

ACADEMIC YEAR 2018-19

July 2018 - December 2018



GOVT COLLEGE CHITTUR
POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/UG/M01



About The College

Government College, Chittur is the educational institution established on 11 August 1947 located in Chittur, Palakkad, Kerala, by Cherubala Karunakara Menon, ICS, Devan of erstwhile Cochin state. Initially college was under the University of Madras and got affiliated to Travancore University in 1949. Later the college is affiliated to the University of Calicut in 1968 and recognized as a special-grade college under the Department of Collegiate Education. Around 2000 students are studying in the college with 15 UG courses, 7 PG courses and 5 Research programmes.

Vision : To provide students a nurturing environment to the acquisition of knowledge and outlook that will enable them to tread the path trodden by great people.

Mission : To provide a wholesome education in various disciplines

About The Department

The history of the department dates back to 1947, when the college came to begin on 11th August 1947. The built up area of department is 5000 Sq feet. The course of study was only at the intermediate level and affiliated to the Madras University. Commerce was offered as a course of study during the academic year 1951-52 by Travancore University. The College was granted affiliation by the Kerala University in 1957. During the year 1956-57, the intermediate course was replaced by the pre-university course. In 1963, the college was affiliated to the University of Calicut and in 1964; the pre- university course was replaced by the pre-degree course in 1964. The last batch of PDC students turned out in 2003-04, with the de-linking of the Pre - Degree course from colleges to Higher Secondary School Level. Post Graduate Course in Commerce was sanctioned by the University of Calicut in 1971 and the M.Com Course was introduced in the College in 1971-72.

The Department of Commerce has a glorious past spanning over 75 years and is one of the oldest commerce departments functioning in Kerala. The department at present offers a Six Semester degree course with co-operation as the elective subject and 4 semester M.Com course with financial management as the elective. Currently 89 per cent of students are females. At present there are 7 faculty members catering to the academic needs of the department. In the past 75 years of journey, the department could produce many professionals, entrepreneurs and eminent academicians

About The Course

Post Graduate Department of Commerce, Govt College Chittur started Statistical Package for Social Sciences (SPSS) Add-On-Course "FOUNDATION COURSE ON SPSS " from the academic year 2015-16 for the final year Degree or Post Graduation pursuing students in Affiliated colleges under University of Calicut. The main objective of this course is to enable participant's to develop competency in doing research and apply it in their academic career and future. The course intends to provide detailed practical knowledge on SPSS. It helps students in acquiring data handling and analysis skill in statistical analysis. A self-learning material prepared by the resource person is provided for the candidates. The department shall conduct examination out of 100 marks giving equal weightage to lab and theory concepts. After the examination department also distribute certificates to the eligible students. The duration of the course was 30 hours. The course is divided into 50% theory sessions and 50% lab work. The data analysis session on SPSS is handled in Lab for better practical and hands on experience.

Principal : Dr. Anand Viswanath R

**Programme Co-ordinator &
Head of the Department :**

Dr. Lakshmanan MP



**"FOUNDATION COURSE ON
SPSS"**

SPSS"

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FOUNDATION COURSE ON SPSS

Batch : 2018-19
Course code : AC/UG/M01
Course Period : 2018 July -2018 December
Course Duration : 30 Hours
No of students : 64

Course Coordinator & Resource Person: Dr Lakshmanan MP

Assistant Professor, Department of Commerce, Govt College Chittur



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Syllabus

Module-1: Fundamentals of statistics

Statistics – Meaning - statistical survey - Sources of data - Methods and techniques of collection of data - data preparation and preliminary analysis - Statistical analysis - Measures of central tendency – Measures of dispersion – Parametric and Non parametric tests - Hypothesis testing (8 hours)

Module-2: Practical Research Methodology

Meaning & definition of research – Types of research - Research process - Research design – elements - Sample design – Sampling – Type of sampling – Methods of sampling – Sample size – Estimation - Scales of measurement – Designing questionnaire - linkage of Objectives -hypothesis and tools of analysis - Research synopsis - Literature review - Conceptual frame work (7 Hours)

Module-3: Basics of SPSS

Introduction to SPSS – Features of SPSS – Comparison of SPSS with MS Excel – Basic structure of SPSS – Export & import of files – Entering & Editing data – SPSS menus (and icons) – Data Manipulation-SPSS output files (6 Hours)

Module-4: Data Analysis on SPSS

Frequency table - Graphs – Parametric Tests - T Tests - Independent sample Paired sample - One way ANOVA – Repeated Measures ANOVA-Two-way ANOVA – MANOVA – Non Parametric test - Chi-square test – Mann Whitney U Test – Kruskal Wallis test – Friedman Test - Correlation – Regression Analysis basics (6 Hours)

Module-5 Report Writing

Meaning of report & its types – Contents of report – Need of executive summary – Chapterisation - Contents of the chapter – Stages in report writing – Format of report – Do's and Don'ts in report writing. (3 Hours)

(Theory 50 %, Lab 50%)



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**Post Graduate Department of
Commerce**

ADD-ON COURSE

BATCH 2018 -19

[BCOM 2016 – 2019]



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FOUNDATION COURSE ON SPSS

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Students Profile

SI No	Name	Admn No	Register No	Mobile No
1	Aiswarya PB	25939	301	9747286750
2	Aiswarya V	25953	302	9495731631
3	Akshaya B	25930	303	9605304847
4	Anjali A	25984	304	9048316212
5	Arunima K	25910	305	9447447735
6	Aswathy V	25899	306	9809353612
7	Athira K	25906	307	9349614470
8	Archana C	25938	308	9995070528
9	Induja M	25905	309	9995603141
10	Jamsheera A k	26128	310	9048273534
11	Jameesha L	24150	311	9995083609
12	Nazna Pk	25942	312	9048247866
13	Praveen MB	26080	313	8606704265
14	Rajesh R	26020	314	9446380685
15	Remya Bhat M	26036	315	9447333487
16	Sanjay J	24141	316	9656887019
17	Sanoj M	26017	317	9645543561
18	Aravind Raj S	25907	318	04923-205842
19	Shyny M	25924	319	8089559854
20	Sumi S	25925	320	9562248381
21	Swathi M	26125		9846533558



22	Vaidyanathan R	26321	322	9895867651
23	Varsha C	25892	323	9544272588
24	Vidhya Sahadevan	25908	324	9995637294
25	Abhilash B	23907	325	9961535625
26	Akhila S	25926	326	9744809834
27	Archana K	25937	327	9593789072
28	Anjana Jayaprakash	26157	328	9747605092
29	Anu S	25985	329	9895321100
30	Apama K	25936	330	8907224220
31	Apama M	25965	331	9647866838
32	Apama P	25900	332	9847070824
33	Arun J	26166	333	9495215657
34	Arun K	26102	334	9744293452
35	Ashika G	25911	335	9048044635
36	Athira M	25897	336	9567249954
37	Athira M	25931	337	9746511501
38	Dharshana V	25909	338	9562538950
39	Deviprabha A	26126	339	9847776952
40	Greeshma G	25927	340	8606104798
41	Haripriya H	25938	341	9809210586
42	Jomol Alice	26061	342	9447940189
43	Megha KS	25935	343	7025704393
44	Muhammed Shafiq S	26249	344	8714140287



45	Murugadas	25101	345	9995532290
46	Noushiya N	25919	346	8547997829
47	Pavithra P	25951	347	9526921901
48	Poomima KS	25898	348	9496233005
49	Rajisha R	25983	349	9349585089
50	Reshmi B	26411	350	9496650495
51	Sindhuja P	26519	351	9846129719
52	Sneha N	26031	352	8129506551
53	Surya S	25928	353	9048640247
54	Sheeba R	26124	354	9656043363
55	Sreena T	26026	355	9207836535
56	Sruthi R	26029	356	8593808560
57	Sulphiya A	25959	357	8157891526
58	Vajran A	26049	358	9695659115
59	Vineetha	26127	359	8891662966
60	Deepika K	26023	360	9446228266
61	Arief Rahiman K	26082	361	9446104456
62	Ganga G	26083	362	8891128709
63	Daya M	26831	363	9249349349
64	Athira A	26868	364	9746252656



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ATTENDANCE STATEMENT



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SI no	Name of Student	Date								
		7-7-18 (Sat)	14/7/18	21-7-18	28-7-18	4-8-18	11-8-18	18-8-18	24-8-18	
Hours		2	1	1	1	1	1	2	1	
1	Aiswarya PB	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	
2	Aiswarya V	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	
3	Akshaya B	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya	
4	Anjali A	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	
5	Arunima K	Arunima	Arunima	Arunima	Arunima	Arunima	Arunima	Arunima	Arunima	
6	Aswathy V	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy	
7	Athira K	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira	
8	Archana C	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	
9	Induja M	Induja	Induja	Induja	Induja	Induja	Induja	Induja	Induja	
10	Jamsheera A k	Jamsheera	Jamsheera	Jamsheera	Jamsheera	Jamsheera	Jamsheera	Jamsheera	Jamsheera	
11	Jameesha L.	Jameesha	Jameesha	Jameesha	Jameesha	Jameesha	Jameesha	Jameesha	Jameesha	
12	Nazna Pk	Nazna	Nazna	Nazna	Nazna	Nazna	Nazna	Nazna	Nazna	
13	Praveen MB	Praveen	Praveen	Praveen	Praveen	Praveen	Praveen	Praveen	Praveen	
14	Rajesh R	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh	
15	Remya Bhat M	Remya	Remya	Remya	Remya	Remya	Remya	Remya	Remya	
16	Sanjay J	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	
17	Sanoj M	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	
18	Aravind Raj S	A.R	A.R	A.R	A.R	A.R	A.R	A.R	A.R	
19	Shyng M	Shyng	Shyng	Shyng	Shyng	Shyng	Shyng	Shyng	Shyng	
20	Sumi S	Sumi	Sumi	Sumi	Sumi	Sumi	Sumi	Sumi	Sumi	



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21	Swathi M	SM	SM	SM	SM	SM	SM	SM	SM
22	Vaidyanathan R	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh
23	Varsha C	Varsha	Varsha	Varsha	Varsha	No	Varsha	Varsha	Varsha
24	Vidhya Sahadevan	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya
25	Abhilash B	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
26	Akhila S	AS	AS	AS	AS	AS	AS	AS	AS
27	Archana K	Archana	Archana	Archana	Archana	Archana	Archana	Ab	Archana
28	Anjana Jayaprakash	Anya	Anya	Anya	Anya	Anya	Anya	Anya	Anya
29	Anu S	Anu	Anu	Anu	Anu	Anu	Ab	Anu	Anu
30	Aparna K	Appu	Appu	Appu	Appu	Appu	Appu	Appu	Appu
31	Aparna M	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna
32	Aparna P	AP	AP	AP	AP	AP	AP	AP	AP
33	Arun J	Arun	Arun	Arun	Arun	Arun	Arun	Arun	Arun
34	Arun K	Arun	Arun	Ab	Arun	Arun	Arun	Arun	Arun
35	Ashika G	Ashika	Ashika	Ashika	Ashika	Ashika	Ashika	Ashika	Ab
36	Athira M	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira
37	Athira M	Athi	Athi	Athi	Ab	Athi	Ab	Athi	Athi
38	Dharshana V	Dha	Dha	Dha	Dha	Dha	Dha	Dha	Dha
39	Deviprabha A	DP	DP	DP	DP	DP	DP	DP	DP
40	Greeshma G	Greeshma	Greeshma	Greeshma	Greeshma	DP	Greeshma	DP	Greeshma
41	Haripriya H	HP	HP	HP	HP	HP	HP	HP	AB
42	Jomol Alice	Jomol	Jomol	Jomol	AB	Jomol	AB	Jomol	Jomol
43	Megha KS	Megha	Megha	Megha	AB	Megha	AB	AB	Megha
44	Mohammed Shafiq	MS	MS	Ab	MS	Ab	MS	AB	MS



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45	Murugadas M	M	M	M	M	M	M	M	M
46	Noushiya N	Noushiya	Noushiya	Noushiya	Noushiya	Noushiya	Noushiya	Noushiya	Ab
47	Pavithra P	P	P	P	P	P	P	P	P
48	Poornima KS	Poorni	Poorni	Poornal	Poornal	Poorni	Poornal	Poorni	Poornal
49	Rajisha R	Ra	Ra	Ra	AB	Ra	Ra	Ra	Ra
50	Reshmi B	Reshm	Ab	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi
51	Sindhuja P	SP	SP	SP	SP	SP	Ab	SP	SP
52	Sneha N	S	S	S	S	S	S	Ab	S
53	Surya S	Surya	Surya	Surya	Surya	Surya	Surya	Surya	Surya
54	Sheeba R	SR	SR	SR	SR	SR	SR	SR	SR
55	Sreena T	S	S	S	S	S	S	S	S
56	Sruthi R	SR	SR	SR	SR	SR	SR	SR	Ab
57	Sulphiya A	Sulph	Sulph	Sulph	Sulph	Sulph	Sulph	Ab	Sulph
58	Vajran A	VA	VA	VA	VA	VA	VA	Ab	VA
59	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha	Ab	Vineetha	Vineetha
60	Deepika K	DK	DK	DK	DK	DK	DK	DK	DK
61	Arief Rahiman K	AK	AK	Ab	AK	AK	AK	AK	AK
62	Ganga G	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga
63	Daya M	Daya	Daya	Daya	Daya	Ab	Daya	Daya	Daya
64	Athira A	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira



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Sl no	Name of Student	Date	25.8.18	1.9.18	8.9.18	14.9.18	15.9.18	22.9.18	29.9.18	6.10.18
		Hours	1	3	2	1	1	1	2	1
1	Aiswarya PB	9	10	11	12	13	14	15	16	
2	Aiswarya V									
3	Akshaya B									
4	Anjali A									
5	Arunima K									
6	Aswathy V									
7	Athira K									
8	Archana C									
9	Induja M									
10	Jamshera A k									
11	Jameesha L									
12	Nazna Pk									
13	Praveen MB									
14	Rajesh R									
15	Remya Bhat M									
16	Sanjay J									
17	Sanoj M									
18	Aravind Raj S	A.R	A.R	A.R	A.R	A.R	A.R	A.R	A.R	
19	Shyny M	Shyny	Shyny	Shyny	Shyny	Shyny	Shyny	Shyny	Shyny	
20	Sumi S	Sumi	Sumi	Sumi	Sumi	Sumi	Sumi	Sumi	Sumi	



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21	Swathi M	SM	SM	SM	SM	SM	SM	SM	SM
22	Vaidyanathan R	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh
23	Varsha C	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha
24	Vidhya Sahadevan	Vidhya	Vidhya	AB	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya
25	Abhilash B	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	AB	Abhi
26	Akhila S	AS	AS	AS	AS	AS	AS	AS	AS
27	Archana K	Arch	Arch	AB	Arch	Arch	Arch	Arch	Arch
28	Anjana Jayaprakash	Anju	Anju	Anju	Anju	Anju	Anju	Anju	Anju
29	Anu S	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu
30	Aparna K	Appu	Appu	AB	Appu	Appu	Appu	Appu	Appu
31	Aparna M	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna
32	Aparna P	AP	AP	AP	AP	AP	AP	AP	AP
33	Arun J	ArunJ	ArunJ	ArunJ	ArunJ	ArunJ	ArunJ	ArunJ	ArunJ
34	Arun K	ArunK	ArunK	ArunK	ArunK	ArunK	ArunK	ArunK	ArunK
35	Ashika G	AG	AG	AG	AG	AG	AG	AG	AG
36	Athira M	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira
37	Athira M	Ath	Ath	Ath	Ath	Ath	Ath	Ath	Ath
38	Dharshana V	Dh	Dh	Dh	Dh	Dh	Dh	Dh	AB
39	Deviprabha A	Devi	Devi	Devi	Devi	Devi	AB	Devi	Devi
40	Greeshma G	Greesh	Greesh	Greesh	Greesh	Greesh	Greesh	Greesh	Greesh
41	HariPriya H	Hari	Hari	Hari	Hari	Hari	Hari	Hari	Hari
42	Jomol Alice	JA	JA	JA	AB	JA	JA	JA	AB
43	Megha KS	MKS	MKS	MKS	MKS	MKS	MKS	MKS	MKS
44	Muhammed Shafiq	MS	MS	MS	MS	MS	MS	MS	MS



45	Murugadas	M	M	M	M	M	M	M	M
46	Noushiya N	Noushiya	Noushiya	Noushiya	Noushiya	AB	Noushiya	Noushiya	Noushiya
47	Pavithra P	P	P	P	P	P	P	P	P
48	Poomima KS	PKS	PKS	AB	PKS	PKS	AB	PKS	PKS
49	Rajisha R	Rajisha	Rajisha	Rajisha	Rajisha	Rajisha	Rajisha	AB	Rajisha
50	Reshmi B	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi
51	Sindhuja P	SP	SP	SP	SP	SP	SP	AB	SP
52	Sneha N	S	S	S	S	S	S	S	S
53	Surya S	Surya	Surya	Surya	Surya	Surya	Surya	Surya	Surya
54	Sheeba R	SR	SR	SR	SR	SR	SR	SR	SR
55	Sreena T	Sreena	Sreena	Sreena	Sreena	Sreena	AB	Sreena	Sreena
56	Sruthi R	SR	SR	SR	SR	SR	SR	SR	SR
57	Sulphiya A	Sulphiya	Sulphiya	Sulphiya	Sulphiya	Sulphiya	Sulphiya	Sulphiya	Sulphiya
58	Vajran A	V	V	V	V	V	V	V	V
59	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha	AB	Vineetha	Vineetha	Vineetha
60	Deepika K	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika
61	Arief Rahiman K	AR	AR	AR	AR	AR	AR	AR	AR
62	Ganga G	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga
63	Daya M	Daya	Daya	Daya	Daya	Daya	Daya	Daya	Daya
64	Athira A	Athira	Athira	Athira	AB	Athira	Athira	Athira	Athira



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Sl no	Date	13-10-18	27-10-18	17-11-18	24-11-18	8-12-18	15-12-18	No of Hours Present	Per cent
	Hours	2	2	1	1	1	1		
Name of Student	17	18	19	20	21	22			
1	Aiswarya PB	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	30	100
2	Aiswarya V	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	AB	29	96.6
3	Akshaya B	Ab	Ab	Ab	Ab	Ab	Ab	30	100
4	Anjali A	Anju	Anju	AB	Anju	Anju	Anju	29	96.6
5	Arunima K	Aruni	Aruni	Aruni	Aruni	Aruni	AB	29	96.6
6	Aswathy V	Achu	Achu	Achu	Achu	Achu	Achu	30	100
7	Athira K	Athira	AB	Athira	Athira	Athira	Athira	28	93.3
8	Archana C	Archana	Archana	Archana	Archana	AB	Archana	29	96.6
9	Induja M	Induja	Induja	Induja	Induja	Induja	Induja	30	100
10	Jamsheera A k	Jamsheera	Jamsheera	Jamsheera	Jamsheera	Jamsheera	Jamsheera	30	100
11	Jameesha L	Jame	Jame	Jame	AB	Jame	Jame	29	96.6
12	Nazna Pk	Nazna	Nazna	Nazna	Nazna	AB	Nazna	29	96.6
13	Praveen MB	Praveen	Praveen	Praveen	Praveen	Praveen	Praveen	30	100
14	Rajesh R	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh	30	100
15	Remya Bhat M	Remya	Remya	Remya	Remya	Remya	Remya	30	100
16	Sanjay J	Sanjay	Sanjay	AB	Sanjay	AB	Sanjay	28	93.3
17	Sanoj M	Sanoj	AB	Sanoj	Sanoj	Sanoj	Sanoj	28	93.3
18	Aravind Raj S	A.R	A.R	A.R	A.R	A.R	A.R	30	100
19	Shyny M	Shyny	Shyny	Shyny	AB	Shyny	Shyny	29	96.6



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20	Sumi S	Sumi	Sumi	Sumi	Sumi	Ab	Sumi	29	96.6
21	Swathi M	SM	SM	SM	SM	SM	Ab	29	96.6
22	Vaidyanathan R	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	Vaidh	30	100
23	Varsha C	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	29	96.6
24	Vidhya Sahadevan	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	28	93.3
25	Abhilash B	Abhi	Abhi	Abhi	Ab	Abhi	Abhi	27	90
26	Akhila S	Ab	Ab	Ab	Ab	Ab	Ab	30	100
27	Archana K	Arch	Arch	Arch	Arch	Arch	Arch	26	86.61
28	Anjana Jayaprakash	Anju	Anju	Anju	Anju	Anju	Anju	30	100
29	Anu S	Anu	Anu	Anu	Anu	Anu	Anu	29	96.6
30	Aparna K	Appu	Appu	Appu	Appu	Appu	Appu	28	93.3
31	Aparna M	Aparna	Ab	Aparna	Aparna	Aparna	Aparna	28	93.3
32	Aparna P	AP	AP	AP	Ab	AP	AP	29	96.6
33	Arun J	Arun	Arun	Arun	Arun	Arun	Arun	30	100
34	Arun K	Arun	Arun	Arun	Arun	Ab	Arun	28	93.3
35	Ashika G	Asi	Asi	Asi	Asi	Ab	Asi	28	93.3
36	Athira M	Am	Am	Am	Am	Am	Ab	29	96.6
37	Athira M	Atti	Atti	Atti	Atti	Atti	Atti	28	93.3
38	Dharshana V	Dh	Dh	Dh	Dh	Dh	Ab	28	93.3
39	Deviprabha A	Dev	Dev	Dev	Dev	Dev	Ab	28	93.3
40	Greeshma G	Gr	Ab	Gr	Gr	Gr	Ab	27	90
41	Haripriya H	HP	HP	HP	HP	Ab	HP	28	93.3
42	Jomol Alice	JA	JA	JA	JA	JA	Ab	25	89.3
43	Megha KS	MS	MS	MS	MS	MS	MS	26	86.6



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4	Muhammed Shafiq	MS	MS	AB	MS	MS	MS	25	83.3
5	Murugadas	M	M	M	M	AB	M	29	96.6
6	Noushiya N	Noushiya	Noushiya	Noushiya	Noushiya	Noushiya	Noushiya	28	93.3
7	Pavithra P	P	P	AB	P	P	P	29	96.6
8	Poornima KS	Poornima	Poornima	Poornima	AB	Poornima	Poornima	26	86.6
9	Rajisha R	Ra	Ra	Ra	Ra	Ra	Ra	27	90
0	Reshmi B	Reshmi	Reshmi	Reshmi	Reshmi	Reshmi	AB	28	93.3
1	Sindhuja P	SP	SP	SP	SP	SP	SP	27	90
2	Sneha N	Sn	Sn	Sn	Sn	Sn	Sn	28	93.3
3	Surya S	Surya	Surya	Surya	Surya	Surya	Surya	30	100
4	Sheeba R	SR	SR	SR	SR	SR	SR	30	100
5	Sreena T	Sn	Sn	Sn	Sn	Sn	Sn	29	96.6
6	Sruthi R	SR	SR	SR	SR	SR	SR	29	96.6
7	Sulphiya A	SA	AB	SA	AB	SA	SA	25	83.3
8	Vajran A	VA	VA	VA	VA	VA	VA	28	93.3
9	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha	AB	Vineetha	27	90
0	Deepika K	AB	DK	DK	DK	DK	DK	28	93.3
1	Arief Rahiman K	AR	AR	AR	AB	AR	AR	28	93.3
2	Ganga G	Ganga	Ganga	Ganga	Ganga	Ganga	AB	29	96.6
3	Daya M	Daya	AB	Daya	Daya	Daya	Daya	27	90
4	Athira A	Athira	AB	Athira	Athira	Athira	Athira	27	90

30.3.2019

AN.M.P
 Assistant Professor
 Department of Commerce,
 Govt. College, Chittur,
 Palakkad-678014, Kerala.



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GOVERNMENT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD-ON-COURSE: AC/UG/M01

CERTIFICATE

Date: 30 March 2019

This is to certify that Mr/Ms **AISWARYA P B (REG NO 301)** has completed and secured **O** grade on Add on course “**Foundation Course on SPSS**” organised by Post Graduate Department of Commerce , Govt College Chittur during the academic year 2018-19 (July 2018 to December 2018) .

Dr. Lakshmanan M P
Programme Co-ordinator &
Head of the Department



Dr. Anand Viswanath R
Principal

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CHITTUR



GOVERNMENT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD-ON-COURSE: AC/UG/M01

C E R T I F I C A T E

Date: 30 March 2019

This is to certify that Mr/Ms **AISWARYA V (REG NO 302)** has completed and secured **O** grade on Add on course “**Foundation Course on SPSS**“ organised by Post Graduate Department of Commerce , Govt College Chittur during the academic year 2018-19 (July 2018 to December 2018) .



Dr. Lakshmanan M P
Programme Co-ordinator &
Head of the Department

Dr. Anand Viswanath R
Principal

ACADEMIC YEAR 2018-19

January 2019 - May 2019



GOVT COLLEGE CHITTUR
POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/PG/M01



About The College

Government College, Chittur is the educational institution established on 11 August 1947 located in Chittur, Palakkad, Kerala, by Cherubala Karunakara Menon, ICS, Devan of erstwhile Cochin state. Initially college was under the University of Madras and got affiliated to Travancore University in 1949. Later the college is affiliated to the University of Calicut in 1968 and recognized as a special-grade college under the Department of Collegiate Education. Around 2000 students are studying in the college with 15 UG courses, 7 PG courses and 5 Research programmes.

Vision : To provide students a nurturing environment to the acquisition of knowledge and outlook that will enable them to tread the path trodden by great people.

Mission : To provide a wholesome education in various disciplines

About The Department

The history of the department dates back to 1947, when the college came to begin on 11th August 1947. The built up area of department is 5000 Sq feet. The course of study was only at the intermediate level and affiliated to the Madras University. Commerce was offered as a course of study during the academic year 1951-52 by Travancore University. The College was granted affiliation by the Kerala University in 1957. During the year 1956-57, the intermediate course was replaced by the pre-university course. In 1963, the college was affiliated to the University of Calicut and in 1964; the pre- university course was replaced by the pre-degree course in 1964. The last batch of PDC students turned out in 2003-04, with the de-linking of the Pre - Degree course from colleges to Higher Secondary School Level. Post Graduate Course in Commerce was sanctioned by the University of Calicut in 1971 and the M.Com Course was introduced in the College in 1971-72.

The Department of Commerce has a glorious past spanning over 75 years and is one of the oldest commerce departments functioning in Kerala. The department at present offers a Six Semester degree course with co-operation as the elective subject and 4 semester M.Com course with financial management as the elective. Currently 89 per cent of students are females. At present there are 7 faculty members catering to the academic needs of the department. In the past 75 years of journey, the department could produce many professionals, entrepreneurs and eminent academicians

About The Course

Post Graduate Department of Commerce, Govt College Chittur started Statistical Package for Social Sciences (SPSS) Add-On-Course "ADVANCED COURSE ON SPSS " from the academic year 2015-16 for the final year Degree or Post Graduation pursuing students in Affiliated colleges under University of Calicut. The main objective of this course is to enable participant's to develop competency in doing research and apply it in their academic career and future. The course intends to provide detailed practical knowledge on SPSS. It helps students in acquiring data handling and analysis skill in statistical analysis. A self-learning material prepared by the resource person is provided for the candidates. The department shall conduct examination out of 100 marks giving equal weightage to lab and theory concepts. After the examination department also distribute certificates to the eligible students. The duration of the course was 35 hours. The data analysis session on SPSS is handled in Lab for better practical and hands on experience.

Principal : Dr. Anand Viswanath R

**Programme Co-ordinator &
Head of the Department :**

Dr. Lakshmanan MP



**"ADVANCED COURSE ON
SPSS"**



ADVANCED COURSE ON SPSS

Batch : 2018-2019
Course code : AC/PG/M01
Course Period : 2019 January -2019 May
Course Duration : 35 Hours
No of students : 43

Course Coordinator & Resource Person: Dr Lakshmanan MP,

Assistant Professor, Department of Commerce



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Syllabus

Module-1: Basics of statistics

Statistical Methods – Definition and Scope of statistics - Statistical survey - Sources of data - Methods and Techniques of collection of data - Data preparation and preliminary analysis- Statistical analysis - Measures of central tendency – Measures of dispersion – Parametric Tests - Non parametric tests- Hypothesis testing. (8 Hours)

Module-2: Practical Research Methodology

Research: Basic concepts – Meaning - Definition–Types of research- Research process - Research design – Elements - Sample design – Sampling – Type of sampling – Methods of sampling – Sample size – Estimation – Determination of Sample size – Optimum Sample size - Scales of measurement – Variables – Attributes – Scaling – Scaling Techniques – Validity and Reliability of scales - Designing Questionnaire - Linkage of Objectives – Hypothesis – Types - Tools of Analysis - Research synopsis - Literature review- Conceptual frame wor (8 Hours)

Module-3: Introduction to SPSS

SPSS Environment: Data editor, output viewer, Syntax editor – Comparison of SPSS with MS Excel – Basic structure of SPSS – Export & Import of files – Variable types in SPSS and Defining Variables - Entering & Editing data – SPSS menus and icons – Data Transformation – Computing a new variable – Recoding variable – Automatic recode – Visual Binning – Rank cases - Data Manipulation- SPSS output files (6 Hours)

Module-4: Data Analysis on SPSS

Frequency table- Graphs – Line Chart – Pie Chart – Bar Chart – Histogram – Stand Normal curve - Parametric Tests- T Tests- Independent sample- Paired sample - One way ANOVA – Repeated Measures ANOVA- Two-way ANOVA – MANOVA- Non Parametric test – Chi-square test – Mann Whitney U Test – Kruskal Wallis test – Friedman Test - Correlation – Assumptions – Multiple Regression – Reliability Analysis – Factor Analysis (10 Hours)

Module-5 Report Writing

Meaning of Report - Types – Contents of report – Need of executive summary – Chapterisation - Contents of the chapter – Format of report – Stages in report writing - Do's and Dont's in report writing – Documentation styles – Plagiarism. (3 Hours) (Theory 50%, Lab 50%)



Post Graduate
Department of Commerce

ADD-ON COURSE

BATCH 2018 - 19

[MCOM 2017-2019]



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ADVANCED COURSE ON SPSS

Batch	: 2018-2019
Course code	: AC/PG/M01
Course Period	: 2019 January -2019 May
Course Duration	: 35 Hours
No of students	: 43

Course Coordinator & Resource Person: Dr Lakshmanan MP,

Assistant Professor, Department of Commerce




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STUDENTS PROFILE



A handwritten signature in green ink, appearing to be "Raj".

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Sl No	Name	Admn No	Register No	Phone Number
1	Ajith S	27395	1301	9048787579
2	Ajitha G	27268	1302	9747139678
3	Anu S	27245	1303	9495889153
4	Athira NA	27320	1304	9744097819
5	Deepthy V	27267	1305	9387911144
6	Dhan Varsha S	27312	1306	9745518230
7	Hema N	27422	1307	9061419090
8	Lavanya B	27300	1308	8089763473
9	Lazima A	27299	1309	9946102334
10	Malavika R	27303	1310	9349516108
11	Manasa M	27297	1311	9447879281
12	Mery Shilpa Correya	27311	1312	9846521896
13	Pavithra P	27319	1313	9946881590
14	Pranav P	27318	1314	9656387674
15	Revathy A	27269	1315	9747559104
16	Rumena H	27401	1316	9809869637
17	Sruthy G Guptha	27258	1317	7736391235
18	Sruthi S	27266	1318	9496725370
19	Shyamini C	27259	1319	9656630840
20	Umamaheswari R	27244	1320	7594073966
21	Vidhya S	27317	1321	9526311401
22	Sruthimol C	510/18	1322	9744871536
23	Lekha R	511/18	1323	9567010261
24	Kavya KV	563/18	1324	9605938306



25	Amitha R	501/18	1325	9526764653
26	Aysha Thasleem R	544/18	1326	9605862159
27	Roshni Mohan	555/18	1327	7558083562
28	Hareesh V	489/18	1328	7902566429
29	Logesh T	588/18	1329	9495250306
30	Athira CR	569/18	1330	8086141077
31	Haritha KR	572/18	1331	8606212082
32	Krishnendu M	586/18	1332	9605301998
33	G Mohanalakshmi	545/18	1333	7560830036
34	Shilpa R	509/18	1334	7558059124
35	Soja R	676/18	1335	9020572584
36	Sukanya C	573/18	1336	9544318984
37	Anju M	595/18	1337	9496637396
38	Deepthi AR	598/18	1338	7558006190
39	Sivapriya S	658/18	1339	9497522607
40	Sowmya Devi M	589/18	1340	7356685066
41	Divya Priya S	488/18	1341	8139860308
42	Thejas A	069/18	1342	9496766006
43	Akshay R	561/18	1343	9633795562



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ATTENDANCE STATEMENT



A handwritten signature in green ink, appearing to be "Raj" or similar, written in a cursive style.

