



**1.2.2 STUDENTS ENROLLED IN CERTIFICATE/ADD ON/VALUE
ADDED PROGRAMMES**

**ADD ON /CERTIFICATE COURSES
BROCHURES/COURSE MODULES**

INDEX [Page Numbers]

Title of course/programmes	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Foundation Course on SPSS	1	45	79	95	115
Advanced Course on SPSS	2	46	80	96	116
Excel proficiency for Finance	3-10				
Advanced Cooperative financial Practices	11-19				
Securities Analysis Online Stock Trading	20-27	61-70			
Unlocking the Legacy: Exploring Kerala Kalarippayat - The Ancient Art Form and Mother of Martial Arts	28				
Enrich Your English-English for communication	29-30				
National Integration	31-32				
GST in Practice	33				
Water Quality Analysis	34-37				
Chemical Sketch Tool	38-44				
Financial Spread sheet Mastery		47-53			
Mastery in Cooperative Finance		54-60			
From Conversation to Composition: Practical Communication Skills		71-73			
Horticulture		74-78			
Advanced Financial Modelling with			81-87		
Cooperative Financial insights : Accounting			88-94		
Spread sheet Applications in Finance				97-104	
Accounting and Audit Practices in Cooperatives				105-111	
Elementary Space Physics				112	
Harmony Within: Exploring Yoga as a Path to				113	
Math mastery: Elevate Your Competitive Edge				114	133-137
Spreadsheet skills for finance professionals					117-123
Fundamentals of Cooperative Accounting and					124-130
Solar Energy					131
Optimising Fitness—The crucial role of					132
CHEMDRAW-Drawing of Chemistry					138-144
Personality Development & Leadership					145-146
Mushroom Cultivation					147-151

ACADEMIC YEAR 2022-23

July 2022 - December 2022



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. Anuradha VK

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

Dr. Lakshmanan MP

**"FOUNDATION COURSE ON
SPSS"**



ACADEMIC YEAR 2022-23

January 2023 - May 2023



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.

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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 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.

**"ADVANCED COURSE ON
SPSS"**

Principal : Dr. Anuradha VK

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

Dr. Lakshmanan MP



GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE



ADD ON COURSE

COURSE CODE - AC/PG/EF

April 2023 to May 2023



EXCEL PROFICIENCY FOR FINANCE

COORDINATOR
PRADEESH K

PRINCIPAL
Dr ANURADHA V K

Excel Proficiency for Finance

Course Code – AC/ PG/EF

Course Period – April 2023 to May 2023

Course Duration – 30 Hours

No. of Students Attended – 43

Course Co-ordinator & Resource Person- Sri Pradeesh K, Asst
Professor, Govt College Chittur

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.
3. To acquaint students with applications of financial modelling using Spreadsheet application

Syllabus

MODULE 1: SPREADSHEET FUNDAMENTALS AND FINANCIAL ANALYSIS

Overview of spreadsheet application- Basic navigation and interface familiarity – Essential functions and formulas for financial analysis (eg. Sum, Average, IF, V Look up)- Formatting of Excel Sheets - Use of Excel Formula Function - Advanced Modeling Techniques- Extrapolation, Histogram - Data Filter and Sort - Charts and Graphs - Table formula and Scenario building - Lookups: Vlookup Match & offset, pivot tables [12 Hours]

MODULE 2: FINANCIAL DATA - MODELLING & FORECASTING

Importing and organizing financial data – Data validation and cleaning techniques - Advanced data analysis tools such as Data tables (eg, Data tables, Pivot tables, etc)- Developing financial models – Scenario analysis and sensitivity testing forecasting techniques- Measure of Leverage Project Finance- Prepare an Income Statement, Balance sheet, Cash Flow Statement [10 Hours]

MODULE 3: ADVANCED FUNCTIONS in SPREADSHEET

Array formulas for complex calculations – Logical functions (IF Error, AND, OR) - Financial functions for investment analysis (eg, Sum, Average, Data etc).[4 Hours]

MODULE 4: VISUALIZATION AND REPORTING

Creating dynamic dashboards and reports – Charting techniques for financial data representation (eg, Stock chart, Area chart) – Data visualization -best practices for effective communication. [4 Hours]

Regulations

1.0 Title of the Course

This course shall be called “Excel Proficiency for Finance”.

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.

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.

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

References

1. Excel formulas and functions for Dummies – Ken Bluttman
2. Data analysis using Excel – Michael Alexander and Kenneth Bluttman.
3. Excel Basics for Account Reconciliation – David H Rigstorm
4. Spreadsheet skills for finance professionals –Pitabas Mohanty
5. Data visualization for Dummies – Micoyuk and Stephania Diamond
6. Financial Modelling in Excel for Dummies – Danielle stein Fairhorst.

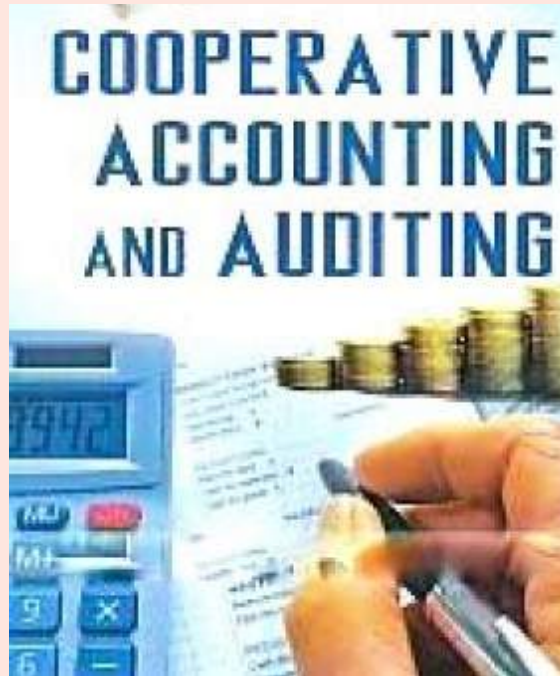
GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD ON COURSE

COURSE CODE - AC/UG/CAA

NOVEMBER 2022- FEBRUARY 2023



ADVANCED CO-OPERATIVE FINANCIAL PRACTICES

COORDINATOR
PRADEESH K

PRINCIPAL
DR ANURADHA V K1

ADVANCED CO-OPERATIVE FINANCIAL PRACTICES

Course Code – AC/ UG/CAA5

Course Period – November 2022 to February 2023

Course Duration – 35 Hours

No. Of Students Attended – 64

Course Co-Ordinator & Resource Person – Sri Pradeesh K,

Asst Professor, Commerce

Objectives

- * To understand apply fundamental cooperative accounting principles and practices.
- * To acquaint with practical procedures in auditing familiarize students with the cooperative accounting standards and legal compliance for cooperatives.
- * 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.

Syllabus

Module 1: **Introduction to Co-operative Accounting**

Co-operative Accounting - Meaning – Definition - Special features of co-operative accounting - Sources of funds - Owned and borrowed funds - State aid to co-operatives - Preparation of Trial Balance, Profit and loss account and Balance sheet.

(7 hours)

Module 2: **Co-operative book keeping**

Books and registers maintained by the Co-operatives - Statutory requirements for co-operatives - Day books - kinds of Day books - Subsidiary day book -Triple Column cashbook - Preparation - Rough Cash chitta - Receipt and disbursement statement - Preparation and recording - Computerised accounting System (7 hour)

Module 3: **Introduction to Co-operative Audit**

Co-operative Audit - Definition - Objectives - Scope – Advantage – Difference between Audit of co-operative societies and Joint stock companies – Special features of co-operative Audit – Administration – Setup for co-operative audit.

(7 Hours)

Module 4: **Co-operative Audit & Auditor Role**

Types of Audit- Preparations for Audit and Framing of Audit programme - Stages of audit work-Mechanical Audit - Administrative Audit - Preparation of Final statements - Reconciliation of Bank Accounts- Co-operative Auditor -Duties - Powers and liabilities.

