



**SREE NARAYANA COLLEGE**

(Affiliated to the University of Calicut )  
NAAC Accredited with B Grade

Erattakulam P.O, Alathur 678682

sncalathur1970@gmail.com

04922 222 391

[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)



**CRITERION: 1**

**CURRICULAR ASPECTS:**

*ACADEMIC FLEXIBILITY*

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<b>CRITERION</b>	1: Curricular Aspects
<b>KEY INDICATOR</b>	1.2: Academic Flexibility
<b>METRIC NO</b>	1.2.1: Number of Add on /Certificate/Value added programs offered during the last five years
<b>FILE DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Copy of brochures, syllabus, question papers and certificates of programs offered.</li></ul>

*Add on /Certificate/Value*  
*added programs offered*

**2021-2022**

SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF ECONOMICS  
ADD-ON COURSE 2021-2022  
ENVIRONMENTAL ECONOMICS

COURSE DURATION: 30 HOURS (ONLINE)

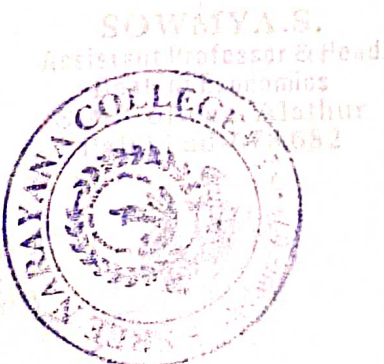
RESOURCE PERSON: Dr. T.M. Saravana Kumar  
(Assistant professor of Economics)  
Chikkaiah Naicker College  
Erode.04

Contact us

Department of Economics  
Sree Narayana College Alathur  
Erattakulam P.O, Alathur  
[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)

SOWMYA S  
(HOD)

DR.R.BINDU  
(PRINCIPAL)



*R. Bindu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# Report

## Course coordinators

SOWMYA S, Associate Professor

DIVYA H, Associate Professor

Department of Economics

## Organized by

Department of Economics

Sree Narayana College, Alathur, Department of Economics started 30 hours Skill Enhancement Certificate Course on "Environmental Economics". Add-on courses benefit the students with something extra beyond their regular academics. Its serves as an added advantage. The certificate course was headed by Dr. T.M Sravana Kumar, (assistant professor of Economics, Chikkaiah Naicker College, Erode 04). The Department of Economics selected 30 students from our own department, from the 50 applications we received. All the students successfully completed the course. The course duration was one year and the syllabus consisting of 3 modules of 30 hours. The aim is to offer the opportunity to develop their skills along with their Degree courses, and to develop the entrepreneurial skills of the students, and make them to earn a supplementary income. Department started value added courses to enhance the additional skills of students as well as to develop attitude about other dimensions of Economics. The evaluation system was consisting both external and internal. We conducted an examination and all students received certificate as per the designed curriculum.



*A. B. S. Principal*  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

### Question pattern for External evaluation

Type of question	Question to be given	Question to be answered	Marks for each question	Total marks
objectives	10	10	1/2	5
Very-short answers	12	10	2	20
Short essay	8	6	5	30
essay	4	2	10	20
total	34	28		75

### Syllabus

Add-on course in environmental Economics

#### Objectives:

Drawing concepts from several different fields, our Certificate in Environmental Studies will provide you with a broad knowledge of key environmental principles in the interests of dealing with environmental issues.

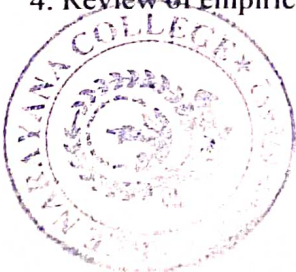
### Syllabus

Module I (10 hour)

1. Basic concepts of Environmental Economics
2. Property right in Environment
3. Pollution and Industry Effects on the Environment
4. Social efficiency-Economic efficiency s-Sustainability-Environmental accounts Externalities

Module II (10 hour)

1. Benefits of pollution control to agriculture
2. Ecological benefits of pollution control
3. Four categories of non-market benefits-health benefits of pollution control Recreation benefits of pollution control Ecological benefits of pollution control
4. Review of empirical work in environmental Economics



  
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Module III (10 hour)

1. Development and sustainability.
2. Eco friendly technology and development
3. Value of sustainable path
4. Case studies of sustainable development

**Performa for the application form**

Name :  
Sex :  
Name of the guardian :  
Address :  
Mob :  
Age and date of birth :  
Academic qualifications :  
Signature of the applicant :  
Signature of the HOD :



*P. Binu*  
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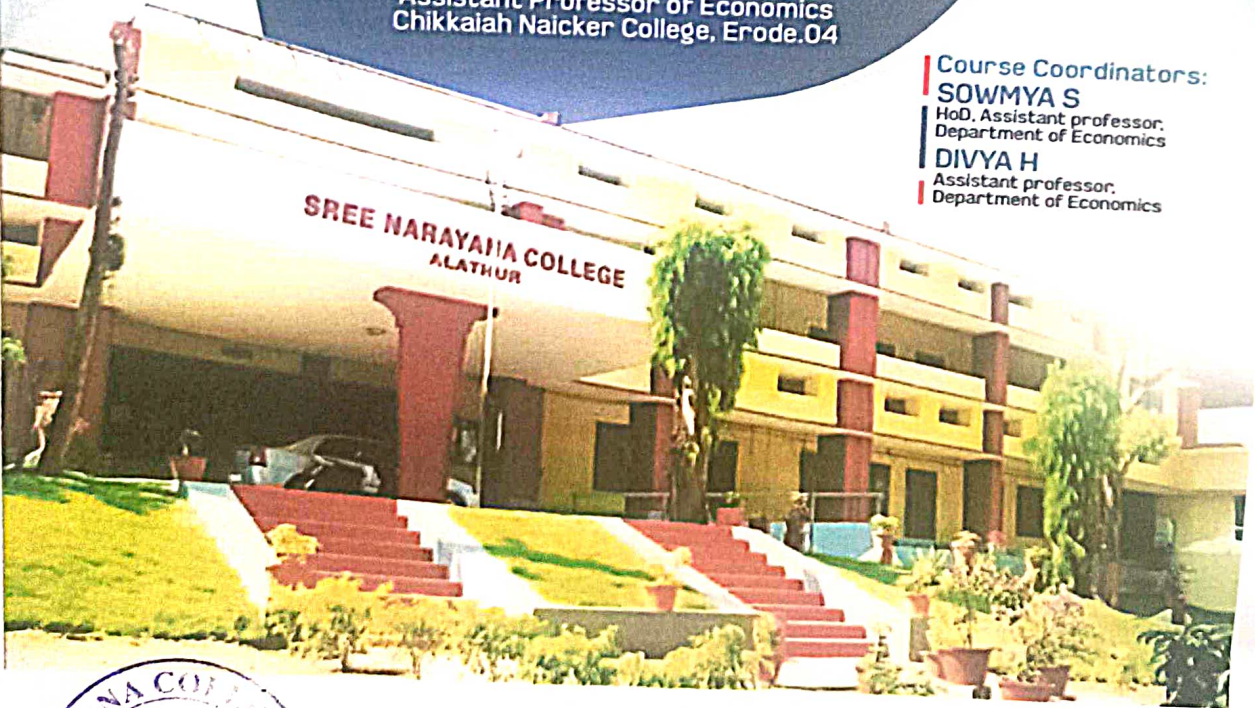


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DEPARTMENT OF  
ECONOMICS  
**ADD-ON**  
**COURSE** 2021-2022  
ONLINE  
**ENVIRONMENTAL ECONOMICS**

Resource Person:  
**DR. T.M. SARAVANA KUMAR**  
Assistant Professor of Economics  
Chikkaiah Naicker College, Erode.04

Course Coordinators:  
**SOWMYA S**  
HoD, Assistant professor,  
Department of Economics  
**DIVYA H**  
Assistant professor,  
Department of Economics



*Srinivas*  
Sree Narayana College, Alathur  
Palakkad - 688027, Kerala



## Academic Profile

**Dr. T.M.SARAVANA KUMAR**

**Assistant Professor**

**Department of Economics**

**Chikkaiah Naicker College**

**Erode – 638004.**



**E-mail: msaravanaeco@gmail.com**

**Mobile: 90953 35555**

### EDUCATIONAL QUALIFICATION

**B.A., Economics at Gobi Arts and Science College, Gobi, from 2000-2003**

**M.A. Economics at Bharathiar University Coimbatore from 2009-2005**

**M.Phil., Economics at Bharathiar University Coimbatore from 2005-2007**

**Ph.D., Economics at Bharathiar University Coimbatore from 2007-2010**

**PGDCA at Bharathiar University Coimbatore from 2018-2021**

### TEACHING EXPERIENCE (10 YEARS)

**Three years of Teaching Experience by handling Course Work for**

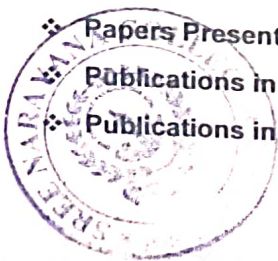
- ✓ Bachelor of Arts (BA)
- ✓ Bachelor of Business Administration (BBA)
- ✓ Master of Business Economics, (MBE)
- ✓ Master of Arts (MA)
- ✓ Master of Business Administration (MBA)

### AWARD RECEIVED

- ✓ Received BEST PAPER PRESENTATION AWARD from Association of Economists of Tamilnadu (AET) at the 29<sup>th</sup> Annual Conference held at PSG College of Arts and Science, Coimbatore on 22<sup>nd</sup> & 23<sup>rd</sup> November 2008.
- ✓

### PUBLICATIONS

✦ Papers Presented in National Seminars / Conferences / Workshop	: 89
✦ Publications in Journals	: 06
✦ Publications in Conference Volumes	: 25



*A. Srinivas*

❖ Publications in the Books in Edited Volumes	: 03
❖ Capacity Building Programme	: 03
❖ Refresher Course	: 03

## CAPACITY BUILDING PROGRAMME

1. "Two –Week Capacity Building Programme for Young Faculty in Social Sciences" held from 8th to 21st May,2018 sponsored by the Indian council of social science research (ICSSR)-New Delhi, organized by the Department of Education and Department of Teacher Education ,Nagaland University, Kohima Campus, Meriema, Nagaland State.

## PUBLICATIONS IN REFERRED JOURNALS

1. Saravana Kumar T.M. (2007), "Determinants of Demand for Health Insurance in Coimbatore city: An empirical Analysis" – published in the *Journal of Insurance and Risk Management*, Volume VI, Issue 11, ISSN 0972-7620, December .pp.49-58.
2. Saravana Kumar T.M. (2009), "Demand for Healthcare and Moral Hazard in Insurance Industry" published in the *Journal of Insurance and Risk Management*, Volume VI, Issue 11, ISSN 0972-7620., June. pp.43-54.
3. Saravana Kumar T.M. (2009), "Willingness to Pay for Health Insurance", Published I the journal of Insurance and Risk Management, Volume VIII, issue 16, June -2010. PP 55-68.
4. Saravana Kumar T.M. (2015), "Economic Wellbeing and burden of diabetes; a case study" published in *Journal of Applied Research and Social Science*, volume 02,NO.12,ISSN 2350-1472,June 2015 pp42-57.

## PUBLICATIONS OF BOOKS IN EDITED VOLUMES

1. Saravana Kumar T.M. (2008), "Empowerment of Women in India, Social Economic and Political", Paper Entitled "*Do we Really Need Women Resources Development*" Edited by Dr. V.S. Ganesamurthy. Publisher – New Century Publication, New Delhi. SBN 13: 978-81-7708-155-8, ISBN 10: 81-7708-155-1 Page No. 203 -210.
2. Saravana Kumar T.M. (2009), "Women in the Indian Economy", Paper Entitled "*Empowerment of Women: Critical Thinking*" Edited by V.S. Ganesamurthy. Publisher – New Century Publication, New Delhi. ISBN: 978-81-7708-186-2, Page No. 79 -89.
3. Saravana Kumar T.M. (2009), "Nehru's Vision to Empower Indian Economy", research paper entitled" Nehru: His Economic Ideas and Influences" Edited by Aparna Bharadwaj, Anil Kumar, Deep ad Deep publications, New Delhi.



*R. Binda*

## TRAINING PROGRAMME ATTENDED

1. "Young Scholars Programme" to be held at the Indira Gandhi Institute of Development Research (IGIDR), Mumbai from 19<sup>th</sup> November to 1<sup>st</sup> December 2007.
2. Training program on National Family Health Survey (NFHS 3) conducted by International Institute for Population Sciences, Mumbai in Institute of Social and Economic Change (ISEC), Bangalore, January 3<sup>rd</sup> and 4<sup>th</sup>, 2008.
3. International Workshop on Data Analysis organized by Department of Economics, Avinashilingam University for Women, Coimbatore – 641 043 on 16<sup>th</sup> and 17<sup>th</sup> December 2009.

## PAPER PRESENTED IN NATIONAL SEMINARS / CONFERENCES / WORKSHOP

1. "Rain Water Harvesting – Eco Expo 2002" conducted for Schools & Colleges from 2<sup>nd</sup> to 4<sup>th</sup> September 2002.
2. Attended, and presented a paper at the Eighty Sixth Annual Conference of the Indian Economics Association held at Shivaji University Kolhapur, from 29<sup>th</sup> to 31<sup>st</sup> December 2003.
3. Attended the Econsmeet 05 organized by the Department of Economics, Bharathiar University Coimbatore, on 30-03-2005
4. **"Rural Development: A Transformation from dung heaps into Garden of Eden"** in UGC Sponsored National Seminar on PURA (Providing Urban Amenities in Rural Areas) challenges and opportunities" held at N.G.M College, Pollachi on 25-26 Aug. 2005
5. **"Economic Reforms and Agricultural Crisis in India"** in UGC sponsored National Level Seminar on "Prospects of Indian Agriculture in the Era of Globalisation" at Erode Arts College, Erode on 22-23 Sep. 2005.
6. **"WTO and Environmental Agreements : How Are they Related?"** in the UGC Sponsored National Seminar on "World Services Trade" organized by PG and Research Department of Economics, St. Joseph's College, Tiruchirapalli on 4<sup>th</sup> and 5<sup>th</sup> December 2005.
7. **"Recommendations of Twelfth Finance Commission: How sound are they?"** in 26<sup>th</sup> Annual Conference of Association of Economists of Tamil Nadu, held at Ranipettai Engineering College on 28<sup>th</sup> and 29<sup>th</sup> Jan. 2006.
8. **"Public and Private Role in Healthcare Delivery System"** in National Seminar on Health Sector Reforms at Annamalai University, Division of Community Medicine Rajah Muthiah Medical College & Department of Economics, Chidamparam, on 30 31<sup>st</sup> January, 2006.

*R. B. B. B.*

9. **"Total Quality Management: Work Smarter not harder"** in two days National Seminar on "Changing scenario of consumerism" held at Bharathidasan University, Tiruchy on 11<sup>th</sup> and 12<sup>th</sup> Feb. 2006.
10. **"Total Quality Management: Do the right things, right the first time, every time"** in two days National Seminar on "Changing scenario of consumerism" held at Bharathidasan University, Tiruchy on 11<sup>th</sup> and 12<sup>th</sup> Feb. 2006.
11. **"The Consumerism: A Threat or Opportunity?"** in two days National Seminar on "Changing scenario of consumerism" held at Bharathidasan University, Tiruchy on 11<sup>th</sup> and 12<sup>th</sup> Feb. 2006.
12. **"Impact of Globalisation on Women's work: with special Reference to Informal Sector"** in Regional Seminar on "Impact of Globalisation on Women with special reference to food security" held at Avinashilingam Deemed University, Coimbatore on 21<sup>st</sup> Feb. 2006.
13. **"GATS and its Impact on Banking Services in India"** in National Seminar on "Indian Banking in Globalised Era" held at Karpagam Arts and Science college, Coimbatore on 24<sup>th</sup> Feb. 2006.
14. **"Emerging Trends in HRD: From Human Resource Development to women Resource Development"** in one day National Seminar on "Commerce in the Competitive Market for HR" held at Kovai Kalaimagal college of Arts and Science, Coimbatore on 25<sup>th</sup> Feb. 2006.
15. **"Health Insurance in India- An Alternative Health Financing Mechanism"** in National Conference on "Insurance Management" held at G.R.D School of Commerce and International Business, Coimbatore on 16<sup>th</sup> March, 2006.
16. **"Health Insurance In India: Issues and Challenges"** in National Conference on "Insurance Management" held at G.R.D School of commerce and International Business, Coimbatore on 16<sup>th</sup> March 2006
17. **"Social Health Insurance: Concerns, Challenges and the Way Ahead "** in National Conference on "Insurance Management" held at G.R.D School of Commerce and International Business, Coimbatore on 16<sup>th</sup> March. 2006
18. **"Economic Reforms and Energy Use Management"** paper entitled "Energy is it an Essential Good?" in the UGC Sponsored National Level Seminar organized by Department of Economics at Gobi Arts and Science College, Gobichettipalayam held on September 2<sup>nd</sup> and 3<sup>rd</sup> 2006.
19. **"Emerging Trends in Human Rights Violation"** paper entitled "Universal Application of Human Rights" in the UGC Sponsored State Level Seminar organized by Department of History and Department of Economics at Gobi Arts and Science College, Gobichettipalayam held on September 15<sup>th</sup> and 16<sup>th</sup> 2006.

*R. Srinivas*

20. **"Do We Have a Clean Human Rights Record"** UGC Sponsored State Level Seminar organized by Department of History and Department of Economics at Gobi Arts and Science College, Gobichettipalayam held on September 15<sup>th</sup> and 16<sup>th</sup> 2006.
21. National Level Workshop on "Data Analysis for Business Decisions using SPSS" organized by the PG Department of Commerce, Kongunadu Arts and Science College (Autonomous), Coimbatore, between 21<sup>st</sup> and 23<sup>rd</sup> September 2006.
22. **"Do we Really Need Women Resources Development"** presented a paper in UGC Sponsored National level Seminar on Women Empowerment: Issues and Challenges held at Sri Vasavi College, Erode on 29-30 September, 2006.
23. **"Health Insurance in India: A different health financing option"** in a National level Seminar on Challenges and Opportunities in Banking and Insurance Sector" organized by the Department of Commerce With Computer Applications, Dr. N.G.P Arts and Science College, Coimbatore on 30<sup>th</sup> September 2006.
24. **"Modernisation of Small Scale Industries in India"** in a National Level Seminar on Small and Medium Enterprises under Globalization: Opportunities and Challenges" organized by the Department of Rural Industries and Management, Gandhigram Rural University, Gandhigram on 16<sup>th</sup> and 17<sup>th</sup>, October 2006.
25. **"Health Insurance in India: Problems and Prospects"** in the National Conference on "Service Sector in the Era of Globalization" organized by the Department of Economics, Avianshilingam University for Women, Coimbatore on 27<sup>th</sup> and 28<sup>th</sup> October, 2006.
26. UGC (SAP-DRS) Sponsored Workshop on Research Methods In Industrial organized by the Department of Economics, Bharathiar University, Coimbatore during 05-12-2006 to 08-12-2006.
27. **"Impact of Mixed Farming on farm incomes and Employment –A Case Study"** in the National Seminar on Dimensions of Agriculture Development in India held at Periyar University on 14 and 15<sup>th</sup> December, 2006.
28. **48<sup>th</sup> Annual Conference of The Indian Society of Labour Economics** paper entitled "Emerging Trends, Problems and Prospects of Trade Unionism in India", held at Department of Economics, Bharathidasan University, Tiruchirapalli, during 5-7, January 2007.
29. **"Demand for Health Insurance in Coimbatore- A Case Study"** in the 27<sup>th</sup> Annual Conference of the Association of Economists of Tamil Nadu held on 27<sup>th</sup> and 28<sup>th</sup> January 2007.
30. **"Issues in Health Insurance : A Case Study"** in the National Level Seminar on Health Insurance – Dimensions and Challenges Organised by Department of Economics, Bharathiar University , Coimbatore on 16<sup>th</sup> February 2007.
31. **"Domestic Water Management : Issues and Challenges"** in the National Seminar organized by the Department of Economics, Bharathiar University, Coimbatore on 28<sup>th</sup> February, 2007.

*A. Anand*

32. **Health Insurance- An Investment Approach** in the National Seminar on Health Economics- Issues and Challenges Organized by Post Graduate and Research Department of Economics , Ethiraj College for Women, Chennai. on 14<sup>th</sup> and 15<sup>th</sup> March 2007.
33. **"Impact of Economic Reforms on Indian IT industry"** in the UGC-SAP-DRS Sponsored National Seminar on Impact of Economic Reforms on Growth and Structure of Indian industrial Sector, Organised by the Department of Economics, Bharathiar University, Coimbatore on 30<sup>th</sup> and 31<sup>st</sup> March 2007.
34. **"Need to Bridge the Gap Between Rural- Urban areas"** in the National Seminar on Bridging the rural- urban Gap organized by Department of Economics, P.S.G.R.Krishnammal College for Women, Peelemedu, Coimbatore. On 7<sup>th</sup> September 2007.
35. **National Seminar on "BRIDGING THE RURAL –URBAN GDP" held on 7<sup>th</sup> October 2007** P.S.G.R. Krishnammal College For Women Peelamedu, Coimbatore.
36. **"Demand for Health Insurance: with special Emphasis on John Nyman's Theory"** in the 28<sup>th</sup> Annual conference of Association of Economists of Tamil Nadu organized by The American College ,PG AND Research Department of Economics, Madurai on 22<sup>nd</sup> and 23<sup>rd</sup> December 2007.
37. **"Current Indian Industrial Scenario: Problems and Prospects"** in the UGC-SAP-DRS Sponsored National level workshop, Organised by the Department of Economics, Bharathiar University, Coimbatore on 31<sup>st</sup> March and 1<sup>st</sup> April 2008.
38. **29<sup>th</sup> Annual Conference of Association of Economists of Tamil Nadu**, Paper entitled on "Climate Change and Insurance Industry", held at PSG College of Arts and Science, Coimbatore on 22<sup>nd</sup> – 23<sup>rd</sup> November 2008.
39. **Golden Jubilee Conference Indian Society of Labour Economics** Organized by Giri Institute of Development Studies, Lucknow, 13 to 15 December 2008.
40. **Workshop on "Career Oriented Soft Skill Development in Statistic"** conducted during 29 & 30 January, 2009 at the Department of Statistics, Bharathiar University, Coimbatore.
41. **International Workshop on Data Analysis** organized Department of Economics at Avinashilingam University for Women, Coimbatore on 16<sup>th</sup> & 17<sup>th</sup> December 2009.
42. **30<sup>th</sup> Annual Conference of Association of Economics of Tamil Nadu**, held on 09<sup>th</sup> & 10<sup>th</sup> January 2010.

*P. Birubala*

43. Empirical Research On WTO And Other Issues In International Trade organized by United Nations Conference on Trade Development (UNCTAD) India Programme in New Delhi during 6-8 July 2010.
44. National level seminar on "Right to Health Care: Issues and Challenges" organized by Post Graduates & Research Department of Economics in collaboration with Association of Economics of Tamilnadu (AET) held on 4th & 5th February, 2011.
45. AICTE Sponsored Staff Development Programme on "Managing Disaster in Globalised Era" from June 27 to July 9, 2011.
46. Faculty Development Programme on "Managerial Economics" organized by School of Management Studies at K.S.R College of Technology, Thiruchengode from July 4th -10, 2011
47. Faculty Development Programme on "Business Research Methods" organized by Vivekananda Institute of Information And Management Studies at Elayampalayam, Thiruchengode from 26th Dec 2011 TO 2nd Jan 2012.
48. MMA Women Managers' Convention 2012 organized by Madras Management Association on the theme "Perspectives" on 10 March 2012.
49. Women Empowerment A Multidimensional Review With Special Referece To Economic Participation in the National Seminar on "Women Empowerment And Inclusive Growth" held on 8th March 2014.
50. Emerging Trends In Indian Money Market the PG & Research Department of Economics In Kandaswami Kandar's College,Periyar University on 19th & 20th September 2014.
51. UGC-Academic Staff College, Bharathiar Unversity Coimbatore-641046 and Bharathair University Post Graduate Extension Centre Erode-638001 Jointly Organized One Day Workshop on "Effective Teaching and Learning in Higher Education" on 07.02.2015.
52. UGC-Sponsored Orientation Programme has participated in the UGC-Sponsored 107 Orientation Programme Conducted by UGC-Human Resource Development Centre,Bharathiar University held from 06.05.2015 to 02.06.2015.
53. UGC-Sponsored State Level Seminar on Next Generation Financial Sector Reforms in India Issues and Challenges Organized by Post Graduate Department of Economics held o 20<sup>th</sup> February 2015.
54. UGC Sponsored National Seminar on "Impacts of Urbanisation in India" held on 6<sup>th</sup> & 7<sup>th</sup> March 2015 at Kandaswami Kandar College, Velur-Namakkal.
55. TNSCST, Chennai & NCSTC, New Delhi Sponsored One Day Seminar on "Awareness Of Environment And Health" held on 30<sup>th</sup> September 2015.

*R. Bireln*

56. One-Day National Level Colloquium on "Building Awareness on Intellectual Property Rights (IPR) Organized by PG & Research Department of Economics held on 17<sup>th</sup> December 2015 at Sri G.V.G. Visalakshi College for women (Autonomous), Udumalet.
57. Department of Commerce UGC Sponsored National Level Workshop on "Research Methods In Commerce And Management" held on 25<sup>th</sup> and 26<sup>th</sup> February 2016.
58. UGC Sponsored Programme for Competency Building of Teachers on "A Gentle Introduction to Astronomy and Astrophysics", Conducted by the PG & Research Department of Physics, Chikkaiah Naicker College, Erode-4. on 1<sup>st</sup> March 2016.
59. ICMR New Delhi Sponsored Workshop on "Promotion of Emotional and Mental Health among Students through Teachers" held on March 16<sup>th</sup> 2016.
60. One- Day Workshop on Academic Competency organized by Department of Corporate Secretary ship on 22<sup>nd</sup> March 2016.
61. Knowledge Society in a New Dimension in a two day national seminar on "ICT in Rural Areas: Building the Knowledge Society at Grass root Level" organized by PG & Research Department of Economics, Kandaswami Kandar's College, Velur, Namakkal-638182, in association with Indian Council of Social Science Research (ICSSR), New Delhi, during 23<sup>rd</sup> & 24<sup>th</sup> June 2016.
62. National Conference on "Financial Inclusion for Sustainable Economic Growth –Strategies and Challenges" sponsored by Indian Council of Social Science Research (ICSSR), New Delhi on 8<sup>th</sup> September 2016.
63. "Value Education: Issues and Challenges" in the NAAC Sponsored Two Day National Workshop held on 16<sup>th</sup> & 17<sup>th</sup> September, 2016.
64. ICSSR, New Delhi Sponsored National Level Seminar on "Gender Violence and Its Related Issues" held on 4<sup>th</sup> October 2016.
65. **The National Seminar o "Impact of Global Turbulence on Indian Economy"** Sponsored by Indian Council of Social Science Research (ICSSR), New Delhi conducted on 30<sup>th</sup> & 31<sup>st</sup> January 2017 by Periyar Institute of Management Studies (PRIMS), Periyar University, Salem, Tamil Nadu, India.
66. UGC Sponsored One Day State Level Workshop o "Challenges and Opportunities of Goods and Services Tax (GST) in India" on 14<sup>th</sup> February, 2017.
67. International Conference "Growth Strategies of Indian Industries and Development for Economic Reforms in India", on 28<sup>th</sup> February 2017 organized by Departments of Commerce and Business administration held at Muthayammal Memorial college of Arts & Science, Kakkaveri, Rasipuram, Namakkal District, Tamil Nadu State, India.

*A. Bireh*



68. One Day International Workshop on "Basic Statistical Tools In SPSS" organized by the Department of Economics, N.K.R. Government Arts College for Women, Namakkal on 14<sup>th</sup> July 2017.
69. PG & Research Department of Economics, Erode Arts and Science College, Erode And The Hindu Tamil Daily Jointly Organized UGC Sponsored Two Days State Level Workshop on "Goods and Services Tax(GST) in India held on 1<sup>st</sup> & 2<sup>nd</sup> August 2017.
70. UGC Funded State Level Symposium on "Strategies of Economic Reformation and Digital Transformation: Unveiling India as a Innovation Hotspot organized by the PG and Research Department of Commerce, Vellalar College for Women (Autonomous),Erode on September 1,2017.
71. An Economics Analysis of Dindugal Lock Industry in Tamil Nadu in the XXXVIII Annual Conference, Association of Economists of Tamil Nadu on 28<sup>th</sup> & 29<sup>th</sup> October 2017 at Mannar Thirumalai Naicker College, Madurai.
72. ICSSR Sponsored a Two Day National Seminar on "Empowerment, Social Justice, Inclusive Development: Issues & Perspectives of Tribal Tamilnadu" on 1<sup>st</sup> & 2<sup>nd</sup> February, 2018.
73. Indian Council of Science Research (ICSSR)MHRD,Govt.of
74. One Day International Conference On Optimum Crop Planning For Resources Efficiency "Structural Change And Agricultural Diversification Since New Economic Policy" in the International Conference Organized By The Department Of Economics, Sri Sarada College For women (Autonomous),Salem – 16 on 14<sup>th</sup> August 2018.
75. "An Investment on Health model of the Household; Is it time to shift the burden of poor?" in the Bodhi International Conference on "Humanities, Arts and Science (BICOHAS-2018)" held at Hotel Crystal Crown, Petaling Jaya, Selangor, Malasia on 24-27 August 2018.
76. "National Workshop on Statistical Analysis Using R (NWSAR-2018)" held at Department of Computer Science, Bharathiar University, Coimbatore- 641046, during 06-07 September 2018.
77. One Day International Conference On "Addressing Climate Change Impact on Agriculture Effects On Public Health" Organized by the Department of Economics, N.K.R Government Arts College for Women, Namakkal, held on 27th September 2018.
78. ICSSR Sponsored National Conference on Water Resource Management in India: Issues and Prospects organized by Department of Economics, Thiru.Vi.Ka Government Arts College, Thiruvarur during 24th and 25th January, 2019.
79. ICSSR Sponsored Two Days International Conference on "TRANSFORMATION OF INDIA INTO HIGH GROWTH ECONOMY: NEEDS POLICIES CHALLENGES AND OPPORTUNITIES" organized by the PG and Research Department of Economics, Erode Arts And Science College Erode 9<sup>th</sup> and 10<sup>th</sup> February, 2019.

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80. "Globalization, Innovation in Technology and Consumer Protection" in the two day National Seminar held at Department of Commerce, Periyar University, Salem-I I, Tamil Nadu on 29<sup>th</sup> & 30<sup>th</sup> July 2019.
81. NABARD Sponsored National Seminar on "Impact of Farm Pond on Agricultural Development Organized by Department of Economics Kandaswami Kandar's College, Velur- Namakkal, Tamil Nadu, India. During 17<sup>th</sup> & 18<sup>th</sup> October 2019.
82. Two Day International Level Conference on "FUTURISIC VISION IN FUNCTIONAL MANAGEMENT FOR GLOBAL GREEN ECONOMY" held on 21<sup>st</sup> & 22<sup>nd</sup> August 2019, organized by Department of Commerce, v. v. vanniaperumal college for women, virudhunagar.
83. National Level Seminar on "INNOVATION & NTREPREURSHIP IN LOGISTIC MANAGEMENT" Organized by PG and Research Department of Commerce & Commerce with Computer Applications Navarasam Arts And Science College For Women Arachalur, Erode-Tamil Nadu.
84. One Day International Workshop On "EMERGING TRENDS IN SOCIAL SCIENCE RESEARCH" held on 25<sup>th</sup> September 2019, Wednesday organized by PG& Research Department of Economics, Kandaswammi Kandar's College, Velur, Namakkal-638182.
85. Co-Organizer / Co- Coordinator in the one-day International Workshop on " Digital Economy :Issues and Challenges " held on 19<sup>th</sup> September 2019, organized by the PG & Research Department of Economics, Chikkaiah Naicker College, Erode-4
86. ICSSR Sponsored One Day Workshop on Research Proposal Writing and Agencies, organized by Training and placement cell, Periyar E.V.R.college (A), Tiruchirappalli-23, Tamil Nadu held on 20<sup>th</sup> December 2019.
87. Indian Economic Association 102<sup>nd</sup> Annual Conference December 27 to 29, 2019 at AIIRD University, Surat.
88. 40<sup>th</sup> Annual Conference of Association of Economists of Tamil Nadu (AET) held on 2<sup>nd</sup> February 2020 at st. Joseph's College (Autonomous), Tiruchirappalli-2.
89. Two Day International Conference on Liberalization, Privatization and Globalization - Three Decades of Experience in India, organized by the Department of Economics, Thee Gandhigram Rural Institute (Deemed to be University), Gandhigram, on 14 & 15 February, 2020.
90. Two Day National Seminar on "IMPACT OF DEMONETIZATION ON SECTORAL GROWTH IN INDIAN ECONOMY" organized by Department of Economics, Kandaswami's College, Velur -Namakkal, Tamil Nadu, India. During 17<sup>th</sup> & 18<sup>th</sup> February 2020.

Principal  
Bree Narayana College, Alathur  
Palakkad-688 002, Kerala  
17/2

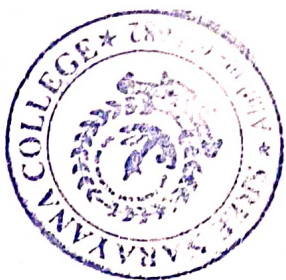
## DETAILS OF PUBLICATIONS (RESEARCH ARTICLES IN CONFERENCES)

1. **WTO and Environmental Agreements- How are they Related” (2005)** published in the Souvenir on World Service’s Trade Organized by PG and Research Department of Economics, St.Joseph’s college, Tiruchirappali.
2. **“A Transformation From Dung Heaps in to Garden of Eden” (2005)** Published in the UGC National Level Seminar on PURA (Providing Urban Amenities to Rural Areas) Challenges and Opportunities.
3. **“Health Financing in India- Emerging Realities and challenges” (2006)**, Published in the 89<sup>th</sup> Indian Economic Association Annual Conference Volume.
4. **“Perspectives of Women Empowerment” (2006)** Published in the souvenir on Empowerment of Women- Strategies and Indicators by Centre for Women’s studies Bharatidasan University, Tiruchirappali.
5. **“Public and Private Role In Health Care Delivery System” (2006)** published in National Seminar on Health Sector Reforms, Annamalai University, Annamalai Nagar.
6. **“Recommendations Of The Twelfth Finance Commission: How Are They? Published in the 26<sup>th</sup> Annual Conference of the Association of Economists.**
7. **Total Quality Management: Do The Right Things Right The First Time, Every Time” (2006)** Published in the National Seminar Souvenir on “Changing Scenario of Consumerism”.
8. **“Total Quality Management: Work Smarter Not Harder” (2006)** Published in the National Seminar Souvenir on Changing Scenario of Consumerism.
9. **“The Consumerism: A Threat or Opportunity” (2006)** Published in the National Seminar Souvenir on Changing Scenario of Consumerism.
10. **“Modernisation of Small Scale Industries in India” (2006)** Published in the National Seminar on Small and Medium Enterprises under Globalisation, Opportunities and Challenges, Gandhigram Rural University, Gandhigram.
11. **“Health insurance in India: The Way A Head” (2006)** Published in the National Conference on Service Sector in the Era of Globalisation Avanishilngam Deemed University. Coimbatore.
12. **“Health Insurance in India: A Different Health Financing Option” (2006)** Published in the National Seminar on Challenges And Opportunities in Banking and Insurance Sector, organized by the Department of Commerce with Computer Applications, Dr.N.G.P. Arts and Science College. Coimbatore.
13. **“Community Health Insurance” What is highly unpredictable to an individual is unpredictable to a group of individual’s” (2006)** Published in the National Level Seminar Proceedings on Health Sector Reforms, in the Annamalai University, Anamalai Nagar.

14. **"Demand for Health insurance – A case study" (2007)** Published in National Conference on Recent Trends in Financial Sector Reforms and Information Technology Organized by the Department of Commerce , Bharathiar university , Coimbatore. On 13<sup>th</sup> and 14<sup>th</sup> March.
15. **"Analysis of Health care services With special Reference to Palakkad Municipality" (2007)** Published in National Conference on Recent Trends in Financial Sector Reforms and Information Technology Organized by the Department of Commerce, Bharathiar University, Coimbatore on 13<sup>th</sup> and 14<sup>th</sup> March.
16. **"On line advertisement – Its role on E- Commerce" (2007)** Published in National Conference on Recent Trends in Financial Sector Reforms and Information Technology Organized by the Department of Commerce, Bharathiar University, Coimbatore. On 13<sup>th</sup> and 14<sup>th</sup> March.
17. **Health Insurance- An Investment Approach"(2007)** in the National Seminar on Health Economics- Issues and Challenges Organized by Post Graduate and Research Department of Economics, Ethiraj College for Women, Madras. On 14<sup>th</sup> and 15<sup>th</sup> March.
18. **"The Demand for Health : with special emphasis on GROSSMAN Model"** in the 28<sup>th</sup> Annual conference of Association of Economists of Tamil Nadu organized by The American College ,PG and Research Department of Economics, Madurai on 22<sup>nd</sup> and 23<sup>rd</sup> December 2007.
19. The challenges and the health care expenses confronted by Indians published in: Impact Factor: 3.7985; ICV Factor: 42.56; NASSRating; 3.10, UGC Approved Journal: 40893 ISSN (P):2347-4564, ISSN (O):2321-8878, Date 5.12.2018.

#### SOFT SKILL

- ❖ Knowledge in SPSS, STATISTICA and E-VIES Packages and applied in Project and Ph.D. Research Work.
- ❖ Work Experience in Microsoft Office.
- ❖ Hardware Mechanics – Knowledge.
- ❖ Building Statistical Models



*A. Binu*  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD-ON COURSE DEPARTMENT OF ECONOMICS (30 HOURS)**  
**ENVIRONMENTAL ECONOMICS**  
**MARK SHEET**

Sl.No	Name of the student	Grade point	Grade
1.	ANUSHA A	3.8	A
2.	ARYA C	3.7	A
3.	ATHIRA V	3.8	A
4.	ATHIRA M	3.6	A
5.	GREESHMA R	3.6	A
6.	GREESHMA R	3.7	A
7.	KRISHNADAS H	3.8	A
8.	M SNEHA	3.6	A
9.	MARIYAM SHIFANA T S	3.7	A
10	MUFSINA S	3.6	A
11	NANDANA.R	3.8	A
12	NAVYA N	3.7	A
13	RAHUL M R	3.6.	A
14	RENJITH K R	3.7	A
15	REVATHI K S	3.8	A
16	ROOPIKA S	3.6	A
17	ROSHINI M	3.7	A
18	SAJANA S	3.7	A
19	SAJITH S	3.6	A
20	SAJITH K	3.8	A
21	SANOOP S	3.8	A
22	SAYANORA S N	3.6	A
23	SISIRA M	3.7	A
24	SNEHA S	3.6	A
25	SREELAJA S	3.8	A
26	SUDHEESHIMA U	3.6	A
27	SULFATH U	3.7	A
28	SURENDRAN R	3.7	A
29	VISHNU K	3.6	A
30	VISHNUVARDHAN S	3.8	A

*P. Princy*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



*Sowmya A.S.*  
Assistant Professor & Head  
Dept. of Economics  
S.N.C. College, Alathur  
Palakkad-678 682

**SREE NARAYANA COLLEGE, ALATHUR**  
**DEPARTMENT OF ECONOMICS**  
**ADD-ON COURSE – ENVIRONMENTAL ECONOMICS 2021-2022**  
**ATTENDANCE SHEET**

SL.NO	NAME OF THE STUDENT	REMARKS
1	ANUSHA A	P
2	ARYA C	P
3	ATHIRA V	P
4	ATHIRA M	P
5	GREESHMA R	P
6	GREESHMA R	P
7	KRISHNADAS H	P
8	M SNEHA	P
9	MARIYAM SHIFANA T S	P
10	MUFSINA S	P
11	NANDANA.R	P
12	NAVYA N	P
13	RAHUL M R	P
14	RENJITH K R	P
15	REVATHI K S	P
16	ROOPIKA S	P
17	ROSHINI M	P
18	SAJANA S	P
19	SAJITH S	P
20	SAJITH K	P
21	SANOOP S	P
22	SAYANORA S N	P
23	SISIRA M	P
24	SNEHA S	P
25	SREELAJA S	P
26	SUDHEESHIMA U	P
27	SULFATHI U	P
28	SURENDRAN R	P
29	VISHNU K	P
30	VISHNUVARDHAN S	P

*P. Bineth*  
Principal  
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**SOWMIY V.S.**  
Head Professor & Head  
Dept. of Economics  
Sree Narayana College, Alathur  
Palakkad-678 682





**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

# CERTIFICATE OF PARTICIPATION

This awarded certify that

---

has successfully completed the add-on course 'Environmental Economics' conducted by Department of Economics on July 2021 to March 2022 organized by Sree Narayana College, Alathur

  
SOWMYA.S  
(HOD)



  
DR. R. BINDU  
(PRINCIPAL)





**SREE NARAYANA COLLEGE**  
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DEPARTMENT OF ECONOMICS

*Certificate*


FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT

*Dr. T.M. Saravana Kumar*

(ASSISTANT PROFESSOR OF ECONOMICS,  
CHIKKAI NAICKER COLLEGE, ERODE.04)

was an invited course instructor of add-on course on 'ENVIRONMENTAL ECONOMICS'  
organised by Department of Economics, SN College Alathur on July 2021 to March 2022

  
SOWMYA S  
(HOD)



  
DR. R. BINDU  
(PRINCIPAL)



DEPARTMENT OF  
ECONOMICS

# Certificate Course on G-BASIC

[SPONSORED BY G -TEC COMPUTER EDUCATION ALATHUR]

**2022**



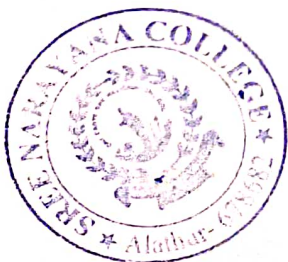
**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade



**COURSE COORDINATORS:-**

**SOWMYA S**  
Hod Assistant professor,  
Department of Economics

**DIVYA H**  
Assistant professor,  
Department of Economics



*R. Binodh*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

SREE NARAYANA COLLEGE, ALATHUR

DEPARTMENT OF ECONOMICS

**REPORT OF CERTIFICATE COURSE ON G-BASIC 2021-2022**

**Name of the Certificate Course:** Certificate Course in G –Basic Level in association with the G-Basic certified training partner G-Tec.

The certificate courses on G-Basic, the participants had learned the Overview of computer hard wares, software and internet. This course provides basic knowledge on computer and how to use and handle a computer. There were 30 students from the Department of Economics successfully completed the course. The Certificate Course in G-Basic offered in our college gives a comprehensive study of basic functionalities of computer. It is a 3 months certificate-level course.

Date of Introduction of course: 06/01/2022

Total Students Enrolled: 30 (Economics 2021-22)

Duration: 30 hrs Practical & theory

**Syllabus**

**G-BASIC**

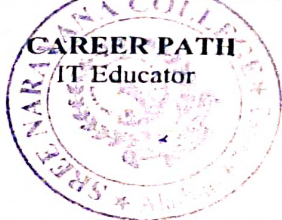
**DURATION: 1 MONTH / 36 HOURS**

**OBJECTIVE**

The very basic course as the name implies, specially designed for the very novice to make them a “well-aware” computer user.

**EXIT PROFILE**

- Able to operate computers with ease
- Use MS Office applications for office automation
- Use Internet for basic requirements such as surfing and searching
- Create and use E-mails



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

Office Assistant  
Office secretary

### FACULTY SKILL SET

Knowledge in Computer Basic & MS DOS  
Knowledge in Windows & applications  
Knowledge in MS Office

### COURSE OUTLINE

COURSE NAME:	G-BASIC	DURATION:36H/1 M
MODULES	TOPICS	DURATION
Computer basics		2H/1D
Windows & introduction to OS/GUI		3H/2D
Introduction to MS Office		27H/18D
Photoshop basics &Internet		4H/4D

### WINDOWS & INTRODUCTION TO OS/GUI

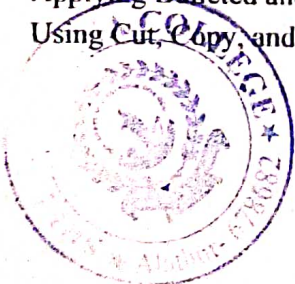
Introduction to Windows  
Mouse Basics  
Working in Windows  
Learning More about the Mouse  
Components of a window  
Quitting Windows  
Using Explorer Window  
Getting familiar with desktop  
window sizing  
creating program shortcuts  
Windows Accessories.

### INTRODUCTION TO MS OFFICE

**Getting Started with Microsoft Word**  
Exploring New Features in Word  
Starting Microsoft Word  
Creating a New Word Document  
Saving a Word Document  
Applying Basic Formatting  
Working with Styles  
Applying Bulleted and Numbered Lists  
Using Cut, Copy, and Paste Commands

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Using Find, Replace, and Go to Commands

Printing a Word Document

Opening an Existing Word Document

Closing a Word Document

Exiting Microsoft Word

### **Getting Started with Microsoft Excel**

Exploring New Features in Excel

Creating a New Excel Workbook

Saving an Excel Workbook

Adding Data to Cells

Adding Data using AutoFill

Modifying Cells, Rows, Columns, and Worksheet

Hiding and Unhiding Rows and Columns

Wrapping Text

Changing Number Formats

Adding Borders to Cells

Applying Conditional Formatting

Renaming a Worksheet.

Accessing Workbooks from the Web

Opening an Existing Excel Workbook

Printing a Worksheet or a Workbook

Closing an Excel Workbook

Exiting Microsoft Excel

### **Getting Started with Microsoft PowerPoint**

Exploring New Features in PowerPoint

Creating a Blank Presentation

Saving a Presentation

Adding and Removing Slides

Adding a Title and Subtitle to a Slide

Adding Text to a Slide using Text Boxes

Setting Up and Running a Slide Show

Broadcasting PowerPoint Slideshows

Recording Slideshows as Videos

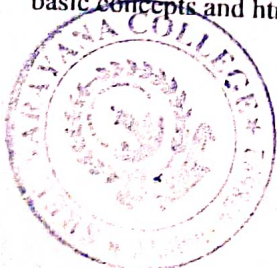
Packaging a Presentation on a CD

Opening an Existing Presentation

### **INTERNET, E-MAIL AND CHATTING**

What is Internet

basic concepts and html



*R. Birendra*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

Internal architecture  
browsers  
search engines and e-mail providers  
Browsing  
searching using search engines  
E-mails and chatting

#### **ADOBE PHOTOSHOP**

Introduction to Photoshop  
Working with Adobe Bridge  
Compositing Images  
Brush, pen tool  
Lasso tool, polygonal, magnetic lasso tool, rectangular, elliptic marquee tool

#### **FEES DETAILS**

ACTUAL FEES: 2124

OFFER FEES (20%):1700

EXAM FEES: 60

**TOTAL FEES 1760**

**All the sessions were very effective. Outcomes of the programme are as follows:**

- The participants learned how to handle the data.
- By learning the advanced tools of excel they learned how to do result analysis.
- They learnt how to use apps like Google meet, Google form, Zoom etc
- They learnt how to use google form to collect the data regarding feedback, subject optional form.



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Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

1.	ADITHYA S	
2.	ANJALI H	<u>Anjali</u>
3.	ANSIYA Y	<u>Ansiya</u>
4.	ARUN P K	<u>Arun</u>
5.	ASWANI S	<u>Aswani</u>
6.	DEVIKA K	<u>Devika</u>
7.	GOPIKA K	<u>Gopi</u>
8.	JISHNA S	<u>Jishna</u>
9.	JYOTHIS JAYAKRISHNAN	<u>Jyothis</u>
10.	KAVYA V	<u>Kavya V</u>
11.	MAMATHA H	<u>Mamatha</u>
12.	MRIJIL V	<u>Mrijil</u>
13.	NIVYA D	<u>Nivya</u>
14.	ROSHETHA R	<u>Roshetha</u>
15.	SARIKA R	<u>Sarika</u>
16.	SNEHA J	<u>Sneha</u>
17.	SNEHA S	<u>Sneha</u>
18.	SRUTHI R	<u>Sruthi</u>
19.	SYAMJITH R	<u>Syamjith</u>
20.	VISHNUPRIYA S	<u>Vishnupriya</u>
21.	ABJIJITH S	<u>Abji</u>
22.	ADARSH S	<u>Adarsh</u>
23.	AJAY S	<u>Ajay</u>
24.	AJITHA P	<u>Ajitha</u>
25.	AKHILA S	<u>Akhila</u>
26.	ANAMIKA M	<u>Anamika</u>
27.	ADITHYA S	<u>Adithya</u>
28.	ANJALI H	<u>Anjali</u>
29.	ANSIYA Y	<u>Ansiya</u>
30.	ARUN P K	<u>Arun</u>



W. N. S.  
 Assistant Professor & Head  
 Dept. of Economics  
 S. N. College, Alathur  
 Palakkad-678 682

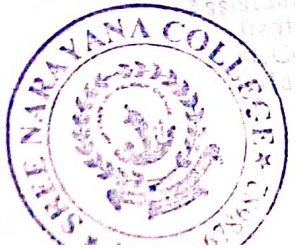
R. Binu  
 Principal  
 Sree Narayana College, Alathur  
 Palakkad-678 682, Kerala

**Mark list of students enrolled for Certificate Course in G-Basic**

Sl.No	Name of the student	Grade
1.	ADITHYA S	A
2.	ANJALI H	A
3.	ANSIYA Y	A
4.	ARUN P K	A
5.	ASWANI S	A
6.	DEVIKA K	A
7.	GOPIKA K	A
8.	JISHNA S	A
9.	JYOTHIS JAYAKRISHNAN	A
10.	KAVYA V	A
11.	MAMATHA H	A
12.	MRUJIL V	A
13.	NIVYA D	A
14.	ROSHETHA R	A
15.	SARIKA R	A
16.	SNEHA J	A
17.	SNEHA S	A
18.	SRUTHI R	A
19.	SYAMJITH R	A
20.	VISHNUPRIYA S	A
21.	ABJIJITH S	A
22.	ADARSH S	A
23.	AJAY S	A
24.	AJITHA P	A
25.	AKHILA S	A
26.	ANAMIKA M	A
27.	ADITHYA S	A
28.	ANJALI H	A
29.	ANSIYA Y	A
30.	ARUN P K	A

*[Handwritten Signature]*

R. DIVYA S.  
Assistant Professor & Head  
Dept. of Economics  
Sree Narayana College, Alathur  
Palakkad-678 682



*[Handwritten Signature]*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala





# SREE NARAYANA COLLEGE ALATHUR

G-BASIC

2021-22



TIME :1:00Hrs.