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SI No	Name of Student	Date	04/01/19	05/01/19	12/01/19	19/01/19	26/01/19	02/02/19	08/02/19	09/02/19	16/02/19	22/02/19
		Hours	2	2	2	2	2	1	1	1	1	1
1	Ajith S	1	2	3	4	5	6	7	8	9	10	
2	Ajitha G	1	2	3	4	5	6	7	8	9	10	
3	Anu S	1	2	3	4	5	6	7	8	9	10	Ab
4	Athira NA	1	2	3	4	5	6	7	8	9	10	Ab
5	Deepthy V	1	2	3	4	5	6	7	8	9	10	
6	Dhan Varsha S	1	2	3	4	5	6	7	8	9	10	Ab
7	Hema N	1	2	3	4	5	6	7	8	9	10	
8	Lavanya B	1	2	3	4	5	6	7	8	9	10	
9	Lazima A	1	2	3	4	5	6	7	8	9	10	
10	Malavika R	1	2	3	4	5	6	7	8	9	10	
11	Manasa M	1	2	3	4	5	6	7	8	9	10	
12	Mery Shilpa Correya	1	2	3	4	5	6	7	8	9	10	
13	Pavithra P	1	2	3	4	5	6	7	8	9	10	
14	Pranav P	1	2	3	4	5	6	7	8	9	10	Ab
15	Revathy A	1	2	3	4	5	6	7	8	9	10	
16	Rumena H	1	2	3	4	5	6	7	8	9	10	Ab



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17	Sruthy G Guptha	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy
18	Sruthi S	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi
19	Shyamini C	Shyamini	Shyamini	ab	Shyamini	Shyamini	Shyamini	Shyamini	Shyamini	Shyamini	ab
20	Umamaheswari R	Uma	Uma	Uma	Uma	Uma	Uma	Uma	Uma	Uma	Uma
21	Vidhya S	Vs	Vs	Vs	Vs	Vs	Vs	Vs	Vs	Vs	Vs
22	Sruthimol C	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi	C.Sruthi
23	Lekha R	R	R	R	R	R	R	R	R	Ab	R
24	Kavya KV	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
25	Amitha R	Amitha	Amitha	Amitha	Amitha	Amitha	Amitha	Amitha	Amitha	Amitha	Ab
26	Aysha Thasleem R	Aysha	Aysha	Aysha	Aysha	Aysha	Aysha	Aysha	Aysha	Aysha	Aysha
27	Roshni Mohan	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR
28	Hareesh V	N	N	N	N	N	N	N	N	Ab	N
29	Logesh T	Ab	Log	Log	Log	Log	Ab	Log	Log	Log	Log
30	Athira CR	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira	Athira
31	Haritha KR	H	H	H	Ab	H	H	H	H	H	H
32	Krishnendu M	Krishna	Krishna	Krishna	Krishna	Krishna	Krishna	Krishna	Krishna	Krishna	Krishna
33	G Mohanalakshmi	G	G	G	G	Ab	G	G	G	G	G
34	Shilpa R	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa
35	Soja R	S	Ab	S	S	S	S	S	S	S	S



36	Sukanya C	Ab	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya
37	Anju M	Anju	Anju	Anju	Anju	Ab	Anju	Anju	Anju	Anju	Anju
38	Deepthi AR	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi
39	Sivapriya S	SS	SS	Ab	SS	SS	SS	SS	SS	SS	SS
40	Sowmya Devi M	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya
41	Divya Priya S	Divya	Divya	Divya	Divya	Divya	Ab	Divya	Divya	Divya	Divya
42	Thejas A	Thejas	Thejas	Ab	Thejas	Thejas	Thejas	Thejas	Thejas	Thejas	Thejas
43	Akshay R	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR



Rup

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Sl No	Name of Student	Date	02/03/19	09/03/19	16/03/19	23/03/19	30/03/19	02/04/19	03/04/19	04/04/19
		Hours	3	2	2	2	1	1	1	1
1	Ajith S		AS	ab	AS	AS	AS	AS	ab	AS
2	Ajitha G		AG	AG	AG	AG	AG	AG	AG	Ab
3	Anu S		AS	AS	AS	AS	AS	AS	AS	AS
4	Athira NA		AN	AN	AN	AN	AN	AN	AN	AN
5	Deepthy V		DV	DV	DV	DV	DV	DV	Ab	DV
6	Dhan Varsha S		DV	DV	DV	DV	DV	DV	DV	DV
7	Hema N		HN	HN	HN	HN	HN	HN	HN	HN
8	Lavanya B		LB	LB	LB	LB	LB	LB	LB	LB
9	Lazima A		LA	LA	LA	LA	LA	LA	LA	LA
10	Malavika R		MR	MR	MR	MR	MR	MR	MR	Ab
11	Manasa M		MM	MM	MM	MM	MM	MM	MM	Ab
12	Mery Shilpa Correya		MS	MS	MS	MS	MS	Ab	MS	MS
13	Pavithra P		PP	PP	PP	ab	PP	PP	PP	PP
14	Pranav P		PP	PP	PP	PP	Ab	PP	PP	PP
15	Revathy A		RA	RA	RA	RA	RA	RA	RA	RA
16	Rumena H		RH	RH	RH	RH	RH	RH	RH	RH



	3	2	2	2	1	1	1	1
17	Sruthy G Gupta	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy	Sruthy
18	Sruthi S	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi
19	Shyamini C	Shyamini	Shyamini	Shyamini	Ab	Shyamini	Shyamini	Shyamini
20	Umamaheswari R	Umr	Umr	Umr	Umr	Umr	Umr	Umr
21	Vidhya S	VS	VS	Ab	VS	VS	VS	VS
22	Sruthimol C	C.srn	C.srn	C.srn	C.srn	C.srn	C.srn	C.srn
23	Lekha R	R	R	R	R	R	R	R
24	Kavya KV	Kavya	Kavya	Ab	Kavya	Kavya	Kavya	Kavya
25	Amitha R	Amitha	Amitha	Amitha	Amitha	Amitha	Amitha	Amitha
26	Aysha Thasleem R	Aysha	Aysha	Aysha	Aysha	Ab	Aysha	Aysha
27	Roshni Mohan	MR	MR	MR	MR	MR	MR	MR
28	Hareesh V	H	H	Ab	H	H	H	H
29	Logesh T	log	log	log	log	log	log	log
30	Athira CR	Athira	Ab	Athira	Athira	Athira	Athira	Athira
31	Haritha KR	H	H	H	H	H	H	H
32	Krishnendu M	Krishnu	Krishnu	Krishnu	Krishnu	Krishnu	Krishnu	Krishnu
33	G Mohanalakshmi	G	G	Ab	G	G	G	G
34	Shilpa R	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa
35	Soja R	S	Ab	S	S	S	S	S



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3 2 2 2 1 1 1 1

36	Sukanya C	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya	Sukanya
37	Anju M	Anju	Anju	Anju	Anju	Anju	Anju	Anju	Anju
38	Deepthi AR	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi	Deepthi
39	Sivapriya S	SS	SS	SS	SS	SS	SS	SS	SS
40	Sowmya Devi M	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya
41	Divya Priya S	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya
42	Thejas A	Thejas	Thejas	Thejas	Thejas	Thejas	Thejas	Thejas	Thejas
43	Akshay R	AR	AR	AR	AR	AR	AR	AR	AR



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Sl No	Name of Student	Date	29/04/19	30/04/19	01/05/19	02/05/19	06/05/19	07/05/19	No of Hours Present	Per cent
		Hours	2	1	1	1	1	1		
1	Ajith S	19	20	21	22	23	24		31	89
2	Ajitha G	19	20	21	22	23	24	Ab	31	89
3	Anu S	19	20	21	22	23	24		34	97
4	Athira NA	19	20	21	22	23	24		32	91
5	Deepthy V	19	20	21	22	23	24		32	91
6	Dhan Varsha S	19	20	21	22	23	24		34	97
7	Hema N	19	20	21	22	23	24		33	94
8	Lavanya B	19	20	21	22	23	24		33	94
9	Lazima A	19	20	21	22	23	24		35	100
10	Malavika R	19	20	21	22	23	24	Ab	31	89
11	Manasa M	19	20	21	22	23	24		33	94
12	Mery Shilpa Correya	19	20	21	22	23	24		33	94
13	Pavithra P	19	20	21	22	23	24	Ab	31	89
14	Pranav P	19	20	21	22	23	24		33	94
15	Revathy A	19	20	21	22	23	24	Ab	33	91
16	Rumena H	19	20	21	22	23	24		34	97



17	Sruthy G Gupta	<u>Sruthi</u>	<u>Sruthi</u>	<u>Sruthi</u>	<u>Sruthi</u>	<u>Sruthi</u>	<u>Sruthi</u>	35	100
18	Sruthi S	Ab	So	So	So	So	So	33	94
19	Shyamini C	<u>Shyama</u>	<u>Shyama</u>	<u>Shyama</u>	<u>Shyama</u>	<u>Shyama</u>	<u>Shyama</u>	32	91
20	Umamaheswari R	<u>Umr</u>	<u>Umr</u>	<u>Umr</u>	<u>Umr</u>	<u>Umr</u>	<u>Umr</u>	35	100
21	Vidhya S	Vs	Vs	Vs	Vs	Vs	Vs	33	94
22	Sruthimol C	<u>C.Sruthi</u>	<u>C.Sruthi</u>	<u>C.Sruthi</u>	Ab	<u>C.Sruthi</u>	<u>C.Sruthi</u>	34	97
23	Lekha R	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	34	97
24	Kavya KV	<u>Kavya</u>	<u>Kavya</u>	<u>Kavya</u>	<u>Kavya</u>	<u>Kavya</u>	<u>Kavya</u>	33	94
25	Amitha R	<u>Amitha</u>	Ab	<u>Amitha</u>	<u>Amitha</u>	<u>Amitha</u>	<u>Amitha</u>	33	94
26	Aysha Thasleem R	<u>Aysha</u>	<u>Aysha</u>	<u>Aysha</u>	<u>Aysha</u>	<u>Aysha</u>	<u>Aysha</u>	34	97
27	Roshni Mohan	<u>MR</u>	<u>MR</u>	<u>MR</u>	<u>MR</u>	<u>MR</u>	<u>MR</u>	35	100
28	Hareesh V	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	32	91
29	Logesh T	Log	Log	Ab	Log	Log	Log	31	89
30	Athira CR	<u>Athira</u>	<u>Athira</u>	<u>Athira</u>	<u>Athira</u>	<u>Athira</u>	<u>Athira</u>	33	94
31	Haritha KR	<u>HR</u>	<u>HR</u>	<u>HR</u>	<u>HR</u>	<u>HR</u>	<u>HR</u>	33	94
32	Krishnendu M	<u>Krishna</u>	Ab	<u>Krishna</u>	<u>Krishna</u>	<u>Krishna</u>	<u>Krishna</u>	34	97
33	G Mohanalakshmi	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	32	91
34	Shilpa R	<u>Shilpa</u>	<u>Shilpa</u>	<u>Shilpa</u>	Ab	<u>Shilpa</u>	<u>Shilpa</u>	34	97
35	Soja R	S	S	S	S	S	S	31	89

2 1 1 1 1 1

6	Sukanya C	<i>Sukanya</i>	<i>Sukanya</i>	Ab	<i>Sukanya</i>	<i>Sukanya</i>	<i>Sukanya</i>	32	91
7	Anju M	<i>Anju</i>	<i>Anju</i>	<i>Anju</i>	<i>Anju</i>	<i>Anju</i>	<i>Anju</i>	33	94
8	Deepthi AR	<i>Deepthi</i>	<i>Deepthi</i>	<i>Deepthi</i>	<i>Deepthi</i>	<i>Deepthi</i>	<i>Deepthi</i>	34	97
9	Sivapriya S	<i>Ss</i>	<i>Ss</i>	<i>Ss</i>	<i>Ss</i>	<i>Ss</i>	<i>Ss</i>	33	94
0	Sowmya Devi M	<i>Sowmya</i>	<i>Sowmya</i>	Ab	<i>Sowmya</i>	<i>Sowmya</i>	<i>Sowmya</i>	34	97
1	Divya Priya S	<i>Divya</i>	Ab	<i>Divya</i>	<i>Divya</i>	<i>Divya</i>	<i>Divya</i>	30	89
2	Thejas A	<i>Thejas</i>	<i>Thejas</i>	<i>Thejas</i>	<i>Thejas</i>	<i>Thejas</i>	<i>Thejas</i>	33	94
3	Akshay R	<i>AR</i>	<i>AR</i>	<i>AR</i>	<i>AR</i>	Ab	<i>AR</i>	33	94

[Signature]
 31.5.2019
 DR. LAKSHMANAN, M.P.
 Assistant Professor
 Department of Commerce,
 Govt. College, Chittur,
 Palakkad-678014, Kerala.



[Signature]

PRINCIPAL
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 CHITTUR



GOVERNMENT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD-ON-COURSE: AC/PG/M01

CERTIFICATE

Date: 31 May 2019

This is to certify that Mr/Ms **AJITH S** (REG NO 1301) has completed and secured **O** grade on Add on course “**Advanced Course on SPSS** “ organised by Post Graduate Department of Commerce , Govt College Chittur during the academic year 2018-19 (January 2019 to May 2019) .

DR LAKSHMANAN MP
PROGRAMME COORDINATOR AND
HEAD OF THE DEPARTMENT



DR ANAND VISWANATH R
PRINCIPAL

PRINCIPAL
GOVT. COLLEGE
CHITTUR



GOVERNMENT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD-ON-COURSE: AC/PG/M01

CERTIFICATE

Date: 31 May 2019

This is to certify that Mr/Ms **AJITHA G** (REG NO 1302) has completed and secured **O** grade on Add on course “**Advanced Course on SPSS** “ organised by Post Graduate Department of Commerce , Govt College Chittur during the academic year 2018-19 (January 2019 to May 2019) .



DR LAKSHMANAN MP
PROGRAMME COORDINATOR AND
HEAD OF THE DEPARTMENT

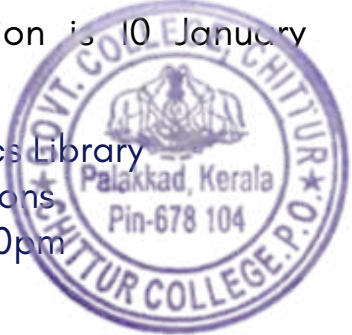
PRINCIPAL
GOVT. COLLEGE
CHITTUR

DR ANAND VISWANATH R
PRINCIPAL

About the course

The Department of Mathematics is happy to announce that a certificate Course 'MathMastery: Elevate your competitive edge' (Mathematics for Competitive Exams) for the students of the college, will begin on 14 January 2019. This 30-hour course is designed to equip you with the mathematical prowess needed to excel in competitive examinations. In today's fiercely competitive world, where every mark counts, mastering mathematics is not just an advantage, but a necessity. Regular mock tests and assessments will be conducted. Certificates will be given to those who successfully complete the course with a minimum of 85% attendance. The number of students is restricted to 30. The last date for registration is 10 January 2019.

Venue: Mathematics Library
Mode: Offline sessions
Time: 3.30 pm- 4.30pm



Objectives of the Course:

The course intends to equip the students with basic numeric and arithmetic skills.

Module 1: Algebra of Numbers (10 hours)

Number system, Decimals, Fractions, comparison of numbers, BODMAS rule, Square roots and Cube Roots, LCM and HCF

Module 2: Applications (10 hours)

Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Area, Perimeter and Volume

Module 3: Elementary Statistics (10 hours)

Arithmetic and Geometric Progression, Arithmetic mean, Median, Mode, Bar diagram, Pie diagram

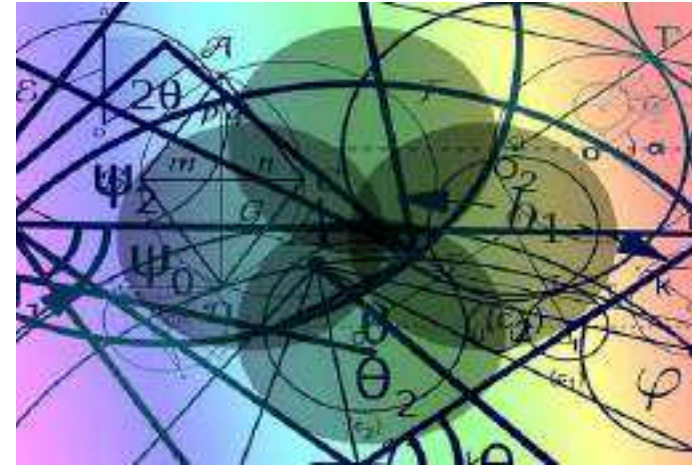
Dr. Shinelal E
Head, Department of Mathematics

Dr. Reji T
Faculty Co-ordinator
Add-on Course
(Dept. of Mathematics)

PRINCIPAL
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CHITTUR



**Department of
Mathematics
Government College Chittur**



**A Certificate Course 2018-19
MATHMASTERY: ELEVATE
YOUR COMPETITIVE EDGE
(Mathematics for
Competitive Exams)**

**Organized by
Department of Mathematics,
Government College Chittur**

Department of Mathematics, Government College, Chittur

Certificate Course 2018 - 19

MATHMASTERY: ELEVATE YOUR COMPETITIVE EDGE

(Mathematics for Competitive Exams)

NOTICE

The Department of Mathematics is happy to announce that a **Certificate Course ‘MathMastery: Elevate your competitive edge’ (Mathematics for Competitive Exams)** for the students of the college, will begin on **14 January 2019**. This 30-hour course is designed to equip you with the mathematical prowess needed to excel in competitive examinations. In today's fiercely competitive world, where every mark counts, mastering mathematics is not just an advantage, but a necessity. Regular mock tests and assessments will be conducted. Certificates will be given to those who successfully complete the course with a minimum of 85% attendance. The number of students is restricted to 30. The last date for registration is 10 January 2019.

Venue: Mathematics Library

Mode: Offline sessions

Time: 3.30 pm- 4.30pm

Dr. Shinelal E

Head, Department of Mathematics


Dr. Reji T

Faculty Co-ordinator

Add-on Course

(Dept. of Mathematics)




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CHITTUR

Department of Mathematics, Government College, Chittur

Certificate Course 2018 - 19

MATHMASTERY: ELEVATE YOUR COMPETITIVE EDGE

(Mathematics for Competitive Exams)

Syllabus

(Total 30 hours)

Objectives of the Course:

The course intends to equip the students with basic numeric and arithmetic skills.

Module 1: Algebra of Numbers (10 hours)

Number system, Decimals, Fractions, comparison of numbers, BODMAS rule, Square roots and Cube Roots, LCM and HCF

Module 2: Applications (10 hours)

Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Area, Perimeter and Volume

Module 3: Elementary Statistics (10 hours)

Arithmetic and Geometric Progression, Arithmetic mean, Median, Mode, Bar diagram, Pie diagram




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DEPARTMENT OF MATHEMATICS
CERTIFICATE COURSE
IN
MATHEMATICS FOR COMPETITIVE EXAMS

A course in Mathematics for Competitive Exams will help the students to acquire basic numeric and arithmetic skills that are useful for a wide range of career choices. Analysing a given data and answering questions related to the data is an integral part of many competitive exams. Topics on basic Statistics will enable the learners to answer these questions. This will give you an edge over other job applicants in fields such as business, social and public services, sales and marketing.

OBJECTIVES:

1. To improve the basic arithmetic and numeric skills.
2. To manage their time effectively during exams
3. A solid understanding of all the mathematical concepts commonly tested in competitive exams.
4. Mock tests simulate the exam environment, helping students familiarize themselves with the format and timing of the actual exam.

DURATION:

2 MONTHS

AT THE END OF THE COURSE, YOU WILL BE ABLE TO

- Classify numbers as integers, rational numbers and irrational numbers
- Represent rational numbers as decimals and fractions
- Compare two rational numbers
- Factorize numbers and find the factors and divisors of numbers
- Solve problems using ratio and proportion
- Evaluate profit and loss percentage in transactions
- Relate time and work done, time and distance



A handwritten signature in green ink, appearing to be 'Raj'.

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- Evaluate simple and compound interest
- Find the area, perimeter and volume of different two or three dimensional objects
- Evaluate different types of averages of a given set of values
- Represent a given data in pictorial form as a bar diagram, pie diagram etc and vice versa



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List of Participants

1	CHARSGG034	JESINTHA.S.M
2	CHARBCM022	RHEYNA S
3	CHARBCM025	SHAHANA K
4	CHARAECR26	AISWARYA V
5	CHARAPIR16	SREERANJINI S
6	CHARAMUR 15	ANUPAMA M.R.
7	CHARSPH026	KALIDAS V
8	CHARSBO006	DEVIKA. M J
9	CHARSCH024	UTHARA R M
10	CHARBCM015	MAYA K
11	CHARSMT025	ANISHA A
12	CHARSCH003	AKSHARA B
13	CHARAPIR09	RINSHIDA A
14	CHARAPIR01	ALSHANA A
15	CHARBCM026	SOORYA A
16	CHARAPIR14	SOWMYA C
17	CHARSCH009	HARSHA H MOHAN
18	CHARSMT009	BRINCY M
19	CHARBCM031	SUBITH B
20	CHARSCH011	MAYA C
21	CHARBCM008	ASHIK H
22	CHARAPIR03	ARUNDAS D
23	CHARSPH042	VIJEESH K R
24	CHARSPH036	SHYAMPRASAD C P
25	CHARSPH019	VARSHA V
26	CHARSPH012	RINEESHA M
27	CHARSPH016	THAYYIBA A
28	CHARSPH017	UNNIMEGHA J
29	CHARSBO009	MOWNYA.D
30	CHARSCH022	SNEHA S



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Certificate Course

Department of Mathematics.

Academic Year 2018-19.



A handwritten signature in green ink, consisting of stylized, overlapping loops and lines.

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Sl.No	Name of The Student	03/10/2018	09/10/2018	16/10/2018	23/10/2018	30/10/2019	05/11/18
1.	Jesintha.S.M	Jesintha	Jesintha	Jesintha	Jesintha	Jesintha	Jesintha
2.	Rheyna.S	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna
3.	Shahana.K	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana
4.	Aiswarya.V	Aiswarya	Aiswarya	Aiswarya V	Aiswarya	Aiswarya	Aiswarya
5.	Sreerajini.S	Sreerajini	Sreerajini	Sreerajini	Sreerajini	Sreerajini	Sreerajini
6.	Anupama M.R	Anupama	Anupama	Anupama	Anupama	Anupama	Anupama
7.	Kalidas.V	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas
8.	Devika M.J	Devika	Devika	Devika	Devika	Devika	Devika
9.	Umara R.M	Umara	Umara	Umara	Umara	Umara	Umara
10.	Maya.K	Maya	Maya	Maya	Maya	Maya	Maya
11.	Anisha.A	Anisha	Anisha	Anisha	Anisha	Anisha	Anisha
12.	AKshara.B	AKshara	AKshara	AKshara	AKshara	AKshara	AKshara
13.	Rinshida.A	Rinshida	Rinshida	Rinshida	Rinshida	Rinshida	Rinshida



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Sl.no	Name of The student							
14	Alshana . A	<u>Alshana</u>	<u>Alshana</u>	<u>Alshana</u>	<u>Alshana</u>	<u>Alshana</u>	<u>Alshana</u>	<u>Alshana</u>
15	Soorya . A	<u>Soorya</u>	<u>Soorya</u>	<u>Soorya</u>	<u>Soorya</u>	<u>Soorya</u>	<u>Soorya</u>	<u>Soorya</u>
16	Sowmya . C	<u>Sowmya</u>	<u>Sowmya</u>	<u>Sowmya</u>	<u>Sowmya</u>	<u>Sowmya</u>	<u>Sowmya</u>	<u>Sowmya</u>
17	Harsha H Mohan	<u>Hm</u>	<u>Hm</u>	<u>Hm</u>	<u>Hm</u>	<u>Hm</u>	<u>Hm</u>	<u>Hm</u>
18	Brincy M	<u>Brincy</u>	<u>Brincy</u>	<u>Brincy</u>	<u>Brincy</u>	<u>Brincy</u>	<u>Brincy</u>	<u>Brincy</u>
19	Subith B	<u>Subith</u>	<u>Subith</u>	<u>Subith</u>	<u>Subith</u>	<u>Subith</u>	<u>Subith</u>	<u>Subith</u>
20	Maya . C	<u>Maya</u>	<u>Maya</u>	<u>Maya</u>	<u>Maya</u>	<u>Maya</u>	<u>Maya</u>	<u>Maya</u>
21	Ashik . H	Ashik	Ashik	Ashik	Ashik	Ashik	Ashik	Ashik
22	Arundas . D	<u>Adas</u>	<u>Adas</u>	<u>Adas</u>	<u>Adas</u>	<u>Adas</u>	<u>Adas</u>	<u>Adas</u>
23	Vijeesh K.R	<u>Vks</u>	<u>Vks</u>	<u>Vks</u>	<u>Vks</u>	<u>Vks</u>	<u>Vks</u>	<u>Vks</u>
24	Shyama prasad . P	<u>Spd</u>	<u>Spd</u>	<u>Spd</u>	<u>Spd</u>	<u>Spd</u>	<u>Spd</u>	<u>Spd</u>
25	Varsha . V	<u>Vash</u>	<u>Vash</u>	<u>Vash</u>	<u>Vash</u>	<u>Vash</u>	<u>Vash</u>	<u>Vash</u>
26	Rinisha . M	<u>Rm</u>	<u>Rm</u>	<u>Rm</u>	<u>Rm</u>	<u>Rm</u>	<u>Rm</u>	<u>Rm</u>
27	Thayyiba . A	<u>Thayba</u>	<u>Thayba</u>	<u>Thayba</u>	<u>Thayba</u>	<u>Thayba</u>	<u>Thayba</u>	<u>Thayba</u>
28	Umimesha . J	<u>Umegh</u>	<u>Umegh</u>	<u>Umegh</u>	<u>Umegh</u>	<u>Umegh</u>	<u>Umegh</u>	<u>Umegh</u>
29	Mownya . D	<u>Mo</u>	<u>Mo</u>	<u>Mo</u>	<u>Mo</u>	<u>Mo</u>	<u>Mo</u>	<u>Mo</u>
30	Sheba . S	<u>Sheba</u>	<u>Sheba</u>	<u>Sheba</u>	<u>Sheba</u>	<u>Sheba</u>	<u>Sheba</u>	<u>Sheba</u>



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Sl.No	Name of the Student	12/11/18	19/11/18	26/11/18	03/12/18	10/12/18	12/12/18
1	Jesitha S.M	Jesitha	Jesitha	Jesitha	Jesitha	Jesitha	Jesitha
2	Rheya.S	Rheya	Rheya	Rheya	Rheya	Rheya	Rheya
3	Shabana.K.	Shabana	Shabana	Shabana	Shabana	Shabana	Shabana
4	Aiswarya.V	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya
5	Sree Ranjini S	Sreeranjini's	Sreeranjini's	Sreeranjini's	Sreeranjini's	Sreeranjini's	Sreeranjini's
6	Arupama M.R	Arupama	Arupama	Arupama	Arupama	Arupama	Arupama
7	Kalidas V	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas
8	Devika M J	Devika	Devika	Devika	Devika	Devika	Devika
9	Uthara R.M	Uthara	Uthara	Uthara	Uthara	Uthara	Uthara
10	Maya.K	Maya	Maya	Maya	Maya	Maya	Maya
11	Anisha.A	A	A	A	A	A	A
12	Akshaya.B	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya
13	Rishika.A	Rishika	Rishika	Rishika	Rishika	Rishika	Rishika
14	Alshana.A	Alshana	Alshana	Alshana	Alshana	Alshana	Alshana
15	Sourya.A	Sourya	Sourya	Sourya	Sourya	Sourya	Sourya
16	Sourya.C	Sourya	Sourya	Sourya	Sourya	Sourya	Sourya



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Sl.No	Name of The student						
17	Hansha H Mohan	Hns	Hns	Hns	Hns	Hns	Hns
18	Brisby m	Bry	Bry	Bry	Bry	Bry	Bry
19	Subith B	Subith	Subith	Subith	Subith	Subith	Subith
20	Maya. c	Maya	Maya	Maya	Maya	Maya	Maya
21	ASHIK H	Ashik	Ashik	Ashik	Ashik	Ashik	Ashik
22	Arundas D	Arund	Arund	Arund	Arund	Arund	Arund
23	Vijeesb K R	Vij	Vij	Vij	Vij	Vij	Vij
24	Shyamaprasad CP	Shya	Shya	Shya	Shya	Shya	Shya
25	Varsha. V	Var	Var	Var	Var	Var	Var
26	Rineesha. m	Rin	Rin	Rin	Rin	Rin	Rin
27	Mayyiba - A	Mayy	Mayy	Mayy	Mayy	Mayy	Mayy
28	Unnimegha. J	Unn	Unn	Unn	Unn	Unn	Unn
29	Mounya. D	Mou	Mou	Mou	Mou	Mou	Mou
30.	Sneha. S	Sne	Sne	Sne	Sne	Sne	Sne



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Sl.No	Name of The student	24/12/2018	31/12/18	01/01/19	04/01/19	07/01/19	09/01/19
1	Jesintha . S . M	Jesintha	Jesintha	Jesintha	Jesintha	Jesintha	Jesintha
2	Rheyna . S	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna
3	Shahana . K	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana
4	Aiswarya . V	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya
5	Sreeranjini . S	Sreeranjini	Sreeranjini	Sreeranjini	Sreeranjini	Sreeranjini	Sreeranjini
6	Anupama . M . R	Anupama	Anupama	Anupama	Anupama	Anupama	Anupama
7	Kalidas . V	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas
8	Devika . M . J	Devika	Devika	Devika	Devika	Devika	Devika
9	Uthara R . M	Uthara	Uthara	Uthara	Uthara	Uthara	Uthara
10	Maya . K	Maya	Maya	Maya	Maya	Maya	Maya
11	Anisha . A	Anisha	Anisha	Anisha	Anisha	Anisha	Anisha
12	AKshara . B	AKshara	AKshara	AKshara	AKshara	AKshara	AKshara
13	Rinshida . A	Rinshida	Rinshida	Rinshida	Rinshida	Rinshida	Rinshida
14	Alshana . M	Alshana	Alshana	Alshana	Alshana	Alshana	Alshana
15	Soorya . A	Soorya	Soorya	Soorya	Soorya	Soorya	Soorya
16	Sowmya . C	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya



