritize communal harmony and interdependence, shaping personalities to value cooperation and conformity, while individualistic cultures may foster traits like autonomy and assertiveness.

Furthermore, the intersection of genetics, environment, and culture contributes to a dynamic interplay that continuously shapes and refines personality throughout life. While genetics lay the groundwork, environmental experiences and cultural contexts act as catalysts, modulating and shaping the expression of inherited traits. The concept of gene-environment interactions underscores that genetic predispositions might manifest differently based on the environment in which an individual is raised.

The development of personality is a multifaceted process influenced by genetics, environment, and culture. These factors interact in intricate ways, contributing to the formation of an individual's unique identity and shaping their behavioral patterns, emotional responses, and cognitive tendencies. Understanding these influences is crucial not only for comprehending individual differences but also for devising strategies aimed at fostering healthy and adaptive personality development across diverse contexts and cultures.

Assessment Tools and Techniques for Understanding Personality

Understanding personality is a complex yet crucial endeavor in psychology, often requiring a nuanced approach to assessment. The diversity and intricacies of human nature have led to the development of various assessment tools and techniques aimed at unraveling the mysteries of personality. These tools serve as invaluable instruments in comprehending, evaluating, and interpreting individual differences, behaviors, and traits that form the essence of an individual's personality.

Assessment tools for understanding personality encompass a broad spectrum of methodologies, ranging from self-report questionnaires and interviews to projective tests and behavioral observations. Each tool

offers its unique strengths and limitations, contributing to a comprehensive understanding of an individual's personality.

Self-report questionnaires stand as one of the most commonly used assessment tools. They often employ standardized inventories, such as the Myers-Briggs Type Indicator (MBTI), NEO Personality Inventory, or the Big Five Inventory (BFI), to measure various dimensions of personality. These assessments rely on individuals' responses to a series of statements or questions designed to gauge their behavioral tendencies, emotional inclinations, and cognitive patterns. While these questionnaires offer quantifiable data and ease of administration, they are susceptible to response biases, such as social desirability or self-perception discrepancies.

Contrastingly, projective tests, such as the Rorschach Inkblot Test or the Thematic Apperception Test (TAT), delve into the subconscious realms of personality. They present ambiguous stimuli, allowing individuals to project their thoughts, emotions, and perceptions onto these stimuli. These assessments aim to unveil unconscious aspects of personality, providing insights into emotions, conflicts, and motivations. However, their subjective interpretation and lack of standardization pose challenges in reliability and validity.

Behavioral observations and situational assessments offer a more contextual understanding of personality. Observing an individual's actions, reactions, and interactions in various situations provides valuable insights into their behavioral patterns and social dynamics. This approach, often utilized in clinical settings or daily-life scenarios, offers a real-time perspective on how an individual's personality manifests in different contexts.

Interviews, both structured and unstructured, serve as another essential tool for personality assessment. Through guided conversations or open-ended discussions, interviewers can explore an individual's thoughts, feelings, and experiences, unveiling unique facets of their personality. While structured interviews ensure consistency and reliability, unstructured ones allow for flexibility and depth in understanding the individual.

The choice of assessment tool depends on various factors, including the purpose of evaluation, the context, and the population under study. Combining multiple methods, known as the multimethod approach, often enhances the comprehensiveness and accuracy of personality assessment. By triangulating data from different tools, psychologists can mitigate the limitations of individual assessments, offering a more holistic understanding of an individual's personality.

Ethical considerations, such as informed consent, confidentiality, and cultural sensitivity, are imperative throughout the assessment process. Respecting individuals' autonomy and ensuring the appropriateness of assessment tools across diverse cultural backgrounds are pivotal in conducting ethical and valid personality assessments.

The array of assessment tools and techniques available for understanding personality provides a multifaceted approach to unraveling the complexities of human nature. Each tool offers unique insights, and their judicious application, considering their strengths and limitations, contributes to a more nuanced understanding of an individual's personality. Ultimately, a thoughtful and ethical integration of these tools enables psychologists to navigate the intricate landscapes of personality, fostering greater comprehension and support for individuals in various spheres of life.