(7 hours)

Module 5: Regulatory Compliance

Legal and Regulatory Compliance for Cooperatives - Audit memorandum - Audit report - Audit Certificate - Audit classification - Assessment and Levy of Audit fees - Taxation compliance for co-operatives Deductions and exemptions - co-operative auditing Standards. (7 hours)

Regulations

1.0 Title of the course

This course shall be called “Advanced Co-operative Financial Practices”.

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.

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 35 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., Introduction to Co-operative Accounting, Co-operative book keeping, Introduction to co-operative Audit, Co-operative audit & Auditor Role and Regulatory Compliance.

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

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

References

- 1)" Co-operative, Accounting and Reporting" - AK Jain.
- 2) "Co-operative Auditing. Principles and Practices" -S K.Basu
- 3) "Co-operative Financial Management: Principles and Applications"- R. Mohan
- 4) "Co-operative Accounting and Auditing Manual" - National Co-operative Business Association (NCBA)
- 5)"Accounting and Financial Reporting Guidlines for Co-operatives" - National Society of Accountants for co-operatives (NSAC)
- 6)" Co-operative Accounting and Financial Management" -G S Rao and D Ramachandran.
- 7)"Co-operative Auditing: Techniques and practices" – P K. Gupta.
- 8) “Kerala co-operative Audit Manual” – Department of co-operation, Government of Kerala.

Academic Year 2022-23
(December 2022 to March 2023)



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.

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About The Course

Post Graduate Department of Commerce, Govt College Chittur started Security Analysis Add-On-Course "Security Analysis- Online Stock Trading" from the academic year 2021-22 for the 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 share trading and apply it in their academic career and future. The course intends to provide detailed practical knowledge on stock trading. 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 practical and theory concepts. After the examination depart also distribute certificates to the eligible students. The duration of the course which was 40. The total concepts in the course divided into 5 modules i.e., Financial Market, Investment Alternatives, Securities Market, Fundamental vs Technical Analysis and Basic online share trading

GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/ MC03



***"Security Analysis -
Online Stock
Trading"***

Principal : Dr. Anuradha V K

Head of the Department : Dr. Santhimol M C

Programme Co-ordinator : Dr. Lakshmanan M P

Security Analysis – Online Stock Trading

Course code: AC/MC03

Course period: December 2022 to March 2023.

Course Duration: 40 Hours

No of students Attended: 43

Course Co-ordinator: Dr Lakshmanan M P

Resource Person: 1) Dr Jubair T, Assistant Professor, Govt College

Kodanchery

2) Dr Lakshmanan M P, Associate Professor, Govt

College Chittur.

Objectives

- * To familiarize students with the concepts and its practical applicability of online stock trading.
- * To facilitate the students to develop theoretical and empirical foundation on online stock trading.
- * To enable students competent to practice online stock trading in daily financial life.

Syllabus

MODULE: 1 FINANCIAL MARKET

Meaning – Features – Constituents – Capital Market v/s Money Market – Features – Primary v/s Secondary Market – Functions – Financial Intermediaries and Regulators – Role and Importance – SEBI – Role of SEBI in regulating capital market – Investment – Meaning – Need – Objectives – Importance.

(6 Hours)

MODULE: 2 INVESTMENT ALTERNATIVES

Financial Instruments – Deposits – Government Saving Schemes – Money Market Instruments – Bonds or Debentures – Equity Shares – Insurance Products – Retirement Products – Financial Derivatives – Mutual Fund – Entities in MFO- Schemes – Fact Sheet – Valuation – Index Fund – Benefits and Limitations – Mutual Fund v/s Index Funds – Large - Medium and Small cap classification.

(10 Hours)

MODULE: 3 SECURITIES MARKET

Structure – Participants – Modes of raising equity capital – Public Issue – Right Issue – Bonus issue of private placement – IPO – Application for IPO – Pre Application Analysis – Offer document – Content – Analysis of IPO – Allotment and transfer of shares – Price discovery – Fixed v/s Book building issues – RTA Website – Allotment status – Grievance Mechanism for investors – IPO v/s FPO/SPO – Listing of shares – Stock Exchanges – National v/s International – Trading and Settlement Mechanism – Stock Market Quotation and Indices – Stock Brokers – Method of trading in stock.

(15 Hours)

MODULE: 4 FUNDAMENTAL v/s TECHNICAL ANALYSIS

aning – Tools – Understating Financial Statements – Chart Patterns –
thematical Indicators – Oscillators Drawbacks – Web based fundamental
l Technical Analysis. (5 Hours)

MODULE: 5 BASICS OF ONLINE SHARE TRADING

opening Trading, Demat and bank accounts – Rules and procedures – Market –
pository system in India – Role in stock Market – Introducing Mobile App in
are trading – Live sessions in online trading. (4 Hours)

Regulations

1.0 Title of the course

This course shall be called "Security Analysis – Online Stock Trading".

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 stock trading. 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.

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.

Duration of the course

The duration of the course of the study is 40 hours divided. All the 10 sessions will be carried out within duration of three months (December to March). 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.

10 Study Material

The total concepts in the course divided into 5 modules i.e., Financial Market, Investment Alternatives, Securities Market, Fundamental v/s Technical Analysis and Basics of online share trading.

11.0 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.

12.0 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

References

1. Security Analysis & Portfolio Management – Donald E. Fischer ,
Ronald J. Jordan
2. Security Analysis & Portfolio Management – M Ranganatham
3. Investment Management – V K Bhalla
4. Security Analysis & Portfolio Management – Kevin S
5. Security Analysis & Portfolio Management – Punithavathy Pandian
6. Investment Analysis and Portfolio Management – R P Rustagi
7. Security Analysis & Portfolio Management – V A Avadhani
8. Investment Analysis and Portfolio Management – Prasanna Chandra
9. Modern Portfolio Theory & Investment Analysis – Edwin J. Elton, Martin
J. Gruber, Stephen J. Brown, William N. Goetzmann



Dept. of Physical Education
Govt. College Chittur

**CERTIFICATE COURSE IN
UNLOCKING THE LEGACY.
EXPLORING KERALA KALARIPPAYAT-
THE ANCIENT ART
FORM AND MOTHER OF MARTIAL ARTS**

Co- Ordinator
Dr. Manu Chakravarthy. S
Mob: 9809756022

Department of English

ENRICH YOUR ENGLISH (English for Communication)



GOVERNMENT
COLLEGE
CHITTUR

STARTS FROM 23
JANUARY 2023
ONWARDS

The Department of English is happy to announce that an Add on Course ‘**Enrich Your English**’ (**English for Communication**) for the first-year students of the college, will begin on **23 January 2023**. With the aid of Language Lab gadgets, this **30-hour course** aims at bettering the students’ communicative skills and fluency in English. The sessions are handled by the faculty of the Department of English.



**“WHAT WE LEARN
WITH PLEASURE WE
NEVER FORGET” –
ALFRED MERCIER**



Requirements

The completion of the course requires a series of listening/speaking sessions and an oral communication test at the end of the sessions. Certificates will be given to those who successfully complete the course with a minimum of **85% attendance**. The number of students is restricted to **14** and the registration will be on the basis of tutors’ suggested list.

last date for registration:
20 January 2023

**Hurry up
limited
seats only**



Language Lab



3.30 pm- 4.30pm



**languagelabenglish23
@gmail.com**

**Mode: Online and Offline
sessions**

Dr. Sheeju N.V.

