

# **ISLAMIAH COLLEGE (AUTONOMOUS)**

**Accredited by NAAC with “A” Grade in 3<sup>rd</sup> Cycle**

**[Affiliated to Thiruvalluvar University, Vellore]**

**VANIYAMBADI – 635 752**



## **VALUE-ADDED SKILL DEVELOPMENT CERTIFICATE COURSES**

## **REGULATIONS & SYLLABI**

**REGULATION**  
**VALUE ADDED SKILL DEVELOPMENT CERTIFICATE COURSES**  
**(For the Candidates admitted from the academic year 2020 –2021)**

### 1. Eligibility for Admission

A candidate who has passed higher secondary examination and joined in any degree course in this College is eligible to undergo Certificate Programmes.

### 2. Duration of the Course

The certificate course is for a period of one to three months. The course subject and practicals will be conducted beyond the working hours of the College.

### 3. Course of Study

This Programme is envisaged to provide flexibility in choosing the combination of subjects without any limitation, identifying the local need based subjects, entering job market with gained skills in the respective discipline. The course of study consists of theory papers, Practical/Project/field work

### 4. Scheme of Examination

Course Code	Course Title	Duration of the Course (Month)	Exam. Hrs.	Credits	Marks
UAMSCC01	Certificate Course in 'Bio-Statistics '	3	3	3	100
UAPYCC01	Certificate Course in 'Basic Electronics and Servicing of Home Appliances'	3	3	3	100
UACHCC01	Certificate Course in 'Preparation of Domestic Products'	3	3	3	100

<b>UACHCC02</b>	Certificate Course in ' <b>Testing and Analysis of Industrial Products</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UABICC01</b>	Hands on Training in ' <b>Mushroom Cultivation</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UABTCC01</b>	Certificate Course on ' <b>Herbal Medicines</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UACSCC01</b>	Certificate Course in ' <b>Web Designing</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UAUACC01</b>	Certificate Course in ' <b>Arabic</b> ' offered by NCPUL	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UAENCC01</b>	Certificate Course in ' <b>Spoken English</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UAHICC01</b>	Certificate Course in ' <b>Tourism &amp; Travel Management</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UACOCC01</b>	UGC Sponsored Certificate Course in ' <b>E-Commerce &amp; Footwear Technology</b> '	<b>12</b>	<b>3</b>	<b>5</b>	<b>100</b>
<b>UACOCC02</b>	Certificate Course in ' <b>Business Computer Applications</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UAFACC01</b>	Certificate Course in ' <b>Accounting Technician</b> ' offered by ICAI	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UABACC01</b>	Certificate Course in ' <b>Stress Management Skills</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>
<b>UACACC01</b>	Certificate Course in ' <b>Online Trading of Securities</b> '	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>

#### **Requirements to take the Examination:**

A candidate shall be permitted to take examination provided he secures 75% attendance in both theory and practical classes and must successfully complete the project work as prescribed

#### **5. Practical/Project**

Practical classes shall be designed in such a manner that a student acquires practical knowledge in handling, managing and practicing the tools, materials and equipment

relating to the certificate courses. Project work will consist of an assignment in the subject area. Topics will be selected by the student and approved by programme coordinator.

## **6. Medium of Instruction**

The medium of instruction and examination shall be English only.

## **7. Passing Minimum**

A candidate shall be declared to have passed the paper, if he obtains a minimum of 40% of 100 marks (Theory + Practical/Projects).

Course	Maximum Marks
Theory	75
Practical/Project	25
Total	100

## **8. Question Paper Pattern:**

Question paper pattern for the course shall be as follows:

**Section – A** 10 Questions without choice of 2 marks each ( $10 \times 2 = 20$ )

**Section – B** 5 out of 8 questions – 5 marks each ( $5 \times 5 = 25$ )

**Section – C** 3 out of 5 questions – 10 marks each ( $3 \times 10 = 30$ )

**REGULATIONS FOR  
UNIVERSITY GRANTS COMMISSION SPONSORED  
CAREER ORIENTED CERTIFICATE COURSE  
IN  
E-COMMERCE & FOOTWEAR TECHNOLOGY**

**Semester System with Credits with effect from the year 2013 – 2014 onwards**

**1. Eligibility for Admission:**

Any student of the second and third year undergraduate course

**2. Duration of the Course:**

One academic year comprising of ninety working days spread over two semesters of forty five days each. Each semester shall have 120 hours out of which 90 hours shall be for theory classes and 10 hours each shall be allocated for practical classes, project work and field work.

**3. Course of the study**

The course of study shall be under semester pattern with credits. The course consists of one core paper, practical classes, project work and field work.

**Requirements to take the Examination:**

A candidate shall be permitted to take the examination provided they secure 75% attendance in both theory and practical classes and must successfully complete project work and field work as prescribed.

**4. Practical Classes:**

Practical classes shall be designed in such a manner that a student acquires practical knowledge in handling, managing and practicing the tools and equipments relating to the orientation courses.

**5. Project Work:**

Project work will consists of small assignments in the subject area. Topics will be selected by the students and approved by the faculty.

**6. Field work:**

Field work consists of industrial visits and observations designed to gain firsthand knowledge in the subject. It will be done either individually or in groups.

**7. Medium of instruction and Examination:**

The medium of instruction and examination of the candidate shall be English.

## 8. Minimum Pass Marks:

A candidate shall be declared to have passed the paper if he obtains minimum of 40 marks i.e. 25 from theory and 15 from practical and project work. The maximum and minimum marks for the course shall be as follows:

Course	Maximum Marks	Minimum Marks
Theory	75	25
Practical	10	15
Project	10	
Field Visits	5	
Total	100	40

## 9. Question Paper Pattern:

Question paper pattern for the course shall be as follows:

- Section – A 10 Questions without choice of 2 marks each ( $10 \times 2 = 20$ )
- Section – B 5 out of 8 questions – 5 marks each ( $5 \times 5 = 25$ )
- Section – C 3 out of 5 questions – 10 marks each ( $3 \times 10 = 30$ )

**Department of Commerce (Finance & Accounts)**  
**Regulation for Career Oriented Certificate Course in Accounting Technician**

**About the Course**

**Career Oriented Certificate in Accounting Technician Course (CAT) Conducted by Department of Commerce (Finance & Accounts) with the Collaborations of the Institute of Cost Accountants of India (ICAI), New Delhi.**

**1. Eligibility Criteria**

A student who has passed the Class 10 examination conducted by an examining body constitutes by law of India or an examination recognized by Central Government / State Government as equivalent thereto may register for CAT Course and simultaneously study and appear or Senior Secondary (10+2) Examination.

(Or)

Passed the Senior Secondary School Examination under the 10+2 scheme of a recognized Board or an Examination recognized by the Central Government as equivalent thereto or has passed the National Diploma in Commerce Examination or any State Board of Technical Education under the authority of the said All India Council (AIC), or the Diploma in Rural Service Examination conducted by the national Council of Higher Education.

**2. Duration of the Course**

CAT – Foundation Course (Entry level) Part-I-200 Hours of Coaching and Self-Assessment – online/offline.