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Sl.No	Name of The student						
17	HANSHA.H MOHAN	<u>HAN</u>	<u>HAN</u>	<u>HAN</u>	<u>HAN</u>	<u>HAN</u>	<u>HAN</u>
18	MAHAN BRINCY.M	<u>BRIN</u>	<u>BRIN</u>	<u>BRIN</u>	<u>BRIN</u>	<u>BRIN</u>	<u>BRIN</u>
19	SUBITH B	<u>SUBITH</u>	<u>SUBITH</u>	<u>SUBITH</u>	<u>SUBITH</u>	<u>SUBITH</u>	<u>SUBITH</u>
20	MAYA.C	<u>MAYAL</u>	<u>MAYAL</u>	<u>MAYAL</u>	<u>MAYAL</u>	<u>MAYAL</u>	<u>MAYAL</u>
21	ASHIK.H	<u>ASHIK</u>	<u>ASHIK</u>	<u>ASHIK</u>	<u>ASHIK</u>	<u>ASHIK</u>	<u>ASHIK</u>
22	ARUNDAS D	<u>ARUNDAS</u>	<u>ARUNDAS</u>	<u>ARUNDAS</u>	<u>ARUNDAS</u>	<u>ARUNDAS</u>	<u>ARUNDAS</u>
23	VIJESH KR	<u>VIJESH</u>	<u>VIJESH</u>	<u>VIJESH</u>	<u>VIJESH</u>	<u>VIJESH</u>	<u>VIJESH</u>
24	SHYAMA PRASAD CP	<u>SHYAMA</u>	<u>SHYAMA</u>	<u>SHYAMA</u>	<u>SHYAMA</u>	<u>SHYAMA</u>	<u>SHYAMA</u>
25	VARSHA.V	<u>VARSHA</u>	<u>VARSHA</u>	<u>VARSHA</u>	<u>VARSHA</u>	<u>VARSHA</u>	<u>VARSHA</u>
26	RINEESHA.M	<u>RINEESHA</u>	<u>RINEESHA</u>	<u>RINEESHA</u>	<u>RINEESHA</u>	<u>RINEESHA</u>	<u>RINEESHA</u>
27	THAYYIBA.A	<u>THAYYIBA</u>	<u>THAYYIBA</u>	<u>THAYYIBA</u>	<u>THAYYIBA</u>	<u>THAYYIBA</u>	<u>THAYYIBA</u>
28	UMIMEGHA	<u>UMIMEGHA</u>	<u>UMIMEGHA</u>	<u>UMIMEGHA</u>	<u>UMIMEGHA</u>	<u>UMIMEGHA</u>	<u>UMIMEGHA</u>
29	MOUNYA.D	<u>MOUNYA</u>	<u>MOUNYA</u>	<u>MOUNYA</u>	<u>MOUNYA</u>	<u>MOUNYA</u>	<u>MOUNYA</u>
30	SNEHA.S	<u>SNEHA</u>	<u>SNEHA</u>	<u>SNEHA</u>	<u>SNEHA</u>	<u>SNEHA</u>	<u>SNEHA</u>



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Sl. no	Name of The student	11/01/19	14/01/19	16/01/19	18/01/19	21/01/19	23/01/19
1	Jesitha.S.M	Jesitha	Jesitha	Jesitha	Jesitha	Jesitha	Jesitha
2	Rheyna.S	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna
3	Shabana.K	Shabana	Shabana	Shabana	Shabana	Shabana	Shabana
4	Aiswarya.V	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya
5	Sree Ranjini.S	Sree Ranjini	Sree Ranjini	Sree Ranjini	Sree Ranjini	Sree Ranjini	Sree Ranjini
6	Anupama.M.R	Anupama	Anupama	Anupama	Anupama	Anupama	Anupama
7	Kalidas.V	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas
8	Devika.M.S	Devika	Devika	Devika	Devika	Devika	Devika
9	Uthava R.M	Uthava	Uthava	Uthava	Uthava	Uthava	Uthava
10	Maya.K	Maya	Maya	Maya	Maya	Maya	Maya
11	Amisha.A	Amisha	Amisha	Amisha	Amisha	Amisha	Amisha
12	AKshava.B	AKshava	AKshava	AKshava	AKshava	AKshava	AKshava
13	Rinshida.A	Rinshida	Rinshida	Rinshida	Rinshida	Rinshida	Rinshida
14	Alshana.A	Alshana	Alshana	Alshana	Alshana	Alshana	Alshana
15	Soomya.A	Soomya	Soomya	Soomya	Soomya	Soomya	Soomya
16	Sowmya.C	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya



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Sl. No	Name of the student						
17	Harsha H mohar	Hra	Hra	Hra	Hra	Hra	Hra
18	Bairacy. m	Bra	Bra	Bra	Bra	Bra	Bra
19	Subith. B	Subith	Subith	Subith	Subith	Subith	Subith
20	Maya. C	Maya	Maya	Maya	Maya	Maya	Maya
21	Ashik. H	Ashik	Ashik	Ashik	Ashik	Ashik	Ashik
22	Anandas. D	Anandas	Anandas	Anandas	Anandas	Anandas	Anandas
23	Vijesh K. R	Vijesh	Vijesh	Vijesh	Vijesh	Vijesh	Vijesh
24	Shyamaprasad CP	Shyam	Shyam	Shyam	Shyam	Shyam	Shyam
25	Varsha. V	Varsh	Varsh	Varsh	Varsh	Varsh	Varsh
26	Rineesha. m	Rineesha	Rineesha	Rineesha	Rineesha	Rineesha	Rineesha
27	Thayyiba. A	Thayy	Thayy	Thayy	Thayy	Thayy	Thayy
28	Unnimegha. J	Unnimegha	Unnimegha	Unnimegha	Unnimegha	Unnimegha	Unnimegha
29	Mounya. D	Mounya	Mounya	Mounya	Mounya	Mounya	Mounya
30	Sneha. S	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha



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Sl. No	Name of the student	23/01/2019	25/01/2019	28/01/2019	30/01/2019	01/02/19	07/02/19
1	Jesitha. S. M	Jesitha	Jesitha	Jesitha	Jesitha	Jesitha	Jesitha
2	Rheyna. S	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna	Rheyna
3	Shahana. K	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana
4	Aiswarya. V	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya	Aiswarya
5	Sree Rajini. S	Sree Rajini	Sree Rajini	Sree Rajini	Sree Rajini	Sree Rajini	Sree Rajini
6	Anupama. M. R	Anupama	Anupama	Anupama	Anupama	Anupama	Anupama
7	Kalidas. V	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas	Kalidas
8	Devika. M. J	Devika	Devika	Devika	Devika	Devika	Devika
9	Uthara. R. M	Uthara	Uthara	Uthara	Uthara	Uthara	Uthara
10	Maya. K	Maya	Maya	Maya	Maya	Maya	Maya
11	Anisha. A	A	A	A	A	A	A
12	Akshana. B	Akshana	Akshana	Akshana	Akshana	Akshana	Akshana
13	Rishida. A	Rishida	Rishida	Rishida	Rishida	Rishida	Rishida
14	Alshana. A	Alshana	Alshana	Alshana	Alshana	Alshana	Alshana
15	Soorya. A	Soorya	Soorya	Soorya	Soorya	Soorya	Soorya
16	Soornya. C	Soornya	Soornya	Soornya	Soornya	Soornya	Soornya



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DEPARTMENT OF MATHEMATICS
GOVERNMENT COLLEGE CHITTUR

Academic Year 2018-19

MATHMASTERY: ELEVATE YOUR COMPETITIVE EDGE

Certificate of Merit

This is to certify that has successfully completed the certificate course MathMastery: Elevate your competitive edge conducted by Department of mathematics during the academic year



A handwritten signature in green ink, appearing to be 'S. J.', written over a faint blue stamp.

Principal

HoD Mathematics

Co-ordinator

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CHITTUR

GOVT COLLEGE CHITTUR

Post Graduate Department of Commerce



Add - on Course

Course code - AC/PG/SFP



Principal

Dr Anand Viswanath R

Co-ordinator

Sri Pradeesh K

**SPREADSHEET SKILLS FOR FINANCE
PROFESSIONALS**

April 2019 to May 2019



PRINCIPAL
GOVT. COLLEGE
CHITTUR

SPREADSHEET SKILLS FOR FINANCE PROFESSIONALS

Course Code – AC/ PG/SFP

Course Period – April 2019 to May 2019

Course Duration – 30 Hours

No. of Students Attended – 43

Course Co-ordinator & Resource Person – Sri Pradeesh K, Assistant
Professor, Dept of Commerce, Govt College Chittur



A handwritten signature in green ink, appearing to be "R. Pradeesh K.", written over the printed name of the Principal.

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Objectives

1. To develop proficiency in utilizing spreadsheet software for financial analysis, modeling and reporting.
2. To enhance decision making abilities through the application of advanced spreadsheet techniques in financial scenarios.



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Syllabus

MODULE 1: INTRODUCTION TO SPREADSHEET SOFTWARE

Overview of popular spreadsheet software (eg, Microsoft Excel, Google Sheets) – Basic navigation and interface familiarity – Essential functions and formulas for financial analysis (eg, Sum, Average, IF, V Look).

MODULE 2: DATA MANAGEMENT AND ANALYSIS

Importing and organizing financial data – Data validation and cleaning techniques – Advanced data analysis tools (eg, Pivot tables, data tables).

MODULE 3: FINANCIAL MODELLING & FORECASTING

Building financial models from scratch – Time value of money calculations – Scenario analysis and sensitivity testing forecasting techniques (eg, Trend analysis, Regression).

MODULE 4: ADVANCED FUNCTIONS AND FORMULAS

Array formulas for complex calculations – Logical functions (eg, IFERROR, AND, OR) – Financial functions for investment analysis (eg, NPV, IRR, PMT).

MODULE 5: VISUALIZATION AND REPORTING

Creating dynamic dashboards and reports – Charting techniques for financial data representation (eg, Line charts, Waterfall, Charts) – Data visualization best practices for effective communication.



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Regulations

1.0 Title of the Course

This course shall be called "Spreadsheet Skills for Finance Professionals"

2.0 Eligibility for Admission

Any candidate who pursuing final year Post Graduation of University of Calicut or institutes in any state recognised by UGC and approved by University of Calicut or College affiliated to University of Calicut is eligible for admission.

2.1 Admission Procedure

Admission procedure stipulated by the Post Graduate Department from time to time shall be strictly followed.

3.0 Medium of Instruction

The medium of instruction and examination shall be in English.

4.0 Scheme of Instruction And Examination

Each student shall undergo the course in respective sessions mentioned in 3.0. The course intends to provide practical knowledge on spreadsheet skills for financial management. A self-learning Material prepared by the resource person is provided for the candidates. The department shall conduct examination for the course and also distribute certificates to the eligible students.

These sessions are conducted during the third or fourth semester in case of PG programmes. The report shall be submitted to the Head of the Department at the end of the course.



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All the sessions shall be handled by commerce faculty having exposure to use of MS Excel.

5.0 Attendance

A student shall attend at least 75 percent of the total number of classes held during the course time. The students having less than prescribed percentage of attendance shall not be allowed to appear for the examination.

6.0 Duration of the Course

The duration of the course of the study is 30 hours divided. All the 10 sessions shall be carried out within duration of two months (April to May). Each session shall have a duration from 1 to 3 hours. The sessions will be mainly conducted during holidays (Saturday & Sundays) or in summer vacation. The conduct of examination, declaration of results, and distribution of certificate shall be completed within one month after the final session.

The Department shall strictly follow the grievance handling methods prevailing in the University from time to time.

7.0 Study Material

The total concepts in the course divided into 5 modules i.e., Introduction to spreadsheet software, Data management and analysis, Financial modelling and forecasting, Advanced functions and formulas & Visualization and Reporting.

8.0 Lab Work

The data analysis session on spreadsheet is handled in Lab for better practical and hands on experience.



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9.0 Examination

After the completion of classes, the eligible students shall attend an objective test examination for 50 marks on theoretical concepts to test level of knowledge/ learning based on the classes and the study material provided and 50% marks on practical aspects of Spreadsheet.

10.0 Certificate

Each qualified student shall be eligible for Certificate based on their marks in the examination. The percentages of scores and grades awarded will be as follows.

90 % & above	80 % to 89.9 %	70 % to 79.9%	60 % to 69.9 %	50 % to 59.9 %	40 % to 49.9 %	< 40 %
O	A+	A	B	C	D	F
Outstanding	Excellent	Very Good	Good	Average	Pass	Fail



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GOVERNMENT COLLEGE CHITTUR



ADD- ON COURSE

POST GRADUATE DEPARTMENT OF
COMMERCE

BATCH 2018-19

M.COM 2017 – 19



A handwritten signature in green ink, likely of the Principal, written in a cursive style.

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SPREADSHEET SKILLS FOR FINANCE PROFESSIONALS

Course Code – AC/ PG/SFP

Course Period – April 2019 to May 2019

Course Duration – 30 Hours

No. of Students Attended – 43

Course Co-ordinator & Resource Person – Sri Pradeesh K, Assistant Professor, Dept of Commerce, Govt College Chittur



A handwritten signature in green ink, appearing to be "Rup", is written over the printed name of the principal.

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Students Profile



A handwritten signature in green ink, consisting of stylized, overlapping loops and lines.

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SL.No	Name	Admission No	Register No	Phone No
1	Ajith S	27395	CDSF001	9048787579
2	Ajitha G	27268	CDSF002	9747139678
3	Anu S	27245	CDSF003	9495889153
4	Athira N A	27320	CDSF004	9744097819
5	Deepthy V	27267	CDSF005	9387911144
6	Dhanvarsha S	27312	CDSF006	9745518230
7	Hema N	27422	CDSF007	9061419090
8	Lavanya B	27300	CDSF008	8089763473
9	Lazima A	27299	CDSF009	9946102334
10	Malavika R	27303	CDSF010	9349516108
11	Manasa M	27297	CDSF011	9447879281
12	Mary Shilpa Correya	27311	CDSF012	9846521846
13	Pavithra P	27319	CDSF013	9946881501
14	Pranav P	27318	CDSF014	9656387674
15	Revathy A	27269	CDSF015	9747559104
16	Rumana H	27401	CDSF016	9509869637
17	Sruthy G Guptha	27258	CDSF017	7736391235
18	Sruthi S	27266	CDSF018	9496725370
19	Syamini C	27259	CDSF019	9656630840
20	Umamaheswari R	27244	CDSF020	7594073966
21	Vidhya S	27317	CDSF021	9526311401
22	Anju M	0593/18	CDSF022	9496637396
23	Kavya K V	0563/18	CDSF023	9605938306
24	Soja S	0676/18	CDSF024	9020572584



25	Aysha Thasleem R	0544/18	CDSF025	9605862159
26	Krishnendu M	0586/18	CDSF026	9605301998
27	Divya Priya S	0488/18	CDSF027	8139860308
28	G Mohanalakshmi	0545/18	CDSF028	7560830036
29	Amritha R	0501/18	CDSF029	9526764653
30	Athira C R	0569/18	CDSF030	8086141077
31	Haritha K R	0572/18	CDSF031	8606212086
32	Lekha R	0511/18	CDSF032	9567010261
33	Roshni Mohan	0555/18	CDSF033	7558083562
34	Shilpa R	0509/18	CDSF034	7558059124
35	Sruthimol C	0510/18	CDSF035	9744871536
36	Logesh T	0588/18	CDSF036	9495250306
37	Deepthi A R	0598/18	CDSF037	7558006190
38	Sukanya C	0573/18	CDSF038	9544318984
39	Hareesh V	0489/18	CDSF039	7902566429
40	Akshay R	0561/18	CDSF040	9633795562
41	Thejas A	0690/18	CDSF041	9496766006
42	Sowmya Devi	0589/18	CDSF042	7356685066
43	Shiva Priya S	0658/18	CDSF043	9497522607



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Attendance Statement



A handwritten signature in green ink, appearing to be "Raj".

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	Date	05/04/19	06/04/19	08/4/19	09/4/19	11/4/19	20/4/19	22/4/19
	Hour	3	2	2	2	2	1	1
Sl. No	Name	1	2	3	4	5	6	7
1	Ajith S	As	Ab	Asi	As	As	As	As
2	Ajitha G	Ag	Ag	Ag	Ag	Ag	Ag	Ag
3	Anu S	Anu	Anu	Anu	Anu	Anu	Anu	Anu
4	Athira N A	At	At	Ab	At	At	At	At
5	Deepthy V	DV	DV	DV	DV	DV	DV	DV
6	Dhanvarsha S	Dha	Dha	Dha	Dha	Dha	Dha	Dha
7	Hema N	Nha	Nha	Nha	Ab	Nha	Nha	Nha
8	Lavanya B	Lava	Lava	Lava	Lava	Lava	Lava	Lava
9	Lazima A	LA	LA	LA	LA	LA	LA	LA
10	Malavika R	Rm	Rm	Rm	Rm	Ab	Rm	Rm
11	Manasa M	Man	Man	Man	Man	Man	Man	Man
12	Mary Shilpa Correya	M	M	M	M	M	Ab	M
13	Pavithra P	Pan	Pan	Pan	Pan	Pan	Pan	Pan
14	Pranav P	Pan	Pan	Pan	Pan	Pan	Pan	Ab
15	Revathy A	Rev	Rev	Rev	Rev	Rev	Rev	Rev
16	Rumana H	Rum	Rum	Ab	Rum	Rum	Rum	Rum
17	Sruthy G Guptha	Sru	Sru	Sru	Sru	Sru	Sru	Sru
18	Sruthi S	Sr	Sr	Sr	Sr	Sr	Sr	Sr
19	Syamini C	Shy	Shy	Shy	Ab	Shy	Shy	Shy
20	Umamaheswari R	Umr	Umr	Umr	Umr	Umr	Umr	Umr
21	Vidhya S	VS	VS	VS	VS	Ab	VS	VS
22	Anju M	Anj	Anj	Anj	Anj	Anj	Anj	Anj
23	Kavya K V	KV	KV	Ab	KV	KV	KV	KV
24	Soja S	Soj	Soj	Soj	Soj	Soj	Soj	Soj
25	Aysha Thasleem R	Aysha	Ab	Aysha	Aysha	Aysha	Aysha	Aysha
26	Krishnendu M	Krish	Krish	Krish	Krish	Krish	Krish	Krish



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27	Divya Priya S	Ab	DP	DP	DP	DP	DP	DP
28	G Mohanalakshmi	M	M	M	M	M	M	M
29	Amritha R	Amritha	Ab	Amritha	Amritha	Amritha	Amritha	Amritha
30	Athira C R	Athira	Athira	Athira	Athira	Athira	Athira	Athira
31	Haritha K R	Haritha	Haritha	Ab	Haritha	Haritha	Haritha	Haritha
32	Lekha R	L	L	L	L	L	L	L
33	Roshni Mohan	MR	MR	MR	Ab	MR	MR	MR
34	Shilpa R	Rs	Rs	Rs	Rs	Rs	Rs	Rs
35	Sruthimol C	CS	CS	CS	CS	Ab	CS	CS
36	Logesh T	Log	Log	Log	Log	Log	Log	Log
37	Deepthi A R	DR	DR	DR	DR	DR	DR	DR
38	Sukanya C	Su	Su	Su	Su	Su	Ab	Su
39	Hareesh V	H	H	H	H	H	H	H
40	Akshay R	AR	AR	AR	AR	AR	AR	AR
41	Thejas A	Te	Te	Te	Ab	Te	Te	Te
42	Sowmya Devi	Sou	Sou	Sou	Sou	Sou	Sou	Sou
43	Shiva Priya S	SP	SP	SP	SP	SP	SP	SP



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		24.04.2019		26.4.19		01.5.19		08.05.19		10.5.2019		13.5.19		16/05/19	
		Date		Date		Date		Date		Date		Date		Date	
		Hour		Hour		Hour		Hour		Hour		Hour		Hour	
		2		1		2		2		2		1		1	
Sl.No	Name	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	Ajith S	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
2	Ajitha G	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
3	Anu S	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
4	Athira N A	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
5	Deepthy V	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
6	Dhanvarsha S	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
7	Hema N	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
8	Lavanya B	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
9	Lazima A	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
10	Malavika R	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
11	Manasa M	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
12	Mary Shilpa Correya	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
13	Pavithra P	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
14	Pranav P	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
15	Revathy A	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
16	Rumana H	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
17	Sruthy G Guptha	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
18	Sruthi S	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
19	Syamini C	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
20	Umamaheswari R	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
21	Vidhya S	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
22	Anju M	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
23	Kavya K V	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
24	Soja S	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
25	Aysha Thasleem R	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
26	Krishnendu M	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab



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27	Divya Priya S	DP	DP	DP	DP	DP	DP	DP
28	G Mohanalakshmi	M	M	M	M	M	M	M
29	Amritha R	Amritha	Amritha	Amritha	Amritha	Amritha	Amritha	Amritha
30	Athira C R	Athira	Athira	Athira	Athira	Athira	Athira	Athira
31	Haritha K R	Haritha	Haritha	Haritha	Haritha	Ab	Haritha	Haritha
32	Lekha R	R	R	R	R	R	R	R
33	Roshni Mohan	MR	MR	MR	MR	MR	MR	MR
34	Shilpa R	R	RS	Ab	RS	R	R	RS
35	Sruthimol C	C.sruthi	C.sruthi	C.sruthi	C.sruthi	C.sruthi	C.sruthi	C.sruthi
36	Logesh T	Log	Log	Log	Log	Log	Log	Log
37	Deepthi A R	DR	DR	DR	DR	DR	DR	DR
38	Sukanya C	Sukanya	Sukanya	Ab	Sukanya	Sukanya	Sukanya	Sukanya
39	Hareesh V	H	H	H	H	H	H	H
40	Akshay R	AR	AR	AR	AR	AR	AR	AR
41	Thejas A	Tej	Tej	Tej	Tej	Ab	Tej	Tej
42	Sowmya Devi	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya
43	Shiva Priya S	SS	SS	SS	SS	SS	SS	SS



Rup

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SLNo	Name	Date					Total Present Hours	Per cent
		17.05.19	18/5/19	20.5.19	22-05-19	25/5/19		
		Hour	Hour	Hour	Hour	Hour		
		2	1	1	1	1		
		15	16	17	18	19		
1	Ajith S	As	As	As	As	As	26	87
2	Ajitha G	Ab	As	As	As	As	28	93
3	Anu S	An	An	An	An	An	30	100
4	Athira N A	Ath	Ath	Ath	Ath	Ath	30	100
5	Deepthy V	DV	DV	DV	DV	DV	26	87
6	Dhanvarsha S	dhan	dhan	Ab	dhan	dhan	29	97
7	Hema N	Hem	Hem	Hem	Hem	Hem	28	93
8	Lavanya B	Lav	Lavanya	Lav	Lavanya	Lav	30	100
9	Lazima A	LA	LA	LA	LA	LA	30	100
10	Malavika R	MR	MR	MR	MR	MR	28	93
11	Manasa M	Man	Man	Man	Man	Man	30	100
12	Mary Shilpa Correya	MS	MS	MS	MS	MS	29	97
13	Pavithra P	Pav	Ab	Pav	P	Pav	28	93
14	Pranav P	Pran	Pran	Pran	Pran	Pran	29	97
15	Revathy A	Rev	Rev	Rev	Rev	Rev	30	100
16	Rumana H	Rum	Rum	Rum	Rum	Rum	28	93
17	Sruthy G Guptha	Sruth	Sruth	Sruth	Sruth	Sruth	28	93
18	Sruthi S	Sr	Sr	Ab	Sr	Sr	29	97
19	Syamini C	Syam	Syam	Syam	Syam	Syam	28	93
20	Umamaheswari R	Umv	Umv	Umv	Umv	Ab	29	97
21	Vidhya S	VS	VS	VS	VS	VS	26	87
22	Anju M	Ank	Ab	Ank	Ank	Ank	29	97
23	Kavya K V	KV	KV	KV	KV	KV	28	93
24	Soja S	Soja	Soja	Soja	Soja	Soja	28	93
25	Aysha Thasleem R	Aysha	Aysha	Aysha	Aysha	Aysha	28	93
26	Krishnendu M	Krishn	Krishn	Krishn	Krishn	Krishn	30	100



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27	Divya Priya S	DP	DP	DP	DP	DP	27	90
28	G Mohanalakshmi	Mus	M	M	M	M	30	100
29	Amritha R	Amritha	Amritha	Amritha	Amritha	Amritha	28	93
30	Athira C R	Athira	Athira	Athira	Athira	Ab	29	97
31	Haritha K R	Haritha	Haritha	Haritha	Haritha	Haritha	27	96
32	Lekha R	L	L	L	L	L	30	100
33	Roshni Mohan	MR	MR	Ab	MR	MR	27	90
34	Shilpa R	SR	SR	SR	SR	SR	28	93
35	Sruthimol C	Csruth	Csruth	Csruth	Csruth	Csruth	28	93
36	Logesh T	Log	Log	Log	Log	Log	30	100
37	Deepthi A R	DP	Ab	DP	DP	DP	29	97
38	Sukanya C	Suk	Suk	Suk	Suk	Suk	27	90
39	Hareesh V	H	H	H	H	H	30	100
40	Akshay R	AR	AR	AR	AR	AR	30	100
41	Thejas A	Tej	Tej	Tej	Tej	Tej	27	90
42	Sowmya Devi	Sow	Sow	Sow	Sow	Sow	30	100
43	Shiva Priya S	SP	SP	SP	SP	SP	30	100

Pradeesh K

PRADEESH.K
Assistant Professor
P.G. Department of Commerce
Govt. College Chittur,
Palakkad-678104, Kerala.



Principal

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POST GRADUATE DEPARTMENT OF COMMERCE

ADD ON COURSE (AC/ PG/ SFI)

CERTIFICATE

Date: 31 May 2019

This is to certify that Ms/Mr **AJITH S** (Reg no **CDSF001**) has completed and secured **O** Grade on Add-on-Course “**Spreadsheet skills for finance professionals**” organised by Post Graduate Department of Commerce, Govt. College Chittur during the academic year 2018 - 19 (April 2019 to May 2019).



Dr Anand Viswanath R

Principal

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POST GRADUATE DEPARTMENT OF COMMERCE

ADD ON COURSE (AC/ PG/ SFI)

CERTIFICATE

Date: 31 May 2019

This is to certify that Ms/Mr **AJITHA G** (Reg no **CDSF002**) has completed and secured **O** Grade on Add-on-Course “**Spreadsheet skills for finance professionals**” organised by Post Graduate Department of Commerce, Govt. College Chittur during the academic year 2018 - 19 (April 2019 to May 2019).



Pradeesh K
Programme
coordinator



Dr Anand Viswanath R

Principal

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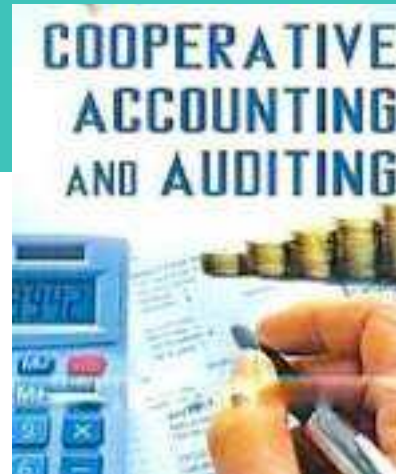
POST GRADUATE DEPARTMENT OF COMMERCE



ADD ON COURSE

COURSE CODE - AC/UG/CAA

NOVEMBER 2018 - FEBRUARY 2019



“The main objective of the course is to develop proficiency in utilizing various financial record keeping methods and tools within cooperatives”.

“FUNDAMENTALS OF CO-OPERATIVE ACCOUNTING AND AUDITING”

COORDINATOR
PRADEESH K




PRINCIPAL
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CHITTUR
DR ANAND VISWANATH R

ADD- ON COURSE

BATCH 2018 -19

B.COM 2016 -19



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FUNDAMENTALS OF CO-OPERATIVE ACCOUNTING AND AUDITING

Course Code – AC/ UG/CAA

Course Period – November 2018 to February 2019

Course Duration – 30 Hours

No. Of Students Attended – 62

Course Co-Ordinator & Resource Person – Sri Pradeesh K



A handwritten signature in green ink, appearing to be "Raj", written over the printed name of the principal.

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Objectives

1. To enable students to have a clear understanding of the core concepts of cooperative accounting, including its meaning, definition and the special features that distinguish it from other accounting practices.
2. To develop proficiency in utilizing various financial record-keeping methods and tools within cooperatives.
3. To understand the fundamental principles of cooperative auditing, including its unique features, the different types of audits and the role and responsibilities of auditors within Cooperative organizations.



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Syllabus

Module 1: Fundamentals of co-operative Accounting

Co-operative Accounting: Meaning - Definition- special features of co-operative accounting Sources of funds- owned and borrowed- state aid to co-operatives - Preparation of Trial Balance, Profit and loss Account and Balance sheet- Treatment of overdue interest. (8 hours)

Module 2: Co-operative Financial Record-Keeping and Compliance

Books and registers maintained by the Co-operatives - Statutory requirements - Day books - kinds of Day books - Subsidiary day books - Triple Column Cash book - Rough Cash chitta - Receipt and Disbursement statement - Preparation and recording - Computerised accounting system (8 hours)

Module 3: Introduction to Co-operative Auditing

Co-operative Audit - Features - Difference between co-operative audit and general audit, financial audit and administrative audit - Auditor - Auditor's duties and responsibilities - power of Auditor - Liabilities of Auditor (7 hours)

Module 4: Co-operative Audit Procedures and Reporting

Stages of Audit work - Preparation of audit programs - Vouching - Vouching of receipts, payments and trading transactions - Verification - Evaluation of assets and liabilities - Auditing of reserves & provisions - Audit memorandum - Audit classification - Audit Certificate - Audit fees (7 hours)



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Regulations

1.0 Title of the course

This course shall be called "Fundamentals of Co-operative Accounting and Auditing."

2.0 Eligibility For Admission

Any candidate who pursuing final year degree of University of Calicut or institutes in any state recognized by UGC and approved by University of Calicut or Colleges affiliated to University of Calicut is eligible for admission.

2.1 Admission Procedure

Admission procedure stipulated by the Post Graduate Department from time to time shall be strictly followed.

3.0 Medium of Instruction

The medium of instruction and examination shall be in English.

4.0 Scheme of Instruction and Examination

Each student shall undergo the course in respective sessions mentioned in 3.0. The course intends to provide detailed knowledge on Cooperative Accounting and Auditing. A self-learning Material prepared by the resource person is provided for the candidates. The department shall conduct examination for the course and also distribute certificates to the eligible students.

These sessions are conducted during the fifth or sixth semester in case of degree programmes. The report shall be submitted to the Head of the Department at the end of the course.



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5.0 Attendance

A student shall attend at least 75 percent of the total number of classes held during the course time. The students having less than prescribed percentage of attendance shall not be allowed to appear for the examination

6.0 Duration of the course

The duration of the course of the study is 30 hours divided. All the sessions shall be carried out within duration of four months (November to February). Each session shall have a duration from 1 to 3 hours. The sessions will be mainly conducted during holidays (Saturday & Sundays). The conduct of examination, declaration of results, and distribution of certificate shall be completed within one month after the final session.

The Department shall strictly follow the grievance handling methods prevailing in the University from time to time.

7.0 Study Material

The total concepts in the course divided into 4 modules i.e., Fundamentals of Co-operative Accounting, Co-operative financial record keeping and compliance, Introduction to Co-operative Auditing and Co-operative audit procedures and reporting.

8.0 Examination

After the completion of classes, the eligible students shall attend an objective test examination for 50 marks on theoretical concepts to test level of knowledge/ learning based on the classes and the study material provided.



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9.0 Certificate

Each qualified student shall be eligible for Certificate based on their marks in the examination. The percentages of scores and grades awarded will be as follows.

90 % & above	80 % to 89.9 %	70 % to 79.9%	60 % to 69.9 %	50 % to 59.9 %	40 % to 49.9 %	< 40 %
O	A+	A	B	C	D	F
Outstanding	Excellent	Very Good	Good	Average	Pass	Fail



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STUDENTS PROFILE



A handwritten signature in green ink, appearing to be "Raj".