Head Department of English

Dimple M. Scaria

Faculty Co-ordinator 30
Add-on Course (English)

NATIONAL CADET CORPS



GOVT. COLLEGE CHITTUR

27 (K) BN NCC PALAKKAD , COY - 2



NATIONAL INTEGRATION CERTIFICATE PROGRAM 2022 - 2023

35 Hours of lectures, practical sessions
and more..

INTERESTED STUDENTS CAN PARTICIPATE

Syllabus

NATIONAL INTEGRATION

Aim

To inculcate sense of patriotism, secular values and motivate cadets to contribute towards nation building through national unity and social cohesion.

Scope

The concepts of National Interests, Objectives and Integration, unity in diversity and cultural heritage of India.

Sl. No.	Subject	<u>Total Hrs/Periods</u>
SECTION-1	Indian History and Culture	5
SECTION-2	Religion and Customs of India	5
SECTION-3	Unity in Diversity	5
SECTION-4	National Integration and its Importance	5
SECTION-5	India and Its Neighbours	5
SECTION-6	Contribution of Youth in Nation Building	5
SECTION-7	Nation State, National Interests and Objectives	5
	Total	35



ACADEMIC YEAR 2022-23

(July 2022 to December 2022)

GOVT COLLEGE CHITTUR

Post Graduate Department of
Commerce

Add- on Course

Course code - AC/GSTP/T01



PRINCIPAL

DR ANURADHA V K

PROGRAMME COORDINATOR

PRADEESH K

GST IN PRACTICE

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 programme

Vision : To provide students a nurturing environment to the acquisition of knowledge and outlook that will enable them to read 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 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 GST Add on course "GST in Practice" from the academic year 2022-23 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 develop a detailed understanding in the students of law and practice of Goods and Service Tax and the application of its provisions. A self-learning material prepared by the resource person is provided for the candidates. The department shall conduct examination for 50 marks on theoretical concepts.. After the examination department also distribute certificates to the eligible students. The duration of the course is 30 hours.

**Department of Botany
Government College, Chittur**

CERTIFICATE COURSE IN WATER QUALITY ANALYSIS

2022-23

Course code: COBW01

Duration: 30 Hrs

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

ABOUT THE COURSE

Aim of the course:

1. Enable students to understand the parameters used to analyse the quality of water.
2. To make students familiar with the techniques used for measuring water quality
3. Develop awareness about water quality criteria and standards, and their relation to public health and environment

Expected outcome of the course:

If a student successfully completes the course the student is expected to be able to

1. Understand the parameters used to analyse the quality of water.
2. Carry out the techniques used to measure water quality
3. Be aware about water quality criteria and standards, and their relation to public health and environment

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

Duration: 30 Hrs

References

1. Standard methods for the examination of water and wastewater published by APHA 15th ed.
2. Keith, L.H. [Ed.] 1988 Principles of Environmental Sampling. American Chemical Society
3. Misra SP and Pandey SN, 2009, Essential Environmental studies, Ane Books Pvt. Ltd
4. Erach Bharucha – Text book of environmental Studies for undergraduate Course ,
Universities Press, University Grants Commission
5. Ahluwalia VK and Sunitha Malhotra 2009, Environmental science, Ane Books Pvt. Ltd.

BROCHURE

**Government College Chittur
Department of Botany**

Certificate course

**WATER QUALITY
ANALYSIS**

COURSE
COORDINATOR

ARATHY R H
ASSISTANT
PROFESSOR
Dept.of Botany

June 2022

**ADD-ON COURSE IN HANDS ON TRAINING OF
BASIC CHEMISTRY SOFTWARES**

**GOVERNMENT COLLEGE CHITTUR,
PALAKKAD
DEPARTMENT OF CHEMISTRY**



**Add-on Course On
“STUDY OF CHEMICAL SKETCH TOOL”
2022-23**

**ADD-ON COURSE: STUDY OF CHEMICAL SKETCH
TOOL**

TITLE OF THE COURSE: STUDY OF CHEMICAL SKETCH TOOL

CONDUCTED BY : DEPARTMENT OF CHEMISTRY

DEPARTMENT INCHARGE : Capt. Dr. RIJULAL G

RESOURCE PERSON : Dr. AMBILI K U

PERIOD: AUGUST TO MARCH (3.30-4.30 PM)

NO OF STUDENTS ENROLLED : 20

ADD-ON COURSE: STUDY OF CHEMICAL SKETCH TOOL

OBJECTIVE

Department of chemistry offers 30 hours Add-on 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 Second 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.

ADD-ON COURSE: STUDY OF CHEMICAL SKETCH TOOL

SYLLABUS

MODULE I – 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 II – Learning Avogadro: The Molecular editor (6 Hours)

Introduction, Draw tool, Navigate Tool, Selection Tool, Auto-rotate tool, Auto- optimize Tool, Measure Tool, Align Tool, Different Display styles, Drawing Molecules, making Selections, Perceiving Crystal symmetry, Reducing Crystals to a Primitive Unit cell, Colouring part of a molecule, Finding Conformers of molecules, Geometry Constraints.

MODULE III – 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 IV – 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 V- 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.

ADD-ON COURSE: STUDY OF CHEMICAL SKETCH TOOL

SALIENT FEATURES OF ADD-ON COURSE

- Theory and practical session as per curriculum
- Lectures include entire process of downloading and installation of these softwares.
- Hands on training on all these softwares.
- At end of course candidate will be able to use these open source software's independently for their work.
- A certificate will be issued to the successful candidates.

ADD-ON COURSE: STUDY OF CHEMICAL SKETCH TOOL

GOVERNMENT COLLEGE OF CHITTUR
DEPARTMENT OF CHEMISTRY

Inaguration session of Add-on course
"STUDY OF CHEMICAL SKETCH TOOL"

2022-2023
19 SEPTEMBER 2022

Organizing commttiee

Dr. AMBILI K U
(Resource Person)

Capt. Dr. Rijulal G
(HoD Dept. of Chemistry)

ACADEMIC YEAR 2021- 22
(July 2021 to December 2021)

Source Essay
Writing Service

“**SPSS**
Assignment Help”



PRINCIPAL

Dr G SUVARNAKUMAR

**PROGRAMME
COORDINATOR & HEAD OF
THE DEPARTMENT**

Dr LAKSHMANAN M P



GOVT COLLEGE CHITTUR

Post Graduate Department of Commerce

Add - on Course
Course Code - AC/UG/M01

SPSS



"Foundation Course on SPSS"

ABOUT THE COLLEGE

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Mission : To provide a wholesome education in various disciplines.

ABOUT THE DEPARTMENT

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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 depart also distribute certificates to the eligible students. The duration of the course is 30 hours for UG students. The course is divided into 50% theory sessions and 50% lab work. The total concepts in the course divided into 5 modules i.e., Fundamentals of statistics, Practical research methodology, Basics of SPSS, Data analysis on SPSS & Report writing. The data analysis session on SPSS is handled in Lab for better practical and hands on experience.

ACADEMIC YEAR 2021- 22
(January 2022 to May 2022)

Source Essay
Writing Service

“**SPSS**
Assignment Help”



www.sourceessay.com

PRINCIPAL

Dr ANURADHA V

**PROGRAMME COORDINATOR &
HEAD OF THE DEPARTMENT**

Dr LAKSHMANAN M P



GOVT COLLEGE CHITTUR

Post Graduate Department of Commerce

Add - on Course

Course Code - AC/PG/M01

SPSS



"Advanced Course on SPSS"

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.

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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 depart also distribute certificates to the eligible students. The duration of the course is 35 hours for PG students. 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.