Chapter 2

Indian Cultural and Societal Influences on Personality

Cultural Dimensions and their Impact on Individual Behavior

In the intricate tapestry of human behavior, cultural dimensions stand as influential threads, shaping the fabric of individual actions, beliefs, and values. India, a nation rich in diversity, heritage, and traditions, offers a profound canvas to explore the intricate interplay between cultural dimensions and individual behavior.

Geert Hofstede's cultural dimensions theory provides a framework to comprehend how values in the workplace are influenced by culture. In an Indian context, these dimensions manifest vividly, impacting individual behaviors across various spheres of life.

Power Distance:

India exhibits a notable high power distance, emphasizing hierarchical structures and the acceptance of authority. This cultural aspect profoundly influences behavior, fostering respect for age, status, and seniority. Individuals tend to adhere to established norms and respect authority figures, impacting decision-making, communication patterns, and workplace dynamics. Subordinates may show deference to superiors, affecting the way they express opinions or challenge ideas.

Individualism vs. Collectivism:

While India is often perceived as collectivist due to its strong emphasis on family and community bonds, there's a nuanced blend of both individualistic and collectivist traits. Family ties remain paramount, guiding decisions and behaviors. Yet, the wave of urbanization and globalization has brought forth a growing emphasis on individual aspirations and achievements. This duality influences how individuals balance personal goals with communal expectations, impacting career choices, relationships, and societal roles.

Masculinity vs. Femininity:

In India, the societal landscape reflects a mix of traditional masculinity and evolving femininity. Historic norms often ascribed to masculinity—such as ambition, assertiveness, and success—are undergoing transformation, allowing for greater acceptance of feminine values like empathy, collaboration, and nurturing. This spectrum of gender roles influences behaviors in professional settings, relationships, and societal expectations.

Uncertainty Avoidance:

The Indian cultural milieu exhibits a moderate level of uncertainty avoidance. While there's a comfort with ambiguity and adaptability, there's also a preference for structured environments. This reflects in decision-making processes, risk-taking tendencies, and adaptability to change. Individuals may display varying levels of comfort with uncertainty, impacting their approach to innovation, problem-solving, and tolerance for ambiguity.

Long-term Orientation:

India's cultural ethos often embodies a long-term orientation, deeply rooted in traditions, spirituality, and the concept of karma. This influences behaviors regarding investment planning, relationship building, and career trajectories. While there's a growing modern outlook, the respect for heritage and long-standing traditions continues to shape individual actions and societal norms.

Understanding these cultural dimensions helps comprehend the diversity and complexity of behaviors in India. It underscores the need for nuanced approaches in various aspects of life, be it business dealing

interpersonal relationships, or societal interactions. Embracing this diversity fosters mutual understanding and enables individuals to navigate the intricate tapestry of Indian culture, fostering harmony and progress.

Influence of Family, Society, and Religion on Personal Development

The development of an individual is a multifaceted process, shaped by a complex interplay of various influences. Among these, family, society, and religion stand as pillars, exerting profound impacts on personal growth and development. Each exerts its unique imprint, fostering values, beliefs, and behaviors that collectively sculpt an individual's identity.

Family, as the primary social unit, serves as the initial crucible where one's character is forged. It is within the familial confines that core values, traditions, and social norms are imparted. From infancy, familial interactions lay the groundwork for emotional and cognitive development. The nurturing environment, or lack thereof, significantly influences self-esteem, communication skills, and problem-solving abilities. The dynamics within the family, including parenting styles, familial relationships, and cultural practices, contribute to shaping an individual's outlook and approach to life.

Beyond the family, society at large exerts a formidable influence on personal development. Society acts as a vast canvas upon which individuals paint their lives, guided by social norms, expectations, and institutions. Cultural values, societal norms, and the prevailing ethos of a community all contribute to shaping an individual's behavior, aspirations, and perceptions. Social interactions, education, media, and peer groups play pivotal roles in the assimilation of societal values and in shaping an individual's worldview.

Religion, a pervasive force in many societies, plays a profound role in personal development. It offers a framework for understanding the world, providing moral guidelines, and shaping ethical principles. Religious teachings often instill a sense of purpose, belonging, and values that influence decision-making and behavior. The rituals, traditions, and narratives within a religious framework can provide comfort, guidance, and a moral compass for navigating life's complexities.