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SI No	Name	Admission No	Register No	Mobile No
1	Aiswarya PB	25939	AC/CAA/001	9747286750
2	Aiswarya V	25953	AC/CAA/002	9495731631
3	Akshaya B	25930	AC/CAA/003	9605304847
4	Anjali A	25984	AC/CAA/004	9048316212
5	Arunima K	25910	AC/CAA/005	9447447735
6	Aswathy V	25899	AC/CAA/006	9809353612
7	Athira K	25906	AC/CAA/007	9349614470
8	Archana C	25938	AC/CAA/008	9995070528
9	Induja M	25905	AC/CAA/009	9995603141
10	Jamsheera A k	26128	AC/CAA/010	9048273534
11	Jameesha L	24150	AC/CAA/011	9995083609
12	Nazna P K	25942	AC/CAA/012	9048247866
13	Pranav MB	26080	AC/CAA/013	8606704265
14	Rajesh R	26020	AC/CAA/014	9446380685
15	Ramya	26036	AC/CAA/015	9447333487
16	Sanjay J	24141	AC/CAA/016	9656887019
17	Sanoj M	26017	AC/CAA/017	9645543561
18	Aravind Raj S	25907	AC/CAA/018	04923-205842
19	Shyni M	25924	AC/CAA/019	8089559854
20	Sumi S	25925	AC/CAA/020	9562248381
21	Swathi M	26125	AC/CAA/021	9846535758



22	Vaidyanathan R	26321	AC/CAA/022	9895867651
23	Varsha C	25892	AC/CAA/023	9544272588
24	Vidhya Sahadevan	25908	AC/CAA/024	9995637294
25	Abhilash B	23907	AC/CAA/025	9961535625
26	Akhila S	25926	AC/CAA/026	9744809834
27	Archana K	25937	AC/CAA/027	9593789072
28	Anjana Jayaprakash	26157	AC/CAA/028	9747605092
29	Anu S	25985	AC/CAA/029	9895321100
30	Aparna K	25936	AC/CAA/030	8907224220
31	Aparna M	25965	AC/CAA/031	9647866838
32	Aparna P	25900	AC/CAA/032	9847070824
33	Arun J	26166	AC/CAA/033	9495215657
34	Arun K	26102	AC/CAA/034	9744293452
35	Ashika G	25911	AC/CAA/035	9048044635
36	Athira M	25897	AC/CAA/036	9567249954
37	Athira M	25931	AC/CAA/037	9746511501
38	Dharshana V	25909	AC/CAA/038	9562538950
39	Deviprabha A	26126	AC/CAA/039	9847776952
40	Greeshma G	25927	AC/CAA/040	8606104798
41	Haripriya H	25938	AC/CAA/041	9809210586
42	Jomol Alice	26061	AC/CAA/042	9447940189
43	Megha KS	25935	AC/CAA/043	7025704393
44	Muhammed Shafiq S	26249	AC/CAA/044	8714140287
45	Murugadas M	25101	AC/CAA/045	9995532290



46	Noushiya N	25919	AC/CAA/046	8547997829
47	Pavithra P	25951	AC/CAA/047	9526921901
48	Poornima KS	25898	AC/CAA/048	9496233005
49	Rajisha R	25983	AC/CAA/049	9349585089
50	Reshmi B	26411	AC/CAA/050	9496650495
51	Sindhuja P	26519	AC/CAA/051	9846129719
52	Sneha N	26031	AC/CAA/052	8129506551
53	Surya S	25928	AC/CAA/053	9048640247
54	Sheeba R	26124	AC/CAA/054	9656043363
55	Sreena T	26026	AC/CAA/055	9207836535
56	Sruthi R	26029	AC/CAA/056	8593808560
57	Sulfiya A	25959	AC/CAA/057	8157891526
58	Vajran A	26049	AC/CAA/058	9695659115
59	Vineetha A	26127	AC/CAA/059	8891662966
60	Deepika K	26023	AC/CAA/060	9446228266
61	Arief Rahiman K	26082	AC/CAA/061	9446104456
62	Ganga G	26083	AC/CAA/062	8891128709



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ATTENDANCE STATEMENT



A handwritten signature in green ink, appearing to be "Rup".

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	Date	10-11-18	1-12-18	22-12-18	23-12-18	1-1-19	3-1-19	4-1-19
	Hour	3	2	3	1	1	1	1
Sl.No	Name	1	2	3	4	5	6	7
1	Aiswarya PB	AB	AB	AB	AB	AB	AB	AB
2	Aiswarya V	Aiswarya	AB	Aiswarya	Aiswarya	AB	Aiswarya	Aiswarya
3	Akshaya B	Akshaya	Akshaya	Akshaya	AB	Akshaya	Akshaya	AB
4	Anjali A	Anjali	Anjali	Anjali	Anjali	AB	Anjali	Anjali
5	Arunima K	Arunima	Arunima	Arunima	Arunima	AB	Arunima	Arunima
6	Aswathy V	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy	AB	Aswathy
7	Athira K	Athira	Athira	AB	Athira	Athira	Athira	Athira
8	Archana C	Archana C	Archana C	Archana C	Archana C	Archana C	AB	Archana C
9	Induja M	IDM	IDM	IDM	IDM	AB	IDM	IDM
10	Jamsheera A k	JmAk	JmAk	JmAk	AB	AB	JmAk	JmAk
11	Jameesha L	Jameesha	Jameesha	Jameesha	Jameesha	Jameesha	Jameesha	AB
12	Nazna P K	Nazna	Nazna	Nazna	Nazna	Nazna	Nazna	Nazna
13	Pranav MB	Pranav	Pranav	Pranav	Pranav	Pranav	Pranav	Pranav
14	Rajesh R	Rajesh R	Rajesh R	Rajesh R	Rajesh R	Rajesh R	AB	Rajesh R
15	Ramya	Ramya	Ramya	Ramya	AB	Ramya	Ramya	Ramya
16	Sanjay J	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	AB	Sanjay
17	Sanoj M	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj
18	Aravind Raj S	ARaj S	ARaj S	ARaj S	AB	ARaj S	ARaj S	ARaj S
19	Shyni M	Shyni	Shyni	Shyni	Shyni	Shyni	Shyni	AB
20	Sumi S	Sumi	Sumi	Sumi	AB	Sumi	Sumi	AB
21	Swathi M	Swathi	Swathi	Swathi	Swathi	AB	Swathi	Swathi
22	Vaidyanathan R	VR	VR	AB	VR	VR	VR	VR
23	Varsha C	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha
24	Vidhya Sahadevan	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya



3 2 2 1 1 1

25	Abhilash B	Abhilash	AB	Abhilash	Abhilash	Abhilash	Abhilash	Abhilash
26	Akhila S	Akhila	Akhila	Akhila	Akhila	Akhila	Akhila	Akhila
27	Archana K	Archana	Archana	Archana	Archana	Archana	Archana	AB
28	Anjana Jayaprakash	Ajp	Ajp	Ajp	Ajp	Ajp	Ajp	Ajp
29	Anu S	Anu.S	Anu.S	Anu.S	Anu.S	Anu.S	AB	AB
30	Aparna K	APARNA K	APARNA K	APARNA K	AB	APARNA K	APARNA K	APARNA K
31	Aparna M	Aparna	Aparna	Aparna	Aparna	AB	Aparna	Aparna
32	Aparna P	Aparna P	Aparna P	Aparna P	Aparna P	Aparna P	Aparna P	Aparna P
33	Arun J	Arun	Arun	Arun	Arun	Arun	Arun	Arun
34	Arun K	Arun	Arun	Arun	AB	Arun	Arun	Arun
35	Ashika G	Agi	Agi	Agi	Agi	Agi	Agi	Agi
36	Athira M	Athira	Athira	Athira	Athira	AB	Athira	Athira
37	Athira M	Athira	Athira	Athira	Athira	Athira	Athira	Athira
38	Dharshana V	Dharshana	Dharshana	Dharshana	AB	Dharshana	AB	Dharshana
39	Deviprabha A	Devi	Devi	Devi	Devi	Devi	Devi	Devi
40	Greeshma G	Greeshma	Greeshma	AB	Greeshma	AB	Greeshma	Greeshma
41	Haripriya H	Haripriya	Haripriya	Haripriya	Haripriya	Haripriya	Haripriya	Haripriya
42	Jomol Alice	Jomol	Jomol	Jomol	Jomol	Jomol	Jomol	Jomol
43	Megha KS	M.K.S	M.K.S	M.K.S	M.K.S	M.K.S	M.K.S	M.K.S
44	Muhammed Shafiq S	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed
45	Murugadas M	Murugadas	Murugadas	Murugadas	Murugadas	Murugadas	AB	AB
46	Noushiya N	Noushiya	Noushiya	Noushiya	AB	Noushiya	Noushiya	Noushiya
47	Pavithra P	Pp	Pp	Pp	Pp	Pp	Pp	Pp
48	Poornima KS	Pks	Pks	AB	Pks	Pks	Pks	Pks
49	Rajisha R	Rajisha	Rajisha	Rajisha	Rajisha	Rajisha	Rajisha	Rajisha
50	Reshmi B	Reshmi B	Reshmi B	Reshmi B	Reshmi B	AB	Reshmi B	Reshmi B
51	Sindhuja P	Sindhuja	Sindhuja	AB	Sindhuja	Sindhuja	Sindhuja	Sindhuja
52	Sneha N	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha
53	Surya S	Surya	Surya	Surya	Surya	Surya	Surya	Surya
54	Sheeba R	Sheeba	Sheeba	Sheeba	Sheeba	AB	AB	Sheeba



		3	2	2	1	1	1	1
55	Sreena T	Sreena	Sreena	Sreena	Sreena	Sreena	Sreena	Sreena
56	Sruthi R	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi	Sruthi
57	Sulfiya A	SA	SA	SA	SA	SA	SA	SA
58	Vajran A	Vajran A	Vajran A	Vajran A	Vajran A	Vajran A	Vajran A	Vajran A
59	Vineetha A	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha
60	Deepika K	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika
61	Arief Rahiman K	ARK	ARK	ARK	ARK	ARK	ARK	ARK
62	Ganga G	Gangan	Gangan	Gangan	AB	Gangan	AB	Gangan



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Date		5.1.19	12.1.19	19.1.19	21.1.19	23.1.19	24.1.19	25.1.19
Hour		2	2	2	1	1	1	1
Sl.No	Name	8	9	10	11	12	13	14
1	Aiswarya PB	AB	AB	AB	AB	AB	AB	AB
2	Aiswarya V	Aiswarya	Aiswarya	Aiswarya	AB	Aiswarya	AB	AB
3	Akshaya B	Akshaya	Akshaya	Akshaya	AB	Aiswarya	AB	Aiswarya
4	Anjali A	Anjali	Anjali	Anjali	Anjali	AB	Anjali	Anjali
5	Arunima K	Arunima	Arunima	Arunima	AB	AB	Anjali	Anjali
6	Aswathy V	Aswathy	AB	Aswathy	Aswathy	Aswathy	AB	Arunima
7	Athira K	AB	Athira	Athira	Athira	AB	Athira	AB
8	Archana C	Archana C	Archana C	AB	Archana C	Archana C	AB	Archana C
9	Induja M	IDM	AB	IDM	AB	IDM	IDM	IDM
10	Jamsheera A K	Jam Ak	Jam AB	Jam Ak	Jam Ak	Jam AB	AB	Jam Ak
11	Jameesha L	Jameesha	AB	AB	Jameesha	Jameesha	Jameesha	Jameesha
12	Nazna P K	Nazna	Nazna	Nazna	Nazna	AB	Nazna	Nazna
13	Pranav MB	AB	Pranav	Pranav	Pranav	AB	Pranav	Pranav
14	Rajesh R	Rajesh R	Rajesh R	AB	Rajesh R	Rajesh R	Rajesh R	Rajesh R
15	Ramya	Ramya	Ramya	Ramya	AB	Ramya	AB	Ramya
16	Sanjay J	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	AB	Sanjay
17	Sanoj M	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj	Sanoj
18	Aravind Raj S	Aravind	AB	Aravind	AB	AB	Aravind	AB
19	Shyni M	Shyni	Shyni	AB	Shyni	Shyni	Shyni	Shyni
20	Sumi S	Sumi	Sumi	AB	Sumi	Sumi	AB	AB
21	Swathi M	Swathi	AB	Swathi	Swathi	Swathi	Swathi	Swathi
22	Vaidyanathan R	VR	VR	VR	VR	VR	VR	VR
23	Varsha C	Varsha	Varsha	Varsha	Varsha	AB	Varsha	Varsha
24	Vidhya Sahadevan	Vidhya	Vidhya	Vidhya	Vidhya	Vidhya	AB	Vidhya
25	Abhilash B	Abhilash	AB	Abhilash	Abhilash	Abhilash	Abhilash	Abhilash
26	Akhila S	Akhila	Akhila	AB	Akhila	Akhila	AB	AB

		2	2	2	1	1	1	1
27	Archana K	<u>Archana</u>	<u>Archana</u>	AB	<u>Archana</u>	AB	<u>Archana</u>	AB
28	Anjana Jayaprakash	<u>Ajj</u>	<u>Ajj</u>	<u>Ajj</u>	<u>Ajj</u>	<u>Ajj</u>	<u>Ajj</u>	<u>Ajj</u>
29	Anu S	<u>Anu S</u>	<u>Anu S</u>	AB	AB	<u>Anu S</u>	<u>Anu S</u>	<u>Anu S</u>
30	Aparna K	<u>Aparna K</u>	AB	<u>Aparna K</u>	AB	<u>Aparna K</u>	<u>Aparna K</u>	<u>Aparna K</u>
31	Aparna M	<u>Aparna M</u>	<u>Aparna M</u>	<u>Aparna M</u>	<u>Aparna M</u>	AB	AB	<u>Aparna M</u>
32	Aparna P	<u>Aparna P</u>	<u>Aparna P</u>	<u>Aparna P</u>	<u>Aparna P</u>	<u>Aparna P</u>	<u>Aparna P</u>	<u>Aparna P</u>
33	Arun J	<u>Arun J</u>	<u>Arun J</u>	AB	<u>Arun J</u>	<u>Arun J</u>	<u>Arun J</u>	<u>Arun J</u>
34	Arun K	<u>Arun K</u>	<u>Arun K</u>	<u>Arun K</u>	<u>Arun K</u>	<u>Arun K</u>	<u>Arun K</u>	AB
35	Ashika G	<u>Ashika G</u>	<u>Ashika G</u>	AB	<u>Ashika G</u>	<u>Ashika G</u>	<u>Ashika G</u>	<u>Ashika G</u>
36	Athira M	<u>Athira M</u>	<u>Athira M</u>	<u>Athira M</u>	AB	AB	<u>Athira M</u>	<u>Athira M</u>
37	Athira M	AB	<u>Athira M</u>	<u>Athira M</u>	<u>Athira M</u>	<u>Athira M</u>	AB	AB
38	Dharshana V	<u>Dharshana V</u>	AB	<u>Dharshana V</u>	AB	<u>Dharshana V</u>	<u>Dharshana V</u>	<u>Dharshana V</u>
39	Deviprabha A	<u>Devi</u>	<u>Devi</u>	AB	<u>Devi</u>	<u>Devi</u>	AB	<u>Devi</u>
40	Greeshma G	AB	<u>Greeshma G</u>	<u>Greeshma G</u>	<u>Greeshma G</u>	<u>Greeshma G</u>	<u>Greeshma G</u>	<u>Greeshma G</u>
41	Haripriya H	<u>Haripriya H</u>	<u>Haripriya H</u>	AB	<u>Haripriya H</u>	AB	<u>Haripriya H</u>	<u>Haripriya H</u>
42	Jomol Alice	<u>Jomol Alice</u>	<u>Jomol Alice</u>	<u>Jomol Alice</u>	AB	<u>Jomol Alice</u>	<u>Jomol Alice</u>	<u>Jomol Alice</u>
43	Megha KS	<u>Megha KS</u>	<u>Megha KS</u>	AB	<u>Megha KS</u>	<u>Megha KS</u>	<u>Megha KS</u>	<u>Megha KS</u>
44	Muhammed Shafiq S	<u>Muhammed Shafiq S</u>	AB	<u>Muhammed Shafiq S</u>	AB	<u>Muhammed Shafiq S</u>	AB	<u>Muhammed Shafiq S</u>
45	Murugadas M	<u>Murugadas M</u>	<u>Murugadas M</u>	<u>Murugadas M</u>	AB	AB	<u>Murugadas M</u>	<u>Murugadas M</u>
46	Noushiya N	AB	<u>Noushiya N</u>	<u>Noushiya N</u>	<u>Noushiya N</u>	<u>Noushiya N</u>	<u>Noushiya N</u>	<u>Noushiya N</u>
47	Pavithra P	AB	<u>Pavithra P</u>	<u>Pavithra P</u>	<u>Pavithra P</u>	<u>Pavithra P</u>	<u>Pavithra P</u>	<u>Pavithra P</u>
48	Poornima KS	<u>Poornima KS</u>	AB	<u>Poornima KS</u>	<u>Poornima KS</u>	<u>Poornima KS</u>	<u>Poornima KS</u>	<u>Poornima KS</u>
49	Rajisha R	<u>Rajisha R</u>	<u>Rajisha R</u>	<u>Rajisha R</u>	<u>Rajisha R</u>	AB	<u>Rajisha R</u>	<u>Rajisha R</u>
50	Reshmi B	AB	<u>Reshmi B</u>	AB	<u>Reshmi B</u>	AB	<u>Reshmi B</u>	<u>Reshmi B</u>
51	Sindhuja P	<u>Sindhuja P</u>	<u>Sindhuja P</u>	<u>Sindhuja P</u>	<u>Sindhuja P</u>	<u>Sindhuja P</u>	<u>Sindhuja P</u>	<u>Sindhuja P</u>
52	Sneha N	<u>Sneha N</u>	<u>Sneha N</u>	<u>Sneha N</u>	<u>Sneha N</u>	<u>Sneha N</u>	AB	<u>Sneha N</u>
53	Surya S	<u>Surya S</u>	<u>Surya S</u>	<u>Surya S</u>	<u>Surya S</u>	<u>Surya S</u>	<u>Surya S</u>	<u>Surya S</u>
54	Sheeba R	<u>Sheeba R</u>	<u>Sheeba R</u>	AB	<u>Sheeba R</u>	AB	<u>Sheeba R</u>	<u>Sheeba R</u>
55	Sreena T	<u>Sreena T</u>	AB	<u>Sreena T</u>	<u>Sreena T</u>	AB	<u>Sreena T</u>	<u>Sreena T</u>
56	Sruthi R	<u>Sruthi R</u>	AB	<u>Sruthi R</u>	<u>Sruthi R</u>	<u>Sruthi R</u>	<u>Sruthi R</u>	<u>Sruthi R</u>

57	Sulfiya A	2	2	2	1	1	1	1
58	Vajran A	A	A	A	A	A	A	A
59	Vineetha A	Vajran A	Vajran A	Vajran A	Vajran A	A	A	Vajran A
60	Deepika K	Vineetha	A	Vineetha	Vineetha	Vineetha	Vineetha	Vineetha
61	Arief Rahiman K	Deepika	Deepika	A	Deepika	A	Deepika	Deepika
62	Ganga G	ARK	ARK	ARK	ARK	ARK	ARK	ARK
		Ganga G	A	Ganga G	Ganga G	Ganga G	Ganga G	Ganga G



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SLNo	Name	Date					Total present Hours	Per cent
		2.2.19	9.2.19	16.2.19	18.2.19	19.2.19		
Hour		2	2	2	1	1		
		15	16	17	18	19		
1	Aiswarya PB	AB	AB	AB	AB	AB		
2	Aiswarya V	Aiswarya	Aiswarya	AB	AB	AB	28	93
3	Akshaya B	AB	Akshaya	Akshaya	Akshaya	Akshaya	24	80
4	Anjali A	Anjali	Anjali	Anjali	Anjali	Anjali	27	90
5	Arunima K	AB	Arunima	Arunima	Arunima	Arunima	28	93
6	Aswathy V	Aswathy	AB	Aswathy	AB	Aswathy	25	83
7	Athira K	AB	Athira	Athira	Athira	Athira	24	80
8	Archana C	Archana	AB	AB	Archana	Archana	24	80
9	Induja M	IDM	IDM	IDM	IDM	IDM	25	83
10	Jamsheera A K	Jam Ak	Jam Ak	AB	Jam Ak	Jam Ak	25	83
11	Jameesha L	Jameesha	Jameesha	Jameesha	Jameesha	AB	24	80
12	Nazna P K	APK	APK	APK	AB	AB	27	90
13	Pranav MB	Pranav	Pranav	AB	Pranav	Pranav	24	80
14	Rajesh R	AB	AB	Rajesh R	Rajesh R	Rajesh R	24	80
15	Ramya	Ramya	AB	Ramya	Ramya	Ramya	25	83
16	Sanjay J	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	28	93
17	Sanoj M	San	AB	San	AB	San	26	87
18	Aravind Raj S	APRaj S	APRaj S	AB	APRaj S	AB	24	80
19	Shyni M	AB	Shyni	Shyni	AB	Shyni	25	83
20	Sumi S	Sumi	Sumi	Sumi	Sumi	Sumi	24	80
21	Swathi M	Swathi	Swathi	AB	Swathi	Swathi	25	83
22	Vaidyanathan R	AB	VR	VR	VR	VR	25	83
23	Varsha C	Varsha	Varsha	Varsha	Varsha	Varsha	26	87
24	Vidhya Sahadevan	Vidhya	Vidhya	Vidhya	AB	Vidhya	28	93
25	Abhilash B	Abhilash	Abhilash	AB	Abhilash	AB	24	80
26	Akhila S	Akhila	Akhila	Akhila	Akhila	Akhila	26	87

27	Archana K	Archana	Archana	Archana	AB	Archana	24	80
28	Anjana Jayaprakash	AJP	AJP	AJP	AJP	AJP	30	100
29	Anu S	Anu-S	Anu-S	AB	Anu-S	AB	24	80
30	Aparna K	Aparna K	AD	Aparna K	Aparna K	Aparna K	24	80
31	Aparna M	AB	Aparna	Aparna	AB	Aparna	24	80
32	Aparna P	Aparna P	Aparna P	AB	Aparna P	AB	27	90
33	Arun J	Arun	Arun	Arun	Arun	Arun	28	93
34	Arun K	A k	A k	A k	A k	A k	28	93
35	Ashika G	AG	AG	AG	AB	AG	27	90
36	Athira M	Athira	Athira	AB	Athira	Athira	24	80
37	Athira M	Athira	Athira	Athira	Athira	Athira	26	87
38	Dharshana V	AB	AB	Dharshana	Dharshana	Dharshana	24	80
39	Deviprabha A	Devi	Devi	AB	Devi	Devi	25	83
40	Greeshma G	Greeshma	Greeshma	Greeshma	Greeshma	Greeshma	25	83
41	Haripriya H	HH	AB	HH	AB	HH	24	80
42	Jomol Alice	Jomol	Jomol	Jomol	Jomol	Jomol	29	97
43	Megha KS	M.K.S	M.K.S	M.K.S	M.K.S	M.K.S	28	93
44	Muhammed Shafiq S	AS	Muhammed	Muhammed	Muhammed	Muhammed	24	80
45	Murugadas M	Murugadas	AB	Murugadas	Murugadas	Murugadas	26	87
46	Noushiya N	Noushiya	Noushiya	Noushiya	AB	Noushiya	26	87
47	Pavithra P	Pp	Pp	Pp	Pp	Pp	28	93
48	Poornima KS	Pks	Pks	Pks	Pks	Pks	26	87
49	Rajisha R	Rajisha	Rajisha	Rajisha	Rajisha	Rajisha	29	97
50	Reshmi B	Reshmi B	AB	Reshmi B	AB	Reshmi B	24	80
51	Sindhuja P	Sindhuja	Sindhuja	Sindhuja	Sindhuja	Sindhuja	28	93
52	Sneha N	Sneha	AB	Sneha	Sneha	Sneha	27	90
53	Surya S	Surya	Surya	Surya	Surya	Surya	30	100
54	Sheeba R	Sheeba	Sheeba	Sheeba	Sheeba	Sheeba	25	83
55	Sreena T	Sreena	Sreena	AB	Sreena	Sreena	26	87
56	Sruthi R	AB	Sruthi	Sruthi	Sruthi	Sruthi	27	90



2 2 2 1 1

57	Sulfiya A	SA	SA	SA	SA	SA	30	100
58	Vajran A	Vajran.A	Vajran.A	Vajran.A	AB	Vajran.A	27	90
59	Vineetha A	Vineetha	Vineetha	As	Vineetha	Vineetha	26	87
60	Deepika K	Deepika	Deepika	Deepika	Deepika	Deepika	27	90
61	Arief Rahiman K	ARK	ARK	ARK	ARK	ARK	30	100
62	Ganga G	Gangan	Gangan	Gangan	Gangan	Gangan	26	87

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P.G.D
C
P

PRADEESH.K
Assistant Professor
P.G.Department of Commerce
Govt. College Chittur,
Palakkad-678104, Kerala



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POST GRADUATE DEPARTMENT OF COMMERCE



ADD-ON-COURSE (AC/UG/CAA)

CERTIFICATE

Date: 30 March 2019

This is to certify that Ms/Mr **AISHWARYA P B** (Reg no AC/CAA/001) has completed and secured **O** Grade on Add-on-Course “**Fundamentals of Cooperative Accounting and Auditing**” organised by Post Graduate Department of Commerce, Govt. College Chittur during the academic year 2018 - 19 (November 2018 to February 2019).



Dr ANAND VISWANATH R

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GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE



ADD-ON-COURSE (AC/UG/CAA)

CERTIFICATE

Date: 30 March 2019

This is to certify that Ms/Mr **AISHWARYA V** (Reg no **AC/CAA/002**) has completed and secured **O** Grade on Add-on-Course “**Fundamentals of Cooperative Accounting and Auditing**” organised by Post Graduate Department of Commerce, Govt. College Chittur during the academic year 2018 - 19 (November 2018 to February 2019).



PRADEESH K
PROGRAMME
COORDINATOR

Dr ANAND VISWANATH R

PRINCIPAL

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CHITTUR

DEPARTMENT OF PHYSICS
GOVERNMENT COLLEGE CHITTUR

CERTIFICATE COURSE 2018-19

SOLAR ENERGY



Course Duration: 30 hrs

For I UG Students

VIJAYAKRISHNAN M V
COURSE COORDINATOR & HoD




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COURSE DETAILS

TITLE: SOLAR ENERGY

NATURE OF COURSE: CERTIFICATE COURSE

COURSE CODE: SOL-1/UG/2018

COURSE DURATION: 30 hrs

COURSE PERIOD: JULY 2018 – DECEMBER 2018

NUMBER OF STUDENTS: 32

COURSE COORDINATOR: VIJAYAKRISHNAN M V, ASST. PROFESSOR IN PHYSICS,

GOVT. COLLEGE CHITTUR

RESOURCE PERSON: VIJAYAKRISHNAN M V, ASST. PROFESSOR IN PHYSICS,

GOVT. COLLEGE CHITTUR



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SYLLABUS

Course Code: SOL-1/UG

Course Duration: 30 hrs

OBJECTIVES:

- Understand the mechanism of energy production in the sun
- Understand the basic properties of electromagnetic radiation
- Familiarize with the principles, construction and working of some important solar energy devices
- To realize the need for alternate energy sources and the special nature of solar energy amongst them



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Unit I – Nature of Electromagnetic radiation and its properties 10 hrs

The nature of light; A brief history of optics – the corpuscular theory of Newton, the wave theory of Huygens, Maxwell’s electromagnetic theory, quantum theory; Electromagnetic waves – basic properties; thermal radiation; laws of thermal radiation – Stefan’s law, Wein’s displacement law; Black body radiation – radiation spectrum and its properties; The photon concept; Basic properties of the photon; The importance of solar energy

Unit II – Uses of Solar Thermal Energy 10 hrs

The thermal effects of radiation; Measurement of solar energy – Pyro heliometer, Pyranometer, light meter; Nature of heat in solar radiation; Conversion of solar radiation into heat; Use of collectors – flat plate collectors, concentration collectors; Solar thermal power plants – Basic structure and working; Some important applications of solar heat energy; Solar cookers; Solar hot water systems; Solar greenhouses; Potential for future applications

Unit III – Solar Power 10 hrs

Conversion of Solar energy into electricity – Solar photovoltaic effect, Solar photovoltaic cell; Solar cells – principle, construction, parameters, efficiency, working, series and parallel connections, applications – domestic, street lighting, water pumping, battery charging, advantages; solar photovoltaic modules – types, applications, advantages

References:

1. Solar Energy: Fundamentals and Applications by Garg & Prakash, TMH, 2017
2. Solar Energy by Sukhatme & Nayak, 4th Ed, TMH, 2017
3. The Story of Solar Energy by Arvind Gupta, Scholastic India Publishers, 2011

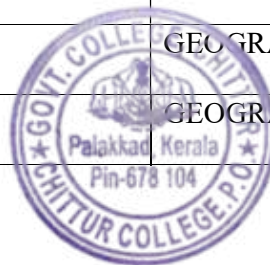


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LIST OF STUDENTS

Sl. No.	Name	Department
1	ATHIRA U S	CHEMISTRY
2	BABEESH S	CHEMISTRY
3	DHANYA M	CHEMISTRY
4	FOUZIA U	CHEMISTRY
5	GAYATHRI HARIPRASAD P	CHEMISTRY
6	KAVYA M	CHEMISTRY
7	MANJULA V	CHEMISTRY
8	MOHAMMED SHIJAS T	CHEMISTRY
9	NANDKUMAR A	CHEMISTRY
10	RAGHUL R	CHEMISTRY
11	RAJESH J	CHEMISTRY
12	SANGEETHA M	CHEMISTRY
13	SNEHA P G	CHEMISTRY
14	SOORYAKUMARI S	CHEMISTRY
15	THEJUS K M	CHEMISTRY
16	VEESHMA V	CHEMISTRY
17	ADHARSH M	CHEMISTRY
18	ABHILASH SREEKUMAR	GEOGRAPHY
19	ANAGHA SUBRAMANIAN	GEOGRAPHY
20	KARISHMA U	GEOGRAPHY



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21	SANDRIMA M	GEOGRAPHY
22	ATHUL KALADHARAN	MATHEMATICS
23	SOORYADAS M	MATHEMATICS
24	SREEPRIYA S	MATHEMATICS
25	ROOPESH CHANDRAN	MATHEMATICS
26	NIVEDITHA P	MATHEMATICS
27	MANJU R	MATHEMATICS
28	KOUSALYA M	MATHEMATICS
29	GAYATHRI N	MATHEMATICS
30	APARNA V	MATHEMATICS
31	APARNA R	MATHEMATICS
32	ANAGHA P K	MATHEMATICS



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ATTENDANCE REGISTER 2018 - 19

No	Name	04/07/2018	11/07/2018	13/07/2018	18/07/2018	25/07/2018	01/08/2018	06/08/2018	08/08/2018	10/08/2018
1	ATHIRA U S	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs
2	BABEESH S	Present	Present	A	Present	Present	Present	Present	Present	Present
3	DHANYA M	Dhanya M	Dhanya M	Dhanya M	Dhanya M	A	Dhanya M	Dhanya M	Dhanya M	Dhanya M
4	FOUZIA U	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs
5	GAYATHRI HARIPRASAD P.	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs
6	KAVYA M	Kavya	Kavya	A	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
7	MANJULA V	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V
8	MOHAMMED SHUAST	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs
9	NANDKUMAR A	Amand	Amand	Amand	Amand	Amand	Amand	Amand	Amand	Amand
10	RAGHUL R.	Raghu R	A	Raghu R	Raghu R	Raghu R	Raghu R	Raghu R	Raghu R	Raghu R
11	RAJESH J.	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J
12	SANGEETHA M.	Sangeetha M	Sangeetha M	Sangeetha M	A	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M
13	SHEHA P G.	Sheha Pg	Sheha Pg	A	Sheha Pg	Sheha Pg	Sheha Pg	Sheha Pg	Sheha Pg	Sheha Pg
14	SOORYAKUMARI S.	Sudha S	A	Sudha S	Sudha S	Sudha S	Sudha S	Sudha S	Sudha S	Sudha S
15	THEJUS KM.	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus
16	VEESHMA V.	Veesha	Veesha	Veesha	Veesha	Veesha	Veesha	Veesha	Veesha	Veesha