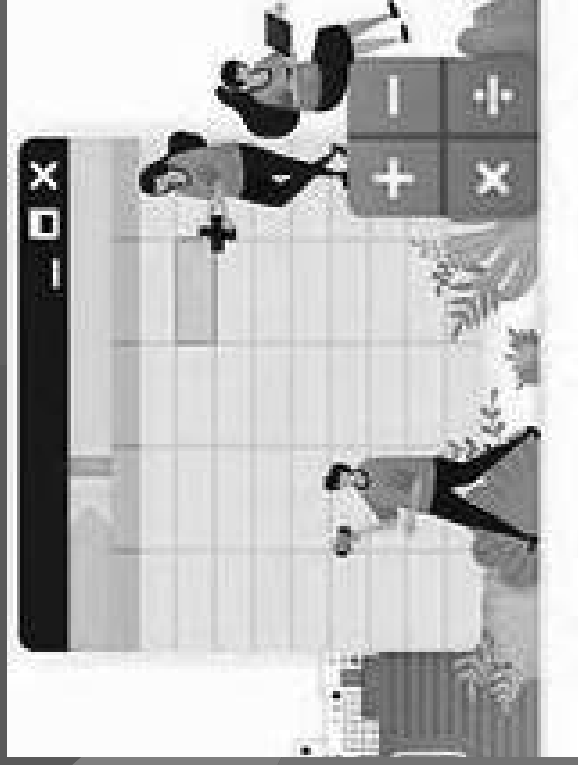
GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD ON COURSE

COURSE CODE - AC/PG/FSM

April 2022 to May 2022



FINANCIAL SPREADSHEET MASTRY

PRINCIPAL
Dr ANURADHA V K

COORDINATOR
PRADEESH K



Financial Spreadsheet Mastry

Course Code – AC/ PG/FSM

Course Period – April 2022 to May 2022

Course Duration – 30 Hours

No. of Students Attended – 41

Course Co-ordinator & Resource Person- Sri Pradeesh K

Objectives

1. To enhance ability in utilizing spreadsheet software for financial analysis and reporting.
2. To enable students to apply the principles of financial statement analysis using spreadsheet application
3. To build decision making abilities through the application of advanced spreadsheet techniques in financial scenarios.

Syllabus

MODULE 1: FUNDAMENTALS OF SPREADSHEET SOFTWARE

Spreadsheet software – Basic Features-Essential functions and formulas for financial analysis. Formatting of Excel Sheets - Use of Excel Formula Function - Advanced Modeling Techniques- Extrapolation, Histogram - Data Filter and Sort - Charts and graphs - Table formula and Scenario building - Lookups: Vlookup Match & offset, pivot tables [10 Hours]

MODULE 2: FINANCIAL MODELLING & FORECASTING

Financial Data- importing and organizing- financial models – Data validation and cleaning techniques Time value of money calculations – Data Analysis-Pivot Tables scenario analysis and sensitivity testing forecasting techniques. [7 hours]

MODULE 3: FINANCIAL STATEMENT ANALYSIS

Introduction to Financial Statement Analysis - Financial Reporting Mechanics - Understanding Income Statement, Balance Sheet - Cash Flow Statement - Financial Analysis Techniques - Inventories, Long Lived Assets - Non-Current Liabilities - Financial Statement Application-Ratio analysis of industries - Du point Analysis - Peer to peer analysis - Preparation of Financial Analysis report on an industry [9 Hours]

MODULE 4: VISUALIZATION AND REPORTING

Creating dynamic dashboards and reports – Charting techniques for financial data representation (eg, Stock chart, Area chart) – Data visualization best practices for effective communication. [4 Hours]

Regulations

1.0 Title of the Course

This course shall be called "Financial Spreadsheet Mastery".

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.

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

10 Attendance

Each 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.

10 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.

10 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.

10 Lab Work

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

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

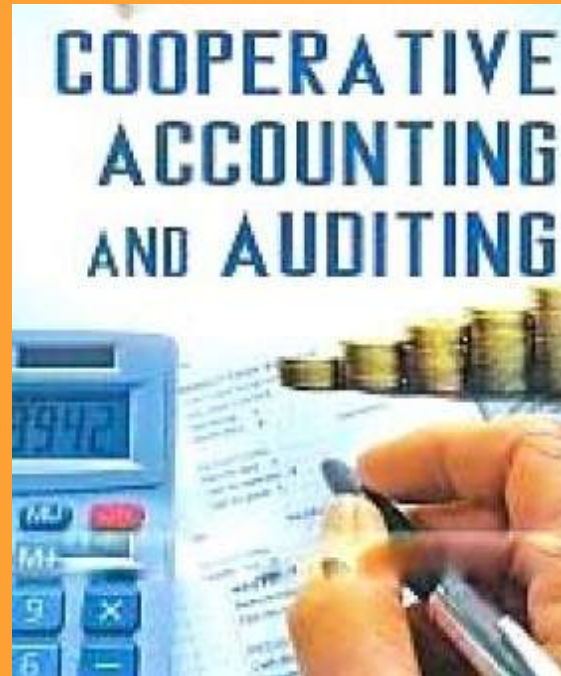
GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD ON COURSE

COURSE CODE - AC/UG/CAA

NOVEMBER 2021- FEBRUARY 2022



MASTERY IN CO-OPERATIVE FINANCE

COORDINATOR
PRADEESH K

PRINCIPAL
DR ANURADHA V 164

MASTERY IN CO-OPERATIVE FINANCE

Course Code – AC/ UG/CAA 4-

Course Period – November 2021 to February 2022

Course Duration – 35 Hours

No. Of Students Attended – 66

Course Co-Ordinator & Resource Person – Sri Pradeesh K

Assistant Professor, Dept of Commerce, Govt College Chittur

Objectives

- * To enable students to master core concepts, practices and principles of cooperative accounting and auditing and distinguish it from other accounting practices.
- * To equip students to apply the cooperative accounting standards and legal compliance for cooperatives.
- * To understand and apply 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.

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 funds - State aid to Co-operatives - Preparation of Trial balance, Profit and loss account and Balance sheet - Treatment of overdue Interest. (8 hours)

Module 2: **Book-Keeping in Co-operatives**

Books and registers maintained by the co-operatives - Statutory Requirements for Co-operatives - Day books. Triple Column Cash book - Preparation - Rough Cash chitta - Receipt and disbursement statement - Preparation and Recording - Computerised accounting Systems for Cooperatives. (7 hours)

Module 3: **Co-operative Audit**

Introduction to Co-operative Audit - Features - Objective - Scope - Advantage - Difference between Audit of co-operatives and general audit - Administrative audit and co-operative audit - Stages of audit work - preparation of audit programmes - Vouching - Verification. (6 Hours)

Module 4 - **Co-operative Audit & Role of Auditor**

Types of co-operative audit Preparation for Audit and framing of Audit programme - Preparation of final Statements- Reconciliation of Bank Account Co-operative Auditor -Duties - Responsibilities - liabilities - Powers. (6 hours)

Module 5 **Co-operative Accounting standards.**

Introduction - Need to attain International standards. - Concept, background, purpose of Code of ethics - Code of ethics for Co-operative Auditors - Cooperative principles - Co-operative Auditing Standards - General Standards in co-operative Auditing - Field standards in Auditing - Reporting standards. (8 hours)

Regulations

1.0 Title of the course

This course shall be called "Mastery in Co-operative Finance".

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.

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 35 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 5 modules i.e., Fundamentals of co-operative Accounting, Book- Keeping in Co-operatives, Co-operative Audit, Co-operative Audit & Role of Auditor and Co-operative Accounting Standards.

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.

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

Academic Year 2021- 22
(January 2022 to March 2022)



GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/ MC03



***"Security Analysis -
Online Stock
Trading"***

About The College

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About The Course

Post Graduate Department of Commerce, Govt College Chittur started Security Analysis Add-On-Course "Security Analysis- Online Stock Trading" from the academic year 2021-22 for the 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 share trading and apply it in their academic career and future. The course intends to provide detailed practical knowledge on stock trading. 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 practical and theory concepts. After the examination depart also distribute certificates to the eligible students. The duration of the course which was 40. The total concepts in the course divided into 5 modules i.e., Financial Market, Investment Alternatives, Securities Market, Fundamental vs Technical Analysis and Basics of online share trading

Principal : Dr. Anuradha V K

Programme Co-ordinator

&

Dr. Lakshmanan M P

Head of the Department



PG Department of Commerce

ADD ON COURSE

**SECURITY ANALYSIS – ONLINE
STOCK TRADING**

2021 – 22

M.COM 2020 – 22

Security Analysis – Online Stock Trading

Course code: AC/MC03

Course period: January 2022 to March 2022.