However, the influence of family, society, and religion on personal development is not unidirectional. Individuals also interact with and influence these entities, contributing to a dynamic and reciprocal relationship. As individuals grow and evolve, they may challenge established norms, adopt new beliefs, or redefine their identities in response to personal experiences and external influences.

Moreover, the intersectionality of these influences adds layers of complexity to personal development. The interplay between family dynamics, societal expectations, and religious beliefs can lead to conflicts or harmonious integration, shaping an individual's multifaceted identity. Cultural diversity further amplifies this complexity, as varying cultural backgrounds expose individuals to divergent values and belief systems, enriching their perspectives and shaping their identities in multifarious ways.

The influence of family, society, and religion on personal development is profound and multifaceted. These influential forces collectively shape an individual's values, beliefs, behaviors, and identity, providing a framework through which one perceives and interacts with the world. Understanding and navigating these influences are pivotal in comprehending the richness and diversity of human development, as individuals embark on their unique journeys of self-discovery and growth.

Role of Tradition, Rituals, and Customs in Shaping Personality Traits.

The role of tradition, rituals, and customs in shaping personality traits is profound and multifaceted. These cultural elements serve as the backbone of societies, transmitting values, beliefs, and behaviors from one

generation to the next. They wield a considerable influence on an individual's development and their formation of character, contributing significantly to the fabric of one's personality.

Tradition encompasses the collective wisdom, practices, and norms passed down through generations. It provides a sense of belonging and identity, grounding individuals in a shared history and culture. Growing up within a particular tradition exposes individuals to its values and principles, shaping their worldview and ethical framework. For instance, cultures that emphasize collectivism often foster personality traits such as cooperation, interdependence, and respect for authority, while individualistic cultures may encourage traits like independence, self-expression, and assertiveness.

Rituals, often integral to traditions, are symbolic actions or ceremonies performed in a prescribed manner. They serve multiple purposes, from marking significant life events to reinforcing social bonds. Participation in rituals fosters a sense of community, instilling values and reinforcing behavioral norms. The repetition of these actions can ingrain discipline, patience, and a sense of responsibility, contributing to an individual's personality traits.

Customs, the habitual practices within a culture, exert a subtle yet powerful influence on shaping personality traits. They dictate daily interactions, manners, and etiquettes, providing a framework for social behavior. For instance, cultures that place high value on hospitality may cultivate traits of warmth, generosity, and inclusivity in individuals who grow up within such customs.

Moreover, these cultural elements offer a sense of predictability and stability, providing a framework within which individuals understand their roles and responsibilities. This structured environment can shape personality traits such as conscientiousness, adaptability, and resilience, preparing individuals to navigate life's challenges.

However, while traditions, rituals, and customs play a pivotal role in shaping personality traits, they also raise questions about the potential for rigidity and conformity. Individuals might feel pressured to adhere strictly to cultural norms, limiting their expression and personal growth. In some cases, this can lead to conflict between traditional values and evolving societal norms, creating tension within individuals as they navigate between tradition and modernity.

Furthermore, the impact of these cultural elements on personality traits can vary significantly based on individual experiences within a culture. Some may embrace and internalize traditions, rituals, and customs, while others might challenge or question them, leading to diverse personality outcomes.

Tradition, rituals, and customs form an integral part of shaping an individual's personality traits. They provide a framework for understanding the world, impart values, and contribute to the development of behavioral patterns and character. While they offer stability and a sense of identity, they also pose challenges in accommodating individual expression and growth within the confines of cultural norms. Understanding this complex interplay between culture and personality is crucial in appreciating the diversity and richness of human behavior across different societies.

Chapter 3

Ethics and Values in Indian Society

Core Ethical Principles in Indian Philosophy: Dharma, Karma, Ahimsa

Core ethical principles in Indian philosophy, rooted deeply in ancient wisdom and spirituality, form the bedrock of a harmonious and morally conscious society. Three fundamental principles, Dharma, Karma, and Ahimsa, stand as guiding pillars shaping individual conduct, societal norms, and spiritual evolution.

Dharma, derived from the Sanskrit word 'dhr' meaning to sustain or support, embodies the concept of righteousness, duty, and moral obligation. It represents the cosmic order, emphasizing one's responsibility to uphold righteousness in thought, action, and behavior. Dharma is not merely a set of rules but a dynamic principle that adapts to various contexts, emphasizing the inherent moral duty unique to each individual's role in society. It underscores the balance between personal aspirations and collective welfare, urging individuals to act ethically in accordance with their duties and responsibilities.