Duration of CAT-Competency Level – Part –II-100 Hours of Computer Training, Training on filing of Returns, Cost Sheet preparation and self-assessment – online/offline

**3. Summary of the course**

**a) Foundation Course (Entry Level) Part- I**

Paper 1: Fundamentals of Financial Accounting  
Paper 2: Applied Business and Industrial Laws  
Paper 3: Financial Accounting – II  
Paper 4: Statutory Compliance

**b) Competency Level – Part – II**

- 1) Fundamentals of Computers
- 2) Filing of Statutory Returns
- 3) Introduction top Costing principles and Preparation of Cost Statements
- 4) 5 – days Orientation Programme

#### **4. Pattern of CAT Examination/Assessment Test**

##### **Examination Pattern for Foundation Course (Entry Level) Part –I**

Examination shall have Multiple Choice Questions to be answered online. The Examination of Foundation Course (Entry Level) Part- I shall be held on a single day in two sessions, Forenoon and Afternoon. The details of the papers covered in both the session would be:

##### **Paper I (100 Marks)**

**Section A:** Fundamentals of Financial Accounting (60 Marks)

**Section B:** Applied Business and Industrial Laws (40 Marks)

**Total Questions:** 100 (Multiple Choice Questions)

**Maximum Marks:** 100 (Each Question will carry 1 Mark)

**There will be no negative marking for wrong answers**

##### **Paper II (100 Marks)**

**Section A:** Financial Accounting- II (50 Marks)

**Section B:** Statutory Compliance (50 Marks)

**Total Questions:** 100 (Multiple Choice Questions)

**Maximum Marks:** 100 (Each Question will carry 1 Mark)

**There will be no negative marking for wrong answers**

##### **Standard of Passing**

A candidate of Foundation Course (Entry Level) Part- I Examination shall be declared to have passed in the Examination if secures minimum 40% marks in each paper and an aggregate of 50% of total marks in the Foundation Course (Entry Level) part- I Examination.

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## **SYLLABI**

of the

## **Value Added Skill Development Certificate Courses**

Academic Year 2020-2021

**DEPARTMENT OF MATHEMATICS**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**  
**CERTIFICATE COURSE ON BIO-STATISTICS**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UAMSCC01	CERTIFICATE COURSE IN 'BIO-STATISTICS'	3	3	3	100

**OBJECTIVE OF THE COURSE:** The objective of certificate Programme are to promote the knowledge in statistical theory, methodology. The Programme provides training in statistical theory, methodology, computer systems, data management. This programme includes a practicum, involving collaboration between health science professionals and students. A small group of students work under faculty supervision with one or more investigators. Each student in the programme has an academic advisor. The graduates from this course would be able to work in Pharma industries for drug and vaccine development and also to work in national and international institutions as faculty or scientist.

**UNIT -I:**

**Probability and Distribution Theory Probability Theory:** Sets and classes of events, Random variables, Definition of probability, Simple properties, Sample space and events, Discrete probability space, General probability space, Distribution function of a random variable, Definition of Expectation.

**UNIT -II:**

**Properties of Expectation Inequalities:** (Chebychev's, Markov's, Holder's, Jensen's and Minikowski inequalities). Convergence in probability, Almost sure Convergence, Convergence in distribution. Moment generating function, Characteristic function, Definition and properties. Inversion formula, Convergence of distribution function and characteristic function. Independence, Multiplication properties, Central limit theorem for independently and identically Distributed random variables (statement only)

**UNIT -III:**

**Distribution Theory:** Univariate distribution: Review of univariate distribution with special reference to biostatistics; Binomial, Poisson, Geometric, Negative-binomial, Hypergeometric, Normal, Logistic, Lognormal, Exponential, Chi-square, t, f, Gamma and beta distributions. Their properties and applications, transformation and change of variable techniques.

**UNIT -IV:**

**Multivariate distribution:** Bivariate and Multivariate Normal Distribution, Additive properties, Characteristic functions, Conditional distributions, Marginal distributions, Estimation of mean vector and covariance matrix, Partial, Multiple Correlation coefficients and their sampling distribution\*, Generalised T<sup>2</sup> statistic, Mahalanobis D<sup>2</sup> statistic, Wishart distribution\*, Cochran's theorem, Distributions of quadratic forms.

**UNIT -V:**

**Design of Experiments:** Design, Replication, Randomization, Assignable cause, Chance causes, Analysis of CRD, RBD and LSD. Missing values in RBD, CRD and LSD. Design of clinical trials, Single- and double-blind trials. Type control, Design of studies with matched controls.

**DEPARTMENT OF PHYSICS**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**  
**CERTIFICATE COURSE ON BASIC ELECTRONICS AND**  
**SERVICING OF HOME APPLIANCES'**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UAPYCC01	CERTIFICATE COURSE IN 'BASIC ELECTRONICS AND SERVICING OF HOME APPLIANCES'	3	3	3	100

**Instructional Objective:**

*This paper aims to impart the awareness about safety, practical knowledge in maintenance and repair of electrical and electronic Home Appliances.*

COURSE OUTCOME	
CO1	Acquire basic knowledge on various types of electrical components and testing technique
CO2	Design and experiment with various power supply circuits and its troubleshooting methods
CO3	Acquire knowledge of testing of various electronic circuit using Analog and digital multimeter
CO4	Students can able to understand the concept of house wiring and troubleshooting in Mainpanel board
CO5	Acquire the basic knowledge of Battery maintenance and inverter circuit and its troubleshooting
CO6	Acquire the knowledge of home appliance such as Mixer grinder, automatic iron box,Ceiling fan,Microwave oven, Refrigerator and Air conditioner

**UNIT -I**

Electrical safety- Ohm's law-Kirchhoff's law- DC current- AC current –neutral and earth conductor-single phase and 3-phase AC fundamentals-Continuity testing – switch-types of switches-fuses- Transformer and classification of Transformer

**UNIT -II**

Classification of Resistors: colour coding and types of resistors - inductors - types of inductors Capacitors - Classification of Capacitors- Junction diode-Zener diode- Transistor –

types of Transistors -Testing of electronic components – Printed circuit board and testing – soldering technique

### **UNIT –III**

Half wave rectifier-full wave rectifier-Bridge rectifier- power supply construction using Zener diode and IC -Trouble shooting- Analog multimeter-Digital multimeter-series testing circuit connection-battery charger circuit- House wiring – switch board connection – Main panel board assembly

### **Unit IV**

Types of battery – acid level testing in battery – Construction details of Relay – Types of Relay – inverter circuit – Troubleshooting in inverter board – wiring connection for inverter – bimetallic concept - automatic iron box – Troubleshooting - Ceiling fan testing – coil winding technique and troubleshooting

### **Unit V**

Mixer Grinder Circuit and Troubleshooting – circuit breaker – Grinder circuit – troubleshooting – Microwave oven – maintenance – Troubleshooting – Refrigerator – concept of thermostat in Refrigerator –Troubleshooting – Air conditioner – maintenance – troubleshooting – RO water purifier –water storage heater – Trouble shooting

### **LAB EXPERIMENTS:**

1. Construction of Power supply using Zener diode and IC
2. Transformer testing methods
3. Printed circuit board troubleshooting methods
4. Testing of electronic components using Analog and Digital Multimeter
5. House wiring demonstrations
6. Switch board connections
7. Automatic iron box troubleshooting Technique
8. Ceiling fan troubleshooting technique

**Books for Study:**

1. Repair of Home Appliance, National Instructional Media Institute, Chennai, CIT Campus , Chennai 600 032
2. Repair & Maintenance of Washing Machine and Micro Oven, National Instructional Media Institute, Chennai, CIT Campus , Chennai 600 032
3. Basic Electronics- Repair & Maintenance of power supply, Inverter & UPS, National Instructional Media Institute, Chennai, CIT Campus , Chennai 600 032

**Books for Reference:**

1. Modern Power Inverter, compiled by Manahar Loti, BPB Puplications, New Delhi.
2. Uninterrupted power supply, compiled by ManaharLoti, BPB Puplications, New Delhi