Course Duration: 40 Hours

No of students Attended: 41

Course Co-ordinator: Dr Lakshmanan M P

Resource Person: 1) Dr Jubair T, Assistant Professor, Govt College

Kodanchery

2) Dr Lakshmanan M P, Associate Professor, Govt

College Chittur.

Objectives

To familiarize students with the concepts and its practical applicability of online stock trading.

To facilitate the students to develop theoretical and empirical foundation on online stock trading.

To enable students competent to practice online stock trading in daily financial life.

Syllabus

MODULE: 1 FINANCIAL MARKET

Meaning – Features – Constituents – Capital Market v/s Money Market – Features – Primary v/s Secondary Market – Functions – Financial Intermediaries and Regulators – Role and Importance – SEBI – Role of SEBI in regulating capital market – Investment – Meaning – Need – Objectives – Importance.

(6 Hours)

MODULE: 2 INVESTMENT ALTERNATIVES

Financial Instruments – Deposits – Government Saving Schemes – Money Market Instruments – Bonds or Debentures – Equity Shares – Insurance Products – Retirement Products – Financial Derivatives – Mutual Fund – Entities in MFO- Schemes – Fact Sheet – Valuation – Index Fund – Benefits and Limitations – Mutual Fund v/s Index Funds – Large - Medium and Small cap classification.

(10 Hours)

MODULE: 3 SECURITIES MARKET

Structure – Participants – Modes of raising equity capital – Public Issue – Right Issue – Bonus issue of private placement – IPO – Application for IPO – Pre Application Analysis – Offer document – Content – Analysis of IPO – Allotment and transfer of shares – Price discovery – Fixed v/s Book building issues – RTA Website – Allotment status – Grievance Mechanism for investors – IPO v/s FPO/SPO – Listing of shares – Stock Exchanges – National v/s International – Trading and Settlement Mechanism – Stock Market Quotation

and Indices – Stock Brokers – Method of trading in stock.
(15 Hours)

MODULE: 4 FUNDAMENTAL v/s TECHNICAL ANALYSIS

Meaning – Tools – Understanding Financial Statements – Chart Patterns –
Mathematical Indicators – Oscillators Drawbacks – Web based fundamental
and Technical Analysis. (5 Hours)

MODULE: 5 BASICS OF ONLINE SHARE TRADING

Opening Trading, Demat and bank accounts – Rules and procedures – Market –
Depository system in India – Role in stock Market – Introducing Mobile App in
Share trading – Live sessions in online trading. (4 Hours)

Regulations

1.0 Title of the course

This course shall be called “Security Analysis – Online Stock Trading”.

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 stock trading. 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.

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 40 hours divided. All the 10 sessions shall be carried out within duration of three months (January to March). 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., Financial Market, Investment Alternatives, Securities Market, Fundamental v/s Technical Analysis and Basics of online share trading.

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.

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

References

1. Security Analysis & Portfolio Management – Donald E. Fischer ,
Ronald J. Jordan
2. Security Analysis & Portfolio Management – M Ranghanatham
3. Investment Management – V K Bhalla
4. Security Analysis & Portfolio Management – Kevin S
5. Security Analysis & Portfolio Management – Punithavathy Pandian
6. Investment Analysis and Portfolio Management – R P Rustagi
7. Security Analysis & Portfolio Management – V A Avadhani
8. Investment Analysis and Portfolio Management – Prasanna Chandra
9. Modern Portfolio Theory & Investment Analysis – Edwin J. Elton, Martin J. Gruber, Stephen J. Brown, William N. Goetzmann



DEPARTMENT OF ENGLISH

GOVT. COLLEGE CHITTUR

ADD-ON COURSE 2021-22

FROM CONVERSATION TO COMPOSITION

Practical Communication Skills



30 Hours of
Offline/Online
Course

OPEN FOR 1 YEAR
UG STUDENTS



Dr. Sheeju NV
HoD

Manu Madhav
Faculty Coordinator⁷¹

Department of English, Government College, Chittur

Add on Course 2021- 2022

**FROM CONVERSATION TO COMPOSITION:
PRACTICAL COMMUNICATION SKILLS**

NOTICE

The Department of English is happy to announce that an Add- on Course **From Conversation to Composition: Practical Communication Skills** for the first-year students of the college, will begin on **20 January 2022**. With the aid of Language Lab gadgets, this 30-hour course aims at bettering the students' communicative skills and fluency in English. The sessions are handled by the faculty of the Department of English. The completion of the course requires a series of listening/speaking sessions and an oral communication test at the end of the sessions. 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 and the registration will be on the basis of the list of students recommended by the tutor. The last date for registration is 15 January 2022.

Venue: Language Lab/ English Classroom

Mode: Online and Offline sessions

Time: 3.30 pm- 4.30pm

Dr. Sheeju N.V.

Head, Department of English

Manu Madhav

Faculty Co-ordinator

Add-on Course

(Dept. of English)

Department of English, Government College, Chittur

Add on Course 2021-22

FROM CONVERSATION TO COMPOSITION: PRACTICAL COMMUNICATION SKILLS

SYLLABUS & COURSE OUTLINE

(Total 30 hours)

Objectives of the Course:

The course intends to hone the listening, speaking and writing skills of the learners so that they are able to use English for formal and informal communication effectively.

Module 1: Listening Skills (5 hours)

Audio exercises

Announcements: Airport/airplane, Railway, Radio

Greatest speeches of the world:

Booker T. Washington, Dr. B.R. Ambedkar, Martin Luther King Jr. Mark Antony, Chief Seattle, Chimamanda Ngozi Adichie, Susan B. Anthony, Marie Curie

TED Speeches

BBC News

Module 2: Speaking skills (10 hours)

Conversational situations

Telephonic conversations

Module 3: Interactive Sessions (10 hours)

Group Discussion on 10 contemporary relevant topics

Interviews, Debates, Role play

In addition, the students have to take an oral communication test at the end of the sessions. Certificates will be given to those who successfully complete the course with a minimum of 85% attendance.

Module 4 Writing Skill (5 hours)

Free writing

Writing Prompts, Peer Review, Creative Writing Exercises

**Department of Botany
Government College, Chittur**

CERTIFICATE COURSE IN HORTICULTURE

2021-22

Course code: COBH01

Duration: 30 Hrs

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

ABOUT THE COURSE

Aim of the course:

1. To make the students capable of critically evaluate the advantages of horticulture over conventional methods of propagation
2. To make students capable of applying various horticultural practices in the field.
3. Enable students to learn a means of self employment

Expected outcome of the course:

If a student successfully completes the course the student is expected to be able to

1. Critically evaluate the advantages of tissue culture and horticulture over conventional methods of propagation.
2. Apply various horticultural practices in the field.
3. Enable students 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

SYLLABUS

Horticulture

Module - I.

08 Hrs

1. Introduction, scope and significance; branches of horticulture.
2. Soil- components of soil, types of soil.
3. Fertilizers – Chemical, organic, biofertilizer, compost.
4. Pots & potting – earthen, fibre, polythene bags, potting mixture, potting, repotting, top dressing.
5. Irrigation – Surface, sprinkle, drip and gravity irrigation.

Module – II

08 Hrs

1. Seed propagation –seed quality tests, seed treatment, essential condition for successful propagation – raising of seed beds, transplanting techniques.
2. Vegetative propagation:
 - (a) Cutting (stem, roots)
 - (b) Grafting (approach, cleft)
 - (c) Budding (T-budding, patch)
 - (d) Layering (simple, air).