17	ADITHYAN M.	AB	AB	AB	AB	AB
18	ABHILASH SREEKUMAR	AB	AB	AB	AB	AB
19	ANAGHA SUBRAMANIAN	AB	AB	AB	AB	AB
20	KARISHMA U.	AB	A	AB	AB	AB
21	SANDRINA M.	AB	AB	AB	AB	AB
22	ATHUL KALADHARAN	AB	AB	AB	AB	AB
23	SOORYADAS N	AB	AB	AB	AB	AB
24	SREEPRIVA S	AB	AB	AB	AB	AB
25	ROOPESH CHANDRAN	AB	AB	AB	AB	AB
26	NIVEDITHA P.	AB	AB	AB	AB	AB
27	MANJU R.	AB	AB	AB	AB	AB
28	KOUSALYA M.	AB	AB	AB	AB	AB
29	GAYATHRI N	AB	AB	AB	AB	AB
30	APARNA V.	AB	AB	AB	AB	AB
31	APARNA R.	AB	AB	AB	AB	AB
32	ANAGHA PK.	AB	AB	AB	AB	AB




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Sl. No.	Name	Infantry	Infantry	Infantry	Infantry	Infantry
1	ATHIRA U.S.	Absent	A	Absent	Absent	A
2	BHARATHI S.	Absent	Absent	Absent	Absent	Absent
3	DIDNYA M.	Dhanu M	Dhanu M	A	Dhanu M	Dhanu M
4	FOUZIA U.	Absent	Absent	Absent	Absent	Absent
5	GAYATHRI HARIPRASAD P.	ALLP	A	ALLP	ALLP	ALLP
6	KAVYA M.	Kavya	Kavya	Kavya	Kavya	Kavya
7	MANJULA V.	Manju V	A	Manju V	Manju V	Manju V
8	MOHAMMED SHUAS T.	MS	MS	MS	MS	MS
9	MANDIKUMAR A.	Absent	Absent	Absent	Absent	A
10	RAGHUL R.	Raghu R	Redhul R	Raghu R	Raghu R	Raghu R
11	RAJESH .J	Rajesh J	Rajesh J	A	Rajesh J	Rajesh J
12	SANGEETHA M.	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M
13	SHEHA P.G.	Sheha P G	Sheha P G	Sheha P G	Sheha P G	Sheha P G
14	SOORYAKUMARI S.	S.S.S	S.S.S	S.S.S	S.S.S	S.S.S
15	THEJUS K.M.	Thejus	Thejus	Thejus	Thejus	Thejus
16	VEESHNA V.	Veesha V	Veesha V	Veesha V	Veesha V	Veesha V




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88 ANRAGHA P.K. *Anjali Anjali Anjali Anjali Anjali Anjali Anjali Anjali Anjali Anjali Anjali*

Sl. No.	Name	15/10/2018	13/10/2018	24/10/2018	31/10/2018	03/11/2018	09/11/2018	15/11/2018
1	ANHIRA U.S.	Alf	Alf	Alf	Alf	Alf	A	Alf
2	BARBESH S.	Rebas Dhanu M	Rebas Dhanu M	Rebas Dhanu M	Rebas Dhanu M	Rebas Dhanu M	A	Rebas Dhanu M
3	DHANYA M.	Fee	Fee	Fee	Fee	Fee	Fee	Fee
4	FOUZIA U.	Fee	Fee	Fee	Fee	Fee	Fee	Fee
5	GAYATHRI HARIPRASAD P	Fee	Fee	Fee	Fee	Fee	Fee	Fee
6	KAVYA M.	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
7	MANJULA V	Mangal V	Mangal V	Mangal V	Mangal V	Mangal V	Mangal V	Mangal V
8	MOHAMMED SHUAS T	MS	MS	MS	MS	MS	MS	MS
9	NANDKUMAR A.	Amand	Amand	Amand	Amand	Amand	A	Amand
10	RAGHUL R.	Rebas	Rebas	A	Rebas	Rebas	Rebas	Rebas
11	RAJESH J.	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J	A	Rajesh J
12	SANGEETHA M.	Sangeetha	Sangeetha	Sangeetha	Sangeetha	Sangeetha	Sangeetha	Sangeetha
13	SHEHA P.G.	Snda. Pg	A	Snda. Pg	Snda. Pg	Snda. Pg	Snda. Pg	Snda. Pg
14	SOORYAKUMARI S.	Snda. S	Snda. S	Snda. S	Snda. S	Snda. S	Snda. S	Snda. S
15	THEJUS K.M.	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus
	VEESHNA V.	Veesha	A	Veesha	Veesha	Veesha	Veesha	Veesha



17	ADHARSH M.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	ABHILASH SREERUMAR	AB	AB	A	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
19	ANAGHA SUREMANIAN	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
20	KARISHMA U.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
21	SANDRINA M.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
22	ATHUL KALADHARAN	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul	Attul
23	SOORVADAS M.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
24	SREEPRIYA S.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
25	ROOPESH CHANDRAN	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh	Roopesh
26	NIVEDITHA P.	NV	A	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV	NV
27	NANJU R.	A	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
28	KOUSALYA N.	Kousalya	A	A	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya	Kousalya
29	GAYATHRI N.	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri
30	APARNA V.	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna
31	APARNA R.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB



Sl. No.	Name	13/08/2018	16/08/2018	05/09/2018	12/09/2018	17/09/2018	19/09/2018	26/09/2018	05/10/2018	10/10/2018
1	ATHIRA U.S.	Alin	Alin	Alin	Alin	Alin	Alin	Alin	Alin	Alin
2	BARBESH S.	Barbesh	A	Barbesh	Barbesh	Barbesh	Barbesh	Barbesh	A	Barbesh
3	DHANYA M.	Dhanyam	Dhanyam	A	Dhanyam	Dhanyam	Dhanyam	Dhanyam	A	Dhanyam
4	FOUZIA U.	A	Fouzia	Fouzia	Fouzia	Fouzia	Fouzia	Fouzia	Fouzia	Fouzia
5	GAMATHRI HARIPRASAD P	GMP	GMP	A	GMP	GMP	GMP	GMP	GMP	GMP
6	KAVYA M.	Kavya	A	Kavya	Kavya	A	Kavya	Kavya	Kavya	Kavya
7	MANJULA V.	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V	Manjula V	A	Manjula V	Manjula V
8	MOHAMMED SHUAS T	MS	MS	MS	MS	MS	MS	MS	MS	MS
9	NANDKUMAR A.	Nand	A	Nand	Nand	Nand	Nand	Nand	Nand	Nand
10	RAGHUL R.	Raghu R	A	Raghu R	Raghu R	Raghu R	Raghu R	Raghu R	Raghu R	Raghu R
11	RAJESH J.	Rajesh J	Rajesh J	A	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J	Rajesh J
12	SANGEETHA M.	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M	Sangeetha M
13	SHEHA P.G.	Sheha PG	Sheha PG	Sheha PG	Sheha PG	Sheha PG	Sheha PG	Sheha PG	Sheha PG	Sheha PG
14	SOORYAKUMARI S.	Sokriya	A	Sokriya	Sokriya	Sokriya	Sokriya	Sokriya	Sokriya	Sokriya
15	THEJUS KM.	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus	Thejus
16	VEESHNA V.	Veesha V	Veesha V	Veesha V	Veesha V	Veesha V	Veesha V	Veesha V	Veesha V	Veesha V

17	ADITHYAN N	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
18	ABHILASH SREEKUMAR	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
19	ANAGHA SUBRAMANIAN	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
20	KARISHMA V.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
21	SANDRIM N	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
22	ABHUL KALADHARAN	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
23	SOORYADAS N.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
24	SREEPRIYA S.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
25	ROOPESH CHANDRAN	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
26	NIVEDITHA P.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
27	MAKILU R.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
28	KOUSALYA N.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
29	GAYATHRI N.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
30	PPARNA V.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
31	PPARNA R.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
32	ANAGHA P.K.	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD

13/08/2018
16/08/2018
05/09/2018
12/09/2018
17/09/2018
19/09/2018
26/09/2018
03/10/2018
10/10/2018

Name

Roll No.



CHITTUR

DEPARTMENT OF PHYSICS
CERTIFICATE
COURSE



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DEPARTMENT OF PHYSICS
GOVERNMENT COLLEGE CHITTUR
CERTIFICATE

**This is to certify that has successfully completed the
Certificate Course “SOLAR ENERGY” conducted by the Department
of Physics, Govt. College Chittur during the year 2018 -19**

PRINCIPAL



**HEAD
DEPT. OF PHYSICS**

A handwritten signature in green ink, appearing to be "Raj", written over the stamp area.

**PRINCIPAL COORDINATOR
GOVT. COLLEGE
CHITTUR**



DEPT. OF PHYSICAL EDUCATION
GOVT. COLLEGE CHITTUR

**CERTIFICATE COURSE IN
OPTIMIZING FITNESS :
THE CRUCIAL ROLE OF BALANCED NUTRITION MANAGEMENT**



CO-ORDINATOR
[Signature]
MANU CHAKRAVARTHY. S
PRINCIPAL
MOB. 9809756022
GOVT. COLLEGE
CHITTUR

JUNE 2018

**Department of Physical Education
Government College Chittur**

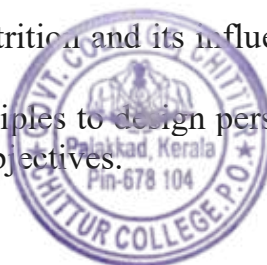
**Certificate Course in
Optimizing Fitness: The Crucial Role of Balanced Nutrition
Management**

2018-19

- 1. Course Objectives**
- 2. Expected Outcome**
- 3. Syllabus**
- 4. Participants list**
- 5. Attendance Register**
- 6. Assessment**
- 7. Report**
- 8. Brochure**
- 9. Certificate**

1. Course Objectives:

1. Understand the fundamental principles of nutrition and their impact on fitness and overall health.
2. Identify the key macronutrients and micronutrients essential for optimizing fitness performance.
3. Analyze various dietary approaches and their suitability for different fitness goals and lifestyles.
4. Explore the relationship between nutrition, metabolism, and energy expenditure during exercise.
5. Evaluate the role of hydration in maintaining optimal performance and recovery.
6. Learn strategies for meal planning and timing to support fitness goals and enhance training outcomes.
7. Examine the potential impact of nutritional deficiencies and imbalances on fitness and health.
8. Develop skills in reading food labels and understanding nutritional information to make informed dietary choices.
9. Discuss the psychological aspects of nutrition and its influence on adherence to fitness goals.
10. Apply evidence-based nutritional principles to design personalized nutrition plans for individuals with diverse fitness objectives.



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2. Expected Outcomes:

1. Demonstrate a comprehensive understanding of the importance of balanced nutrition in achieving fitness goals.
2. Apply knowledge of macronutrients and micronutrients to develop personalized nutrition plans tailored to specific fitness objectives.
3. Evaluate and critique different dietary approaches, considering their efficacy and suitability for optimizing fitness and health.
4. Analyze the nutritional content of foods and beverages to make informed dietary choices that support fitness goals.
5. Implement strategies for effective meal planning, nutrient timing, and hydration to enhance performance and recovery during exercise.
6. Identify and address potential nutritional deficiencies or imbalances that may impede fitness progress.
7. Communicate effectively about the relationship between nutrition and fitness, both orally and in writing.
8. Collaborate with individuals or groups to develop and implement nutritional interventions aimed at improving fitness outcomes.
9. Apply critical thinking skills to assess the validity of nutrition-related information and research findings.
10. Demonstrate ethical and professional conduct in providing nutritional guidance and support to clients or peers pursuing fitness goals.

Duration: 30 Hrs

Course Code: PHYED/18-01

3. Syllabus

Module 1:

Fundamentals of Nutrition for Fitness (10 hours)

- Understanding macronutrients (carbohydrates, proteins, fats) and their role in fitness.
- Exploring micronutrients (vitamins and minerals) essential for optimal performance.
- Learning about hydration and its impact on fitness.
- Analyzing different dietary approaches (e.g., ketogenic diet, intermittent fasting) and their suitability for various fitness goals.



Module 2:

Nutritional Strategies for Pre- and Post-Workout (10 hours)

- Designing pre-workout meals to maximize energy levels and performance.
- Exploring the importance of timing and composition of post-workout nutrition for recovery and muscle growth.
- Understanding the role of supplements in enhancing workout performance and recovery.
- Discussing common myths and misconceptions about pre- and post-workout nutrition.

Module 3:

Nutrition for Specific Fitness Goals (10 hours)

- Tailoring nutrition plans for weight loss, muscle gain, and endurance training.
- Discussing the importance of calorie balance and nutrient timing for achieving specific fitness goals.
- Addressing challenges and strategies for maintaining a balanced diet while pursuing fitness goals.
- Exploring case studies and real-life examples of successful nutrition plans for various fitness objectives.

References

1. Manore, M. M. (2015). Weight Management for Athletes and Active Individuals: A Brief Review. *Sports Medicine*, 45(S1), 83–92.
2. Kerksick, C. M., Wilborn, C. D., Roberts, M. D., Smith-Ryan, A., Kleiner, S. M., Jäger, R., ... Kreider, R. B. (2018). ISSN Exercise & Sports Nutrition Review Update: Research & Recommendations. *Journal of the International Society of Sports Nutrition*, 15(1), 38.
3. Thomas, D. T., Erdman, K. A., & Burke, L. M. (2016). American College of Sports Medicine Joint Position Statement. Nutrition and Athletic Performance. *Medicine and Science in Sports and Exercise*, 48(3), 543–568.
4. Rodriguez, N. R., Di Marco, N. M., & Largley, S. (2009). American College of Sports Medicine Position Stand. Nutrition and Athletic Performance. *Medicine and Science in Sports and Exercise*, 41(3), 709–731.




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5. Kerksick, C. M., Arent, S., Schoenfeld, B. J., Stout, J. R., Campbell, B., Wilborn, C. D., Kreider, R. B. (2017). International Society of Sports Nutrition Position Stand: Nutrient Timing. Journal of the International Society of Sports Nutrition, 14(1), 33.



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Student List

SL No	Name	Class
1	ABHILASH S	ELECTRONICS
2	ADITH S	ELECTRONICS
3	ADARSH V S	PHYSICS
4	SUJITH S	PHYSICS
5	VISHNU S	PHYSICS
6	SREEKUMAR J	PHYSICS
7	ANANDU VYAS	GEOGRAPHY
8	ANIL M V	GEOGRAPHY
9	HANILDAS H	GEOGRAPHY
10	THOUFEEQ V M	GEOGRAPHY
11	JITHEESH C	MATHEMATICS
12	SIDHARTH N	ZOOLOGY
13	ASHIK P	ZOOLOGY
14	SABAREESH B	MALAYALAM
15	VIJAY S	MALAYALAM
16	VISHNUPRIYA G	MALAYALAM
17	BREEJITH V	PHILOSOPHY
18	KIRAN K K	PHILOSOPHY
19	SURYA S	PHILOSOPHY
20	JISHA S	PHILOSOPHY
21	ASWANI K	PHILOSOPHY
22	ARJUN KRISHNA	PHILOSOPHY
23	ABILASH B	PHILOSOPHY
24	AYAPPAN V S	MUSIC
25	RENJU K R	MUSIC
26	MANOJ MATHEW D	TAMIL
27	RAHUL PRABHAKARAN	TAMIL
27	ROSHINI R	TAMIL
29	AJMAL A	BOTANY
30	AKASH G	NOTANY



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**Department of Physical Education
Government College Chittur**

**Certificate Course in
Optimizing Fitness: The Crucial Role of Balanced Nutrition
Management**


2018-19

- 1. Course Objectives**
- 2. Expected Outcome**
- 3. Syllabus**
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1. Course Objectives:

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9. Discuss the psychological aspects of nutrition and its influence on adherence to fitness goals.
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classmate

Date _____

Page _____

Certificate Course

Department of Physical Education.

Year : 2018 - 2019.



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Name

18.08.18. 19.08.18 25.08.18

2hr 2hr 2hr

~~Abhilash~~ ~~Abhilash~~ ~~Abhilash~~

Abhilash .S

~~Abhilash~~ ~~Abhilash~~ ~~Abhilash~~

Adith .S

~~Adithis~~ ~~Adithis~~ ~~Adithis~~

Adarsh V.S

~~Adarsh~~ ~~Adarsh~~ ~~Adarsh~~

Sujith .S

~~Sujith~~ ~~Sujith~~ ~~Sujith~~

Vishnu .S

~~Vishnu~~ ~~Vishnu~~ ~~Vishnu~~

Sreekumar .J

~~Sree~~ ~~Sree~~ ~~Sree~~

Anandu Vyas

~~Anandu~~ ~~Anandu~~ ~~Anandu~~

Anil M V

~~Anil~~ ~~Anil~~ ~~Anil~~

Hanildas .H

~~Hanildas~~ ~~Hanildas~~ ~~Hanildas~~

Thoufeeq .V.M

~~Thoufeeq~~ ~~Thoufeeq~~ ~~Thoufeeq~~

Jitheesh .C

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Sidharth .N

~~Sidharth~~ ~~Sidharth~~ ~~Sidharth~~

Ashik P

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Sabareesh B

~~Sabareesh~~ ~~Sabareesh~~ ~~Sabareesh~~

Vijay .S

~~Vijay~~ ~~Vijay~~ ~~Vijay~~

Vishnupriya .G

~~Vishnu~~ ~~Vishnu~~ ~~Vishnu~~

Breejith .V

~~Breejith~~ ~~Breejith~~ ~~Breejith~~

Kiran .K.K

~~Kiran~~ ~~Kiran~~ ~~Kiran~~

Surya .S

~~Surya~~ ~~Surya~~ ~~Surya~~

Jisha .S

~~Jisha~~ ~~Jisha~~ ~~Jisha~~

Aswani K

~~Aswani~~ ~~Aswani~~ ~~Aswani~~

Arjun Krishna

~~Arjun~~ ~~Arjun~~ ~~Arjun~~

Abilash .B

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Ayappan. V.S
Renju. K.R
Manoj Mathew. D
Rahul Prabhakarari
Roshini. R
Ajmal. A
Akash. G

Rajapp	Rajapp	Rajapp
Manoj	Manoj	Manoj
Rahul	Rahul	Rahul
Roshini	Roshini	Roshini
Ajmal	Ajmal	Ajmal
Akash	Akash	Akash

Name

Abhilash. S. M
Adith. S
Adarsh. V. S
Sujith. S
Vishnu. S
Sree Kumar. T
Arandu. Vyas
Anil. M. V
Haridas. H
Thaufeeq. V. M
Jithesh. C
Sudharth. N
Ashik. P
Sabareesh. B
Vijay. S
Vishnu Praya. G
Breejith. V
Kiran. K. K
Surya. S
Jisha. S
Aswani. K
Arjun Krishna
Abilash. B



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Abhilash's	Abhilash's	Abhilash's
Adith's	Adith's	Adith's
Adarsh's	Adarsh's	Adarsh's
Sujith's	Sujith's	Sujith's
Vishnu's	Vishnu's	Vishnu's
Sree Kumar's	Sree Kumar's	Sree Kumar's
Arandu's	Arandu's	Arandu's
Anil's	Anil's	Anil's
Haridas's	Haridas's	Haridas's
Thaufeeq's	Thaufeeq's	Thaufeeq's
Jithesh's	Jithesh's	Jithesh's
Sudharth's	Sudharth's	Sudharth's
Ashik's	Ashik's	Ashik's
Sabareesh's	Sabareesh's	Sabareesh's
Vijay's	Vijay's	Vijay's
Vishnu Praya's	Vishnu Praya's	Vishnu Praya's
Breejith's	Breejith's	Breejith's
Kiran's	Kiran's	Kiran's
Surya's	Surya's	Surya's
Jisha's	Jisha's	Jisha's
Aswani's	Aswani's	Aswani's
Arjun Krishna's	Arjun Krishna's	Arjun Krishna's
Abilash's	Abilash's	Abilash's

Ayappan. V.S	Pappu	Pappu	Pappu
Renju. K.R	Manoj	Manoj	Manoj
Manoj Mathew D	Manoj	Manoj	Manoj
Rahul Prabhakaran	Rahul	Rahul	Rahul
Roshini R	Roshini	Roshini	Roshini
Almal. A	Almal	Almal	Almal
Akash. G	Akash	Akash	Akash

Name

- Abhilash .S
- Adith .S
- Adarsh .V.S
- Sujith .S
- Vishnu .S
- Sreekumar J
- Amandu Vyas
- Anil .M.V
- Haridas .H
- Thoufeeq .V.M
- Jithesh .C
- Sidharth .N
- Ashik .P
- Sabareesh .B
- Vijay .S
- VishnuPriya .G
- Breejith .V
- Kiran .K.K
- Surya .S
- Jisha S
- Aswari .K
- Aryun Krishna
- Abilash .B

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15.09.18	22.09.18	29.09.18
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Abhilash	Abhilash	Abhilash
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adarsh	adarsh	adarsh
Sujith	Sujith	Sujith
Vishnu	Vishnu	Vishnu
Sreekumar	Sreekumar	Sreekumar
Amandu	Amandu	Amandu
Anil	Anil	Anil
Haridas	Haridas	Haridas
Thoufeeq	Thoufeeq	Thoufeeq
Jithesh	Jithesh	Jithesh
Sidharth	Sidharth	Sidharth
Ashik	Ashik	Ashik
Sabareesh	Sabareesh	Sabareesh
Vijay	Vijay	Vijay
VishnuPriya	VishnuPriya	VishnuPriya
Breejith	Breejith	Breejith
Kiran	Kiran	Kiran
Surya	Surya	Surya
Jisha	Jisha	Jisha
Aswari	Aswari	Aswari
Aryun	Aryun	Aryun
Abilash	Abilash	Abilash

Ayappa V.S	Rajya	Rajya	Rajya
Rerju K.R	Marej	Marej	Marej
Marej Mathew D	Rohul	Rohul	Rohul
Rahul Prabhakaran	Rohul	Rohul	Rohul
Roshini R	Rohul	Rohul	Rohul
Ajmal A	Ajmal	Ajmal	Ajmal
Akash G	Akash	Akash	Akash

Name	30.09.18	6.10.18	13.10.18
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Adith S	adith's	adith's	adith's
Adarsh V.S	Adarsh	Adarsh	Adarsh
Sujith S	Sujith	Sujith	Sujith
Vishnu S	Vishnu	Vishnu	Vishnu
Sreekumar J	Sree	Sree	Sree
Amanda Yyas	Aman	Aman	Aman
Anil MV	Anil	Anil	Anil
Hanidas H	Han	Han	Han
Thaufeeq VM	Thauf	Thauf	Thauf
Jithresh C	Jithresh	Jithresh	Jithresh
Sidharth N	Sidhar	Sidhar	Sidhar
Ashik P	Ashik	Ashik	Ashik
Sabareesh B	Sabare	Sabare	Sabare
Vijay S	Vijay	Vijay	Vijay
Vishnu Priya G	Vishnu	Vishnu	Vishnu
Breijith V	Breijith	Breijith	Breijith
Kiran K.K	Kiran	Kiran	Kiran
Surya S	Surya	Surya	Surya
Jisha S	Jisha	Jisha	Jisha
Aswani K	Aswani	Aswani	Aswani
Arun Krishna	Arun	Arun	Arun
Abilash B	Abilash	Abilash	Abilash



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Ayyappan .V.S	Group B	Group B	Group B
Reriju .K.R	Manoj	Manoj	Manoj
Manoj Mathew .D	Manoj	Manoj	Manoj
Rahul Prabhakaran	Rahul	Rahul	Rahul
Roshini .R.	Roshini	Roshini	Roshini
Amal .A	Amal	Amal	Amal
Akash .G.	Akash	Akash	Akash

Name	21.10.18	28.10.18	3.11.18
Abhilesh .S	Abhilesh	Abhilesh	Abhilesh
Adith .S	Adith	Adith	Adith
Adarsh .V.S	Adarsh	Adarsh	Adarsh
Sujith .S	Sujith	Sujith	Sujith
Vishnu .S	Vishnu	Vishnu	Vishnu
Sree Kumar .J	Sree Kumar	Sree Kumar	Sree Kumar
Anandu Vyas	Anandu Vyas	Anandu Vyas	Anandu Vyas
Amil .M .V	Amil	Amil	Amil
Hanildas .H	Hanildas	Hanildas	Hanildas
Thoufeeq .V.M	Thoufeeq	Thoufeeq	Thoufeeq
Jithesh .C	Jithesh	Jithesh	Jithesh
Sidharth .N	Sidharth	Sidharth	Sidharth
Ashik .P	Ashik	Ashik	Ashik
Sabareesh .B	Sabareesh	Sabareesh	Sabareesh
Vijay .S	Vijay	Vijay	Vijay
Vishnu Priya .G	Vishnu Priya	Vishnu Priya	Vishnu Priya
Breerith V	Breerith	Breerith	Breerith
Kiran .K.K	Kiran	Kiran	Kiran
Surya .S	Surya	Surya	Surya
Jisha .S	Jisha	Jisha	Jisha
Aswani .K	Aswani	Aswani	Aswani
Arjun Krishna	Arjun	Arjun	Arjun
Abilash .B	Abilash	Abilash	Abilash



PRINCIPAL
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CHITTUR

Ayappa. V.S	Agppp	Agppp	Agppp
Renu. K.R	Renu	Renu	Renu
Manoj Mathew D	Manoj	Manoj	Manoj
Rahul Prabhakaran	Rahul	Rahul	Rahul
Roshini R.	Roshini	Roshini	Roshini
Ajmal A	Ajmal	Ajmal	Ajmal
Akash. G	Akash	Akash	Akash

Name	10-10-18	11-11-18	24-11-18
Abhilash. S	Abhilash	Abhilash	Abhilash
Adith. S	Adith's	Adith's	Adith's
Adarsh. V.S	Adarsh	Adarsh	Adarsh
Suith. S	Suith	Suith	Suith
Vishnu. S	Vishnu	Vishnu	Vishnu
Sreekumar. J	Sree	Sree	Sree
Amandu. Vyas	Amandu	Amandu	Amandu
Anil. M. V	Anil	Anil	Anil
Hanildas. H	Hanil	Hanil	Hanil
Thoufeeq. V.M	Thoufeeq	Thoufeeq	Thoufeeq
Jithreesh. C	Jithreesh	Jithreesh	Jithreesh
Sidharth. N	Sidharth	Sidharth	Sidharth
Ashik. P	Ashik	Ashik	Ashik
Sabarresh. B	Sabarresh	Sabarresh	Sabarresh
Vijay. S	Vijay	Vijay	Vijay
VishnuPriya. G	VishnuPriya	VishnuPriya	VishnuPriya
Breejith. V	Breejith	Breejith	Breejith
Kran. K.K	Kran	Kran	Kran
Surya. S	Surya	Surya	Surya
Disha. S	Disha	Disha	Disha
Aswani. K	Aswani	Aswani	Aswani
Aryun Krishna	Aryun	Aryun	Aryun
Abilash. B	Abilash	Abilash	Abilash



[Handwritten signature]

Ayappa. V.S	Pappa	Pappa	Pappa
Renju. K.R	Renju	Renju	Renju
Manoj. Mathew. D	Manoj	Manoj	Manoj
Rahul Prabhakaran	Rahul	Rahul	Rahul
Roshini. R	Roshini	Roshini	Roshini
Airnal. A	Airnal	Airnal	Airnal
Aakash. G	Aakash	Aakash	Aakash

Name	08-12-18	15-12-18	22-12-18
Abhilesh. S	Abhilesh	Abhilesh	Abhilesh
Adith. S	Adithy	Adithy	Adithy
Adarsh. V.S	Adarsh	Adarsh	Adarsh
Sujith. S	Sujith	Sujith	Sujith
Vishnu. S	Vishnu	Vishnu	Vishnu
Sree Kumar. J	Sree Kumar	Sree Kumar	Sree Kumar
Ananda. Vyas	Ananda	Ananda	Ananda
Anil. M.V	Anil	Anil	Anil
Hanildas. H	Hanildas	Hanildas	Hanildas
Thaufeeq. VM	Thaufeeq	Thaufeeq	Thaufeeq
Jithresh. C	Jithresh	Jithresh	Jithresh
Sidharth. N	Sidharth	Sidharth	Sidharth
Ashik. P	Ashik	Ashik	Ashik
Sabarresh. B	Sabarresh	Sabarresh	Sabarresh
Vijay. S	Vijay	Vijay	Vijay
Vishnu Pragna. G	Vishnu Pragna	Vishnu Pragna	Vishnu Pragna
Breejith. V	Breejith	Breejith	Breejith
Kiran. K.K	Kiran	Kiran	Kiran
Sunya. S	Sunya	Sunya	Sunya
Jisha. S	Jisha	Jisha	Jisha
Aswani. K	Aswani	Aswani	Aswani
Arijun Krishna.	Arijun	Arijun	Arijun
Abilash. B	Abilash	Abilash	Abilash



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Ayappan. V S	Ayappa Ajay	Ayappa Ajay	Ayappa Ajay
Renju. K R	Manoj	Manoj	Manoj
Manoj Mathew D	Manoj	Manoj	Manoj
Rahul Prabhakaran	Rahul	Rahul	Rahul
Roshini R	Roshini	Roshini	Roshini
Ajmal. A	Ajmal	Ajmal	Ajmal
Akash G	Akash	Akash	Akash

Name	Abhilash. S	Adithy S	Adarsh. V S	Swathi S	Vishnu S	Sree Kumar J	Arandu Vyas	Anil. M. V	Hanildas. H	Thoufeeq. V M	Trithesh. C	Sidharth. N	Ashik. P	Sabarresh. B	Vijay. S	Vishrupriya. G	Breejith. V	Kiran. K. K	Surya. S	Tisha. S	Aswani. K	Aryun Krishna	Abilash. B
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23.12.18	24.12.18	25.12.18
1hr	1hr	1hr
Abhilash	Abhilash	Abhilash
Adithy	Adithy	Adithy
Adarsh	Adarsh	Adarsh
Swathi	Swathi	Swathi
Vishnu	Vishnu	Vishnu
Sree Kumar	Sree Kumar	Sree Kumar
Arandu	Arandu	Arandu
Anil	Anil	Anil
Hanildas	Hanildas	Hanildas
Thoufeeq	Thoufeeq	Thoufeeq
Trithesh	Trithesh	Trithesh
Sidharth	Sidharth	Sidharth
Ashik	Ashik	Ashik
Sabarresh	Sabarresh	Sabarresh
Vijay	Vijay	Vijay
Vishrupriya	Vishrupriya	Vishrupriya
Breejith	Breejith	Breejith
Kiran	Kiran	Kiran
Surya	Surya	Surya
Tisha	Tisha	Tisha
Aswani	Aswani	Aswani
Aryun	Aryun	Aryun
Abilash	Abilash	Abilash

Avappan V.S	<i>Avappan</i>	<i>Avappan</i>	<i>Avappan</i>
Ranjit K.R	<i>Mamaji</i>	<i>Mamaji</i>	<i>Mamaji</i>
Mamaji Mathew D	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>
Rahul Prabhakaran	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>
Roshini R	<i>Almal</i>	<i>Almal</i>	<i>Roshini</i>
Almal A	<i>Almal</i>	<i>Almal</i>	<i>Almal</i>
Akash G	<i>Akash</i>	<i>Akash</i>	<i>Akash</i>

Name	26-12-18	28-12-18	29-12-18
Abhishash S	<i>Abhishash</i>	<i>Abhishash</i>	<i>Abhishash</i>
Adith S	<i>Adith S</i>	<i>Adith S</i>	<i>Adith S</i>
Adarsh V.S	<i>Adarsh</i>	<i>Adarsh</i>	<i>Adarsh</i>
Sujith S	<i>Sujith</i>	<i>Sujith</i>	<i>Sujith</i>
Vishnu S	<i>Vishnu</i>	<i>Vishnu</i>	<i>Vishnu</i>
Sreekumar J	<i>Sree</i>	<i>Sree</i>	<i>Sree</i>
Amandu Vyas	<i>Amandu</i>	<i>Amandu</i>	<i>Amandu</i>
Aril H.V	<i>Aril</i>	<i>Aril</i>	<i>Aril</i>
Harildas H	<i>Harildas</i>	<i>Harildas</i>	<i>Harildas</i>
Thaulreeg V M	<i>Thaulreeg</i>	<i>Thaulreeg</i>	<i>Thaulreeg</i>
Jithreesh C	<i>Jithreesh</i>	<i>Jithreesh</i>	<i>Jithreesh</i>
Sidharth N	<i>Sidharth</i>	<i>Sidharth</i>	<i>Sidharth</i>
Ashik P	<i>Ashik</i>	<i>Ashik</i>	<i>Ashik</i>
Sabareesh B	<i>Sabareesh</i>	<i>Sabareesh</i>	<i>Sabareesh</i>
Vijay S	<i>Vijay</i>	<i>Vijay</i>	<i>Vijay</i>
Vishnupriya G	<i>Vishnu</i>	<i>Vishnu</i>	<i>Vishnu</i>
Bregelith V	<i>Bregelith</i>	<i>Bregelith</i>	<i>Bregelith</i>
Knan K.K	<i>Knan</i>	<i>Knan</i>	<i>Knan</i>
Surya S	<i>Surya</i>	<i>Surya</i>	<i>Surya</i>
Jisha S	<i>Jisha</i>	<i>Jisha</i>	<i>Jisha</i>
Aswani K	<i>Aswani</i>	<i>Aswani</i>	<i>Aswani</i>
Arijun Krishna	<i>Arijun</i>	<i>Arijun</i>	<i>Arijun</i>
Ablash B	<i>Ablash</i>	<i>Ablash</i>	<i>Ablash</i>



PRINCIPAL
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Ayappan. V.S
Renju. K.R
Manoj Mathew D
Rahul Pabhakaran
Roshni. R
Ajmal. A
Akash. G

Ayappan
Manoj
Rahul
Roshni
Ajmal
Akash

Ayappan
Manoj
Rahul
Roshni
Ajmal
Akash

Ayappan
Manoj
Rahul
Roshni
Ajmal
Akash

Name:

Abhishash. S
Adith. S
Adarsh. V.S
Sujith. S
Vishnu. S
Sree Kumar. J
Amandu Vyas
Anil. M.V
Hanildas. H
Thaufeeq. VM
Jitheesh. C
Sidharth. N
Ashik. P
Sabareesh. B
Vijay. S
Vishnu Priya. G
Breejith. V
Kiran. K.K
Surya. S
Jisha. S
Aswani. K
Aryun Krishna
Abhishash. B



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05.01.19 12.01.19 13.01.19

15x	15x	25x
Adith S	Adith S	Adith S
Adarsh V.S	Adarsh V.S	Adarsh V.S
Sujith S	Sujith S	Sujith S
Vishnu S	Vishnu S	Vishnu S
Sree Kumar J	Sree Kumar J	Sree Kumar J
Amandu Vyas	Amandu Vyas	Amandu Vyas
Anil M.V	Anil M.V	Anil M.V
Hanildas H	Hanildas H	Hanildas H
Thaufeeq VM	Thaufeeq VM	Thaufeeq VM
Jitheesh C	Jitheesh C	Jitheesh C
Sidharth N	Sidharth N	Sidharth N
Ashik P	Ashik P	Ashik P
Sabareesh B	Sabareesh B	Sabareesh B
Vijay S	Vijay S	Vijay S
Vishnu Priya G	Vishnu Priya G	Vishnu Priya G
Breejith V	Breejith V	Breejith V
Kiran K.K	Kiran K.K	Kiran K.K
Surya S	Surya S	Surya S
Jisha S	Jisha S	Jisha S
Aswani K	Aswani K	Aswani K
Aryun Krishna	Aryun Krishna	Aryun Krishna
Abhishash B	Abhishash B	Abhishash B

Ayappan V.S

Renju K.R

Manoj Mathew D

Rahul Prabhakaran

Roshini R

Ajmal A

Akash G

Ayapp

~~Renju~~

Manoj

~~Rahul~~

~~Roshini~~

Ajmal

~~Akash~~

Ayapp

~~Renju~~

Manoj

~~Rahul~~

~~Roshini~~

Ajmal

~~Akash~~

Ayapp

~~Renju~~

Manoj

~~Rahul~~

~~Roshini~~

Ajmal

~~Akash~~



Renju

PRINCIPAL
GOVT. COLLEGE
CHITTUR

DEPT.OF PHYSICAL EDUCATION
GOVT.COLLEGE CHITTUR

CERTIFICATE OF PARTICIPATION

This is to Certify that.....has successfully participated in the Certificate Course in **Optimizing Fitness: The Crucial Role of Balanced Nutrition Management** withgrade organized by Dept.of Physical Education, Govt.College Chittur during the year 2018-19

CO-ORDINATOR

HOD PHYSICAL EDUCATION

PRINCIPAL



A handwritten signature in green ink, appearing to be "Raj", written over a thin gold line.