**DEPARTMENT OF CHEMISTRY**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**  
**CERTIFICATE COURSE ON PREPARATION OF**  
**DOMESTIC PRODUCTS**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UACHCC01	CERTIFICATE COURSE IN 'PREPARATION OF DOMESTIC PRODUCTS'	3	3	3	100

**PREPARATION OF DOMESTIC PRODUCTS (CHCT01)**

**OBJECTIVES:-**

- To develop self-employment skills.
  - To become entrepreneur.
1. Preparation of Detergent washing powder.
  2. Preparation of Utensils cleaning powder.
  3. Preparation of Normal shampoo.
  4. Preparation of Polyvinyl alcohol adhesive.
  5. Preparation of Room freshner.
  6. Preparation of Liquid blue.
  7. Preparation of Pain relieving balm.
  8. Preparation of Jasmine perfume liquid.
  9. Preparation of Tooth powder.
  10. Preparation of Face powder.
  11. Preparation of White phenol.
  12. Preparation of automobile decarboniser.
  13. Preparation of Tooth paste.
  14. Preparation of Talcum powder.

**TEXT BOOKS AND REFERENCES:**

1. Venkateswaran V., Veeraswamy R., Kulandivelu A.R. Basic principles of practical chemistry, 2<sup>nd</sup> Edition, New Delhi, Sultan Chand & Sons (1997).
2. R. Mukhopathyay and P. Chatterjee, Advanced Physical Chemistry, 3<sup>rd</sup> Edition, Books and Allied (P) Ltd., Kolkata (2007).

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UACHCC02	CERTIFICATE COURSE IN 'TESTING AND ANALYSIS OF INDUSTRIAL PRODUCTS'	3	3	3	100

### ESTING AND ANALYSIS OF INDUSTRIAL PRODUCTS (CHCT02)

#### OBJECTIVES:-

To compare the experimental and standard values of certain commercial substances

To check the purity of same samples

1. Estimation of total hardness of water using EDTA.
2. Determination of Iodine value of an oil by Hanus method.
3. Estimation of Ascorbic acid (Vitamin C).
4. Determination of saponification value of an oil.
5. Determination of percentage purify of washing soda.
6. Estimation of available chlorine in bleaching powder.
7. Determination of percentage of calcium in lime stone.
8. Determination of acid value of an edible oil.

#### **TEXT BOOKS AND REFERENCES:**

1. Venkateswaran V., Veeraswamy R., Kulandivelu A.R. Basic principles of practical chemistry, 2<sup>nd</sup> Edition, New Delhi, Sultan Chand & Sons (1997).
2. R. Mukhopathyay and P. Chatterjee, Advanced Physical Chemistry, 3<sup>rd</sup> Edition, Books and Allied (P) Ltd., Kolkata (2007).



**DEPARTMENT OF BIOCHEMISTRY**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**  
**CERTIFICATE COURSE ON MUSHROOM CULTIVATION**  
**TECHNIQUES**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UABICC01	CERTIFICATE COURSE IN 'MUSHROOM CULTIVATION'	3	3	3	100

**Objectives**

- The main objective of the exercise is to present a small scale viable bankable model production unit through adoption of appropriate technology, utilization of resources and suitable market strategy for Mushroom.
- To provide technical skill for the cultivation of Mushroom
- Be able to produce of spawn.
- Be able to cultivate of oyster mushroom.

**Unit: I Mushroom morphology & Classification**

Different parts of a typical mushroom & variations in mushroom morphology. Key to differentiate Edible from Poisonous mushrooms. Based on occurrence- Epigenous & Hypogenous, Natural Habitats- Humicolous, Lignicolous & Coprophilous, Color of spores- white, yellow, pink, purple brown & black, Morphology- fruiting layers exposed to air, fruiting layers not exposed to air, plants with predominantly pitted cap, cap saddled shape & saucer shape, Structure and texture of fruit bodies- gilled fungal & pore fungal, Fruit bodies and spores- classification.

**Unit: II Biology of Mushrooms and Nutrient Profile of Mushroom**

Button, Straw & Oyster - General morphology, distinguishing characteristics, spore germination and life cycle. Protein, Amino acids, Calorific values, carbohydrates, fats, vitamins & minerals.

**Unit: III Health benefits of Mushroom:**

Antiviral value, antibacterial effect, antifungal effect, anti-tumour effect, haematological value cardiovascular & renal effect, in therapeutic diets, adolescence, for aged persons & diabetes mellitus.

**Unit: IV Cultivation System, Farm design and Composting methods**

Fundamentals of cultivation system- small village unit & larger commercial unit. Principles of mushroom farm layout- location of building plot, design of farm, bulk chamber, composting platform, equipments & facilities, pasteurization room & growing rooms. Methods of Composting- Long method of composting (LMC) & Short method of composting (SMC).

**Unit: V Cultivation of Button, Oyster and Straw Mushrooms:**

Collection of raw materials, compost & composting, spawn & spawning, casing & case run, cropping & crop management, picking & packing. Visit to relevant Labs/Field Visits

**Text Books**

1. Mushroom Cultivation, Tripathi, D.P.(2005) Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
2. Handbook of Agricultural Sciences. S.S. Singh, P. Gupta, A.K. Gupta, Kalyani Publications.
3. Elements of Farm Machinery. A.C. Srivastava. Oxford & IBH Pub. Co. Pvt. Ltd.
4. Principle of Agricultural Engineering – Vol. I. Michael & Ohja.
5. Mushroom Cultivation, Published by PAU, Ludhiana.
6. Technology of Food Preservation. Derosier AVI Publication.

**References**

1. Mushroom Production and Processing Technology, Pathak Yadav Gour (2010) Published by Agrobios (India).
2. A hand book of edible mushroom, S. Kannaiyan & K. Ramasamy (1980). Today & Tomorrows printers & publishers, New Delhi
3. Handbook on Mushrooms, Nita Bahl, oxford & IBH Publishing Co.

**DEPARTMENT OF BIOCHEMISTRY**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON MUSHROOM CULTIVATION  
TECHNIQUES**

**Title of the paper: Practical - Mushroom Cultivation**

**Objectives**

- To provide technical skill for the cultivation of Mushroom
- 1. Identification of different varieties and species of Mushroom
- 2. Management of Laboratory for production of Mushroom spawn and mushroom
- 3. Production process of Mushroom spawn under controlled condition
- 4. Cultivation of different types of Mushroom
- 5. Mushroom collection, drying and preservation
- 6. Preparation of food, taking mushroom as an important ingredient
- 7. Industrial cum study tour to Mushroom cultivation farms
- 8. Preparation of on project for commercial Mushroom cultivation

**Text Books**

1. Mushroom Cultivation, Tripathi, D.P.(2005) Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
2. Handbook of Agricultural Sciences. S.S. Singh, P. Gupta, A.K. Gupta, Kalyani Publications.
3. Elements of Farm Machinery. A.C. Srivastava. Oxford & IBH Pub. Co. Pvt. Ltd.
4. Principle of Agricultural Engineering – Vol. I. Michael & Ohja.
5. Mushroom Cultivation, Published by PAU, Ludhiana.
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1. Mushroom Production and Processing Technology, Pathak Yadav Gour (2010) Published by Agrobios (India).
2. A hand book of edible mushroom, S. Kannaiyan & K. Ramasamy (1980). Today & Tomorrows printers & publishers, New Delhi
3. Handbook on Mushrooms, Nita Bahl, oxford & IBH Publishing Co

**DEPARTMENT OF BIOTECHNOLOGY**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON HERBAL MEDICINES**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UABTCC01	CERTIFICATE COURSE IN CERTIFICATE COURSE ON 'HERBAL MEDICINES'	3	3	3	100

**Unit1 :** Introduction Herbal Medicine – History of Traditional Medicine – History of Islamic Medicine, Siddha, Ayurveda, Homeopathy, Allopathic and Unani medicine.