MAX MARKS:50

## FUNDAMENTALS AND DOS

I. Choose the correct answer. each carries 1 mark.

(10x1=10)

- The first calculating abacus was invented in  
a) India                      b) USA                      c) China                      d) Japan
- The second generation of computer was based on \_\_\_\_\_ technology.  
a) Vacuum tubes    b) IC                      c) VLSI    d) Transistor.
- Start menu is located on the \_\_\_\_\_  
a) Desktop                      b) Taskbar                      c) Icon                      d) None
- The refresh rate of a computer monitor is measured in \_\_\_\_\_  
a) Byte                      b) Hertz                      c) Bit                      d) None
- What do you call a single point on a computer screen  
a) Cell                      b) Element    c) Pixel    d) Bit
- CD-ROM stands for  
a) Compact Data Read Only Memory    b) Compactable Read Only Memory  
c) Compact Disc Read Only Memory    e) Compactable Disk Read Only Memory.
- Memory unit is one part of  
a) Input Device                      b) Control Unit    c) Output Device    d) Central Processing Unit
- Computer keyboard can be classified as \_\_\_\_\_  
a) Memory    b) Output                      c) Input    e) Storage
- In computer system scanner is \_\_\_\_\_ device  
a) Output    b) Input                      Memory                      E) Both
- Which of the following device cannot be shared in network?  
a) CD Drive                      b) Printer                      c) Mouse                      D) Hard Disk

## MS OFFICE

(30X1=30)

II. choose the correct options from the hints below

- Paint brush belongs to \_\_\_\_\_
- Office button is also known as \_\_\_\_\_
- The copy option is present inside the \_\_\_\_\_ group
- Background color on a document is not visible in ?
- Which key should be pressed in start a new paragraph in mms word?
- The key f12 opens a \_\_\_\_\_
- Special effects used to introduce slides in presentations are called \_\_\_\_\_
- In MS excel ,the intersection of rows and columns is a \_\_\_\_\_
- \_\_\_\_\_ is a feature in excel
- Which simplifies the process of formatting text if the same formatting is required more than one location?
- Excel displays the current cell address in the \_\_\_\_\_
- How do you display current date only in MS excel?
- Which of the following helps to reduce spelling errors in the document?
- Control \_\_\_\_\_ is used to \_\_\_\_\_
- To open the existing presentations, press \_\_\_\_\_ key
- Just below the title bar \_\_\_\_\_ groups which groups almost all the commands that are used in an office program under different tabs.
- The Basic Input Output System (BIOS) resides in \_\_\_\_\_

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28. In MS excel how do you display current date and time?
29. \_\_\_\_ key is used for applies *italic* format to the selected text
30. \_\_\_\_ key is used for open find and replace dialog box with activating go to tab
31. How do you rearrange the data in ascending or descending order?
32. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
33. A function inside the another function is called?
34. \_\_\_\_ key is used to select all the documents
35. PowerPoint is the most effective package to create \_\_\_\_
36. \_\_\_\_ menu allows you to set animation.
37. The individual page of a presentations is
38. Refers to the distance between the text and either the after or before margin of the document
39. What is the short key to insert hyperlink to the document.
40. In excel, you can sum a large range of data by simply selecting a tool button called \_\_\_\_

**Hints :-** [auto sum, line and spacing, Formula, Name Box ,Autocorrect, Rom, Ctrl+I, Slides, Ctrl+A, Left Align, Custom Animation, Ctrl+G, Presentations, today(), Save As, A Cell, Format Painter, Sort &Data, Shift+Enter, Transitions, Autofilter, now(), Ctrl+O, Nested, Clipboard Group, Print Preview, New File Menu, Accessories Group, Ribbon Group]

### III. State whether true or false

(10X1=10)

41. Ms. excel is known as spread sheet applications.
42. The area of document Windows called workspace.
43. Header and footer are similar to top and bottom of the margin.
44. We cannot create web page through MS word.
45. E-mail can be used to send text pictures and movies.
46. System is another name for a computer case.
47. The data in a ram is stored on permanent basis.
48. A byte is equivalent to 16 bits.
49. An antivirus is computer hardware.
50. Graphics for word processor is clipart.



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Palakkad- 678 682, Kerala

# RINEESHA. S

PHONE : +91-7012682542 EMAIL : shafeeq3633@gmail.com ADDRESS : Vengannur, Alathur



## OBJECTIVE

Exceptionally skilled and focused Computer Teacher with a superb history of strong technological instruction. Adept at explaining complex technological concepts and theories in a clear and accessible manner. Committed to ongoing education and professional development.



## EDUCATIONAL QUALIFICATION

Pursuing BA ENGLISH (Bharatiyar university)

Higher Secondary (2014)

GOV. Boys higher secondary school nemmara, Board of higher secondary with 67.5%

SSLC (2012)

M.N.K.M Higher secondary school chittilamchery, Board of Public Examination Govt of kerala with 77%

Computer teacher training program (CTTC at G-tec education)



## COMPUTER KNOWLEDGE

MS OFFICE TALLY WEB DESIGNING MALAYALAM TYPING



## WORKING EXPERIENCE

Computer Teacher  
G-tec education , Alathur

- Led classroom instruction in basic computer keyboard and Internet usage
- Instructed students in design application and computer-aided drafting fundamentals.
- Assigned real-world computer constraint projects to individual students.
- Promoted trial-and-error approach to student computer problem-solving.
- Promoted student knowledge in connecting science math and technological principles to everyday life.
- Provided student progress feedback on a regular basis.

*R. Binu*

Principal

Sree Narayana College, Alathur  
Pattakkad- 678 682, Kerala





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(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

*Certificate of Merit*

This is to certify that Mr/Ms.....Successfully completed a course entitled **COMPUTER BASIC, MS WORD, MS POWER POINT, MS EXCEL** Conducted by Department of **Economics** in association with **G-Tec Computer Education** with duration of 3 months from **Sree Narayana College, Alathur Centre** with **A Grade** Course completed in the month of March year 2022

Co-ordinator



*P. Binu*

Principal

Sree Narayana College, Alathur  
Alathur - 678 622, Kerala

**Programme Inauguration  
on August 06 2021 @ 10Am**

**Resource Person :  
Dr. Pratheep K  
( Lecturer in Commerce,  
University Insitute of  
Technology, Kanjiramkulam,  
Trivandrum)**

**Course Duration : 30 hrs  
August 06 2021 to December  
2021**

**Only on Hollidays**

## **CONTACT US**

Sree Narayana College, Alathur  
Erattakulam P O  
Palakkad  
[www.sncollegealathur.com](http://www.sncollegealathur.com)

*R. Binu*



**Certificate Course  
on  
Income Tax and GST Filing**

**PG Department  
of  
Commerce**

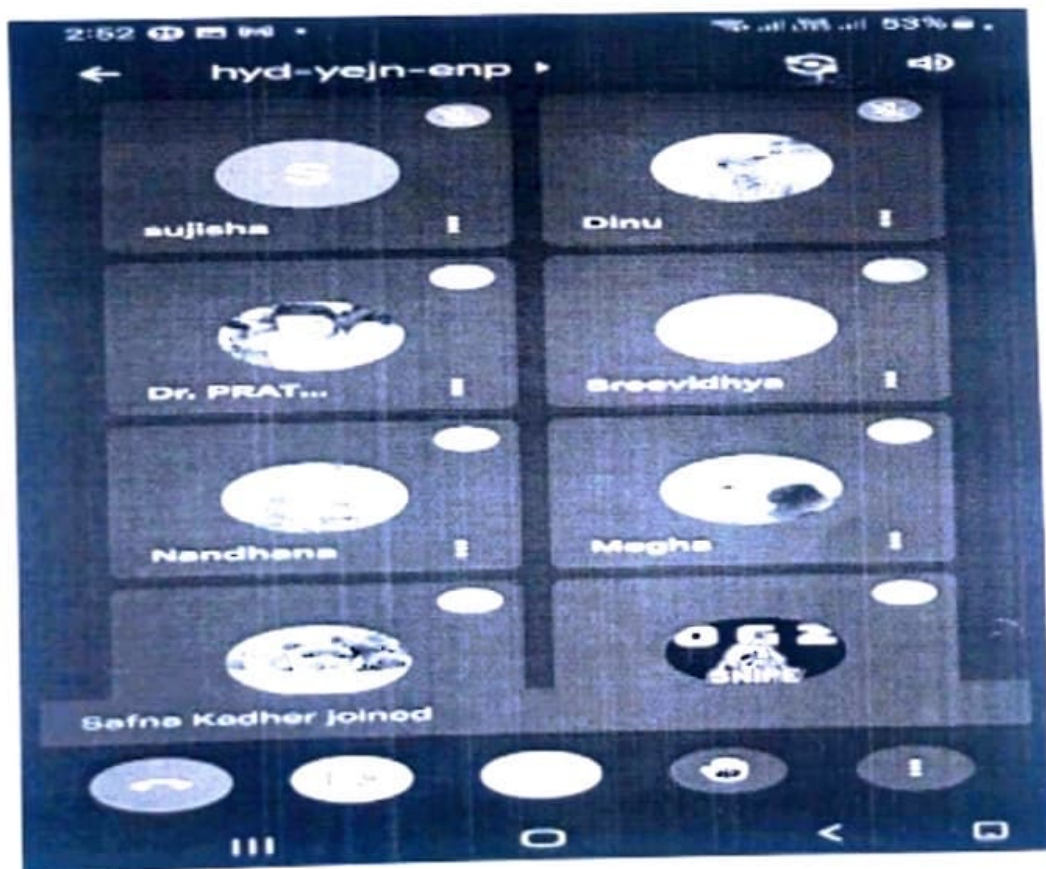
**SREENARAYANA COLLEGE, ALATHUR (2021-22)**

**ADD-ON-COURSE – PG DEPARTMENT OF COMMERCE (30hrs)**

**Subject : IT and GST filing**

Sree Narayana College Alathur, PG Department of Commerce had conducted one certificate course named IT and GST Filing which had taken place three hours per week. We conducted this course from August 6<sup>th</sup> to 31<sup>st</sup> December, 2022. Thirty students were registered and participated in this course. This course covered three modules. Classes had taken place on this session involved online mode. The classes were handled by Dr. Pradeep K., Lecturer, UIT kangirankulam Centre, Trivandrum, under university of Kerala. The course was successfully completed by all the registered students. We provided the following link to join online classes.

<https://meet.google.com/hyd-yejn-enz>



Sree Narayana College, Alathur  
Palakkad-576 662, Kerala

# IT and GST Filing

## Syllabus

### Objectives

- To enable the students to acquire knowledge about information technology and GST filing
- To familiarize the students with application of IT in GST filing

Module I : Spread sheet based application for business : basic concept of spreadsheet - popular spreadsheet based programmes - Modelling in spreadsheet - formulation - Logical functions - Financial functions - Statistical analysis - spreadsheet security - database function in spreadsheet - linking data between work sheets - developing models for liquidity and profitability analysis by using accounting ratios - Project appraisal using spread sheet - Inventory management - Enterprise Resource Planning : Introduction - Features of ERP - Database and ERP - ERP & BPR - ERP Modules - ERP implementation methodology - Popular ERP Packages. (5 Hours)

Module II : work with the basic features of Word - create a new document - work with a document - display documents using various views - select and work with text in a document - use a range of font formatting techniques - format paragraphs - work effectively with features that affect the page layout of your document - create and modify tabs and tables - insert and work with clip art and pictures - use the Mail Merge Wizard to perform mail merges - print a document - find the information you need in Help - create high quality document designs and layouts - Getting started with Word - Starting Word - Understanding the start screen - Creating a new blank document - The word screen - How Microsoft Word works- Using the ribbon - Showing and collapsing the ribbon - Understanding the backstage view - Accessing the backstage view - Using shortcut menus - Understanding dialog boxes - Launching dialog boxes - Understanding the quick access toolbar - Adding commands to the QAT - Understanding the status bar - Exiting safely from Word (10 Hours)

Module III :Goods and Services Tax(GST) - The scope of GST Definitions and meaning - Central Goods and Services Tax Act-Integrated Goods and Services Tax Act - State Goods and Services Tax Act - Levy and Collection of Central/State Goods and Services Tax - Taxable person - Power to grant exemption from tax - Time and value of supply of goods - Time of supply of services - Registration of GST - Amendment of registration - Cancellation of registration - Revocation of cancellation of registration - tax invoice, credit and debit notes - Returns - First Return - Annual return - Final return - Tax Return Preparers - Levy of late fee - Notice to return defaulters Payment of tax, interest, penalty and other amounts - Interest on delayed payment of tax - Tax deduction at source - transfer of input tax credit - refund of tax - accounts and records - demands and recovery I - Inspection, search, seizure and arrest - offences and penalties - Audit by tax authorities - Special audit - Power of CAG to call for information. (15 Hours)



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Palakkad-679 062, Kerala

**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**

**IT AND GST FILING**  
**ATTENDANCE SHEET**

Sl No	Name of the student	DATE OF CLASSES TAKEN														
		Aug				Sep				Oct				Dec		
1	AADISH T J	6	9	15	20	3	17	1	2	15	24	5	19	3	17	31
2	ABHISHEK P MURALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	ANWAR SHEREEF A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	ARYASUNIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	BHAVIKA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	VIVEK. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	ADITHYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	AKSHAYA. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	ARYA. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	ASWANRAJ R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	BABY K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	DIVYA. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	GAYATHRI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	GOPIKA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	GOPIKA. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	JINI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	KEERTHI. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	MAHIMA. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	MEGHA. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	MINI. G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	NANDANA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	POOJA. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	PUNYA. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	RESHMA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	SAFNA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	SANDEEP C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	SANDHYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	SRUTHY. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	UNNIMAYA. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	VISMAYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



*[Signature]*



**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**IT AND GST FILING**  
**MARKSHEET**

Sl No	Name of the student	Grade point	Grade
1	AADISH T J	3.5	A
2	ABHISHEK P MURALI	3.5	A
3	ANWAR SHEREEF A	3.5	A
4	ARYASUNIL	3.5	A
5	BHAVIKA B	3.7	A
6	VIVEK. R	3.6	A
7	ADITHYA.M	3.5	A
8	AKSHAYA. K	3.5	A
9	ARYA. R	3.5	A
10	ASWANRAJ. R	3.6	A
11	BABY K	3.6	A
12	DIVYA.K	3.7	A
13	GAYATHRI B	3.5	A
14	GOPIKA G	3.5	A
15	GOPIKA. R	3.7	A
16	JINI R	3.6	A
17	KEERTHI. K	3.5	A
18	MAHIMA. M	3.6	A
19	MEGHA.M	3.5	A
20	MINI.G	3.5	A
21	NANDANA.R	3.5	A
22	POOJA .S	3.6	A
23	PUNYA. S	3.6	A
24	RESHMA. V	3.5	A
25	SAFNA K	3.5	A
26	SANDEEP C	3.7	A
27	SANDHYA.S	3.8	A
28	SRUTHY. M	3.5	A
29	UNNIMAYA. A	3.8	A
30	VISMAYA M	3.5	A



*A. M. ...*  
**Principal**  
 Sree Narayana College, Alathur  
 Palakkad - 678 682, Kerala

# SREE NARAYANA COLLEGE ALATHUR

IT AND GST FILING 2021 -2022

Organized by PG department

Time: 1 hour

Maximum: 25 marks

## Part A

Answer all questions

1. Taxes that are levied on intra-state purchasing are?
2. The incidence of tax on tax is called?
3. The maximum rate for CGST is?
4. GST was implemented in India from?
5. What is first return?

(5\*1=5)

## Part B

Answer any 4 questions from given below

6. Explain faceless assessment?
7. What is GST council?
8. Differentiate between Zero Rate Supplies and Exempt Supplies?
9. What is E filing and write the advantages of E filing?
10. What is direct tax?

(4\*5=20)



*R. Bireesh*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# IT & GST Filing

Safna. K

4th sem BSW  
Sri College.

1) Central GST (CGST)

2) Tax incidence ~~X~~

3) 14% ✓

4) 1 July 2017 ✓

5) First return thus means



*P. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-676522, Kerala

✓ Year in which the tax payer exercises the privilege of valuing its capital stock for tax purposes, it includes a timely amended return for the year.

6) Faceted assessment makes use of specialized units to bring more efficiency to income tax governance. It uses smart technology such as data analytics, artificial intelligence (AI), machine learning & other latest tools to

absolutely misrepresents on tax evasion. It is the latest method of conducting tax audit in India. This system was introduced by central board of direct tax in October 2012.

7) As per Article 279A(4), the council will make recommendations to the union & the states on important issues related to GST, like the goods & services that may be subjected or exempted from GST, model GST laws, exemptions that govern rate of supply, it levied items, GST rates including the Swa rates with bonds, special rates for raising additional resources during natural calamities, disaster, special provisions for certain sites etc.



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9) E-governance is the process of electronically providing public services through the internet is known as e-governance. The major benefits of e-governance are the ease of interaction with all citizens. In almost all public environments, the traditional new services may be provided through electronic media or through any computer readable media under the Companies Act.



*A. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

# CERTIFICATE

OF COMPLETION

THE CERTIFICATE IS  
PROUDLY PRESENTED TO

Safna. K

On successful completion of certificate course,  
"TDS & GST Filing" provided by the PG department of Commerce  
Sree Narayana College, Alathur

Date: August 6th - December 31st 2021

Grade: \_\_\_\_\_

*[Signature]*  
For HOD.



*[Signature]*  
Principal

Principal  
Sree Narayana College, Alathur  
Patakkad - 678 682, Kerala 552, Kerala



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## **ADD-ON COURSE 2021-22**

JULY 2021- MARCH 2022

# **GST FILING**

**COURSE DURATION : 60 HOURS (ONLINE)**

**RESOURCE PERSON: Dr. Rajani P**  
**(Assistant Professor, PG Dept. of Commerce,**  
**MPMM SN Trust College, Shoranur**

**Contact Us**

**PG Department of Commerce**  
**Sree Narayana College**  
**Erattakulam P.O, Alathur**  
**[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)**

  
**ANILA BALAN**  
**(HOD)**



**DR. R. BINDU**  
**(PRINCIPAL)** 

SREE NARAYANA COLLEGE

ADD ON COURSE-PG DEPARTMENT OF COMMERCE (60HRS)

SUBJECT:GST FILING

Sree Narayana College Alathur, Pg Department of Commerce had conducted add on course had taken place 4 hours per day on selected holidays. We conducted this course from 2021 July to 2022 March. 30 Students are registered and successfully completed in this course. This classes were handled by Dr Rajani P , Assistant Professor, Department of Commerce, MPMM SN TRUST COLLEGE, Shoranur on Online mode. Certificates are provided to all students who successfully completed this course.



<https://meet.google.com/pnu-xdbi-pmz>



*R. Binu*

Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



## SYLLABUS : ADD –ON COURSE 2021 -2022

### GST FILING ( COURSE DURATION : 60 HOURS)

UNIT: 1 Concept of goods and service tax GST, Main features of GST implemented in India, Background, Causes for adoption and implementation of GST, Favorable impacts and difficulties of GST, Evaluation and suggestion of GST, Classification of GST Dual and Integrated GST, Important terms.

UNIT : 2 Registration under GST provision and process. Amendment and cancellation of registration, Practical problems relating to registration. Supply of goods and services-Meaning, Scope and types. Determination of time and place of supply of goods and services. Levy and collection of tax. List of exempted goods and services with practical problems.

UNIT 3: Determination of taxable value of goods and services. Items included and deductions against taxable value. Practical problems related to computation of taxable value of goods and services supplied. Tax rates applicable on supply of goods and services Practical problems relating to calculation of GST payable on goods and services supplied .

UNIT 4: Composition levy- eligibility, provisions, rules, rates and practical problems. Provisions and rules regarding input tax credit. Practical problems relating to calculation of ITC. Performa and preparation of tax invoice. Payment of GST, Return and assessment provision and process. Job work and reverse charge-provisions and rules Maintenance of accounts and records. Refund of tax. Provision of integrated GST regarding interstate supply. Calculation of Taxable supply and tax payable under IGST and adjustment. GST council and administration.

UNIT 5: Introduction and brief background of customs duty, Important definitions - Goods, Dutiable goods, Person In-charge, Indian customs water, types of customs duty, Valuation for custom duty. items to be included and excluded in customs value, computation of Assessable value and Custom duty (Practical).



*A. Binu*

Sri Narayana College, Palakkad  
Palakkad- 678 002, Kerala



**SREE NARAYANA COLLEGE**  
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NAAC Accredited with B Grade

# CERTIFICATE OF PARTICIPATION

This awarded certify that

has successfully completed the Add-on course "GST FILING" conducted by PG Department of Commerce on July 2021 to March 2022 organized by Sree Narayana College, Alathur

**ANILA BALAN**  
For (HOD)



Principal

Sree Narayana College, Alathur  
Ralekud, 678 602, Kerala  
(PRINCIPAL-IN-CHARGE)





**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

PG DEPARTMENT OF COMMERCE  
**CERTIFICATE**  
FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT

*Dr. Rajani P*

(ASSISTANT PROFESSOR, PG DEPT. OF COMMERCE,  
MPMM SN TRUST COLLEGE, SHORANUR)

was an invited course instructor of add-on course on "GST FILING" organised by PG Department  
of Commerce, SN College Alathur on July 2021 to March 2022

**ANILA BALAN**  
In-charge (MOD)



*R. Bindu*  
**DR. R. BINDU**  
(PRINCIPAL)


Principal  
Sree Narayana College, Alathur

**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**GST FILING 2021-22**  
**MARKSHEET**

Sl. No	Name Of The Student	Grade Point	Grade
1	Aadhish T J	3.8	A
2	Abhishek P Murali	3.6	A
3	Abin j	3.7	A
4	Adith S	3.6	A
5	Adithya G	3.7	A
6	Adithya M	3.8	A
7	Akash j	3.6	A
8	Akshaya K	3.6	A
9	Amisha K	3.7	A
10	Anaswara R	3.6	A
11	Anila Poullose	3.6	A
12	Anjana B	3.8	A
13	Anjana P P	3.6	A
14	Anwar Shereef A	3.7	A
15	Arya r	3.6	A
16	Arya Sunil	3.8	A
17	Aswanraj R	3.6	A
18	Baby k	3.7	A
19	Bhavika B	3.6	A
20	Charutha K K	3.6	A
21	Dinu r	3.6	A
22	Divya k	3.6	A
23	Gayathri B	3.8	A
24	Gopika G	3.8	A
25	Gopika R	3.7	A
26	Jini R	3.8	A
27	Jyothika K	3.8	A
28	Kairali K K	3.7	A
29	Keerthi K	3.6	A
30	Kiran S	3.7	A

for HOD  
*[Signature]*

*R. Binu*  
 Principal  
 Sree Narayana College, Alathur  
 P.O. Kadavayal, Alathur, Kerala



**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**GST FILING 2021-22**

Time: 9.30 - 12.30 (FN)  
 1.30 - 2.30 (AN)

Sl.No	Name	2021		Feb		Mar		Apr		May		Jun		Jul		Remarks
		17	31	14	28	4	18	2	16	30	6	20	4	18	1	
1	Aadhish T J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	Abhishek P Murali	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	Abin j	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	Adith S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	Adithya G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	Adithya M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	Akash j	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	Akshaya K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	Amisha K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	Anaswara R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	Anila Poulose	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	Anjana B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	Anjana P P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	Anwar Shereef A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	Arya r	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	Arya Sunil	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	Aswanraj R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	Baby k	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	Bhavika B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	Charutha K K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	Dinu r	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	Divya k	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	Gayathri B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	Gopika G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	Gopika R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	Jini R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	Jyothika K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	Kairali K K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	Keerthi K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	Kiran S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

  
 Principal  
 Sree Narayana College, Alathur  
 Palakkad-678 682, Kerala  
 For HOD: 



**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Dinu R*

has successfully completed the Add-on course "GST FILING" conducted by PG Department of Commerce on July 2021 to March 2022 organized by Sree Narayana College, Alathur

**ANILA BALAN**  
(HOD)



**DR. R. BINDU**  
(PRINCIPAL-IN-CHARGE)

# SREE NARAYANA COLLEGE ALATHUR

GST FILING 2021-2022

Organized by PG department

Time: 1 hour

maximum:25marks

## Part A

Answer all questions

1. Define GST
2. What is customs duty?
3. State two features of GST implemented in India
4. Define durable goods
5. In which year GST implemented in India?

[5\*1=5]

## Part B

Answer any four questions

6. what are the difficulties of GST?
7. What are the causes for adoption and implementation of GST?
8. What are types of customs duty?
9. Explain registration process under GST
10. Explain classification of GST

[4\*5=20]

*P. Binu*



18/10/2021

# GST filing

Dinu. V  
B.COM  
SN college, Alodhres

- 1. The goods and services tax (GST) is a value added tax (VAT) levied on most goods and services sold for domestic consumption. The GST is paid by consumers, but it is remitted to the government by the businesses selling the goods and services.
- 2. Customs duty is a tax imposed on imports and exports of goods. The rates of customs duties are either specific or on ad valorem basis, that is it is based on the value of goods.

22  
25

~~3. → Central excise duty~~  
→ D

- 3. → GST is applicable on supply of goods or services as against the present concept on the manufacture of goods or on sale of goods or on provision of services.
- GST is based on the principle of destination-based consumption taxation as against the present principle of origin based taxation.

- 4. Durable goods are tangible products that can be stored or inventoried and have an average life of at least three years.



*P. Dinu*

5. 1st April 2017 . 1st July 2017



## 6. Difficulties of GST

- Ambiguity of the anti-protection clause.
- The problematic input tax credit issues,
- Uncertainty related to the functionality of the GST information technology system

## 8. Types of customs duty

- Basic Customs Duty** :- Basic customs duty refers to the tax levied on the value of the items at a fixed rate. A basic customs import duty is a duty that is placed on imported products.
- Countervailing duty** :- Countervailing duties are tariffs imposed on imported commodities to provide to producers of these goods in the exporting country.
- Protective duty** :- protective tariffs are those that are established to safeguard a domestic industry.
- Anti-Dumping Duty** :- Anti-Dumping duty is levied to prevent multinational firms from flooding the domestic market with low-priced exporting goods.



P. Prakash

9. Procedure of Registration under GST

- 4
- Application for registration
  - Generation of TRN
  - Submitting business information
  - Do your bit

10. Classification of GST

→ SGST :- SGST is the tax that the state government levies on intra state goods and service transactions.

5

→ CGST :- The central government levies GST on intra-state goods and service transaction. It is levied along with SGST or UGST, and revenues are shared between the state and the centre.

→ IGST :- Under IGST, the taxes charged are shared by both the centre and state. The SGST part of the tax goes to the state where the goods and services are consumed.

R. B. Bhat



# Sree Narayana College Alathur

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## Department of Mathematics

### Consolidated Report of Certificate Course (Academic Year 2021-22)

Sl No	Name of the Course,	Date/Period	Resource person	No of participants	Remarks
1	Certificate Course in Latex	05/11/21 to 06/12/21	Dr Vineesh K P Assistant Professor Department of Mathematics S N College Chelannur	14	
2	Certificate Course in Python	04/10/21 to 02/11/21	Dr Libeesh Kumar K B Assistant Professor Dept of Mathematics CKG Memmorial Govt College	14	



*R. Bireesh*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

## NOTICE

Alathur

Dated: 09/08/2021

This is to inform all the students that Department of Mathematics, Sree Narayana College, Alathur is starting A CERTIFICATE COURSE in PYTHON and LATEX.

Details of the courses

Course 1: LATEX

Duration: 30 hours

Fee : INR 500/-

Course 2: PYTHON

Duration: 30 hours

Fee : INR 500/-

Certificate will be awarded on the completion of the course.

Students who are interested in joining this course, Should give their names to College Office.

DDO

Dr R Bindu

Coordinators

Sri Devadas V

Smt Krishnaprabha R

Smt Sucharitha R S

Smt Manjuraj S

Ms Vaishnavi S

(Mob: 9605723871)

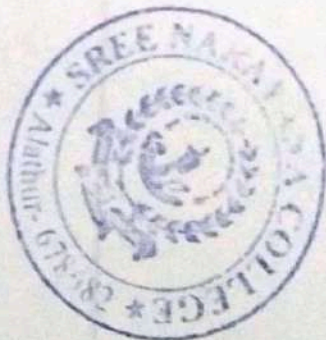
*R. Bindu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course BOARD OF STUDIES (BOS) MEMBERS**  
**(2021-22)**

Name	Designation
Dr E N Sivadasan	Principal, S N College Alathur
Sri Devadas V	HOD, Department of Mathematics S N College Alathur
Smt Krishnaprabha R	Assistant Professor, Department of Mathematics, S N College Alathur
Sri Vineesh K P	Assistant Professor, Department of Mathematics, S N College Chelannur
Sri T K Rajan	Associate Professor, Department of Mathematics, GVC Palakkad
Sri Libeesh Kumar K B	Assistant Professor, Department of Mathematics, CKG Memorial Govt College
Smt Sucharitha R S	Assistant Professor, Department of Mathematics, S N College Alathur
Smt Manjuraj S	Assistant Professor, Department of Mathematics, S N College Alathur
Ms Vaishnavi S	Assistant Professor, Department of Mathematics, S N College Alathur



*R. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# Sree Narayana College Alathur

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## Department of Mathematics

Offers

### Certificate Course in Python (2021-22)

*Krishnaprabha*

Smt Krishnaprabha R  
(Coordinator)

Dr R Bindu  
(Principal)

*R. Bindu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

*Sri Devadas V*

Sri Devadas V  
(HOD, Dept of Mathematics)





**SREE NARAYANA COLLEGE ALATHUR**

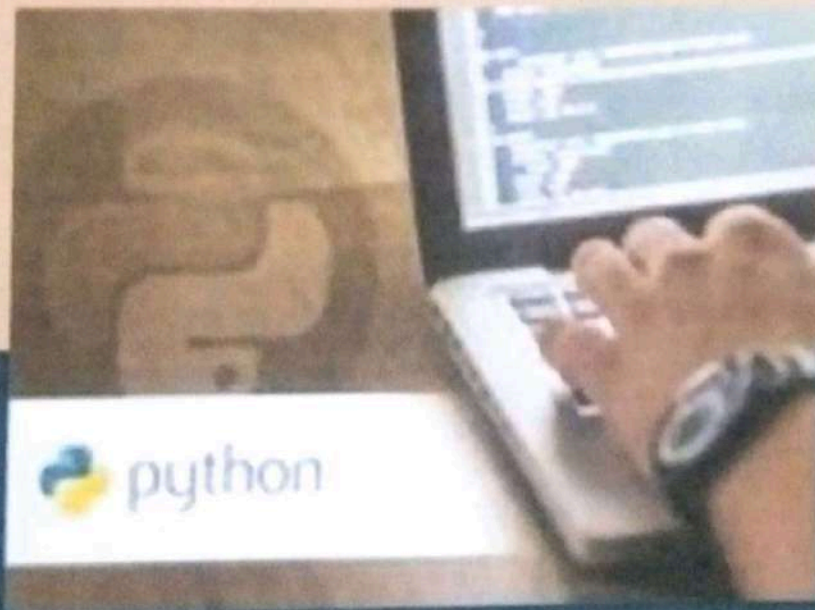
(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)

**Department of Mathematics**

# **Certificate Course in Python** (2021-22)

04/10/21 to 02/11/21



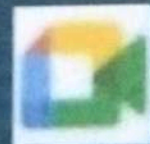
**Libeeshkumar K B**

**Assistant Professor**

**Department of Mathematics**

**CKG Memmorial Government College**

<http://meet.google.com/yfe-vygj-htn>



**Mrs Krishnaprabha R**  
Coordinator

**Dr R Bindu**  
DDO

**Sri Devadas V**  
HOD

**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course in Python Course**

2021-22

Syllabus

**Course learning objectives**

1. To acquire programming skills in core Python.
2. To acquire Object Oriented Skills in Python
3. To develop the skill of solving numerical problems in Python
4. To develop the ability to documentation in Python

**Module 1: An Introduction to Python**

- What can Python do?
- Why Python?
- Good to know
- Python Syntax compared to other programming languages
- Python Install

**Module 2: Beginning Python Basics**

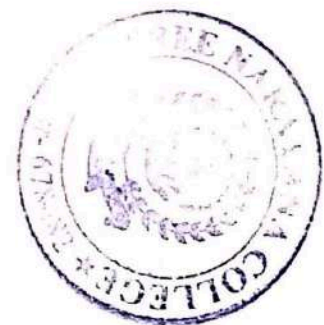
- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input & Output
- Simple Output Formatting
- Operators in python

**Module 3: Python Program Flow**

- Indentation
- The If statement and its' related statement
- An example with if and it's related statement
- The while loop
- The for loop
- The range statement
- Break & Continue
- Assert
- Examples for looping

**Module 4: Functions & Modules**

- Create your own functions
- Functions Parameters
- Variable Arguments
- Scope of a Function
- Function Documentations



*R. Binu*

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Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

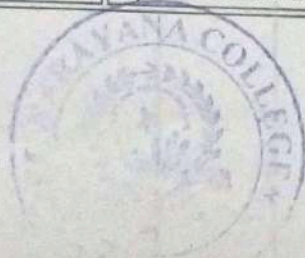


**LIBEESHKUMAR K. B. M Phil, Ph D.**

Assistant Professor  
Department of Mathematics  
C.K.G. Memorial Govt. College, Perambra.  
email: [libeesh123@gmail.com](mailto:libeesh123@gmail.com)  
Mob: 9496843011.



Area of Interest:	Graph Theory
Field of Research:	Labeling in Graph Theory
Research Publications	<p>1.K.B. Libeeshkumar and V. Anil Kumar, <b>Induced magic labeling of some graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 1, 59-61, <b>2020</b>.</p> <p>2. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-magic labeling of cycle related graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 2, 473-477, <b>2020</b>.</p> <p>3. Libeeshkumar K.B. and Anilkumar V., <b>Induced <math>V_4</math>- Magic Labeling of Some Star And Path Related Graphs</b>, South East Asian Journal of Mathematics and Mathematical Sciences, Vol. 16, No. 2 (<b>2020</b>), pp. 89-102.</p> <p>4. K.B. Libeeshkumar and V. Anil Kumar, <b>Edge Induced <math>V_4</math>-magic labeling of graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 4, 1916-1921, <b>2020</b>.</p> <p>5. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-Magic Labeling of Middle Graphs</b>, Advances and Applications in Discrete Mathematics, Volume 26, Number 1, <b>2021</b>, Pages 1-16.</p> <p>6. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-Magic Labeling of Some Subdivision Graphs</b>, Non linear studies, Volume 28, Number 3, <b>2021</b>, Pages 761-768.</p>
Experience Details:	9 years and 4 months(Aided College) , 3 years and 2 months (Govt. Colleges)



Principal

*R. Bireesh*  
Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
PYTHON -2021-22

(Answer all questions, 1 marks each)

Total marks 25

1. The output of the program

```
x = 3 + 4j
```

```
print x, type(x)
```

- (a) 3 + 4j, <type complex>
- (b) (3 + 4j) <type 'complex'>
- (c) 3 + 4j <type complex>
- (d) (3 + 4j) <type 'complex'>

2. The output of the program

```
s = 'Hello '
```

```
print s + s
```

- (a) 10
- (b) Hello Hello
- (c) False
- (d) True

3. Who developed the Python language?

- (a) Zim Den
- (b) Guido van Rossum
- (c) Niene Stom
- (d) Wick van Rossum

4. In which year was the Python language developed?

- (a) 1995
- (b) 1972
- (c) 1981
- (d) 1989

5. In which language is Python written?

- (a) English
- (b) PHP
- (c) C
- (d) All of the above

6. Which one of the following is the correct extension of the Python file?

- (a) .py
- (b) python
- (c) .p
- (d) None of these

*R. Binu*

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Sree Narayana College  
Palakkad-67.



14. Which of the following precedence order is correct in Python?  
(a) Parentheses, Exponential, Multiplication, Division, Addition, Subtraction  
(b) Multiplication, Division, Addition, Subtraction, Parentheses, Exponential  
(c) Division, Multiplication, Addition, Subtraction, Parentheses, Exponential  
(d) Exponential, Parentheses, Multiplication, Division, Addition, Subtraction

15. Which one of the following has the same precedence level?  
(a) Division, Power, Multiplication, Addition and Subtraction  
(b) Division and Multiplication  
(c) Subtraction and Division  
(d) Power and Division

16. Output of the program

```
a='Hello'  
print a[0]
```

- (a) H
- 4
- (b) e
- (c) l
- (d) o

17. Output of the program

```
a = 'hello world'  
print a[3:5]
```

- (a) hel
- (b) lo
- (c) worl
- (d) rl

18. Which type of Programming does Python support?

- (a) object-oriented programming
- (b) structured programming
- (c) functional programming
- (d) all of the mentioned

19. Is Python case sensitive when dealing with identifiers?

- (a) no
- (b) yes
- (c) machine dependent
- (d) none of the mentioned

20. Is Python code compiled or interpreted?

- (a) Python code is both compiled and interpreted
- (b) Python code is neither compiled nor interpreted
- (c) Python code is only compiled

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Palakkad-678 682, Kerala



# Python

1. (b)  $(3+4i)$  <type 'complex'>
2. (b) Hello Hello
3. (b) Guido van Rossum
4. (d) 1989
5. (c) c
6. (a) .py
7. (a) 2008
8. (c) Indentation
9. (c) #
10. (a) val
11. (a)  $x \times y \times z = 5,000,000$
12. (c) toy
13. (b)  $a^{**}b$
14. (a) Parentheses, Exponentiation, multiplication, Division, Addition, subtraction.
15. (b) division and multiplication
16. (a) H
17. (b) 10
18. (a) object-oriented programming
19. (b) yes
20. (a) Python code is both compiled and interpreted.



Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Python (2021-22)

Sl No	Name of the student	Grade point	Signature
1	Anamika M	8.2	Anamika M
2	Anjana K	9.6	Anjana K
3	Jinsha M	8.2	Jinsha M
4	Nandhana H	10	Nandhana H
5	Neethu D	10	Neethu D
6	Pradusha K P	9.2	Pradusha K P
7	Praseeja K K	10	Praseeja K K
8	Shilpa S	10	Shilpa S
9	Sona M	9.5	Sona M
10	Vaishnami V	9.2	Vaishnami V
11	Adithyan V	10	Adithyan V
12	Ajay M	10	Ajay M
13	Rakesh R	8	Rakesh R
14	Mangalraj M	9.2	Mangalraj M
15	Salini A P	8.7	Salini A P



**SREE NARAYANA COLLEGE ALATHUR**  
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**DEPARTMENT OF MATHEMATICS**  
**CERTIFICATE COURSE IN PYTHON (2021-22)**

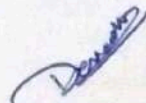
# CERTIFICATE

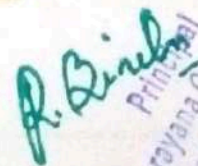
This is to certify that \_\_\_\_\_

\_\_\_\_\_ was the course instructor in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 04/10/2021 to 02/11/2021.

  
Smt Krishnaprabha R  
Coordinator

Dr R Bindu  
Principal

  
Sri Devadas V  
HOD, Department of  
Mathematics

  
R. Bindu  
Principal

Sree Narayana College, Alathur  
Alakkad-678 602, Kerala



# SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

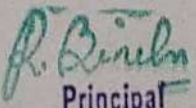
## DEPARTMENT OF MATHEMATICS

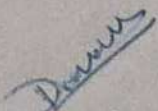
### CERTIFICATE COURSE IN PYTHON (2021-22)

# CERTIFICATE

This is to certify that .....Miss Adithya S..... completed and secured **A** grade in 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 04/10/2021 to 02/11/2021.

Smt Krishnaprabha R  
Coordinator

  
Principal  
Sree Narayana College, Alathur  
Pattakkadu - 676 002, Kerala  
Principal

  
Sri Devadas V  
HOD, Department of  
Mathematics



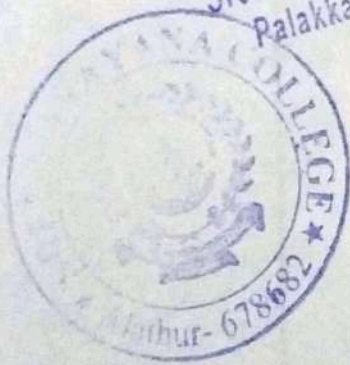
## Report of the certificate course on Python 2021-2022

The goal of the course was to teach the basics of computer programming in a manner targeted at mathematical students. Introductory programming course in python provided a foundational background for programming in mathematical setting. The course was given to the UG students so that they could learn the numerical methods easily.

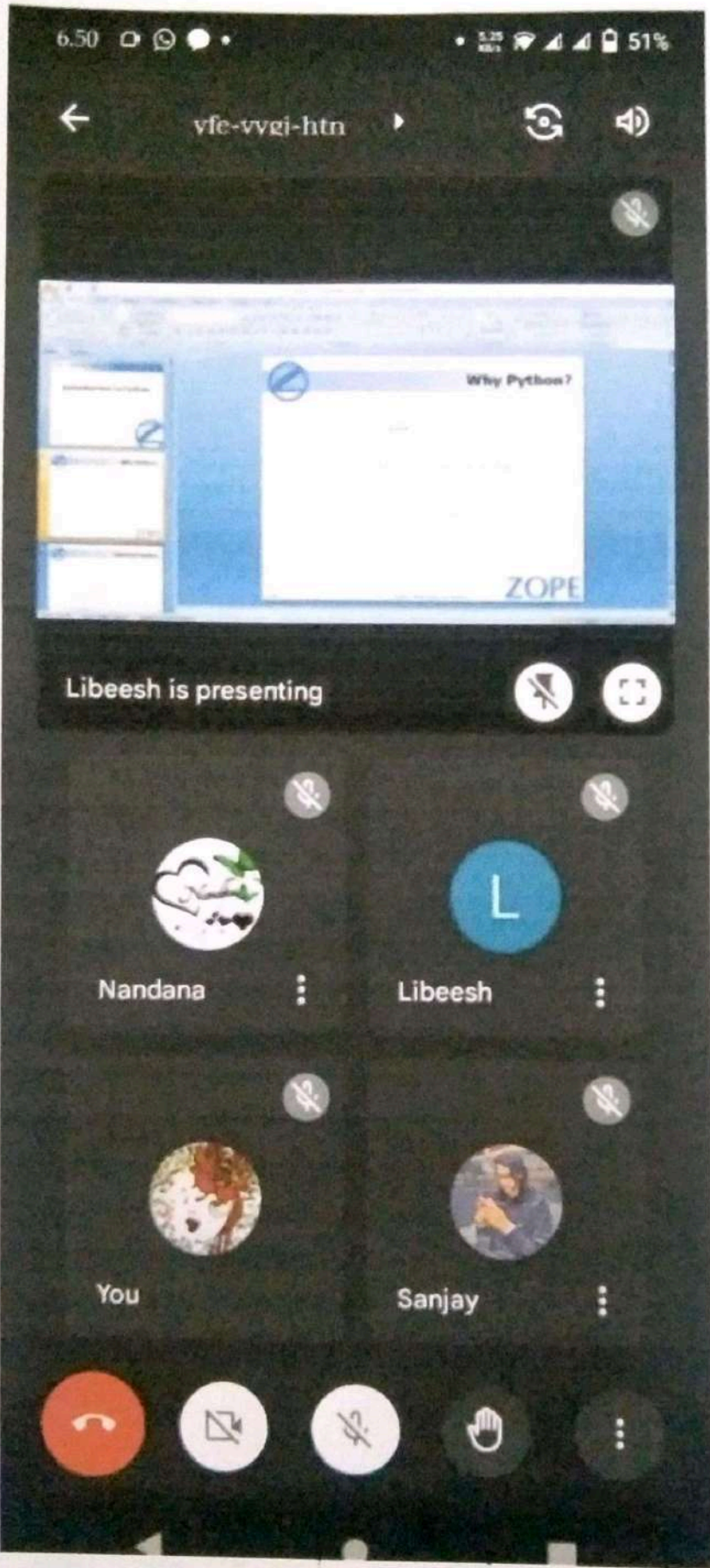
The duration of the course was 30 hrs from 4/10/21 to 2/11/21 via google meet with the link <https://meet.google.com/yfe-vygj-htn> from 6.30pm-7.30pm. Dr. Libeeshkumar K B, Assistant Professor, CKG Memmorial Govt. College, Perambra was the course instructor of the programme. 15 students participated in the programme. The inaugural session was on 4/10/21 at 6.15 pm. The inaugural session began at 6.15 pm with the welcome speech by Krishnaprabha R, Assistant Professor, SN College, Alathur. Dr. R. Bindu, DDO SN College, Alathur, inaugurated the session and Devadas V, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Sucharitha R S. Students were given assignments and was graded. Final grade was given according to the assignments submitted and attendance. The course ended on 2/2/21.

*R. Bindu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala







*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# Sree Narayana College Alathur

(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)



## Department of Mathematics

Offers

### Certificate Course in Latex (2021-22)

*Manji*

Smt Manjuraj S  
(Coordinator)

Dr R Bindu  
(Principal)

*R. Bindu*

*Devadas*

Sri Devadas V  
(HOD, Dept of Mathematics)



SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)

Department of Mathematics



Certificate  
Course

in

Latex

(2021-22)

05 Nov 2021 to 06 Dec 2021



<http://meet.google.com/yfe-vygj-htn>



Dr Vineesh K P  
Assistant Professor  
Department of Mathematics  
S N College Chelannur

Smt Manjuraj S  
Coordinator

Dr R Bindu  
DDO

Sri Devadas V  
HOD

Sree Narayana College Alathur

Department of Mathematics

Certificate course in LaTeX 2021-22

### SYLLABUS

**Objectives** : To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles, papers, project reports and books and thereby help them to be comfortable with the software .

#### Unit I : Installation of LaTeX

- i) Installation of Kile and MikeTeX
- ii) Class and packages
- iii) Latex programming and commands, sample packages
- iv) Error messages : Some sample errors, list of LaTeX error messages

#### Unit II : Formating of output document

- i) Fonts, symbols, indenting, paragraphs, line spacing, word spacing, titles and subtitles
- ii) Document class, page style, parts of the documents, table of contents
- iii) Command names and arguments, environments, declarations
- iv) Theorem like declarations, comments within text,

#### Unit -III : Mathematical formulae

- i) Mathematical environments, math mode, mathematical symbols
- ii) Graphic package, multivalued functions, drawing matrices

#### Unit -IV : Drawing with LaTeX

- i) picture environments
- ii) Preparing book, project report in LaTeX.

Reference Book :

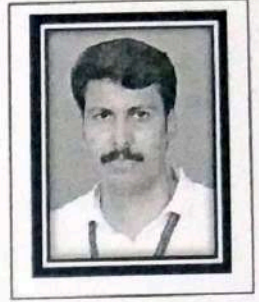
Guide to LATEX, fourth edition, Helmut Kopka, Patrick W.Daly



*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Kad- 678 682, Kerala

## BIO DATA

Name : Dr. VINEESH K. P.  
Designation : Assistant Professor  
Dept. of Mathematics  
S. N. G. College, Chelannur, Kozhikode  
Age : 38  
Date of birth : 05.05.1984  
Religion & Caste : Hindu & Thiyya  
Marital status : Married  
Languages Known : Malayalam, English  
Address : Kunhiparambath HO, Kuttiady PO, Kozhikode-673508  
Email : [kpvineeshmaths@gmail.com](mailto:kpvineeshmaths@gmail.com)



### Details of the Educational Qualifications:

Exam Passed	Specialization	College/ Institute	Board / University	Year of Passing
B.Sc	Mathematics	Govt. College, Mokeri	University of Calicut	2005
M.Sc	Mathematics	Calicut University Campus	University of Calicut	2007
B.Ed	Mathematics	Govt. College of Teacher Education	University of Calicut	2009

### Eligibility Test :

UGC NET-JRF in MATHEMATICAL SCIENCES, JUNE 2009

### Details of Doctoral Degree:

Thesis title	College/ Institute	University	Final Viva Voce date	Degree Awarded date
Neighbourhood and Star V <sub>4</sub> -Magic Labeling of Graphs	University of Calicut	University of Calicut	27.05.2020	27.05.2020



*R. Binu*

Principal  
Sree Narayana College, Alathur  
Kozhikode-673 682, Kerala

**Details of Teaching Experience:**

Designation	Institution	Duration
Assistant Professor	Post Graduate department of Mathematics, Sree Narayana College, Alathur, Palakkad- 678 682	25.02.2010 to 02.06.2015
Assistant Professor	Department of Mathematics, Sree Narayana Guru College, Chelannur , Kozhikode-673 616	03.06.2015 to till date

*A. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
LATEX -2021-22

QUESTION PAPER

Section A (1marks)

Total marks : 15

- 1..Both TeX and LaTeX use the file extension \_\_\_\_\_
- 2.LaTeX has a command called \_\_\_\_\_ that produces the popular PDF format files.
- 3.The different parts of the text are marked using \_\_\_\_\_ commands that associate a meaning to them.
- 4.LaTeX documents are typically created using any plain \_\_\_\_\_ editor.
- 5.LaTeX uses \_\_\_\_\_ to mark portions of text.

Section B (2 marks)

- 6.What is LATEX.
- 7.What are the advantages of LATEX.
- 8.Which tools do you know to convert mathematical formulas from PDF back to LaTeX?
- 9.How to import data from EXCEL tables into LaTeX?
- 10.What is your experience with converting LaTeX to MS/Word?



*R. Binu*

Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

- 1) text
- 2) pdf latex
- 3) latex
- 4) Text
- 5) Groups

6) LaTeX is a free software used for typesetting technical documents. LaTeX created in 1985 by the American computer scientist Leslie Lamport as an addition to the text typesetting system.

7) \* professionally crafted layouts are available which make a document really look as if "printed".

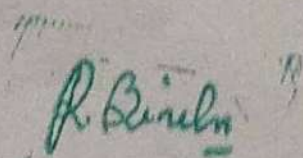
\* The typesetting of mathematical formulae is supported in the convenient way.

\* Free add on packages exist for many typographical tasks not directly supported by basic LaTeX.

8) At first, open the pdf with Ms word, after converting to word file, you can convert the mathematical formulas to LaTeX, and LaTeX source code to word using "Grind Eq".

9) Import your Excel file into R using gdata library or readxl library. Then export it with "y" as separator and copy it from the text into LaTeX.