PRINCIPAL
GOVT. COLLEGE
CHITTUR

**CERTIFICATE COURSE: CHEMDRAW – DRAWING
OF CHEMISTRY**

**GOVERNMENT COLLEGE OF CHITTUR
DEPARTMENT OF CHEMISTRY**

Inauguration session of Certificate course
**"CHEM DRAW - DRAWING OF
CHEMISTRY"**

**2018-2019
10 AUGUST 2018**

Organizing committee

**Dr. Sarada K
(Resource Person)**

**Lt. Dr. Rijulal G
(HoD Dept. of Chemistry)**



A handwritten signature in green ink, appearing to be "Rijulal G", written over the stamp area.

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

**CERTIFICATE COURSE IN HANDS ON TRAINING
OF BASIC CHEMISTRY**

**GOVERNMENT COLLEGE CHITTUR,
PALAKKAD**

DEPARTMENT OF CHEMISTRY



**Certificate Course On
"CHEMDRAW – Drawing of Chemistry"
2018-2019**



A handwritten signature in green ink, likely of the Principal of Government College Chittur.

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

CERTIFICATE COURSE

TITLE OF THE COURSE: CHEMDRAW- DRAWING OF CHEMISTRY

CONDUCTED BY : DEPARTMENT OF CHEMISTRY

DEPARTMENT INCHARGE : Lt. Dr. RIJULAL G

RESOURCE PERSON : Dr. SARADA K

PERIOD: JUNE TO MARCH (3.30-4.30 PM)

NO OF STUDENTS ENROLLED : 20



A handwritten signature in green ink, appearing to be "Rijulal G".

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

CERTIFICATE COURSE: CHEMDRAW – DRAWING OF CHEMISTRY

OBJECTIVE

Department of chemistry offers 30 hours Certificate course in hands on training of basic Chemistry Software. This course aimed at imparting skills on use of various open source chemistry tools that are essential for any student or researcher with chemistry as a major subject. At the end of course, the participants will be able to use these software for drawing chemical structures, generation of their names, relative information about physical properties calculations, three dimensional molecular structure calculations and any other parameters efficiently.

COURSE DURATION – 30 HOURS

- ⚡ The total workload of the course work is 30 hours.
- ⚡ It contains five modules.
- ⚡ Two hours are allotted to practical examination at the end of the course work.
- ⚡ Two hours are allotted to rectification and doubts clarification for the examination.

ELIGIBILITY

All B.Sc Chemistry final year students.

NUMBER OF SEATS – 20

EVALUATION PROCESS

Assessment of candidates will be done through theoretical assignments, Projects and Practical examinations after completion of each module. All successful candidates will be awarded with certificates.



A handwritten signature in green ink, appearing to be "Raj".

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

CERTIFICATE COURSE: CHEMDRAW – DRAWING OF CHEMISTRY

SYLLABUS

MODULE I – Chems sketch software (6 Hours)

About ChemDraw, Introduction, Download and Installation Process, Usage of tools present in the ChemDraw, Drawing of Chemical molecules with ChemDraw (acyclic, cyclic, Polycyclic, heterocyclic), Drawing of chiral centered molecules, Checking the correctness of structures drawn, Convert the structures into IUPAC name, Conversion of name of molecule into its structures. Calculation of Physical properties such as density, molecular weight, Molecular formula, Refractive index from structural formula, bond angles, bond lengths.

MODULE II – ChemDraw Ultra Software (6 Hours)

Introduction, Download and installation process, Drawing various chemical structures. Find the stereochemistry of molecules, Find the molecular weight and chemical formulae, Predict the ^1H NMR spectra and chemical shift values, Predict the ^{13}C NMR spectra and chemical shift values Checking the correctness of structures drawn, Predict the melting point, boiling point and logP values.

MODULE III - Chem3D software (6 Hours)

Introduction, download, 3D structure of molecules, various 3D structure model, Convert the 2D structure into 3D structure, Find the bond lengths and bond angles, Save the molecules in different formats, Insert the molecular structures into MS word and PPTs, About standard ChemDraw settings for different scientific organizations, Convert the 3D structure into ball and stick model.



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CERTIFICATE COURSE: CHEMDRAW – DRAWING OF CHEMISTRY

MODULE IV – Strategies for Effective Research in Online Database (3 Hours)

Introduction to online chemical database search, searching and downloading research papers using keywords in Scopus, Science direct, and google scholar, reaction search, product search, reactant search, structure search, introduction to End note and its applications.

MODULE V – Introduction to LaTeX (5 Hours)

Installation of LaTeX, Latex programming and commands, sample packages, Fonts, symbols, indenting, paragraphs, line spacing, word spacing, titles and subtitles, Document class, page style, parts of the documents, table of contents, Graphic package, multivalued functions, drawing matrices Tables, tables with captions, References to figures and tables in text, Preparing project report in LaTeX.



A handwritten signature in green ink, consisting of stylized, overlapping loops and lines.

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

**CERTIFICATE COURSE IN HANDS ON TRAINING
OF BASIC CHEMISTRY**

**GOVERNMENT COLLEGE CHITTUR,
PALAKKAD**

DEPARTMENT OF CHEMISTRY



Certificate Course On
"CHEMDRAW – Drawing of Chemistry"
2018-2019



A handwritten signature in green ink, likely of the Principal.

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

CERTIFICATE COURSE

TITLE OF THE COURSE: CHEMDRAW- DRAWING OF CHEMISTRY

CONDUCTED BY : DEPARTMENT OF CHEMISTRY

DEPARTMENT INCHARGE : Lt. Dr. RIJULAL G

RESOURCE PERSON : Dr. SARADA K

PERIOD: JUNE TO MARCH (3.30-4.30 PM)

NO OF STUDENTS ENROLLED : 20



A handwritten signature in green ink, appearing to be "Rijulal G".

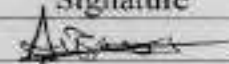
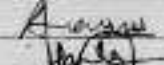
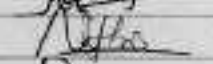

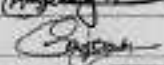

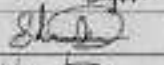

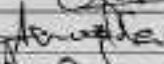
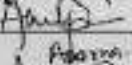
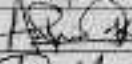
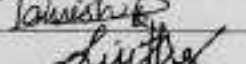
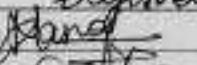



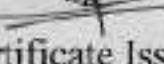
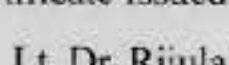
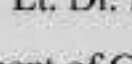
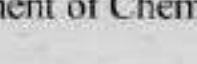
**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

**CERTIFICATE COURSE: CHEMDRAW - DRAWING
OF CHEMISTRY**

GOVERNMENT COLLEGE CHITTUR

DEPARTMENT OF CHEMISTRY

List of students enrolled for certificate course 2018-19

SI No	Name	Register No	Signature
1	AISWARIA R	CHAQSCH001	
2	ANASWARA P R	CHAQSCH002	
3	HARSHA K	CHAQSCH004	
4	NITHIN S	CHAQSCH007	
5	PRINNA P	CHAQSCH008	
6	S AISWARYA	CHAQSCH009	
7	SAJANA M S	CHAQSCH010	
8	SAJEESH M	CHAQSCH011	
9	SAJITHA S	CHAQSCH012	
10	SHAHANA H	CHAQSCH014	
11	SIVAKUMAR K	CHAQSCH015	
12	UMA K	CHAQSCH017	
13	ANOOP HARI H G	CHAQSCH020	
14	APARNA K	CHAQSCH021	
15	ATHIRA S	CHAQSCH022	
16	DHANESH KUMAR R	CHAQSCH023	
17	LIJITHA N	CHAQSCH024	
18	MANOJ P	CHAQSCH026	
19	REMYA R	CHAQSCH028	
20	SREETHA J	CHAQSCH030	



**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

Certificate Issued by

Lt. Dr. Rijulal G

HOD, Department of Chemistry

GOVERNMENT COLLEGE CHITTUR, PALAKKAD



DEPARTMENT OF CHEMISTRY

31-03-2019

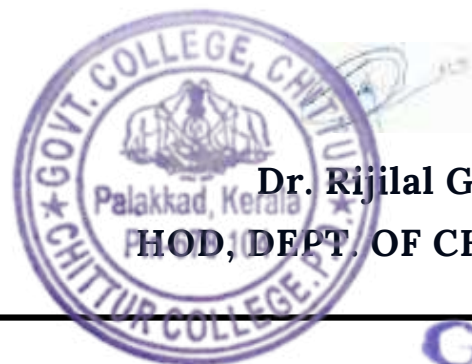
CERTIFICATE

This is to certify that

Aiswaria R. (Reg No. CHAQSCH001)

has successfully completed the **ADD-ON COURSE : 'CHEM DRAW-DRAWING OF CHEMISTRY'** organized by Department of Chemistry, Govt College Chittur, Palakkad during the academic year 2018-19 (June 2018 to March 2019).

Dr. Sarada K.
RESOURCE PERSON



Dr. Rijilal G.

HOD, DEPT. OF CHEMISTRY

Anand Viswanath
PRINCIPAL

PRINCIPAL
GOVT. COLLEGE
CHITTUR

GOVERNMENT COLLEGE CHITTUR, PALAKKAD



DEPARTMENT OF CHEMISTRY

31-03-2019

CERTIFICATE

This is to certify that

Anaswara P. R. (Reg No. CHAQSCH002)

has successfully completed the **ADD-ON COURSE : 'CHEM DRAW-DRAWING OF CHEMISTRY'** organized by Department of Chemistry, Govt College Chittur, Palakkad during the academic year 2018-19 (June 2018 to March 2019).


Dr. Sarada K.

RESOURCE PERSON


Dr. Rijilal G.

HOD, DEPT. OF CHEMISTRY


Anand Viswanath

PRINCIPAL


PRINCIPAL
GOVT. COLLEGE
CHITTUR

NATIONAL CADET CORPS



GOVT. COLLEGE CHITTUR

27 (K) BN NCC PALAKKAD, COY - 2



PERSONALITY DEVELOPMENT AND LEADERSHIP

Certificate program

2018 - 2019

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SYLLABUS

Personality Development and Leadership

Aim To develop an all-round dynamic personality with adequate leadership traits to deal / contribute effectively in all walks of life.

Scope Basic subjects of Leadership with emphasis on self-awareness, life/ soft skills, timemanagement and character building.

Sl. No.	Subject	<u>Total Hrs/Periods</u>
Section-1	Motivation	3
Section-2	Discipline and Duties of a Good Citizen	3
Section-3	Leadership Traits	3
Section-4	Personality/ Character Development	3
Section-5	Types of Leadership	3
Section-6	Values/Code of Ethics	3
Section-7	Perception	3
Section-8	Communication Including Inter-personal Communication	3
Section-9	Effect of Leadership with Historical Examples	3
Section-10	Customs of Services	3
Section-11	Importance of Group/Team Work	3
	Total	33



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SECTION-1

MOTIVATION

Definition and Scope

1. Motivation is the process by which one is inspired to act in the desired manner with the help of catalytic persuasion. It is the application of will power. Motivation is expressed commonly as a desire, wish, need, preference, want or striving. Motivation causes individuals and groups to achieve a goal or to take actions under given circumstances. Reliable and sustained performance can be obtained from individuals and units in peace and war.

2. The factors which affect motivation are many and varying in nature from physical to physiological. At the higher level are the national characteristic of the nation, his confidence in his nation, government, commanders and orders. At the personal level it will be his attitude to the basic biological needs and urges, personal relationship, the type and extent and importance the person attaches to political and religious ideologies of his own and his attitude towards that of others. It will also depend on his prejudices, the rational and irrational standards of living and educational standards which he may have gone through. His home background and emotional stability also effects his motivation. In the military sphere it will also depend on the duration of a war, leave and rotation policy, casualty rates, welfare arrangements for loved ones and a feeling of satisfaction over service employment and so on.

Different Schools of Thought

3. Today, there are two widely opposed schools of thought regarding human motivation. One is based on biological wants whereby men and other animals are motivated to act primarily by the instincts of hunger, thirst, need for shelter, warmth and sex. This school of thought tends to ignore the ideological content in human make up. We all know that when moral is high we are prepared to forego our biological wants for as long as is physically possible without undue complaint or sense of frustration.

4. The other school recognises that men cannot live by bread alone. However, in the present state of medical, psychiatric and psychological knowledge, the human brain and its functioning is understood very imperfect, if at all. The only definite conclusion made so far is that motivation is an important determinant of human behaviour.

5. Normal human beings prefer to be in a group (tribe, family, ship, squadron, regiment and so on) rather than to be completely alone and prefer to be engaged in what they think is a useful occupation in accordance with their ability rather than be idle or doing something they cannot cope with. People like to be liked and like to know that they are liked (special acceptance). The relation of these preferences in all normal human beings is of prime importance to the leader.



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6. In general, a person who derives, or thinks he derives satisfaction in his various activities, will be better motivated and will give better general performance, be more alert and perceptive, will give better output, will remain at his or her post more willingly and will face danger with more determination.

7. Motives are often conflicting e.g., the human instinct to run away from danger vis-a-vis the willingness of a serviceman to face and fight the enemy, which is developed through training and by sound leadership and high moral.

8. Instincts are the basic motives common to all human beings but these are controlled, modified and conditioned by social motives acquired in childhood at school, during recruit training and subsequently while in service. Thus, religion, political ideology and culture are major factors of motivation.

Motivating Performance

9. Motivation is an act of inspiring men to want to do their jobs. An individual's proficiency reaches a maximum when his willingness to perform has been brought to its maximum. However, in the long run, motivation by force can be less effective, as it may lead to undesirable tendencies like avoiding 'getting caught' rather than striving for satisfactory results. A leader can best motivate his group by establishing a favourable leadership climate. Other possible means of motivation, a leader can resort to are:-

(a) Integrating as far as possible the personal needs of the men with the needs of the organization.

(b) Providing opportunity where practicable for individuals to participate in establishing goals and standards of performance. Such participation fosters ready acceptance of objective.

(c) The leader himself setting a personal example of optimum performance. "In doing everything, it is better to check up one's conduct and to act on lines laid down by sages. You, who are a leader of men, must set the example" - BHAGVAD GITA.

SECTION-2

DISCIPLINE AND DUTIES OF A GOOD CITIZEN

Introduction

"To obey God's order as delivered by conscience - duty".

"To obey man's order as issued by rightful authority - discipline".

1. The foundation of both alike is denial of self for a higher good. Unless the lesson of duty be first well learned, the lesson of discipline can be but imperfectly understood.




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2. As a child grows up in age and starts understanding his surroundings, he becomes a member of the society. Through this membership, he starts to learn some of his obligations and responsibilities. He is expected to behave in a particular manner and is required to obey certain laws, written and un-written. It is human nature to strive for higher and higher status in the society. We, therefore, continuously compete against each other and try to be a better man than other. However, we should ensure that we achieve our aims by following the right path i.e. by being a good citizen.

Duties

3. Duty may be defined as a moral/legal obligation and a binding force of what is right and behaviour towards superior colleagues and subordinates.

4. Each citizen of India has certain rights and duties to perform. He should not only worry about his rights but should also devote equal if not more attention towards obligation of his duties.

5. To understand these duties and follow them relentlessly, it requires hard work and perseverance. It may cost pleasure and comfort in the beginning, but if the path of doing duties is followed with full determination, the success will be sure. While carrying out duties, do not bother about what others say or think.

6. A person can command respect of others only if he knows his duty and does it sincerely. That is how he starts influencing the mind and actions of others.

Discipline

7. Discipline welds together the other qualities of courage, endurance, alertness and comradeship. Discipline teaches self control and correct behaviour at all times. Courage, endurance and even loyalty will not suffice in the real crisis; only discipline will pull subordinates through.

Individual Discipline

8. Discipline in subordinates is based on confidence; confidence in his leaders, in his comrades and in himself. The greater the confidence the higher the morale. Discipline implies aiming at perfection, not just now and then, but all the times. Such a counsel of perfection may seem to be beyond all reason and common sense. There will, of course, be failures unless the willing co-operation of the subordinates is obtained. Particularly during the early stages of one's life when discipline can be inculcated. The firm basis of discipline is seldom really established because a high enough standard is not enforced. Nothing but best must be accepted.

Corporate Discipline

9. Drill is the basic foundation of corporate discipline. Men work in a controlled body under a leader and giving immediate and implicit obedience.



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Definition of a Citizen

10. A member of a particular community who owes allegiance to the State and who enjoys protection and the rights granted by the Constitution of the country.
11. A partial citizen owes allegiance to the State, but has no political rights.
12. An alien owes no allegiance to the State and has no political right but enjoys only civil rights.

Acquisition of Citizenship

13. Citizenship can be acquired in either of the following ways :-
 - (a) **By Birth.** Person born in India are Indian Citizen.
 - (b) **By Descent.** Children born of Indian citizens living in foreign countries automatically acquire Indian citizenship.
 - (c) **By Registration.**
 - (d) **By Nationalization.** A person who applies for citizenship by fulfilling certain conditions like residence, appointment in service of the State, purchase of land or marriage with an Indian citizen may become an Indian citizen if the Government of India gives a certificate to that effect.
14. One can be a citizen of more than one State at a time.

Duties of a Good Citizen

15. A good citizen is one who knows his rights and duties. However, these days, we tend to know our right and fight for them. We either do not know our duties or tend to forget and ignore them. Some of the important duties of a good citizen are given below:-
 - (a) Primary duty is to be **loyal** and owe **allegiance to the State**.
 - (b) **Patriotism. Preservation of Independence of the Country.** A good citizen is a patriot. He lives and dies for the sake of his country.
 - (c) **Service before Self.** A good citizen is selfless. He keeps service before self. 'Service First' is the motto of his life.
 - d) **Sense of Duty.** A good citizen has sense of duty. He does his duties honestly. He obeys the rules and regulations of the country and pays tax to the Government.
 - (e) Care and protection of the government property.



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(f) **High Character.** A citizen should have a high character. The black marketeers, hoarders, smugglers and adulterators are the enemies of the country. A thief, dacoit and pick pocket is also not a good citizen. It is the duty of every citizen to expose them if he comes to know about it.

(g) A good citizen considers right of other citizens also as important as his own right.

Conclusion

16. The younger generation of today is the leaders of future India. The younger generation and specially NCC Cadets should endeavour to be a good citizen and expose others who indulge in anti-social activities.

SECTION-3

LEADERSHIP TRAITS

General

1. The distinguishing qualities which if demonstrated in daily activities, help the commander to earn the respect, confidence, willing obedience and loyal co-operation of his subordinates. These are given in the succeeding paragraphs.

Alertness

2. Every one is offered fleeting opportunities in their life and if seized and exploited, can bring happiness, promotion and victory. Alertness of mind is what helps a person to pick up the opportunities at the right time and exploit the situation to his own advantage.

Bearing

3. Implies creation of favourable impression, upright carriage and appearance, condition of clothing and equipment, alertness and energy in actions and movements, and high personal conduct at all times. Appearance and manner must depict competence and confidence.

4. Language is another important outward mark by which you will be judged and through which you influence subordinates. Speak plainly and clearly. Make sentences short, simple, positive, direct, refrain from "talking down" to subordinates, avoid immoderate language and sarcasm, avoid criticism or condemnation of an entire group.

Courage

5. A mental quality recognizing fear of danger or criticism, enables a man to accept responsibility and act correctly in a threatening situation with calmness and firmness; requires moral and physical courage.




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Decisiveness

6. The ability to make decision promptly and announce them in a clear and forceful manner . The wise leader gets all the facts, weighs one against the other and then calmly and quickly arrives at sound decisions; a matter of practice and experience.

Dependability

7. Proper performance of duty. Reliance in carrying out actively, intelligently and willingly the orders of superiors. Your Commander's decision despite your suggestions, once made, must be given complete and energetic support.

Endurance

8. The mental and physical stamina measured by the ability to withstand pain, fatigue, stress and hardship; akin to courage, implies to ability to stick to a job and see it through.

Enthusiasm

9. Display of sincere interest and zeal in performance of duties, work with a cheerful and optimistic attitude, determination to do a good job, example to be emulated by others.

Initiative

10. To do what is to be done even in the absence of orders. Avoid inactivity or passive acceptance of an unsatisfactory situation. Men unite quickly behind a commander who meets new unexpected situations with prompt action.

Integrity

11. The uprightness of character, soundness of moral principles, quality of absolute truthfulness, honesty and personal integrity.

Judgement

12. Quality of logically weighing facts and possible solutions on which to base sound decisions.

Justice

13. Quality of being impartial; consistent in exercising command, involves rendering of reward; meting out punishment in accordance with the merits of the case; avoid anger and other emotions in a tense situation; avoid prejudice of race or creed; good professional knowledge and an understanding of subordinate; a broad knowledge of national and international events gives a more rounded personality.



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Knowledge

14. A leader must know more than the men he commands. Until he does, he has no business to be called their leader. The process of acquiring knowledge never ends. There is always something new to learn even from a re-reading or rethinking of the same material or problem.

Loyalty

15. Quality of faithfulness to country, your seniors, subordinates and colleagues; quality to earn confidence and respect of others.

Sense of Humour

16. The ability to appreciate the many amusing or lighter moments in every day life, especially those which pertain to the leader himself. It is also the ability to remain cheerful under stress.

Tact

17. Ability to deal with others without creating offence involves understanding of human nature and consideration for the feelings of others. Criticism must be clear, yet constructive. Avoid discouragement in dealing with seniors, colleagues or subordinates.

Unselfishness

18. Refrain from providing for own comfort and personal advancement at the expense of others; place comfort, pleasure and recreation of subordinates before your own; pass the credit to the subordinates who made possible outstanding work; share the same dangers, hardship, discomforts as your subordinates.

19. Some other traits though not described, are important and are listed below :-

- (a) Truthfulness.
- (b) Esprit-de-corps.
- (c) Humility and sympathy
- (d) Patience and a sense of urgency as appropriate.
- (e) Self confidence.
- (f) Maturity.
- (g) Mental including emotional stability.




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SECTION-4

PERSONALITY/ CHARACTER DEVELOPMENT

Introduction

1. It is a well recognized fact that the future of any nation is largely related to the quality of it's human beings. In this context, development of the youth into confident leaders with requisite character qualities and personal attributes, so that they can take their place as responsible citizens of the country, assumes great importance. In order to achieve this objective the youth needs to be exposed to such activities which can help them in developing their personality and character.

Personality

2. Total personality factors are extremely important in day-to-day life. Often the wrong kind of personality proves disastrous and causes undesirable situations or in the least tensions and worries in organisations. Some people arouse hostility and aggression in their associates while others invoke sympathy and supportive responses because of their personality features. Some people tolerate severely stressful situations, while tensions and similar circumstances swamp others.

3. Everyday in conversation we hear such statements as 'he has no personality at all.' If we analyze such utterances we discover that the phrase, at number of the times, not only refers to the physical appearance of the individual, especially on initial contact but also refers to the other personality factors, at other times.

Character

4. A man's character is made in the formative years of his life. The young can be compared to clay, which can be moulded in the desired way. In ancient India young boys stayed with great saints and pundits to learn and specialise in various branches of knowledge. It is the qualities of character that make someone popular among the people. Popularity does not depend upon a pretty face or upon being handsome, but upon inner qualities of a true character. These qualities are loved by others. They may be a gentle voice, friendliness or the position of others. A person of a good character excels over others in certain qualities. A good character comprises virtues of having certain qualities of character more pronounced than others. The qualities of a good character bring magnetism in one's personality which comes from a proper adjustment of the many qualities of head and heart such as knowledge, tact, friendship and co-operation. A character of a person would have some characteristics inborn as well as developed by experience and judgement such as integrity, moral courage, confidence, justice and highly developed sense of responsibility.




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Determinants of Personality and Character Development

5. The major determinants of personality and character of an individual are:-

- (a) **Biological.** Biological factors may be studied under the following heads.
- (i) **Heredity.** Certain characteristics, primarily physical in nature, are inherited from one's parents, transmitted by genes in the chromosomes contribute by each parent.
- (ii) **Brain.** Another biological factor that influences personality is the role of the brain of an individual.
- (iii) **Physical features.** Perhaps the most outstanding contribution to personality is the physical stature of an individual. An individual's external appearance makes tremendous effect in his personality.
- (b) **Cultural.** Culture largely determines what a person is and what a person will learn. The culture within which a person is brought up is a very important determinant.
- (c) **Family And Social Factors.** The contribution of the family and social group in combination with the culture is known as socialisation. Socialisation initially starts with the contact with mother and later on with other members of the family. The social group plays an influential role in shaping an individual's personality.
- (d) **Situation.** The home environment influences the personality of an individual. There is substantial evidence to indicate that the overall environment at home created by parents is critical to personality development.
6. Therefore, personality represents the whole person. It includes perception, learning, physique and lot more essentials.

Measures to Develop the Personality

7. Some times we see people at work and in our daily life who always appear to be self confident and on top of the world. Everything seems to go right for these people. These people are not born with such qualities but there are lots of inputs and efforts behind their personality. Some of the important qualities which help an individual to develop the personality are as follows:-

- (a) **Judgement.** By putting oneself in the others shoes and understand the situation from their point of view, setting aside your personal interests and your opinion would help in taking appropriate action that would be beneficial to all.




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- (b) **Mirroring**. Understanding the body language of ideal people and making it a part of your attitude, observing how they act, how they speak and think. This is called mirroring.
- (c) **Be Cheerful and Nice**. Make sincere efforts to raise others spirits. Little things like these go a long way in breaking the ice and setting the relationship to a good start. A good relationship brings good cheer which contributes to a good personality.
- (d) **Be Sincere and Trust Worthy**. Make others feel that whenever they need your help you will always be there to lend a hand. People tend to be more respectful to those they trust.
- (e) **Provide Compelling Ideas**. Explain how your ideas and suggestions could be the most effective techniques to implement. Just make sure that all your claims are true and verifiable. This will help always maintain a good reputation.
- (f) **Conviction**. Generally, this is a very important thing to remember when persuading anyone. People are self-centered and they always put their own ideas and well - being before others. No matter how close you are to becoming like them or how overwhelming your evidence is, if it does not satisfy you, the efforts will not produce satisfactory results. Therefore, your own conviction in convincing others is important.
- (g) **Positive Attitude**. Positive attitude leads to the confidence of the individuals. So whatever the situation may be, one should always try to be positive in thinking and attitude.
- (h) **Leadership Skills**. Leadership is the process of influencing the activities of an individual or a group towards the achievement of a goal in a given situation. Leadership arouses the qualities of philosophy, skill and attitudes.
- (j) **Communication Skills**. This is also one of the important features of personality development. An effective communication skill is an asset to achieve success. We need the support and co-operation of other people to help us in reaching our goals. Successful people know that good communication is an essential ability to influence others.

Measures to Improve Character

8. A character can be improved with practice. A few of the leadership traits if followed religiously can help to improve character. These are listed as follows:-

- (a) **Courage**.
- (b) **Decisiveness**.
- (c) **Initiative**.



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- (d) **Enthusiasm.**
- (e) **Loyalty.**
- (f) **Justice.**
- (g) **Morality.**
- (h) **Sense of Duty.**
- (j) **Patriotism.**

Role of NCC in Personality/ Character Development

9. NCC plays a major role in personality/ character development of the cadets. NCC helps in developing the overall personality of cadets through various activities as listed below:-

- (a) **Drill.** Personality refers to the physical appearance of a person especially on initial contact. Active participation in drill of the important qualities which help an individual the posture of cadets in a keeps correct position. They will walk more confidently than others. A good physique is an integral part of personality development.
- (b) **Interaction of Cadets in Camps.** Being an NCC cadet one can get many good opportunities to interact with cadets from different parts of the country. These camps groom their personality. Here cadets from different states exchange information of each others' culture and tradition. Thus they learn about the diverse culture of the nation. They become friends resulting in the development of comradeship and personality.
- (c) **Competitions.** The various competitions held in camps, like preparation of flag area, drill and performing cultural programmes, develop sportsmanship and team spirit among the cadets.
- (d) **Sports Adventure Activities.** Sports and are important for youth as they teach them a number of useful lessons on comradeship, healthy competition, courage to face challenges art of leadership, team work, grit and determination, all of which will stand them in good stead in their later life.