**Unit 2:** Common Herbal Knowledge – Fruit (Lemon, Gooseberry), Root (Ginger, Garlic), Stem (*Pirandai*), Leaf (Balloon vine / *Cardiospermum*, Mint), Seed (Pepper, Kadukkai).

**Unit 3:** Common Diseases- Prevention – symptoms – Treatment for Cold cough, Head ache, Hair, Skin, Eye, Fever, Ulcer, Sperm count, Woman problem.

**Unit 4:** Epidemic Diseases - Heart disease, Cancer, Diabetics, Jaundice, Bone, Brain.

**Unit 5:** Without medicine- Prevention our body – Water therapy, Obesity, Food taken method, Waste management system.

**Text Book:**

Mooligai Maruthuvam (Vol. 1 & 2), 2010, Trichy Pathipagam, Trichy

Nalamtharum Mooligai Maruthuvam, 2016. Karpagamputhakalayam, Chennai

**DEPARTMENT OF COMPUTER SCIENCE**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON WEB DESIGNING**

<b>Course Code</b>	<b>Course Title</b>	<b>Duration (Month)</b>	<b>Exam. Hrs.</b>	<b>Credits</b>	<b>Marks</b>
<b>UACSCC01</b>	<b>CERTIFICATE COURSE IN 'WEB DESIGNING'</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>100</b>

**Unit-I**                      **Introduction to Web Technologies**                      **(3 Hours)**

- Introduction to Web Technologies
- Careers in Web Technologies and Job Roles o How the Website Works?
- Client and Server Scripting Languages
- Domains and Hosting o Responsive Web Designing
- Types of Websites (Static and Dynamic Websites)
- Web Standards and W3C recommendations

**Unit -II**                      **HTML**                      **(6 Hours)**

- What is Markup Language
- Basic Structure of HTML
- Difference Between HTML and XHTML
- Head Section and Elements of Head Section
- Meta Tags
- Css Tags
- Script Tag
- Table Tag
- Div Tag
- Header Tags
- Paragraph, Span, Pre Tags
- Anchor Links and Named Anchors
- Image Tag o Object Tag

- Iframe Tag o Forms
- Form Tag o Attributes of Form
- POST and GET Method
- Fieldset and Legend
- Text input, Text area
- Checkbox and Radio Button
- Dropdown, List and Optgroup
- File Upload and Hidden Fields
- Submit, Image, Normal, Reset Button
- Creating a Live Website Form
- HTML Validators

**Unit-III      CASCADING STYLE SHEET(CSS)      (6 Hours)**

- Introduction to Cascading Style Sheets
- Types of CSS
- CSS Selectors o Universal Selector
- ID Selector o Tag Selector
- Class Selector o Sub Selector
- Child Combinatory Selector
- Adjacent Sibling Selector
- Attribute Selector
- Group selector
- First-line and First-letter selector
- Before and After Selector
- CSS Properties o Type Properties
- Background Properties
- Block Properties
- Box Properties
- List Properties
- Border Properties
- Positioning Properties
- Realtime Implementation
- Conversion of Table to CSS Layout
- CSS Menu Design (Horizontal, Vertical)

- Form Designing

#### **Unit – IV      JAVA**

**(6 Hours)**

- Introduction to Client Side Scripting
- Introduction to Java Script
- Javascript Types
- Variables in JS
- Operators in JS
- Conditions Statements
- Java Script Loops
- JS Popup Boxes
- JS Events
- JS Arrays
- Working with Arrays
- JS Objects
- JS Functions
- Using Java Script in Realtime
- Validation of Forms
- Related Examples

#### **Unit – V              Web**

**(4 Hours)**

- Web Hosting Basics
- Types of Hosting Packages
- Registering domains
- Defining Name Servers
- Using Control Panel
- Creating Emails in C panel
- Using FTP Client
- Maintaining a Website

#### **Lab Experiments:**

**(5 Hours)**

1. To Design static web pages using HTML.

2. To create Login page must contain Login field, Password field, Submit and reset buttons.
3. Create a “registration form “with the following fields
  - 1) Name (Text field)
  - 2) Password (password field)
  - 3) E-mail id (text field)
  - 4) Phone number (text field)
  - 5) Sex (radio button)
  - 6) Date of birth (3 select boxes)
  - 7) Languages known (check boxes – English, Telugu, Hindi, Tamil)
  - 8) Address (text area)
4. Write a JavaScript to design a simple calculator to perform the following operations: sum, product, difference and quotient.
5. Creating and reading cookies using Java Script.
6. Validate the Registration, user login, user Profile and Payment by Credit Card pages using Java Script.
7. Write a java script program to compute the Sum of an array of integers.
8. Design a CSS to create menu.
9. To Create a webpage that displays College Information using various Style Sheets.
10. Design a Webpage i.e., Bio-Data using CSS.
11. Learn and Practice Web Hosting.

**References Books:**

1. HTML & CSS: The Complete Reference, Fifth Edition, Thomas A. Powell Copyright © 2010 by The McGraw-Hill.
2. JavaScript The Complete Reference, 3rd Edition by Thomas Powell, Fritz Schneider Released July 2012 Publisher(s): McGraw-Hill ISBN: 9780071741217.
3. Web Design Complete Reference: The Complete Reference 2<sup>nd</sup> Edition , Kindle Edition by Thomas A. Powell.



**DEPARTMENT OF URDU & ARABIC**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON ARABIC OFFERED BY NCPUL**  
**NEW DELHI**

**DURSUL LUGHATIL ARABIHA LIL MUBTADIEEN**  
**[Arabic for Beginners]**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UAUACC01	CERTIFICATE COURSE IN 'ARABIC' OFFERED BY NCPUL	3	3	3	100

**UNIT – 1**

1. The Alphabet
2. Demonstrative Pronounse
3. Particles of Interrogation
4. Personal Pronounse, Particles of Interrogation
5. Definite Noun
6. The Preposition
7. The Adjectival Phrase
8. The Genetic Phrase
9. The Genitive Phrase Adverb
10. Usage of "Inda" with personal pronounse

**UNIT – 2**

11. The Verbal Sentence
12. Past Tense
13. Past Tense Active Voice
14. Present Tense
15. Present Tense Passive Voice
16. Present Tense Weak Verb
17. Present Tense Negative

- 18. Object of Past Tense
- 19. Object of Present Tense
- 20. Imperative Verb

### **UNIT - 3**

- 21. Negative Imperative Verb
- 22. Personal Pronoun
- 23. Number
- 24. Ordinal Number
- 25. The Adverb of Time
- 26. The Dual Noun
- 27. The Sound Masculine Plural
- 28. The Sound Feminine Plural
- 29. The Broken Plural
- 30. Noun of Preference Comparison
- 31.