Module - III.

06 Hrs

1. Gardening – site selection; propagating structure: green house, poly house, moist chamber, net frame – Garden tools and implements.
2. Indoor gardening – selection of indoor plants, care and maintenance of indoor plants, Bonsai – Principle, creating the bonsai.
3. Outdoor gardening; landscaping- goals, types.
4. Cultivation and post harvest management of vegetables and ornamental plants
5. Protection of Horticultural plants: Precautions to avoid pests and

diseases. Bio pesticides

6. Mushroom cultivation – Oyster mushroom

Module – IV

08 Hrs

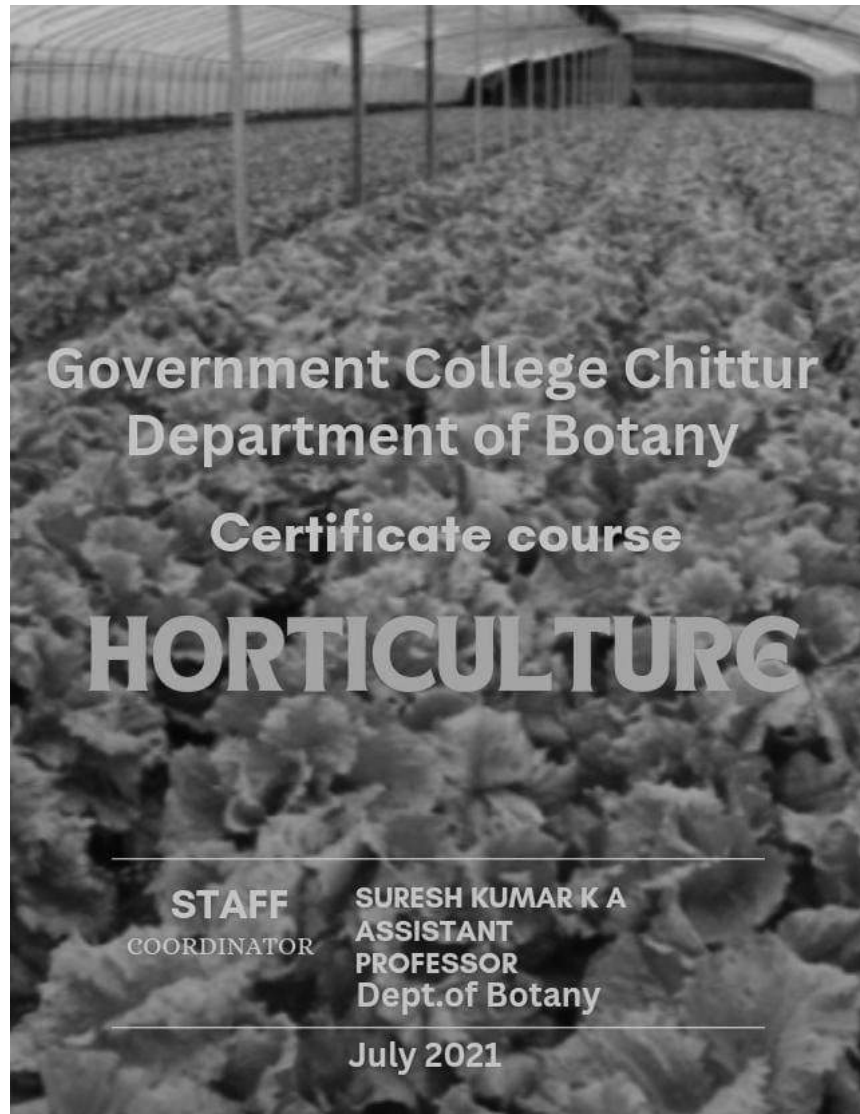
Practicals

1. Preparation of nursery bed and polybag filling.
2. Preparation of potting mixture – Potting, repotting.
3. Field work in cutting, grafting, budding, layering.
4. Familiarizing gardening tools and implements.
5. Establishment of vegetable garden/ Visit to a Horticulture station. (A brief report may be recorded.)

References

- Nishi Sinha: Gardening in India, Abhinav Publications, New Delhi. Andiance and Brison. 1971. Propagation Horticultural Plants.
- Rekha Sarin. The Art of Flower Arrangement, UBS Publishers, New Delhi. Katyal, S.C., Vegetable growing in India, Oxford, New York.
- Naik, K.C., South Indian Fruits and their Culture.
- Chanda, K.L. and Choudhury, B. Ornamental Horticulture in India.
- Premchand, Agriculture and Forest Pest and their Management, OxfordPublication.
- George Acquaah, Horticulture: Principles and Practices. Pearson Education, Delhi.
- Prasad, S., and U. Kumar. Green house Management for Horticultural Crops, Agrobios, Jodhpur.
- Kumar, U.: Methods in Plant Tissue Culture. Agrobios (India), Jodhpur.
- Kolay, A.K. Basic Concepts of Soil Science. New Age International Publishers, Delhi.
- Bal, J.S., Fruit growing, Kalyani Publishers, Delhi.
- Rodgran, M.K. Plant Tissue Culture, Oxford & IBH Publishing Ltd., New Delhi. Nesamony, S. Oushadha Sasyangal (Medicinal plants), State Institute of Language, Kerala, Trivandrum.

BROCHURE



ACADEMIC YEAR 2020-21
(January 2021 to May 2021)



PRINCIPAL

Dr VEERAMANIKANDAN N

**PROGRAMME
COORDINATOR & HEAD OF
THE DEPARTMENT**

Dr LAKSHMANAN M P



GOVT COLLEGE CHITTUR

**Post Graduate Department of
Commerce**

Add-on Course

Course code - AC/PG/M01



**"Advanced Course on
SPSS"**

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 programme

Vision : To provide students a nurturing environment to the acquisition of knowledge and outlook that will enable them to read 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 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 depart also distribute certificates to the eligible students. The duration of the course is 35 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.

GOVT COLLEGE CHITTUR

Post Graduate Department of Commerce



Add - on Course

Course code - AC/PG/AFM



Principal

Dr G Suvarnakumar

Co-ordinator

Sri Pradeesh K

ADVANCED FINANCIAL MODELING WITH SPREADSHEETS

April 2021 to May 2021

Advanced Financial Modeling with Spreadsheets

Course Code – AC/ PG/AFM

Course Period – April 2021 to May 2021

Course Duration – 30 Hours

No. of Students Attended – 45

Course Co-ordinator & Resource Person- Sri Pradeesh K, Asst
Professor, Dept of Commerce

Objectives

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

Syllabus

MODULE 1: INTRODUCTION TO SPREADSHEET & DATA MANAGEMENT

Overview of popular spreadsheet software (google sheet)– Basic navigation and interface familiarity – Essential functions and formulas for financial analysis.Importing and organizing financial data – Data validation and cleaning tools and techniques – Advanced data analysis in spreadsheet.

MODULE 3: FINANCIAL MODELLING & FORECASTING

Financial models - fundamentals – components Time value of money -estimations – Scenario analysis and sensitivity testing forecasting techniques (eg, Trend analysis, Regression).

MODULE 4: ADVANCED FUNCTIONS, VISUALIZATION & REPORTING Array formulas for complex calculations – Logical functions(IF Error, AND, OR) - Financial functions for investment analysis (eg, NPV, IRR, PMT) Creating dynamic dashboards and reports – Charting techniques for financial data (eg, Stock chart, Area chart)

Regulations

1.0 Title of the Course

This course shall be called “Advanced Financial Modeling with Spreadsheets.

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.

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.