Karma, derived from the Sanskrit word 'karman,' translates to action or deed. It embodies the principle that every action, whether physical, mental, or emotional, produces corresponding effects, shaping one's present and future experiences. Central to the concept of Karma is the notion of cause and effect, asserting that individuals bear the consequences of their actions. It instills a sense of accountability and encourages mindful actions, as every intention and behavior contributes to the unfolding of one's destiny. Through the understanding of Karma, individuals are motivated to act selflessly and responsibly, fostering a moral framework deeply intertwined with the consequences of one's deeds.

Ahimsa, meaning non-violence, is a profound ethical principle advocating compassion, kindness, and harmlessness towards all living beings. Rooted in the belief of interconnectedness and the sanctity of life, Ahimsa extends beyond refraining from physical violence to encompass thoughts, words, and actions that avoid causing harm or suffering. It invites individuals to cultivate empathy, tolerance, and respect for all forms of life, promoting a harmonious existence where conflicts are resolved through dialogue and understanding. Ahimsa serves as a guiding light, inspiring individuals to practice love and non-violence even in the face of adversity, fostering a peaceful coexistence and nurturing a culture of understanding and acceptance.

These three ethical principles, Dharma, Karma, and Ahimsa, intersect and complement each other, forming the moral compass of Indian philosophy. They provide a holistic framework guiding individuals towards a life of righteousness, accountability, and compassion. Embracing these principles cultivates a society where each individual recognizes their interconnectedness with others, leading to a harmonious coexistence and a path towards personal and collective evolution. In essence, these principles continue to resonate as timeless virtues, offering invaluable guidance in navigating the complexities of life and shaping a world founded on moral integrity and spiritual growth.

Comparative Analysis of Western and Indian Ethical Frameworks

The study of ethics spans across cultures, offering diverse perspectives on moral principles and conduct. A comparative analysis of Western and Indian ethical frameworks illuminates the contrasting philosophical foundations, societal influences, and ethical perspectives embraced by these two rich cultural paradigms.

Western ethical thought, notably rooted in Ancient Greece, has evolved through the works of prominent philosophers such as Socrates, Plato, and Aristotle. It emphasizes rationality, individualism, and the pursuit of moral virtues. Central to Western ethics is the deontological approach of Immanuel Kant, which

prioritizes moral duties and universal laws. This perspective asserts that actions are inherently right or wrong, independent of their consequences.

Contrastingly, Indian ethical frameworks draw from a diverse tapestry of philosophical traditions like Hinduism, Buddhism, Jainism, and Sikhism. The Indian ethical landscape is characterized by a holistic worldview, emphasizing interconnectedness, spirituality, and karma. Central to these traditions is the concept of dharma, the righteous duty or moral responsibility within one's societal role, as outlined in texts like the Bhagavad Gita.

One significant difference lies in the emphasis on individualism versus collectivism. Western ethics often prioritizes individual rights and autonomy, while Indian ethics often places greater emphasis on social responsibilities and interconnectedness. For instance, the Western ethical framework might prioritize individual liberties, while the Indian framework might prioritize the well-being of the community or family.

Another notable distinction is the approach to morality. Western ethical theories often rely on reasoning, logic, and abstract principles to determine what is morally right or wrong. Conversely, Indian ethical thought often integrates spirituality, introspection, and a focus on inner transformation as pathways to ethical behavior. Concepts like ahimsa (non-violence) and compassion are deeply ingrained in Indian ethical philosophies, influencing behavior and decision-making.

Additionally, the perception of time and change differs in these frameworks. Western thought often emphasizes progress and change, valuing innovation and adaptation. In contrast, Indian ethics often acknowledges cyclical patterns and the continuity of traditions, valuing stability and continuity in societal structures.

Despite these differences, both frameworks share common ground in advocating for moral conduct, albeit with divergent approaches. Both emphasize virtues such as honesty, compassion, justice, and empathy, albeit from different philosophical underpinnings.

In contemporary society, globalization and intercultural exchanges have led to a blending of ethical perspectives. Individuals often draw from both Western and Indian ethical frameworks, incorporating diverse values into their moral decision-making processes.