### **UNIT – IV**

- 32. The Incomplete Verb
- 33. Particles Governing Jussive
- 34. Particles Governing Subjunctive
- 35. Particles Resembling the Verb
- 36. Relative Pronouns
- 37. Particles of Condition
- 38. Adverb
- 39. Exception
- 40. Vocative Particles
- 41. The Diptote and Five Noun

### **COMPLIED BY**

Prof. Zubair Ahamad Farooqi  
Prof. Farhana Siddiqi  
Dr. Habibullah Khan  
Dr. Abdul Majid Qazi

**DEPARTMENT OF ENGLISH**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON SPOKEN ENGLISH**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UAENCC01	CERTIFICATE COURSE IN SPOKEN ENGLISH	3	3	3	100

**I. PHONOLOGY OF ENGLISH**

**OBJECTIVES:**

- 1) To identify the sound patterns of the English language.
- 2) To understand the sound that is not in their regional language.
- 3) To recognize the word stress and speech rhythm in Spoken English.
- 4) To extend the use of vocabulary
- 5) To enhance fluency and comprehension of the language

**Topics:**

Phonemes: 12 Pure Vowels, 8 Diphthongs and 24 Consonants

Syllables: Kinds of syllables

Word Stress: Primary Stress, Secondary Stress, Penultimate stress and Anti-penultimate stress.

Tones : Rising Tone and Falling Tone

**Practical Test:** 1 A passage from the text will be given to read aloud, to check the pronunciations of the words.

2. Work Sheets will be given to mark the word Stress and the Tones

**Reference Books:** 1) Elements of Linguistics and Phonetics-Dr. Amresh Sharma  
2) English Phonology-An Introduction-Heinz J. Giegerich- Cambridge University Press  
(BOOKS AVAILABLE AT COLLEGE LIBRARY)

## II. CONVERSATION IN ENGLISH

### OBJECTIVES:

- 1) To train the student to speak slowly and clearly the routine and familiar topics.
- 2) To improve students with day-to-day English conversation.  
Describing family, other people and living conditions.
- 3) To discard inhibitions and develop competence level in them.
- 4) To enhance fluency and comprehension of the language
- 5) To extend the use of vocabulary

### Topics:

Greeting and introducing  
Buying and asking prices  
Invitations  
Describing People  
Frequency and Time Duration  
Requesting/Offering  
Asking permission-Giving permission

**Practical Test:**

1. Students will be given a situation and were asked to do a role-play.
2. Students to listen to the conversation and have mark their responses in the worksheet.

**Reference Books:**

- 1) Speaking English Effectively -Krishna Mohan & N.P. Singh – Macmillan
- 2)English Conversation Practice- Grant Taylor- Tata McGraw-Hill Publishing Company Ltd.
- 3)Innovative Technique of Communication –VipulV.Mahodia- Paradise Publisher-Jaipur

(BOOKS AVAILABLE AT COLLEGE LIBRARY)

## **Topics:**

### **III. BASIC ENGLISH GRAMMAR**

#### **OBJECTIVES:**

1. To introduce temporal linguistics quality.
2. To use appropriate tense for appropriate occasion.
3. To express thoughts and feelings meticulously.
4. To enhance fluency and comprehension of the language
5. Perfect usage of grammar in the right context

#### **Topics:**

Parts of Speech and their usage, Articles, prepositions, conjunctions/ linkers, adverbs of frequency, can/could for request, used to +verb, Modals verbs, question tags, active and passive, direct and indirect speech. Tenses and their uses.

**Practical Test:** Audio will be played; students have to mark their responses in the worksheet-Cloze Test.

**Reference Books:** 1) Tenses- Keshab Pradhan-Pacific Books International  
2) English Grammar and Comprehension- J.K. Chopra- Unique Publisher

(BOOKS AVAILABLE AT COLLEGE LIBRARY)

### **PROGRAM STRUCTURE**

Classes run on three days in a week after regular classes for over a three months period.

DURATION OF THE COURSE	-	THREE MONTHS
TOTAL NUMBER OF HOURS	-	40 HOURS
TEACHING HOURS	-	36 HOURS (HOURS x DAYS)
PRATICAL TEST	-	04 HOURS
DURATION OF THE CLASS	-	60 MINUTES
DAYS	-	MONDAYS, TUESDAYS & WEDNESDAYS

#### **BATCH**

40 STUDENTS IN A BATCH

#### **INSTRUCTORS**

THREE INSTRUCTORS FOR A BATCH

## **COURSE OUTCOMES:**

1. Students will have a complete knowledge of using grammar in Speaking and Writing context.
2. Students can master their abilities to convey the message clearly through speaking and in listening with the help of stress and tones of the language.
3. Students can write an article with the simple grammar structure.
4. Students can enhance their Speaking, Reading, Listening and Writing in Study or at Workplace.
5. Students can practice critical reading and writing

**DEPARTMENT OF HISTORY**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON TOURISM & TRAVEL MANAGEMENT'**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UAHICC01	CERTIFICATE COURSE IN TOURISM & TRAVEL MANAGEMENT	3	3	3	100

**Instructional Objectives:**

- (i) To impart the knowledge on basic concepts about tourism
- (ii) To create awareness about the fundamentals of various types and forms of tourism
- (iii) To create awareness about tourism enabled services and industries
- (iv) To analyse the role of travel agency in the promotion of tourism
- (v) To assess the role of Government in Promoting travel and tourism

**Learning Outcome:**

- (i) The Students understand the fundamentals of travel & tourism.
- (ii) The students acquire knowledge about the various forms of tourism.
- (iii) The students acquire knowledge about the factors determining tourism.
- (iv) The students understood the role of various national and international organisations in the promotion of travel and tourism.
- (v) The students acquire knowledge about the various functions of travel agency.

**Unit - I: Introduction:** History of Travel and Tourism - Definition, Nature and Scope of Tourism –Social, Cultural and Economic importance of Tourism - Sargent Committee – ITDC & TTDC - National Tourism Action Plan 1992

**Unit - II:** Basic Components of Tourism – Motivations for Tourism - Types of Tourism: Domestic, International and Space – Kinds of Tourism: Inbound – Outbound - Forms of Tourism: Historical, Cultural and Spiritual – Eco-Tourism – Dark Tourism – Space Tourism.

**Unit - III:** 5 A's of Tourism: Attraction - Accessibility: Rail – Road – Water – Air – Accommodation – Amenities – Activities or Ancillary services

**Unit - IV: Tourism Organisations:** World Tourism Organisation (WTO) –International Air Transport Association (IATA) – International Civil Aviation Organisation (ICAO) – Pacific Area Travel Association (PATA) –Travel Agents Association of India (TAAI)

**Unit – V: Travel Agency:** Thomas Cook and Travel Agency Business - Types of Travel Agency - Departments of Travel Agency - Functions of Travel Agency - GDS through CRS with special reference to Galileo, Amadeus & Sabre- Passport&Types of Passports – Visa & Types of Visas.

As a part of the syllabus the students will go for field visit or training in any one of travel agency.

**Books for Study:**

1. Charles R. Goeldner, Bernard Cohen: *Tourism Principles, Practices, Philosophies*, Wiley Students Edition, Wiley India, New Delhi, 1984
2. Dr. C. Selvaraj, *Principles of Tourism*, CSR Publication, Kanyakumari District
3. Dr. R. SanthaKumari, *Tourism*, Santha Publishers, Chennai,
4. ShashiPrabha Sharma: *Tourism Education: Principles, Theories and Practices*, Kanishka Publishers and Distributors, New Delhi, 2006
5. Krishan K Kamra and Mohinder Chand: *Basics of Tourism: Theory, Operation and Practice*, KanishkaPrakshan, Delhi, 2019.