10) I write my manuscripts in LaTeX but some of my collaborators want to stick to word. This is why I need to convert from LaTeX to word occasionally.



Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala





Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Latex (2021-22)

Sl No	Name of the student	Grade point	Signature
1	Athira K	10	Athira K
2	Abarna B	9.7	Abarna B
3	Abhiram C	9	Abhiram C
4	Adithya S	10	Adithya S
5	Gayathri Krishna	9.2	Gayathri Krishna
6	Hima G	8	Hima G
7	Jyothika S	9.6	Jyothika S
8	Manju R	10	Manju R
9	Nithila G	9.5	Nithila G
10	Sanjeev Kumar K	10	Sanjeev Kumar K
11	Silida O S	9.3	Silida O S
12	Shilpa S	8	Shilpa S
13	Sruthy M	10	Sruthy M
14	Sukanya K S	9.2	Sukanya K S
15	Praseeja K K	10	Praseeja K K



# SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

## DEPARTMENT OF MATHEMATICS CERTIFICATE COURSE IN LATEX (2021-22)



# CERTIFICATE

This is to certify that .....

.....  
was the course instructor in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 05/11/2021 to 06/12/2021.

Smt Manjuraj S  
Coordinator

Dr R Bindu  
Principal

Sri Devadas V  
HOD, Department of  
Mathematics

Principal  
*R. Bindu*  
Sree Narayana College, Alathur  
Palakkad-678 001



# SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

## DEPARTMENT OF MATHEMATICS

### CERTIFICATE COURSE IN LATEX (2021-22)

# CERTIFICATE

This is to certify that **Praseeja K K** completed and secured **A** grade in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 05/11/2021 to 06/12/2021.

Smt Manjuraj S  
Coordinator



*P. Bindu*  
Principal  
Sree Narayana College, Alathur  
Palakkad - 688 082, Kerala

*Devadas V*  
Sri Devadas V  
HOD, Department of  
Mathematics

## Report of the certificate course on LATEX 2021-2022

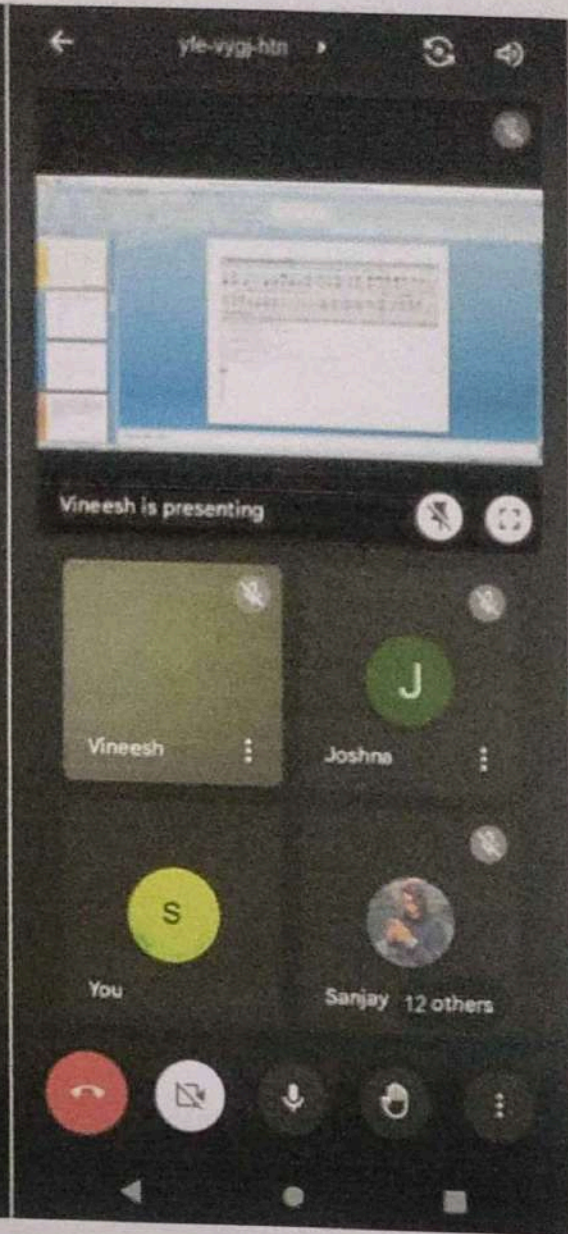
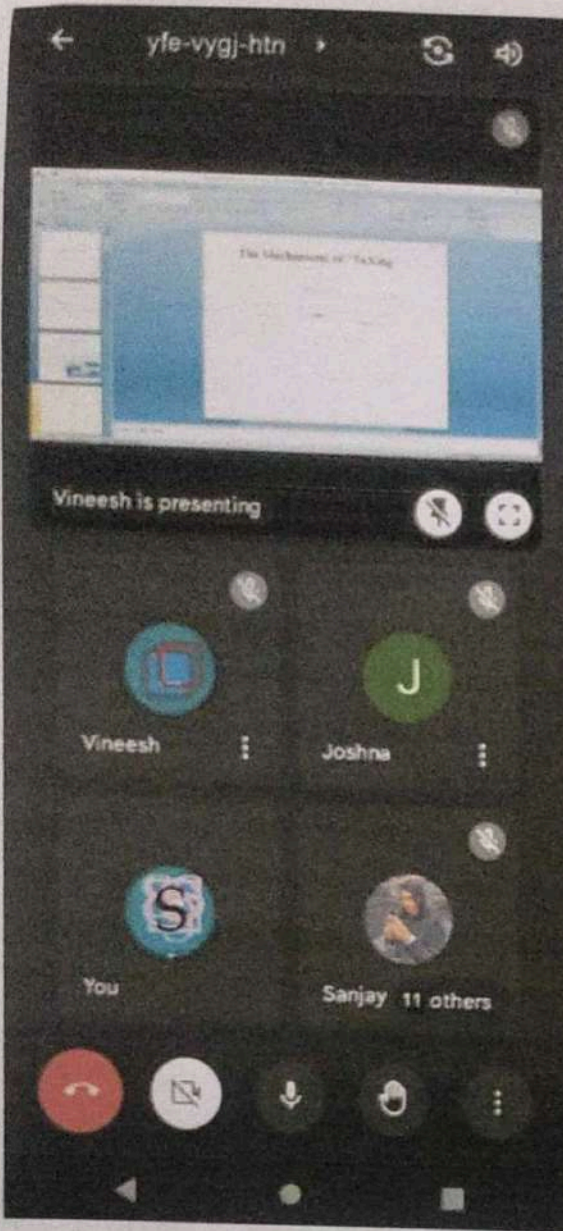
LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation. The course was given to the PG students so that they could learn to typeset their projects in Latex.

The duration of the course was 25hrs from 5/11/21 to 6/12/21 via google meet with the link <https://meet.google.com/yfe-vygj-htn> from 6.30 pm-7.30 pm. Dr.Vineesh K P, Assistant Professor, SNG College, Chelanur was the course instructor of the programme. 14 students participated in the programme. The inaugural session was started on 5/11/21 at 6.15 pm. The inaugural session began at 6.15 pm with the welcome speech by Manju Raj S, Assistant Professor, Department of Mathematics. Dr. R. Bindu, DDO SN College, Alathur, inaugurated the session and felicitation was done by Sri Devadas V, HOD of Mathematics. The inaugural session came to an end with the vote of thanks by Sucharitha R S, the coordinator of the programme. Students were given assignments and were graded. Final grade was given according to the assignments submitted and attendance. The course ended on 6/12/21.

*R. Bindu*

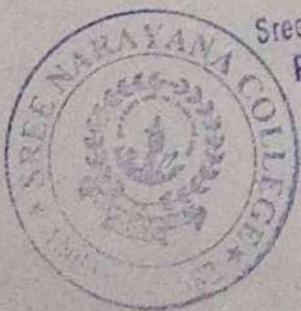
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





*R. Bireesh*

Principal  
Sree Narayana College, Alathur  
Palakkad-673 692, Kerala



SREE NARAYANA COLLEGE ALATHUR  
P.G. DEPARTMENT OF ENGLISH  
ADD ON COURSE (2021-22)  
GENDER STUDIES

REPORT

An Add-on course on Gender Studies was conducted by the Department of English during the year 2021-22. The notice for enrolment was issued during the month of November, the last date for the same was December 20, 2021. Students from across the departments joined the course. The syllabus was designed in such a way to help the students develop a critical perspective towards the conditioned perspectives that seem to threaten the healthy fabric of the society. The course was put to action through over 30 hours of classes which in turn was executed through 15 sessions of 2 hours. The students were provided informed ideas on the concept of gender and associated topics. They were encouraged to discuss the changes to their longstanding internalized beliefs. The course concluded itself with a final test of 40 marks which was conducted on 28<sup>th</sup> February 2022. The results were published on 8<sup>th</sup> March 2022.



*R. Sindh*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# SREE NARAYANA COLLEGE ALATHUR

PG DEPARTMENT OF ENGLISH

ADD ON COURSE 2021-22

## GENDER STUDIES

### About the course:

In response to the demands of the time, the course envisions to help the students form informed ideas about gender and associated topics. It is designed to enliven their critical capacities so as to steer clear of all prejudiced and conditioned unhealthy life practices.

Last date to apply  
20 December 2021

25 seats only



Palakkad-678 682, K...

**Syllabus**  
**Gender Studies**  
**(Add On Course)**

Contact Hours: 30

**Objectives**

- . To create informed understanding about gender and other social constructs.
- . To encourage students to approach social issues critically.
- . To steer clear of all prejudices and assumptions around the topic of gender.

**Module 1 Introduction (6 hrs)**

Sex and Gender; Types of Gender, Gender Roles and Division of Labour, Gender Stereotyping and Discrimination, The Other and Objectification, Male Gaze and Objectivity.

**Module 2 Women and Economy (10 hrs)**

Gender Division of labour, Measurement of household work- market cost and opportunity cost approach , women's unpaid labour and indivisible work in domestic sphere - Pre and post labour market discrimination.

**Module 3 Gender and Literature.(6 hrs)**

- a. Introduction p 13-29, *The Second Sex*, Simone De Beauvoir. (Essay)
- b. *Village Rockstars* (Film) Directed by Rima Das

**Module 4 Practicals**

Discussions hours for critical analysis of gender related concerns, Paper presentations and Seminar

**References**

Holmes M (2007) *What is Gender*. New Delhi, Sage Publications.

Jackson S and Scott S (2002) *Gender: A Sociological Reader*. New York: Routledge.

Kessler S J And Mckenna W (1978) *Gender: An Ethnomethodological Approach*. Chicago: University of Chicago Press.

Kimmel S Michael (2004) *The Gendered Society; Reader*. Oxford: Oxford University Press.

Miles, Maria. *Patriarchy and Accumulation on a World Scale – Women in the International Division of Labour*, London, 1986

*Structure and Strategies – Women, Work, and Family in Asia*, Leela Dube and R. Palriwala (Ed.), Sage – New Delhi, 1989.

*Understanding Gender*, Kamala Bhasin, Women Unlimited, New Delhi, 2003.



**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE 2021-22 – GENDER STUDIES**  
**LIST OF STUDENTS**

SI No	Name of Student	Department
1	Vivek V	Functional English
2	Varsha A	Functional English
3	Sajitha A	Functional English
4	Shreya P	Functional English
5	Akhil Das	Functional English
6	Sreelaya K	M.A. English
7	Kalavathi K	M.A. English
8	Shini Balan	M.A. English
9	Arya P	M.A. English
10	Revathi R	B.A. Economics
11	Ansila Nazrin	B.A. Economics
12	Ansia Nazrin	B.A. Economics
13	Joshna J	Mathematics
14	Shiji S	Mathematics
15	Aswathy V	Zoology
16	Amal B	Zoology
17	Vismaya V	Botany
18	Kishan Prakash J	Botany
19	Sreelakshmi R	EWM
20	Punya S	Microbiology
21	Sidharath Farvin	Microbiology
22	Anju V S	Chemistry
23	Aina P	Chemistry
24	Muhshidha M	Chemistry
25	Darshan M	Functional English



*R. Binu*

Principal  
Sree Narayana College, Alathur  
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**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE 2021-22 – GENDER STUDIES**  
**Attendance Sheet**  
**Month: JANUARY 2022**

Sl No	Name of Student	Department	6/1/22	7/1/22	13/1/22	14/1/22	20/1/22	21/1/22	27/1/22	28/1/22
1	Vivek V	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
2	Varsha A	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
3	Sajitha A	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
4	Shreya P	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
5	Akhil Das	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
6	Sreelaya K	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
7	Kalavathi K	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
8	Shini Balan	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
9	Arya P	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
10	Revathi R	B.A. Economics	✓	✓	✓	✓	✓	✓	✓	✓
11	Ansila Nazrin	B.A. Economics	✓	✓	✓	✓	✓	✓	✓	✓
12	Ansia Nazrin	B.A. Economics	✓	✓	✓	✓	✓	✓	✓	✓
13	Joshna J	Mathematics	✓	✓	✓	✓	✓	✓	✓	✓
14	Shiji S	Mathematics	✓	✓	✓	✓	✓	✓	✓	✓
15	Aswathy V	Zoology	✓	✓	✓	✓	✓	✓	✓	✓
16	Amal B	Zoology	✓	✓	✓	✓	✓	✓	✓	✓
17	Vismaya V	Botany	✓	✓	✓	✓	✓	✓	✓	✓
18	Kishan Prakash J	Botany	✓	✓	✓	✓	✓	✓	✓	✓
19	Sreelakshmi R	EWM	✓	✓	✓	✓	✓	✓	✓	✓
20	Punya S	Microbiology	✓	✓	✓	✓	✓	✓	✓	✓
21	Sidharath Farvin	Microbiology	✓	✓	✓	✓	✓	✓	✓	✓
22	Anju V S	Chemistry	✓	✓	✓	✓	✓	✓	✓	✓
23	Aina P	Chemistry	✓	✓	✓	✓	✓	✓	✓	✓
24	Muhshidha M	Chemistry	✓	✓	✓	✓	✓	✓	✓	✓
25	Darshan M	Functional English	✓	✓	✓	✓	✓	✓	✓	✓



*A. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE 2021-22 – GENDER STUDIES**  
**Attendance Sheet**  
**Month: FEBRUARY 2022**

Sl No	Name of Student	Department	3/2/22	4/2/22	10/2/22	11/2/22	17/2/22	18/2/22	21/2/22	28/2/22
1	Vivek V	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
2	Varsha A	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
3	Sajitha A	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
4	Shreya P	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
5	Akhil Das	Functional English	✓	✓	✓	✓	✓	✓	✓	✓
6	Sreelaya K	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
7	Kalavathi K	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
8	Shini Balan	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
9	Arya P	M.A. English	✓	✓	✓	✓	✓	✓	✓	✓
10	Revathi R	B.A. Economics	✓	✓	✓	✓	✓	✓	✓	✓
11	Ansila Nazrin	B.A. Economics	✓	✓	✓	✓	✓	✓	✓	✓
12	Ansia Nazrin	B.A. Economics	✓	✓	✓	✓	✓	✓	✓	✓
13	Joshna J	Mathematics	✓	✓	✓	✓	✓	✓	✓	✓
14	Shiji S	Mathematics	✓	✓	✓	✓	✓	✓	✓	✓
15	Aswathy V	Zoology	✓	✓	✓	✓	✓	✓	✓	✓
16	Amal B	Zoology	✓	✓	✓	✓	✓	✓	✓	✓
17	Vismaya V	Botany	✓	✓	✓	✓	✓	✓	✓	✓
18	Kishan Prakash J	Botany	✓	✓	✓	✓	✓	✓	✓	✓
19	Sreelakshmi R	EWM	✓	✓	✓	✓	✓	✓	✓	✓
20	Punya S	Microbiology	✓	✓	✓	✓	✓	✓	✓	✓
21	Sidharath Farvin	Microbiology	✓	✓	✓	✓	✓	✓	✓	✓
22	Anju V S	Chemistry	✓	✓	✓	✓	✓	✓	✓	✓
23	Aina P	Chemistry	✓	✓	✓	✓	✓	✓	✓	✓
24	Muhshidha M	Chemistry	✓	✓	✓	✓	✓	✓	✓	✓
25	Darshan M	Functional English	✓	✓	✓	✓	✓	✓	✓	✓



*R. Prasad*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

SN COLLEGE ALATHUR  
DEPARTMENT OF ENGLISH  
ADD ON COURSE EXAMINATION 2021-22  
GENDER STUDIES

Answer any four of the following. (5\*4 =20)

1. Gender stereotyping.
2. Male gaze
3. *The Second Sex* is one of the foundation texts of feminism, explain in relation to the essay.
4. Sex and gender
5. Pre and Post labour discrimination.
6. Gender division of labour.

Answer any two of the following . (2\*10=20)

1. Write a feminist analysis of the film *Village Rockstar*
2. "One is not born but rather becomes a woman" Explain.
3. Women in Economic Sphere.
4. Explain gender as a social construct.



*R. Bindu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala.

**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE 2021-22 – GENDER STUDIES**  
**Grade Sheet**

Sl No	Name of Student	Department	Grade
1	Vivek V	Functional English	A
2	Varsha A	Functional English	A
3	Sajitha A	Functional English	A
4	Shreya P	Functional English	B
5	Akhil Das	Functional English	A+
6	Sreelaya K	M.A. English	B
7	Kalavathi K	M.A. English	A
8	Shini Balan	M.A. English	A+
9	Arya P	M.A. English	B
10	Revathi R	B.A. Economics	B
11	Ansila Nazrin	B.A. Economics	B
12	Ansia Nazrin	B.A. Economics	A+
13	Joshna J	Mathematics	A
14	Shiji S	Mathematics	A
15	Aswathy V	Zoology	B
16	Amal B	Zoology	B
17	Vismaya V	Botany	B
18	Kishan Prakash J	Botany	B
19	Sreelakshmi R	EWM	A
20	Punya S	Microbiology	B
21	Sidharath Farvin	Microbiology	B
22	Anju V S	Chemistry	B
23	Aina P	Chemistry	A
24	Muhshidha M	Chemistry	A
25	Darshan M	Functional English	A



*R. Bando*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

Evaluation and Grading
A+ - 90%-100%
A - 80%-89%
B - 70%-79%
C- 60%-69%
D-50%-59%
E-40%-49%
F- Below 40%

*B. Sreedhar*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala




# CERTIFICATE of Completion


This course completion certificate is given to

\_\_\_\_\_


for successfully completing Add on Course on  
GENDER STUDIES conducted by PG Department of English,  
SN College Alathur during the academic year 2021-2022.

  
\_\_\_\_\_  
Dr. R. Bindu  
Principal



  
\_\_\_\_\_  
Uma Govind  
Head of the Department



  
\_\_\_\_\_  
Principal  
Sree Narayana College, Alathur  
Alathur - 670 002, Kerala

**SREE NARAYANA COLLEGE**  
**DEPARTMENT OF MICROBIOLOGY**  
**SHORT TERM COURSE ON HACCP LEVEL 2&3 2021-2022**  
**13<sup>th</sup> OCTOBER TO 19<sup>th</sup> OCTOBER 2021**  
**LIST OF PARTICIPANTS**

Sl. No.	Name of Student	Grade
1	A FEEFA THIASNEEM II	PASS
2	AMALU M GEORGE	PASS
3	ANJALY P.V	PASS
4	APARNA .K	DISTINCTION
5	APARNA.S	PASS
6	BHAVYA.M	DISTINCTION
7	HARITHA.II	PASS
8	JINI ROY	PASS
9	MANASA.R	PASS
10	REGHA.P.R	PASS
11	RESHMA.M	PASS
12	AMRITHESILS	PASS
13	ATHUL.S	DISTINCTION
14	NANDHAKUMAR N	PASS
15	AISWARYA.A	PASS
16	ANJANA.V	PASS
17	ARSHAKANNAN	PASS
18	ARYA.R	DISTINCTION
19	JISHNA JAYAN	PASS
20	MANYA.M	PASS
21	MEERA.C	DISTINCTION
22	RESMY RAJ.R	PASS
23	SHEREEFA RAHMAN M	PASS
24	MUHAMMED NISHAD U P	PASS
25	NIDHIN M S	PASS
26	RAHUL N	PASS



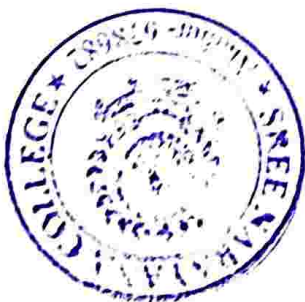
  
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Palakkad - 678 682, Kerala



**SREE NARAYANA COLLEGE**  
**DEPARTMENT OF MICROBIOLOGY**  
**SHORT TERM COURSE ON HACCP LEVEL 2&3**  
**13<sup>th</sup> OCTOBER TO 19<sup>th</sup> OCTOBER 2021**

Sl. No.	Name of Student	13/11/2021	14/11/2021	15/11/2021	16/11/2021	17/11/2021	18/10/2021	19/10/2021
1	AFEefa	<i>Afeefa</i>	<i>Afeefa</i>	<i>Afeefa</i>	<i>Afeefa</i>	<i>Afeefa</i>	<i>Afeefa</i>	<i>Afeefa</i>
2	THASNEEM H	<i>Thasneem</i>	<i>Thasneem</i>	<i>Thasneem</i>	<i>Thasneem</i>	<i>Thasneem</i>	<i>Thasneem</i>	<i>Thasneem</i>
3	AMALU M	<i>Amalu</i>	<i>Amalu</i>	<i>Amalu</i>	<i>Amalu</i>	<i>Amalu</i>	<i>Amalu</i>	<i>Amalu</i>
4	GEORGE	<i>George</i>	<i>George</i>	<i>George</i>	<i>George</i>	<i>George</i>	<i>George</i>	<i>George</i>
5	ANJALY P.V	<i>Anjaly</i>	<i>Anjaly</i>	<i>Anjaly</i>	<i>Anjaly</i>	<i>Anjaly</i>	<i>Anjaly</i>	<i>Anjaly</i>
6	APARNA.K	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>
7	APARNA.S	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>	<i>Aparna</i>
8	BHAVYA.M	<i>Bhavya</i>	<i>Bhavya</i>	<i>Bhavya</i>	<i>Bhavya</i>	<i>Bhavya</i>	<i>Bhavya</i>	<i>Bhavya</i>
9	HARITHA.H	<i>Haritha</i>	<i>Haritha</i>	<i>Haritha</i>	<i>Haritha</i>	<i>Haritha</i>	<i>Haritha</i>	<i>Haritha</i>
10	JINI ROY	<i>Jini</i>	<i>Jini</i>	<i>Jini</i>	<i>Jini</i>	<i>Jini</i>	<i>Jini</i>	<i>Jini</i>
11	MANASA.R	<i>Manasa</i>	<i>Manasa</i>	<i>Manasa</i>	<i>Manasa</i>	<i>Manasa</i>	<i>Manasa</i>	<i>Manasa</i>
12	REGHA.P.R	<i>Regha</i>	<i>Regha</i>	<i>Regha</i>	<i>Regha</i>	<i>Regha</i>	<i>Regha</i>	<i>Regha</i>
13	RESHMA.M	<i>Reshma</i>	<i>Reshma</i>	<i>Reshma</i>	<i>Reshma</i>	<i>Reshma</i>	<i>Reshma</i>	<i>Reshma</i>
14	AMRITHESH.S	<i>Amrithesh</i>	<i>Amrithesh</i>	<i>Amrithesh</i>	<i>Amrithesh</i>	<i>Amrithesh</i>	<i>Amrithesh</i>	<i>Amrithesh</i>
15	ATHULS	<i>Athul</i>	<i>Athul</i>	<i>Athul</i>	<i>Athul</i>	<i>Athul</i>	<i>Athul</i>	<i>Athul</i>
16	NANDHAKUMAR N	<i>Nandhakumar</i>	<i>Nandhakumar</i>	<i>Nandhakumar</i>	<i>Nandhakumar</i>	<i>Nandhakumar</i>	<i>Nandhakumar</i>	<i>Nandhakumar</i>
17	AISWARYA.A	<i>Aiswarya</i>	<i>Aiswarya</i>	<i>Aiswarya</i>	<i>Aiswarya</i>	<i>Aiswarya</i>	<i>Aiswarya</i>	<i>Aiswarya</i>
18	ANJANA.V	<i>Anjana</i>	<i>Anjana</i>	<i>Anjana</i>	<i>Anjana</i>	<i>Anjana</i>	<i>Anjana</i>	<i>Anjana</i>
19	ARSHAKANNAN	<i>Arshakanan</i>	<i>Arshakanan</i>	<i>Arshakanan</i>	<i>Arshakanan</i>	<i>Arshakanan</i>	<i>Arshakanan</i>	<i>Arshakanan</i>
20	ARYA.R	<i>Arya</i>	<i>Arya</i>	<i>Arya</i>	<i>Arya</i>	<i>Arya</i>	<i>Arya</i>	<i>Arya</i>
21	JISHNA JAYAN	<i>Jishna</i>	<i>Jishna</i>	<i>Jishna</i>	<i>Jishna</i>	<i>Jishna</i>	<i>Jishna</i>	<i>Jishna</i>
22	MANYA.M	<i>Manya</i>	<i>Manya</i>	<i>Manya</i>	<i>Manya</i>	<i>Manya</i>	<i>Manya</i>	<i>Manya</i>
23	MEERA C	<i>Meera</i>	<i>Meera</i>	<i>Meera</i>	<i>Meera</i>	<i>Meera</i>	<i>Meera</i>	<i>Meera</i>
24	RESMY RAJ.R	<i>Resmy</i>	<i>Resmy</i>	<i>Resmy</i>	<i>Resmy</i>	<i>Resmy</i>	<i>Resmy</i>	<i>Resmy</i>
25	SHEREEFA RAHMAN M	<i>Shreefa</i>	<i>Shreefa</i>	<i>Shreefa</i>	<i>Shreefa</i>	<i>Shreefa</i>	<i>Shreefa</i>	<i>Shreefa</i>
26	MUHAMMED NISHAD U P	<i>Muhammed</i>	<i>Muhammed</i>	<i>Muhammed</i>	<i>Muhammed</i>	<i>Muhammed</i>	<i>Muhammed</i>	<i>Muhammed</i>
27	NIDHIN M S	<i>Nidhin</i>	<i>Nidhin</i>	<i>Nidhin</i>	<i>Nidhin</i>	<i>Nidhin</i>	<i>Nidhin</i>	<i>Nidhin</i>
28	RAHUL N	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>

TEACHERS  
SIGNATURE



*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



**Highfield**  
Qualifications®

## Qualification Specification

### Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2196/9

*A. Birebn*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



Version 1.3 August 2021



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## Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

### Qualification regulation and support

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

### Key facts

Qualification Number:	603/2196/9
Learning Aim Reference:	60321969
Credit Value:	1
Assessment Method:	Multiple-choice examination
Guided Learning Hours (GLH):	6
Total Qualification Time (TQT):	7

### Qualification overview and objective

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is aimed at those working in a food manufacturing environment. The qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

### Geographical coverage

This qualification is suitable for delivery in England and Wales.

### Guidance on delivery

The total qualification time for this qualification is 7 hours and of this 6 hours are recommended as guided learning hours.



TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

### **Guidance on assessment**

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

### **Guidance on quality assurance**

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

### **Recognition of prior learning (RPL)**

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

### **Tutor requirements**

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
  - Level 3 Award in HACCP qualification
  - Level 3 Award in Food Safety qualification
  - Degree or DipHE in a related subject area such as:
    - Food science
    - Environmental Health
    - Home Economics
    - Microbiology
    - Or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Hold a recognised teaching qualification or experience, which could include any of the following:



- Level 3 Award In Education and Training or above
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.

### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield L3 Award in HACCP for Food Manufacturing
- Highfield L3 Award in Food Safety in Manufacturing

### Useful websites

[www.food.gov.uk](http://www.food.gov.uk)

### Recommended training materials

- *Foundation HACCP Training Presentation*. Sprenger, Richard A. Highfield International Limited
- *The (Level 2) HACCP Handbook*. Sprenger, Richard A. Highfield International Limited



### Appendix 1: Qualification structure

To complete the Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/616/0693	Principles of HACCP for Food Manufacturing	2	6	1



## Appendix 2: Qualification content

### Unit 1: Principles of HACCP for Food Manufacturing

Unit number: K/616/0693

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Know the procedures required to develop HACCP	1.1 Recognise the role of the food handler in implementing HACCP
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 State the preliminary steps required to develop HACCP
2. Know how the principles of HACCP are applied in a food production environment	2.1 Identify the purpose of hazard analysis
	2.2 Identify the importance of, and methods which can be used to determine, critical control points
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring control points/critical control points
	2.6 Identify the purpose of taking appropriate corrective action at critical control points
	2.7 State the importance of verification and review of the HACCP process
	2.8 State the importance of documentation and records needed to support HACCP





## Indicative Content

- 1.1 Recognise the role of the food handler in implementing HACCP
- Including producing safe food, following procedures and policies and reporting problems

- 1.2 Outline the need for prerequisite programmes

- Meaning of the term prerequisite, good hygiene practice, good manufacturing practice
- Importance of implementing effective prerequisites to ensure food safety
- Enables the HACCP plan to concentrate on the specific hazards related to a particular product or process
- Applies to all areas in a food production facility, ensuring required controls relating to all steps in a process are implemented

- 1.3 Identify common prerequisite programmes

- For example: personnel hygiene, premises, services, supply chain stock control, design, cleaning, pest control, physical, chemical and allergenic contamination controls

- 1.4 State the preliminary steps required to develop HACCP

### Awareness of:

- Scope
- Describe processes
- Identify intended use and users
- Identify the of purpose of flow diagrams

- 2.1 Identify the purpose of hazard analysis

- Identifies hazards that may affect the process
- Identifies the steps at which the hazards are likely to occur
- Helps determine significant hazards
- Helps to determine measures to control the hazards
- Can use the information gained to determine critical control points (CCPs)

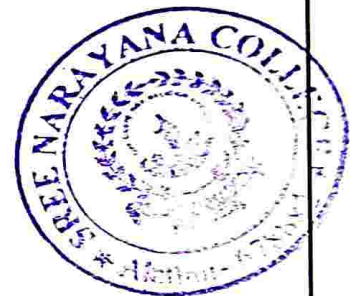
- 2.2 Identify the importance of, and methods which can be used to determine, critical control points

- Tools which may be used to determine whether a step is a critical control point or control point (Decision tree, knowledge of team)
- Importance to include: Focuses on critical aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness

- 2.3 Recognise the importance of identifying critical (safe) limits

- This refers to validated critical (safe) limits
- Helps to ensure safe food is sold
- Allow personnel to have clear understanding of what is acceptable and parameters to work within
- Measurable and validated, so can be checked and provide assurance of safe food production

- 2.4 Identify the importance of monitoring controls



- Used to determine when there is a loss of control and a deviation occurs at a critical control point i.e. where a critical limit is breached
- Check control measures at control points/CCP's and critical limits at CCPs to ensure food produced is safe
- Provides written documentation for verification and legal evidence

#### 2.5 Identify ways of monitoring control points/critical control points

- Appropriate methods of monitoring, dependent upon the CCP include:
  - Taking measurements (e.g. time, temperature, pH, size etc.)
  - Observation e.g. of delivery vehicles and practices
  - Completing records
- Testing and competency of personnel
- Importance of reporting when a process or product has breached controls

#### 2.6 Identify the purpose of taking appropriate corrective action at critical control points

- To prevent unsafe food from reaching the customer
- Regain control before product dispatched/sold
- Rectify equipment/process problems and required repair/maintenance
- Importance of following procedures and completing relevant corrective actions in a timely manner

#### 2.7 State the importance of verification and review of the HACCP process

- It validates (confirms) that the HACCP plan produces safe food for the end customer
- It helps to validate and verify legal compliance has been achieved
- Provides evidence of product safety
- What should prompt a review

#### 2.8 State the importance of documentation and records needed to support HACCP

- Helps demonstrate legal compliance
- Provides evidence for customers and inspectors/auditors
- Assists in continual improvement plans
- Assists in complaint investigation
- Reasons why important documentation is completed accurately and at the correct frequencies



## Appendix 2: Sample assessment material

**Highfield EXAMINATION** (g) Highfield

Paper Code: **2014/0001**

### Principles of HACCP for Food Manufacturing

Level 2

2014/0001

**Manufacturing**

**Information for candidates**

The seal on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unsealed examination paper.

**Information for candidates**

Under no circumstances should you take the candidate into an unsealed examination paper. The examination consists of 15 multiple-choice questions. The questions are worth a total of 30 marks. The duration of this examination is 30 minutes. You are NOT allowed any assistance to complete the answer. You must use a pencil to complete the answer sheet - pens must NOT be used. When completed, please hand the Examination Answer Sheet (EAS) to the staff.

**EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS**

For each question, fill in ONE answer ONLY.  
If you make a mistake erase you clear thoroughly.  
You must mark your choice of answer by shading in ONE answer circle only.  
Please mark each choice like this:

Q1     ANSWER COMPLETED CORRECTLY

Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be marked.

Q1     DO NOT partially shade the answer circle. ANSWER COMPLETED INCORRECTLY

Q1     DO NOT use ticks or crosses. ANSWER COMPLETED INCORRECTLY

Q1     DO NOT use circles. ANSWER COMPLETED INCORRECTLY

Q1     DO NOT shade over more than one answer circle. ANSWER COMPLETED INCORRECTLY

All candidates MUST sign the Examination Answer Sheet (EAS) in the bottom right hand corner of the page before leaving the examination room.

Highfield Qualifications registered office: Highfield, Stroud, Gloucestershire, GL9 7SL, United Kingdom  
Tel: +44 (0)1292 224200 Fax: +44 (0)1292 224277 Email: info@highfield.co.uk www.highfield.co.uk

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### Sample questions

Food handlers need to understand how to follow food safety management procedures so that the food produced:

- a) is made quickly
- b) does not contain preservative
- c) is safe to eat
- d) looks attractive to customers

Which of the following is a common monitoring action?

- a) Checking the temperature of food
- b) Cooking food thoroughly
- c) Placing food in a hot oven before cooking
- d) Disposing of food that has not cooked in the set time

It is important to regularly review the HACCP plan to:

- a) identify suitable critical limits
- b) develop more detailed controls
- c) identify how food costs can be reduced
- d) ensure it is current and correct



# Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382  
 Level: 3  
 Credit: 3  
 GLH: 20

Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures



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## Unit Content: Assessment Guidance

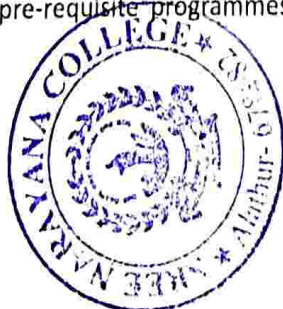
This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

### LO1 Understand the importance of HACCP based food safety management procedures

- The need for HACCP based food safety management procedures:
  - The reasons behind the development of HACCP and outline its origins
  - The need for a systematic approach for food safety
  - Holistic approach to managing safe food
  - How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence
- The HACCP approach to food safety procedures:
  - The 7 principles of HACCP as stated in Codex Alimentarius
  - The 12 logic steps to HACCP
- Legislation relating to HACCP:
  - How HACCP legislation is enforced and the potential consequences of noncompliance
  - The role and responsibilities of management and employees within HACCP
  - The relevance of codes of practice and industry guides

### LO2 Understand the preliminary processes for HACCP based procedures

- The requirements of a HACCP team:
  - Adequate training and experience of team members
  - Roles held within the organisation
  - Allocating roles and responsibilities within the HACCP team
  - When ad hoc team members and external consultants or experts may be required
- The pre-requisites for HACCP:
  - Management commitment and provision of adequate resources
  - The importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system
  - How to decide if pre-requisite programmes represent an adequate basis for HACCP development



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- Type of documentation required
- Food production processes including use of end product:
  - Scope
  - Terms of reference
  - Sources of information
  - Production process from purchase to dispatch
  - End of product testing
  - Identification of 'at risk' groups
  - Intended use of the product
  - Intrinsic properties of different products and their relationship to microbial growth and survival
- Process flow diagrams in the development of HACCP based food safety management procedures:
  - The purpose and use of flow diagrams
  - Be able to construct a process flow diagram
  - The importance of confirming a process flow diagram

LO3 Understand how to develop HACCP based food safety management procedures

- Hazards and risks in the production process
  - Microbiological, chemical, physical and allergenic hazards
  - Examples of each type of hazard associated with processes from purchase to dispatch of finished product including
    - Delivery of raw materials
    - Storage of raw materials
    - Handling
    - Preparation
    - Processing
    - Cooling
    - Post-process treatments
    - Packing
    - Finished product storage
    - Transportation
  - Significant hazards using a risk assessment approach
  - Where to obtain information, advice and support for hazard identification
  - Assessing the applicability of the information and advice obtained
- Critical control points:



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- The purpose and benefits of using decision trees ○ The Codex decision tree in recognising critical control points ○ Obtain information, advice and support for identifying critical control points ○ The importance of validating information and advice obtained
- Critical limits:
  - The advantages and disadvantages of common parameters used when establishing critical limits, such as:
    - Temperature
    - Time      pH
    - Water content
  - Why critical limits need to be absolute, unambiguous and measurable ○ The term 'target level' and the benefits to a food manufacturing business of identifying target levels
  - Where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained
  - Examples of suitable critical limits for a range of common food manufacturing processes

LO4 Understand how to implement HACCP based food safety management procedures

- Monitoring procedures at critical control points:
  - The purpose of monitoring ○ Benefits and drawbacks of both continuous and batch monitoring ○ Examples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
  - Considerations to be made when determining the frequency of monitoring ○ The importance of calibrating and testing monitoring equipment ○ The importance of consistent monitoring ○ The importance of training personnel with regard to monitoring ○ Accurately recording at critical control points ○ The importance of monitoring personnel ○ Procedures and verification of monitoring procedures
- Corrective actions ○ The need for corrective actions if critical limits are not achieved or are exceeded ○ The types of corrective action
  - The importance of establishing both process and product corrective actions ○ Examples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product



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- o The importance of allocating responsibilities for corrective actions
- o The importance of increased monitoring after control has been regained
- o The importance of accurate record keeping
- o Suitable reporting procedures regarding corrective actions at critical control points

LO5 Understand how to evaluate HACCP based procedures

- Documentation and record keeping procedures
  - o The importance of documentation and record keeping
  - o Examples of suitable documentation which may be used in food manufacturing
    - o The importance of suitable storage of completed documentation and monitoring records
    - o Construct an outline HACCP plan
  
- The verification and review of procedures:
  - o The importance of verification of the HACCP system and of the initial validation of the HACCP plan
  - o Information that will be required to verify and validate the HACCP system and plan
  - o The approaches to verification and discuss the value of end product testing
  - o The reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
  - o Factors which affect the frequency of verification and outline the requirements for verification reports
  - o The need to review a HACCP system
  - o When systems should be reviewed



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# SREE NARAYANA COLLEGE

DEPARTMENT OF MICROBIOLOGY

## "SHORT TERM COURSE ON HACCP"

Level 2 & 3

13th to  
19th OCTOBER / 2021

Venue : Online mode



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Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

## REPORT

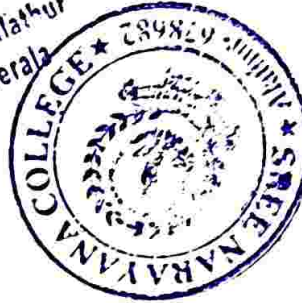
DEPARTMENT OF MICROBIOLOGY conducted an introduction to HACCP- TRAINING PROGRAM of level 2 and 3 organized by ADVANSSURE TECHNICAL SOLUTIONS on 13<sup>th</sup> October to 19<sup>th</sup> October 2021 at 6 pm via online mode. Dr. S DHIVA HOD (Assistant Professor), Department of Microbiology inaugurated the program. DIVYA R (Assistant Professor) felicitated the occasion. The resource person ANEESH sir of ADVANSSURE discussed about the program. Classes were conducted by the staff members of Advanssure technologies. The session discussed about the role of microbiologists in food industry and the role of food safety officers in food industry. Exams were conducted and certificates were issued to students. Also discussed about the exams and certification, the job opportunities in Middle East. Feedbacks were shared by the students. Smt. NITHYA JAYAN conveyed the vote of thanks.

*S. Dhiva*

Tutor

S. DHIVA

*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



*S. Dhiva*

HOD

S. DHIVA



# Highfield

Qualifications

## Highfield Qualifications

Certifies that  
*Meera C*

has successfully passed an assessment in  
Highfield Level 3 Award in HACCP for Food  
Manufacturing (RQF)

Qualification number 03/2337/8

Date of award 27 FEBRUARY 2022

Certificate number HAC1809921

# DISTINCTION

*[Signature]*  
Course Director



Advanssure Technical Solutions

Training Organisation

*[Signature]*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



*[Signature]*

Jason Sprenger - Chief Executive  
Highfield Qualifications





**SREE NARAYANA COLLEGE ALATHUR**

**DEPARTMENT OF BOTANY**

**CERTIFICATE COURSE**

**MUSHROOM CULTIVATION**

**A Practical Guide  
to Growing  
Mushrooms  
at home**

**10 - 20  
JAN 2022**



*A. Sineku*  
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**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF BOTANY**  
**CERTIFICATE COURSE ON MUSHROOM CULTIVATION**  
**STUDENT LIST**

SL.NO	NAME
1	ASHAMOL
2	ANUJA.A
3	ATHULYA.R
4	NANDANA MOHAN
5	SANDRA SELVAN
6	AKSHARA.K.K
7	APARNA.P.S
8	ARYA.C
9	ATHULYA.R
10	NEHA.V
11	DRISHYA.D
12	JYOTHIMANI.C
13	NANDHANA.P
14	NANDHANA BINUKUMAR
15	THANSIYA.P.T
16	VISMAYA.V
17	SREYA.S
18	KISHAN PRAKASH .J
19	RANJITHA.G
20	SEETHA LAKSHMI.M



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**CERTIFICATE COURSE  
ON  
MUSHROOM CULTIVATION**

**Duration: 30 Hours**

**Course Objectives:**

- Enable the students to identify edible and poisonous mushrooms
- Provide hands on training for the preparation of bed for mushroom cultivation and spawn production
- Give the students exposure to the experiences of experts and functioning mushroom farms
- Help the students to learn a means of self employment and income generation

**Course outcome:**

By successfully completing the course, students will be able to:

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

**Syllabus**

**Module 1: Introduction to mushrooms (2 hours)**

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

**Module 2: Common edible mushrooms (2 Hours)**

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

**Module 3: Principles of mushroom cultivation (8 Hours)**

Structure and construction of mushroom house. Sterilization of substrates. Spawn production - culture media preparation- production of pure culture, mother spawn, and multiplication of spawn. Composting technology, mushroom bed preparation. 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: Health benefits of mushrooms(2 Hours)**

Nutritional and medicinal values of mushrooms. Therapeutic aspects- antitumor effect

**Module 5: Post harvest technology: (4 Hours)**

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

**Module 6: Training/ Workshop/ Field Visit(4 Hours)**



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Alathur

SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF BOTANY  
CERTIFICATE COURSE ON MUSHROOM CULTIVATION  
ATTENDANCE REGISTER

SL.NO	NAME	DATES								
		10.1.2022	11.2.2022	12.1.2022	13.1.2022	14.1.2022	17.1.2022	18.1.2022	19.1.2022	20.1.2022
1	ASHAMOL	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha
2	ANUJA.A	Anuja	Anuja	Anuja	Anuja	Anuja	Anuja	Anuja	Anuja	Anuja
3	ATHULYA.R	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya
4	NANDANA MOHAN	Nandana	Nandana	Nandana	Nandana	Nandana	Nandana	Nandana	Nandana	Nandana
5	SANDRA SELVAN	Sandra	Sandra	Sandra	Sandra	Sandra	Sandra	Sandra	Sandra	Sandra
6	AKSHARA.K.	Akshara	Akshara	Akshara	Akshara	Akshara	Akshara	Akshara	Akshara	Akshara
7	APARNA.P.S	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna
8	ARYA.C	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya
9	ATHULYA.S	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya
10	NEHA.V	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha
11	DRISHYA.D	Drishya	Drishya	Drishya	Drishya	Drishya	Drishya	Drishya	Drishya	Drishya
12	JYOTHIMANI.C	Jyothimani	Jyothimani	Jyothimani	Jyothimani	Jyothimani	Jyothimani	Jyothimani	Jyothimani	Jyothimani
13	NANDHANA.P	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana
14	NANDHANA BINUKUMAR	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana	Nandhana
15	THANSIYA.P.T	Thansi	Thansi	Thansi	Thansi	Thansi	Thansi	Thansi	Thansi	Thansi
16	VISMAYA.V	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya
17	SREYA.S	Sreya	Sreya	Sreya	Sreya	Sreya	Sreya	Sreya	Sreya	Sreya
18	KISHAN PRAKASH .J	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan
19	RANJITHA.G	Ranjitha	Ranjitha	Ranjitha	Ranjitha	Ranjitha	Ranjitha	Ranjitha	Ranjitha	Ranjitha
20	SEETHA LAKSHMI.M	Seetha	Seetha	Seetha	Seetha	Seetha	Seetha	Seetha	Seetha	Seetha



*P. Sindhu*  
Principal

Sree Narayana College, Alathur

## REPORT

Department Of Botany in association with IRTC conducted a certificate course on Mushroom Training on 10/01/2022 to 20/01/2022 at Botany Lab. Dr.Bindu. R inaugurated the programme. Dr.Shereena. J (HOD, Department of Botany), Dr.Binumol.M ( Assistant Professor, Department of Botany), Miss.Deepa, Miss. Smitha (Guest Lectures) talked on the programme. The training sessions was handled by Dr. B. Musthafa (Senior Scientist, IRTC, Mundur) and Dr.Haneesh Mohammed C.H (Senior Scientist Environment Division, IRTC Mundur). The Resource person give practical sessions on composting ,spawning and all .The session was lively and also a self employment programme to our students. The session ended with vote of thanks by Miss.Deepa.



*R. Bindu*

Principal

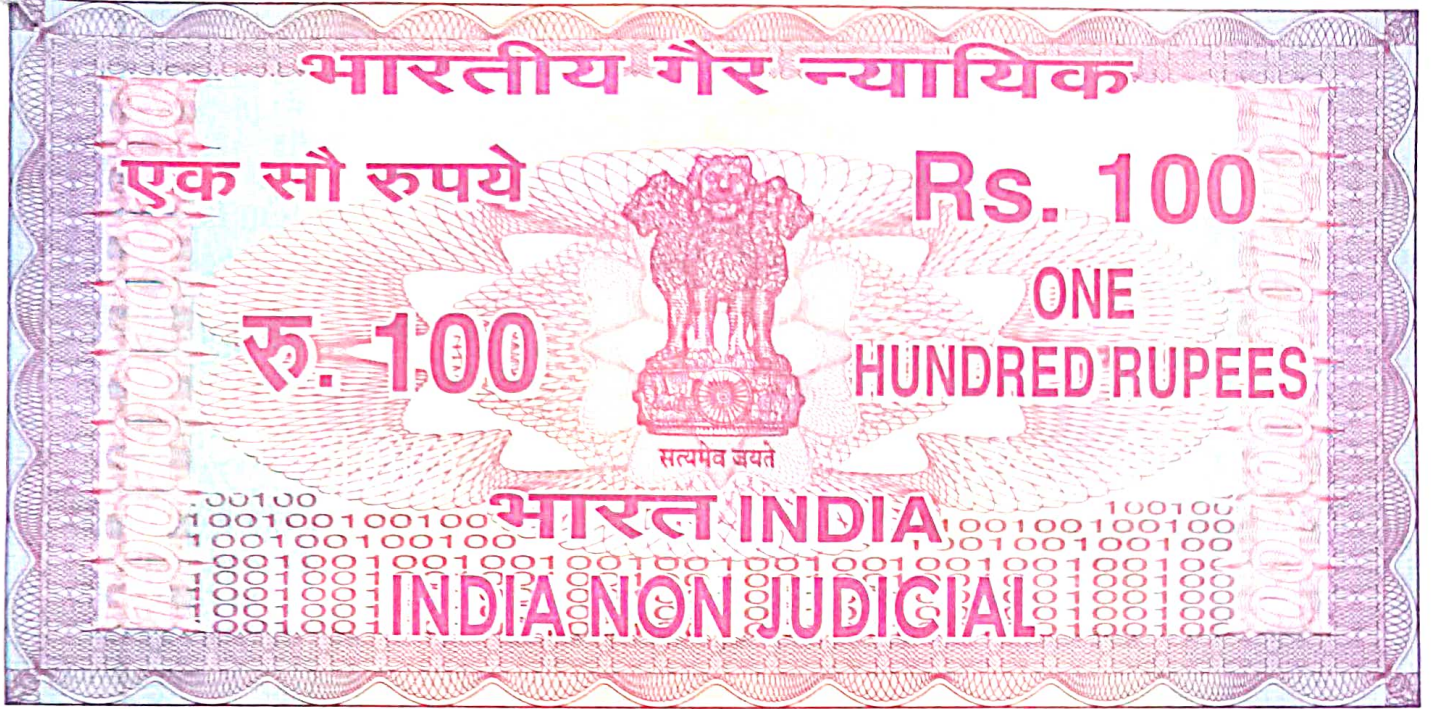
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*Add on /Certificate/Value*  
*added programs offered*

**2020-2021**



കേരളം കേരള KERALA TRIPARTITE AGREEMENT

DC 687045

THIS DEED OF AGREEMENT (Tripartite) made this 08<sup>th</sup> Day of OCTOBER 2021 between M/s. G-TEC EDUCATION PVT. LTD. carrying on business under the name and style of G-TEC COMPUTER EDUCATION, at premises, "HOUSE OF G-TEC", Indus Avenue, Kallai Road, Calicut – 673002, Kerala, India, represented by its Chairman & Managing Director Mr. MEHROOF.I.MANALODY, hereinafter referred to as the "FRANCHISER" ( APPROVING AUTHORITY ) (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the FIRST PART;

AND

M/s. G-TEC COMPUTER EDUCATION, ALATHUR, PALAKKAD represented by its Director Mr. SHAIK CHINNAVA, S/o Shri Chinnava Rawther, residing at KAMAL MANZIL, N.H. ROAD, NELLIYANKUNAM, KEEZHPADAM, ALATHUR (PO), PIN-678541, PALAKKAD DIST., KERALA STATE referred to as the FRANCHISEE (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the SECOND PART;

*Ribin*  
Sree Narayana College,  
Palakkad-678 682, Kerala



*ds 4956*  
*Shri Chinnava Rawther*  
*Director*  
*G-TEC Education Pvt. Ltd.*  
M.A. RAMANARAYAN ALATHUR  
STAMP VENDOR  
ALATHUR

AND

SREE NARAYANA COLLEGE ALATHUR, PALAKKAD, KERALA State represented by its Principal, Dr. R BINDU hereinafter referred to as the "ASSOCIATE CENTRE" (Which expression shall unless excluded by or repugnant to the subject or contest to deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the THIRD PART.