Case Studies illustrating Ethical Dilemmas in Indian Contexts

Students have to present a case study (group activity) and participate in discussion on any of the following topics

1. Corporate Governance and Corruption
2. Healthcare Accessibility
3. Farmer Suicides and Agrarian Crisis
4. Environmental Conservation vs. Economic Development
5. Caste-based Discrimination
6. Ethical Implications of Biomedical Research
7. Media Ethics and Sensationalism
8. Data Privacy and Surveillance
9. Ethics in Politics and Election Campaigns
10. Education Disparities

Chapter 4

Applying Ethics in Personal and Professional Life

Ethical Decision-Making Models

Ethical decision-making is a critical process that individuals, organizations, and societies engage in to navigate complex moral dilemmas. In a world where values, beliefs, and interests often collide, ethical decision-making models serve as guiding frameworks to assist in making sound, principled choices. These models provide structured approaches to analyze situations, consider various perspectives, and arrive at ethical resolutions.

One of the prominent ethical decision-making models is the Ethical Decision-Making Framework, comprising several steps aimed at deliberative and systematic judgment. This model typically includes identifying the problem, gathering relevant information, considering various ethical principles, exploring alternatives, making a decision, and evaluating the outcome. This approach encourages a comprehensive examination of the ethical dimensions of a situation before reaching a conclusion.

Another widely used model is the Utilitarian Approach, rooted in the principle of maximizing overall happiness or utility. This model assesses the consequences of actions and aims to produce the greatest good for the greatest number of people. However, it raises concerns about overlooking the interests of minorities or sacrificing individual rights for the collective benefit.

Conversely, the Deontological Approach emphasizes adherence to moral rules, principles, or duties. It prioritizes the intrinsic rightness or wrongness of actions, irrespective of their outcomes. Immanuel Kant's categorical imperative is a significant component of this approach, advocating for universalizability and treating people as ends in themselves rather than means to an end.

Moreover, the Virtue Ethics Model focuses on cultivating virtuous character traits to guide ethical behavior. It emphasizes personal qualities like honesty, integrity, courage, and compassion, asserting that ethical decisions stem from the character of the decision-maker.

In recent years, the Justice Approach has gained traction, especially in societal and organizational contexts. This model emphasizes fairness, equality, and distributive justice, aiming to ensure that decisions treat all individuals impartially and equitably.

Despite their strengths, these models are not without limitations. Cultural variations, individual biases, and conflicting values can challenge the universality and applicability of these frameworks. Furthermore, the complexity of real-world scenarios often defies a straightforward application of these models, requiring nuanced considerations and trade-offs.

Ethical decision-making models serve as invaluable tools in guiding ethical reasoning and action. However, their effectiveness relies on a blend of theoretical understanding, practical application, and a deep awareness of context-specific nuances. Integrating these models, recognizing their limitations, and embracing a reflective, iterative approach to decision-making can foster a more robust ethical framework for individuals and organizations alike.

Ethical decision-making models offer structured pathways to navigate moral dilemmas by considering various perspectives, principles, and consequences. While no model is infallible, their thoughtful application, coupled with critical reflection and contextual understanding, can facilitate principled and morally sound decision-making in diverse situations.

Ethical Leadership and its Relevance in Indian Organizational Contex Ethical leadership serves as the bedrock for fostering a culture of integrity, trust, and sustainability within organizations. In the dynamic tapestry of India's diverse organizational landscape, ethical leadership plays a pivotal role in shaping not only the success of businesses but also the social fabric of the nation.

India, with its rich cultural heritage and multifaceted society, presents a unique context for ethical leadership. In recent years, the country has witnessed a growing emphasis on ethical practices within organizations, fueled by a global shift towards corporate social responsibility and ethical governance.

Ethical leadership in the Indian organizational context encompasses several key facets:

Firstly, it involves a commitment to moral principles and values. Leaders are expected to adhere to a strong ethical compass, making decisions that prioritize honesty, fairness, and accountability. This adherence to ethical principles establishes credibility and trust, crucial elements for effective leadership in diverse Indian workplaces.