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SECTION-5

TYPES OF LEADERSHIP

General

1. Leadership is an extremely complex social phenomenon. However, every society and every organization always had and will always have leaders. Leadership is found not only in human beings but even among animals and birds. There are always some leaders and other followers in every group and organization.

2. To lead means to show the way, to exercise control, to wield authority and excel others in respect of certain qualities. A leader is one who by virtue of his having certain characteristics, more pronounced than others, adopts the role of guiding the group engaged in a certain task. A leader is a person who excels the average members of his group in intelligence, scholarship, dependability in exercising responsibility, activity and social participation. Successful leaders have some inborn characteristic as well as developed by their experience, such as integrity, moral courage, confidence, correct judgment and a highly developed sense of responsibility.

Leadership Styles

3. There are three ideal leadership styles:-

(a) **Autocratic Leadership Style**. In this all policies and procedures are determined by leader. The leader should take considerable responsibility for assigning the activity task and companions of each group members.

(b) **Democratic Leadership Style**. Wherever possible, policies should be matter of a group decision and discussion with active encouragement and assistance by the leaders. Wherever, technical advice is needed the leader should try to suggest two or more alternative procedures from which choice can be made by the group members.

(c) **Laissez Faire Leadership Style**. In this leader should play a rather passive role in social participation and leave complete freedom for group or individual decisions in relation to activity and group procedure.

Brief Explanation

4. **Autocratic**. An autocratic leader is authoritative, task oriented and bossy. He determines policy and makes decision on his own. In this style of leadership a leader holds an appointed position in a formal organization. As such, the responsibility for decisions and subsequently actions within his unit or command always rests with him, regardless of how the decision is reached. It follows, then, that the organization is the source of authority in making decision for which he is responsible. This authority for making decision, he may or may not delegate to his



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subordinates according to the degree he has decentralized his tasks into subordinates tasks. Leaders who make all the decisions for tasks within their organization are using a highly centralized or autocratic type of leadership and recognised by the dogmatic use of authority or power. These leaders may seldom consult subordinates in arriving at decisions. Instead they rely primarily on their own ability and experience.

5. **Democratic**. This is a permissive group oriented style leadership where the leader invites suggestions from subordinates and delegates decision making to them. In this type of leadership, there are certain leaders who use a democratic style and conduct a highly decentralized operation, delegating much of their authority for decision making to subordinates. The leader characterised by this type of behaviour invariably consults subordinates on their views before making key decisions. To a large extent, the persuasive leader bases his skill in leadership upon his personal example and ability, with his standards of discipline and efficiency for himself as well as his followers.

6. **Laissez-Faire**. In this style of leadership, the leader plays down his own role in group activities, provides facilities to achieve objectives and exercises minimum control.

7. **Variable**. In this style of leadership, the leader has the ability to vary his style as the situation demands.

Comparison

8. In a study between autocratic and democratic leadership, the study reacted favourably towards democratic leadership by displaying enjoyment and constructive work and by continuing to function effectively, even in the leader's absence. The autocratically led group on the other hand, displayed more hostility, aggression, lower moral and tended to fall apart during the leader's absence.

9. However, the quality and quantity of work under the autocratic leader was better, while its leader was present, than it was under the democratic leader while he was present.


SECTION-6

VALUES/CODE OF ETHICS

General

1. It is a well accepted fact that the future of any nation is largely related to the quality of its human beings. In this context, development of the youth into confident leaders with requisite character qualities and personal attributes, so that they can take their place as responsible citizens of the country, assumes great




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importance. In order to achieve this objective the youth needs to be exposed, beside the academics, to such activities which help them in developing their personality and character and in-turn making them a good leader. Leadership is an important feature of every sphere of human activity, whether at play, work or at war. Infact, wherever there are two or more people functioning together, there is a need for a leader. To develop into a good leader, a person needs certain values in him or one can say he must possess distinctive ethics in his life.

Meaning of Value/Ethics

2. 'Value' means a standard of behaviour and 'Ethics' in turn means a set of moral principles that govern a persons behaviour. In ancient India young boys and girls learnt the fundamentals of correct behaviour and moral principles under the tutelage and guidance of saints and gurus in their gurukuls and at a later stage specialized in various fields of knowledge. A person of values excels others in all fields. The values and ethics which drive a person may be inherited from the society they live in, i.e. from the people around them and to a large extent the family they hail from.

3. Human being is a complex creature, a mixture of good and evil. The evil tendencies in him are of negative nature which ultimately lead to destruction. On the other hand goodness is manifested in brotherhood, unity, co-operation. This goodness can only overcome negative tendencies, if a person either has certain values inherent in him, or he inculcates them.

4. A leader may be intelligent, knowledgeable and hard-working, but unless he is driven by a set of values which are morally acceptable, he cannot be a good leader. The importance of good behaviour by a leader on all occasions cannot be too strongly emphasised. Behaviour must be beyond reproach. Generally a group in particular and its work and achievements as a whole are judged by the values and the behaviour and good manners of the leader.

A Few Important Values

5. A person's behaviour is reflected in his conduct. How a person behaves in a particular situation will be an indicator of his potential for leadership. As the old saying goes 'Practice what you preach', as a leader is the person who guides the group, the saying is more applicable to him. Only those values can be preached which a leader himself possesses. Certain values which impress everybody are - Honesty, Truthfulness, Sense of duty, Loyalty, Consideration for the people, giving others their due and to stand by one's own principles. A person who practices good human values and follows a principled code of ethics will essentially stand out as a good leader. A few important values in day to day life are as follows:-

- (a) **Honesty** - not to steal, cheat or lie.
- (b) **Integrity** - uprightness.




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- (c) **Purity** - no duplicity, insincerity in thought, word or deed.
- (d) **Discipline** - behaviour according to essential rules and norms which is self-imposed.
- (e) **Selflessness** - unselfishness, rise above selfish or self-centered individualism, self-sacrifice.
- (f) **Loyalty** - true, faithful to duty, love or obligation to person/institution, faithful in allegiance to the nation or mother country.
- (g) **Fairness** - being impartial, give right decision.
- (h) **Equality** - treat everyone equally.
- (j) **Trust** - firm belief in the reliability, ability, strength of someone or something.
- (k) **Support** - give help, encouragement, or approval.
- (l) **Respect** - a feeling of admiration for someone because of their qualities.

6. The negative attributes to be guarded against would largely be such as ignorance, ego, i.e attachment to self or the prominence of 'I' temptations, envy, hate or jealousy, lack of confidence. These have deleterious effects and affects the individual in his thoughts and actions. An individual has to evolve his own mechanism to counter these to be come a successful and ideal leader.

SECTION-7

PERCEPTION

Significance of Perception

1. Perceptual process is of utmost significance in understanding human behaviour. It is a unique interpretation instead of a precise recording of the situation. The individual, while perceiving the world, sees a picture which expresses his own individual view of reality. This picture is quite unique and may largely differ from the reality.

2. In an interview for the selection of a candidate, the interviewer's judgement about the suitability or otherwise of a candidate depends on candidate's behaviour perceived by interviewers. A rejected applicant might feel that he was wronged by the interviewer though he deserved selection. But the fact is that interviewers generally form an early



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impression that becomes quickly entrenched. If the inadequacies of the candidates are exposed early, they weigh against him in the final selection.

Definition

3. The perceptual process can be defined as 'a complicated interaction of selection, organization, and interpretation of stimuli'. Although perception depends largely upon the senses for raw data, the cognitive process may filter, modify or completely change the data. A few more definitions of perception are given below:-

(a) It is the process of receiving, selecting, organising, interpreting, checking, and reacting to sensory stimuli or data.

(b) Perception is a process by which individuals organize and interpret their sensory impressions in order to give meaning to their environments.

(c) Perception includes all those processes by which an individual receives information about his environment i.e. seeing, hearing, feeling, testing and smelling.

(d) It is also defined as the 'selection and organization of material which stems from the outside environment at one time or the other to provide the meaningful entity we experience'.

4. There are two basic elements in this definition:-

(a) Perception is a process of selection or screening which prevents us from processing irrelevant or disruptive information and

(b) There is organisation of stimuli implying that the information that is processed has to be ordered and classified in some logical manner which permits us to assign meaning to the stimuli situations. The individual tends to recognise the information, assemble it as well as compare it with earlier experience. This involves the entire history of events, which have taken place with him over his life span. It is the organisation of inputs through a dynamic inner process, which shapes what comes in from the outside environment.

Mechanism

5. Perception involves five sub-processes. They are stimulus, registration, interception, feedback and consequence.

(a) **Stimulation**. Perception initiates with the presence of a stimulus situation. In organisational setting the superior forms the stimulus situation for the subordinate's perceptual process.




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(b) **Registration.** Involves the physiological mechanism including both sensory and neural. Obviously an individual's physiological ability to hear and see influences his perception.

(c) **Interpretation.** Is a highly crucial sub-process. Other psychological processes assist in perceptual interpretation. For instance, in work settings, his motivation, personality and learning process determines an individual's interpretation of a stimulus situation.

(d) **Feed Back.** It is important for interpreting the perceptual event data. In work settings, the psychological feedback that is likely to affect a subordinate's perception may be in the form of a variation in the behaviour of superior.

(e) **Consequence.** Perception ends in reaction or response, which may be in the overt or covert form. As a consequence of perception, an individual responds to work demands. These sub-processes indicate the complexity of perception.

Principles of Perceptual Selection

6. There are many stimuli demanding attention of the individual at the same time and that individual can sense only a limited amount of stimuli at a time. Human beings are characteristically selective. They select from among those physical stimuli, which they can register at a point of time. They set themselves to respond to a particular stimulus or a group of stimuli. Yet, certain events may characteristically creep into an individual's perceptual life and distract his attention. For instance, the sound of a gun, other things being equal, is more likely to attract attention than the sound of a gas burner. While dealing with selective phenomenon two items are involved, 'Attention' and 'Set'. 'Attention' incorporates all aspects of the selective process whereas 'Set' refers to specific factors or processes within the individual himself that has a bearing on what he attends to.

7. Thus some of the factors that attract attention lie in the situations and some are within the individual. The factors that are in the situations are called 'External attention factors' and those factors that are within an individual are called 'Internal set factors'.

8. **External Attention Factors.** The external attention factors are:-

(a) **Intensity.** The intensity of stimulus implies that the more intense the stimulus, audio or visual, the more is the likelihood it will be perceived.

(b) **Size.** As regards the size of the stimulus, any odd size attracts attention. A Great Dane dog which is tall attracts the attention because of his size.

(c) **Contrast.** The contrast principle states that external stimuli, which stand out against the background, or which are not what the people expect will receive attention. Signs boards, which have black lettering on a yellow background or white lettering on a red background, are attention getting.



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(d) **Repetition**. It implies that repeated external stimulus attracts more attention than the one that occurs at one time alone. It is because of this that supervisors tend to repeat directions regarding job instructions several times for even simple tasks to hold the attention of their workers.

(e) **Motion**. The factor of motion implies that the individual attends to changing objects in their field of vision than to static objects. It is because of this advantage that advertisers involve signs which include moving objects in their campaigns.

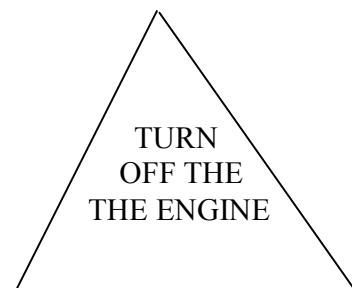
(f) **Novelty and Familiarity**. A novel object in the familiar situation or a familiar object in novel situation tends to attract attention. Thus a white person or a black person in India catches attention faster.

9. **Internal Set Factors**. The internal set factors are as under:-

(a) **Habit**. A Hindu will bow and do Namaskar when he sees a temple while walking on road, because of his well established habit. The motor set may cause the likelihood of inappropriate responses. There are several instances in life settings where individuals tend to react with the right response to the wrong signals. Thus a retired soldier may throw himself on the ground when he hears a sudden burst of car tyre.

(b) **Motivation and Interest**. Two examples of motivational factors are hunger and thirst. Motivational factors increase the individual's sensitivity to those stimuli which he considers as relevant to the satisfaction of his needs in view of his past experience with them.

(c) **Learning and Perception**. The process of learning plays a crucial role even in primitive organisation. However, it should be recognized that the role of learning is more pronounced in respect of complex forms of perception where the symbolic content creeps into the process. Although interrelated with motivation and personality, learning may play the single biggest role in developing perceptual set. Read the sentence in the triangle below:-



It may take several seconds to realize there is something wrong. Because of the familiarity with the sentence from prior learning, the person is perceptually set to read "Turn off the engine". This illustration shows that learning affects 'set' by creating an expectancy to perceive in a certain manner.



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10. **Organisational Role or the Specification**. The modern organisations value specialisation. Consequently the speciality of a person that casts him in a particular organisational role predisposes him to select the certain stimuli and to disregard others. Thus in a lengthy report a departmental head will first notice the text relating to his department.

SECTION - 8

COMMUNICATION INCLUDING INTER-PERSONAL COMMUNICATION

General

1. “Communication is the art of transmitting information, ideas and attitudes from one person to another”. The word, ‘Communication’ has been made up from Latin word ‘Communis’. Communis means to make common. Communication is a wide concept.

2. It is very necessary to study the following definition of Communication in order to know perfect meaning of Communication:-

(a) “Communication is an exchange of facts, ideas, options, emotions by two or more persons”.

(b) Communication is an intercourse by words, letter, symbols or messages and a way that one member shares meaning and understanding with another”.

3. Communication is essential in any group of human beings. It is required every where. Communication is essential in a family, church, group, class of students, organization etc. Communication transfers through from one person to another. Communication is the task of imparting information.

4. **Process of Communication**. It involves the following steps:-

(a) The ideas are formed in the mind of communicator.

(b) Formed ideas are encoded by the communicator.

(c) Encoded ideas take the shape of message.

(d) The message is transmitted through proper media to communicatee.

(e) Message is received, interpreted and analysed by the communicatee.

(f) The communicatee sends the reply to the communicator. It is called feed-back. Here, cycle of communication process is completed.



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5. **Elements of Communication**. All communications consist of a few elements. Although the process of communication is more than the total of these elements, understanding them can help explain what happens when one person tries to express an idea to others.
6. **Sender**. The communication process begins with a sender, the person who transmits a message, e.g. a computer programmer explaining a new programme to a co-worker, or an after dinner speaker introducing a guest.
7. **Message**. A message is any signal that triggers the response of a receiver. Some messages are deliberate, while others (such as sighs and yawns) are unintentional.
8. **Encoding**. The sender must choose certain words or non-verbal methods to send an intentional message. This activity is called encoding.
9. **Channel**. The Channel (medium) is the method used to deliver a message. You can deliver it by hand or send it via regular mail or use an overnight delivery service. You can send it electronically via fax or electronic mail. Or you can communicate it orally, either over the phone or in person.
10. **Receiver**. The receiver is any person who notices and attaches some meaning to a message. In the best of circumstances, a message reaches its intended receiver with no problem.
11. **Decoding**. Even if message does get its intended receiver intact, there is no guarantee that it will be understood as the sender intended it to be. The receiver must still decode it, attaching meaning to the words or symbols. Decoding is not always accurate.
12. **Feedback**. Receivers don't just absorb message like sponges, they respond to them. The discernible response of a receiver to sender's message is called feedback. Some feedback is nonverbal-smiles, sighs, and so on. Sometimes it is oral, as when you react to a colleague's ideas with questions or comments. Feedback can also be in written form.
13. **Noise**. One of the greatest sources of communication failure is **Noise**- the term used for factors that interfere with the exchange of message. **Physical noise**- external sounds that distract communicator. **Physiological noise**- hearing disorders fall into this category, as do illnesses and disabilities that make it difficult to send or receive messages. **Psychological noise** - consisting of force within sender or receiver, e.g. egotism, defensiveness, hostility, preoccupation and fear etc.
14. **Context**. Communication is influenced by the context in which it occurs. There are several dimensions of context, including physical, social, chronological and cultural. Communication always takes place in some setting. This physical context can influence the content and quality of interaction.




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Principal of Effective Communication

15. Communication is a process of transmitting the ideas. It is a two-way process. Transmitted message should be completely understood by the person who is at destination. As far as possible message should be kept brief. The knowledge level of the communicatee has to be taken into consideration. Able communicator doesn't waste his time in unwarranted communication. Need and objective of the communication should be analysed in advance. Following principles are kept in mind by the person:-

- (a) **Clarity of Objective.** The communicator should be known to the communicatee. Why communication is necessary? He should be completely able to answer this question.
- (b) **Proper Messenger.** The communicator should construct the message in meaningful manner. Encoding of thought is an intellectual task and it has to be done with proper care and thinking.
- (c) **Knowledge of Communicatee.** The message sent by the Communicator should be understood by the communicatee. He should be competent enough to analyse and to respond.
- (d) **Selection of Media / Method.** In order to have effectiveness in terms of cost and benefit, proper selection of method is essential. Again, it depends upon the nature of communication and urgency.
- (e) **Removal of Barriers:** Sometime misinterpretation of message may cause confusion. All possible hurdles are to be removed. Curtailment of message is the barrier of communication. All such factors should be taken into account.
- (f) **Feedback.** There should be inbuilt capacity in the communication to motivate the communicatee to respond. Respond/reply is a core part of communication, Communicatee is expected to react to the message. Feedback helps to complete the communication cycle.

Barriers to Effective Communication

16. The communication between two persons fail for a number of reasons. A barrier to communication is known as noise. In communication failure, there is generally a human failure, also. There is no perfect communication free of all the barriers. Man has paid attention to improvement of communication skills but he has failed to improve interpersonal communication. The prejudice of either communicators or communicatee may hamper the process of communication. Barriers to communication may be broadly classified as below:-




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(a) **Physical barriers.** Following are the physical barriers:-

(i) **Competing Stimulus.** It becomes very difficult to pass on the message orally, if another conversation giving information simultaneously within hearing distance is on i.e. sometimes loud music or traffic noise creates barrier in the communication process.

(ii) **Environment Stress.** A strong glare puts hindrance in case of visual communication. A high temperature, humidity, bad ventilation etc, contribute in distortions in the sending and receiving of message.

(iii) **Subjective Stress.** Due to sleeplessness, ill health, consumption of drugs, mental strain etc, communicator can not interpret the message in desired manner.

(iv) **Ignorance of Media.** User should be well conversant with media that is adopted for conveying the message. For example, the use of visual media like maps and charts to instruct workers, who have not been familiar with the maps and charts would switch off their attention for lack of knowledge of the media.

(b) **Psychological Barrier.** Every person has his own way to look at the world, at people at events and situation. A way of thinking of a person many times takes a shape of strong base of communication. No two persons possess accurately similar frames of reference. Following are some psychological barriers:-

(i) **Unjust Assumptions.** The unjust assumption is a common barrier to communication. It creates lot of misunderstanding. A manager, for example, incorrectly assumes that the subordinates understand the technical terms he adopts to give instructions.

(ii) **Barrier of Allness.** Allness is the attitude of people with closed minds. They think that they know everything about a subject. Usually they are not prepared to accept that they could be mistaken. Many make the generalized statements. For example:-

(aa) Globalization is dangerous to India. (ab) Women can not become superior to men.

(iii) **Snap Reactions.** Snap reactions are a serious barrier in communication process. Some listeners tend to pass remarks or criticise the communicator even though his communication is not completed.

(iv) **Apathetic Listener.** The apathetic receiver is psychologically dead to the communication. He is indifferent to speaker.



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(v) **Sophisticated Role**. The receiver is not willing to learn from the communicator. That means he is unteachable.

(vi) **Defensiveness**. Man always tries to justify himself. He thinks that admitting the mistake means a loss of face. Therefore he tends to rationalize the mistake that he commits.

(vii) **Fear**. Fear is clearly destructive to communication. A fear gives rise to slow and narrow thinking. The candidate's fear, during the interview affects his performance. Due to tension and anxiety, he misinterprets the questions asked by the interviewer.

(c) **Linguistic and Cultural Barriers**. A language is the expression of the thoughts and experiences of a people in terms of their cultural condition. The languages used in different cultures take different colour and meaning. It comes under the influence of the accent of the local language. Language is perhaps the greatest barrier in communication area. The words possess objective and subjective meaning. It should be kept in mind that the words carry numerous associations depending upon the political and cultural situation.

(d) **Mechanical barriers**. In group communication whistling microphone and incorrect placement of loudspeakers are disturbances. Mechanical barriers include any disturbances which interfere with the physical transmission of the message.

Types of Formal Communication in Organizations

17. Following types of communication occur:-

(a) **Downward Communication**. Downward Communication occurs whenever superiors intimate messages to their subordinate.

(b) **Upward Communication**. Messages following from subordinates to superiors are labeled upward communication.

(c) **Horizontal Communication**. It consists of messages between members of an organization with equal power. The most obvious type of horizontal communication goes on between members of the same division of an organization, i.e. office workers in the same department, co-worker on a construction project and so on.

Inter Personal Communication

18. **Face-to-Face Communication**. Face to face communication comes in many forms. Some are one-to-one meetings, either scheduled or at the spur of the moment. Others involve small groups of people, gathering spontaneously or in informed meeting. Still other face-to-face communication occurs in large group, where one or more speakers make presentation to an audience.




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Advantages

- (a) Once contact is made with audience, there is no time lag between the transmission of a message and its reception.
- (b) It gives control to the speaker. In a personal contact one has much more command over the receiver's attention. The listener at least has to pretend to pay attention. In such cases message ought to be clear and interesting enough to capture the attention of the audience.
- (c) It permits instantaneous feedback. Because of the tremendous amount of feedback available in face-to-face communication, it has also been termed the richest kind of communication channel.
- (d) A final advantage of face-to-face interaction is its personal quality. When a personal meeting goes well, the relationship that communication develop can help solve problems that might have been more difficult when handled from a distance. Personal meetings are especially important in some cultures, where failure to visit someone in person is an insult.

Drawbacks

- (a) It is difficult to arrange personal meetings. Even when communicator are in the same building, scheduling a meeting can be difficult and frustrating.
- (b) A personal encounter might also be unproductive if the contact antagonizes one or more of the participants.

19. **Teleconferencing**. Face-to-face meeting may be desirable, but distance often makes them impractical. Teleconferencing is billed as the next best thing to meeting in person.

20. **Documentation of Computer Conferencing**. It is another form of teleconferencing. This technology replaces face-to-face meetings by allowing individuals to work on documents that are "shared" via computer.

21. **Telephone and Voice Mail**. Telephones can be a useful tool for group communication as well as one to one contacts. **Audio conferencing** allows a group of geographically separated people to speak via telephones.

22. **Written Communication**. Written Communication comes in a variety of forms. Letters, memos, bulletins and report are familiar fixtures in almost everybody's career. Written message have a different set of advantages and drawbacks than their spoken counterparts have. Unlike speech, written communication is permanent. Once your words are down on paper, they are saved for future reference- either to your delight or to your undying embarrassment and chagrin .



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23. **Types of Verbal Communication.** Following are the types of verbal communication:-

- (a) Voice
- (b) Appearance
- (c) The Face and Eyes
- (d) Posture and Movement

24. **Talking.** Talking is the oral expression of knowledge, viewpoint, and emotions through words. It is supplemented by various body movements, gestures, facial expressions, body positions, and such.

Element of Good Talking

25. **Voice Quality.** A good voice is central to good talking. Good voice quality means vocal expressions that vary in pitch, change in delivery speed and alternate in volume. Concentrate on words and their pronunciation. Note the range of your voice in speaking. And vary the volume from loud to soft. Like good actors, good speakers can select from a number of alternatives in their attempts to express orally their thoughts and feeling to others.

26. **Talking Style.** Talking style refers to how the three parts of voice quality i.e. pitch, speed and volume blend together. Style refers to a set of behaviors of an individual that give uniqueness to that persons.

27. **Word Choice and Vocabulary.** Still another quality of effective talking is word choice. By selecting the right words that create clear pictures in a listener's mind, good talkers are able to communicate better and more quickly. Vocabulary is a critical factor for good talking. The larger the vocabulary, the more selections that are available for creating picture in the listener's mind.

28. **Adaptation.** Adaptation in effect sums up the previous three qualities of voice i.e. quality, style and word choice. Adaptation means fitting a message to specific receiver. That is to select the right words and use the right voice pitch, speed volume and style for the one intended listener.

Principles of Good Listening

29. The human relations are built strongly when there is a good listening. Listening is a positive function. Listening includes listening with understanding whatever you listen. Listening involves employing the body and mind. It is not only physical process but it requires psychological involvement of the listener. There is a basic difference between hearing and listening. Hearing is a passive and effortless activity whereas listening is an activity which requires deliberate effort, attention and concentration. It is a conscious, positive act requiring will power. The effort is thus both physical and mental. Following are the principles of good listening.



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- (a) **Psychological Process**. Listening is the concept which includes psychological factors. Psychological efforts are required to understand and retain the verbal materials presented in spoken form.
- (b) **Attention**. Listening is a tuning-on to another. It is tuning into the wavelength of the person trying to communicate. It is much more than a mechanical switching on and switching off.
- (c) **Active Process**. Listening is an active process. Listening means alertness and interest visible in the posture and expressions. It is also seen in the questions raised and comments made by the listener.
- (d) **Understanding**. Listening is not only making sense out of sound but also understanding what the speaker is saying. This is not as easy as it sounds, because words have many meanings and people understand the same words differently.
- (e) **Fact and Fancy**. Listening means being able to distinguish between fact and fancy. It includes developing the ability of evaluating or judging statement objectively, without being affected by one's own bias or the persuasive power of the speaker.
- (f) **Lack of Selective Listening**. Paying attention only to what re-enforces our point of view or our own attitudes and distorted interpretations of the speaker's words can not be termed as good listening. There should not be selective listening.
- (g) **Tiring Process**. Listening is an active, physically and mentally tiring process. Listening efficiency is at its highest during the first 10-15 minutes and lowest during the last 10 minutes, during which stage the listening is mechanical.
- (h) **Sensitive to Physical Signs**. Listening involves the skill to mark out the signals. The listener should be sensitive to all physical signs. The nervous habits and the gestures communicate the message which is non-verbal.
- (j) **Presence of Barriers**. There are common barriers to listening. It includes prior hearing ability, distracting, burden, prejudice, snap reactions, premature evaluation etc.
- (k) **Training and Guidance**. Listening efficiency can be improved by thorough proper training and guidance. In the true sense, listening is a human skill that has to be deliberately cultivated. The guidance by the expert goes a long way in improving listening efficiency.
- (l) **Fast Process**. Listening is a fast process. The rate at which we listen is faster than the rate at which we speak. The listeners find time during which they analyse and evaluate the arguments.



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(m) **Complexity.** Listening is a difficult function. It involves many psychological and physical barriers. It is not easy to bring total perfection in the listening especially in the meetings and conferences.

Guidelines for Effective Listening

30. The following are few guidelines for effective listening:-

- (a) A good listener shows deep interest in the speaker by looking at him. He observes the gestures, facial expressions and postures of the speaker.
- (b) While listening exercise mental discipline over yourself. Only if you concentrate properly can you be a good listener.
- (c) Do not allow yourself to be distracted by noise or entering of late comers.
- (d) Do not distract the speaker.
- (e) Be present in time at the venue. It enables to settle yourself physically and mentally before the speech starts.
- (f) Take the efforts to listen not only to the words but also to the feelings being conveyed by the speaker.
- (g) Don't hesitate to ask the questions to clarify meaning of statements made by the speaker.
- (h) Let your listening always be sympathetic, alert and active. Try to understand the speaker's point of view.
- (j) Follow the trend of discussion so as to make the proper response when your turn comes.
- (k) Use the extra time you get as listener to analyse and evaluate the speech.
- (l) Avoid thinking too much about a part that has already been covered by the speaker as this will prevent you from paying attention to the next argument.
- (m) Don't take too many notes because you will get little time to analyse and evaluate the message or speech.
- (n) Avoid emotional barriers which prevent you from listening effectively.

31. Advantage of Good Listening

- (a) It improves the quality of communication and makes people respect the view point of others.




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- (b) Good listening leads to positive attitudes, cordial relations and better participation.
- (c) It provides valuable information for the purpose of decision making.
- (d) Good listening enables to find the solutions to the complex problems.

SECTION-9

EFFECTS OF LEADERSHIP WITH HISTORICAL EXAMPLES

Introduction

1. The mahakavya on leadership has been articulated in just four words TO BE : TO DO : TO SEE : TO TELL

TO BE - Character and knowledge, in balance, are the source of leadership.

TO DO - Is the style of leadership by personal example ; a reflection of TO BE. TO SEE and TO TELL – are the functions, tools and techniques of leadership.

2. When we study and analyse outstanding leaders in history, who have done some lasting good to mankind, a nation, a community, an organisation or a cause, we find that they are not similar. They come in all shapes and hues- the flamboyant; the scholarly; the artistic; the ascetic; the gregarious and the recluse. And yet, when we look deeper into their make up, with commonsense, we find something interesting. Their TO BE component, in one way or the other, is very strong. They have two things in common:-

- (a) They are all persons of character, propelled by an ideal, or a vision. They also have character.
- (b) They have an inner structure, which is composed of certain universal qualities.

3. The effect of leadership will be best understood by the various examples available in history. Some of the examples are given out in the succeeding paras.

Courage and Endurance (Saving Ladakh : 1947-48 War.)

4. Courage is the most admired human virtue in all societies; to be a man means to be courageous. The most important act of courage for a leader is to make decisions. No action can start unless a decision is made. To make a decision means being accountable for success or failure.




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5. The stragedy to save Ladakh was to hold on to Skardu at all cost so that Pakistan led force may be prevented from reaching Kargil and Leh. Fortunately we had the right man in Skardu to fulfill the mission. No words can describe the gallantry and leadership of Lieutenant Colonel Sher Jung Thapa, who held on to Skardu, with hardly 250 men, for six long months. It is one of the longest sieges in the annals of modern war. While ordering him to defend Skardu to the last Man and last round, he was promised reinforcements and supplies. Unfortunately, neither could reach Skardu. Efforts were also made to air drop supplies and ammunition, but much of it fell outside his defences. Lieutenant Colonel Thapa then asked for discontinuing airdrop, as these were merely helping the enemy surrounding him. They held on even when they were on half and quarter day rations. At the end of six months when he completely ran out of rations and ammunition, he was ordered to surrender. Thapa's response was "I know that I cannot hold out without rations and ammunition. I know the fate, I and my troops will meet after surrendering to the enemy. I cannot do anything now against the enemy, but I will certainly take revenge in my next life". It is officers of this stamp who make great armies and great nations.

Practise What You Preach (1971 War)

6. In another example, we shall see what happens when we do not practise what we preach. This example is from the 1971 War between India and Pakistan.

7. Brigadier Mohamed Latif of the Indian Army launched an attack to capture an enemy held hill top, nicknamed 'Baldy'. The hilly terrain surrounding the objective, was covered with dense pine forest. Brigadier Latif selected the Guards battalion for this tough task.

8. Hardly had the Commanding Officer of the Guards battalion finished reporting his success on the radio, a counter attack was launched by the enemy. The Guards were hardly organized to face a major counter attack. They had fought the whole day, suffered casualties, were short of ammunition and had eaten just one meal. Brigadier Latif warned The Guards to get ready and soon artillery shelling started from both sides. Brigadier Latif was mentally prepared to lose 'Baldy', because it would be a very unequal fight. When the counter attacking forces were about four hundred yards from 'Baldy', the Guards opened up with their machine guns. To the utter surprise and relief of Brigadier Latif, within minutes the entire counter attack petered away.

9. He could not believe his eyes, but congratulated the Guards for their performance. A little while later, the Guards reported that they had captured two unwounded prisoners.