WHEREAS

- A. The FRANCHISER is running several computer training centres under the name and style of G-TEC COMPUTER EDUCATION to promote and advance the computer awareness among people from all walks of life.
- B. The FRANCHISEE has approached the FRANCHISER to grant permission for conducting the course of the FRANCHISER in SREE NARAYANA COLLEGE ALATHUR, PALAKKAD (ASSOCIATE CENTRE) to which the FRANCHISER has agreed on the terms and conditions recorded herein.
- C. The FRANCHISEE has represented to the FRANCHISER that, they will be conducting the courses through this ASSOCIATE CENTRE for which the ASSOCIATE CENTRE shall arrange the infrastructure and would be able to maintain the reputation and goodwill of the FRANCHISER.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. The ASSOCIATE CENTRE shall at his own costs and expenses provide required infrastructure which shall include adequate space, computers of latest configuration, electric fittings (like lights & fans), toilet etc. and other required fixtures for smooth conduct of the course programme.
2. The course offered by the FRANCHISER and being imparted by the FRANCHISEE through the ASSOCIATE CENTRE shall be meant for the students provided by SREE NARAYANA COLLEGE ALATHUR, PALAKKAD only. The Franchisee shall conduct courses as per the timings scheduled by the ASSOCIATE CENTRE. Students so joined in the said program are to attend the classes in the ASSOCIATE CENTRE only. However, students can opt for full day classes on Saturdays and Sundays on permission from ASSOCIATE CENTRE.
3. The ASSOCIATE CENTRE has to provide prior intimation to the FRANCHISEE with regard to State Board Examinations or any Special Examination arranged for the students who are attending the programme.
4. THE FRANCHISEE shall only depute faculty for training the students of ASSOCIATE CENTRE from time to time. All the incidental expenses if any

For G-TEC EDUCATION  
Chairman & Managing Director



R. Bindu  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 622, Kerala

like Rent, Electricity and Water Charges shall be borne by the ASSOCIATE CENTRE.

5. THE ASSOCIATE CENTRE has to follow the course fee structure given by the FRANCHISER and has no right to change / alter the course or Course fee of G-TEC COMPUTER EDUCATION.

6. The present agreement shall remain valid for a period of eleven months and can be renewed on mutual consent.

7. THE ASSOCIATE CENTRE shall not have any right, title, interest, claim or demand over and in respect of the business name of G-TEC COMPUTER EDUCATION, nor shall carry on business in the said name without the permission or authority in writing from the FRANCHISER.

8. THE ASSOCIATE CENTRE shall not discontinue the contract until completion of the Agreement period without the written consent and prior notice to the FRANCHISEE AND FRANCHISER.

9. THE ASSOCIATE CENTRE has no right to change the fee schedule given by the G-TEC Computer Education. The Fee shall be collected by the FRANCHISEE through ASSOCIATE CENTRE. The FRANCHISEE or the ASSOCIATE CENTRE is not permitted to collect excess fee or change the fee remittance pattern etc., without the written consent from the FRANCHISER.


10. The fees for the course is shown in the Annexure attached along with this Agreement. Registration Number is mandatory for the Certification. New courses may be added and conducted as and when required with the prior consent of the FRANCHISER.

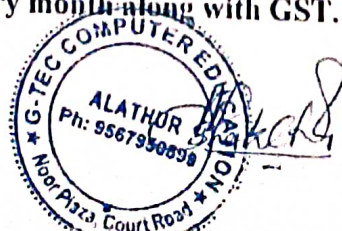
11. The FRANCHISEE shall issue GEMS generated receipts for collecting fees from the students and issue individual certificates to the students who are declared successful in the Examination organized by the FRANCHISER through FRANCHISEE. THE ASSOCIATE CENTRE has no rights to print or reproduce any receipts or certificates.

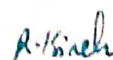
12. THE ASSOCIATE CENTRE shall be liable to use the courseware supplied by the FRANCHISER and shall not venture with other courseware or print the same.

13 The ASSOCIATE CENTRE shall use administrative materials issued by the FRANCHISEE for the Associated Programme. Promotional Materials if any required to be printed by the ASSOCIATE CENTRE shall be in the form "G-TEC ASSOCIATE CENTRE, SREE NARAYANA COLLEGE ALATHUR, PALAKKAD.

14. The royalty for the program at the prevailing rate has to be remitted by the FRANCHISEE to the FRANCHISER on the Fees collected by the FRANCHISEE every month along with GST.

For G-TEC EDUCATION  
  
Chairman & Managing Director



  
Principal  
Sree Narayana College  
Palakkad-678 002, Kerala  
Page 3 of 5

15. THE FRANCHISER shall not be liable, responsible or answerable for any claims whatsoever that may arise due to any negligence, deficiency in service or unfair trade practice includes statutory/legal proceedings of the state/central government that may be there in the part of the FRANCHISEE and THE ASSOCIATE CENTRE. The FRANCHISER has all the right to terminate the ASSOCIATE CENTRE who involves in any activity which comes against the modusoperandi/goodwill/reputation of the FRANCHISER.

16. All disputes and differences between the parties hereto regarding construction and or interpretation of any of the terms and conditions herein contained or for determination of any liability hereunder or touching or concerning the same, shall be referred to the arbitration under the provisions of Indian Arbitration Act, 1940.

IN WITNESS WHEREOF the parties have hereinto set and subscribed their respective hands and seals the day, month and year first above written.

For G-TEC Alathur

For ASSOCIATE CENTRE



A. Srinivas Principal  
Sree Narayana College  
Palakkad

For G-TEC EDUCATION  
Melung  
Chairman & Managing Director



Chairman & Managing Director  
G-TEC EDUCATION PVT. LTD.

SIGNED in presence of:

1) SATINDAS T  
Manager Operations



2) Soumya S



**SREE NARAYANA COLLEGE  
ALATHUR**

**DEPARTMENT OF  
ECONOMICS**

**Certificate Course  
on G-BASIC**

[SPONSORED BY G -TEC COMPUTER EDUCATION ALATHUR]

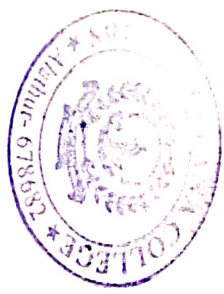
**2020-2021**

**SREE NARAYANA COLLEGE**  
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**G**  
TEC  
COMPUTER  
EDUCATION  
www.g-teceducation.com

**COURSE COORDINATORS:**  
**SOWMYA S**  
Hod Assistant professor,  
Department of Economics

**DIVYA H**  
Assistant professor,  
Department of Economics



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

SREE NARAYANA COLLEGE, ALATHUR

DEPARTMENT OF ECONOMICS

**REPORT OF CERTIFICATE COURSE ON G-BASIC 2020-2021**

**Name of the Certificate Course:** Certificate Course in G –Basic Level in association with the G-Basic certified training partner G-Tec.

The certificate courses on G-Basic, the participants had learned the Overview of computer hard wares, software and internet. This course provides basic knowledge on computer and how to use and handle a computer. There were 30 students from the Department of Economics successfully completed the course. The Certificate Course in G-Basic offered in our college gives a comprehensive study of basic functionalities of computer. It is a 3 months certificate-level course.

Date of Introduction of course: 07/01/2021

Total Students Enrolled: 30 (Economics 2020-21)

Duration: 30 hrs Practical & theory



*P. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

## Syllabus

### G-BASIC

**DURATION: 1 MONTH / 36 HOURS**

#### OBJECTIVE

The very basic course as the name implies, specially designed for the very novice to make them a "well-aware" computer user.

#### EXIT PROFILE

- ✓ Able to operate computers with ease
- ✓ Use MS Office applications for office automation
- ✓ Use Internet for basic requirements such as surfing and searching
- ✓ Create and use E-mails

#### CAREER PATH

- ✓ IT Educator
- ✓ Office Assistant
- ✓ Office secretary

#### FACULTY SKILL SET

- ✓ Knowledge in Computer Basic & MS DOS
- ✓ Knowledge in Windows & applications
- ✓ Knowledge in MS Office

### COURSE OUTLINE

COURSE NAME:		G-BASIC	DURATION:36H/1 M
MODULES	TOPICS	DURATION	
Computer basics		2H/1D	
Windows & introduction to OS/GUI		3H/2D	
Introduction to MS Office		27H/18D	
Photoshop basics & Internet		4H/4D	

#### WINDOWS & INTRODUCTION TO OS/GUI

- ✓ Introduction to Windows
- ✓ Mouse Basics
- ✓ Working in Windows
- ✓ Learning More about the Mouse
- ✓ Components of a window
- ✓ Quitting Windows
- ✓ Using Explorer Window



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- ✓ Getting familiar with desktop
- ✓ window sizing
- ✓ creating program shortcuts
- ✓ Windows Accessories.

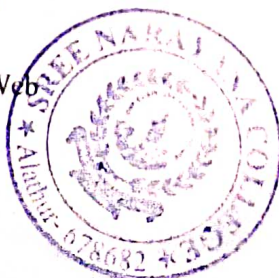
## **INTRODUCTION TO MS OFFICE**

### **Getting Started with Microsoft Word**

- ✓ Exploring New Features in Word
- ✓ Starting Microsoft Word
- ✓ Creating a New Word Document
- ✓ Saving a Word Document
- ✓ Applying Basic Formatting
- ✓ Working with Styles
- ✓ Applying Bulleted and Numbered Lists
- ✓ Using Cut, Copy, and Paste Commands
- ✓ Using Find, Replace, and Go to Commands
- ✓ Printing a Word Document
- ✓ Opening an Existing Word Document
- ✓ Closing a Word Document
- ✓ Exiting Microsoft Word

### **Getting Started with Microsoft Excel**

- ✓ Exploring New Features in Excel
- ✓ Creating a New Excel Workbook
- ✓ Saving an Excel Workbook
- ✓ Adding Data to Cells
- ✓ Adding Data using AutoFill
- ✓ Modifying Cells, Rows, Columns, and Worksheet
- ✓ Hiding and Unhiding Rows and Columns
- ✓ Wrapping Text
- ✓ Changing Number Formats
- ✓ Adding Borders to Cells
- ✓ Applying Conditional Formatting
- ✓ Renaming a Worksheet.
- ✓ Accessing Workbooks from the Web



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- ✓ Opening an Existing Excel Workbook
- ✓ Printing a Worksheet or a Workbook
- ✓ Closing an Excel Workbook
- ✓ Exiting Microsoft Excel

### **Getting Started with Microsoft PowerPoint**

- ✓ Exploring New Features in PowerPoint
- ✓ Creating a Blank Presentation
- ✓ Saving a Presentation
- ✓ Adding and Removing Slides
- ✓ Adding a Title and Subtitle to a Slide
- ✓ Adding Text to a Slide using Text Boxes
- ✓ Setting Up and Running a Slide Show
- ✓ Broadcasting PowerPoint Slideshows
- ✓ Recording Slideshows as Videos
- ✓ Packaging a Presentation on a CD
- ✓ Opening an Existing Presentation

### **INTERNET, E-MAIL AND CHATTING**

- ✓ What is Internet
- ✓ basic concepts and html
- ✓ Internal architecture
- ✓ browsers
- ✓ search engines and e-mail providers
- ✓ Browsing
- ✓ searching using search engines
- ✓ E-mails and chatting

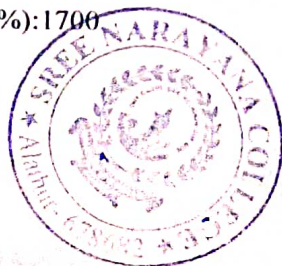
### **ADOBE PHOTOSHOP**

- ✓ Introduction to Photoshop
- ✓ Working with Adobe Bridge
- ✓ Compositing Images
- ✓ Brush, pen tool
- ✓ Lasso tool, polygonal, magnetic lasso tool, rectangular, elliptic marquee tool

### **FEES DETAILS**

ACTUAL FEES: 2124

OFFER FEES (20%): 1700



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Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





# SREE NARAYANA COLLEGE ALATHUR

G-BASIC  
2020-21



TIME :1:00Hrs.

MAX MARKS:50

## FUNDAMENTALS AND DOS

I. Choose the correct answer. each carries 1 mark.

(10x1=10)

- The first calculating abacus was invented in  
a) India                      b) USA                      c) China                      d) Japan
- The second generation of computer was based on \_\_\_\_\_ technology.  
a) Vacuum tubes    b) IC                      c) VLSI    d) Transistor.
- Start menu is located on the \_\_\_\_\_  
a) Desktop                      b) Taskbar                      c) Icon                      d) None
- The refresh rate of a computer monitor is measured in \_\_\_\_\_  
a) Byte                      b) Hertz                      c) Bit                      d) None
- What do you call a single point on a computer screen  
a) Cell                      b) Element    c) Pixel    d) Bit
- CD-ROM stands for  
a) Compact Data Read Only Memory    b) Compactable Read Only Memory  
c) Compact Disc Read Only Memory    d) Compactable Disk Read Only Memory.
- Memory unit is one part of  
a) Input Device                      b) Control Unit    c) Output Device    d) Central Processing Unit
- Computer keyboard can be classified as \_\_\_\_\_  
a) Memory    b) Output                      c) Input    d) Storage
- In computer system scanner is \_\_\_\_\_ device  
a) Output    b) Input                      c) Memory                      d) Both
- Which of the following device cannot be shared in network?  
a) CD Drive                      b) Printer                      c) Mouse                      d) Hard Disk

## MS OFFICE

(30x1=30)

II. choose the correct options from the hints below

- Paint brush belongs to \_\_\_\_\_
- Office button is also known as \_\_\_\_\_
- The copy option is present inside the \_\_\_\_\_ group
- Background color on a document is not visible in ?
- Which key should be pressed in start a new paragraph in mms word?
- The key f12 opens a \_\_\_\_\_
- Special effects used to introduce slides in presentations are called \_\_\_\_\_
- In MS excel ,the intersection of rows and columns is a \_\_\_\_\_
- \_\_\_\_\_ is a feature in excel
- Which simplifies the process of formatting text if the same formatting is required in more than one location?
- Excel displays the current cell address in the \_\_\_\_\_
- How do you display current date only in MS excel?
- Which of the following helps to reduce spelling errors in the document?
- Control I is used to, \_\_\_\_\_
- To open the existing presentations, press \_\_\_\_\_ key
- Just the below the title bar \_\_\_\_\_ groups which groups almost all the commands that are used in an office program under different tabs.
- The Basic Input Output System (BIOS) resides in \_\_\_\_\_

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28. In MS excel how do you display current date and time?
29. \_\_\_ key is used for applies *italic* format to the selected text
30. \_\_\_ key is used for open find and replace dialog box with activating go to tab
31. How do you rearrange the data in ascending or descending order?
32. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
33. A function inside the another function is called?
34. \_\_\_ key is used to select all the documents
35. PowerPoint is the most effective package to create \_\_\_
36. \_\_\_ menu allows you to set animation.
37. The individual page of a presentations is
38. Refers to the distance between the text and either the after or before margin of the document
39. What is the short key to insert hyperlink to the document.
40. In excel, you can sum a large range of data by simply selecting a tool button called \_\_\_\_\_

**Hints :-** [auto sum, line and spacing, Formula, Name Box ,Autocorrect, Rom, Ctrl+I, Slides, Ctrl+A, Left Align, Custom Animation, Ctrl+G, Presentations, today(), Save As, A Cell, Format Painter, Sort &Data, Shift+Enter, Transitions, Autofilter, now(), Ctrl+O, Nested, Clipboard Group, Print Preview, New File Menu, Accessories Group, Ribbon Group]

### III. State whether true or false

(10X1=10)

41. Ms. excel is known as spread sheet applications.
42. The area of document Windows called workspace.
43. Header and footer are similar to top and bottom of the margin.
44. We cannot create web page through MS word.
45. E-mail can be used to send text pictures and movies.
46. System is another name for a computer case.
47. The data in a ram is stored on permanent basis.
48. A byte is equivalent to 16 bits.
49. An antivirus is computer hardware.
50. Graphics for word processor is clipart.



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

The students have completed 30 sessions including theory and practical during the period January 2021-March 2021(online mode)

Details of students enrolled for Certificate Course in G-Basic		
SL.NO	NAME OF THE STUDENT	REMARKS
1.	ANUSHA A	Course completed
2.	ARYA C	Course completed
3.	ATHIRA V	Course completed
4.	KEERTHANA K	Course completed
5.	KIRAN K	Course completed
6.	MUFEDHA P I	Course completed
7.	RASITHA R	Course completed
8.	SAJITHA K K	Course completed
9.	SANIL B	Course completed
10.	SANJEEV R	Course completed
11.	SARATH S	Course completed
12.	SONA C P	Course completed
13.	SOORAJ B	Course completed
14.	ABHIJITH N	Course completed
15.	ABHINAYA A K	Course completed
16.	AFSANA S	Course completed
17.	AJEESH K	Course completed
18.	AKHIL G	Course completed
19.	AKSHARA N	Course completed
20.	AMAL LAL B	Course completed
21.	ANASWARA N	Course completed
22.	ANJITHA A J	Course completed
23.	ARSHAD R	Course completed
24.	ARYA ASHOK	Course completed
25.	ASWANI N	Course completed
26.	ASWANI M	Course completed
27.	ATHIRA M	Course completed
28.	GREESHMA R	Course completed
29.	GREESHMA R	Course completed
30.	KRISHNADAS H	Course completed

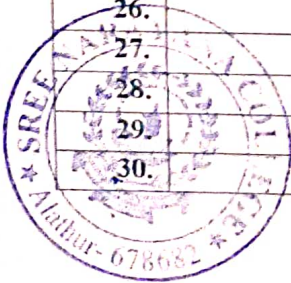


*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

*[Signature]*  
S. S. S. S.  
Associate Professor & Head  
Dept. of Economics  
Sree Narayana College, Alathur  
Palakkad-678 682

**Mark list of students enrolled for Certificate Course in G-Basic**

SL.NO	NAME OF THE STUDENT	Grade
1.	ANUSHA A	A
2.	ARYA C	A
3.	ATHIRA V	A
4.	KEERTHANA K	A
5.	KIRAN K	A
6.	MUFEEHDA P I	A
7.	RASITHA R	A
8.	SAJITHA K K	A
9.	SANIL B	A
10.	SANJEEV R	A
11.	SARATH S	A
12.	SONA C P	A
13.	SOORAJ B	A
14.	ABHIJITH N	A
15.	ABHINAYA A K	A
16.	AFSANA S	A
17.	AJEESH K	A
18.	AKHIL G	A
19.	AKSHARA N	A
20.	AMAL LAL B	A
21.	ANASWARA N	A
22.	ANJITHA A J	A
23.	ARSHAD R	A
24.	ARYA ASHOK	A
25.	ASWANI N	A
26.	ASWANI M	A
27.	ATHIRA M	A
28.	GREESHMA R	A
29.	GREESHMA R	A
30.	KRISHNADAS H	A



*[Handwritten Signature]*

MVA.S.  
Assistant Professor & Head  
Dept. of Economics  
S.N. College, Alathur  
Palakkad-678 682

*[Handwritten Signature]*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



# SREE NARAYANA COLLEGE

(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

## *Certificate of Merit*

This is to certify that Mr/Ms.....Successfully completed a course entitled **COMPUTER BASIC, MS WORD, MS POWER POINT, MS EXCEL** Conducted by Department of Economics in association with **G-Tec Computer Education** with duration of 3 months from Sree Narayana College, Alathur Centre with **A Grade**. Course completed in the month of March year 2021

Co-ordinator



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-676 002, Kerala

Principal



ANEESH S

Moochikkal House,Nellippadam,  
Vallanghy,Nemmara(PO),  
Palakkad, Kerala, India, Pin – 678508.  
Email id : ankudu@gmail.com  
Ph :+91 7902435658

## CAREER OBJECTIVE

A career position in a progressive organization where I can practice my repertoire and experience new skills in a challenging position with innovative work.

## ACADEMIC CHRONICLE

Degree / Course	Institution	Specialization	Board / University	Year of Passing	Aggregate
MSC Computer Science	Ilahia College Of Arts & Science Pezhakkappliy	Computer Science	Mahatma Gandhi University, Kerala	2015	62.33%
BSC Computer Science	College of Applied Sceince Kuttikkanam(IHRD)	Computer Science	Mahatma Gandhi University, Kerala	2011	59.9%
Plus Two	GBHSS Nemmara	Biology Science	HSE Board, Kerala	2008	63.55%
S.S.L.C	GBHSS Nemmara	—	Board of Public Exams, Kerala	2006	78.88%

## TECHNICAL SKILLS

- ❖ Programming Languages : C, C++, Html, CSS, JAVA, JSP, Asp,SQL, VB,Python,php
- ❖ Operating Systems : Linux, Windows

## MSc PROJECTS

**MAIN PROJECT: PTR-CONNECT (Web site About Periyar Tiger Reserve)**

**MINI PROJECT: ANTIQUEBID ONLINE PURCHASE**

## PROJECT DESCRIPTION

### ❖ Main Project Details –PTR-CONNECT

1. Programming Languages Used: JSP,HTML,JAVASCRIPT ,MS Access
2. OS Used : Windows XP to up



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

Description: It is a dynamic website. It has 3 types of users like Administrator, Visitors, and Alumni. Virtually brings Thekkady on our desktop. At the click of a mouse, you can access all details of Periyar Tiger Reserve, Thekkady. "PTR-Connect" – the website for Periyar Tiger Reserve, Thekkady provides an interactive environment for easy access to this website and also a breakthrough for alumni association. And Boating, Trucking and cottage ticket booking facilities are occur in this site.

3. Otherwise the site looks like a normal static website.

### ❖ Mini Project Details- Super Market Management System

1. Programming Languages Used: ASP. NET, SQL SERVER 2005
2. OS Used: Windows System

### AREAS OF INTEREST

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- ❖ Website Development
- ❖ Computer Programming
- ❖ Application development

### PERSONAL DETAILS

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Father's Name	:	K.Suresh
Mother's Name	:	Rathy Suresh
Date of Birth	:	15-04-1991
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Malayalam, Tamil, Hindi

  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

### DECLARATION

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I assure that the above furnished information is true according to the best of my knowledge and belief.

Place: Nemmara

Yours Sincerely,

Date:

**ANEESH S**





**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

**ADD-ON COURSE 2020-21**  
JULY 2020- MARCH 2021

# **GST FILING**

**COURSE DURATION : 60 HOURS (ONLINE)**

**RESOURCE PERSON: Dr. Rajani P**  
(Assistant Professor, PG Dept. of Commerce,  
MPMM SN Trust College, Shoranur)

Contact Us  
PG Department of Commerce  
Sree Narayana College  
Erattakulam P.O, Alathur  
[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)



*Anila Balan*  
**ANILA BALAN**  
(HOD)

*R. Bindu*  
**DR. R. BINDU**  
(PRINCIPAL-IN-CHARGE)  
Principal  
Sree Narayana College, Alathur  
Palakkad- 878 682, Kerala

SREE NARAYANA COLLEGE

ADD ON COURSE-PG DEPARTMENT OF COMMERCE (60HRS)

SUBJECT: GST FILING

Sree Narayana College Alathur, Pg Department of Commerce had conducted add on course had taken place 4 hours per day on selected holidays. We conducted this course from 2020 July to 2021 March. 30 Students are registered and successfully completed in this course. This classes were handled by Dr Rajani P , Assistant Professor, Department of Commerce, MPMM SN TRUST COLLEGE, Shoranur on Online mode. Certificates are provided to all students who successfully completed this course.



<https://meet.google.com/ozj-yuvy-jcy>

*J. K. Sree*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



# SYLLABUS : ADD -ON COURSE 2021 -2022

## GST FILING ( COURSE DURATION : 60 HOURS)

**UNIT: 1** Concept of goods and service tax GST, Main features of GST implemented in India, Background, Causes for adoption and implementation of GST, Favorable impacts and difficulties of GST, Evaluation and suggestion of GST, Classification of GST Dual and Integrated GST, Important terms.

**UNIT: 2** Registration under GST provision and process. Amendment and cancellation of registration, Practical problems relating to registration. Supply of goods and services-Meaning, Scope and types. Determination of time and place of supply of goods and services. Levy and collection of tax. List of exempted goods and services with practical problems.

**UNIT 3:** Determination of taxable value of goods and services. Items included and deductions against taxable value. Practical problems related to computation of taxable value of goods and services supplied. Tax rates applicable on supply of goods and services Practical problems relating to calculation of GST payable on goods and services supplied .

**UNIT 4:** Composition levy- eligibility, provisions, rules, rates and practical problems. Provisions and rules regarding input tax credit. Practical problems relating to calculation of ITC. Performa and preparation of tax invoice. Payment of GST, Return and assessment provision and process. Job work and reverse charge-provisions and rules Maintenance of accounts and records. Refund of tax. Provision of integrated GST regarding interstate supply. Calculation of Taxable supply and tax payable under IGST and adjustment. GST council and administration.

**UNIT 5:** Introduction and brief background of customs duty, Important definitions - Goods, Dutiable goods, Person In-charge, Indian customs water, types of customs duty, Valuation for custom duty items to be included and excluded in customs value, computation of Assessable value and Custom duty (Practical).

*P. Arul*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut )  
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PG DEPARTMENT OF COMMERCE  
**CERTIFICATE**  
FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT

*Dr. Rajani P*

(ASSISTANT PROFESSOR, PG DEPT. OF COMMERCE,  
MPMM SN TRUST COLLEGE, SHORANUR)

was an invited course instructor of add-on course on "GST FILING" organised by PG Department  
of Commerce, SN College Alathur on July 2020 to March 2021

  
ANILA BALAN  
(HOD)



  
DR. R. BINDU  
(PRINCIPAL-IN-CHARGE)  
Principal  
Sree Narayana College, Alathur  
Palakkad - 682, Kerala



**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
MAAC Accredited with B Grade

# CERTIFICATE OF PARTICIPATION

This awarded certify that

has successfully completed the Add-on course "GST FILING" conducted by PG Department of Commerce on July 2020 to March 2021 organized by Sree Narayana College, Alathur

**ANILA BALAN**  
(HOD)



*R. Binu*

**DR. R. BINU**  
(PRINCIPAL-IN-CHARGE)  
Principal,  
Sree Narayana College, Alathur  
Belakkad- 676 682, Kerala



**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**GST FILING 2020-21**

Sl.No	Name	ATTENDANCE SHEET																Remarks
		July		Aug		Sep		Oct		Nov		Dec		Jan		Feb		
1	ADHEEP K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
2	AKASH G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
3	AKASH R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
4	AKHILA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
5	AKHILA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
6	ASWATHY V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
7	ATHIRA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
8	BAVITHA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
9	DEVIKA U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
10	HAREESHMA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
11	ISHARATH S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
12	LAKSHMI C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
13	LIMA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
14	MAHIMA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
15	MONISH M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
16	NANDANA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
17	NITHYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
18	PAVITHRA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
19	SANAL S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
20	SHAROON K R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
21	SNEHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
22	SNEHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
23	SREYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
24	VAISAGH G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
25	VISMAYA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
26	ABHINAND A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
27	ABHINAND A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
28	ADITH P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
29	AISWARYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
30	AISWARYA V A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

2020-21  
 9.30-12.30  
 July 4 - 1.30-2.30  
 18  
 Aug 1, 15. Sep 5, 19  
 Oct 3, 17 Nov: 7, 21  
 Dec 5, 19 Jan: 2, 16  
 Feb: 6, 20

*P. Srinivas*  
 Principal  
 Sree Narayana College, Alathur  
 Phone: 878 682, Kerala





**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**GST FILING 2020-21**  
**MARKSHEET**

Sl. No	Name Of The Student	Grade Point	Grade
1	ADHEEP K	3.8	A
2	AKASH G	3.6	A
3	AKASH R	3.7	A
4	AKHILA K	3.6	A
5	AKHILA S	3.7	A
6	ASWATHY V	3.8	A
7	ATHIRA S	3.6	A
8	BAVITHA B	3.6	A
9	DEVIKA U	3.7	A
10	HAREESHMA K	3.6	A
11	ISHARATH S	3.6	A
12	LAKSHMI C	3.8	A
13	LIMA S	3.6	A
14	MAHIMA M	3.7	A
15	MONISH M	3.6	A
16	NANDANA A	3.8	A
17	NITHYA R	3.6	A
18	PAVITHRA B	3.7	A
19	SANAL S	3.6	A
20	SHAROON K R	3.6	A
21	SNEHA R	3.6	A
22	SNEHA S	3.6	A
23	SREYA S	3.8	A
24	VAISAGH G	3.8	A
25	VISMAYA V	3.7	A
26	ABHINAND A	3.8	A
27	ABHINAND A	3.8	A
28	ADITH P	3.7	A
29	AISWARYA R	3.6	A
30	AISWARYA V A	3.7	A

*R. Binu*

Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
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# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Bavitha B*

has successfully completed the Add-on course "GST FILING" conducted by PG Department of Commerce on July 2020 to March 2021 organized by Sree Narayana College, Alathur

**ANILA BALAN**  
(HOD)



**DR. R. BINDU**  
(PRINCIPAL-IN-CHARGE)

# SREE NARAYANA COLLEGE ALATHUR

GST FILING 2020-2021

Organized by PG Department

Time : 1 Hour

Maximum : 25 Marks

## Part A

Answer all questions

1. What is Dual GST model?
2. What is Reverse charge?
3. State any two features of GST portal?
4. What is First return?
5. What is Principal supply?

(5x1=5)

## Part B

Answer any 4 questions

6. Define the process of GST?
7. Write a short note on Indian GST model?
8. Explain different types of customs duty?
9. What are the provisions and rules regarding input tax credit?
10. Explain the structure, powers and functions of GST council?

(4x5=20)



27/7/2020

Balithan B.  
Brom  
Sri college  
Alathur

GST Filing

25  
25

1 Ans

The dual GST model or the dual GST structure means levying tax with two different taxation components, central goods and service tax and the state goods and service tax are the tax components that can be levied on a single transaction in india within a state on account of its federal nature.

2 Ans

Reverse charge means the liability to pay tax is on the recipient of supply of goods or services instead of the supplier of such goods or services in respect of notified categories of supply.

3 Ans

1. New option to utilize cash ledger amount.

2. user interface for auto-GST REG-01 form.

P. Binu



4 Ans Every registered person who has made outward supplies in the period between the date on which he became liable to registration till the date on which registration has been granted shall declare the same in the first return furnished by him after grant of registration.

5 Ans The supply of goods, packing materials, transport and insurance is a composite supply. Insurance, transport cannot be done separately if there are no goods to supply. Thus, the supply of goods is the principal supply.

7 Ans India adopted a dual GST model, meaning that taxation is administered by both the union and state governments. Transactions made within a single state are levied with central GST by the central government and state GST by the state governments. The tax came into effect from 1 July 2017 through the implementation of the one hundred and first Amendment of the Constitution of India by the the India government. The GST replaced existing multiple taxes levied by the central and state governments. The tax rates, rules and regulations are governed by the GST Council which consists of the finance ministers of the central government and all the states.

P. Binu



Q Ans

1. Basic customs duty

Basic customs duty refers to the tax levied on the value of the items at a fixed rate.

2. countervailing duty

countervailing duties are tariffs imposed on imported commodities to compensate for subsidies provided to producers of these goods in the exporting country

3. protective duty

Protective tariffs are those that are established to safeguard a domestic industry.

4. Anti-dumping duty

It is levied to prevent multinational firms from flooding the domestic market with low priced exporting goods.

Q Ans The buyer must pay towards the

supply of goods and services within 180 days from the invoice date. If they

pay to, then the already claimed

will need to be paid to the government

along with the payable  
under Sec 50. ITC claim



can be again made once the payment is made to the supplier. The input tax credit can be claimed by only by a person that has a GST registration and has filed the GSTR 2 returns. The dealer should possess the tax invoice or the debit note that is issued by the supplier of input or the input services.

10A11

Powers of CBI

→ Inspection Authority

→ Search and Seizure Power

→ Arresting Power

→ Power to compel people to testify and produce documents

→ Power of revision.

Functions

→ making recommendations and suggestions to the union and states on significant issues.

→

P. Dinku



# Sree Narayana College Alathur

(Affiliated to the University of Calicut)

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## Department of Mathematics

### Consolidated Report of Certificate Course (Academic Year 2020-21)

Sl No	Name of the Course	Date/Period	Resource person	No of participants	Remarks
1	Certificate Course in Latex ,	01/03/2021 to 25/03/2021	Dr Vineesh K P Assistant Professor Department of Mathematics S N College Chelannur	14	
2	Certificate Course in Python	04/01/2021 to 02/02/2021	Dr Libeesh Kumar K B Assistant Professor Dept of Mathematics CKG Memmorial Govt College	19	



*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



NOTICE

Alathur

Dated: 13/09/2020

This is to inform all the students that Department of Mathematics, Sree Narayana College, Alathur is starting **A CERTIFICATE COURSE in PYTHON and LATEX.**

Details of the courses

Course 1: LATEX

Course 2: PYTHON

Duration: ~~30~~ hours

Duration: ~~30~~ hours

Fee : INR 500/-

Fee : INR 500/-

Certificate will be awarded on the completion of the course. Students who are interested in joining this course, Should give their names to College Office.

**DDO**

Dr R Bindu

**Coordinators**

Sri Devadas V

Smt Krishnaprabha R

Smt Sucharitha R S

(Mob: 9605723871)



*R. Bindu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course BOARD OF STUDIES (BOS) MEMBERS**  
**(2020-21)**

Name	Designation
Dr R Bindu	DDO, S N College Alathur
Sri Devadas V	HOD, Department of Mathematics S N College Alathur
Smt Krishnaprabha R	Assistant Professor, Department of Mathematics, S N College Alathur
Sri Vineesh K P	Assistant Professor, Department of Mathematics, S N College Chelannur
Sri T K Rajan	Assosiate Professor, Department of Mathematics, GVC Palakkad
Sri Libeesh Kumar K B	Assistant Professor, Department of Mathematics, CKG Memorial Govt College
Smt Sucharitha R S	Assistant Professor, Department of Mathematics, S N College Alathur



*R. Bindu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

# Sree Narayana College Alathur

(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)



## Department of Mathematics

Offers

### Certificate Course in Latex (2020-21)

Smt Sucharitha R S  
(Coordinator)



Sri Devdas V  
(HOD, Dept of Mathematics)

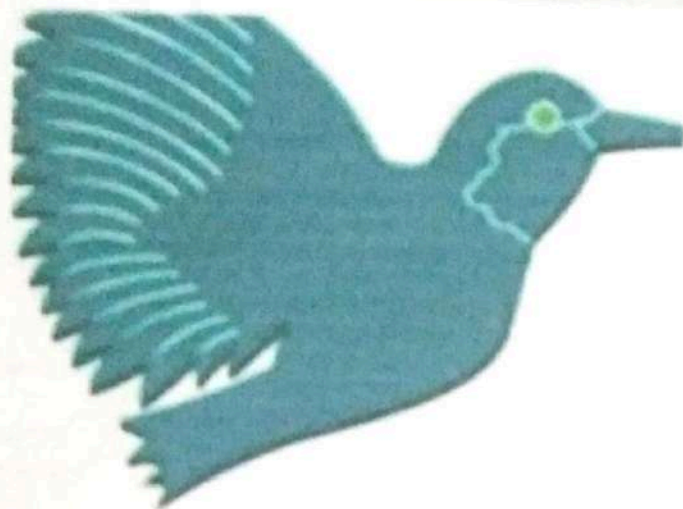
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Palakkad-678 582, Kerala

# SREE NARAYANA COLLEGE ALATHUR

AFFILIATED TO THE UNIVERSITY OF CALICUT

NAAC Accredited with B Grade

## DEPARTMENT OF MATHEMATICS



LaTeX is a free software package, as an addition to the TeX typesetting system. LaTeX was one of the first typesetting programs able to produce complex mathematical equations.

LaTeX started as a writing tool for mathematicians and computer scientists, but even from early in its development, it has also been taken up by scholars who needed to write documents that include complex math expressions or non-Latin scripts.

LaTeX is intended to provide a high-level, descriptive markup language that accesses the power of TeX in an easier way for writers. In essence, TeX handles the layout side, while LaTeX handles the content side for document processing.

# L<sup>A</sup>T<sub>E</sub>X

Dr Vineesh K P  
Sree Narayana College,  
Chelannur, Kozhikkodu



<http://meet.google.com/yfe-vygj-htn>



01/03/2021

to

25/03/2021

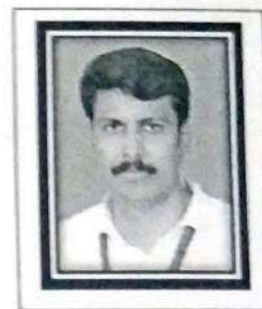


*R. Birebn*  
Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# BIO DATA

Name : Dr. VINEESH K. P.  
Designation : Assistant Professor  
Dept. of Mathematics  
S. N. G. College, Chelannur, Kozhikode  
Age : 38  
Date of birth : 05.05.1984  
Religion & Caste : Hindu & Thiyya  
Marital status : Married  
Languages Known : Malayalam, English  
Address : Kunhiparambath HO, Kuttiady PO, Kozhikode-673508  
Email : [kpvineeshmaths@gmail.com](mailto:kpvineeshmaths@gmail.com)



## Details of the Educational Qualifications:

Exam Passed	Specialization	College/ Institute	Board / University	Year of Passing
B.Sc	Mathematics	Govt. College, Mokeri	University of Calicut	2005
M.Sc	Mathematics	Calicut University Campus	University of Calicut	2007
B.Ed	Mathematics	Govt. College of Teacher Education	University of Calicut	2009

## Eligibility Test :

UGC NET-JRF in MATHEMATICAL SCIENCES, JUNE 2009

## Details of Doctoral Degree:

Thesis title	College/ Institute	University	Final Viva Voce date	Degree Awarded date
Neighbourhood and Star $V_4$ -Magic Labeling of Graphs	University of Calicut	University of Calicut	27.05.2020	27.05.2020



*R. Vineesh*  
Sree Narayana College, Alattur  
Palakkad-673 682, Kerala

**Details of Teaching Experience:**

Designation	Institution	Duration
Assistant Professor	Post Graduate department of Mathematics, Sree Narayana College, Alathur, Palakkad- 678 682	25.02.2010 to 02.06.2015
Assistant Professor	Department of Mathematics, Sree Narayana Guru College, Chelannur , Kozhikode-673 616	03.06.2015 to till date



*P. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

Sree Narayana College Alathur

Department of Mathematics

Certificate course in LaTeX 2020-21

### SYLLABUS

**Objectives :** To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles, papers, project reports and books and thereby help them to be comfortable with the software .

#### **Unit I : Installation of LaTeX**

- i) Installation of Kile and MikeTeX
- ii) Class and packages
- iii) Latex programming and commands, sample packages
- iv) Error messages : Some sample errors, list of LaTeX error messages

#### **Unit II : Formating of output document**

- i) Fonts, symbols, indenting, paragraphs, line spacing, word spacing, titles and subtitles
- ii) Document class, page style, parts of the documents, table of contents
- iii) Command names and arguments, environments, declarations
- iv) Theorem like declarations, comments within text,

#### **Unit -III : Mathematical formulae**

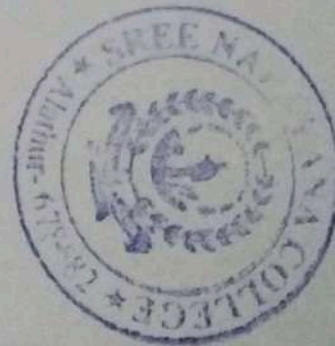
- i) Mathematical environments, math mode, mathematical symbols
- ii) Graphic package, multivalued functions, drawing matrices

#### **Unit -IV : Drawing with LaTeX**

- i) picture environments
- ii) Preparing book, project report in LaTeX.

Reference Book :

Guide to LATEX, fourth edition, Helmut Kopka, Patrick W.Daly



*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Kerala

SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
LATEX -2020-21

QUESTION PAPER

Section A (1marks)

Total marks : 15

- 1..Both TeX and LaTeX use the file extension \_\_\_\_\_
- 2LaTeX has a command called \_\_\_\_\_ that produces the popular PDF format files.
- 3.The different parts of the text are marked using \_\_\_\_\_ commands that associate a meaning to them.
- 4.LaTeX documents are typically created using any plain \_\_\_\_\_ editor.
- 5.LaTeX uses \_\_\_\_\_ to mark portions of text.

Section B (2 marks)

- 6What is LATEX.
- 7.What are the advantages of LATEX.
- 8.Which tools do you know to convert mathematical formulas from PDF back to LaTeX?
- 9.How to import data from EXCEL tables into LaTeX?
- 10.What is your experience with converting LaTeX to MS/Word?

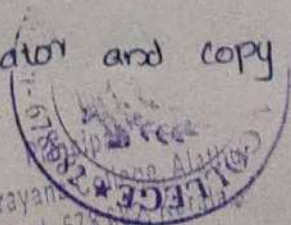
*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





- 1) Text
- 2) Pdf latex
- 3) Latex
- 4) Text
- 5) Groups
- 6) Latex is a free software used for typesetting technical documents. Latex created in 1985 by the American computer scientist, Leslie Lamport as an addition to the Text typesetting systems.
- 7) \* Professionally crafted layouts are available which make a document really look as if "printed"
  - \* The typesetting of mathematical formulae is supported in the convenient way.
  - \* Free add-on packages exist for many typographical tasks not directly supported by basic LaTeX
- 8) At first, open the pdf with MS word, after converting to word file, you can convert the mathematical formulas to LaTeX, and LaTeX source code to word using, "Grind Eq"
- 9) Import your Excel file into R using gdata library or readxl library. Then export it with "&" as separator and copy it from the text into LaTeX.

R. Binu

 Sree Narayana  
 Palakkad - 678 001


Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Latex (2020-21)

SI No	Name of the student	Grade point	Signature
1	Adithyan V	5	Adithyan V
2	Athira B	4.8	Athira B
3	Nandana H	5	Nandana H
4	Niharika P G	5	Niharika P G
5	Rakesh R	5	Rakesh R
6	Ubaid V I	5	Ubaid V I
7	Aswin J R	5	Aswin J R
8	Dhanush R	5	Dhanush R
9	Gopika M K	4.6	Gopika M K
10	Kiran Das K	5	Kiran Das K
11	Krishnapriya U	5	Krishnapriya U
12	Nivitha S	5	Nivitha S
13	Pooja R	5	Pooja R
14	Salini A P	5	Salini A P



R. Binu

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**Sree Narayana College Alathur**

**Department of Mathematics**

**Certificate Course in Latex (2020-21)**

**Report**

LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation. The course was given to the UG students so that they could learn to typeset their projects in Latex.

The duration of the course was 25hrs from 1/3/21 to 25/3/21 via google meet with the link <https://meet.google.com/yfe-vygj-htn> from 6.30 pm–7.30 pm. Dr.Vineesh K P, Assistant Professor, SNG College, Chelanur was the course instructor of the programme. 15 students participated in the programme.

The inaugural session was on 1/3/21 at 6.15 pm. The inaugural session began at 6.15 pm with the welcome speech by Manju Raj, Assistant Professor, SN College, Alathur. Dr. R. Bindu, DDO SN College, Alathur, inaugurated the session and Devadas V, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Sucharitha R S, the coordinator of the programme.

Students were given assignments and were graded. Final grade was given according to the assignments submitted and attendance. The course ended on 25/3/21.



*R. Bindu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

SREE NARAYANA COLLEGE ALATHUR

Affiliated to the University of Calicut  
NAAC Accredited with B Grade

Department of Mathematics

**CERTIFICATE**

This is to certify that .....  
.....  
was a course instructor in the 'Certificate course in Latex' organized by  
Department of Mathematics, Sree Narayana College, Alathur from  
01.03.2021 to 25.02.2021.

Smt Sucharitha R S

Coordinator

Dr R Bindu

Organizing and Endorsing Officer

Sri Devadas V

Head of Mathematics



*R. Bindu*  
Sree Narayana College, Alathur  
Alakkad-678 682, Kerala



**SREE NARAYANA COLLEGE ALATHUR**

(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

**DEPARTMENT OF MATHEMATICS**

**CERTIFICATE COURSE IN LATEX (2020-2021)**

# CERTIFICATE

This is to certify that .....**Salini A P.** completed and secured **A** grade in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 01/03/2021 to 25/02/2021.

**Smt Sucharitha R S**  
Coordinator

*A. Divya*  
Principal  
Sree Narayana College, Alathur  
Palakkad - 678 682, Kerala



*K. G. Valsala*  
**Smt K G Valsala**  
HOD, Department of  
Mathematics

# Sree Narayana College Alathur

(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)



## Department of Mathematics

Offers

### Certificate Course in Python (2020-21)

Smt Sucharitha R S  
(Coordinator)



Sri Devdas V  
(HOD, Dept of Mathematics)

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





SREE NARAYANA COLLEGE ALATHUR

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Department of Mathematics

## Certificate Course in Python

04/01/2021 to 02/02/ 2021

(Time: 6.30 pm to 7.30 pm)

Python is a computer programming language used to build websites and softwares, automate tasks and conduct data analysis. The versatility along its beginner friendliness has made it one of the most used programming languages today.

The goal of this course is to teach the basics of computer programming in a manner targeted at mathematics students. Introductory programming course in python provides a foundational background for programming in a mathematical setting. A variety of numerical methods will be introduced.



**Libeesh Kumar K B**

**Assistant Professor**

**C K G Memorial Government College**

**Perambra, Kozhikkode**

<http://meet.google.com/yfe-vygj-htn>



## FACULTY PROFILE

**LIBEESHKUMAR K. B. M Phil, Ph D.**

Assistant Professor  
Department of Mathematics  
C.K.G. Memorial Govt. College, Perambra.  
email: [libeesh123@gmail.com](mailto:libeesh123@gmail.com)  
Mob: 9496843011.



Area of Interest:	Graph Theory
Field of Research:	Labeling in Graph Theory
Research Publications	<p>1. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced magic labeling of some graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 1, 59-61, 2020.</p> <p>2. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-magic labeling of cycle related graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 2, 473-477, 2020.</p> <p>3. Libeeshkumar K.B. and Anilkumar V., <b>Induced <math>V_4</math>- Magic Labeling of Some Star And Path Related Graphs</b>, South East Asian Journal of Mathematics and Mathematical Sciences, Vol. 16, No. 2 (2020), pp. 89-102.</p> <p>4. K.B. Libeeshkumar and V. Anil Kumar, <b>Edge Induced <math>V_4</math>-magic labeling of graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 4, 1916-1921, 2020.</p> <p>5. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-Magic Labeling of Middle Graphs</b>, Advances and Applications in Discrete Mathematics, Volume 26, Number 1, 2021, Pages 1-16.</p> <p>6. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-Magic Labeling of Some Subdivision</b></p>



*A. Bineesh*  
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Sree Narayana College, Alathur  
688 022 Kerala



	<b>Graphs, Non linear studies, Volume 28, Number 3, 2021, Pages 761-768.</b>
Experience Details:	9 years and 4 months(Aided College) , 3 years and 2 months (Govt. Colleges)



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Sree Narayana College Alathur  
Department of Mathematics  
Certificate course in Python Course  
2020-21  
Syllabus  
Course learning objectives

1. To acquire programming skills in core Python.
2. To acquire Object Oriented Skills in Python
3. To develop the skill of solving numerical problems in Python
4. To develop the ability to documentation in Python

**Module 1: An Introduction to Python**

- What can Python do?
- Why Python?
- Good to know
- Python Syntax compared to other programming languages
- Python Install

**Module 2: Beginning Python Basics**

- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input & Output
- Simple Output Formatting
- Operators in python

**Module 3: Python Program Flow**

- Indentation
- The If statement and its' related statement
- An example with if and it's related statement
- The while loop
- The for loop
- The range statement
- Break &Continue
- Assert
- Examples for looping

**Module 4: Functions & Modules**

- Create your own functions
- Functions Parameters
- Variable Arguments
- Scope of a Function
- Function Documentations



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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
PYTHON -2020-21

(Answer all questions, 1 marks each)

Total marks 20

1. Which of the following functions is a built-in function in python?

- (a) factorial()
- (b) print()
- (c) seed()
- (d) sqrt()

2. Which of the following is the use of id() function in python?

- (a) Every object doesn't have a unique id
- (b) Id returns the identity of the object
- (c) All of the mentioned
- (d) None of the mentioned

3. Which of these is the definition for packages in Python?

- (a) A set of main modules
- (b) A folder of python modules
- (c) A number of files containing Python definitions and statements
- (d) A set of programs making use of Python modules

4. What will be the output of the following Python function?

len(["hello", 2, 4, 6])

- (a) Error
- (b) 6
- (c) 4
- (d) 3

5. Which one of the following is not a keyword in Python language?

- (a) pass
- (b) eval
- (c) assert
- (d) nonlocal

6. What arithmetic operators cannot be used with strings in Python?

- (a) \*
- (b) -
- (c) +
- (d) All of the mentioned

7. Which of the following statements is used to create an empty set in Python?

- (a) {}

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Sree Narayana College, Alathur  
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- (b) []
- (c) {}
- (d) set()

8 To add a new element to a list we use which Python command?

- (a) list1.addEnd(5)
- (b) list1.addLast(5)
- (c) list1.append(5)
- (d) list1.add(5)

9 Which one of the following is the use of function in python?

- (a) Functions don't provide better modularity for your application
- (b) you can't also create your own functions
- (c) Functions are reusable pieces of programs
- (d) All of the mentioned

10. Which of the following is a Python tuple?

- (a) {1, 2, 3}
- (b) {}
- (c) [1, 2, 3]
- (d) (1, 2, 3)

11. The process of pickling in Python includes \_\_\_\_\_

- (a) conversion of a Python object hierarchy into byte stream
- (b) conversion of a datatable into a list
- (c) conversion of a byte stream into Python object hierarchy
- (d) conversion of a list into a datatable

12. To terminate a loop we use the statement

- (a) stop
- (b) break
- (c) terminate
- (d) end

13. To skip the rest of the block of a loop and go to the beginning again we use the statement

- (a) start
- (b) skip
- (c) restart
- (d) continue

14. A Python module is a file with the file extension that contains valid Python code.

- (a) .pymodule
- (b) .pym

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Sree Narayana College, Alappuzha  
Pulickal - 678 001



- (c) .module
- (d) .py

15 A package is a folder containing one or more Python modules. One of the modules in a package must be called —

- (a) package .py
- (b) main.py
- (c) init .py
- (d) init.py

```
16 f = open('test.dat', 'w')  
f.write('This is a test file')  
f.close()
```

- (a) The above program delete existing file with the name 'test.dat'
- (b) The above program only create a file named 'test.dat' and writes a string to it
- (c) The above program only create a file named 'test.dat'
- (d) The above program result error

17. Turtle module of python is

- (a) used to read a file
- (b) used to write a file
- (c) used to color words
- (d) used to create graphical patterns

18. Which of the following is true

- (a) arange(start, stop, step, dtype)
- (b) arange(start, stop, dtype, step)

19 Which of the following is not a keyword in Python language?

- (a) val
- (b) raise
- (c) try
- (d) with

20 The output of the program

```
x = 3 + 4j
```

```
print x, type(x)
```

- (a) 3 + 4j, <type complex>
- (b) (3 + 4j) <type 'complex'>
- (c) 3 + 4j <type complex>
- (d) (3 + 4j) <type 'complex'>

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Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



Python

- 1) b)  $(3+4j)$  < type 'Complex' >
- 2) b) Hello Hello
- 3) b) Guido Van Rossum
- 4) d) 1989
- 5) c) C
- 6) a) .py
- 7) a) 2008
- 8) c) Indentation
- 9) c) #
- 10) a) Val
- 11) a)  $xyzp = 5,000,006$
- 12) c) +arg
- 13) b)  $a**b$
- 14) a) parentheses, Exponential, multiplication, Division, Addition, Subtraction
- 15) b) division and multiplication.
- 16) a) H
- 17) b) 10
- 18) a) object-oriented programming
- 19) b) Yes
- 20) a) python code is both compiled and interpreted.