Secondly, ethical leadership fosters a culture of inclusivity and diversity. In a country as diverse as India, with myriad languages, cultures, and traditions, an ethical leader recognizes the importance of respecting and valuing these differences. By promoting inclusivity, ethical leaders create an environment where every individual feels empowered and respected, contributing to a harmonious and productive workplace.

Thirdly, ethical leadership in India extends beyond the confines of the organization and encompasses a broader societal impact. Leaders are increasingly expected to consider the social, environmental, and economic implications of their decisions. This approach aligns with India's evolving corporate landscape, where sustainability and social responsibility are gaining traction as integral components of business strategies.

Moreover, ethical leadership is instrumental in navigating the complexities of governance and regulatory frameworks in India. With an ever-evolving legal landscape, ethical leaders play a crucial role in ensuring compliance with laws and regulations while upholding ethical standards. This not only mitigates risks but also enhances the reputation and credibility of organizations.

In the Indian organizational context, the relevance of ethical leadership cannot be overstated. It serves as a beacon, guiding organizations through ethical dilemmas and complex decision-making processes. Moreover, it cultivates a sense of purpose and commitment among employees, leading to increased motivation and engagement.

However, despite its significance, challenges persist in the widespread adoption of ethical leadership in India. Hierarchical structures, cultural nuances, and varying interpretations of ethics pose hurdles in establishing a uniform ethical framework across organizations. Additionally, the pressure to achieve short-term goals sometimes conflicts with long-term ethical considerations.

To address these challenges, fostering a culture of ethical leadership requires concerted efforts. Leadership development programs, mentorship initiatives, and robust ethical guidelines can aid in nurturing ethical leaders. Encouraging open communication, transparency, and accountability further reinforces ethical values within organizations.

Ethical leadership holds immense relevance in the Indian organizational context. It serves as a guiding force that not only drives organizational success but also contributes to the holistic development of society. By championing ethical values, leaders in India can steer their organizations towards sustainable growth, fostering trust, inclusivity, and positive societal impact.

Balancing Personal Values with Professional Ethical Standards

Balancing personal values with professional ethical standards is a delicate and crucial aspect of navigating the complexities of modern-day professional life. In a world where individual beliefs, morals, and principles often intersect with the demands and expectations of one's profession, finding equilibrium between these realms can be challenging yet immensely rewarding.

At the core of this balance lies the recognition that personal values and professional ethics are intertwined but not always seamlessly aligned. Personal values are deeply rooted in an individual's upbringing, experiences, cultural background, and belief systems. They shape our perceptions, guide decision-making, and define what we deem as morally right or wrong. On the other hand, professional ethical standards are established guidelines within a particular field or industry, designed to ensure integrity, fairness, and responsible conduct in the workplace.

One of the primary challenges in reconciling personal values with professional ethics arises when these two spheres collide or conflict. Consider, for instance, an individual whose personal values prioritize environmental conservation but works in a corporation with profit maximization as its primary goal. This dichotomy can create a moral dilemma, compelling the individual to navigate the tension between personal convictions and organizational expectations.

The resolution of such conflicts often demands a nuanced approach that involves introspection, critical thinking, and adaptability. Here are a few strategies that can aid in achieving a harmonious balance between personal values and professional ethical standards:

1. Self-Reflection and Clarification: Take the time to reflect on your core values and the ethical principles within your profession. Clarify where they align and where potential conflicts might arise. This introspection helps in understanding oneself better and foreseeing potential ethical dilemmas.
2. Seeking Guidance and Advice: Consult mentors, colleagues, or ethical experts within your field. Their diverse perspectives and experiences can offer valuable insights into navigating ethical challenges while staying true to personal values.
3. Communication and Negotiation: Engage in open dialogue with stakeholders, superiors, or team members about ethical concerns or conflicts. Constructive conversations can sometimes lead to compromises or alternative solutions that respect personal values while adhering to professional standards.
4. Ethical Decision-Making Frameworks: Familiarize yourself with ethical decision-making models such as utilitarianism, virtue ethics, or deontological ethics. These frameworks provide structured approaches to evaluate complex situations and make morally sound decisions.
5. Continuous Learning and Adaptation: Stay informed about evolving ethical standards in your profession. Embrace a growth mindset that allows for adaptation and learning from ethical challenges encountered in the workplace.