**Books for Reference:**

1. Bhatia, A.K: *Tourism Development: Principals and Practices*, Sterling Publishers Pvt, Ltd, New Delhi, 1989
2. Burkart A.J. and Madlik: *Tourism, Past, Present and Future*, Heinemann, London, 1994
3. AshuPasricha: *International Tourism*, Concept Publications, New Delhi, 2009
4. SuddhenduRaju Mishra and Sapan Kumar Sadual: *Basics of Tourism Management*, Excel Books, New Delhi, 2009.
5. Leonard J. Lickorish and Carson L. Jenkins: *An Introduction to Tourism*, Reed Educational and Professional Publishing Ltd, Oxford, U.K, 1997.



**DEPARTMENT OF COMMERCE**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**UGC SPONSORED CERTIFICATE COURSE IN E-COMMERCE &  
FOOTWEAR TECHNOLOGY**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UACOCC01	UGC SPONSORED CERTIFICATE COURSE IN E-COMMERCE & FOOTWEAR TECHNOLOGY	12	3	3	100

**Syllabus , Course Objectives and Course Outcome for UGC sponsored One Year  
Certificate Course in E-Commerce & Footwear Technology**  
**Paper I**

**Course Objectives:**

1. Define E-Business, E-Commerce, various current and emerging business models in E-Commerce.
3. Impart basic training on shoe making process.
3. Understand the various media of electronic communications.

**Course Outcome:**

CO1 – Demonstrate the various parts of foot wears

CO2 – Identify various forms of electronic communication.

CO3 - Demonstrate the various types of Upper Clicking in shoe making process.

**UNIT-I**

**Electronic Commerce:** Meaning – Significance – Advantages – Disadvantages – Features – Application of e-Commerce in Business – Basic blocks of e-Commerce – e-Commerce and e-Business Communication.

**Electronic Communication:** Media of Electronic Communication – Electronic Mails – Advantages – Video Conferencing – Its significance in business.

**Internet:** Components of internet – Intranet.

## **UNIT – II**

**Electronic Data Interchanges (EDI):** Meaning – Benefits of EDI – EDI and e-Commerce – Components of EDI – Application of EDI in business – Documents Library – Types of Digital Documents – Corporate Data Warehouse.

## **UNIT – III**

**Basic Shoe Designing:** Introduction –Functions of shoes – Footwear Types and Styles – Elementary – Typical Ladies Shoes – Men's Shoes and Children's Shoes.

## **UNIT – IV**

**Shoes and its Components:** Common Parts of Footwear – Upper – Bottom and Other Components.

## **UNIT – V**

**Upper Clicking:** Comparison between hand and press cutting methods – Advantages of Press Clicking – Clicking Techniques for Goat and Sheep Skins and Side Leather – Spot Check Inspection.

### **Practicals:**

- 1) Basic Shoe Designing
- 2) Upper Clicking

## **Paper II**

### **Course Objectives:**

1. Define E-Commerce Process and areas of solutions of e-commerce.
2. Enumerate the various types of electronic payment schemes.
3. Understand the various closing technology in shoe making process.

### **Course Outcome:**

1. Define Online Shopping and discuss its modes of product delivery & modes of payment.
2. Learn the stitching and designing of various types of shoes.
3. Understand and Identify the various Shoe moulding machine.

### **UNIT-I :E-Commerce Process**

Introduction – Solutions – Areas of solutions – B2B, B2C, C2B – e-shopping.

### **UNIT – II :E-Banking**

Electronic Payment Scheme – Electronic Cash – e-Money, Digital Money, Electronic Cheque, e-Wallet – e-Banking – ATM, EFT, EMT.

### **UNIT – III: Closing Technology**

Tools and Equipments used – Basic Sewing Machinery – Flat-bed, Post-bed, Cylinder-arm Sewing Machine – Non-sewing Machinery and equipments – Stitch Marking – Skiving – Perforation – Folding – Needles and Thread Types, Sizes, Classification – Relationship.

### **UNIT – IV: Bottom Stock Preparation**

Tools and Equipments used – Bottom Stock Preparation and Principles – Attachment – Features and operations of Lasting and Bottoming Machineries – Beam Clicker Machine, Heavy Duty Skiver – Insole Moulding Machine – Insole and Unit Sole Preparation.

### **UNIT – V: Shoe Room & Finishing**

Objectives and Methods of finishing for leather and synthetic upper and bottom – Comparison between various finishing systems – Methods and procedures for finishing various upper and soling materials – Statutory requirements – Fault Identification – Causes and remedies.

**References:**

1. Mathew Reynolds, Beginning e-Commerce, Shroff Publishing and Distributors, Calcutta.
2. Dr. C.S. Rayadu, e-Commerce, Himalaya Publishing House, Delhi.
3. Kamlesh K. Bajaj,DebjaniNag, e-Commerce, Tata McGrew Hill, Delhi.
4. B. Venkappaiah, Introduction to the Modern Footwear Technology.
5. JK Sharphouse, Leather Technician's Handbook.
6. E-Cooney, Manual of Shoe Making.
7. FDDI, Essentials of Sewing.
8. AJ Harvey, Footwear Materials and Process Technology.

**DEPARTMENT OF COMMERCE**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE IN ‘BUSINESS COMPUTER APPLICATIONS’**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UACOCC02	CERTIFICATE COURSE IN ‘BUSINESS COMPUTER APPLICATIONS’	12	3	3	100

**Objective:**

1. To teach the students the use of Computers in Practical Business Scenarios
2. To Prepare Business documents using MS-Office
3. To enable students to utilize Tally ERP 9 Software for preparing Accounts in a Computerised environment.

**Course Outcomes:**

CO1	Understand basic concepts of Computers and Identify different components of a computer system
CO2	Prepare and present the business documents using Microsoft Word
CO3	Prepare and present the business documents using Microsoft Excel & Microsoft Power Point
CO4	Describe the role of Computerised Accounting in Businesses
CO5	Prepare Accounts using Tally ERP 9 Software and Generate Financial Statements

**UNIT I: Introduction**

Computers – Meaning - Characteristics of Computer — Classification of Computers – Computer Peripherals – Input Devices, Output Devices and Auxiliary Storage Devices – Computer Hardware and Software - Areas of Computer Applications in various fields of Business.

**UNIT II: Word Processing**

Meaning – Basic Word Processing Features – Microsoft Word – Features of MS Word – Working with Documents – Editing Documents – Formatting Documents – Language Tools – Working with Tables – Preparing some Business Documents using MS Word.

### **UNIT III: PPT – Power Point Presentation & Spreadsheet**

Presentation Tool - MS Power point – Basic Features and Enhanced Features – Creating a Presentation Slide – Editing and Formatting Text in a Slide – Inserting Pictures, Charts and Graphs in Slides – Inserting Animations and Transitions. Spreadsheet: Meaning – Features – Microsoft Excel – Basic Features – Screen Elements – Moving Around Worksheet – Working with a Spread Sheet – Preparing Business Documents using MS Excel and Power Point Presentation.

### **UNIT IV: Computerized Accounting – Theory**

Fundamentals of Computerized Accounting- Need for Computerized Accounting – Salient Features of Computerized Accounting – Various Accounting Softwares – Advantages and Disadvantages of Computerized Accounting – Manual Accounting Vs Computerized Accounting – Problems faced in Computerized Accounting System- Computerized Accounting in Financial Accounting – Management Accounting.