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Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Python (2020-21)

SI No	Name of the student	Grade point	Signature
1	Ambily S	5	Ambily S
2	Athira T R	5	Athira T R
3	Arun S	4.6	Arun S
4	Amrita R	5	Amrita R
5	Bhuvaneshwary B	5	Bhuvaneshwary B
6	Gopika K	5	Gopika K
7	Kiran P K	4.8	Kiran P K
8	Lavanya K	5	Lavanya K
9	Sini J	5	Sini J
10	Sneha S	5	Sneha S
11	Sneha K	5	Sneha K
12	Sreepa S	5	Sreepa S
13	Sujil S	5	Sujil S
14	Sumesh C	5	Sumesh C
15	Surabhi S	5	Surabhi S
16	Surya L	5	Surya L
17	Ayisha Nazrin	5	Ayisha Nazrin
18	T Shine Rapheal	5	T Shine Rapheal
19	Vishnu A	5	Vishnu A



R. Dinebin

Principal  
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**Sree Narayana College Alathur**

**Department of Mathematics**

**Certificate Course in Python (2020-21)**

### **Report**

The goal of the course was to teach the basics of computer programming in a manner targeted at mathematical students. Introductory programming course in python provided a foundational background for programming in mathematical setting. The course was given to the UG students so that they could learn the numerical methods easily.

The duration of the course was 30hrs from 4/1/21 to 2/2/21 via google meet with the link <https://meet.google.com/yfe-vygj-htn> from 6.30pm-7.30pm. Dr. Libeeshkumar K B, Assistant Professor, CKG Memmorial Govt. College, Perambra was the course instructor of the programme. 20 students participated in the programme.

The inaugural session was on 4/1/21 at 6.15 pm. The inaugural session began at 6.15 pm with the welcome speech by Krishnaprabha R, Assistant Professor, SN College, Alathur. Dr. R. Bindu, DDO SN College, Alathur, inaugurated the session and Devadas V, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Sucharitha R S, the coordinator of the programme.

Students were given assignments and was graded. Final grade was given according to the assignments submitted and attendance. The course ended on 2/2/21.



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Department of Mathematics

## CERTIFICATE

This is to certify that .....

.....

was a course instructor in the 'Certificate course in Python' organized by Department of Mathematics, Sree Narayana College, Alathur from 04-01-2021 to 02-02-2021.

\_\_\_\_\_  
**Smt Sucharitha R S**  
Co-Ordinator

*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

\_\_\_\_\_  
**Dr R Binu**  
Drawing and Disbursing Officer

\_\_\_\_\_  
**Sri Devadas V**  
HOD of Mathematics





# SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

## DEPARTMENT OF MATHEMATICS

### CERTIFICATE COURSE IN PYTHON (2020-2021)

# CERTIFICATE

This is to certify that .....**Sujil S...** completed and secured **A** grade in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 04/01/2021 to 02/02/2021.

**Smt Sucharitha R S**

Coordinator

Handwritten signature of the Principal in green ink.

Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



Handwritten signature of the HOD in blue ink.

**Smt K G Valsala**

HOD, Department of  
Mathematics




**SREE NARAYANA COLLEGE  
ALATHUR 2020-2021  
PG Department of Commerce**

**Certificate Course : IT and GST Filing  
Inauguration : Dr. R Bindu**

**July 4, 2020  
Time:10 am**

**Resource Person  
Mr. Sunil Kumar  
Assistant Professor  
University Institute of Technology  
Kerala University Alappuzha Region**

**Course Duration :30 hours (July 2020 to Dec 2020) only holidays**

 <https://meet.google.com/pnu-xdbi-pmz>

**Organising Committee**  
DDO : Dr. R Bindu  
IQAC  
HOD : Anila Balan



*A. S. Bindu*

**Drawing and Disbursing Officer  
Sree Narayana College  
Alathur**

**SREE NARAYANA COLLEGE ALATHUR (2020-2021)**  
**ADD-ON COURSE - DEPARTMENT OF COMMERCE (30 Hours)**

**Subject : IT and GST Filing**

Sree Narayana College Alathur PG Department of Commerce had conducted one certificate course named IT and GST Filing which had taken place four hours per week. We conducted this course from July 04, 2020 to December 31<sup>st</sup>, 2020. Thirty students were registered and participated in this program. This course covered three modules which mainly focused on spreadsheet based application for business, work with basic features of MS Word, GST and its practical work. Classes had taken place on this session which involved both online and offline modes. The classes were handled by Mr.Sunil Kumar, Assistant Professor of Commerce, Kerala University Institute of Technology, Alappuzha Regional Centre. The program was successfully completed by all the registered students. We provided the following link to join our online class.

Google meet link: <https://meet.google.com/pnu-xdbi-pmz>



*K. P. S. S. S.*  
Drawing and Disbursing Officer  
Sree Narayana College  
Alathur

**SREE NARAYANA COLLEGE ALATHUR (2020-2021)**  
**ADD-ON COURSE - DEPARTMENT OF COMMERCE (30 Hours)**

**IT and GST Filing**  
**Syllabus**

**Objectives**

- To enable the students to acquire knowledge about information technology and GST filing
- To familiarize the students with application of IT in GST filing

**Module I :** Spread sheet based application for business : basic concept of spreadsheet – popular spreadsheet based programmes - Modelling in spreadsheet – formulation – Logical functions – Financial functions – Statistical analysis – spreadsheet security – database function in spreadsheet – linking data between work sheets – developing models for liquidity and profitability analysis by using accounting ratios – Project appraisal using spread sheet – Inventory management - Enterprise Resource Planning : Introduction – Features of ERP - Database and ERP – ERP & BPR – ERP Modules – ERP implementation methodology – Popular ERP Packages. (5 Hours)

**Module II :** work with the basic features of Word - create a new document - work with a document - display documents using various views - select and work with text in a document - use a range of font formatting techniques - format paragraphs - work effectively with features that affect the page layout of your document - create and modify tabs and tables - insert and work with clip art and pictures - use the Mail Merge Wizard to perform mail merges - print a document - find the information you need in Help - create high quality document designs and layouts - Getting started with Word - Starting Word - Understanding the start screen - Creating a new blank document - The word screen - How Microsoft Word works- Using the ribbon - Showing and collapsing the ribbon - Understanding the backstage view - Accessing the backstage view - Using shortcut menus - Understanding dialog boxes - Launching dialog boxes - Understanding the quick access toolbar - Adding commands to the QAT - Understanding the status bar - Exiting safely from Word - Practical sessions (10 Hours)

**Module III :** Goods and Services Tax(GST) - The scope of GST-Definitions and meaning - Central Goods and Services Tax Act-Integrated Goods and Services Tax Act - State Goods and Services Tax Act - Levy and Collection of Central/State Goods and Services Tax - Taxable person - Power to grant exemption from tax - Time and value of supply of goods - Time of supply of services – Registration of GST - Amendment of registration - Cancellation of registration - Revocation of cancellation of registration - tax invoice, credit and debit notes - Returns - First Return - Annual return - Final return - Tax Return Preparers - Levy of late fee - Notice to return defaulters Payment of tax, interest, penalty and other amounts - Interest on delayed payment of tax - Tax deduction at source - transfer of input tax credit - refund of tax - accounts and records - demands and recovery I - Inspection, search, seizure and arrest - offences and penalties - Audit by tax authorities - Special audit - Power of CAG to call for information – Practical sessions



(15 Hours)

*B. Sankar*  
**Drawing and Disbursing Officer**  
**Sree Narayana College**  
**Alathur**





**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON COURSE - DEPT OF COMMERCE (30 Hours)**  
**IT AND GST FILING**

**Mark sheet**

Sl.no	Name of Students	Grade point	Grade
1	Abhinand A	3.7	A
2	Aiswarya. R.	3.8	A
3	AkhilaK	3.9	A
4	Anju R	3.6	A
5	Aswathi S	3.7	A
6	Aswathy V	3.8	A
7	Bavitha B	3.8	A
8	Devika U	3.7	A
9	Dheeraj K Umesh	3.6	A
10	Hareeshma K	3.8	A
11	Isharath S	3.7	A
12	Jiji K	3.7	A
13	Jishna S	3.6	A
14	Manisha MS	3.7	A
15	Midhun K	3.8	A
16	Muhammad Nizam A	3.7	A
17	Nithya R	3.8	A
18	Pavithra B	3.9	A
19	Sanika S	3.7	A
20	Shyma PS	3.6	A
21	Sneha M	3.5	A
22	Sneha R	3.6	A
23	Sneha S	3.7	A
24	Sreeragendhu S	3.6	A
25	Sreya S	3.7	A
26	Sunila N	3.6	A
27	Thasli B	3.8	A
28	Vaishnav S	3.9	A
29	VismayaR	3.8	A
30	Princy U	3.9	A



*A. Anil*  
**Drawing and Disbursing Officer**  
**Sree Narayana College**  
**Alathur**



# SREE NARAYANA COLLEGE ALATHUR

IT AND GST FILING 2020 -2021

Organized by PG department

Time: 1 hour

Maximum: 25 marks

## Part A

Answer all questions

1. What is GSTIN?
2. What is first return?
3. Indian GST model has \_\_ rate structure?
4. The incidence of tax on tax is called?
5. Goods and services tax is a \_\_ tax system?

(5\*1=5)

## Part B

Answer any 4 questions from given below

6. What is E filing and write the advantages of E filing?
7. What is direct tax?
8. Explain faceless assessment?
9. What is GST council?
10. Discuss in detail about Composite Supply and Mixed Supply?

(4\*5=20)



Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

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25

## IT and GST filing

Unnima A

4<sup>th</sup> B. Com.  
Sri College Alathur

1 Ans Business entities need to register under GST and obtain a unique 15-digit goods and services tax identification number (GSTIN). This has replaced the tax identification numbers allotted to businesses by state tax authorities for registering under the VAT system.

2 Ans section 40 - first return

Every registered person who has made outward supplies in the period between the date on which he became liable to registration till the date on which registration has been granted shall declare the same in the first return furnished by him after grant of registration.

3 Ans 4

4 Ans cascading effect of tax

5 Ans multi stage tax system.

6 Ans Electronic filing is the process of submitting tax returns over the internet using tax preparation software that has been preapproved by the relevant tax authority.



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## Advantages of e-filing

- Saving of time
- No duplication
- Errors avoiding
- guaranteed updates
- peace of mind
- prompt notification
- Delivery confirmation
- Confidentiality
- improving data processing

7 Ans A direct tax is a tax that a person or organisation pays directly to the entity that imposed it.

A type of tax where the impact and the incidence fall under the same category can be defined as a direct tax. The tax is paid directly by the organisation or an individual to the entity that has imposed the payment. The tax must be paid directly to the government and cannot be paid to anyone else.

Types of direct tax includes, income tax, wealth tax, estate tax, and corporate tax.



8 Ans

Faceless assessment involves use of specialised units to bring more efficiency to income tax governance. It uses smart technology such as data analytics, artificial intelligence, machine learning and other latest tools to ascertain misreporting or tax evasion.

9 Ans

As per Article 279 (A) (4) the Council will make recommendation to the union & the state on important issues related to GST, like the GST that may be subjected or exempted from GST, modal GST laws, principles that govern place of supply, threshold limits, GST rates including the floor rate with banks.

P. Divya



Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



# CERTIFICATE

OF COMPLETION

IS PRESENTED TO :

*Unni Maya A.*

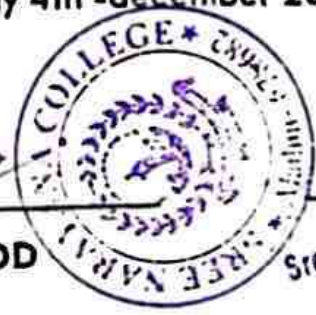
On successful completion of certificate course, "IT AND GST FILING",  
provided by the PG department of commerce, Sree Narayana College  
Alathur.

DATE: July 4th -december 2020

Grade:

*[Signature]*

FOHOD



*[Signature]*

Principal

Sree Narayana College, Alathur  
Palakkad- Kerala

\_\_\_\_\_  
coordinator

## REPORT

An Add-on course on Creative Writing was conducted by the Department of English in the year 2020-2021. The notification for the enrolment of students was issued in November 2020 and the last date for the entry into 25 seats was December 15, 2020. A screening test was conducted to select the 25 students and the classes commenced in January 2021. The course covered 30 hours altogether in which the students participated in the 15 classes of 2 hours each.

The objectives of the course were to enhance the learners with ideas in concern with creative writing, to hone the creative side and polish writing skills, to make the learners understand different types and principles of writing process and to create awareness in recent trends in writing.

After the completion of 30 hours, a test of 40 marks was conducted on 27 February to evaluate the desired objectives. The results of the test were published in the first week of March 2021.



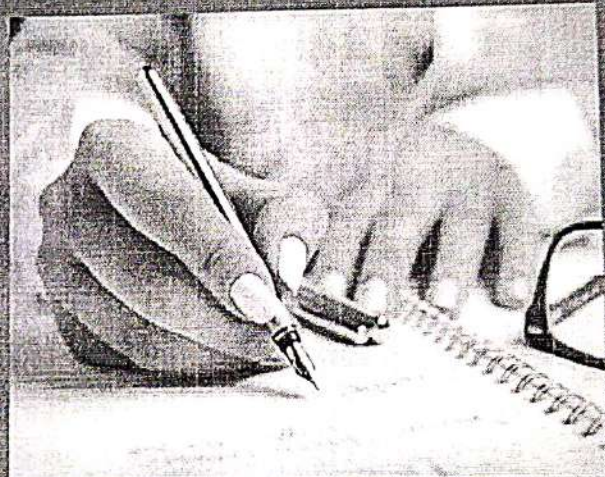
*A. K. Indu*  
Drawing and Disbursing Officer  
Sree Narayana College  
Alathur

\*  
\*  
\*  
\*

# SN COLLEGE ALATHUR PG DEPARTMENT OF ENGLISH



## ADD ON COURSE CREATIVE WRITING



### About the Course :

To understand the principles of creative writing, including form, technique, and style. You will master the techniques that good writers use to compose a bracing story, populated with memorable characters in an interesting setting, written in a fresh descriptive style.

**25 Seats Only**

**ENTRY WILL BE MADE  
AFTER A SCREENING TEST**

**Last date to apply  
December 15, 2020**

• • • •  
• • • •



*H. Bindu*

**Drawing and Disbursing Officer  
Sree Narayana College  
Alathur**

## SYLLABUS

### ADD ON COURSE ON *CREATIVE WRITING*

Contact hours: 30

#### Objectives

1. To enhance the learners with ideas in concern with creative writing
2. To hone the creative side and polish writing skills
3. To make the learners understand different types and principles of writing process
4. To create awareness in recent trends in writing

#### Module I : Basics of creative writing. ( 6hrs)

- Creative writing - Meaning, significance and uses.
- Genres of writing, poetry, fiction, nonfiction, drama and other forms.

#### Module II : Elements of creative writing ( 10 hrs)

- Literary devices.
- Elements of style.
- Figurative language- types and uses.
- Grammar, proof- reading , editing, plagiarism.

#### Module III: Recent trends in creative writing (6hr)

- Script writing- Radio ,TV.
- Journalistic writing.
- Flash fiction.

#### Module IV: Practicals ( 8 hr)

- Writing practices in various genres to be conducted in class.



List of References:

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Kane, Thomas S., and Thomas S. Kane. The Oxford Essential Guide to Writing. Oxford University Press, 2003.

White, Ted. Broadcast News Writing, Reporting and Production

Griffith David. A Crash Course in Screenwriting. Glasgow: Scottish Screen Lewis Richard L. Digital Media: An Introduction

Evaluation and Grading
A+ - 90%-100%
A - 80%-89%
B - 70%-79%
C- 60%-69%
D-50%-59%
E-40%-49%
F- Below 40%



*H. Binod*  
Drawing and Disbursing Officer  
Sree Narayana College  
Alathur

**SN COLLEGE ALATHUR  
DEPARTMENT OF ENGLISH**

**ADD ON COURSE EXAMINATION 2020-21  
CREATIVE WRITING**

**TIME: 2 HRS**

**Maximum: 40 Marks**

**PART – A**

Answer any **FOUR** of the following in about 100 words each.

(4 × 5 = 20 marks)

1. Explain the following literary devices with examples: i) Allegory ii) Pathetic Fallacy
2. Show how a writer employs different methods in character development.
3. Show the importance of dialogue in a work of fiction.
4. Setting and atmosphere can be used as effective devices. Discuss.
5. How is writing for television different from writing for radio? Give examples to substantiate your answer

**PART – B**

Answer any **TWO** of the following in not more than 250 words each.

(2 × 10 = 20marks)

1. Using humour, attempt a description of yourself.
2. Narrate an important episode of your school life using the 'memory exploration' technique.
3. Make an assessment of a novel you have recently read using the principles of creative writing.
4. Write a creative poem/short story/essay beginning with the line: I was overjoyed....
5. In your own words, describe the creative process.

**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE – CREATIVE WRITING**  
**LIST OF STUDENTS**

SI No	Name of Student	Department
1	Amritha P V	Functional English
2	Anishma P	Functional English
3	Anjana K	Mathematics
4	Anju M	Mathematics
5	Anusree R	Functional English
6	Asna Parveen	Functional English
7	Basila Basheer	Functional English
8	Bijwal B	Zoology
9	Devi C	Functional English
10	Hala Ummer	Functional English
11	Hiba S	Functional English
12	Kavya K	Functional English
13	Krishnapriya R	Functional English
14	Nandana A	Commerce
15	Navya S	Functional English
16	Nishima S	Functional English
17	Salini A P	Mathematics
18	Sandra K	Functional English
19	Sanika M	Mathematics
20	Sayana P Raj	Functional English
21	Shilpa H	Functional English
22	Shina S	Functional English
23	Sikha S	Mathematics
24	Sreya S	Commerce
25	Vidyamol V	Functional English



*A. K. Sreedhar*  
Drawing and Disbursing Officer  
Sree Narayana College  
Alathur

**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE – CREATIVE WRITING**

**Attendance Sheet**

Time : 6pm - 8pm

Sl No	Name of Student	Department	8/1/21	9/1/21	15/1/21	16/1/21	22/1/21	23/1/21	29/1/21	30/1/21	5/2/21	6/2/21	12/2/21
1	Amritha P V	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Anishma P V	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Anjana K	Maths	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Anju M	Maths	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Anusree R	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Asna Parveen	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Basila Basheer	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Bijwal B	Zoology	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Devi C	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Hala Ummer	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Hiba S	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Kavya K	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Krishnapriya R	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Nandana A	Commerce	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Navya S	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Nishima S	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Salini A P	Maths	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Sandra K	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Sanika M	Maths	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Sayana P Raj	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	Shilpa H	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	Shina S	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	Sikha S	Maths	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	Sreya S	Commerce	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	Vidyamol V	F Eng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



*L. K. Sreedhar*

**Drawing and Disbursing Officer**  
**Sree Narayana College**  
**Alathur**

**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE – CREATIVE WRITING**  
**Attendance Sheet**

Sl No	Name of Student	Department	13/2/21	19/2/21	20/2/21	26/2/21	27/2/21							
1	Amritha P V	F Eng	✓	✓	✓	✓	✓							
2	Anishma P V	F Eng	✓	✓	✓	✓	✓							
3	Anjana K	Maths	✓	✓	✓	✓	✓							
4	Anju M	Maths	✓	✓	✓	✓	✓							
5	Anusree R	F Eng	✓	✓	✓	✓	✓							
6	Asna Parveen	F Eng	✓	✓	✓	✓	✓							
7	Basila Basheer	F Eng	✓	✓	✓	✓	✓							
8	Bijwal B	Zoology	✓	✓	✓	✓	✓							
9	Devi C	F Eng	✓	✓	✓	✓	✓							
10	Hala Ummer	F Eng	✓	✓	✓	✓	✓							
11	Hiba S	F Eng	✓	✓	✓	✓	✓							
12	Kavya K	F Eng	✓	✓	✓	✓	✓							
13	Krishnapriya R	F Eng	✓	✓	✓	✓	✓							
14	Nandana A	Commerce	✓	✓	✓	✓	✓							
15	Navya S	F Eng	✓	✓	✓	✓	✓							
16	Nishima S	F Eng	✓	✓	✓	✓	✓							
17	Salini A P	Maths	✓	✓	✓	✓	✓							
18	Sandra K	F Eng	✓	✓	✓	✓	✓							
19	Sanika M	Maths	✓	✓	✓	✓	✓							
20	Sayana P Raj	F Eng	✓	✓	✓	✓	✓							
21	Shilpa H	F Eng	✓	✓	✓	✓	✓							
22	Shina S	F Eng	✓	✓	✓	✓	✓							
23	Sikha S	Maths	✓	✓	✓	✓	✓							
24	Sreya S	Commerce	✓	✓	✓	✓	✓							
25	Vidyamol V	F Eng	✓	✓	✓	✓	✓							

*A. Vinod*



**Drawing and Disbursing Officer**  
**Sree Narayana College**  
**Alathur**



**SREE NARAYANA COLLEGE ALATHUR**  
**DEPARTMENT OF ENGLISH**  
**ADD ON COURSE – CREATIVE WRITING**  
**Grade Sheet**

Sl No	Name of Student	Department	Grade
1	Amritha P V	Functional English	A
2	Anishma P V	Functional English	A
3	Anjana K	Mathematics	A
4	Anju M	Mathematics	B
5	Anusree R	Functional English	A+
6	Asna Parveen	Functional English	B
7	Basila Basheer	Functional English	A
8	Bijwal B	Zoology	A+
9	Devi C	Functional English	B
10	Hala Ummer	Functional English	B
11	Hiba S	Functional English	B
12	Kavya K	Functional English	A+
13	Krishnapriya R	Functional English	A
14	Nandana A	Commerce	A
15	Navya S	Functional English	B
16	Nishima S	Functional English	B
17	Salini A P	Mathematics	B
18	Sandra K	Functional English	B
19	Sanika M	Mathematics	A
20	Sayana P Raj	Functional English	B
21	Shilpa H	Functional English	B
22	Shina S	Functional English	B
23	Sikha S	Mathematics	A
24	Sreya S	Commerce	A
25	Vidyamol V	Functional English	A



*R. Binod*  
**Drawing and Disbursing Officer**  
**Sree Narayana College**  
**Alathur**

# CERTIFICATE OF COMPLETION

This course completion certificate is given to

.....

For successfully completing Add on Course on  
CREATIVE WRITING conducted by PG  
Department of English, SN College Alathur  
during the academic year 2020-2021.



**DR. R BINDU**  
**PRINCIPAL**

**UMA GOVIND** *Uma Govind*  
**HEAD OF THE DEPARTMENT** Drawing and Disbursing Officer!  
Sree Narayana College  
Alathur



**SN COLLEGE ALATHUR  
DEPARTMENT OF ENGLISH**

**ADD ON COURSE EXAMINATION 2020-21  
CREATIVE WRITING**

**TIME: 2 HRS**

**Maximum: 40 Marks**

**PART – A**

Answer any **FOUR** of the following in about 100 words each. (4 × 5 = 20 marks)

1. Explain the following literary devices with examples: i) Allegory    ii) Pathetic Fallacy
2. Show how a writer employs different methods in character development.
3. Show the importance of dialogue in a work of fiction.
4. Setting and atmosphere can be used as effective devices. Discuss.
5. How is writing for television different from writing for radio? Give examples to substantiate your answer

**PART – B**

Answer any **TWO** of the following in not more than 250 words each. (2 × 10 = 20marks)

1. Using humour, attempt a description of yourself.
2. Narrate an important episode of your school life using the 'memory exploration' technique.
3. Make an assessment of a novel you have recently read using the principles of creative writing.
4. Write a creative poem/short story/essay beginning with the line: I was overjoyed....
5. In your own words, describe the creative process.

  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

PART - A (20) Creative Writing.

3) In the importance of dialogue in a work of fiction. The dialogue is not very important. Used for the personal talking. To understand the view points there is no true story and its is Imaginary. For author or poet. Fict Through fiction we understand so many things using it is very important of dialogue in a work of fiction. As much how the fiction character is important the dialogue is too important.

2th

5) For writing for television different from writing for radio is very very different. ~~It is~~ Radio is an podcast format. Television is visual but radio is not visual. We cannot understand the mistakes while reading the and hearing the radio. But we can understand the mistake of television while reading. We can only hear through we can't see anything but in television it is different. We in television it ~~was~~ can see and hear so many things and we can easily understand the characters or facial expression of the anger.

3



R. Binu  
Principal  
Sree Narayana College, Alathur  
Palakkad. 678 682, Kerala

## PART-B

I was overjoyed --  
when mom put a egg  
oh my oh!!!

It was a beautiful  
rounded sphered egg  
That egg taken by  
mom and boiled

I became sad  
at first, but later  
when I ate that

Later I was  
so happy when  
my mom gave  
that rounded egg.

Lots of animals come  
from eggs. Some fins  
and some with legs

Some that cheep

Some that fly

Some that creep

Some that swim

Some ~~the~~ with feathers

And some with none.

Some with fins

And I though! And

Animal eggs are quiet small  
or just as big as a  
tennis ball.

The animals here

They're quite a  
few match from eggs



*P. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

And lay them low.  
Sometimes eggs cease  
Keepen in the basket.  
Sometimes it is plastic.

11/11

5) Creative process is the way of explaining our imagination through words. Creative writing contain poetry, essay, story etc.. In creative writing we create something new. All are creative, but some people write creative writing. In this process, the writer uses his/her imagination and creativity. Most of the creative writing, includes experiences, feelings, emotions, tragedies etc.. Our feelings are written down in paper, and we get creative. It is a window, through which we can explore our imagination. The writer writes about experience and his feelings.

A. Binu



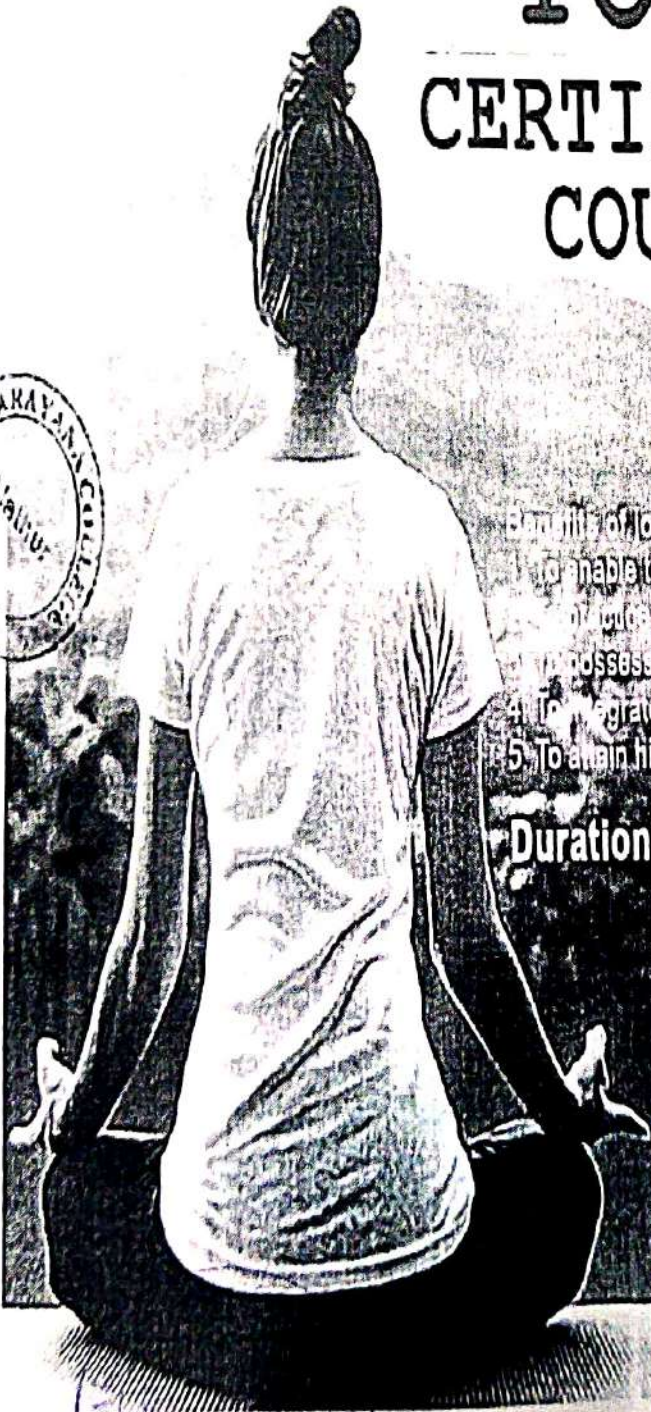
Principal  
Sree Narayana College, Alathur  
Palakkad - 678 682, Kerala

SREE NARAYANA COLLEGE ALATHUR 2020-2021

ADD-ON COURSE ON

**YOGA**

**CERTIFICATE  
COURSE**



- Benefits of joining the course
- 1) To enable the student to have good health
  - 2) To imbibe moral values
  - 3) To possess emotional stability
  - 4) To integrate moral values
  - 5) To attain higher levels of consciousness

**Duration Three Months**

Commence on

**JUNE 8  
2020**

*A. S. ...*  
Drawing and D  
Sree Nara  
A



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

In Association With

# SREE NARAYANA COLLEGE,

Palakkad (P.O. - Palakkad, Vayalarpet Road, Palakkad, Kerala - 678 002)

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- ▷ DIGITAL MARKETING
- ▷ FINANCIAL MARKETING
- ▷ MOTION GRAPHICS
- ▷ GRAPHIC DESIGN & VIDEO EDITING
- ▷ FITNESS AND DIETARY
- ▷ STOCK MARKET
- ▷ DATA SCIENCE & AI
- ▷ SKILL TALLY & OBT
- ▷ PRC COACHING
- ▷ BPC COACHING
- ▷ NEW COACHING
- ▷ AUTOCAD, CATIA, SOLIDWORKS
- ▷ AUTOCAD, EXCEL, MSFT
- ▷ MEDICAL COACHING
- ▷ MOBILE REPAIR ENGINEERING
- ▷ UI & UX DESIGN
- ▷ FULL STACK DEVELOPMENT
- ▷ ANDROID DEVELOPMENT
- ▷ FLUTTER
- ▷ RELATIONSHIP MANAGEMENT
- ▷ STORE MANAGEMENT
- ▷ CORPORATE OFFICE ASSOCIATE
- ▷ AI & ML ENGINEERING
- ▷ BEAUTICIAN COURSE
- ▷ HOSPITAL MANAGEMENT
- ▷ GAME DEVELOPMENT
- ▷ ICDL, MSB & MVAC
- ▷ PHARMACOLOGY
- ▷ SPEECH ENGLISH



## Contact

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1st Floor, Thiruvananthapuram, Kerala - 695001

BANGALORE

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1st Floor, Tripunithuray, Kerala - 686501

HYDRABAD

1st Floor, Hyderabad, Andhra Pradesh - 500001

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1st Floor, Mumbai, Maharashtra - 400001

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1st Floor, Delhi - 110001



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is to up-skill its youth



*A. Srinivas*  
Principal

Sree Narayana College, Alathur  
Palakkad - 678 682, Kerala



Adon Course on Yoga 2020-2021 (Certificate Course)

Grade Sheet

Roll No.	Name	Grade	Grade Point
1	Abhinand. A	A	3.8
2	Adheep k	A	4
3	Aiswarya R	A	4
4	Aiswarya vs	A	4
5	Akhila M	A	3.7
6	Akhila.s	A	3.8
7	Anaswara R	A	3.8
8	Anju. R	A	4
9	Aswathi S	A	4
10	Devika u	A	4
11	Dheeraj k umesh	B	2.8
12	Bavitha. B	A	3.6
13	Geethika T	A	3.8
14	Gopakrishnan	B	3
15	Hareeshma k	B	3
16	Isharath s	A	3.2
17	Jiji K	A	3.2
18	Lima S	A	3.4
19	Mahima. M	A	4
20	Manisha M.S	A	3.5
21	Nithya. R	A	3.6
22	Pavithra. B	A	3.8
23	Princy.U	A	3.7
24	Remya Radhakrishnan	B	2.8
25	Vaisagh G	B	3
26	Vaishnav s	A	4
27	Vijitha.v	A	4
28	Nikhil.s	A	3.8
29	Nikhil T K	A	3.8
30	Nithya. R	A	3.6

Mahesh / Mahesh H

Rosini X



A. Sreedhar  
Drawing and Disbursing Officer  
Sree Narayana College  
Alathur

**SREE NARAYANA COLLEGE, ALATHUR**  
**Grade awarded for the certificate course in Avodha Excel Tally GST curriculum**

SL.NO	Name of student	Grade obtained
1	AJEEV R	A
2	SREEKUTTY C	A
3	SNEHABABU	A
4	RANJITH R	A
5	SRUTHY S	A
6	VISMAYA V	B
7	MANIKANDAN R	A
8	MANJU S	A
9	ANAGHA K	B
10	SONA S	A
11	AJAY JOHN	A
12	ANISHA M	A
13	ABHAYA K	A
14	SIDHARTH M S	A
15	NANDINI M	B
16	MANU S	A
17	SAJITH K	A
18	AKASH A D	A
19	KARTHIK K	A
20	ANASWARA O K	A
21	ATHUL H	A
22	ASWAN J	A
23	ADITHRAJ T H	A
24	ATHIRA B	A
25	RANJITH R	B
26	ANANTHU A	A
27	ATHIRA A	A
28	SUJITH S	A
29	ADARSH R	A
30	DHANYASREE K	A
31	THASNIMOL A M	A
32	SNEHA C	A
33	AKHIL M	A
34	HARITHA P	B
35	BHAVANA R	A
36	JISHNU SATHEESH K S	A

*A. B. S. Indu*





37	MIDHUN MOHAN	A
38	HARIKRISHNAN R	A
39	SRUTHI S	A
40	AKSHAYA U	A

*R. Kishor*

Principal  
Sree Narayana College, Alathur  
Patakkad- 678 682, Kerala



**SREE NARAYANA COLLEGE, ALATHUR**  
**Grade awarded for the certificate course in Avodha Stock market curriculum**

SL.NO	Name of student	Grade obtained
1	AJEEV R	A
2	SREEKUTTY C	A
3	SNEHABABU	A
4	RANJITH R	A
5	SRUTHY S	A
6	VISMAYA V	B
7	MANIKANDAN R	A
8	MANJU S	A
9	ANAGHA K	B
10	SONA S	A
11	AJAY JOHN	B
12	ANISHA M	A
13	ABHAYA K	A
14	SIDHARTH M S	A
15	NANDINI M	B
16	MANU S	A
17	SAJITH K	A
18	AKASH A D	A
19	KARTHIK K	A
20	ANASWARA O K	A
21	ATHUL H	A
22	ASWAN J	A
23	ADITHRAJ T H	A
24	ATHIRA B	A
25	RANJITH R	B
26	ANANTHU A	A
27	ATHIRA A	B
28	SUJITH S	A
29	ADARSH R	A
30	DHANYASREE K	A
31	THASNIMOL A M	A
32	SNEHA C	A
33	AKHIL M	A
34	HARITHA P	B
35	BHAVANA R	A
36	JISHNU SATHEESH K S	A



37	AJAY R	A
38	VISHNU A	A
39	ARAVIND V	A
40	KRISHNAKUMARI M	A
41	BHUVANESWARY B	A
42	AMALJITH M	A
43	SREEPA S	A
44	ARUN S	B
45	SNEHA K	A



*A. Bink*  
Principal  
Sree Narayana College, Alathur  
Palakkad - 678 682, Kerala

**SREE NARAYANA COLLEGE, ALATHUR**  
**Grade awarded for the certificate course in Avodha ethical hacking**

SL.NO	Name of student	Grade obtained
1	RESMYRAJ R	A
2	AMALU M GEORGE	A
3	AISWARYA A	A
4	APARNA K	A
5	REGHA P R	A
6	MANYA M	B
7	MEERA C	A
8	ATHUL S	A
9	AMRITHESH S	B
10	ARYA R	A
11	NIDHIN M S	A
12	ANJANA V	A
13	ANJALY P V	A
14	MANASA R	A
15	BIBIN B	B
16	MUHAMMED NISHAD U P	A
17	AFEefa THASNEEM H	A
18	NANDHAKUMAR N	A
19	SUJITH U	A
20	ANJALY R	A
21	HARITHA H	A
22	SHEREEFA RAHMAN M	A
23	RESHMA M	A
24	RAHUL P R	A
25	JINI ROY	B
26	APARNA B	A
27	JISHNA JAYAN	A
28	RAHUL N	A
29	BHAVYA M	A
30	ARSHAKANNAN	A
31	VIVEK U	A
32	SUJIL S	A
33	GOPIKA K	A
34	DYUTHI THARA S	B
35	AKSHAY KRISHNA K	A
36	VISHNU V	A



**SREE NARAYANA COLLEGE**

**DEPARTMENT OF MICROBIOLOGY**

**SHORT TERM COURSE ON HACCP LEVEL 2&3 2020-2021**

**14<sup>th</sup> AUGUST TO 20<sup>th</sup> AUGUST 2020**

**LIST OF PARTICIPANTS**

<b>Sl. No.</b>	<b>Name of Student</b>	<b>Grade</b>
1	Akshara S	PASS
2	Akshay T B	PASS
3	Aswathi G	PASS
4	Vygha V	DISTINCTION
5	SHILPA G	PASS
6	Sneha. P	PASS
7	Amala S Keerthy	PASS
8	Anjana.S	PASS
9	Maya.M	PASS
10	Anfiya.U	PASS
11	Ajitha.c	DISTINCTION
12	Mahima M	PASS
13	Sreeja . R	PASS
14	Anu. P	PASS
15	SARITHA H	PASS
16	Aswani K S	DISTINCTION
17	Muhammedmusthafa S	PASS
18	Gayathri.C	PASS
19	Devika. D	DISTINCTION
20	DeepikaHaridas	PASS
21	Sajna M A	PASS
22	Sneha S	PASS



*P. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**SREE NARAYANA COLLEGE**

**DEPARTMENT OF MICROBIOLOGY**

**SHORT TERM COURSE ON HACCP LEVEL 2&3**

**14<sup>th</sup> AUGUST TO 20<sup>th</sup> AUGUST 2020**

Sl. No.	Name of Student	14/08/2020	15/08/2020	16/08/2020	17/08/2020	18/08/2020	19/08/2020	20/08/2020	Signature
1	Akshara S	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak
2	Akshay T B	Akshay	Akshay	Akshay	Akshay	Akshay	Akshay	Akshay	Akshay
3	Aswathi G	Aswathi	Aswathi	Aswathi	Aswathi	Aswathi	Aswathi	Aswathi	Aswathi
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6	Sneha. P	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha
7	Amala S Keerthy	Amala	Amala	Amala	Amala	Amala	Amala	Amala	Amala
8	Anjana.S	Anjana	Anjana	Anjana	Anjana	Anjana	Anjana	Anjana	Anjana
9	Maya.M	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya
10	Anfiya.U	Anfiya	Anfiya	Anfiya	Anfiya	Anfiya	Anfiya	Anfiya	Anfiya
11	Ajitha.c	Ajitha	Ajitha	Ajitha	Ajitha	Ajitha	Ajitha	Ajitha	Ajitha
12	Mahima M	Mahima	Mahima	Mahima	Mahima	Mahima	Mahima	Mahima	Mahima
13	Sreeja . R	Sreeja	Sreeja	Sreeja	Sreeja	Sreeja	Sreeja	Sreeja	Sreeja
14	Anu. P	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu
15	SARITHA H	Sarita	Sarita	Sarita	Sarita	Sarita	Sarita	Sarita	Sarita
16	Aswani K S	Aswani	Aswani	Aswani	Aswani	Aswani	Aswani	Aswani	Aswani
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19	Devika. D	Devika	Devika	Devika	Devika	Devika	Devika	Devika	Devika
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SIGNATURE OF TEACHER-									



  
 Principal  
 Sree Narayana College, Alathur  
 Palakkad. 678 682, Kerala



**Highfield**  
Qualifications<sup>®</sup>

# Qualification Specification

## Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2196/9

*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 672 662, Kerala



Version 1.3 August 2021

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## Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

### Qualification regulation and support

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

### Key facts

<b>Qualification Number:</b>	603/2196/9
<b>Learning Aim Reference:</b>	60321969
<b>Credit Value:</b>	1
<b>Assessment Method:</b>	Multiple-choice examination
<b>Guided Learning Hours (GLH):</b>	6
<b>Total Qualification Time (TQT):</b>	7

### Qualification overview and objective

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is aimed at those working in a food manufacturing environment. The qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

### Geographical coverage

This qualification is suitable for delivery in England and Wales.

### Guidance on delivery

The total qualification time for this qualification is 7 hours and of this 6 hours are recommended as guided learning hours.



TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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### **Guidance on assessment**

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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### **Guidance on quality assurance**

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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### **Recognition of prior learning (RPL)**

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

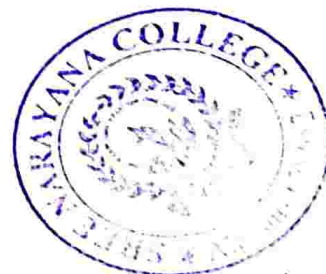
For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

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### **Tutor requirements**

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
  - Level 3 Award in HACCP qualification
  - Level 3 Award in Food Safety qualification
  - Degree or DipHE in a related subject area such as:
    - Food science
    - Environmental Health
    - Home Economics
    - Microbiology
    - Or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Hold a recognised teaching qualification or experience, which could include any of the following:



- Level 3 Award In Education and Training or above
- Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.

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### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield L3 Award in HACCP for Food Manufacturing
- Highfield L3 Award in Food Safety in Manufacturing

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### Useful websites

[www.food.gov.uk](http://www.food.gov.uk)

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### Recommended training materials

- *Foundation HACCP Training Presentation*. Sprenger, Richard A. Highfield International Limited
- *The (Level 2) HACCP Handbook*. Sprenger, Richard A. Highfield International Limited





### Appendix 1: Qualification structure

To complete the Highfield Level 2 Award In HACCP for Food Manufacturing (RQF) learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/616/0693	Principles of HACCP for Food Manufacturing	2	6	1



## Appendix 2: Qualification content

**Unit 1: Principles of HACCP for Food Manufacturing**

Unit number: K/616/0693

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Know the procedures required to develop HACCP	1.1 Recognise the role of the food handler in implementing HACCP
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 State the preliminary steps required to develop HACCP
2. Know how the principles of HACCP are applied in a food production environment	2.1 Identify the purpose of hazard analysis
	2.2 Identify the importance of, and methods which can be used to determine, critical control points
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring control points/critical control points
	2.6 Identify the purpose of taking appropriate corrective action at critical control points
	2.7 State the importance of verification and review of the HACCP process
	2.8 State the importance of documentation and records needed to support HACCP





**Indicative Content**

- 1.1 Recognise the role of the food handler in implementing HACCP
- Including producing safe food, following procedures and policies and reporting problems

1.2 Outline the need for prerequisite programmes

- Meaning of the term prerequisite, good hygiene practice, good manufacturing practice
- Importance of implementing effective prerequisites to ensure food safety
- Enables the HACCP plan to concentrate on the specific hazards related to a particular product or process
- Applies to all areas in a food production facility, ensuring required controls relating to all steps in a process are implemented

1.3 Identify common prerequisite programmes

- For example: personnel hygiene, premises, services, supply chain stock control, design, cleaning, pest control, physical, chemical and allergenic contamination controls

1.4 State the preliminary steps required to develop HACCP

Awareness of:

- Scope
- Describe processes
- Identify intended use and users
- Identify the of purpose of flow diagrams

2.1 Identify the purpose of hazard analysis

- Identifies hazards that may affect the process
- Identifies the steps at which the hazards are likely to occur
- Helps determine significant hazards
- Helps to determine measures to control the hazards
- Can use the information gained to determine critical control points (CCPs)

2.2 Identify the importance of, and methods which can be used to determine, critical control points

- Tools which may be used to determine whether a step is a critical control point or control point (Decision tree, knowledge of team)
- Importance to include: Focuses on critical aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness

2.3 Recognise the importance of identifying critical (safe) limits

- This refers to validated critical (safe) limits
- Helps to ensure safe food is sold
- Allow personnel to have clear understanding of what is acceptable and parameters to work within
- Measurable and validated, so can be checked and provide assurance of safe food production

2.4 Identify the importance of monitoring controls



- Used to determine when there is a loss of control and a deviation occurs at a critical control point i.e. where a critical limit is breached
- Check control measures at control points/CCP's and critical limits at CCPs to ensure food produced is safe
- Provides written documentation for verification and legal evidence

#### 2.5 Identify ways of monitoring control points/critical control points

- Appropriate methods of monitoring, dependent upon the CCP include:
  - Taking measurements (e.g. time, temperature, pH, size etc.)
  - Observation e.g. of delivery vehicles and practices
  - Completing records
- Testing and competency of personnel
- Importance of reporting when a process or product has breached controls

#### 2.6 Identify the purpose of taking appropriate corrective action at critical control points

- To prevent unsafe food from reaching the customer
- Regain control before product dispatched/sold
- Rectify equipment/process problems and required repair/maintenance
- Importance of following procedures and completing relevant corrective actions in a timely manner

#### 2.7 State the importance of verification and review of the HACCP process

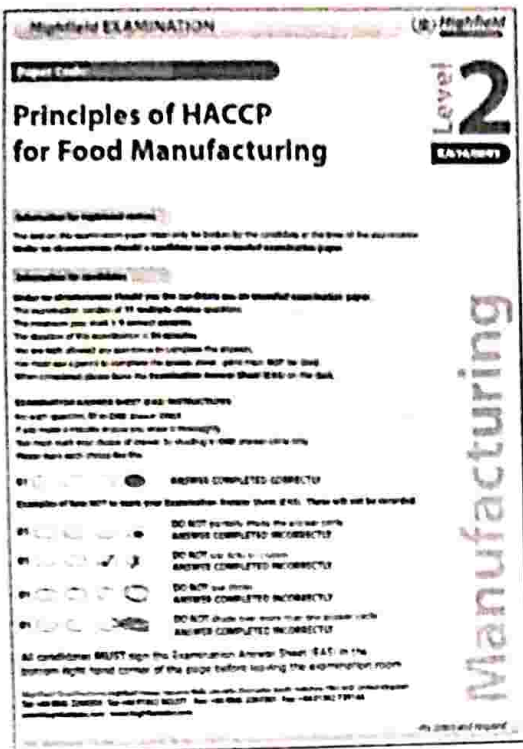
- It validates (confirms) that the HACCP plan produces safe food for the end customer
- It helps to validate and verify legal compliance has been achieved
- Provides evidence of product safety
- What should prompt a review

#### 2.8 State the importance of documentation and records needed to support HACCP

- Helps demonstrate legal compliance
- Provides evidence for customers and inspectors/auditors
- Assists in continual improvement plans
- Assists in complaint investigation
- Reasons why important documentation is completed accurately and at the correct frequencies



## Appendix 2: Sample assessment material



### Sample questions

Food handlers need to understand how to follow food safety management procedures so that the food produced:

- a) is made quickly
- b) does not contain preservative
- c) is safe to eat
- d) looks attractive to customers

Which of the following is a common monitoring action?