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

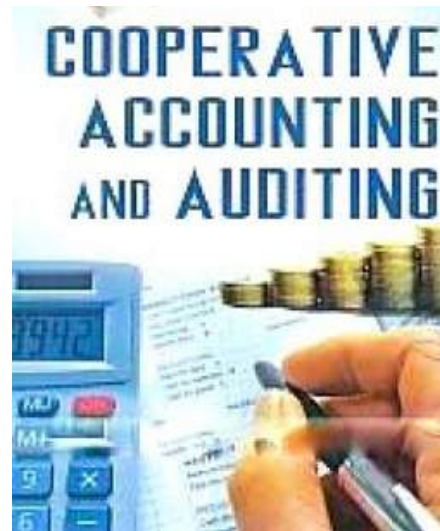
GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD ON COURSE

COURSE CODE - AC/UG/CAA

NOVEMBER 2020 - FEBRUARY 2021



CO-OPERATIVE FINANCIAL INSIGHTS: ACCOUNTING AND AUDIT

COORDINATOR
PRADEESH K

PRINCIPAL
DR G SUVARNAKUMAR

CO-OPERATIVE FINANCIAL INSIGHTS: ACCOUNTING AND AUDIT

Course Code – AC/ UG/CAA 3

Course Period – November 2020 to February 2021

Course Duration – 30 Hours

No. Of Students Attended – 65

Course Co-Ordinator & Resource Person – Sri Pradeesh K

Assistant professor, Department of Commerce

Objectives

- * To facilitate to have deep insight on the core concepts of cooperative accounting, including its meaning, definition and the special features that distinguish it from other accounting practices.
- * To familiarize students with the cooperative accounting standards and legal compliance for cooperatives.
- * To equip students to realise 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.

Syllabus

Module 1: Co-operative Accounting: An Introduction

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 book keeping

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 for co-operatives. (7 hours)

Module 3: Co-operative Audit

Introduction - Special features objectives- Scope - Advantage - Difference between Audit of Co-operative Societies and Joint Stock Companies - Special features of co-operative Audit - Administrative Setup for Co-operative Audit - Types of audit Stages of audit - Preparation for audit and framing of Audit programme - Audit memorandum - Audit report - Audit Certificate - Audit fee's – Auditor - Role- Responsibilities – Duties (9 Hours)

Module 4 Co-operative Auditing Standards

Introduction - Need to attain International Standards - Concept- background - Purpose - Code of ethics for Co-operative Auditors - Co-operative Principles – Co-operative Auditing Standards - General standards in co-operative auditing - Reporting standards (6 hours)

Regulations

1.0 Title of the course

This course shall be called “Co-operative Financial Insights: Accounting & Audit”

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.

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., Introduction of Co-operative Accounting, Co-operative Book keeping, Co-operative Audit and Co-operative Auditing Standards.

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.

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



ACADEMIC YEAR 2019-20

July 2019 - December 2019



Principal : Dr. Veeramanikandan N

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

Dr. Lakshmanan MP



GOVT COLLEGE CHITTUR

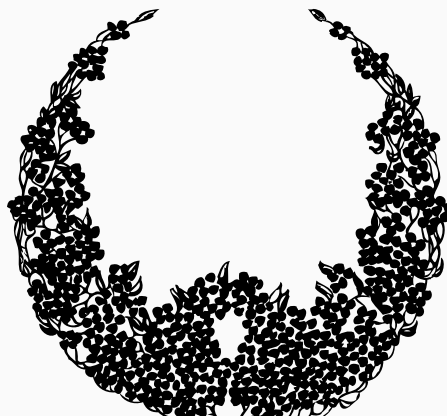
POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/UG/M01



"FOUNDATION COURSE ON SPSS"



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.



ACADEMIC YEAR 2019-20

January 2020 - May 2020



Principal : Dr. Veeramanikandan N

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

Dr. Lakshmanan MP



GOVT COLLEGE CHITTUR

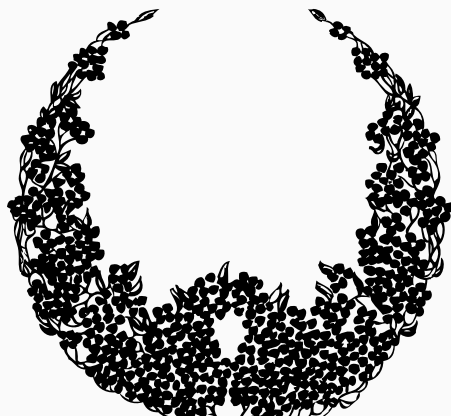
POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/PG/M01



"ADVANCED COURSE ON SPSS"



About The College

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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 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.

GOVT COLLEGE CHITTUR

Post Graduate Department of Commerce



Add - on Course

Course code - AC/PG/SAF



Principal

Dr Veeramanikandan N

Co-ordinator

Sri Pradeesh K

SPREADSHEET APPLICATIONS IN FINANCE

April 2020 to May 2020

SPREADSHEET APPLICATIONS IN FINANCE

Course Code – AC/ PG/SAFI

Course Period – April 2020 to May 2020

Course Duration – 30 Hours

No. of Students Attended – 48

Course Co-ordinator & Resource Person- Sri Pradeesh K, Asst Professor,
Commerce

Objectives

1. To equip students to acquire basic skills of in spreadsheet software for financial analysis.
2. To enable students in financial decision making through the application of advanced spreadsheet techniques in financial scenarios.

Syllabus

MODULE 1: INTRODUCTION TO SPREADSHEET /EXCEL

Overview of popular spreadsheet software – Features- Elements-Basic navigation and interface familiarity – Essential functions and formulas for financial analysis (eg, Sum, Average, IF function etc).

MODULE 2: DATA MANAGEMENT AND ANALYSIS

Importing financial data and organizing and editing – 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 – applications-equations - calculations – Scenario analysis and sensitivity testing forecasting-techniques (eg, Trend analysis, Regression).

MODULE 4: FUNCTIONS AND FORMULAS IN SPREADSHEET

Array formulas for complex calculations – Logical functions - Financial functions for investment analysis (eg, Sum, Average, Date, etc).

MODULE 5: VISUALIZATION AND REPORTING

Creating dynamic dashboards and reports – Financial data Charting techniques for representation (eg, Stock chart, Area chart) – Data visualization best practices for effective communication.

Syllabus

MODULE 1: INTRODUCTION TO SPREADSHEET /EXCEL

Overview of popular spreadsheet software – Features- Elements-Basic navigation and interface familiarity – Essential functions and formulas for financial analysis (eg, Sum, Average, IF function etc).

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Importing financial data and organizing and editing – 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 – applications-equations - calculations – Scenario analysis and sensitivity testing forecasting techniques (eg, Trend analysis, Regression).

MODULE 4: FUNCTIONS AND FORMULAS IN SPREADSHEET

Array formulas for complex calculations – Logical functions - Financial functions for investment analysis (eg, Sum, Average, Date, etc).

MODULE 5: VISUALIZATION AND REPORTING

Creating dynamic dashboards and reports – Financial data Charting techniques for representation (eg, Stock chart, Area chart) – Data visualization best practices for effective communication.

Regulations

1.0 Title of the course

This course shall be called "Spreadsheet Applications in Finance".

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.

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.