10. The prisoners arrived at the command post almost at midnight. Towards the end of his interrogation, the Brigadier enquired from the Corporal "you seem to be a seasoned soldier. How come, you gave yourself up even when you were not wounded; not a very honourable action by a good soldier". The corporal was more than willing to explain and gave out his story, "Our commander was right in front when the counter attack started. Holding his sten in his one hand, he was encouraging us to wipe out your troops and recapture 'Badly'. He was inspiring us by loud talk. His booming voice could be heard



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all over. He was a towering personality. We were determined and enthusiastic to finish the task. We kept on advancing, even when your shelling started. When your troops opened fire with machine guns, our commander immediately took cover behind the trunk of a huge pine tree. Standing in that sheltered position, he waved his sten gun and ordered us to rush forward. But very soon we also started taking shelter behind the pine trees. I was unlucky to be captured by your patrol before I could slip away like others, down the slope and return to our base.”

11. Here was a sure victory, on the plate, for the counter attacking force, but the commander was unable to set the right example. Good or bad personal example by a leader is most infectious. It is because of this that a Persian saying conveys a very stark truth:

“If the king plucks one apple from the public Garden, the public will take away even the roots”.

Endurance (Alexander’s Leadership)

12. Alexander, at the head of 30,000 foot-soldiers, with cavalry in the rear, was crossing the dreaded Gedrosian Desert in Asia Minor. It was mid summer and the yellow sands stretched to the horizon, with a few rocks jutting out here and there. It was hot like a furnace. They had completely run out of water. Arian, the most reliable historian of Alexander’s conquests, records the incident in the following words:-

“Alexander, like everyone else, was tormented by thirst, yet he kept on marching on foot, leading his men. It was all he could do to keep going, but he did so, and the result as always was that the men were better able to endure their misery, when they saw it was equally shared. As they toiled on, a party of light infantry, which had gone off looking for water found some, just a wretched little trickle collected in a shallow gully. They scooped up with difficulty what they could and hurried back, with their priceless treasure, to Alexander, then, just before they reached him, they tripped the water into a helmet and gave it to him. Alexander, with a word of thanks for the gift, took the helmet and, in full view of his troops, poured the water on the ground. So extraordinary was the effect of this action that the water wasted was as good as a drink for every man in the army. I cannot praise this act too highly; it was a proof, if anything was, not only of his power of endurance, but also of his genius for leader-ship”.

Character (World War-II)

13. Before we have a look at the universal qualities common to all good leaders, we have to be quite clear in our mind about the frequently used word ‘Character’. Character is the most important factor which makes effective leaders. However, we have to describe a person of character with some clarity, so that there is a well articulated model, based on historical experience.

14. Descriptions of a person of character by a seasoned and highly respected war leader, General Mathew B Ridgeway of the US Army should provide the necessary clarity. A veteran of World War II, and a highly decorated officer, he rose to become the



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Supreme Commander of the UN Forces in Korea, and later was also the Chairman of the Joint Chiefs of Staff. He says:-

“Character stands for self discipline, loyalty, readiness to accept responsibility, and willingness to admit mistakes. It stands for selflessness, modesty, humility and willingness to sacrifice when necessary and, in my opinion, faith in God. Let me illustrate”. “During a critical phase of the ‘Battle of the Bulge’ in World War II, the Germans launched a counter offensive and nearly broke through the Allied lines in France. While I commanded the 18th Airborne Corps, another Corps Commander just entering the fight next to me remarked, ‘I am glad to have you on my flank. It is character that counts’. I had long known him and knew what he meant. I replied ‘That goes for me too’. There was no amplification, none was necessary. Each knew that the other would stick, how ever great the pressure; would extend help before it was asked, if he could; and would tell the truth; seek no self glory, and ever lastingly keep his word. Such men breed confidence and success.”

Decision Making (Operation Overlord)

15. The dilemma of the most momentous decision of military history is worth noting. During World War II, Operation Overlord, the Allied amphibious and airborne assault for the bridgehead in Europe was planned for 6 Jun 1944. It was the most complex operation ever attempted in history. The movement of troops, tanks and guns had already started and they were boarding their ships. Suddenly the weather report indicated a severe storm on 6 June. There was a huge cry for postponement of the D Day; to go on would be a disaster, particularly for the air borne operations. Opinion of the experts was divided. Eisenhower, the supreme Commander, faced the biggest dilemma of his life.

16. Time was running out. He went away for a while to contemplate in silence. He decided to go on as planned, despite the warnings of a disaster, Before the invasion fleet set out, he wrote the following press release, to be issued if necessary:-

“Our landings have failed and I have withdrawn the troops. My decision to attack at time and place was based on the best information available. The troops, the Air and Navy did all that bravely and devotion to duty could do. If any blame or fault is attached to the attempt it is mine.”

17. Needless to add that the operation achieved complete surprise and was a success. The another example is from the 1984 operation to secure the Siachen Glacier.

Decision Making: Operation Meghdoot (Siachen Glacier)

18. Northern Command was ordered to prevent Pakistan troops from occupying the Siachen Glacier, to which they laid a claim. They were preparing to move in during the summer of 1984. After detailed discussions and war gaming, a plan was evolved. It had to be heli-borne operation to neutralize the time and space advantage of Pakistani troops.




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The tentative D Day was fixed for May 84, a month before the area is normally approachable.

19. After a more deliberate thought, the Army Commander held a final discussion about the exact D Day. He felt that it should be as long before June as possible, to give the troops enough time to get properly organised before any reaction from the Pakistan side. The Brigade Commander responsible for mounting the operation suggested 13 April. The Army Commander approved the D Day and the plan was sent to Delhi.

20. Their reaction was that sending troops during the month of April, the month known for blizzards, would be plain murder. Here was a typical dilemma. Should the advice of Army Headquarters be accepted or should Army Commander stick to his own judgement. D Day was not changed.

21. In the event, the first phase troops were ferried by helicopters to their objective on 13 April, without a hitch. However, by midday the weather packed up and second phase had to be called off. The blizzard that broke out raged for 72 hours. During this period the troops of first phase were completely out of communications. At 18,000 feet above the sea level, with the temperature at minus 60 degrees centigrade, their batteries froze. Morning and evening “we-told-you-so” calls to Northern Command from Army Headquarters were a nuisance and were totally ignored, because the troops had been properly prepared and equipped to face such an eventuality. No one in Northern Command had any fear about their survival.

22. On 17 April, the day was spotlessly clear, the first phase troops opened up their radio. The second phase troops were flown in and it was almost a week before the Pakistani troops, still training around Skardu, could reach. They launched a hurried attack, a week later, which was beaten back. The Indian troops are still holding on to the position they occupied in April 84, despite numerous attempts by Pakistani forces to dislodge them.

Will Power (Sir Winston Churchill)

23. ‘Try, try again’ is an age old advice based on the famous poem about Robert Bruce. The value of dogged perseverance was once articulated in a most dramatic manner by Sir Winston Churchill, who was the Prime Minister of the U K during World War II. He came out of the war as one of the tallest leaders in the world. He was invited by his school to be the guest of honour for the celebration of the 150th Anniversary of the school. He was also requested to deliver the keynote address to inspire the students to follow his example and become outstanding leaders in their lives. Churchill accepted the invitation. There was great expectation among all sections of society to listen to the views of Churchill on leadership.

24. On the appointed day, the hall where the function was being held, was overflowing with people. The media and the scholars had turned up in strength. Everyone was looking forward to Sir Winston revealing the secrets of his leadership.



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25. After the usual courtesies, Churchill was invited to deliver his keynote address. He got up from his chair, walked slowly to the podium took out his small rectangular glasses and wore them. He then took out a small piece of paper, placed it in the podium and peered over his glasses at the audience. There was pin drop silence. He then delivered his address;

“NEVER NEVER NEVER NEVER GIVE UP”

26. Having roared these five words, he ambled back to his seat. There was a bewildered hush for a long time. However, his great message soon sank home. People stood up and gave him a long and thunderous ovation. In just five words. Churchill distilled the great secret of his leadership and success.

SECTION-10

CUSTOMS OF SERVICES

Introduction

1. The Services have their own customs some of which have been handed down from the distant past while some others are of more recent origin. A custom is an established usage and consist of positive actions which are reasonably and universally accepted. Customs make for a more orderly life and when continued for a long period, they become “Unwritten Law”.

2. The customs of the Armed Forces are traditional and belong to the noblest of professions viz., the profession of arms. Chivalry and comradeship in arms count above every thing else. The maintenance of tradition is a tremendous unifying and driving force. It develops esprit-de-corps.


3. To a novice the customs and traditions of the Armed Forces may seem peculiar but once their origin is analysed and the meaning understood, it would be found that they are of immense value in developing the ‘esprit-de-corps’ and the pride in one’s service.

4. In the subsequent paras, some of the customs and traditions of the Services have been explained.

Saluting

5. It is customary in the services that a junior salutes his senior. This is done by bringing the open palm to one’s cap. The origin of the custom is traced to antiquity but it is said that the custom started when one person intending to establish his good intentions, opened his palm to show that he held no offensive weapon. Later, during the days of the




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Knights, one would disarm himself by lifting his open hand to his head to throw back his visor and thereby reveal his features. He thus indicated his recognition to the other person as a friend. The outcome of these ceremonies is the present day salute.

6. The present day hand salute in the Army and the Air Force consists of bringing the open palm to the side of the head including the cap. In the Navy, however, the hand is raised to the cap with the palm downwards. It is said that this is done so as not to show “grubby” hands of the sailors working on the deck.

7. The salute with the sword is a relic of the days when the crusaders kissed the cross on their sword before engaging in combat. To indicate friendliness to somebody, he would lower the sword and lay open his defence to show his trust, in the other person.

8. The “present arms” with the rifle is symbolic of disarming oneself. The rifle is held in such a position as to suggest that is being offered as a mark of trust and friendship.

9. The dipping of the tank gun, or the ensign on a ship and wings of the aircraft over the saluting base are all symbolic of a gesture of friendship and trust in the person being saluted. It would, therefore, be seen that there is nothing subservient in saluting another person. It is mark of trust, friendliness and respect for the person. The custom should be followed scrupulously and one must take pride in it. At the same time, it is the duty of the person being saluted to respond to the salute with equal pride.

Paying of Compliments

10. Whether on or off parade, whether in uniform or mufti, officers are expected to pay normal compliments to their seniors in rank. This is not only a matter of discipline but also of common courtesy, and must be observed scrupulously at all times. Never ‘acknowledge’ a salute from an other rank, as though it was your right, but return it smartly and with pride:-

(a) **When in Uniform.** In civil life, when one meets a lady or gentleman out of doors, it is normal to take off one’s hat to her or him. The military equivalent of this is to salute when in uniform. The correct way to wish a lady or gentleman when in uniform and not wearing head dress is to come to attention and bow slightly, say the appropriate words of greeting and shaking hands if the person greeted offers her or his hand.

(b) **When in Mufti.** As officers are permitted to wear plain clothes to put them at ease and to save them the formalities connected with uniform, they should pay the same courtesies that a civilian would pay when meeting a lady or a superior or an elderly person. Thus it would be proper to raise the hat, or rise if seated or bow slightly and greet the person concerned appropriately, i.e. “good morning” or “good evening”.

(c) If other ranks recognize you and salute, never fail to return it in the proper manner. Do not salute if without head dress, but just say “Ram Ram” or “Sat Sri



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Akal” according to the class of the other rank. Raise your hat if you are wearing one.

Saluting National Flag

11. It is customary to salute the National Flag when it is being hoisted or hauled down at ‘Reveille and Retreat’. Officers will face the flag staff, stand to attention and salute. NCC Cadets and other ranks only stand to attention. The same custom is observed in case of the Regimental Flag. When Reveille or Retreat is being sounded all ranks will come to attention if they are within hearing distance of the bugle and remain at ‘Attention’ till the bugle ends. It is not followed while under a roof.

National Anthem

12. If played during a ceremonial parade, all officers in uniform stand at attention and salute. In mufti, all officers stand at attention and remove their hats. NCC Cadets only stand at attention and do not salute.

Courtesy on Warship

13. On boarding or leaving a ship of the Indian Navy, an officer must salute the quarter-deck. If the ‘Officer on the watch’ is present at the quarter-deck, he will salute a senior officer on the occasion or return the salute of the junior officers.

On Other Occasions

14. When riding bicycle/horse or riding a mechanical vehicle, the soldier will not salute because of the danger in taking off his eyes from the road. But when stationary, eyes right or left will be given without removing the hands from the wheel or bar as the case may be. When a group of soldiers are standing in vishram they will come to attention and senior most soldier among them alone will salute. When two or more officers are together senior most officer among them will return the salute.

Decoration and Medals

15. The decorations and medals a serviceman is permitted to wear are visible evidence of the recognition and reward he had earned for outstanding acts of personal bravery and distinguished service in theatres of war or during a national emergency. Decorations and medals are potential incentives to greater efforts and are instrumental in building and maintaining good morale.

Dress

16. It is a custom, as well as requirement that serviceman and NCC Cadets present a good appearance at all time. In old days servicemen’s uniforms were very colourful and won admiration of the general public. Today, the uniforms have been changed to suit modern requirement of camouflage, utility, hygiene and economy. They still earn the nations admiration. Therefore, it is imperative that the serviceman and NCC Cadets take pride in their uniforms and always present a good turn-out.




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Battle Honours

17. Battle honours are given to Unit / Regiments by the Government for the heroic act done by Units / Regiments as a whole. The winners of battle honours rightly take a lot of pride in them.

Colours

18. Colours are symbolic of the spirit of a Regiment. The sight of the colours creates a feeling of pride in soldiers and from ancient history have served as an inspiration for heroic acts of self-sacrifice. The origin of the colours can be traced back to the early battles when they marked the commander's position on the battlefield. It also served as rallying point in battle. Till late in the 19th century, colours were taken into battle and were always kept in the front so that the soldiers could see them and draw inspiration. It was a matter of honour that the Regiment would not let their colours fall.

19. Later, owing to the altered form of attack and the increased range of musketry, the colours were not carried into battle. The colours, however, retain their pride of place in the Regiments. Now-a-days the colours are laid in place of honour, usually the officers' mess or quarter guard.

20. The colours are awarded to a regiment by the President for their honourable service and all the battle honours of the Regiment are emblazoned on the colours.

21. All infantry regiments, with the exception of rifle regiments, carry colours. Armoured Corps regiments carry standard and guidons with the exception of the Lancers.

Officer Mess

22. **General.** An Officer's mess is an institution which influences all aspects of an officer's life. It moulds his character and his way of life to a great extent. Mess customs and traditions instill in officers particularly the younger ones, a strong sense of loyalty and co-operation, and an even stronger sense of esprit-de-corps. The mess is a common home of all officers of a unit.

23. **Dress** Officers take pride in their turnout, whether in uniform or in plain clothes. Do not enter the mess with a cap or hat on. A brush is provided outside the ante-room so that officers can brush their shoes before they enter the mess. Officers should ensure that the guests they invite do conform to their mess rules in regard to dress in the mess. If they are not properly dressed, they should not be taken into the ante-room, but entertained in some other room, verandah or in the garden.

24. **Conduct in the Mess.** The following general points govern an officer's conduct in the mess:-

(a) If there is an officer of field rank in the mess when you enter, bow slightly to him with an appropriate greeting, ie. "good morning" or "good evening". Similarly, when an officer of field rank enters the room, you must stand up and



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greet him. Officers must stand up and greet the senior dining member when he enters the mess.

- (b) When a visitor, Service or civilian, regardless of rank, enters mess, one must stand up and greet him courteously and offer him a drink or a smoke. Make him feel at home but never force drinks on anybody.
- (c) Be punctual on all occasions.
- (d) Do not visit the mess during working hours unless you are on the sick list or on leave or have to go there in connection with some work. In nine cases out of ten you are neglecting your duty elsewhere and everybody knows it.
- (e) Do not discuss controversial or forbidden subjects, ie. religion or politics. Avoid talking “shop” as far as possible. Never indulge in loose gossip about women.
- (f) Before you turn on the radio/TV ask others present if they have any objection.
- (g) Dogs or other pets should not be taken inside the mess.
- (h) You must treat the mess property as your own. Do not remove anything from the mess without the permission of the president of the mess committee.
- (j) The mess “suggestions book” if one exists, is not meant for entering complaints. It is meant for constructive suggestions for improvement of the mess. In marking suggestions avoid sarcasm or attempts at humour.
- (k) If you are reading a newspaper or magazine and a senior officer of your unit comes in, get up and offer the paper to him if it is the only copy in the mess. Similarly, if you are sitting comfortably under a fan or in front of a fire, get up and offer your seat to a senior officer when he arrives, if no other such seat is available.
- (l) Bridge and some other games, at very small stakes, are the only “gambling” games permitted in a mess.
- (m) You may read a newspaper or a periodical during breakfast and lunch but not at dinner. It is “not done” to read a book in the dining room.

25. **Visitors and Guests.** Do not invite all and sundry to your mess. Select your guests. You must obtain the permission from the president of the mess committee before you invite a guest to a regimental function. On regimental guest nights and other regimental social functions in the mess, every member is a host. It is the duty of members to see that no guest is left unattended.



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26. **Dinner Nights**. A dinner night in the mess is a parade. Officers who have not signed out or not had permission to dine out, must be present at least five minutes before the scheduled time at which dinner commences.

27. **Table Manners**. Use the napkin and use correct knives and forks. Never pile your plate. If you want to have more have a second helping. Eat with your mouth closed and without making any sound. Do not talk when there is food in your mouth. Do not lean over the table for a any dish which is out of your reach instead ask your neighbour.

Smoking

28. It is improper for an officer/cadet to be seen smoking whilst in uniform on the following occasions:-

- (a) Whilst saluting.
- (b) Whilst marching with troops except during halts with the permission of senior.
- (c) Whilst on parade or at range, at sports meet, obstacles course and such like functions.

Introductions

29. Introductions sometimes present difficulties. The normal rule is that a gentleman is introduced to a lady, a single woman to a married woman, a younger to an older and a junior to a senior. Whilst introducing the names of both parties should be given clearly, e.g. "Major KALIA, may I introduce Mr KAPOOR" or "Mrs DEV, may I introduce Lieutenant Colonel KUMAR".

Paying Compliments to Ladies

30. All officers will pay compliments to ladies on meeting them, even if a General meets wife of a Lt and recognizes her, he pays compliments to that lady. In uniform, compliment is paid by saluting and in civil dress, the ladies are greeted in the normal way.

Conclusion

31. In conclusion, it must be emphasised that the customs and traditions in the Army and the other services are "Unwritten Laws" which every member of the service should observe thoroughly. The observance of the custom and traditions is a tremendous unifying force and facilitates admission into the clan of the "Men at arms". The customs and traditions are of immense value in developing the esprit-de-corps and the pride in one's service.



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SECTION-11

IMPORTANCE OF GROUP/TEAM WORK

Definition of Group

1. A group can be defined as any number of people who share goals, often communicate with one another over a period of time, and are few enough so that each individual may communicate with all the others, person-to-person. Two or more people interacting to achieve a common objective is also called a group.

Classification / Types of Groups

2. Classification of group according to evolutions of primary goals is as given below:-

(a) **Friendship Group.** It evolves informally to meet its members' personal security, esteem and belonging needs.

(b) **Task Group.** It is created by the management to accomplish certain organization goals. Task group can further be classified as under:-

(i) **Formal Groups.** They are established by an organization to facilitate the achievement of the organization goals.

(ii) **Informal Group.** It is one that develops out of the day-to-day activities, interactions and sentiments of the members for the purpose of meeting their social needs.

(iii) **Effective Group.** An effective group is one which has the following characteristics:-

(aa) Its members know why the group exists; they have shared goals.

(ab) Its members support agreed upon guidelines and procedures for making decisions.

(ac) Its members communicate freely among themselves.

(ad) Its members have learned to receive help from one another and to give help to one another.

(ae) Its members have learned to deal with conflict within the group.

(af) Its members have learned to diagnose individual and group processes and improve their own and the group's functioning.



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Importance of Group

3. In a group people come together to achieve some common objectives for which they work in a structured fashion and utilise resources to reach pre-determined goals and targets.

4. A group carries a lot of power in it. One work which seems impossible, can be done by a group strength very easily. We have a number of examples of group work around us. India is itself a great example of group work. India is probably the only country in the world where people belong to different languages, having different cultures, modes of living, clothing, feeding habits and even different Gods and deities. In spite of all these differences, they live together in harmony and even believe to be the children of one mother called "Mother India".

5. We are one large nation with one central authority. In India we have unity in diversity and we work together to make our country a developed country. It is because of the strength of the nation as a group only that India could achieve freedom in 1947.

Characteristics of a Mature Group

6. (a) An increasing ability to be self directed (not dependent on the leader).
- (b) An increased tolerance that progress takes time.
- (c) An increasing sensitivity to their own feelings and those of others.
- (d) Improvement in the ability to withstand tension, frustration and disagreement.
- (e) A perception of the common denominators, which bind the group as well as areas of individual difference.
- (f) A better ability to anticipate realistic results of behavior to channel emotions into more socially acceptable ways of expressing these emotions.
- (g) An increased ability to change plans and methods as new situations develop.
- (h) A decrease in time needed to recover from threatening group situations. Peaks and valleys of emotional group crises become less personal.
- (j) Increased efficiency in locating problems, engaging in problem solving and providing help to individuals as needed.
- (k) A willingness to face one's own responsibilities and to assist others when help is needed.
- (l) An acceptance of the right of the other person to be different.




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Definition of Team

7. When two or more people who are interdependent, who share responsibility for outcomes, who see themselves and are seen by others as an intact social entity in a larger social system are called as “Teams”. When teams are formed, its member must have (or quickly develop) the right mix of complementary competencies to achieve the team’s goals. Also its members need to be able to influence how they will work together to accomplish those goals.

Importance of Team

8. A team is a small number of employees with complementary competencies (abilities, skills and knowledge) who are committed to common performance, goals and working relationship for which they hold themselves mutually accountable.

9. A key aim of teamwork is group synergy, namely the achievement of high quality as a result of combined individual contributions. Synergy can help you solve complex problems because you will be working with people who have a wide range of skills and perspective. Students working in teams benefit particularly from brainstorming and bouncing ideas of each other, learning from each other, discussing work in teams outside contact times and checking results.

10. In a team we can establish an agreed set of team guidelines. We know team members, their strengths, and preferred ways of working and preferred roles. We can discuss the task problems to arrive at a shared understanding and summarise this shared understanding of any project.

Types of Teams

11. (a) **Functional Teams**. They usually represent individuals who work together daily on a cluster of ongoing and independent tasks. Functional teams often exist within functional departments, marketing, production, finance, auditing, human resources and the like.

(b) **Problem Solving Teams**. They focus on specific issues in their areas of responsibility, develop potential solutions and are often empowered to take actions within defined limits.

(c) **Cross - Functional Teams**. They bring together the knowledge and skills of people from various work areas to identify and solve mutual problems.

(d) **Self - Managed Teams**. They normally consist of employees who must work together effectively daily to manufacture entire product (or major identifiable component) or service.



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Characteristics of a Team

- (c) Unquestioned belief.
- (d) Stereotypical views.
- (e) Direct pressure.
- (f) Self censorship.
- (g) Shared illusion of unanimity.

- 12. (a) Illusion of invulnerability.
- (b) Collective rationalization.




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ATTENDANCE REGISTER
CERTIFICATE PROGRAMME - PERSONALITY DEVELOPMENT AND LEADERSHIP

S. No.	Name of Participant	Department	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30	Year 31	Year 32				
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6	ESHA M	1 Year B Com																																				
7	MEGHA PRADEEP	1 Year B Com																																				
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9	SINDHU M	1 Year B Com																																				
10	HARMARAJAN M	1 Year B Com																																				
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24	NITHESH MADHAV M	1 Year B Com																																				
25	SARAN D	1 Year B Com																																				
26	AKSHAYA	1 Year Economics																																				
27	AKSHAYA J	1 Year Economics																																				
28	AMRITHA R	1 Year Economics																																				
29	ANURAG A	1 Year Economics																																				
30	ARJUN K S	1 Year Economics																																				
31	ANUSHA MISHRA M	1 Year Economics																																				
32	BHUVANISHA S	1 Year Economics																																				
33	ANWILA JOSHI	1 Year Economics																																				
34	ARITHA S MOHAN	1 Year Economics																																				
35	PRABHATI P	1 Year Economics																																				
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42	SHWETA R	1 Year Economics																																				



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NATIONAL CADET CORPS

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27 (K) BN NCC PALAKKAD, COY - 2

CERTIFICATE OF PARTICIPATION

This certifies that has successfully completed the Certificate Program on Personality development and leadership for a duration of 33 hours. This certificate is awarded for participation in the certificate program during the period of 2018-2019

INSTRUCTOR

PRINCIPAL



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**Department of Botany
Government College, Chittur**

CERTIFICATE COURSE IN MUSHROOM CULTIVATION

2018-19

Course code: COBM01

Duration: 30 Hrs

- 1. ABOUT THE COURSE**
- 2. SYLLABUS**
- 3. STUDENT LIST**
- 4. ATTENDANCE REGISTER**
- 5. ASSESSMENT PROCEDURE**
- 6. REPORT**
- 7. BROCHURE**
- 8. CERTIFICATE**



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ABOUT THE COURSE

Aim of the course:

1. To make the students capable of understanding different types of mushrooms (edible & poisonous)
2. Learning cultivation of different edible mushrooms
3. To make familiar with the requirements of mushroom cultivation
4. To learn the production of value added products from mushrooms
5. Enable students to learn a means of self employment

Expected outcome of the course:

If a student successfully completes the course he is expected to be:

1. Able to understand different types of mushrooms (edible and poisonous)
2. Familiar with different cultivation methods of mushrooms
3. Familiar with requirements of mushroom cultivation
4. Having a clear cut idea about the production of various value added products of mushroom origin
5. Thereby able to learn a means of self employment

Eligibility: Candidate must possess Higher Secondary School Education (Desirable: HSE pass in Science subjects with Biology)

Duration: 30 Hrs



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Module 1: Introduction and classification of mushrooms (4 hours)

Mushrooms –Classification of mushrooms -History and Scope of mushroom cultivation - Edible and Poisonous Mushrooms-Vegetative characters

Module 2: Commercially cultivated mushrooms (4 Hours)

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

Module 3: Principles of mushroom cultivation (12 Hours)

Structure and construction of mushroom house.

Sterilization of substrates.

Mushroom bed preparation

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

Composting technology, Spawning, spawn running, harvesting.

Cultivation of oyster and paddy straw mushroom.

Problems in cultivation - diseases,

pests and nematodes, weed moulds and their management strategies.

Module 4: Post harvest technology: (4 Hours)

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

Module 5: Practicals (6 Hours)

- Familiarization of sterilization techniques
- Mushroom bed preparation
- Spawn production
- Mushroom cultivation
- Harvest



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REFERENCES

1. Pandey B P 1996. A textbook of fungi. Chand and company N Delhi.
2. Kaul T N 2001. Biology and conservation of mushrooms. Oxford and IBH publishingcompany N.Delhi
3. Marimuthu, T. et al. (1991). Oster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
4. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH, Publishing Co. Pvt. Ltd., New Delhi
5. 3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
6. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology.
7. Agrobios, Jodhpur. Harander Singh. 1991. Mushrooms- The Art of Cultivation- Sterling Publishers.



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STUDENT LIST

Sl. No.	Name	Class
1	Devika M.J	II B.Sc. Botany
2	Gokul G.	II B.Sc. Botany
3	Kishore S I K.	II B.Sc. Botany
4	Krishna Priya P	II B.Sc. Botany
5	Sarija P	II B.Sc. Botany
6	Shabnu A.R	II B.Sc. Botany
7	Anjana P.	II B.Sc. Botany
8	Shincy S.	II B.Sc. Botany
9	Sudheesha K.	II B.Sc. Botany
10	Reshma M.	II B.Sc. Botany
11	Arun A	III B.Sc. Botany
12	Farseena M.	III B.Sc. Botany
13	Pooja M.	III B.Sc. Botany
14	Afridha M.	III B.Sc. Botany
15	Sajitha A.	III B.Sc. Botany
16	Seha M.	III B.Sc. Botany
17	Subith S	III B.Sc. Botany
18	Sariga S.	III B.Sc. Botany
19	Vismaya R	III B.Sc. Botany
20	Aswathy K.	III B.Sc. Botany
21	Akshya Vijayan	I B.Sc. Botany
22	Anagha U M	I B.Sc. Botany
23	Angel Ancy A	I B.Sc. Botany
[24	Arun K	I B.Sc. Botany
25	Jinisha J	I B.Sc. Botany
26	Kamala R	I B.Sc. Botany
27	Hadil E K	I B.Sc. Botany
28	Haseena A	I B.Sc. Botany
29	Aiswarya R	I B.Sc. Botany
30	Nivedya T P	I B.Sc. Botany
31	Rupika N	I B.Sc. Botany
32	Saraniya S	I B.Sc. Botany
33	Shihana K	I B.Sc. Botany



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ATTENDANCE

Attendance Register

Sl No.	Name	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	1/11	2/11	3/11	4/11	5/11	6/11	7/11	8/11	9/11	10/11	11/11	12/11	13/11	14/11	15/11	16/11	17/11	18/11	19/11	20/11	21/11				
1	Devika M.J	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
2	Gokul G.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
3	Kishore S I K.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
4	Krishna Priya P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
5	Sarija P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
6	Shabnu A.R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
7	Anjana P.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
8	Shincy S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
9	Sudheesha K.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
10	Reshma M	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
11	Arun A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
12	Farsecna M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
13	Pooja M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
14	Afridha M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
15	Sajitha A.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
16	Seha M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
17	Subith S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
18	Sariga S.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
19	Vismaya R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
20	Aswathy K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
21	Akshya Vijayan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
22	Anagha U M	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
23	Angel Ancy A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
24	Arun K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
25	Jinisha J	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
26	Kamala R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
27	Hadil E K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
28	Haseena A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
29	Aiswarya R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
30	Nivedya T P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
31	Rupika N	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
32	Saraniya S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
33	Shihana K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A



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Sl. No.	Name	6/1/16	16/1/16	26/1/16	5/2/16	15/2/16	25/2/16	5/3/16	15/3/16	25/3/16	4/4/16	14/4/16	24/4/16	4/5/16	14/5/16	24/5/16	3/6/16	13/6/16	23/6/16	3/7/16	13/7/16	23/7/16	2/8/16	12/8/16	22/8/16	1/9/16	11/9/16	21/9/16	
1	Devika MJ	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
2	Gokul G.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	Kishore S I K.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	Krishna Priya P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	Sarija P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
6	Shabnu A.R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
7	Anjana P.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
8	Shincy S.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	Sudheesha K.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
10	Reshma M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
11	Arun A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
12	Farseena M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
13	Pooja M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
14	Afridha M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
15	Sajitha A.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
16	Seha M.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
17	Subith S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
18	Sarika S.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
19	Vismaya R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
20	Aswathy K.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
21	Akshya Vijayan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
22	Anagha U M	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
23	Angel Ancy A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
24	Arun K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
25	Jinisha J	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
26	Kamala R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
27	Hadil E K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
28	Haseena A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
29	Aiswarya R	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
30	Nivedya T P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
31	Rupika N	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
32	Saraniya S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
33	Shihana K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A



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PRINCIPAL
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CHITTUR



Department Of Botany

Government College Chittur

Date : 30 March 2019



CERTIFICATE

This is to certify that **ARUN A (III B.Sc.Botany)** has successfully

completed

the Certificate course in Mushroom Cultivation (COBM01)

with Grade

Organised by Department of Botany

Government College Chittur, during the year 2018-2019



**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

**Dr. Sojan Jose
Programme Coordinator**

**Suresh Kumar K A
HoD Botany**

**Dr. Anand Viswanath B
Principal**



Department Of Botany

Government College Chittur

Date : 30 March 2019



CERTIFICATE

This is to certify that **FARSEENA M (III B.Sc.Botany)** has successfully

completed

the Certificate course in Mushroom Cultivation (OBM01)

with **O** Grade

Organised by Department of Botany

Government College Chittur, during the year 2018-2019



**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

Dr. Sojan Jose
Programme Coordinator

Suresh Kumar K A
HoD Botany

Dr. Anand Viswanath B
Principal