- a) Checking the temperature of food
- b) Cooking food thoroughly
- c) Placing food in a hot oven before cooking
- d) Disposing of food that has not cooked in the set time

It is important to regularly review the HACCP plan to:

- a) identify suitable critical limits
- b) develop more detailed controls
- c) identify how food costs can be reduced
- d) ensure it is current and correct





## Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382  
 Level: 3  
 Credit: 3  
 GLH: 20

Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures



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## Unit Content: Assessment Guidance

This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

### LO1 Understand the importance of HACCP based food safety management procedures

- The need for HACCP based food safety management procedures:
  - The reasons behind the development of HACCP and outline its origins
  - The need for a systematic approach for food safety
  - Holistic approach to managing safe food
  - How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence
- The HACCP approach to food safety procedures:
  - The 7 principles of HACCP as stated in Codex Alimentarius
  - The 12 logic steps to HACCP
- Legislation relating to HACCP:
  - How HACCP legislation is enforced and the potential consequences of noncompliance
  - The role and responsibilities of management and employees within HACCP
  - The relevance of codes of practice and industry guides

### LO2 Understand the preliminary processes for HACCP based procedures

- The requirements of a HACCP team:
  - Adequate training and experience of team members
  - Roles held within the organisation
  - Allocating roles and responsibilities within the HACCP team
  - When ad hoc team members and external consultants or experts may be required
- The pre-requisites for HACCP:
  - Management commitment and provision of adequate resources
  - The importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system



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- o How to decide if pre-requisite programmes represent an adequate basis for HACCP development
- o Type of documentation required
- Food production processes including use of end product:
  - o Scope
  - o Terms of reference
  - o Sources of Information
  - o Production process from purchase to dispatch
  - o End of product testing
  - o Identification of 'at risk' groups
  - o Intended use of the product
  - o Intrinsic properties of different products and their relationship to microbial growth and survival
- Process flow diagrams in the development of HACCP based food safety management procedures:
  - o The purpose and use of flow diagrams
  - o Be able to construct a process flow diagram
  - o The Importance of confirming a process flow diagram

LO3 Understand how to develop HACCP based food safety management procedures

- Hazards and risks in the production process
  - o Microbiological, chemical, physical and allergenic hazards
  - o Examples of each type of hazard associated with processes from purchase to dispatch of finished product including
    - Delivery of raw materials
    - Storage of raw materials
    - Handling
    - Preparation
    - Processing
    - Cooling
    - Post-process treatments
    - Packing
    - Finished product storage
    - Transportation
  - o Significant hazards using a risk assessment approach
  - o Where to obtain information, advice and support for hazard identification
  - o Assessing the applicability of the information and advice obtained

- Critical control points:



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- The purpose and benefits of using decision trees ○The Codex decision tree in recognising critical control points ○Obtain Information, advice and support for identifying critical control points ○The importance of validating information and advice obtained
- Critical limits:
  - The advantages and disadvantages of common parameters used when establishing critical limits, such as:
    - Temperature
    - Time      pH
    - Water content
  - Why critical limits need to be absolute, unambiguous and measurable ○The term 'target level' and the benefits to a food manufacturing business of identifying target levels
  - Where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained
  - Examples of suitable critical limits for a range of common food manufacturing processes

LO4 Understand how to implement HACCP based food safety management procedures

- Monitoring procedures at critical control points:
  - The purpose of monitoring ○Benefits and drawbacks of both continuous and batch monitoring ○Examples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
  - Considerations to be made when determining the frequency of monitoring ○The importance of calibrating and testing monitoring equipment ○The importance of consistent monitoring ○The importance of training personnel with regard to monitoring
    - Accurately recording at critical control points ○The importance of monitoring personnel
    - Procedures and verification of monitoring procedures
- Corrective actions ○The need for corrective actions if critical limits are not achieved or are exceeded ○The types of corrective action
  - The importance of establishing both process and product corrective actions ○Examples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product



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- o The importance of allocating responsibilities for corrective actions
- o The importance of increased monitoring after control has been regained
- o The importance of accurate record keeping
- o Suitable reporting procedures regarding corrective actions at critical control points

LO5 Understand how to evaluate HACCP based procedures

- Documentation and record keeping procedures
  - o The importance of documentation and record keeping
  - o Examples of suitable documentation which may be used in food manufacturing
    - o The importance of suitable storage of completed documentation and monitoring records
    - o Construct an outline HACCP plan
- The verification and review of procedures:
  - o The importance of verification of the HACCP system and of the initial validation of the HACCP plan
  - o Information that will be required to verify and validate the HACCP system and plan
  - o The approaches to verification and discuss the value of end product testing
  - o The reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
  - o Factors which affect the frequency of verification and outline the requirements for verification reports
  - o The need to review a HACCP system
  - o When systems should be reviewed



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**SREE NARAYANA COLLEGE**  
**DEPARTMENT OF MICROBIOLOGY**

**" Short term  
course on  
HACCP "**

LEVEL 2 & 3

**14 TO 20** AUGUST  
2020  
DURATION : ONE WEEK

Venue : Online Mode



*R. Divya*  
Principal  
Sree Narayana College  
Palakkad. 676 002, Kerala

## REPORT

Department of Microbiology conducted an introduction to HACCP- TRAINING PROGRAM of level 2 & 3 by Advanssure Technologies, Malapuram on 14<sup>th</sup> August to 20<sup>th</sup> August 2020. Dr. S. DHIVA HOD, Department of Microbiology inaugurated the program. Smt. DIVYA.R felicitated the occasion. The Trainer Aneesh of Advanssure Technologies discussed about

- The role of microbiologists in food industry
- The role of food safety officers in food industry
- About the exams and certification
- Job opportunities in Middle East

Feedbacks were shared by the students. Smt. NITHYA JAYAN conveyed the vote of thanks on the closing day of the program. Online exams were conducted and results were declared



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Palakkad- 678 682, Kerala



# Highfield

Qualifications

## Highfield Qualifications

Certifies that

*Ajitha C*

has successfully passed an assessment in

### Highfield Level 3 Award in HACCP for Food Manufacturing (RQF)

Qualification number 603/2924/2

Date of award 02 MARCH 2021

Certificate number HAC20839/10

# DISTINCTION



Course Director

Advanssure Technical Solutions

Training Organisation



*P. Bineth*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



Jason Sprenger - Chief Executive  
Highfield Qualifications



For more information see <http://register.ofqual.gov.uk>





*Add on /Certificate/Value*  
*added programs offered*

**2019-2020**



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## **ADD-ON COURSE 2019-20**


JULY 2019- MARCH 2020

### **COMPUTERIZED ACCOUNTING**

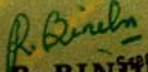
**COURSE DURATION : 60 HOURS (ONLY ON HOLIDAYS)**

**RESOURCE PERSON: Mr. Sunil Kumar V**  
(Assistant Professor(On Contract), Dept. of Commerce,  
University Institute of Technology, Alapuzha Center

Contact Us  
PG Department of Commerce  
Sree Narayana College  
Erattakulam P.O, Alathur  
[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)

  
**ANILA BALAN**  
(HOD)



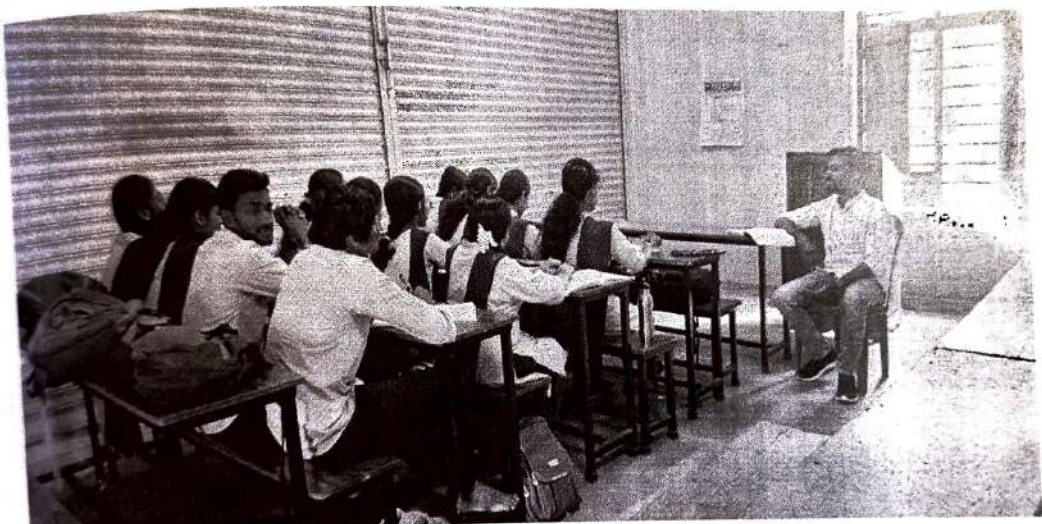
  
**DR. R. BINDU**  
(PRINCIPAL-IN-CHARGE)  
Principal  
Sree Narayana College, Alathur  
Alakkad- 678 682, Kerala

SREE NARAYANA COLLEGE

ADD ON COURSE-PG DEPARTMENT OF COMMERCE (60HRS)

SUBJECT: COMPUTERISED ACCOUNTING

Sree Narayana College Alathur, PG Department of Commerce had conducted an Add on Course on the topic **COMPUTERIZED ACCOUNTING** . It had taken place 4 hours per day on selected holidays. We conducted this course from 2019 July to 31st March 2020 . 30 Students are registered and successfully completed this course. The classes were handled by Mr. Sunil Kumar V, Assistant Professor on contract basis, Department of Commerce, University Institute of Technology, Alappuzha . Certificates are provided to all students who successfully completed this course.



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PG DEPARTMENT OF COMMERCE  
**CERTIFICATE**  
FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT

*Sunilkumar V*

(ASSISTANT PROFESSOR (ON CONTRACT), DEPT. OF COMMERCE,  
UNIVERSITY INSTITUTE OF TECHNOLOGY, ALAPUZZHA CENTER)

was an invited course instructor of add-on course on "Computerized Accounting" organised by  
PG Department of Commerce, SN College Alathur on July 2019 to March 2020

  
ANILA BALAN  
(HOD)



  
DR. R. BINDU  
(PRINCIPAL-IN-CHARGE)  
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Alathur - 678 682, Kerala



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# CERTIFICATE OF PARTICIPATION

This awarded certify that

has successfully completed the Add-on course "COMPUTERIZED ACCOUNTING" conducted by PG Department of Commerce on July 2019 to March 2020 organized by Sree Narayana College, Alathur

  
**ANILA BALAN**  
(HOD)



  
**DR. R. BINDU** Principal  
(PRINCIPAL-IN-CHARGE) Sree Narayana College, Alathur  
Alakkad-678 682, Kerala



# Syllabus

## Add On Course – Subject : Computerized Accounting:

### Module 1

Introduction to financial accounting software

Tally : Introduction, features, getting started with tally ,company creation, group company creation, ledger creation, multiple ledger creation, how to manage and operate groups, Display/Alter multiple groups, Accounting group of ledgers.

### Module 2

Inventory control system: stock groups, display/alter stock groups, delete stock group, unit of measures, display/alter unit of measures, stock item, stock category creation, display /alter stock category, delete a stock category, Go down creation.

### Module 3

Accounting vouchers: voucher date changing, contra voucher, payment voucher, receipt voucher, journal voucher, sales voucher, purchase voucher, post-dated voucher.

Inventory vouchers: stock journal voucher, physical stock voucher-Features: Separate discount column, zero valued entries in vouchers, Additional cost ,use different actual billed quantity, debit notice, credit note, purchase order, sales order, batch wise details, bill wise details, Currency creation, cost centre creation ,budget creation, tracking number, rejection notes, reversing journal, optional voucher, memorandum voucher, Interest calculation ,Bank reconciliation , Manufacturing journal, bill of material, compound unit ,price level, VAT,TDS.

### Module 4

Reports : Day book, trial balance, tracking and profit and loss account, balance sheet, cash/bank books, sales register, stock summary, ratio analysis-key board shortcuts.

### Module 5

Peachtree: Introduction , Features , Starting procedure, setup a new company, setup chart of accounts, customer creation, vendor creation, employees/ sales rep's- Inventory creation-transactions: Purchase/ receive inventory, printing of purchase order, payments, sales quotes, sales order, sales, general journal entry, adjust inventory, sales tax creation, recurring journal entries, bank reconciliation, managing pay roll, pay roll entry-reports: trial balance, inventory, reports, cash manager, financial manager, collection manager.



*P. Binu*

**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**COMPUTERIZED ACCOUNTING 2019-20**  
**MARKSHEET**

Sl. No	Name Of The Student	Grade Point	Grade
1	Abhaya K	3.8	A
2	Adarsh R	3.6	A
3	Ajay John	3.7	A
4	Ajeev R	3.6	A
5	Anagha K	3.7	A
6	Arunima V	3.8	A
7	Athira B	3.6	A
8	Harikrishnan R	3.6	A
9	Haritha P	3.7	A
10	Midhun Mohan	3.6	A
11	Nandini M	3.6	A
12	Ranjith R	3.8	A
13	Sneha C	3.6	A
14	Sreekutty C	3.7	A
15	Thara K B	3.6	A
16	Yathukrishnan K	3.8	A
17	Abisha K	3.6	A
18	Adithraj T H	3.7	A
19	Akash A D	3.6	A
20	Akhil M	3.6	A
21	Akshaya U	3.6	A
22	Ananthu A	3.6	A
23	Anaswara O K	3.8	A
24	Anisha M	3.8	A
25	Ansar A	3.7	A
26	Arya A	3.8	A
27	Ashidha N	3.8	A
28	Aswan J	3.7	A
29	Aswin S	3.6	A
30	Athira A	3.7	A

*R. Binu*



Principal  
 Sree Narayana College, Alathur  
 Palakkad- 678 682, Kerala

**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**COMPUTERISED ACCOUNTING 2019-20**

Sl.No	Name	ATTENDANCE SHEET															Remarks	
		July		Aug:			Sep:			Oct:			Dec		Jan: Feb			
		6	20	3	17	7	21	5	19	2	16	30	7	21	4	18	15	
1	Abhaya K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	Adarsh R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	Ajay John	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	Ajeev R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	Anagha K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	Arunima V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	Athira B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	Harikrishnan R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	Haritha P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	Midhun Mohan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	Nandini M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	Ranjith R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	Sneha C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	Sreekutty C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	Thara K B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	Yathukrishnan K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	Abisha K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	Adithraj T H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	Akash A D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	Akhil M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	Akshaya U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	Ananthu A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	Anaswara O K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	Anisha M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	Ansar A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	Arya A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	Ashidha N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	Aswan J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	Aswin S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	Athira A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

2019-20  
 July 6, - 9.30/12.30  
 1.30-2.30

July 20, Aug 3, 17

Sep: 7, 21  
 Oct: 5, 19

Nov: 2, 16, 30

Dec 7, 21

Jan: 4, 18

Feb: 15



*A. Anish*  
 Principal  
 Sree Narayana College, Alathur  
 Palakkad-678682





**SREE NARAYANA COLLEGE**  
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# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Akash A. D*

has successfully completed the Add-on course "COMPUTERIZED ACCOUNTING" conducted by PG Department of Commerce on July 2019 to March 2020 organized by Sree Narayana College, Alathur

**ANILA BALAN**  
(HOD)



**DR. R. BINDU**  
(PRINCIPAL-IN-CHARGE)

**SREE NARAYANA COLLEGE ALATHUR**  
**COMPUTERIZED ACCOUNTING**  
ORGANIZED BY PG DEPARTMENT OF COMMERCE

Time: 1 hour

maximum: 25 marks

**Part A**

Answer all questions

1. Write the full form of VAT?
2. What is the short cut key of credit note?
3. Define accounting group of ledger?
4. What are different type of inventory control system?
5. What is bank reconciliation?

(5\*1=5)

**Part B**

Answer any 4 questions

6. What is tally and its features?
7. Write the different type of accounting vouchers and explain it?
8. What short note about purchase order and sales order?
9. What is stock summary?
10. What are functions of financial manager?

(4\*5=20)



*R. Binu*

7/12/2019

## Computerised Accounting.

Akash . A.D  
Bcom  
Sri college Alathur

25  
-----  
25

- 1) Value Added Tax
- 2) ALT + F5 and ALT + F6.
- 3) A ledger group is a combination of ledgers for the purpose of applying the functions and procedure of Crencaul ledger accounting to the group as a whole.
- 4) The periodic and the perpetual system.
- 5) In book keeping, a bank reconciliation is the process by which the bank account balance in an entity's books of account is reconciled to the balance reported by the financial institution in the most recent bank statement.
- 6) Tally solutions prt. ltd is an Indian multinational technology company, that provides enterprise resource planning software. It is headquartered in Bangalore Karnataka. The company reports that its software is used by more than 10 million customers. Tally is an ERP accounting software package that is used to record day to day Business data of a company.



R. B. B. B.

# Human Rights in India

## Features

- Invoicing and Accounting.
- Inventory management.
- Insightful Business reports
- GST / taxation
- Credit and cash flow management
- Multi-task capabilities
- Banking.

7). Payment voucher : A payment voucher is a way to record payments made to suppliers and maintain a history of payments that your business has made.

• Receipt voucher : A receipt voucher is a physically composed receipt for services or products sold. This is regularly utilized instead of a printable receipt. At the point when an individual makes a money installment to an organisation, he typically gets a transcribed receipt as confirmation of payment.



R. Birubh

Journed voucher are used to process current accounting

entries, allocations and corrections for which other means of entry into the financial system are not available.

8) Purchase order : A purchase order or po is a legal document a buyer sends to a supplier or vendor to authorise a purchase. purchase orders outline what the buyer would like to purchase and how much of it they would like to receive.

Sales order : The sales order, sometimes abbreviated as so, is an order issued by a business or seller to a customer. A sales order may be for products and/or services.

9) Stock Summary is a statement of the real-time stock-in-hand on a particular day. It is one of the primary inventory statements that gets updated in real-time and when you record transactions.



P. Divya

# Sree Narayana College Alathur

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## Department of Mathematics

### Consolidated Report of Certificate Course (Academic Year 2019-2020)

Sl No	Name of the Course	Date/Period	Resource person	No of participants	Remarks
1	Certificate Course in Latex	01/11/2019 to 02/12/2019	T K Rajan Associate Professor Department of Mathematics GVC Palakkad	14	
2	Certificate Course in Python	02/01/2020 to 03/02/2020	Dr Vineesh K P Assistant Professor Department of Mathematics S N College Chelannur	25	



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

## NOTICE

Alathur

Dated: 13/09/2019

This is to inform all the students that Department of Mathematics, Sree Narayana College, Alathur is starting A **CERTIFICATE COURSE** in **PYTHON** and **LATEX**.

Details of the courses

Course 1: LATEX

Course 2: PYTHON

Duration: **30** hours

Duration: **30** hours

Fee : INR 500/-

Fee : INR 500/-

Certificate will be awarded on the completion of the course. Students who are interested in joining this course, Should give their names to College Office.

**DDO**

Dr R Bindu

**Coordinators**

Smt K G Valsala

Sri Devadas V

Smt Krishnaprabha R

Smt Sucharitha R S

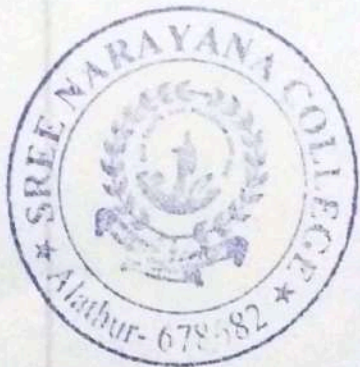
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*R. Bindu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course BOARD OF STUDIES (BOS) MEMBERS**  
**(2019-20)**

Name	Designation
Dr R Bindu	DDO, S N College Alathur
Smt K G Valsala	HOD, Department of Mathematics S N College Alathur
Sri Devadas V	Assistant Professor, Department of Mathematics, S N College Alathur
Smt Krishnaprabha R	Assistant Professor, Department of Mathematics, S N College Alathur
Sri Vineesh K P	Assistant Professor, Department of Mathematics, S N College Chelannur
Sri T K Rajan	Assosiate Professor, Department of Mathematics, GVC Palakkad
Sri Libeesh Kumar K B	Assistant Professor, Department of Mathematics, CKG Memorial Govt College



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# Sree Narayana College Alathur

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## Department of Mathematics

Offers

### Certificate Course in Latex (2019-20)



Smt Sucharitha R S  
(Coordinator)

Smt K G Valsala  
(HOD, Dept of Mathematics)

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



**SREE NARAYANA COLLEGE ALATHUR**

(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)

**Department of Mathematics**

**Certificate Course in Latex**

(2019-20)



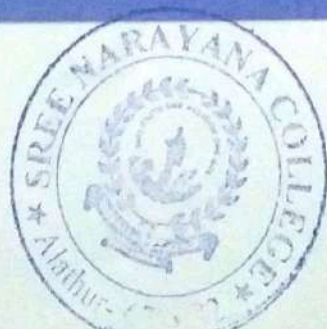
Add a little bit of body

Prof. T. K. Rajan.  
Associate Professor  
GVC Palakkad

01/11/19 to 02/12/19

Smt Sucharitha R S  
Coordinator

Smt K G Valsala  
HOD

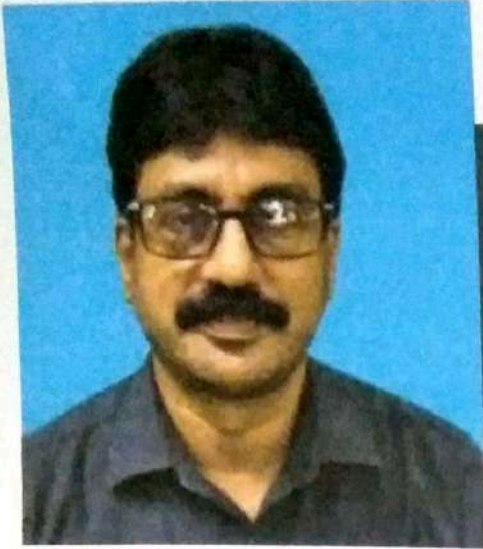


*R. Binu*  
Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# PROF. T. K. RAJAN

ASSISTANT PROFESSOR



## PROFILE

I have 29 years of teaching experience. Handled undergraduate and post graduate course classes.

## CONTACT

✉ rajantk@gmail.com

📍 Mayura  
Indira Nagar  
Dhoni PO  
Palakkad 678009

## AREA OF SPECIALISATION

- Analysis

## EDUCATION

- MSC
- B.ED



## EXPERIENCE

ASSISTANT PROFESSOR -29 YEARS

### UG PROGRAMMES:

- Calculus
- Graph Theory
- Real Analysis
- Analytic Geometry
- Complex Analysis

### PG PROGRAMMES:

- Real Analysis
- Functional Analysis
- Topology
- Linear Programming
- Linear Algebra
- Algebraic Topology

*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

Sree Narayana College Alathur

Department of Mathematics

Certificate course in LaTeX 2019-20

### SYLLABUS

**Objectives :** To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles, papers, project reports and books and thereby help them to be comfortable with the software .

#### Unit I : Installation of LaTeX

- i) Installation of Kile and MikeTeX
- ii) Class and packages
- iii) Latex programming and commands, sample packages
- iv) Error messages : Some sample errors, list of LaTeX error messages

#### Unit II : Formatting of output document

- i) Fonts, symbols, indenting, paragraphs, line spacing, word spacing, titles and subtitles
- ii) Document class, page style, parts of the documents, table of contents
- iii) Command names and arguments, environments, declarations
- iv) Theorem like declarations, comments within text,

#### Unit -III : Mathematical formulae

- i) Mathematical environments, math mode, mathematical symbols
- ii) Graphic package, multivalued functions, drawing matrices

#### Unit -IV : Drawing with LaTeX

- i) picture environments
- ii) Preparing book, project report in LaTeX.

Reference Book :

Guide to LATEX, fourth edition, Helmut Kopka, Patrick W.Daly



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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
LATEX -2019-20

QUESTION PAPER

Section A (1marks)

Total marks : 15

- 1.Both TeX and LaTeX use the file extension \_\_\_\_\_
- 2.LaTeX has a command called \_\_\_\_\_ that produces the popular PDF format files.
- 3.The different parts of the text are marked using \_\_\_\_\_ commands that associate a meaning to them.
- 4.LaTeX documents are typically created using any plain \_\_\_\_\_ editor.
- 5.LaTeX uses \_\_\_\_\_ to mark portions of text.

Section B (2 marks)

- 6.What is LATEX.
- 7.What are the advantages of LATEX.
- 8.Which tools do you know to convert mathematical formulas from PDF back to LaTeX?
- 9.How to import data from EXCEL tables into LaTeX?
- 10.What is your experience with converting LaTeX to MS/Word?

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Latex exam

- 1) text
  - 2) pdf latex
  - 3) Latex
  - 4) Text
  - 5) Groups
- 6) LaTeX is a free software used for typesetting technical documents. LaTeX created in 1985 by the American computer scientist Leslie Lamport as an addition to the TeX typesetting system.
- 7) \* professionally crafted layouts are available, which make a document really look as if "printed".
- \* The typesetting of mathematical formulae is supported in the convenient way.
  - \* Free add-on packages exist for many typographical tasks not directly supported by basic LaTeX.
- 8) At first, open the pdf with MS word, after converting to word file, you can convert the mathematical formulas to LaTeX, and LaTeX source code to word using "GrindEQ".
- 9) Import your Excel file into R using gdata library or readxl library.
- Then export it with "&" as separator and copy it from the text into LaTeX.

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Principal

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Palakkad- 678 682, Kerala

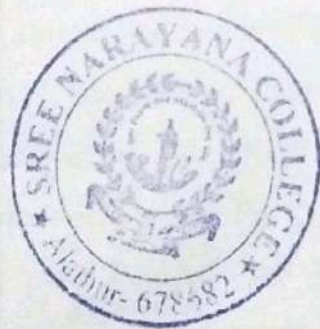


Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Latex (2019-20)

SI No	Name of the student	Grade point	Signature
1	Amrutha S	8	<i>As</i>
2	Anisha K	8	<i>Anish</i>
3	Athira C	8.8	<i>Athira C</i>
4	Athira M H	8	<i>Athira M</i>
5	Athira U M	7.5	<i>A M</i>
6	Harishma H	9	<i>Harishma</i>
7	Heera H	9.5	<i>Heera</i>
8	Jisna M J	7.5	<i>Jisna</i>
9	Keerthy K	8.5	<i>Keerthy</i>
10	Minimal K G	8.0	<i>Minimal</i>
11	Sona Mohan K	7.5	<i>Sona</i>
12	Surabhi K	8.8	<i>Surabhi</i>
13	Unnimaya U	8.7	<i>Unnimaya</i>
14	Veda Maheendran	9	<i>Veda</i>



*P. Dinebin*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

# Sree Narayana College Alathur

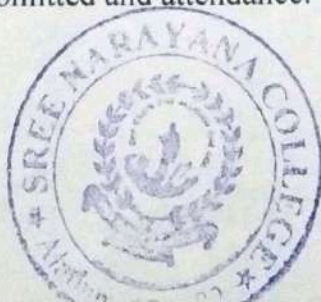
## Department of Mathematics

### Certificate Course in Latex (2019-20)

#### Report

LaTeX is widely used in academia for the communication and publication of scientific documents in many fields, including mathematics, computer science, engineering, physics, chemistry, economics, linguistics, quantitative psychology, philosophy, and political science. It also has a prominent role in the preparation and publication of books and articles that contain complex multilingual materials, such as Arabic and Greek. LaTeX uses the TeX type setting program for formatting its output, and is itself written in the TeX macro language. The typesetting system offers programmable desktop publishing features and extensive facilities for automating most aspects of typesetting and desktop publishing, including numbering and cross-referencing of tables and figures, chapter and section headings, graphics, page layout, indexing and bibliographies. Like TeX, LaTeX started as a writing tool for mathematicians and computer scientists, but even from early in its development, it has also been taken up by scholars who needed to write documents that include complex math expressions or non-Latin scripts, such as Arabic, Devanagari and Chinese.

The duration of the course was 25hrs from 01/11/2019 to 02/12/2019 from 3.30 pm–4.30 pm. Professor T K Rajan, Associate Professor, Department of Mathematics, GVC Palakkad was the course instructor of the programme. 14 students participated in the programme. The inaugural session was on 1/11/19 at 3.15 pm. The inaugural session began at 3.15 pm with the welcome speech by Smt Sucharitha R S, Assistant Professor, Department of Mathematics, SN College, Alathur. Dr. E N Sivadasan, Principal, SN College, Alathur, inaugurated the session and Smt K G Valsala, HOD of Mathematics felicitated. The inaugural session came to an end with the vote of thanks by Smt Krishnaprabha R, Assistant Professor, Department of Mathematics, SN College, Alathur. Students were given assignments and were graded. Final grade was given according to the assignments submitted and attendance. The course ended on 02/12/21.



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



Sree Narayana College, Alathur

Department Of Mathematics

Certificate Course

Latex

2019-20



*A. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682



**SREE NARAYANA COLLEGE ALATHUR**  
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**DEPARTMENT OF MATHEMATICS**  
**CERTIFICATE COURSE IN LATEX (2019-20)**

# CERTIFICATE

This is to certify that \_\_\_\_\_

\_\_\_\_\_ was the course instructor in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 01/11/2019 to 02/12/2019.

Smt Sucharitha R S  
Coordinator



Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

Smt K G Valsala  
HOD, Department of  
Mathematics





# SREE NARAYANA COLLEGE ALATHUR

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## DEPARTMENT OF MATHEMATICS

### CERTIFICATE COURSE IN LATEX (2019-20)

# CERTIFICATE

This is to certify that .....**Veda Maheendran**.... completed and secured **A** grade in was the course instructor in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 01/11/2019 to 02/12/2019.

Smt Sucharitha R S  
Coordinator

*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



*K. G. Valsala*  
Smt K G Valsala  
HOD, Department of  
Mathematics

# Sree Narayana College Alathur

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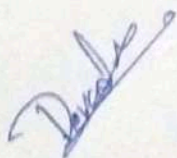
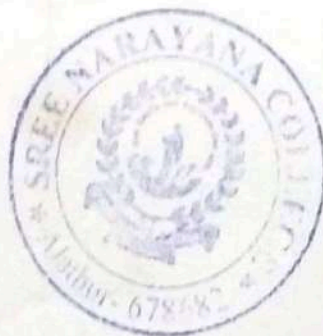
(NAAC Accredited with B Grade)



## Department of Mathematics

Offers

### Certificate Course in Python (2019-20)



**Sri Devadas V**  
(Coordinator)

**Smt K G Valsala**  
(HOD, Dept of Mathematics)

*D. Binu*  
Principal  
Sree Narayana College, Alathur  
Kerala

# SREE NARAYANA COLLEGE ALATHUR

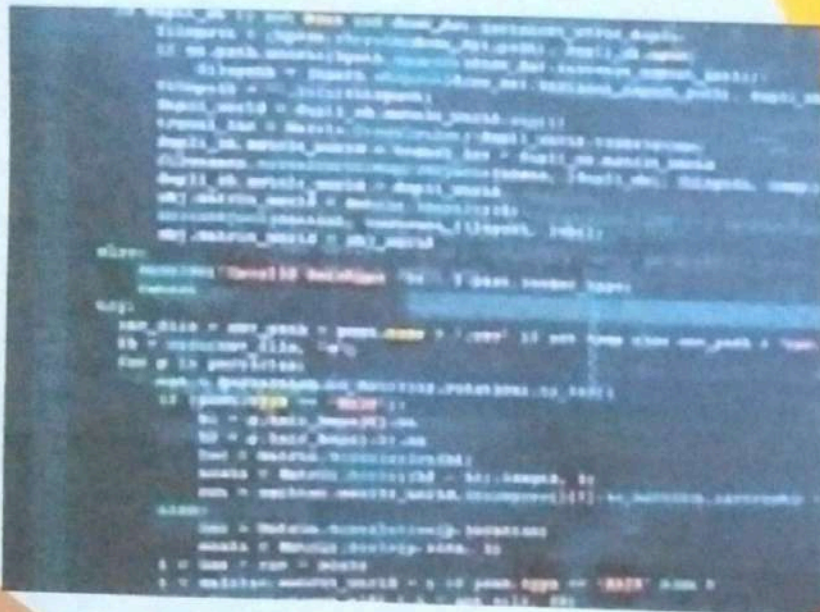
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## Department of Mathematics

Certificate  
Course

in  
Python  
(2019-20)



Dr Vineesh K P  
Assistant Professor  
Department of Mathematics  
S N College Chelannur

02/01/20 to 03/02/ 20

Sri Devadas V  
Coordinator

Smt K G Valsala  
HOD

## BIO DATA

Name : Dr. VINEESH K. P.  
Designation : Assistant Professor  
Dept. of Mathematics  
S. N. G. College, Chelannur, Kozhikode  
Age : 38  
Date of birth : 05.05.1984  
Religion & Caste : Hindu & Thiyya  
Marital status : Married  
Languages Known : Malayalam, English  
Address : Kunhiparambath HO, Kuttiady PO, Kozhikode-673508  
Email : [kpvineeshmaths@gmail.com](mailto:kpvineeshmaths@gmail.com)



### Details of the Educational Qualifications:

Exam Passed	Specialization	College/ Institute	Board / University	Year of Passing
B.Sc	Mathematics	Govt. College, Mokeri	University of Calicut	2005
M.Sc	Mathematics	Calicut University Campus	University of Calicut	2007
B.Ed	Mathematics	Govt. College of Teacher Education	University of Calicut	2009

### Eligibility Test :

UGC NET-JRF in MATHEMATICAL SCIENCES, JUNE 2009

### Details of Doctoral Degree:

Thesis title	College/ Institute	University	Final Viva Voce date	Degree Awarded date
Neighbourhood and Star $V_4$ -Magic Labeling of Graphs	University of Calicut	University of Calicut	27.05.2020	27.05.2020



*P. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**Details of Teaching Experience:**

Designation	Institution	Duration
Assistant Professor	Post Graduate department of Mathematics, Sree Narayana College, Alathur, Palakkad- 678 682	25.02.2010 to 02.06.2015
Assistant Professor	Department of Mathematics, Sree Narayana Guru College, Chelannur , Kozhikode-673 616	03.06.2015 to till date



*R. Divya*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

Sree Narayana College Alathur  
Department of Mathematics  
Certificate course in Python Course

2019-20

Syllabus

Course learning objectives

1. To acquire programming skills in core Python.
2. To acquire Object Oriented Skills in Python
3. To develop the skill of solving numerical problems in Python
4. To develop the ability to documentation in Python

**Module 1: An Introduction to Python**

- What can Python do?
- Why Python?
- Good to know
- Python Syntax compared to other programming languages
- Python Install

**Module 2: Beginning Python Basics**

- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input & Output
- Simple Output Formatting
- Operators in python

**Module 3: Python Program Flow**

- Indentation
- The If statement and its' related statement
- An example with if and it's related statement
- The while loop
- The for loop
- The range statement
- Break &Continue
- Assert
- Examples for looping

**Module 4: Functions & Modules**

- Create your own functions
- Functions Parameters
- Variable Arguments
- Scope of a Function
- Function Documentations



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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
PYTHON -2019-120

(Answer all questions, 1 marks each)

Total marks 25

1. The output of the program

```
x = 3 + 4j
```

```
print x, type(x)
```

- (a) 3 + 4j, <type complex>
- (b) (3 + 4j) <type 'complex'>
- (c) 3 + 4j <type complex>
- (d) (3 + 4j) <type 'complex'>

2. The output of the program

```
s = 'Hello '
```

```
print s + s
```

- (a) 10
- (b) Hello Hello
- (c) False
- (d) True

3. Who developed the Python language?

- (a) Zim Den
- (b) Guido van Rossum
- (c) Niene Stom
- (d) Wick van Rossum

4. In which year was the Python language developed?

- (a) 1995
- (b) 1972
- (c) 1981
- (d) 1989

5. In which language is Python written?

- (a) English
- (b) PHP
- (c) C
- (d) All of the above

6. Which one of the following is the correct extension of the Python file?

- (a) .py
- (b) .python
- (c) .p

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(d) None of these

7. In which year was the Python 3.0 version developed?

- (a) 2008
- (b) 2000
- (c) 2010
- (d) 2005

8. What do we use to define a block of code in Python language?

- (a) Key
- (b) Brackets
- (c) Indentation
- (d) None of these

9. Which character is used in Python to make a single line comment?

- (a) /
- (b) //
- (c) #
- (d) !

10. Which of the following is not a keyword in Python language?

- (a) val
- (b) raise
- (c) try
- (d) with

11. Which of the following declarations is incorrect in python language?

- (a) `xyzp = 5,000,000`
- (b) `x y z p = 5000 6000 7000 8000`
- (c) `x,y,z,p = 5000, 6000, 7000, 8000`
- (d) `x y z p = 5,000,000`

12. Which of the following words cannot be a variable in python language?

- 3
- (a) val
  - (b) val
  - (c) try
  - (d) try

13. Which of the following operators is the correct option for power(ab)?

- (a)  $a \wedge b$
- (b)  $a++b$
- (c)  $a \wedge \wedge b$

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(d)  $a \wedge b$

14. Which of the following precedence order is correct in Python?
- (a) Parentheses, Exponential, Multiplication, Division, Addition, Subtraction
  - (b) Multiplication, Division, Addition, Subtraction, Parentheses, Exponential
  - (c) Division, Multiplication, Addition, Subtraction, Parentheses, Exponential
  - (d) Exponential, Parentheses, Multiplication, Division, Addition, Subtraction

15. Which one of the following has the same precedence level?
- (a) Division, Power, Multiplication, Addition and Subtraction
  - (b) Division and Multiplication
  - (c) Subtraction and Division
  - (d) Power and Division

16. Output of the program

```
a='Hello'  
print a[0]
```

- (a) H
- 4
- (b) e
- (c) l
- (d) o

17. Output of the program

```
a = 'hello world'  
print a[3:5]
```

- (a) hel
- (b) lo
- (c) worl
- (d) rl

18. Which type of Programming does Python support?

- (a) object-oriented programming
- (b) structured programming
- (c) functional programming
- (d) all of the mentioned

19. Is Python case sensitive when dealing with identifiers?

- (a) no
- (b) yes
- (c) machine dependent
- (d) none of the mentioned

20. Is Python code compiled or interpreted?

- (a) Python code is both compiled and interpreted
- (b) Python code is neither compiled nor interpreted

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- (c) Python code is only compiled
- (d) Python code is only interpreted

21. All keywords in Python are in \_\_\_\_\_

- (a) Capitalized
- (b) lower case
- (c) UPPER CASE
- (d) None of the mentioned

22. What will be the value of the following Python expression?  
 $4 + 3$

- (a) 7
- (b) 2
- (c) 4
- (d) 1

23. Which keyword is used for function in Python language?

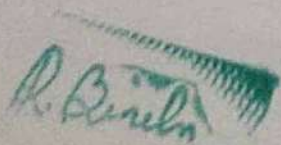
- (a) Function
- (b) Def
- (c) Fun
- (d) Define

24. Python supports the creation of anonymous functions at runtime, using a construct called \_\_\_\_\_

- (a) pi
- (b) anonymous
- (c) lambda
- (d) none of the mentioned

25. Which of the following is true for variable names in Python?

- (a) underscore and ampersand are the only two special characters allowed
- (b) unlimited length
- (c) all private members must have leading and trailing underscores
- (d) none of the mentioned



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Python Programming

- 1] b) (3+4j) & type 'complex'
- 2] b) Helloo Hello
- 3] b) Guido Van Rossum
- 4] d) 1989
- 5] c) C
- 6] a) .py
- 7] a) 2008
- 8] c) Indentation
- 9] c) #
- 10] a) Val
- 11] a) XYZP = 5,000,000
- 12] c) try
- 13] b) a\*\*b
- 14] a) Parenthesis, Exponential, multiplication, division, addition, subtraction
- 15] b) division and multiplication
- 16] a) H
- 17] b) 10
- 18] a) Object-oriented programming
- 19] b) Yes
- 20] a) python code is both compiled and interpreted
- 21] b) lower case
- 22] a) 7
- 23] b) Def
- 24] c) lambda
- 25] b) unlimited length



Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Python (2019-20)

SI No	Name of the student	Grade point	Signature
1	Abhinav S	8	Abhinav S
2	Abhijith C P	6.5	Abhijith C P
3	Aiswarya G	7.5	Aiswarya G
4	Aparna V	6.8	Aparna V
5	Drisy S	9	Drisy S
6	Gayathri K	8.5	Gayathri K
7	HareKrishnan S	7.5	HareKrishnan S
8	Jasna I	9.7	Jasna I
9	Jomon C	6.8	Jomon C
10	Nandhini V S	9.5	Nandhini V S
11	Prayaga M	8	Prayaga M
12	Sangeetha S	8.8	Sangeetha S
13	Sinoj P J	8	Sinoj P J
14	Surya S	8.2	Surya S
15	Akhila D	10	Akhila D
16	Amrutha J	10	Amrutha J
17	Hridya R	9.2	Hridya R
18	Panchami P	10	Panchami P
19	Rahana R	10	Rahana R
20	Shalima R	9.5	Shalima R
21	Shamna C I	9.2	Shamna C I
22	Shamna S	8.5	Shamna S
23	Sruthi K	7.5	Sruthi K
24	Vishnu M	9.7	Vishnu M
25	Vishnu K R	6.8	Vishnu K R



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# Sree Narayana College Alathur

## Department of Mathematics

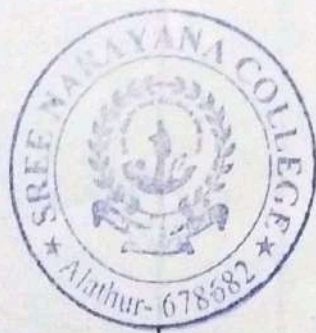
### Certificate Course in Python (2019-20)

#### Report

The goal of the course was to teach the basics of computer programming in a manner targeted at mathematical students. Introductory programming course in python provided a foundational background for programming in mathematical setting. The course was given to the UG students so that they could learn the numerical methods easily.

Python is a dynamic, interpreted language. There are no type declarations of variables, parameters, functions, or methods in source code. This makes the code short and flexible, and you lose the compile-time type checking of the source code. Python tracks the types of all values at runtime and flags code that does not make sense as it runs.

The duration of the course was 30hrs from 02/01/2020 to 03/02/2020 from 3.30pm–4.30pm. Dr Vineesh K P, Assistant Professor, Department of Mathematics, S N College, Chelannur was the course instructor of the programme. 25 students participated in the programme. The inaugural session was on 02/01/2020 at 3.15 pm. The inaugural session began at 3.15 pm with the welcome speech by Sri Devadas V, Assistant Professor, SN College, Alathur. Dr E N Sivadasan, Principal, SN College, Alathur, inaugurated the session and Smt K G Valsala, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Smt. Krishnaprabha R, Assistant Professor, Department of Mathematics, S N College, Alathur. Students were given assignments and was graded. Final grade was given according to the assignments submitted and attendance. The course ended on 03/02/2020.



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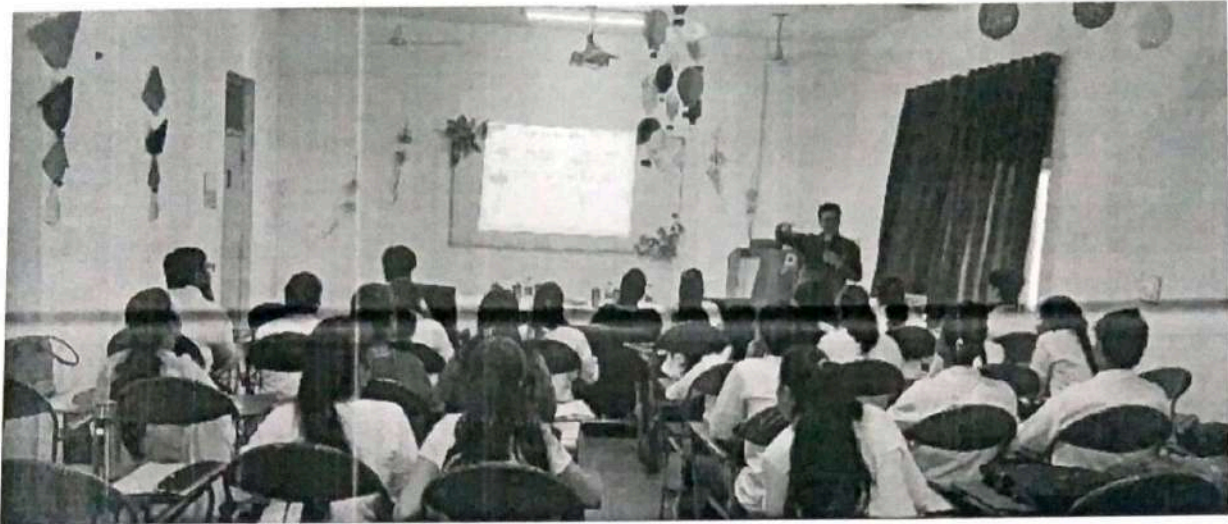
Sree Narayana College, Alathur

Department Of Mathematics

Certificate Course

Python

2019-20



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(NAAC Accredited with B Grade)

DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN PYTHON (2019-2020)

# CERTIFICATE

This is to certify that \_\_\_\_\_

\_\_\_\_\_ was the course instructor in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 02/01/2020 to 03/02/2020.

Sri Devadas V

Coordinator

Principal

Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

Smt K G Valsala

HOD, Department of  
Mathematics





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## DEPARTMENT OF MATHEMATICS

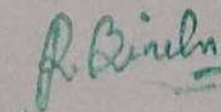
### CERTIFICATE COURSE IN PYTHON (2019-2020)

# CERTIFICATE

This is to certify that .....**Ms Panchami P...** completed and secured **A** grade in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 02/01/2020 to 03/02/2020.

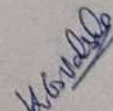
  
Sri Devadas V

Coordinator



Principal  
Sree Narayana College, Alathur



  
Smt K G Valsala

HOD, Department of  
Mathematics



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## **COMPUTERISED ACCOUNTING WITH TALLY**

**2019-2020**

**AUG 03- DEC 31 2019**

**COURSE DURATION : 30 HOURS (ONLY ON HOLIDAYS)**

**RESOURCE PERSON: Mrs. Manjusha Mohanan**

(Assistant Professor, Dept. of Commerce,

Sree Narayana Guru College of Advanced Studies Alathur, Palakkad

Contact Us

PG Department of Commerce

Sree Narayana College

Edattakulam P.O, Alathur

[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)

  
**ANILA BALAN**  
(HOD)



  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**DR. E.N. SIVADASAN**  
(PRINCIPAL)

**SREE NARAYANA COLLEGE ALATHUR**

**CERTIFICATE COURSE-PG DEPARTMENT OF COMMERCE (30HRS)**

**SUBJECT: Computerized Accounting with Tally**

Sree Narayana College Alathur , PG department of commerce had conducted one certificate course named Computerized Accounting with Tally which had taken place 3 Hrs per week. We conducted this course from August 03 to December 31, 2019. 30 Students were registered and participated in this course. This course covered 3 modules. Classes had taken place on weekend days. The classes were handled by Mrs. Manjusha Mohanan (Assistant Professor, Department of Commerce, Sree Narayana Guru College of Advanced Studies, Alathur, Palakkad). The course was successfully completed by all the registered students and certificates are provided to them.



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# COMPUTERISED ACCOUNTING WITH TALLY

## Syllabus

### Objectives:

- To enable the students to acquire basic knowledge in the computerized accounting systems and its applications in the area of business
- To familiarize the students with application of Tally in business

(Out of the 30 lecture hours, the ratio between theory and practical hours shall be 3:2)

### Module I

Introduction to Accounting: Accounting basis and terms -Branches of accounting - Mode of accounting - Manual accounting - Computerized accounting fundamentals- Accounting with Tally : Introduction to Tally - Tally interface - f11 features - f12 configuration - Company creation - Accounting groups - Accounting ledgers - Accounting vouchers - Vouchers entry.

(8 Hour)

### Module II

Inventory Management with Tally - Stock groups - Stock items - Stock category -Unit of measures - Godown inventory vouchers (Pure inventory and inventory vouchers). Integration of Accounting with Inventory : Bill wise details - Invoicing - Voucher entry -Cost centre - Cost category - Budget and control - Bank reconciliation - Interest calculation - Order processing - Stock valuation methods - Reorder levels - Tracking numbers - Bill of material - Inventory ageing-Tax Application in Tally - Introduction to GST - GST activation and classification -GST computation - Composite GST - Input Tax credit - Tax Invoice, Credit and Debit Notes- Returns- Transfer of Input Tax Credit- Time and Value of Supply-Recent features

(12 Hours)

### Module III

Accounting and Inventory Reports - Trading, Profit and loss A/c - Balance Sheet - Ledgers - Cost centre and budget reports - Cash book and bank book - Inventory reports - Decision supporting tools - Ratio analysis - Cash flows - Fund flow - Budgeting system - Printing of reports - Voucher and bill printing etc.-Technology Advantage of Tally - Tally audit - Tally vault - Back up, restore, merge and split of database - ODBC interface - Export and import of data - web enabled reporting - On line support of software.

(10 Hours)

  
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**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**COMPUTERISED ACCOUNTING WITH TALLY**  
**ATTENDANCE SHEET**

Sl No	Name of the student	DATE OF CLASSES TAKEN										
		28/10/23	29/10/23	31/10/23	01/11/23	02/11/23	07/11/23	08/11/23	09/11/23	16/11/23	30/11/23	31/12/23
1	ANARGHA P	x	x	x	x	x	x	x	x	x	x	x
2	ASWIN CHANDRAN R	x	x	x	x	x	x	x	x	x	x	x
3	BHAVANA R	x	x	x	x	x	x	x	x	x	x	x
4	BHAVYA K	x	x	x	x	x	x	x	x	x	x	x
5	CHANDINI C	x	x	x	x	x	x	x	x	x	x	x
6	DEEPIKA J	x	x	x	x	x	x	x	x	x	x	x
7	DIHANYA I	x	x	x	x	x	x	x	x	x	x	x
8	GOKUL PRASAD G	x	x	x	x	x	x	x	x	x	x	x
9	GOKUL R	x	x	x	x	x	x	x	x	x	x	x
10	GOKUL DAS P	x	x	x	x	x	x	x	x	x	x	x
11	GOPIKA G	x	x	x	x	x	x	x	x	x	x	x
12	GREESHMA K	x	x	x	x	x	x	x	x	x	x	x
13	GREESHMA U	x	x	x	x	x	x	x	x	x	x	x
14	JIJIMOL J	x	x	x	x	x	x	x	x	x	x	x
15	JISHNA K	x	x	x	x	x	x	x	x	x	x	x
16	JISHNU RAJ P R	x	x	x	x	x	x	x	x	x	x	x
17	JUBY M R	x	x	x	x	x	x	x	x	x	x	x
18	KRISHNENDU M U	x	x	x	x	x	x	x	x	x	x	x
19	LAKSHMIDEVI K	x	x	x	x	x	x	x	x	x	x	x
20	MOHAMMED AKHIN K M	x	x	x	x	x	x	x	x	x	x	x
21	NIMISHA M	x	x	x	x	x	x	x	x	x	x	x
22	RENJITHA G	x	x	x	x	x	x	x	x	x	x	x
23	SARIKA R	x	x	x	x	x	x	x	x	x	x	x
24	SHILPA P R	x	x	x	x	x	x	x	x	x	x	x
25	SRUTHY RAJEEV	x	x	x	x	x	x	x	x	x	x	x
26	STEPHY T S	x	x	x	x	x	x	x	x	x	x	x
27	SUCHITHRA A	x	x	x	x	x	x	x	x	x	x	x
28	SWETHA M	x	x	x	x	x	x	x	x	x	x	x
29	VANEESHA V	x	x	x	x	x	x	x	x	x	x	x
30	YADHURAG R	x	x	x	x	x	x	x	x	x	x	x

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 Sree Narayana College, Alathur  
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**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**COMPUTERISED ACCOUNTING WITH TALLY**  
**MARKSHEET**

Sl No	Name of the student	Grade point	Grade
1	AISWARYA K	3.5	A
2	AISWARYA K	3.5	A
3	AISWARYA M	3.5	A
4	AJITHCHANDRAN C	3.6	A
5	AJITH V	3.5	A
6	AKHILASH B	3.6	A
7	AKHIL S	3.5	A
8	ANJU K	3.6	A
9	ARAVINDH R	3.5	A
10	ARIFA A	3.6	A
11	ASHMITHA N	3.7	A
12	GOPIKA SIVADAS	3.7	A
13	KRISHNAN N S	3.5	A
14	LEBITHA I	3.5	A
15	NINCY M	3.6	A
16	NIVEDHYA D	3.5	A
17	PRABINNA J	3.5	A
18	RAHANA S	3.6	A
19	RESHMA R	3.6	A
20	RESHMA S	3.5	A
21	RINCY B	3.5	A
22	SARATH R	3.6	A
23	SMITHA C R	3.5	A
24	SRINGA S	3.6	A
25	SRUTHI R	3.5	A
26	SRUTHI S	3.6	A
27	SUCHITHRA V	3.5	A
28	SUNITHA C	3.5	A
29	SURYAGAYATHRI S	3.5	A
30	VISHNU S	3.7	A

*R. Binu*

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**SREE NARAYANA COLLEGE ALATHUR**  
**COMPUTERISED ACCOUNTING WITH TALLY 2019-2020**

Organized by PG Department

Time : 1 Hour

Maximum : 25 Marks

**Part A**

Answer all questions

1. Salary account comes under which head?
2. Which voucher type is used to transfer amount from one bank to another?
3. In which voucher type entry is done for TDS calculation?
4. Changes in accounts are possible only if opened in which mode?
5. Which shortcut key is used to change current period in tally?