### **UNIT V: Computerized Accounting – Practical**

Computerized Accounting using Tally ERP 9 Software Creating Companies – Altering, Shutting and Deleting Company details – Creating Ledgers – Single Ledger Creation – Multiple Ledger Creation, Creation and Alteration of Inventory Items. Accounting Vouchers – Entering transactions of business using appropriate predefined vouchers. Displaying and Generating Financial Reports - Display Day Books – Trial Balance – Profit & Loss Account – Balance sheets- Generating Invoices etc.,

#### **Books for Study:**

1. Ananthi Sheshasaayee & Sheshasaayee, Computer Applications in Business and Management, Margham Publications, Chennai.
2. Dr. P. Rizwan Ahmed, Computer Applications in Business, Margham Publications, Chennai.

#### **Books for Reference:**

1. Kapoor VK, Computers and Information Technology, Sultan Chand & Sons, New Delhi.
2. Alexis Leon & Mathews Leon, Computer Applications in Business, Vijay Nicole Imprints Pvt. Ltd., Chennai.
3. Peter Norton, Introduction to Computers, Tata McGraw Hill, Publishing Co., Ltd., New Delhi.

**DEPARTMENT OF COMMERCE [FINANCE & ACCOUNTS]  
ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI  
Offered**

**CERTIFICATE COURSE ON 'ACCOUNTING TECHNICIAN'  
OFFERED BY ICAI**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UAFACC01	CERTIFICATE COURSE IN 'ACCOUNTING TECHNICIAN' OFFERED BY ICAI	12	3	3	100

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
COURSE – CAT

**SYLLABUS**

**SUBJECTS:**

Paper 1	Fundamentals of Financial Accounting
Paper 2	Applied Businesses and Industrial Law
Paper 3	Financial Accounting – 2
Paper 4	Statutory Compliance

**FUNDAMENTALS OF FINANCIAL ACCOUNTING**

**Objectives:** To provide an insight into the fundamental of financial accounting and its principles

**Learning AIMS:** The Syllabus aims to test the student's ability to:  
1) Understand and explain the conceptual frame work of accounting:  
2) Prepare accounts for various entities under different situations

**Skill sets required:** Requiring the skill levels of knowledge and comprehension.

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**UNIT 1: Process of accounting and Reconciliation Statement:**

Concept – Accounting terminologies – Capital and Revenue transactions – Double Entry System – Books of prime entry – Subsidiary books – Voucher preparation, Ledger posting and preparation of trial balance – Rectification of Error – Bank Reconciliation Statement.

**UNIT 2:      Accounting for Depreciation:**

Methods – Computation – Accounting treatment.

**UNIT 3:      Preparation of Final Accounts:**

**a) Of a profit making concern (for sole proprietorship concern and partnership firm):**

Preparation of Trading Account – Profit and Loss Account – Balance Sheet.

**b) Of a Not – for – Profit making concern:**

Preparation of Receipts and Payments Accounts – Income and Expenditure Accounts – Balance Sheet.

**UNIT 4:      Accounting for special transactions:**

Bills of Exchange – Consignment – Joint Venture – Sale of Goods on approval or return basis.

**UNIT 5:      Cash and Fund flow Statement:**

Cash Flow – Meaning and definition; Cash Flow vs. Income: Cash and non-cash transactions – Application of AS 3 – Direct and Indirect method.

Fund Flow – Meaning and Definition: Differences between Funds Flow and Cash Flow – Fund Flow statement.

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Recommended Syllabus book:

Fundamentals of Financial Accounting – Directorate of CAT, The Institute of Cost Accountants of India- New Delhi.



## SYLLABUS

## PAPER 2 APPLIED BUSINESS AND INDUSTRIAL LAWS

**Objectives:** To gain basic knowledge in Laws and Ethics to understand the concepts of legal compliance from entry level executives.

**Learning AIMS:** The Syllabus aims to test the student's ability to:

- 1) Acquire adequate knowledge of the basic concept of Laws:
- 2) Understand the basic knowledge of legal compliance and requirements.

**Skill sets required:** Requiring the skill levels of knowledge and comprehension.

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### UNIT 1: The Indian Contract Act, 1872:

Concept and Definitions – Offer and Acceptance – Communication, Acceptance and Revocation of Proposals – Voidable Contracts and Void Agreements – Capacity of Parties – Free Consent – Consideration – Agreements expressly declared to be void – Contingent Contracts – Quasi Contracts – The performance of Contracts – Appropriation of Payments – Discharge of Contract – Remedies for breach of Contract.

### UNIT 2: Laws relating to sale of goods and Banking laws & Operations:

Introduction – Definition – Conditions and warranties – Transfer of ownership – Rights of unpaid seller – Basics of Banking laws and regulations – Concept of working capital and term funds – Acceptance and negotiation – Rights and liabilities of Parties – Dishonor of a Negotiable Instrument – Banking procedures and negotiable instruments.

### UNIT 3: Partnership Act, 1932 and Limited Liability Partnership:

- a) **Indian Partnership Act, 1932:**  
Definition of partnership – Rights and Liabilities of Partners – Dissolution of Firms.
- b) **Limited Liability Partnership:**  
Introduction – Difference between Partnership and LLPs – Difference between LLPs and Companies.

### UNIT 4: Factories Act, 1948 : Payment of wages Act, 1936 and Minimum wages Act, 1948 : The Employees State Insurance Act, 1948:

**Factories Act:** Introduction – Objectives – Scope - Applicability.  
**Payment of wages Act:** Introduction – Objectives – Scope – Applicability.  
**Minimum wages Act, 1948:** Introduction – Objectives – Scope – Applicability.  
**The Employees State Insurance Act, 1948:** Introduction – Objectives – Scope and Applicability of the Act – Key definitions

### UNIT 5: The Employees Provident Fund and Miscellaneous Provisions Act, 1952: The payment of Bonus Act, 1965: Payment of Gratuity Act, 1972:

**The Employees Provident Fund:** Introduction – Objectives – Scope – Applicability  
**The payment of Bonus Act, 1965:** Introduction – Objectives – Scope – Applicability

**Payment of Gratuity Act, 1972:** Introduction – Objectives – Scope – Applicability

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Recommended Syllabus book:

Applies Business & Industrial Laws – Directorate of CAT, The Institute of Cost Accountants of India – New Delhi.

## **SYLLABUS**

## **PAPER 3**

### **FINANCIAL ACCOUNTING - 2**

**Objectives:** To train the students on Pay Roll Accounting, Store Accounting, Sales Accounting and Asset Accounting enable them to gain skills in these areas.

**Learning AIMS:** The Syllabus aims to test the student's ability to:  
1) Prepare, Understand and explain the Pay Roll Accounting, Store Accounting, Sales Accounting and Asset Accounting:

**Skill sets required:** Requiring the skill levels of knowledge and comprehension.

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#### **UNIT 1: Pay Roll Accounting:**

Concept – Process: Pay/Salary, Gross-earning, deductions, statutory and non-statutory deductions, responsibility of the employers – Statutory Deductions – EPF/ESI/Income Tax /Professional Tax /other and its accounting – Accounting of Bonus and Gratuity.

#### **UNIT 2: Store Accounting:**

Pricing of purchase of materials – Issue of materials from stores – Pricing of returned materials – Issue of materials to other formations – Issue of materials for disposals.

#### **UNIT 3: Sales Accounting:**

Recognize revenue items at the proper time on the income statement – Accounts for cash and credit sales – Compute and interpret sales returns and allowances, sales discounts, and bank credit card sales – Manage cash and its importance to the company – Estimate and interpret uncollectible accounts receivables balances – Assess the level of accounts receivable – Develop and explain internal control procedures.

#### **UNIT 4: Asset Accounting:**

Meaning of Asset accounting – Current Asset Accounting – Fixed Asset Accounting – Project Accounting.