Ultimately, finding the right balance between personal values and professional ethical standards is an ongoing process that requires conscious effort and commitment. It necessitates the courage to stand by one's convictions while acknowledging the responsibilities and expectations of the professional sphere. When successfully navigated, this balance fosters integrity, authenticity, and a sense of fulfillment in both personal and professional endeavors.

Chapter 5

Holistic Development and Social Responsibility

Integrating Personality Development with Social Responsibility

Integrating personality development with social responsibility is a nuanced and powerful approach that not only shapes individuals but also contributes to the betterment of society as a whole. Personality development, centered around self-awareness, emotional intelligence, and moral growth, intertwines seamlessly with social responsibility, emphasizing the impact individuals have on their communities and the world.

At its core, personality development involves the holistic growth of an individual encompassing psychological, emotional, and social aspects. It involves understanding oneself, fostering positive traits, and enhancing skills that contribute to personal effectiveness and well-being. Social responsibility, on the other hand, pertains to recognizing the broader societal context in which one exists and taking actions that benefit others and the environment.

When these two concepts converge, they create a symbiotic relationship. Cultivating a sense of social responsibility nurtures aspects of one's personality, such as empathy, compassion, and ethical decision-making. Similarly, enhancing one's personality traits can fuel a deeper commitment to social causes and a heightened awareness of how individual actions can impact communities.

Education serves as a fundamental platform for integrating personality development with social responsibility. By incorporating curricula that emphasize not only academic learning but also emotional intelligence, moral values, and civic engagement, educational institutions can instill in students a sense of social consciousness and responsibility. Encouraging activities like community service, collaborative projects, and discussions on societal issues within the academic setting fosters a sense of empathy and social awareness.

Moreover, mentorship and role modeling play pivotal roles in this integration. Mentors and influential figures who embody traits of social responsibility and a well-developed personality can significantly impact individuals, serving as examples to emulate. These mentors can guide individuals in understanding the importance of ethical decision-making, empathy, and contributing positively to society.

Furthermore, initiatives in the corporate world also contribute significantly to this integration. Companies that prioritize not only profit but also ethical business practices, employee well-being, and community engagement set a precedent for employees to develop a more socially responsible mindset. Encouraging employees to participate in volunteer work, sustainability programs, or social initiatives not only enhances their individual growth but also creates a positive impact on society.

The integration of personality development with social responsibility is an ongoing process that requires continuous self-reflection and learning. It involves recognizing biases, understanding diverse perspectives, and actively working towards creating a more inclusive and equitable society. By fostering personal growth and a sense of accountability towards the community, individuals become empowered to effect positive change in the world.

Intertwining personality development with social responsibility creates a synergy that benefits both individuals and society. It equips individuals with the necessary tools to navigate complex societal challenges while contributing to the collective well-being. This integration fosters a generation of socially conscious and emotionally intelligent individuals who actively strive for a better world through their actions and decisions.

Strategies for Personal Growth aligned with Ethical Principles

Strategies for personal growth aligned with ethical principles are fundamental to nurturing a well-rounded individual while contributing positively to society. Personal growth isn't solely about individual betterment; it encompasses a moral compass that guides actions, decisions, and interactions with others. Incorporating ethical principles into strategies for personal growth lays the groundwork for a more meaningful and fulfilling life.

One of the primary ethical principles to integrate into personal growth strategies is integrity. Integrity involves aligning one's actions with their values, being honest, and adhering to moral and ethical standards. To foster personal growth through integrity, individuals can start by introspection, identifying their core values, and understanding how these values guide their behavior. This self-awareness enables them to make decisions that are congruent with their principles, fostering a sense of authenticity and self-respect.

Another ethical principle essential for personal growth is empathy. Developing empathy allows individuals to understand and resonate with the experiences and emotions of others. It's a cornerstone for building meaningful relationships and nurturing emotional intelligence. Strategies to enhance empathy include actively listening to others, seeking diverse perspectives, and engaging in volunteer work or community service, which expose individuals to different realities and foster compassion.

Moreover, a commitment to continuous learning and self-improvement is aligned with the ethical principle of excellence. Striving for excellence doesn't imply perfection but rather a dedication to constant improvement and growth. This can be achieved through setting realistic goals, seeking feedback, embracing challenges, and being open to acquiring new knowledge and skills. Embracing a growth mindset allows individuals to expand their capabilities and contribute positively to their personal and professional spheres.