(5x1=5)

**Part B**

Answer any 4 questions

6. What is Bill of Materials?
7. What do you mean by service tax?
8. What is Trial balance? How can view Trial balance in Tally?
9. How can you shutting a company?
10. What is a post dated voucher?

(4x5=20)



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Computerised Accounting with Tally

Part - A

- 1. Indirect expenses ✓
- 2. Contra ✓
- 3. Journal voucher - F11 F7 - Journal ✓
- 4. Multiple mode ✓
- 5. F2 ✓

( 22 )  
25

Part - B

- 6. A bill of materials (BOM) is a structured list identifying all materials and components required to construct a product, as well as the instructions for producing, procuring and using materials. A Bill of materials is a list of constituent items along with quantity details that can be allotted for the manufacture of a certain product, by-product or likewise. This facilitates immediate reduction in stock of the item automatically.
- 7. Service tax is a tax levied by the Central government of India on service providers on certain service transactions. To get started with service tax using Tally. ERP 9, you have to enable the service tax options and enter your company's service tax registration details. To enable service tax.
- 8. To print a trial balance summary of all ledger balances in checking whether the transactions are correct and



A. Binu  
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balanced. If Journal entries are error-free and posted correctly to the general ledger, the total of all debit balances should be equal the total of all credit balances.

4 ~~Trial~~ Total balance is a statement summarizing the closing balance of all the ledger accounts, prepared with the view to verify the arithmetical accuracy of ledger posting.

3 9. How shut a company in two ways - either using the button F1; Shut Cmp (Alt + F1) or pressing Enter on Shut @ company menu option on the company info.

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Kerala Government with 14 acres

# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Jubi M.R*

has successfully completed the certificate course 'Computerized Accounting with Tally' conducted by PG Department of Commerce on 03 August 2019 to 31 December 2019 organized by Sree Narayana College, Alathur

**ANILA BALAN**  
HOD

**DR. E.N. SIVADASAN**  
(PRINCIPAL)



Principal  
Sree Narayana College, Alathur  
Palakkad- 676 682, Kerala

**SREE NARAYANA COLLEGE**

**DEPARTMENT OF MICROBIOLOGY**

**SHORT TERM COURSE ON HACCP LEVEL 2&3 2019-2020**

**05<sup>th</sup> JANUARY TO 09<sup>th</sup> JANUARY 2020**

**LIST OF PARTICIPANTS**

<b>Sl. No.</b>	<b>Name of Student</b>	<b>Grade</b>
1	Dhanush U	PASS
2	Gokul .N	PASS
3	Jini K P	PASS
4	Mohammed Ashkar K	DISTINCTION
5	Nijil K K	PASS
6	Ranjith K R	PASS
7	Shijildas S	DISTINCTION
8	Sipin .R	DISTINCTION
9	Sona K P	PASS
10	Deepika Haridas	PASS
11	Aparna R	PASS
12	Jyothika R	DISTINCTION
13	Shylanath G	PASS
14	Vishnu K Vijay	PASS



*P. Birendra*

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Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

# SREE NARAYANA COLLEGE

## DEPARTMENT OF MICROBIOLOGY

### SHORT TERM COURSE ON HACCP LEVEL 2&3

05<sup>th</sup> JANUARY TO 09<sup>th</sup> JANUARY 2020

Sl. No.	Name of Student	05/01/2020	06/01/2020	07/01/2020	08/01/2020	09/01/2020	Signature
1	Dhanush U						
2	Gokul .N						
3	Jini K P						
4	Mohammed Ashkar K						
5	Nijil K K						
6	Ranjith K R						
7	Shijildas S						
8	Sipin .R						
9	Sona K P						
10	Deepika Haridas						
11	Aparna R						
12	Jyothika R						
13	Shylnath G						
14	Vishnu K Vijay						



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# Highfield

Qualifications®

## Qualification Specification

### Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2196/9



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Version 1.3 August 2021

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*A. Binu*  
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Palakkad- 678 582, Kerala

## Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

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### Qualification regulation and support

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

Qualification Number:	603/2196/9
Learning Aim Reference:	60321969
Credit Value:	1
Assessment Method:	Multiple-choice examination
Guided Learning Hours (GLH):	6
Total Qualification Time (TQT):	7

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### Qualification overview and objective

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is aimed at those working in a food manufacturing environment. The qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

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### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

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### Geographical coverage

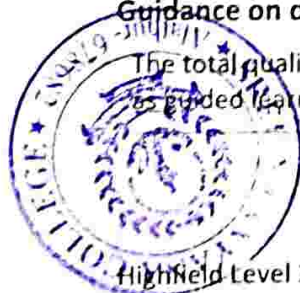
This qualification is suitable for delivery in England and Wales.

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### Guidance on delivery

The total qualification time for this qualification is 7 hours and of this 6 hours are recommended as guided learning hours.

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TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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### **Guidance on assessment**

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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### **Guidance on quality assurance**

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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### **Recognition of prior learning (RPL)**

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

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### **Tutor requirements**

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
    - Level 3 Award in HACCP qualification
    - Level 3 Award in Food Safety qualification
    - Degree or DipHE in a related subject area such as:
      - Food science
      - Environmental Health
      - Home Economics
      - Microbiology
      - Or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)

Hold a recognised teaching qualification or experience, which could include any of the following:

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- Level 3 Award in Education and Training or above
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.**

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### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield L3 Award in HACCP for Food Manufacturing
- Highfield L3 Award in Food Safety in Manufacturing

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### Useful websites

[www.food.gov.uk](http://www.food.gov.uk)

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### Recommended training materials

- *Foundation HACCP Training Presentation. Sprenger, Richard A. Highfield International Limited*
- *The (Level 2) HACCP Handbook. Sprenger, Richard A. Highfield International Limited*



## Appendix 1: Qualification structure

To complete the Highfield Level 2 Award In HACCP for Food Manufacturing (RQF) learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/616/0693	Principles of HACCP for Food Manufacturing	2	6	1



## Appendix 2: Qualification content

### Unit 1: Principles of HACCP for Food Manufacturing

Unit number: K/616/0693

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Know the procedures required to develop HACCP	1.1 Recognise the role of the food handler in implementing HACCP
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 State the preliminary steps required to develop HACCP
2. Know how the principles of HACCP are applied in a food production environment	2.1 Identify the purpose of hazard analysis
	2.2 Identify the importance of, and methods which can be used to determine, critical control points
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring control points/critical control points
	2.6 Identify the purpose of taking appropriate corrective action at critical control points
	2.7 State the importance of verification and review of the HACCP process
	2.8 State the importance of documentation and records needed to support HACCP



**Indicative Content**

**1.1 Recognise the role of the food handler in implementing HACCP**

- Including producing safe food, following procedures and policies and reporting problems

**1.2 Outline the need for prerequisite programmes**

- Meaning of the term prerequisite, good hygiene practice, good manufacturing practice
- Importance of implementing effective prerequisites to ensure food safety
- Enables the HACCP plan to concentrate on the specific hazards related to a particular product or process
- Applies to all areas in a food production facility, ensuring required controls relating to all steps in a process are implemented

**1.3 Identify common prerequisite programmes**

- For example: personnel hygiene, premises, services, supply chain stock control, design, cleaning, pest control, physical, chemical and allergenic contamination controls

**1.4 State the preliminary steps required to develop HACCP**

**Awareness of:**

- Scope
- Describe processes
- Identify intended use and users
- Identify the of purpose of flow diagrams

**2.1 Identify the purpose of hazard analysis**

- Identifies hazards that may affect the process
- Identifies the steps at which the hazards are likely to occur
- Helps determine significant hazards
- Helps to determine measures to control the hazards
- Can use the information gained to determine critical control points (CCPs)

**2.2 Identify the importance of, and methods which can be used to determine, critical control points**

- Tools which may be used to determine whether a step is a critical control point or control point (Decision tree, knowledge of team)
- Importance to include: Focuses on critical aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness

**2.3 Recognise the importance of identifying critical (safe) limits**

- This refers to validated critical (safe) limits
- Helps to ensure safe food is sold
- Allow personnel to have clear understanding of what is acceptable and parameters to work within

Measurable and validated, so can be checked and provide assurance of safe food production

**2.4 Identify the importance of monitoring controls**



- Used to determine when there is a loss of control and a deviation occurs at a critical control point i.e. where a critical limit is breached
- Check control measures at control points/CCP's and critical limits at CCPs to ensure food produced is safe
- Provides written documentation for verification and legal evidence

**2.5 Identify ways of monitoring control points/critical control points**

- Appropriate methods of monitoring, dependent upon the CCP include:
  - Taking measurements (e.g. time, temperature, pH, size etc.)
  - Observation e.g. of delivery vehicles and practices
  - Completing records
- Testing and competency of personnel
- Importance of reporting when a process or product has breached controls

**2.6 Identify the purpose of taking appropriate corrective action at critical control points**

- To prevent unsafe food from reaching the customer
- Regain control before product dispatched/sold
- Rectify equipment/process problems and required repair/maintenance
- Importance of following procedures and completing relevant corrective actions in a timely manner

**2.7 State the importance of verification and review of the HACCP process**

- It validates (confirms) that the HACCP plan produces safe food for the end customer
- It helps to validate and verify legal compliance has been achieved
- Provides evidence of product safety
- What should prompt a review

**2.8 State the importance of documentation and records needed to support HACCP**

- Helps demonstrate legal compliance
- Provides evidence for customers and inspectors/auditors
- Assists in continual improvement plans
- Assists in complaint investigation
- Reasons why important documentation is completed accurately and at the correct frequencies





## Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382  
 Level: 3  
 Credit: 3  
 GLH: 20

Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures



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## Unit Content: Assessment Guidance

This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

### LO1 Understand the importance of HACCP based food safety management procedures

- The need for HACCP based food safety management procedures:
  - The reasons behind the development of HACCP and outline its origins
  - The need for a systematic approach for food safety
  - Holistic approach to managing safe food
  - How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence
- The HACCP approach to food safety procedures:
  - The 7 principles of HACCP as stated in Codex Alimentarius
  - The 12 logic steps to HACCP
- Legislation relating to HACCP:
  - How HACCP legislation is enforced and the potential consequences of noncompliance
  - The role and responsibilities of management and employees within HACCP
  - The relevance of codes of practice and industry guides

### LO2 Understand the preliminary processes for HACCP based procedures

- The requirements of a HACCP team:
  - Adequate training and experience of team members
  - Roles held within the organisation
  - Allocating roles and responsibilities within the HACCP team
  - When ad hoc team members and external consultants or experts may be required
- The pre-requisites for HACCP:
  - Management commitment and provision of adequate resources
  - The importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system



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- o How to decide if pre-requisite programmes represent an adequate basis for HACCP development
- o Type of documentation required
- Food production processes including use of end product:
  - o Scope
  - o Terms of reference
  - o Sources of information
  - o Production process from purchase to dispatch
  - o End of product testing
  - o Identification of 'at risk' groups
  - o Intended use of the product
  - o Intrinsic properties of different products and their relationship to microbial growth and survival
- Process flow diagrams in the development of HACCP based food safety management procedures:
  - o The purpose and use of flow diagrams
  - o Be able to construct a process flow diagram
  - o The importance of confirming a process flow diagram

LO3 Understand how to develop HACCP based food safety management procedures

- Hazards and risks in the production process
  - o Microbiological, chemical, physical and allergenic hazards
  - o Examples of each type of hazard associated with processes from purchase to dispatch of finished product including
    - Delivery of raw materials
    - Storage of raw materials
    - Handling
    - Preparation
    - Processing
    - Cooling
    - Post-process treatments
    - Packing
    - Finished product storage
    - Transportation
  - o Significant hazards using a risk assessment approach
  - o Where to obtain information, advice and support for hazard identification
  - o Assessing the applicability of the information and advice obtained

- Critical control points:



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- o The purpose and benefits of using decision trees oThe Codex decision tree in recognising critical control points oObtain information, advice and support for identifying critical control points oThe importance of validating information and advice obtained
- Critical limits:
  - o The advantages and disadvantages of common parameters used when establishing critical limits, such as:
    - Temperature
    - Time pH
    - Water content
  - oWhy critical limits need to be absolute, unambiguous and measurable oThe term 'target level' and the benefits to a food manufacturing business of identifying target levels
  - o Where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained
  - o Examples of suitable critical limits for a range of common food manufacturing processes

LO4 Understand how to implement HACCP based food safety management procedures

- Monitoring procedures at critical control points:
  - o The purpose of monitoring oBenefits and drawbacks of both continuous and batch monitoring oExamples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
  - o Considerations to be made when determining the frequency of monitoring oThe importance of calibrating and testing monitoring equipment oThe importance of consistent monitoring oThe importance of training personnel with regard to monitoring oAccurately recording at critical control points oThe importance of monitoring personnel oProcedures and verification of monitoring procedures
- Corrective actions oThe need for corrective actions if critical limits are not achieved or are exceeded oThe types of corrective action
  - o The importance of establishing both process and product corrective actions oExamples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product



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- o The Importance of allocating responsibilities for corrective actions
- o The Importance of increased monitoring after control has been regained
- o The Importance of accurate record keeping
- o Suitable reporting procedures regarding corrective actions at critical control points

LO5 Understand how to evaluate HACCP based procedures

- Documentation and record keeping procedures
  - o The Importance of documentation and record keeping
  - o Examples of suitable documentation which may be used In food manufacturing
    - o The importance of suitable storage of completed documentation and monitoring records
    - o Construct an outline HACCP plan
- The verification and review of procedures:
  - o The importance of verification of the HACCP system and of the initial validation of the HACCP plan
  - o Information that will be required to verify and validate the HACCP system and plan
  - o The approaches to verification and discuss the value of end product testing
  - o The reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
  - o Factors which affect the frequency of verification and outline the requirements for verification reports
  - o The need to review a HACCP system
  - o When systems should be reviewed



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# **Sree Narayana College**

## **Department of Microbiology**

**"SHORT TERM COURSE  
ON HACCP"  
Level 2 & 3**

**5th to 9th  
January  
2020**

**Room No: 41**



*R. Binu*  
Principal  
Sree Narayana College, Alathur,  
Palakkad - 676-692, Kerala

## Report

Department of Microbiology conducted an introduction to HACCP- TRAINING PROGRAM of level 2 & 3 by Advanssure Technologies, Malapuram on 05<sup>th</sup> December to 09<sup>th</sup> December 2020. Dr. S. DHIVA HOD, Department of Microbiology inaugurated the program. Smt. DIVYA.R felicitated the occasion. The Trainer Aneesh of Advanssure Technologies discussed about

- The role of microbiologists in food industry
- The role of food safety officers in food industry
- About the exams and certification
- Job opportunities in Middle East

Feedbacks were shared by the students. Smt. NITHYA JAYAN conveyed the vote of thanks on the closing day of the program.



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# Highfield

Qualifications

## Highfield Qualifications

Certifies that

*Fini K P*

has successfully passed an assessment in  
Highfield Level 2 Award in HACCP for Food  
Manufacturing (RQF)

Qualification number 603/2196/12

Date of award 6 MARCH 2020

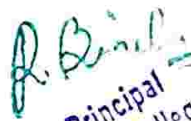
Certificate number HAC1809916

  
Course Director



Advanssure Technical Solutions

Training Organisation

  
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Jason Sprenger - Chief Executive  
Highfield Qualifications



For more information visit <http://register.ofqual.gov.uk>



*Add on /Certificate/Value*  
*added programs offered*

**2018-2019**





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## **ADD-ON COURSE 2018-19**

JULY 2018- MARCH 2019

### **HUMAN RIGHTS IN INDIA**

**COURSE DURATION : 60 HOURS (ONLY ON HOLIDAYS)**

**RESOURCE PERSON: Mr. Vipin V**  
(Assistant Professor(On Contract), Dept. of History,  
Sree Narayana College Alathur, Palakkad

Contact Us

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**ARCHANA K.M**

(HOD)



**DR. E.N. SIVADASAN**  
(PRINCIPAL)

*R. Sivasankar*

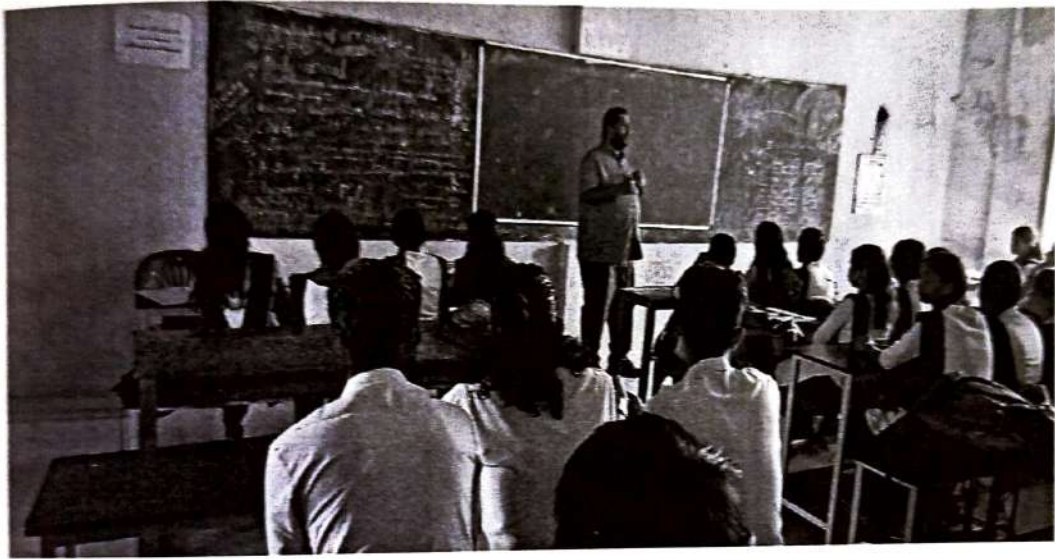
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SREE NARAYANA COLLEGE

ADD ON COURSE-PG DEPARTMENT OF COMMERCE (60HRS)

SUBJECT: HUMAN RIGHTS IN INDIA

Sree Narayana College Alathur, PG Department of Commerce had conducted add on course had taken place 4 hours per day on selected holidays. We conducted this course from 2018 July to 2019 March. 30 Students are registered and successfully completed in this course. This classes were handled by Mr.Vipin.V, Assistant Professor on Contract, Department of Political Science, Sree Narayana College, Alathur. Certificates are provided to all students who successfully completed this course.



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# Syllabus

## Add On Course

### Subject : HUMAN RIGHTS IN INDIA

#### Module 1

##### A. HUMAN RIGHTS AND DUTIES: JURISPRUDENCE

- i) Philosophical and historical foundation of human rights and duties
- ii) Theories of rights
- iii) Concept and classifications of human rights and duties
- iv) Human rights and duties
  - (a) Correlation of rights and duties/responsibilities
  - (b) Tensions between rights inter se, duties inter se, and rights and duties
- v) Importance of internalizing human rights and duties:
- vi) Urgent need for not only sensitizing others of human rights and duties, but of practicing oneself  
those values: self-inculcation, endeavour to live up to those ideals - Duty to respect others' rights,  
respect each other's human dignity.

#### Module 2

##### INTERNATIONAL HUMAN RIGHTS: NORMS, STANDARDS AND MECHANISMS

- i) Evolution of human rights and duties on the international plane
- ii) The United Nations Charter and the development of human rights  
Provisions of the Charter, Universal Declaration of Human Rights 1948, International Covenant on Civil and Political Rights 1966 and International Covenant on Economic, Social and Cultural Rights 1966, and other major UN instruments on human rights (Conventions on Racial Discrimination, Women's Rights, Rights of the Child, Torture)

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### Module 3

#### UNITED NATIONS FOR PROMOTION OF HUMAN RIGHTS AND REGIONAL HUMAN RIGHTS STANDARDS AND MECHANISMS

- i) UN bodies involved in promotion of human rights - Economic and Social Council, UN Commission on Human Rights and its sub-commissions on women, minorities, etc., General Assembly, Human Rights Committee and other committees under the various conventions, ILO, UNESCO, WHO, FAO.
- ii) European Convention on the Protection of Human Rights 1950 and institutions
- iii) Latin American standards and mechanisms for protection of human rights
- iv) African standards and mechanisms for protection of human rights
- v) ASEAN declaration of Human Rights

### Module 4

#### HUMAN RIGHTS OF SPECIALLY DISADVANTAGED SECTIONS OF SOCIETY IN INDIA

- i) Scheduled Castes/Scheduled Tribes and Other Backward Classes
- ii) Minorities
- iii) Women and Children
- iv) Disabled Individuals
- v) The Elderly, 'Aged', Aging and Human Rights

### Module 5

#### Development, International Trade and Human Rights 2

- i) Right to development: Issues of international equity and justice, equitable sharing of sharable resources and common amenities, equitable access to benefits of science and technology
- ii) Freedom of international trade, most-favoured nation treatment (equality of treatment) versus special treatment of the developing countries, access to international markets, equitable pricing of raw materials

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PG DEPARTMENT OF COMMERCE  
**CERTIFICATE**  
FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT


*Vipin V*

(ASSISTANT PROFESSOR (ON CONTRACT), SREE NARAYANA COLLEGE, ALATHUR)

was an invited course instructor of add-on course on "HUMAN RIGHTS IN INDIA" organised by PG  
Department of Commerce, SN College Alathur on July 2018 to March 2019

  
.....  
**ARCHANA K.M**  
(HOD)



  
.....  
**DR. E.N. SIVADASAN**  
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# CERTIFICATE OF PARTICIPATION

This awarded certify that

has successfully completed the Add-on course "HUMAN RIGHTS IN INDIA"  
conducted by PG Department of Commerce on July 2018 to March 2019  
organized by Sree Narayana College, Alathur

  
**ARCHANA K.M**  
(HOD)



  
**DR. E.N. SIVADASS**  
(Principal)  
Sree Narayana College, Alathur  
Palakkad - 686521, Kerala

**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**HUMAN RIGHTS IN INDIA 2018-19**  
**MARKSHEET**

Sl. No	Name Of The Student	Grade Point	Grade
1	ADITHYA G	3.8	A
2	ADITHYA S	3.6	A
3	AISWARYA P	3.7	A
4	AKHILA C	3.6	A
5	ARCHANA D	3.7	A
6	BHADRA B	3.8	A
7	DELNA KRISHNAN	3.6	A
8	DRISYA M	3.6	A
9	FAMEETHA H	3.7	A
10	RESHMA R	3.6	A
11	SANIKA S	3.6	A
12	SREELAKSHMI P R	3.8	A
13	VARSHA K	3.6	A
14	ACHUTH A	3.7	A
15	ADARSH S	3.6	A
16	AMAL N	3.8	A
17	ATHUL PRAKASH J	3.6	A
18	BALAJI T G	3.7	A
19	DINESH D	3.6	A
20	PRINCE K	3.6	A
21	SHINOY S	3.6	A
22	SREEJITH K	3.6	A
23	SWAROOP P G	3.8	A
24	VARUNDAS S	3.8	A
25	AMRITHA A	3.7	A
26	AMRITHA D	3.8	A
27	ANJANA S	3.8	A
28	ANJU C	3.7	A
29	ANU A	3.6	A
30	ANUPAMA R	3.7	A



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**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**HUMAN RIGHTS IN INDIA 2018-19**

Sl.No	Name																	Remarks
1	ADITHYA G	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	ADITHYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	AISWARYA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	AKHILA C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	ARCHANA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	BHADRA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	DELNA KRISHNAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	DRISYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	FAMEETHA H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	RESHMA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	SANIKA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	SREELAKSHMI P R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	VARSHA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	ACHUTH A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	ADARSH S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	AMAL N		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	ATHUL PRAKASH J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	BALAJI T G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	DINESH D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	PRINCE K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	SHINOYS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	SREEJITH K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	SWAROOP P G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	VARUNDAS S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	AMRITHA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	AMRITHA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	ANJANA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	ANJU C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	ANU A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	ANUPAMA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

2018 (3 hrs per day)  
 July 7, 21  
 9.30 - 12.30  
 1.30 - 2.30  
 Aug: 4, 18  
 Sep: 1, 15  
 Oct: 6, 20  
 Nov 3, 17  
 Dec 1, 15  
 Jan: 5, 19  
 Feb: 2



*P. Binu*  
 Principal  
 Sree Narayana College, Alathur  
 Palakkad-678 882, Kerala





**SREE NARAYANA COLLEGE**  
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# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Anju C*

has successfully completed the Add-on course "HUMAN RIGHTS IN INDIA"  
conducted by PG Department of Commerce on July 2018 to March 2019  
organized by Sree Narayana College, Alathur

  
ARCHANA K.M  
(HOD)



  
DR. E.N. SIVADASAN  
(PRINCIPAL)

# SREE NARAYANA COLLEGE ALATHUR

HUMAN RIGHTS IN INDIA 2018-2019

Organized by PG department

Time: 1 hour

Maximum : 25 marks

## Part A

Answer all questions

1. What is theories of rights?
2. What are the human rights and duties?
3. State UNESCO?
4. What are the woman rights?
5. What is Asian declaration of human right?

(5\*1=5)

## Part B

Answer any 4 questions from given below

6. Explain **development, international trade and human right two?**
7. What is European convention on the protection of human right 1950?
8. Explain UN bodies involved in promotion of human rights?
9. What is international covenant on civil and political rights 1966?
10. Write the importance of internationalizing human rights and duties?

(4\*5=20)



*P. Bineesh*  
Principal

19/12/2019

# Human Rights In India

24  
25

Anjuli C  
B.COM  
S.N. College  
Alachua

## Part - A

1. Rights are generally defined as justified claims for the protection of general interests. In this sense, human beings have been described as having rights to ~~per~~ property, life, liberty, and the pursuit happiness.
2. Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion or any other status. Duties: to promote harmony and the spirit of common brotherhood
3. UNESCO: United Nations Educational, Scientific and Cultural Organization. The United Nations, Educational, Scientific and Cultural Organization born on 15/11/1945.
4. Women's rights are the rights and entitlements claimed for women and girls worldwide. They formed the basis for the women's rights movement in the 19th century and the feminist movement
5. In 2009, the association of Southeast Asian nations established the ASEAN Intergovernmental Commission on human rights to promote human rights in the ten ASEAN countries. By mid-2012 the commission had drafted the ASEAN Human rights declaration.

## Part B

6.7. The European Convention on Human Rights protects the human rights of people in countries belonging to the Council of Europe. All 47 member states of Council including UK have signed the Convention. Its purpose is to



## Convention for the protection of human rights and fundamental freedom.

8. The UN Security Council at times deals with grave human rights violations, often in conflict areas. The UN Charter gives the Security Council the authority to investigate and mediate, dispatch a mission appoint special envoys, or request the secretary-general to use his good offices.
9. ICCPR is an international human rights treaty adopted in 1966. The UK agreed to follow ICCPR in 1976. It enables people to enjoy a wide range of human rights including those relating to: Freedom from torture and other cruel, inhuman or degrading treatment; or punishment fair trial rights.
10. Through ratification of international human rights treaties, governments undertake to put into place domestic measures and legislation compatible with their treaty obligations and duties. The domestic legal system, therefore provides the principal legal protection of human rights guaranteed under international law.

P. Birla



# Sree Narayana College Alathur

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## Department of Mathematics

### Consolidated Report of Certificate Course (Academic Year 2018-19)

SI No	Name of the Course	Date/Period	Resource person	No of participants	Remarks
1	Certificate Course in Latex	05/11/2018 to 03/12/2018	Libeesh Kumar K B  Assistant Professor Dept of Mathematics CKG Memmorial Govt College	18	
2	Certificate Course in Python	02/01/2019 to 04/02 2019	T K Rajan  Associate Professor Department of Mathematics GVC Palakkad	16	



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Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

## NOTICE

Alathur

Dated: 10/10/2018

This is to inform all the students that Department of Mathematics, Sree Narayana College, Alathur is starting **A CERTIFICATE COURSE in PYTHON and LATEX.**

Details of the courses

Course 1: LATEX

Duration: ~~30~~ hours

Fee : INR 500/-

Course 2: PYTHON

Duration: ~~30~~ hours

Fee : INR 500/-

Certificate will be awarded on the completion of the course.

Students who are interested in joining this course, Should give their names to College Office.

PRINCIPAL

Dr E N Sivadasan

Coordinators

Smt K G Valsala

Sri Devadas V

Smt Krishnaprabha R

(Mob: 9605723871)



*P. Bineesh*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course BOARD OF STUDIES (BOS) MEMBERS**  
**(2018-19)**

Name	Designation
Dr E N Sivadasan	Principal, S N College Alathur
Smt K G Valsala	HOD, Department of Mathematics
Sri Devadas V	Assistant Professor, Department of Mathematics, S N College Alathur
Smt Krishnaprabha R	Assistant Professor, Department of Mathematics, S N College Alathur
Sri Vineesh K P	Assistant Professor, Department of Mathematics, S N College Chelannur
Sri T K Rajan	Associate Professor, Department of Mathematics, GVC Palakkad
Sri Libeesh Kumar K B	Assistant Professor, Department of Mathematics, CKG Memorial Govt College



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Principal  
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# Sree Narayana College Alathur

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## Department of Mathematics

Offers

### Certificate Course in Python (2018-19)



*Krishnaprabha*

Smt Krishnaprabha R  
(Coordinator)

*Valsala K G*

Smt K G Valsala  
(HOD, Dept of Mathematics)

*R. Bireln*

Principal  
Sree Narayana College, Alathur  
Palakkad 678 682, Kerala

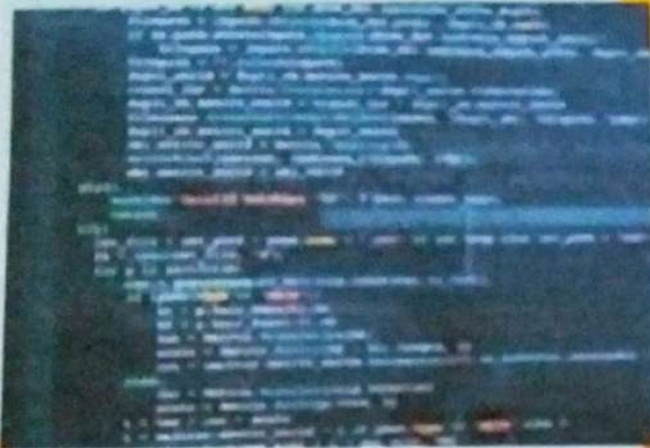


**SREE NARAYANA COLLEGE ALATHUR**

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**Department of Mathematics**



**Certificate  
Course**

**in  
Python  
(2018-19)**

**02/01/2019 to 04/02/2019**



**Prof. T. K. Rajan.  
Associate Professor  
GVC Palakkad**

**Mrs Krishnaprabha R  
Coordinator**

**Smt K G Valsala  
HOD**



*R. Divya*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

# PROF. T. K. RAJAN

ASSISTANT PROFESSOR



## PROFILE

I have 29 years of teaching experience. Handled undergraduate and post graduate course classes.

## CONTACT

✉ rajantk@gmail.com

📍 Mayura  
Indira Nagar  
Dhoni PO  
Palakkad 678009

## AREA OF SPECIALISATION

- Analysis

## EDUCATION

- MSC
- B.ED

## EXPERIENCE

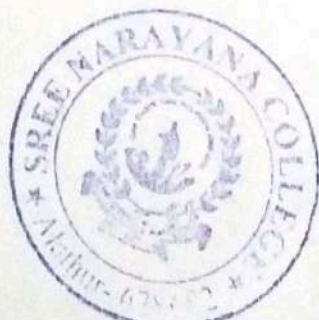
ASSISTANT PROFESSOR -29 YEARS

### UG PROGRAMMES:

- Calculus
- Graph Theory
- Real Analysis
- Analytic Geometry
- Complex Analysis

### PG PROGRAMMES:

- Real Analysis
- Functional Analysis
- Topology
- Linear Programming
- Linear Algebra
- Algebraic Topology



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**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course in Python Course**

2018-19

Syllabus

**Course learning objectives**

1. To acquire programming skills in core Python.
2. To acquire Object Oriented Skills in Python
3. To develop the skill of solving numerical problems in Python
4. To develop the ability to documentation in Python

**Module 1: An Introduction to Python**

- What can Python do?
- Why Python?
- Good to know
- Python Syntax compared to other programming languages
- Python Install

**Module 2: Beginning Python Basics**

- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input & Output
- Simple Output Formatting
- Operators in python

**Module 3: Python Program Flow**

- Indentation
- The If statement and its' related statement
- An example with if and it's related statement
- The while loop
- The for loop
- The range statement
- Break &Continue
- Assert
- Examples for looping

**Module 4: Functions & Modules**

- Create your own functions
- Functions Parameters
- Variable Arguments
- Scope of a Function
- Function Documentations



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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
PYTHON -2018-19

(Answer all questions, 1 marks each)

Total marks 20

1. Which of the following functions is a built-in function in python?

- (a) factorial()
- (b) print()
- (c) seed()
- (d) sqrt()

2. Which of the following is the use of id() function in python?

- (a) Every object doesn't have a unique id
- (b) Id returns the identity of the object
- (c) All of the mentioned
- (d) None of the mentioned

3. Which of these is the definition for packages in Python?

- (a) A set of main modules
- (b) A folder of python modules
- (c) A number of files containing Python definitions and statements
- (d) A set of programs making use of Python modules

4. What will be the output of the following Python function?

len(["hello",2, 4, 6])

- (a) Error
- (b) 6
- (c) 4
- (d) 3

5. Which one of the following is not a keyword in Python language?

- (a) pass
- (b) eval
- (c) assert
- (d) nonlocal

6. What arithmetic operators cannot be used with strings in Python?

- (a) \*
- (b) -
- (c) +
- (d) All of the mentioned

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7. Which of the following statements is used to create an empty set in Python?

- (a) ( )
- (b) [ ]
- (c) { }
- (d) set()

8. To add a new element to a list we use which Python command?

- (a) list1.addEnd(5)
- (b) list1.addLast(5)
- (c) list1.append(5)
- (d) list1.add(5)

9. Which one of the following is the use of function in python?

- (a) Functions don't provide better modularity for your application
- (b) you can't also create your own functions
- (c) Functions are reusable pieces of programs
- (d) All of the mentioned

10. Which of the following is a Python tuple?

- (a) {1, 2, 3}
- (b) { }
- (c) [1, 2, 3]
- (d) (1, 2, 3)

11. The process of pickling in Python includes \_\_\_\_\_

- (a) conversion of a Python object hierarchy into byte stream
- (b) conversion of a datatable into a list
- (c) conversion of a byte stream into Python object hierarchy
- (d) conversion of a list into a datatable

12. To terminate a loop we use the statement

- (a) stop
- (b) break
- (c) terminate
- (d) end

13. To skip the rest of the block of a loop and go to the beginning again we use the statement

- (a) start
- (b) skip
- (c) restart
- (d) continue

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14. A Python module is a file with the file extension that contains valid Python code.

- (a) .pymodule
- (b) .pym
- (c) .module
- (d) .py

15 A package is a folder containing one or more Python modules. One of the modules in a package must be called—

- (a) package .py
- (b) main.py
- (c) init .py
- (d) init.py

```
16 f = open('test.dat' , 'w')
f.write ('This is a test file')
f.close()
```

- (a) The above program delete existing file with the name 'test.dat'
- (b) The above program only create a file named 'test.dat' and writes a string to it
- (c) The above program only create a file named 'test.dat'
- (d) The above program result error

17. Turtle module of python is

- (a) used to read a file
- (b) used to write a file
- (c) used to color words
- (d) used to create graphical patterns

18. Which of the following is true

- (a) arange(start, stop, step, dtype)
- (b) arange(start, stop, dtype, step)

19 Which of the following is not a keyword in Python language?

- (a) val
- (b) raise
- (c) try
- (d) with

20 The output of the program

```
x = 3 + 4j
```

```
print x, type(x)
```

- (a) 3 + 4j, <type complex>
- (b) (3 + 4j) <type 'complex'>
- (c) 3 + 4j <type complex>
- (d) (3 + 4j) <type 'complex'>

## Python

Rajitha R

Maths




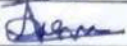




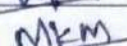
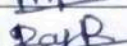





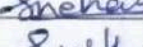
Roll No: 25

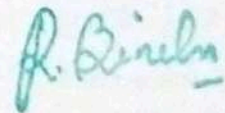
- 1) c)  $3 + 4j$  < type complex >
- 2) b) Hello Hello
- 3) b) Guido Van Rossum
- 4) d) 1989
- 5) c) C
- 6) a) .py
- 8) c) Indentation
- 7) a) 2008
- 9) c) #
- 10) a) val
- 11) a)  $5000,000$
- 12) c) try
- 13) b)  $a^{**}b$
- 14) a) Parenthesis, Exponential, multiplication, Division, Addition, Subtraction
- 15) b) division and multiplication
- 16) a) H
- 17) b) 10
- 18) a) object-oriented programming
- 19) b) yes
- 20) a) Python code is both compiled and interpreted

Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Python (2018-19)

Sl No	Name of the student	Grade point	Signature
1	Aiswarya K S	7.9	
2	Akshay C	8.5	
3	Anju V	8	
4	Aswani K V	8	
5	Aswani S	6.5	
6	Aswathi P	7.5	
7	Aswaini Radakrishnan	6.8	
8	Drysyia K	9	
9	Keerthana P	8.5	
10	Midhun K M	7.5	
11	Rajitha R	9.7	
12	Sariga H	6.8	
13	Sini R	9.5	
14	Sneha K R	8	
15	Sneha S	8.8	
16	Sulfath A	8	



Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





## Sree Narayana College Alathur

### Department of Mathematics

### Certificate Course in Python (2018-19)

#### Report

Python is a dynamic, interpreted language. There are no type declarations of variables, parameters, functions, or methods in source code. This makes the code short and flexible, and you lose the compile-time type checking of the source code. Python tracks the types of all values at runtime and flags code that does not make sense as it runs. The goal of the course was to teach the basics of computer programming in a manner targeted at mathematical students. Introductory programming course in python provided a foundational background for programming in mathematical setting. The course was given to the PG students so that they could learn the numerical methods easily.

The duration of the course was 30hrs from 02/01/2019 to 04/02/2019 from 3.30pm–4.30pm. Sri T K Rajan, Associate Professor, GVC Palakkad was the course instructor of the programme. 16 students participated in the programme. The inaugural session was on 02/01/2019 at 3.15 pm. The inaugural session began at 3.15 pm with the welcome speech by Smt. Krishnaprabha R, Assistant Professor, SN College, Alathur. Dr E N Sivadasan, Principal, SN College, Alathur, inaugurated the session and Smt K G Valsala, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Sri Devadas V Assistant Professor, Department of Mathematics, S N College, Alathur. Students were given assignments and was graded. Final grade was given according to the assignments submitted and attendance. The course ended on 04/02/2019.



*R. Binu*

Principal  
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Palakkad- 678 682, Kerala







# SREE NARAYANA COLLEGE ALATHUR

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## DEPARTMENT OF MATHEMATICS

### CERTIFICATE COURSE IN PYTHON (2018-2019)

# CERTIFICATE

This is to certify that \_\_\_\_\_

was the course instructor in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 02/01/2019 to 04/02/2019.

Smt Krishnaprabha R

Coordinator

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

Smt K G Valsala

HOD, Department of  
Mathematics



Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

Principal





# SREE NARAYANA COLLEGE ALATHUR

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DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN PYTHON (2018-2019)

## CERTIFICATE

This is to certify that ....**Rajitha R**..... completed and secured **A** grade in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 02/01/2019 to 04/02/2019.

Smt Krishnaprabha R  
Coordinator

*R. Binu*

Principal  
Sree Narayana College Alathur



*K. G. Valsala*  
Smt K G Valsala  
HOD, Department of  
Mathematics

# Sree Narayana College Alathur

(Affiliated to the University of Calicut)  
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## Department of Mathematics

Offers

### Certificate Course in Latex (2018-19)

**Sri Devadas V**  
(Coordinator)



**Smt K G Valsala**  
(HOD, Dept of Mathematics)

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)

(NAAC Accredited with B Grade)

Department of Mathematics

Certificate Course in Latex

(2018-19)

05/11/2018 to 03/12/2018



Libeeshkumar K B  
Assistant Professor

Department of Mathematics  
CKG Memmorial Government College



Sri Devadas V  
Coordinator

Smt K G Valsala  
HOD



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Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

## FACULTY PROFILE

**LIBEESHKUMAR K. B. M Phil, Ph D.**

Assistant Professor

Department of Mathematics

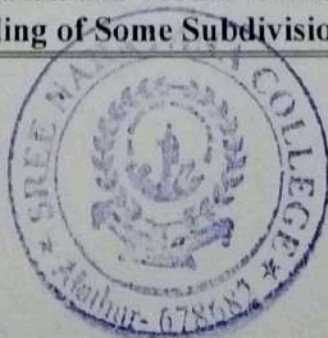
C.K.G. Memorial Govt. College, Perambra.

email: [libeesh123@gmail.com](mailto:libeesh123@gmail.com)

Mob: 9496843011.



Area of Interest:	Graph Theory
Field of Research:	Labeling in Graph Theory
Research Publications	<p>1. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced magic labeling of some graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 1, 59-61, <b>2020</b>.</p> <p>2. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-magic labeling of cycle related graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 2, 473-477, <b>2020</b>.</p> <p>3. Libeeshkumar K.B. and Anilkumar V., <b>Induced <math>V_4</math>- Magic Labeling of Some Star And Path Related Graphs</b>, South East Asian Journal of Mathematics and Mathematical Sciences, Vol. 16, No. 2 (<b>2020</b>), pp. 89-102.</p> <p>4. K.B. Libeeshkumar and V. Anil Kumar, <b>Edge Induced <math>V_4</math>-magic labeling of graphs</b>, Malaya Journal of Matematik, Vol. 8, No. 4, 1916-1921, <b>2020</b>.</p> <p>5. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-Magic Labeling of Middle Graphs</b>, Advances and Applications in Discrete Mathematics, Volume 26, Number 1, <b>2021</b>, Pages 1-16.</p> <p>6. K.B. Libeeshkumar and V. Anil Kumar, <b>Induced <math>V_4</math>-Magic Labeling of Some Subdivision</b></p>



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



	<b>Graphs, Non linear studies, Volume 28, Number 3, 2021, Pages 761-768.</b>
Experience Details:	9 years and 4 months(Aided College) , 3 years and 2 months (Govt. Colleges)



*A. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



Sree Narayana College Alathur

Department of Mathematics

Certificate course in LaTeX 2018-19

### SYLLABUS

**Objectives :** To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles, papers, project reports and books and thereby help them to be comfortable with the software .

#### **Unit I : Installation of LaTeX**

- i) Installation of Kile and MikeTeX
- ii) Class and packages
- iii) Latex programming and commands, sample packages
- iv) Error messages : Some sample errors, list of LaTeX error messages

#### **Unit II : Formating of output document**

- i) Fonts, symbols, indenting, paragraphs, line spacing, word spacing, titles and subtitles
- ii) Document class, page style, parts of the documents, table of contents
- iii) Command names and arguments, environments, declarations
- iv) Theorem like declarations, comments within text,

#### **Unit -III : Mathematical formulae**

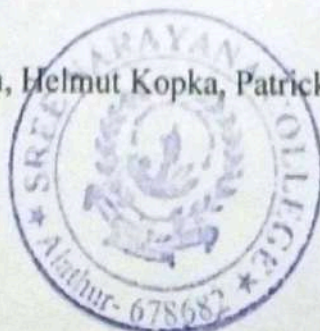
- i) Mathematical environments, math mode, mathematical symbols
- ii) Graphic package, multivalued functions, drawing matrices

#### **Unit -IV : Drawing with LaTeX**

- i) picture environments
- ii) Preparing book, project report in LaTeX.

Reference Book :

Guide to LATEX, fourth edition, Helmut Kopka, Patrick W.Daly



*A. Birendra*  
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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
LATEX -2018-19

QUESTION PAPER

Section A (1marks)

Total marks : 15

- 1..Both TeX and LaTeX use the file extension \_\_\_\_\_
- 2.LaTeX has a command called \_\_\_\_\_ that produces the popular PDF format files.
- 3.The different parts of the text are marked using \_\_\_\_\_ commands that associate a meaning to them.
- 4.LaTeX documents are typically created using any plain \_\_\_\_\_ editor.
- 5.LaTeX uses \_\_\_\_\_ to mark portions of text.

Section B (2 marks)

- 6.What is LATEX.
- 7.What are the advantages of LATEX.
- 8.Which tools do you know to convert mathematical formulas from PDF back to LaTeX?
- 9.How to import data from EXCEL tables into LaTeX?
- 10.What is your experience with converting LaTeX to MS/Word?

*R. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 832, Kerala



## LATEX EXAM

1) text

2) pdf latex

3) latex

4) Text

5) Groups

6) LaTeX is a free software used for typesetting technical documents. LaTeX created in 1985 by the American Computer Scientist. Leslie Lamport as an addition to the Tex typesetting system.

7)\* professionally crafted layouts are available, which make a document really look as if "printed".

\* The typesetting of mathematical formulae is supported in the convenient way.

\* Free add-on packages exist for many typographical tasks not directly supported by basic LaTeX.

8) At first, open the pdf with Ms word, after converting to word file, you can convert the mathematical formulae to LaTeX, and LaTeX source code to word using "Grind EQ".

9) Import your Excel file into R using readxl library.

Then export it with "B" as separator and copy it from the text into LaTeX.



Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Latex (2018-19)

Sl No	Name of the student	Grade point	Signature
1	Anisha K	7.5	Anish
2	Amrutha S	8.9	Amrutha
3	Anjali P	8.5	Anjali
4	Bhavya B	9.1	Bhavya
5	Gopika B	7.5	GIB
6	Keerthi Raj	8.0	Keerthi
7	Minimol K G	8.0	Minimol
8	Sree Durga S	6.9	Sree Durga
9	Soumya B	7.8	Soumya
10	Varsha S	8.5	Varsha
11	Nikhil S	8.8	Nikhil
12	Sanoop S	8.9	Sanoop
13	Sreejith V	9.5	Sreejith
14	Manju M	7.0	Manju
15	Nayana P S	9.9	Nayana
16	Rajitha R	10	Rajitha
17	Shibi P	9.5	Shibi
18	Sumitha C	9.5	Sumitha



A. Binu

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

**Sree Narayana College Alathur**

**Department of Mathematics**

**Certificate Course in Latex (2018-19)**

**Report**

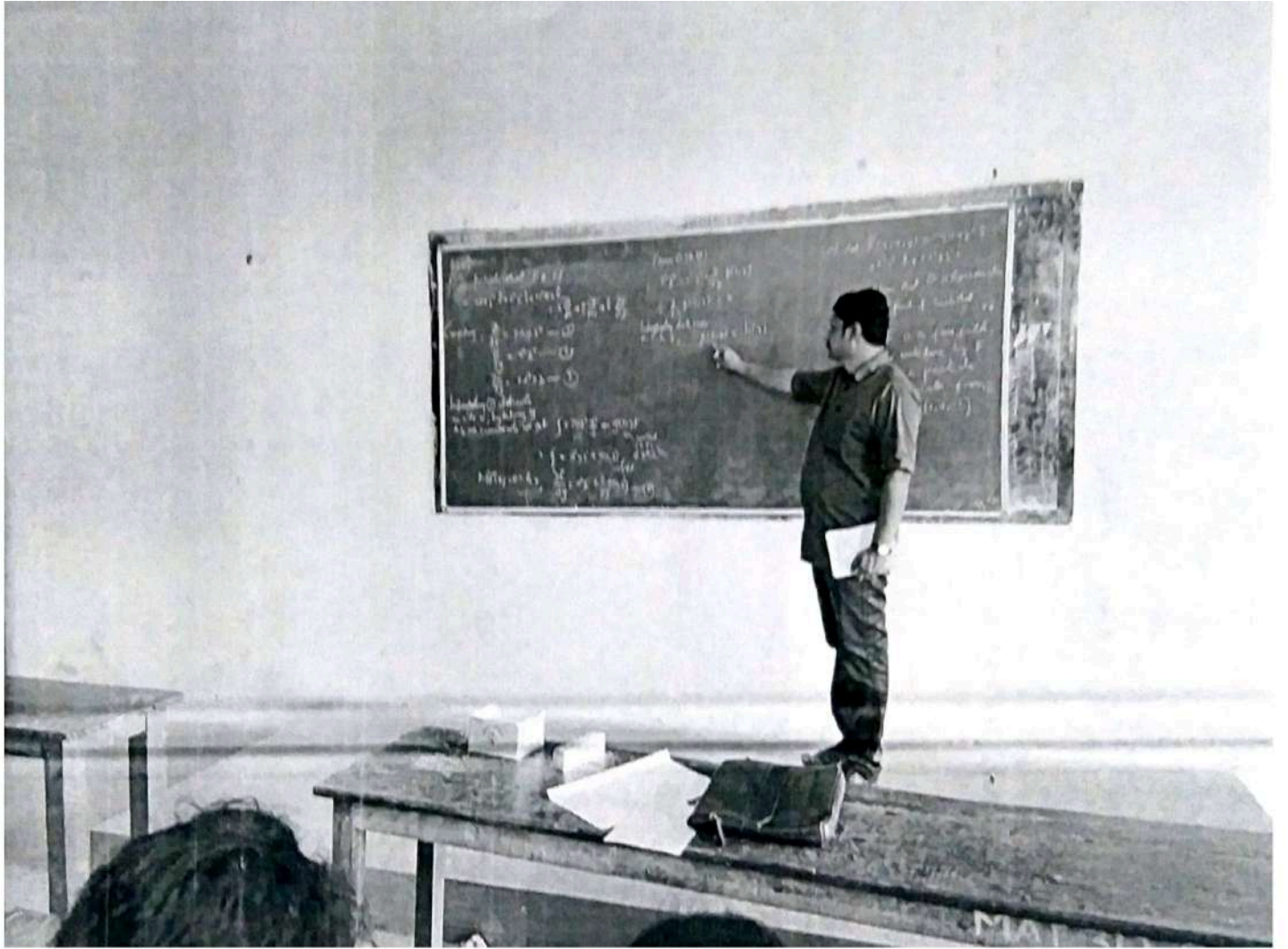
LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation. LaTeX is the de facto standard for the communication and publication of scientific documents. LaTeX is available as free software. LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation.