#### **UNIT 5: Depreciation Accounting:**

Nature of Depreciation – Causes of Depreciation – Characteristics of Depreciation – Objective and Necessity for providing Depreciation – Measurement of Depreciation – Methods of Charging Depreciation – Provision for depreciation accounts – Disposal of an asset – Profit or loss on sale of asset – Method of Depreciation Calculation – Change of Method – Prospective and Retrospective – Application of AS 6 (Depreciation Accounting) – Application of AS 10 (Accounting for Fixed Asset).

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Recommended Syllabus book:

Financial Accounting – 2, Directorate of CAT, The Institute of Cost Accountants of India- New Delhi.



## SYLLABUS

## PAPER 4

### STATUTORY COMPLIANCE

**Objectives:** To gain understanding and to provide working knowledge of procedures, records and returns under tax laws and companies act.

**Learning AIMS:** On completion of their studies students should be able to:

- 1) Know the basic principles underlying direct as well as indirect taxes.
- 2) Know various records and returns under tax laws.
- 3) Know statutory compliance under companies act.

**Skill sets required:** Requiring the skill levels of knowledge and comprehension.

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#### **UNIT 1: Concept of Taxation:**

Concept of Excise –Law relating to Excise – Goods Manufactured & Manufacturer – Classification of Goods – Valuation under Central Excise – Basic Procedures and Records: Registration, Storage & Accounting, Invoice, Excise Duty Payment, Periodic Returns, Export Procedures, Export under Bond and Export under Rebate, Bringing goods in Factory for repairs – Cenvat Credit: Background of Cenvat, Cenvat of Inputs/Input Service and Capital Goods, Availment& Utilization of Cenvat Credit, Exempted Goods / Services and Obligation, Removal of inputs / Capital Goods / Records / Accounting of Cenvat – Job work under Excise – Small Scal Industries and Excise.

#### **UNIT 2: Customs:**

Introduction – Scope – Types of Customs Duties – Valuation under Customs – Customs Procedures – Import Procedure – Export Procedure –Baggage – Exemptions/Refunds.

#### **UNIT 3: Service Tax:**

Background – nature of service tax – Service Provider and Receiver – Value of Service – Negative List – Procedure: Registration, Billing, Payment, Returns – Export & Import of Services.

#### **UNIT 4: VAT/CST:**

Scope – Interstate/Intrastate Sale – Various from under CST - Returns.

#### **UNIT 5: Income Tax:**

Basic Concepts – Assessment Year, Previous Year, Person, Assesse, Income, Residence / Non-residence etc.,- Income exempt from Tax – Salary – House Property – Profit & Gain of Business or Profession – Assessments – TDS- Returns.

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Recommended Syllabus book:

Statutory Compliance – Directorate of CAT, The Institute of Cost Accountants of India- New Delhi.

**DEPARTMENT OF BUSINESS ADMINISTRATIONS [BBA]  
ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI  
Offered**

**CERTIFICATE COURSE ON ‘CERTIFICATE COURSE IN ‘STRESS  
MANAGEMENT SKILLS’**

Course Code	Course Title	Duration (Month)	Exam. Hrs.	Credits	Marks
UABACC01	CERTIFICATE COURSE IN ‘STRESS MANAGEMENT SKILLS’	12	3	3	100

**Program Objectives :**

1. To find out the common symptoms of stress.
2. To study about causes of stress.
3. To suggest stress management strategies.
4. To find out techniques for coping with stress.

**Program Outcomes :**

1. Assess and analyze the symptoms, causes and effects of personal and academic stressors in order to implement appropriate stress management techniques.
2. Monitor effectiveness of stress management techniques and revise to meet current needs.
3. Create an adaptable stress management plan for academic success incorporating selected techniques.

**Unit – 1: Introduction to stress**

- (i) Introduction to stress: Meaning, Definition,
- (ii) Types of stress: Acute stress, Episodic Acute stress and chronic stress, signs and Symptoms

**Unit – 2: Sources of stress**

- (i) Psychological, Social, Environmental
- (ii) Academic, Family and Workstress

**Unit – 3: Impact of stress**

- (i) Physiological Impact of stress
  - Diet and Health effects - Quality of sleep.
- (ii) Psychological Impact of stress
  - Impaired Mental functions, Poor memory
- (iii) Social Impact of stress
  - Stressful Life Events, Social support and health

## **Unit – 4: Coping Mechanisms:**

- Coping Mechanisms: Appraisal focused, Emotional focused and Problemfocused

## **Unit – 5: Stress Reduction Techniques:**

- (i) Autogenic Training
- (ii) Biofeedback
- (iii) Relaxation
- (iv) Brain Healing Zikr
- (v) Yoga and Meditation

### **Books for Reference:**

1. Stress Management, Walt Schafer – Cengage Learning India Private Limited, New Delhi.
2. Stress Mastery, The Art of Coping Gracefully, Juan, Brucato, Laural and Chauhan – Pearson, Chennai.
3. Stress and Health Management in India, Pandeya, Rekha and Kandya – Avishkar Publishers, Jaipu



**DEPARTMENT OF COMMERCE**  
**[COMPUTER APPLICATIONS]**  
**ISLAMIAH COLLEGE (AUTONOMOUS) VANIYAMBADI**  
**Offered**

**CERTIFICATE COURSE ON ONLINE TRADING OF SECURITIES'**

<b>Course Code</b>	<b>Course Title</b>	<b>Duration (Month)</b>	<b>Exam. Hrs.</b>	<b>Credits</b>	<b>Marks</b>
<b>UACACC01</b>	<b>CERTIFICATE COURSE IN 'ONLINE TRADING OF SECURITIES'</b>	<b>12</b>	<b>3</b>	<b>3</b>	<b>100</b>

**Course Objectives**

- 1) To make the students acquaint with the knowledge of security market
- 2) To make students acquaint with primary market and secondary market operations.
- 3) To make students acquaint with derivative market operations.
- 4) To make students acquaint with Depository operations.
- 5) To develop expertise for screen based training

**Course Outcomes**

1. Gain knowledge of Capital Market Operations
2. Develop Online Securities Trading Skills

**Unit 1: Overview of Indian Financial System**

Indian financial system – functions – participants – products – financial market; money market – capital market - Regulatory Bodies –

**Unit 2: Primary Market**

Primary market – book building – credit rating merchant banking – IPOs – Private placements – global primary market – ADR/GDR – collective investment vehicles; MFs – government securities market.

### **Unit 3: Secondary Market & Derivatives Market**

Membership – listing – trading and settlement mechanism – trading rules – unfair trade practices – takeovers – buy back – market capitalization – risk management. Derivatives Functions – participants – products – trading mechanism– risk management.

### **Unit 4: DEMAT and Depositories**

Overview of NSDL -Features of the depository system- Account opening of beneficiaries- Clearing members and intermediaries- Transmission & nomination; Dematerialization and Rematerialization -Trading & settlement - Off-market transfers -Pay-in and pay-out procedures; Settlement of trades and precautions; Internet initiatives by NSDL.

### **Unit 5: Securities Trading**

Trading floor – architecture – National Exchange for Automated Trading (NEAT) and BSE's On-line Trading System (BOLT) – Online Trading

### **Text Books**

- 1) Securities Market Foundation, National Institute of Securities Market 2019.
- 2) Capital market and investment management, Laxmi Publications, MS Khan 2011.
- 3) NCFM financial markets: a beginner's model, NSE India 2017.
- 4) Depository Operations, NISM-Series-VI, 2019.
- 5) NCFM equity derivatives: a beginner's model, NSE

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