Additionally, practicing accountability aligns with ethical principles by holding oneself responsible for actions and decisions. Taking ownership of mistakes, learning from them, and striving to rectify errors are integral to personal growth. Creating a habit of self-reflection and accountability not only fosters individual growth but also promotes a culture of honesty and responsibility in personal and professional relationships.

Furthermore, incorporating ethical decision-making frameworks into daily life contributes significantly to personal growth. Utilizing ethical models such as utilitarianism, deontology, or virtue ethics provides a structured approach to evaluating choices and ensures that decisions are morally sound and aligned with one's values. This approach cultivates a sense of purpose and consistency in actions, fostering personal integrity and growth.

Strategies for personal growth intertwined with ethical principles serve as a compass for individuals navigating their journey of self-improvement. Integrity, empathy, excellence, accountability, and ethical decision-making are pillars that not only facilitate personal development but also contribute positively to the broader community. By consciously integrating these ethical principles into their growth strategies, individuals can lead more fulfilling lives while making meaningful contributions to the world around them.

Advocacy, Civic Engagement, and Contribution to Society

In the tapestry of societal progress, the threads of advocacy, civic engagement, and individual contributions intricately weave together to create a fabric of positive change. These elements form the backbone of a thriving community, empowering individuals to raise their voices, engage in meaningful dialogue, and take action to foster a better world.

Advocacy, at its core, is the impassioned pursuit of justice and change. It embodies the spirit of speaking up for what is right, championing causes, and amplifying the voices of the marginalized and underrepresented. Whether it pertains to environmental conservation, social justice, human rights, or

, influence policies, and ignite collective action, effectuating tangible changes in society.

Civic engagement, a cornerstone of democracy, encompasses a spectrum of activities that enable individuals to actively participate in the affairs of their community. It transcends mere participation in elections; it involves volunteering, community organizing, grassroots movements, and dialogue with policymakers. Engaged citizens contribute their time, skills, and resources to address societal issues, bridging gaps, and fostering a sense of responsibility towards the greater good.

Contribution to society encompasses a broad array of actions and initiatives aimed at enhancing the well-being of communities. It encompasses both small, individual acts of kindness and larger-scale endeavors that bring about systemic change. Contributions can manifest in diverse forms: from philanthropy and charitable donations to the creation of innovative solutions that address pressing social challenges. Moreover, contributions to society extend beyond material or financial support; they encompass knowledge-sharing, mentorship, and fostering an inclusive environment where every individual's potential is recognized and nurtured.

The nexus between advocacy, civic engagement, and contributions to society lies in their collective power to drive positive change. Advocacy serves as the catalyst for identifying and highlighting societal issues, while civic engagement mobilizes individuals to act upon these concerns. Contributions, whether through advocacy efforts or active community involvement, serve as the tangible manifestations of individuals' commitment to making a difference.

Furthermore, the digital age has transformed the landscape of advocacy, civic engagement, and societal contributions. Social media platforms have become powerful tools for advocacy campaigns, enabling individuals to reach wider audiences, mobilize support, and raise awareness swiftly. Moreover, technology has facilitated innovative approaches to civic engagement, allowing for online petitions, virtual volunteering opportunities, and global collaborations to address shared challenges.

However, challenges persist in these domains. Barriers such as social inequality, apathy, and systemic hurdles often impede effective advocacy and civic engagement. Additionally, ensuring the sustainability and long-term impact of contributions to society requires concerted efforts, strategic planning, and collaborative partnerships.

To truly harness the potential of advocacy, civic engagement, and contributions to society, it is imperative to foster a culture that values active participation, empathy, and inclusivity. Education plays a pivotal role in nurturing future generations to become informed, engaged citizens equipped with the tools and knowledge to effect positive change.

Advocacy, civic engagement, and contributions to society are interconnected facets that fortify the foundation of a vibrant and equitable world. Each individual's voice and action, no matter how small, contributes to the larger tapestry of societal progress. By fostering a culture of active citizenship, empathy, and collective responsibility, we pave the way for a brighter, more inclusive future where every individual's contributions are valued and celebrated.

RAMASAMY MANIMEKALAI

Digitally signed by RAMASAMY MANIMEKALAI
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