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

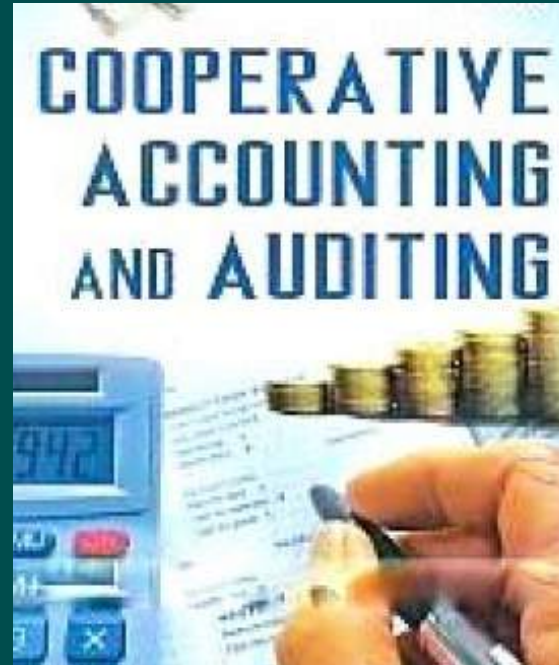


GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

Add -on course

**Course Code - AC/UG/CAA
NOVEMBER 2019-FEBRUARY 2020**



**“ACCOUNTING AND
AUDIT PRACTICES
IN CO-OPERATIVES”**

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

**COORDINATOR
PRADEESH K**

**PRINCIPAL
DR VEERAMANIKANDAN N**

ACCOUNTING AND AUDIT PRACTICES
in
CO-OPERATIVES

Course Code – AC/ UG/CAA 2

Course Period – November 2019 to February 2020

Course Duration – 30 Hours

No. Of Students Attended – 60

Course Co-Ordinator & Resource Person – Sri Pradeesh K

Assistant professor, Department of Commerce

Objectives

- To develop thorough understanding of the core concepts of cooperative accounting and auditing practices.
- To familiarize students with the cooperative accounting standards and legal compliance for cooperatives.
- To enable students to familiarize 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.

Syllabus

Module 1: Foundations 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: Book-Keeping in co-operatives

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 (7 hours)

Module 3: Introduction to Co-operative Audit

Co-operative Audit - Features - Difference between co-operative audit and general audit, financial audit and administrative audit - Types of audit - Preparations for Audit and framing of Audit programme - Stages of audit work. (7 hours)

Module 4: Auditor & Auditing standards

Co-operative auditor - Duties - Powers- Liabilities - Code of ethics of cooperative Auditor - Audit Memorandum - Audit Report - Audit certificate - Audit fees - co-operative auditing standards - General standards in co-operative auditing - Reporting standards - Legal & regulatory compliance for co-operatives. (8 hours)

Regulations

1.0 Title of the course

This course shall be called “Accounting and Audit Practices in Co- operatives”.

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.

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., Foundations of Co-operative Accounting, Book keeping in co-operatives, Introduction to Co-operative Audit and Auditor & Auditing Standards.

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.

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

**DEPARTMENT OF PHYSICS
GOVERNMENT COLLEGE CHITTUR**

CERTIFICATE COURSE 2019-20

**ELEMENTARY
SPACE PHYSICS**



Course Duration: 30 hrs

For I UG Students

**VIJAYAKRISHNAN M V
COURSE COORDINATOR & HoD**

**Dept. of Physical Education
Govt. College Chittur**

Certificate Course in Yoga

**Harmony Within:
Exploring Yoga as a Path to Holistic Living**



Convenor
Jagannadhan. C
Mob.9446150461

2019-20



**Department of
Mathematics**
Government College Chittur

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 15 October 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 October 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)

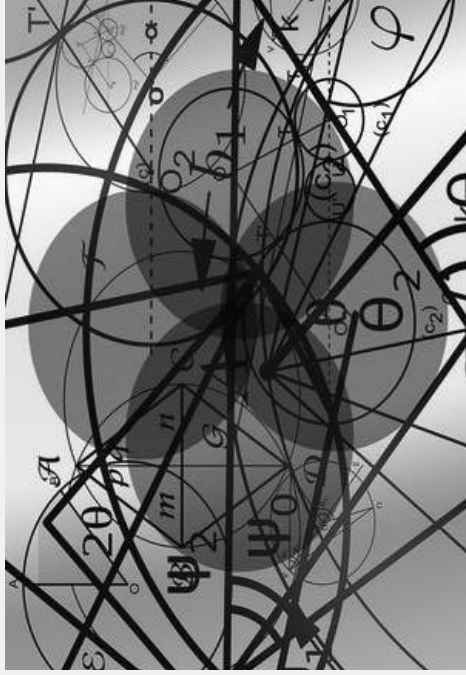
Time and Work, Time and Distance Simple and Compound Interest, Profit and Loss, Area, Perimeter and Volume

Module 3: Elementary Statistics (10 hours)

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

Mary Shalet T J
Head, Department of Mathematics

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



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

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

ACADEMIC YEAR 2018-19

July 2018 - December 2018



Principal : Dr. Anand Viswanath R

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

Dr. Lakshmanan MP



GOVT COLLEGE CHITTUR

POST GRADUATE DEPARTMENT OF COMMERCE

ADD- ON - COURSE

Course Code : AC/UG/M01



"FOUNDATION COURSE ON SPSS"



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.

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"**



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

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

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.

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.

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.

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.

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

GOVT COLLEGE CHITTUR

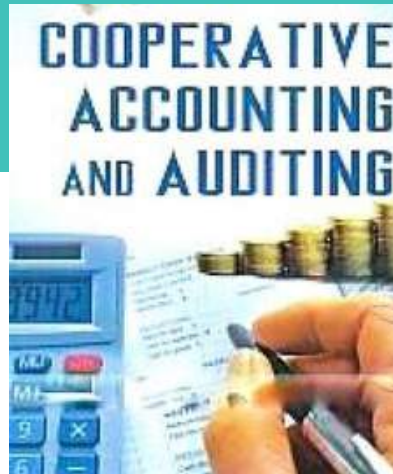
POST GRADUATE DEPARTMENT OF COMMERCE



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**

**PRINCIPLE
DR ANAND VISWANATHAN R**

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

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.

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)

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.

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.

9.0 Certificate

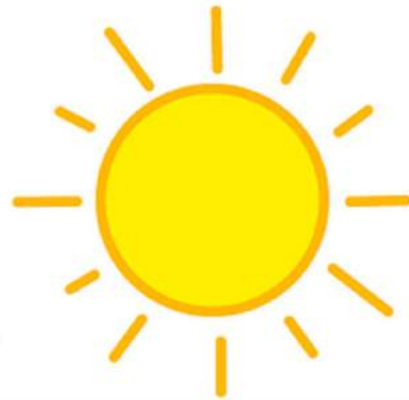
Each qualified student shall be eligible for Certificate based on their marks in the examination. The percentages of scores and grades awarded will be as follows.

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

**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**



**DEPT. OF PHYSICAL EDUCATION
GOVT. COLLEGE CHITTUR**

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

**CO-ORDINATOR
MANU CHAKRAVARTHY. S
MOB - 9809756022**

JUNE 2018



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. Shinealal E

Head, Department of Mathematics

Dr. Reji T

Faculty Co-ordinator

Add-on Course

(Dept. of Mathematics)

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)

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

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

- 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

**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**

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

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.

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.

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.

CERTIFICATE COURSE: CHEMDRAW – DRAWING OF CHEMISTRY

SALIENT FEATURES OF CERTIFICATE COURSE

- Theory and practical session as per curriculum
- Lectures include entire process of downloading and installation of these softwares.
- Hands on training on all these softwares.
- At end of course candidate will be able to use these open source software's independently for their work.
- A certificate will be issued to the successful candidates.

**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 commttiee

Dr. Sarada K
(Resource Person)

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

NATIONAL CADET CORPS



GOVT. COLLEGE CHITTUR
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PERSONALITY DEVELOPMENT AND LEADERSHIP

Certificate program

2018 - 2019

**33 HOURS OF LECTURES ,
PRACTICAL SESSIONS AND MORE**

Interested students can participate

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

**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**

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

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

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.

BROCHURE

A black and white photograph of several mushrooms growing on a log. The mushrooms have gills and are covered in water droplets. The background is dark, making the mushrooms stand out.

Government college Chittur
Department of Botany

**MUSHROOM
CULTIVATION**

CERTIFICATE COURSE

STAFF coordinator	SOJAN JOSE Assistant professor Dept.Of Botany
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July 2018