The course was given to the UG students so that they could learn to typeset their projects in Latex. The inaugural session was on 05/11/18 at 3.15 pm. The inaugural session began at 3.15 pm with the welcome speech by Sri Devadas V, Assistant Professor, Department of Mathematics SN College, Alathur. Dr. E N Sivadasan, Principal SN College, Alathur, inaugurated the session and Smt K G Valsala, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Smt Krishnaprabha R, Assistant Professor, Department of Mathematics SN College, Alathur. The duration of the course was 25 hrs from 05/11/18 to 03/12/18 from 3.30 pm–4.30 pm. Libeeshkumar K B, Assistant Professor, Dept of Mathematics, CKG Memmorial Govt College was the course instructor of the programme. 18 students participated in the programme. Students were given assignments and were graded. Final grade was given according to the assignments submitted and attendance. The course ended on 03/12/18.



*R. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala





**SREE NARAYANA COLLEGE ALATHUR**  
(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

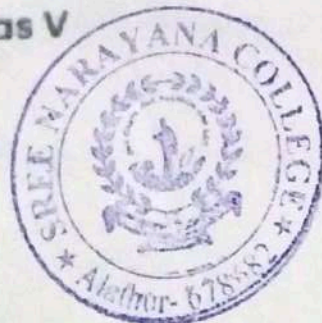
**DEPARTMENT OF MATHEMATICS**  
**CERTIFICATE COURSE IN LATEX (2018-19)**

# CERTIFICATE

This is to certify that \_\_\_\_\_

\_\_\_\_\_ was the course instructor in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 05/11/2018 to 03/12/2018

**Sri Devadas V**  
Coordinator



*A. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

**Smt K G Valsala**  
HOD, Department of  
Mathematics



# SREE NARAYANA COLLEGE ALATHUR

(Affiliated to the University of Calicut)  
(NAAC Accredited with B Grade)

DEPARTMENT OF MATHEMATICS  
CERTIFICATE COURSE IN LATEX (2018-19)


## CERTIFICATE

This is to certify that **...Ms Sini R.....** completed and secured **A** grade in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 05/11/2018 to 03/12/2018

  
**Sri Devadas V**  
Coordinator

  
Principal  
Sree Narayana College,  
Palakkad-678 682, Kerala



  
**Smt K G Valsala**  
HOD, Department of  
Mathematics





**SREE NARAYANA COLLEGE**

(Affiliated to the University of Calicut)

NAAC Accredited with B Grade

# **COMPUTERISED ACCOUNTING WITH TALLY**

## **2018-2019**

### **AUG 18- DEC 31 2018**

**COURSE DURATION : 30 HOURS (ONLY ON HOLIDAYS)**

**RESOURCE PERSON: Mrs. Manjusha Mohanan**  
**(Assistant Professor, Dept. of Commerce,**  
**Sree Narayana Guru College of Advanced Studies Alathur, Palakkad**

**Contact Us**

**PG Department of Commerce**

**Sree Narayana College**

**Erattakulam P.O, Alathur**

**[www. sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)**

  
**ARCHANA K.M**  
**(HOD)**



  
**DR. E.N. SIVADASAN**  
**(PRINCIPAL)**

**Principal**  
**Sree Narayana College, Alathur,**  
**Palakkad-678 682, Kerala**

# COMPUTERISED ACCOUNTING WITH TALLY

## Syllabus

### Objectives:

- To enable the students to acquire basic knowledge in the computerized accounting systems and its applications in the area of business
- To familiarize the students with application of Tally in business

(Out of the 30 lecture hours, the ratio between theory and practical hours shall be 3:2)

### Module I

Introduction to Accounting: Accounting basis and terms -Branches of accounting - Mode of accounting - Manual accounting - Computerized accounting fundamentals- Accounting with Tally : Introduction to Tally - Tally interface - All features - All configuration - Company creation - Accounting groups - Accounting ledgers - Accounting vouchers - Vouchers entry.

### Module II

(8 Hour)

Inventory Management with Tally - Stock groups - Stock items - Stock category -Unit of measures - Godown inventory vouchers (Pure inventory and inventory vouchers). Integration of Accounting with Inventory : Bill wise details - Invoicing - Voucher calculation - Order processing - Stock valuation methods - Bank reconciliation - Interest numbers - Bill of material - Inventory ageing-Tax Application in Tally - Tracking to GST - GST activation and classification -GST computation - Composite GST - Input Tax credit - Tax Invoice, Credit and Debit Notes- Returns- Transfer of Input Tax Credit- Time and Value of Supply-Recent features

### Module III

(12 Hours)

Accounting and Inventory Reports - Trading, Profit and loss A/c - Balance Sheet - Ledgers - Cost centre and budget reports - Cash book and bank book - Inventory reports - Decision supporting tools - Ratio analysis - Cash flows - Inventory Budgeting system - Printing of reports - Voucher and bill printing etc.-Technology Advantage of Tally - Tally audit - Tally vault - Back up, restore, merge and split of database - ODBC interface - Export and import of data - web enabled reporting - On line support of software.

(10 Hours)

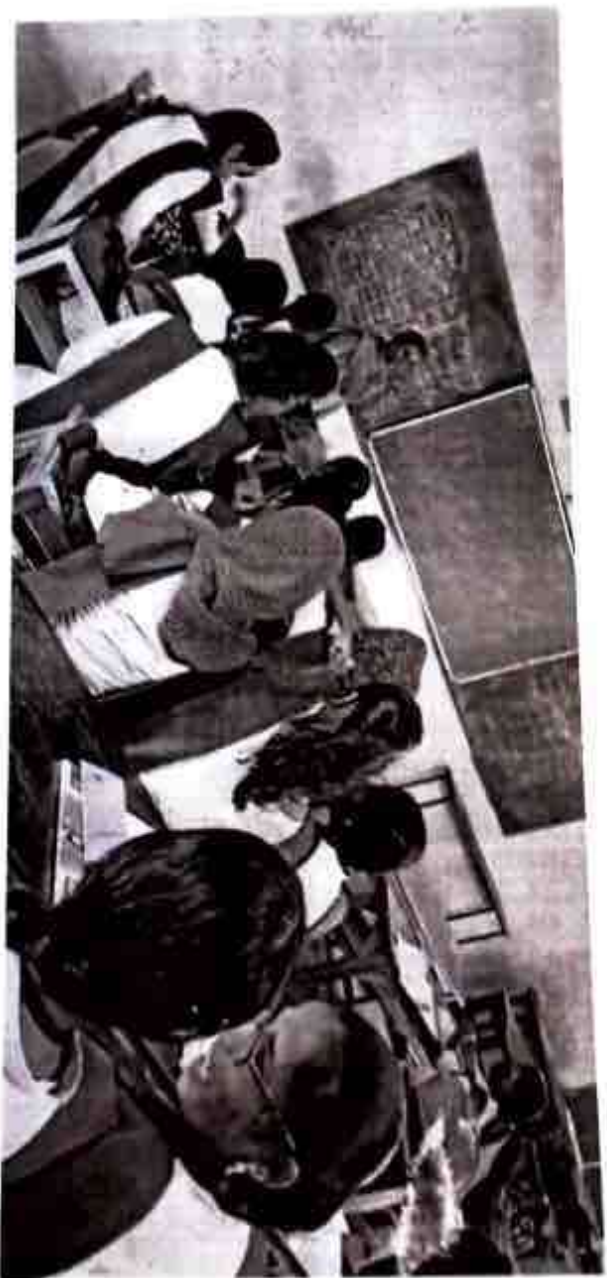


*P. Binilal*  
Principal  
Narayana College, Alathur  
Kkad-678 682, Kerala

SREE NARAYANA COLLEGE ALATHUR  
CERTIFICATE COURSE-PG DEPARTMENT OF COMMERCE (30HRS)

SUBJECT: COMPUTERIZED ACCOUNTING WITH TALLY

Sree Narayana College Alathur , PG department of commerce had conducted one certificate course named Computerized Accounting with Tally which had taken place 3 Hrs per week. We conducted this course from August 18 to December 31, 2018. 30 Students were registered and participated in this course. This course covered 3 modules. Classes had taken place on weekend days. The classes were handled by Mrs. Manjusha Mohanan (Assistant Professor, Department of Commerce, Sree Narayana Guru College of Advanced Studies, Alathur, Palakkad). The course was successfully completed by all the registered students and certificates are provided to them.



*P. Divya*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 652, Kerala



**SREE NARAYANA COLLEGE**  
(Affiliated to the University of Calicut)  
NAAC Accredited with B Grade

PG DEPARTMENT OF COMMERCE  
**CERTIFICATE**  
FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT

*Manjusha Mohanan*

(ASSISTANT PROFESSOR, SREE NARAYANA GURU COLLEGE OF  
ADVANCED STUDIES, ALATHUR)

was an invited course instructor certificate course on "Computerized Accounting with Tally"  
organised by PG Department of Commerce, SN College Alathur on 18 August to 31 December 2016

  
ARCHANA K.M  
(HOD)

  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala



**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**COMPUTERISED ACCOUNTING WITH TALLY**  
**MARKSHEET**

Sl No	Name of the student	Grade point	Grade
1	ANARGHA P	3.6	A
2	ASWIN CHANDRAN R	3.5	A
3	BHAVANA R	3.6	A
4	BHAVYA K	3.5	A
5	CHANDINI C	3.7	A
6	DEEPIKA J	3.6	A
7	DHANYA L	3.5	A
8	GOKUL PRASAD G	3.6	A
9	GOKUL R	3.5	A
10	GOKULDAS P	3.6	A
11	GOPIKA G	3.6	A
12	GREESHMA K	3.7	A
13	GREESHIMA U	3.5	A
14	JIJIMOL J	3.5	A
15	JISHNA K	3.7	A
16	JISHNU RAJ P R	3.5	A
17	JUBY M R	3.5	A
18	KRISHNENDU M U	3.6	A
19	LAKSHMIDEVI K	3.6	A
20	MOHAMMED AKHIN K M	3.7	A
21	NIMISHA M	3.5	A
22	RENJITHA G	3.6	A
23	SARIKA R	3.6	A
24	SHILPA P R	3.7	A
25	SRUTHY RAJEEV	3.5	A
26	STEPHY T S	3.6	A
27	SUCHITHRA A	3.8	A
28	SWETHA M	3.5	A
29	VANFESHA V	3.5	A
30	YADHURAG R	3.6	A



*A. Dinu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**COMPUTERISED ACCOUNTING WITH TALLY**  
**ATTENDANCE SHEET**

Sl No	Name of the student	DATE OF CLASSES TAKEN											
		4/6/19 (3hr)	15/8/19 (3hr)	1/9/19 (3hr)	15/9/19 (3hr)	29/9/19 (3hr)	6/10/19 (3hr)	20/10/19 (3hr)	3/11/19 (3hr)	17/11/19 (3hr)	1/12/19 (3hr)	15/12/19 (3hr)	
1	ACHUTH A	X	X	Y	X	X	X	X	X	X	X	X	
2	ADARSH S	X	X	Y	X	X	Y	X	X	X	X	X	
3	ADITHYA G	X	X	X	X	X	X	X	X	X	X	X	
4	ADITHYA S	X	X	X	X	X	X	X	X	X	X	X	
5	AISWARYA P	X	X	X	X	X	X	X	X	X	X	X	
6	AKHILA C	X	X	Y	X	X	X	X	X	X	X	X	
7	AMAL N	X	X	Y	X	X	X	X	X	X	X	X	
8	AMRITHA A	X	X	X	X	X	Y	X	X	X	X	X	
9	AMRITHA D	X	X	X	X	X	X	X	X	X	X	X	
10	ANJANA S	X	X	X	X	X	X	X	X	X	X	X	
11	ANJU C	X	X	X	X	X	X	X	X	X	X	X	
12	ANU A	X	X	X	X	X	X	X	X	X	X	X	
13	ANUPAMA R	X	X	X	X	X	X	X	X	X	X	X	
14	ARCHANA D	X	X	X	X	X	X	X	X	X	X	X	
15	ATHUL PRAKASH J	X	X	Y	X	X	X	X	X	X	X	X	
16	BALAJI T G	X	X	X	X	X	X	X	X	X	X	X	
17	BHADRA B	X	X	X	X	X	X	X	X	X	X	X	
18	DELNA KRISHNAN	X	X	X	X	X	X	X	X	X	X	X	
19	DINESH D	X	X	X	X	X	X	X	X	X	X	X	
20	DRISYA M	X	X	X	X	X	X	X	X	X	X	X	
21	FAMEETHA H	X	X	X	X	X	X	X	X	X	X	X	
22	PRINCE K	X	X	X	X	X	X	X	X	X	X	X	
23	RESHMA R	X	X	X	X	X	X	X	X	X	X	X	
24	SANIKA S	X	X	X	X	X	X	X	X	X	X	X	
25	SHINOY S	X	X	X	X	X	X	X	X	X	X	X	
26	SREEJITH K	X	X	X	X	X	X	X	X	X	X	X	
27	SREELAKSHMI P R	X	X	X	X	X	X	X	X	X	X	X	
28	SWAROOP P G	X	X	X	X	X	X	X	X	X	X	X	
29	VARSHA K	X	X	X	X	X	X	X	X	X	X	X	
30	VARUNDAS S	X	X	X	X	X	X	X	X	X	X	X	



Sree Narayana College, Alathur  
 Palakkad-678 682, Kerala

**SREE NARAYANA COLLEGE ALATHUR**  
**COMPUTERISED ACCOUNTING WITH TALLY 2018-2019**

Organized by PG Department

Time : 1 Hour

Maximum : 25 Marks

**Part A**

Answer all questions

1. Which voucher type is used to transfer amount from one bank to another?
2. In which voucher type entry is done for TDS calculation?
3. Salary account comes under which head?
4. Which voucher type is used to transfer amount from one bank to another?
5. Which shortcut key is used to change current period in tally?

(5x1=5)

**Part B**

Answer any 4 questions

6. What is Trial balance ?How can view Trial balance in Tally?
7. How can you shutting a company?
8. What is Bill of Materials?
9. What do you mean by service tax?
10. What is a post dated voucher

(4x5=20)



*R. Birendra*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

In tally shut a company doesn't mean that delete a company, it means close

8) Bills of materials is a comprehensive list of raw materials, components, assemblies, sub assemblies, parts or anything.

### Setup Bills of materials

Go to Gateway of Tally > F12 configure > select Accts/ inventory info. Set Enable component list & details to yes. Go to Gateway of Tally > Inventory info > Stock items > create.

A Bom is sometimes <sup>referred</sup> reflected to as product structure, assembly component list or production receipt

9) Service Tax is a tax levied by central government of India on service providers on certain service transactions. To get started with service tax using tally. ERP 9, you have to enable the service tax options & enter your company's service tax registration details. To enable



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Palakkad - 678 682, Kerala



# Computerised Accounting with Tally 2018-2019

Vasanth

4th Sem

~~1) AS for~~

1) Contra Entry

2) F7 Journal

3) Indirect expenses

4) Contra Entry

5) Alt + F2

## Part B

6) Trial balance is a list of all the general ledger accounts. A trial balance is a statement which will contain the name of each account, debit balance and credit balance extracted from various accounts in the ledger including bank book balances from the cash book.

## View trial balance

- 1) Go to Gateway of Tally > Display > Trial balance
- 2) press F12 to Configure the Trial balance as required
- 3) press ctrl + A to accept

7) Shut a company is to unload. It does not mean that you have deleted it. Simply select it again to load & work on it again.

We can shut a company in two ways - either using the function key or by pressing Alt + F12. Shut company menu option on the screen.



Principal  
Narayana College, Palakkad,  
Palakkad - 678 682, Kerala





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# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Varsha K*

has successfully completed the certificate course "Computerized Accounting with Tally" conducted by PG Department of Commerce on 18 August 2018 to 31 December 2018 organized by Sree Narayana College, Alathur

**ARCHANA K.M**  
(HOD)



*R. Sivadnan*  
**DR. E.N. SIVADANAN**  
(PRINCIPAL)  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala  
Principal

**SREE NARAYANA COLLEGE**

**DEPARTMENT OF MICROBIOLOGY**

**SHORT TERM COURSE ON HACCP LEVEL 2&3 2018-2019**

**03<sup>th</sup> DECEMBER TO 07<sup>th</sup> DECEMBER 2018**

**LIST OF PARTICIPANTS**

Sl. No.	Name of Student	Grade
1	AISWARYA R	DISTINCTION
2	ANAGHA .R .K	PASS
3	APARNA K V	PASS
4	ARCHANA C U	PASS
5	ARYA P	PASS
6	ASHIKA DAS	PASS
7	BIJI U	PASS
8	GOPIKA S	PASS
9	NITHIN M	PASS
10	NOUSHIYA . S	PASS
11	POOJA BAIJU	DISTINCTION
12	PRAJISYA .P	PASS
13	SANDRA V K	PASS
14	SREELAKSHMI R	PASS
15	SRUTHI S	PASS
16	VISMAYA V	PASS
17	AFNA. K.A	PASS
18	AKSHARA .C	PASS
19	AKSHAYA U	PASS
20	ALISHA KOSHY	PASS
21	ANAGHA.R	PASS
22	DEEPUMON K	DISTINCTION
23	NEETHU K C	DISTINCTION



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad- 673 682, Kerala

# SREE NARAYANA COLLEGE

## DEPARTMENT OF MICROBIOLOGY

### SHORT TERM COURSE ON HACCP LEVEL 2&3

03<sup>th</sup> DECEMBER TO 07<sup>th</sup> DECEMBER 2018

Sl. No.	Name of Student	03/12/2018	04/12/2018	05/12/2018	06/12/2018	07/12/2018	Signature
1	AISWARYA R	Aisw	Aisw	Aisw	Aisw	Aisw	Aisw
2	ANAGHA .R.K	Ana	Ana	Ana	Ana	Ana	Ana
3	APARNA K V	Apna	Apna	Apna	Apna	Apna	Apna
4	ARCHANA C U	Arca	Arca	Arca	Arca	Arca	Arca
5	ARYA P	Arya	Arya	Arya	Arya	Arya	Arya
6	ASHIKA DAS	As	As	As	As	As	As
7	BIJI U	Biya	Biya	Biya	Biya	Biya	Biya
8	GOPIKA S	Gopika	Gopika	Gopika	Gopika	Gopika	Gopika
9	NITHIN M	Nithin	Nithin	Nithin	Nithin	Nithin	Nithin
10	NOUSHIYA . S	Nush	Nush	Nush	Nush	Nush	Nush
11	POOJA BAIJU	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
12	PRAJISYA .P	Prajisya	Prajisya	Prajisya	Prajisya	Prajisya	Prajisya
13	SANDRA V K	Sandra	Sandra	Sandra	Sandra	Sandra	Sandra
14	SREELAKSHMI R	Sreelakshmi	Sreelakshmi	Sreelakshmi	Sreelakshmi	Sreelakshmi	Sreelakshmi
15	SRUTHI S	Sru	Sru	Sru	Sru	Sru	Sru
16	VISMAYA V	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya	Vismaya
17	AFNA. K.A	Afna	Afna	Afna	Afna	Afna	Afna
18	AKSHARA .C	Akshara	Akshara	Akshara	Akshara	Akshara	Akshara
19	AKSHAYA U	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya	Akshaya
20	ALISHA KOSHY	Alisha	Alisha	Alisha	Alisha	Alisha	Alisha
21	ANAGHA.R	Anagha	Anagha	Anagha	Anagha	Anagha	Anagha
22	DEEPU MON K	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu
23	NEETHU K C	Neethu	Neethu	Neethu	Neethu	Neethu	Neethu



  
 Principal  
 Sree Narayana College, Alathur  
 Palakkad-679 692, Kerala



**Highfield**  
Qualifications®

## Qualification Specification

### Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2196/9



*P. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

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## Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

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### Qualification regulation and support

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

Qualification Number:	603/2196/9
Learning Aim Reference:	60321969
Credit Value:	1
Assessment Method:	Multiple-choice examination
Guided Learning Hours (GLH):	6
Total Qualification Time (TQT):	7

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### Qualification overview and objective

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is aimed at those working in a food manufacturing environment. The qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

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### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

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### Geographical coverage

This qualification is suitable for delivery in England and Wales.

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### Guidance on delivery

The total qualification time for this qualification is 7 hours and of this 6 hours are recommended as guided learning hours.

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TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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### **Guidance on assessment**

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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### **Guidance on quality assurance**

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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### **Recognition of prior learning (RPL)**

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

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### **Tutor requirements**

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
  - Level 3 Award in HACCP qualification
  - Level 3 Award in Food Safety qualification
  - Degree or DipHE in a related subject area such as:
    - Food science
    - Environmental Health
    - Home Economics
    - Microbiology
    - Or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Hold a recognised teaching qualification or experience, which could include any of the following:





- Level 3 Award in Education and Training or above
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.

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### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield L3 Award in HACCP for Food Manufacturing
- Highfield L3 Award in Food Safety in Manufacturing

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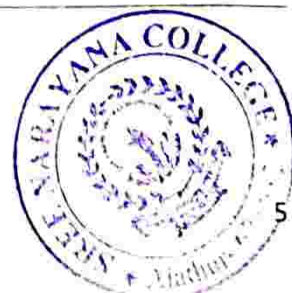
### Useful websites

[www.food.gov.uk](http://www.food.gov.uk)

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### Recommended training materials

- *Foundation HACCP Training Presentation. Sprenger, Richard A. Highfield International Limited*
- *The (Level 2) HACCP Handbook. Sprenger, Richard A. Highfield International Limited*



## Appendix 1: Qualification structure

To complete the Highfield Level 2 Award In HACCP for Food Manufacturing (RQF) learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/616/0693	Principles of HACCP for Food Manufacturing	2	6	1



## Appendix 2: Qualification content

### Unit 1: Principles of HACCP for Food Manufacturing

Unit number: K/616/0693

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Know the procedures required to develop HACCP	1.1 Recognise the role of the food handler in implementing HACCP
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 State the preliminary steps required to develop HACCP
2. Know how the principles of HACCP are applied in a food production environment	2.1 Identify the purpose of hazard analysis
	2.2 Identify the importance of, and methods which can be used to determine, critical control points
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring control points/critical control points
	2.6 Identify the purpose of taking appropriate corrective action at critical control points
	2.7 State the importance of verification and review of the HACCP process
	2.8 State the importance of documentation and records needed to support HACCP



## Indicative Content

### 1.1 Recognise the role of the food handler in implementing HACCP

- Including producing safe food, following procedures and policies and reporting problems

### 1.2 Outline the need for prerequisite programmes

- Meaning of the term prerequisite, good hygiene practice, good manufacturing practice
- Importance of implementing effective prerequisites to ensure food safety
- Enables the HACCP plan to concentrate on the specific hazards related to a particular product or process
- Applies to all areas in a food production facility, ensuring required controls relating to all steps in a process are implemented

### 1.3 Identify common prerequisite programmes

- For example: personnel hygiene, premises, services, supply chain stock control, design, cleaning, pest control, physical, chemical and allergenic contamination controls

### 1.4 State the preliminary steps required to develop HACCP

#### Awareness of:

- Scope
- Describe processes
- Identify intended use and users
- Identify the of purpose of flow diagrams

### 2.1 Identify the purpose of hazard analysis

- Identifies hazards that may affect the process
- Identifies the steps at which the hazards are likely to occur
- Helps determine significant hazards
- Helps to determine measures to control the hazards
- Can use the information gained to determine critical control points (CCPs)

### 2.2 Identify the importance of, and methods which can be used to determine, critical control points

- Tools which may be used to determine whether a step is a critical control point or control point (Decision tree, knowledge of team)
- Importance to include: Focuses on critical aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness

### 2.3 Recognise the importance of identifying critical (safe) limits

- This refers to validated critical (safe) limits
- Helps to ensure safe food is sold
- Allow personnel to have clear understanding of what is acceptable and parameters to work within
- Measurable and validated, so can be checked and provide assurance of safe food production

### 2.4 Identify the importance of monitoring controls

- Used to determine when there is a loss of control and a deviation occurs at a critical control point i.e. where a critical limit is breached
- Check control measures at control points/CCP's and critical limits at CCPs to ensure food produced is safe
- Provides written documentation for verification and legal evidence

**2.5 Identify ways of monitoring control points/critical control points**

- Appropriate methods of monitoring, dependent upon the CCP include:
  - Taking measurements (e.g. time, temperature, pH, size etc.)
  - Observation e.g. of delivery vehicles and practices
  - Completing records
- Testing and competency of personnel
- Importance of reporting when a process or product has breached controls

**2.6 Identify the purpose of taking appropriate corrective action at critical control points**

- To prevent unsafe food from reaching the customer
- Regain control before product dispatched/sold
- Rectify equipment/process problems and required repair/maintenance
- Importance of following procedures and completing relevant corrective actions in a timely manner

**2.7 State the importance of verification and review of the HACCP process**

- It validates (confirms) that the HACCP plan produces safe food for the end customer
- It helps to validate and verify legal compliance has been achieved
- Provides evidence of product safety
- What should prompt a review

**2.8 State the importance of documentation and records needed to support HACCP**

- Helps demonstrate legal compliance
- Provides evidence for customers and inspectors/auditors
- Assists in continual improvement plans
- Assists in complaint investigation
- Reasons why important documentation is completed accurately and at the correct frequencies





## Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382  
 Level: 3  
 Credit: 3  
 GLH: 20

Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures



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## Unit Content: Assessment Guidance

This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

### LO1 Understand the importance of HACCP based food safety management procedures

- The need for HACCP based food safety management procedures:
  - The reasons behind the development of HACCP and outline its origins
  - The need for a systematic approach for food safety
  - Holistic approach to managing safe food
  - How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence
- The HACCP approach to food safety procedures:
  - The 7 principles of HACCP as stated in Codex Alimentarius
  - The 12 logic steps to HACCP
- Legislation relating to HACCP:
  - How HACCP legislation is enforced and the potential consequences of noncompliance
  - The role and responsibilities of management and employees within HACCP
  - The relevance of codes of practice and industry guides

### LO2 Understand the preliminary processes for HACCP based procedures

- The requirements of a HACCP team:
  - Adequate training and experience of team members
  - Roles held within the organisation
  - Allocating roles and responsibilities within the HACCP team
  - When ad hoc team members and external consultants or experts may be required
- The pre-requisites for HACCP:
  - Management commitment and provision of adequate resources
  - The importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system



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- o How to decide if pre-requisite programmes represent an adequate basis for HACCP development
- o Type of documentation required
- Food production processes including use of end product:
  - o Scope
  - o Terms of reference
  - o Sources of information
  - o Production process from purchase to dispatch
  - o End of product testing
  - o Identification of 'at risk' groups
  - o Intended use of the product
  - o Intrinsic properties of different products and their relationship to microbial growth and survival
- Process flow diagrams in the development of HACCP based food safety management procedures:
  - o The purpose and use of flow diagrams
  - o Be able to construct a process flow diagram
  - o The importance of confirming a process flow diagram

LO3 Understand how to develop HACCP based food safety management procedures

- Hazards and risks in the production process
  - o Microbiological, chemical, physical and allergenic hazards
  - o Examples of each type of hazard associated with processes from purchase to dispatch of finished product including
    - Delivery of raw materials
    - Storage of raw materials
    - Handling
    - Preparation
    - Processing
    - Cooling
    - Post-process treatments
    - Packing
    - Finished product storage
    - Transportation
  - o Significant hazards using a risk assessment approach
  - o Where to obtain information, advice and support for hazard identification
  - o Assessing the applicability of the information and advice obtained

- Critical control points:



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- o The purpose and benefits of using decision trees
  - o The Codex decision tree in recognising critical control points
  - o Obtain information, advice and support for identifying critical control points
  - o The importance of validating information and advice obtained
- Critical limits:
    - o The advantages and disadvantages of common parameters used when establishing critical limits, such as:
      - Temperature
      - Time      pH
      - Water content
    - o Why critical limits need to be absolute, unambiguous and measurable
    - o The term 'target level' and the benefits to a food manufacturing business of identifying target levels
    - o Where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained
    - o Examples of suitable critical limits for a range of common food manufacturing processes

LO4 Understand how to implement HACCP based food safety management procedures

- Monitoring procedures at critical control points:
  - o The purpose of monitoring
  - o Benefits and drawbacks of both continuous and batch monitoring
  - o Examples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
  - o Considerations to be made when determining the frequency of monitoring
  - o The importance of calibrating and testing monitoring equipment
  - o The importance of consistent monitoring
  - o The importance of training personnel with regard to monitoring
  - o Accurately recording at critical control points
  - o The importance of monitoring personnel
  - o Procedures and verification of monitoring procedures
- Corrective actions
  - o The need for corrective actions if critical limits are not achieved or are exceeded
  - o The types of corrective action
    - o The importance of establishing both process and product corrective actions
    - o Examples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product



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- o The importance of allocating responsibilities for corrective actions
- o The importance of increased monitoring after control has been regained
- o The importance of accurate record keeping
- o Suitable reporting procedures regarding corrective actions at critical control points

LO5 Understand how to evaluate HACCP based procedures

- Documentation and record keeping procedures
  - o The importance of documentation and record keeping
  - o Examples of suitable documentation which may be used in food manufacturing
    - o The importance of suitable storage of completed documentation and monitoring records
    - o Construct an outline HACCP plan
- The verification and review of procedures:
  - o The importance of verification of the HACCP system and of the initial validation of the HACCP plan
  - o Information that will be required to verify and validate the HACCP system and plan
  - o The approaches to verification and discuss the value of end product testing
  - o The reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
  - o Factors which affect the frequency of verification and outline the requirements for verification reports
  - o The need to review a HACCP system
  - o When systems should be reviewed



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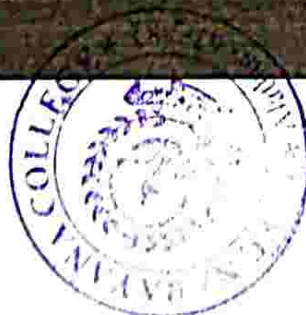


**Sree Narayana College**  
**Department of Microbiology**

**"SHORT TERM COURSE ON  
HACCP"  
Level 2 & 3**

**3rd to 7th  
December  
2018**

**Room no :41**



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## REPORT

Department of Microbiology conducted an introduction to HACCP- TRAINING PROGRAM of level 2 &3 by Advanssure Technologies, Malapuram on 03<sup>th</sup> December to 07<sup>th</sup> December 2018. Dr. S. DHIVA HOD, Department of Microbiology inaugurated the program. Smt. DIVYA.R felicitated the occasion. The Trainer Aneesh of Advanssure Technologies discussed about

- The role of microbiologists in food industry
- The role of food safety officers in food industry
- About the exams and certification
- Job opportunities in Middle East

Feedbacks were shared by the students. Smt. NITHYA JAYAN conveyed the vote of thanks on the closing day of the program.



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## Highfield Qualifications

Certifies that  
*Neethu K C*

has successfully passed an assessment in  
Highfield Level 3 Award in HACCP for Food  
Manufacturing (RQF)

Qualification number 603/2231/7

Date of award 07 March 2019

Certificate number HAC2425773

# DISTINCTION

  
Course Director

Advanssure Technical Solutions

Training Organisation



Jason Sprenger Chief Executive  
Highfield Qualifications



*Add on /Certificate/Value*  
*added programs offered*

**2017-2018**



**SREE NARAYANA COLLEGE**  
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## **ADD-ON COURSE 2017-18**

JULY 2017- MARCH 2018

### **INVESTMENT MANAGEMENT & DIGITAL TRADING**

**COURSE DURATION : 60 HOURS (ONLY ON HOLIDAYS)**

**RESOURCE PERSON: Dr. Jeothilakshmi S.K**  
(Assistant Professor, Dept. of Commerce,  
Sree Narayana Guru College Chelannur, Kozhikode)

Contact Us  
PG Department of Commerce  
Sree Narayana College  
Erattakulam P.O, Alathur  
[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)

**ARCHANA K.M**  
(HOD)

**DR. E.N. SIVADASAN**  
(PRINCIPAL)



SREE NARAYANA COLLEGE

ADD ON COURSE-PG DEPARTMENT OF COMMERCE (60HRS)

SUBJECT: INVESTMENT MANAGEMENT AND DIGITAL TRADING

Sree Narayana College Alathur, Pg Department of Commerce had conducted add on course had taken place 4 hours per day on selected holidays. We conducted this course from 2017 July to 2018 March. 30 Students are registered and successfully completed in this course. This classes were handled by Dr Jeothilakshmi S.K , Assistant Professor, Department of Commerce, Sree Narayana Guru College, Chelannur, Kozhikode. Certificates are provided to all students who successfully completed this course.



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PG DEPARTMENT OF COMMERCE  
**CERTIFICATE**  
FOR PROFESSIONAL EXCELLENCE

THIS IS TO CERTIFY THAT

*Dr. Jeothilakshmi S.K*

(ASSISTANT PROFESSOR, SREE NARAYANA GURU COLLEGE,  
CHELANNUR, KOZHIKODE)

was an invited course instructor of add-on course on "Investment management & digital trading"  
organised by PG Department of Commerce, SN College Alathur on July 2017 to March 2018

  
ARCHANA K.M  
(HOD)

  
DR. E.N. SIVADASAN  
(PRINCIPAL)



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# CERTIFICATE OF PARTICIPATION

This awarded certify that

has successfully completed the Add-on course "Investment management & digital trading" conducted by PG Department of Commerce on July 2017 to March 2018 organized by Sree Narayana College, Alathur

  
ARCHANA K.M  
(HOD)

  
DR. E.N. SIVADASAN  
(PRINCIPAL)



**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**INVESTMENT MANAGEMENT AND DIGITAL TRADING 2017-18**  
**MARHSHEET**

Sl. No	Name Of The Student	Grade Point	Grade
1	AKSHARA M	3.8	A
2	AKSHAYA A	3.6	A
3	AMAL P CHANDRAN	3.7	A
4	AMAL T A	3.6	A
5	AMRITHA A	3.7	A
6	ANARGHA P	3.8	A
7	ANJANA K K	3.6	A
8	ANJU R	3.6	A
9	ANUSHA A	3.7	A
10	ARCHANA SURENDRANATH	3.6	A
11	ARDRA S SANKAR	3.6	A
12	ASWIN CHANDRAN R	3.8	A
13	ASWITHA S	3.6	A
14	BHAVANA R	3.7	A
15	BHAVYA K	3.6	A
16	CHANDINI C	3.8	A
17	DEEPIKA J	3.6	A
18	DHANYA L	3.7	A
19	GOKUL R	3.6	A
20	GOKUL PRASAD	3.6	A
21	GOKULDAS P	3.6	A
22	GOPIKA G	3.6	A
23	GREESHMA U	3.8	A
24	GREESHMA K	3.8	A
25	HARITHA L	3.7	A
26	HIMA A	3.8	A
27	JIJIMOL J	3.8	A
28	JIJIN PRAKASH J	3.7	A
29	JINCY J	3.6	A
30	JISHNA K	3.7	A

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**SREE NARAYANA COLLEGE, ALATHUR**  
**ADD ON COURSE DEPARTMENT OF COMMERCE (60 HOURS)**  
**INVESTMENT MANAGEMENT AND DIGITAL TRADING 2017-18**

Sl.No	Name	ATTENDANCE SHEET																Remarks
		July 15	29	Aug: 5	19	2	16	7	21	4	18	2	16	6	20	30		
1	AKSHARA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
2	AKSHAYA A	X		X	X	X	X		X	X	X	X	X	X	X	X		
3	AMAL P CHANDRAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
4	AMAL T A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
5	AMRITHA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
6	ANARGHA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
7	ANJANA K K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
8	ANJU R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
9	ANUSHA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
10	ARCHANA SURENDRANATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
11	ARDRA S SANKAR	X	X		X	X	X	X	X	X	X	X	X	X	X	X		
12	ASWIN CHANDRAN R	X	X	X		X	X	X	X	X	X	X	X	X	X	X		
13	ASWITHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
14	BHAVANA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
15	BHAVYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
16	CHANDINI C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
17	DEEPIKA J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
18	DHANYA L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
19	GOKUL R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
20	GOKUL PRASAD	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
21	GOKULDAS P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
22	GOPIKA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
23	GREESHMA U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
24	GREESHMA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
25	HARITHA L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
26	HIMA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
27	JIJIMOL J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
28	JIJIN PRAKASH J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
29	JINCY J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
30	JISHNA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

2017 July  
 15 - 9.30-12.30  
 1.30 - 2.30  
 29 -  
 Aug 5, 19,  
 Sep 2, 16  
 Oct 7, 21  
 Nov: 4, 18  
 Dec 2, 16  
 Jan: 6, 20  
 Feb: 30

*R. Binu*

# Syllabus

## Add On Course

### Subject : Investment Management and Digital Trading

#### Module 1

I Introduction of Finance and Financial Management

A) Introduction to Finance

- Meaning and definition of finance
- Importance of finance
- Types of Finance: Public and Private
- Sources of finance

Long term Sources : Term Loans, Debentures, Bonds, Zero Coupon bonds, Convertible Bonds, Equity shares, Preference shares, CD, CP, Public Deposits

Short Term sources: Bank Finance, Trade Credit ,Other Short Term Sources

Venture Capital and Hybrid Financing

B) Financial Management

- Meaning and Importance of Financial Management
- Scope of Financial Management
- Functions and Objectives of Financial Management
- Primary Objective of Corporate Management
- Agency Problem
- Organization of Finance Function

Emerging role of Finance Managers in India

#### Module 2

Investment Decisions: Capital Budgeting

- Nature of Capital Budgeting
- Purpose of Capital Budgeting
- Capital Budgeting Process
- Types of Capital Investment
- Basic Principle of Measuring Project Cash Flows
- Increment Principle, Long Term Funds Principle, Exclusion of Financial Cost Principle, Post Tax Principle

#### Module 3

Financial Decisions : A) Cost of Capital

- Introduction and Definition of Cost of Capital

*R. Bireh*

- Measurement of Cost of Capital
  - Measurement of WACC using book value and market value method.
  - Measuring Marginal Cost of Capital
- B) Capital Structure Decisions:
- Meaning and Choice of Capital Structure
  - Importance of Optimal Capital Structure
  - EBIT -EPS Analysis
  - Capital Structure Theories
  - Dividend Policies (Walter & Gordo)

### **Module 5**

Introduction: Basics of Investing I Getting familiarized with terminology: types of stocks, indices, exchanges, brokerage accounts, order types, bull / bear markets, primary & secondary market Reading: Investopedia. "The Five Biggest Stock Market Myths" Motley Fool's Investing Basics "Getting Started" Extra Review: Investopedia. "Brokers and Online Trading" Investopedia. "Index Investing" Motley Fool. "Stocks"

Basics of Investing II Introductory concepts: margin, shorting, stock splits, market capitalization, dividends, stock market psychology of Investing III Introductory concepts: portfolio basics, risk / return, financial goals, stock news Understanding the different securities (mutual funds, ETFs, CDs, money market)

*R. Birubn*



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# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Amal T.A*

has successfully completed the Add-on course "Investment management & digital trading" conducted by PG Department of Commerce on July 2017 to March 2018 organized by Sree Narayana College, Alathur

**ARCHANA K.M**  
(HOD)

**DR. E.N. SIVADASAN**  
(PRINCIPAL)





# SREE NARAYANA COLLEGE ALATHUR

## INVESTMENT MANAGEMENT AND DIGITAL TRADING 2017-2018

Organized by PG Department

Time : 1 Hour

Maximum : 25 Marks

### Part A

Answer all questions

1. What is mean by Finance?
2. Mention the types of Finance?
3. Write any two examples for long term sources and short term sources of Finance?
4. Define Capital budgeting?
5. What is meant by Agency problem?

(5x1=5)

### Part B

Answer any 4 questions

6. Write a short note on capital structure theories?
7. Explain Capital Budgeting process?
8. Elaborate the scope of Financial management
9. What is mean by Venture capital and Hybrid Financing?
10. Explain Dividend policies?

(4x5=20)

*R. Dineen*

9/2/2018

# Investment management & Digital

Amal-J. A  
Trading / B.com  
Ev Alathur

1) Finance is the process of raising funds or capital for any kind of expenditure, it is the process of channelling various funds in the form of credits, loans, or invested capital to those economic entities that most need ~~them~~ them or can put them to the most productive use.

- 2)
  - ) Public Finance
  - ) Corporate Finance
  - ) Personal Finance

3) long term source

•) loans

•) debentures

short term source

•) short term loans

•) factoring

4) Capital budgeting is the process of business underlines to evaluate potential major products or investments.

22  
-----  
25



P. Divya

## 7] Process of Capital Budgeting

- 1) Identifying & generating projects
- 2) Evaluating the projects
- 3) selecting a project
- 4) implementation.
- 5) performance review

## 8] Scope of financial management

- 1) planning & controlling financial activities
- 2) Budgeting

## 3) Accounting

- 1) cash management

## 2) forecasting

## 9] Venture Capital

It is a form of private equity financing that is provided by venture capitalists or funds to startups, early stage & emerging companies that have been deemed to have high growth potential which have demonstrated high



A. Binu

## Hybrid financing

It is the financial instrument that ~~part~~ ~~has~~ ~~partakes~~ some characteristics of debt & some characteristics of equity.

## 10) Dividend policies

It is used to decide on the

dividend payout ratio of a company

the dividend payout ratio of a company

is calculated as the annual dividend

per share divided by earnings per

share.

*P. Birla*



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## Department of Mathematics

### Consolidated Report of Certificate Course

(Academic Year 2017-18)

Sl No	Name of the Course	Date/Period	Resource person	No of participants	Remarks
1	Certificate Course in Latex	05/10/2017 to 03/11/2017	Vineesh K P Assistant Professor Department of Mathematics S N College Chelannur	15	
2	Certificate Course in Python	02/01/2018 to 05/02/2018	T K Rajan Associate Professor Department of Mathematics GVC Palakkad	16	



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Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

## NOTICE

Alathur

Dated: 09/08/2017

This is to inform all the students that Department of Mathematics, Sree Narayana College, Alathur is starting A CERTIFICATE COURSE in PYTHON and LATEX.

Details of the courses

Course 1: LATEX

Duration: 30 hours

Fee : INR 500/-

Course 2: PYTHON

Duration: 30 hours

Fee : INR 500/-

Certificate will be awarded on the completion of the course.

Students who are interested in joining this course, Should give their names to College Office.

PRINCIPAL

Dr E N Sivadasan

Coordinators

Smt K G Valsala

Sri Devadas V

Smt Krishnaprabha R

(Mob: 9605723871)



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**Sree Narayana College Alathur**  
**Department of Mathematics**  
**Certificate course BOARD OF STUDIES (BOS) MEMBERS**  
**(2017-18)**

Name	Designation
Dr E N Sivadasan	Principal, S N College Alathur
Smt K G Valsala	HOD, Department of Mathematics
Sri Devadas V	Assistant Professor, Department of Mathematics, S N College Alathur
Smt Krishnaprabha R	Assistant Professor, Department of Mathematics, S N College Alathur
Sri Vineesh K P	Assistant Professor, Department of Mathematics, S N College Chelannur
Sri T K Rajan	Associate Professor, Department of Mathematics, GVC Palakkad
Sri Libeesh Kumar K B	Assistant Professor, Department of Mathematics, CKG Memorial Govt College



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Principal  
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## Department of Mathematics

Offers

### Certificate Course in Latex (2017-18)



*Krishnaprabha R*

**Smt Krishnaprabha R**  
(Coordinator)

*K. G. Valsala*

Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

*K. G. Valsala*

**Smt K G Valsala**  
(HOD, Dept of Mathematics)





SREE NARAYANA COLLEGE ALATHUR

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Department of Mathematics

Certificate Course in Latex

(2017-18)

05/10/2017 to 03/11/2017



Vineesh K P

Assistant Professor

Department of Mathematics

S N College Chelannur

Mrs Krishnaprabha R

Coordinator

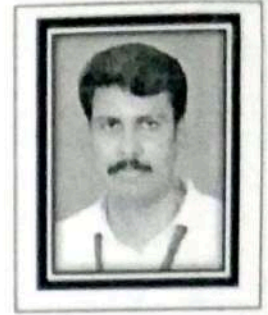
Smt K G Valsala

HOD



# BIO DATA

Name : Dr. VINEESH K. P.  
Designation : Assistant Professor  
Dept. of Mathematics  
S. N. G. College, Chelannur, Kozhikode  
Age : 38  
Date of birth : 05.05.1984  
Religion & Caste : Hindu & Thiyya  
Marital status : Married  
Languages Known : Malayalam, English  
Address : Kunhiparambath HO, Kuttiady PO, Kozhikode-673508  
Email : [kpvineeshmaths@gmail.com](mailto:kpvineeshmaths@gmail.com)



## Details of the Educational Qualifications:

Exam Passed	Specialization	College/ Institute	Board / University	Year of Passing
B.Sc	Mathematics	Govt. College, Mokeri	University of Calicut	2005
M.Sc	Mathematics	Calicut University Campus	University of Calicut	2007
B.Ed	Mathematics	Govt. College of Teacher Education	University of Calicut	2009

## Eligibility Test :

UGC NET-JRF in MATHEMATICAL SCIENCES, JUNE 2009

## Details of Doctoral Degree:

Thesis title	College/ Institute	University	Final Viva Voce date	Degree Awarded date
Neighbourhood and Star V <sub>4</sub> -Magic Labeling of Graphs	University of Calicut	University of Calicut	27.05.2020	27.05.2020



*A. Dineesh*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**Details of Teaching Experience:**

Designation	Institution	Duration
Assistant Professor	Post Graduate department of Mathematics, Sree Narayana College, Alathur, Palakkad- 678 682	25.02.2010 to 02.06.2015
Assistant Professor	Department of Mathematics, Sree Narayana Guru College, Chelannur , Kozhikode-673 616	03.06.2015 to till date



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Sree Narayana College Alathur

Department of Mathematics

Certificate course in LaTeX 2017-18

### SYLLABUS

**Objectives** : To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles, papers, project reports and books and thereby help them to be comfortable with the software .

#### **Unit I : Installation of LaTeX**

- i) Installation of Kile and MikeTeX
- ii) Class and packages
- iii) Latex programming and commands, sample packages
- iv) Error messages : Some sample errors, list of LaTeX error messages

#### **Unit II : Formating of output document**

- i) Fonts, symbols, indenting, paragraphs, line spacing, word spacing, titles and subtitles
- ii) Document class, page style, parts of the documents, table of contents
- iii) Command names and arguments, environments, declarations
- iv) Theorem like declarations, comments within text,

#### **Unit -III : Mathematical formulae**

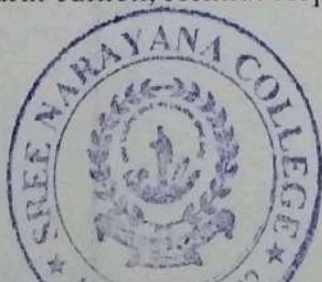
- i) Mathematical environments, math mode, mathematical symbols
- ii) Graphic package, multivalued functions, drawing matrices

#### **Unit -IV : Drawing with LaTeX**

- i) picture environments
- ii) Preparing book, project report in LaTeX.

Reference Book :

Guide to LATEX, fourth edition, Helmut Kopka, Patrick W.Daly



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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
LATEX -2017-18

QUESTION PAPER

Section A (1marks)

Total marks : 15

- 1..Both TeX and LaTeX use the file extension \_\_\_\_\_
- 2.LaTeX has a command called \_\_\_\_\_ that produces the popular PDF format files.
- 3.The different parts of the text are marked using \_\_\_\_\_ commands that associate a meaning to them.
- 4.LaTeX documents are typically created using any plain \_\_\_\_\_ editor.
- 5.LaTeX uses \_\_\_\_\_ to mark portions of text.

Section B (2 marks)

- 6.What is LATEX.
- 7.What are the advantages of LATEX.
- 8.Which tools do you know to convert mathematical formulas from PDF back to LaTeX?
- 9.How to import data from EXCEL tables into LaTeX?
- 10.What is your experience with converting LaTeX to MS/Word?



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Sree Narayana College, Alathur  
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## Latex Exam

~~Neethu S.~~ Neethu S.

text

- 1) Pdf latex
- 2) latex
- 3) Text
- 4) groups
- 5) latex is a free software used for typesetting technical documents. latex created in 1985 by the American computer scientist leslie lamport as an addition to the text typesetting system.
- 6) \* professionally crafted layouts are available which make a document really look as if "printed".
  - \* The typesetting of mathematical formulae is supported in the convenient way.
  - \* Free add on packages exist for many typographical tasks not directly supported by basic latex.
- 7) At first, open the pdf with Ms word, after converting to word file, you can convert the mathematical formulae to latex, and latex. source code to word using "wind Eq".
- 8) Import your excel file into R using gdata library or read xl library. Then export it with "v" as separator and copy it from the text into latex.
- 9) I write my manuscripts in latex but some of my collaborators want to stick to word. this is why I need to convert from latex to word occasionally.

*R. Binu*
















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Sree Narayana College  
Palakkad-678 682.

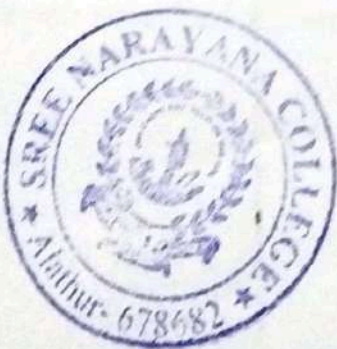



Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Latex (2017-18)

Sl No	Name of the student	Grade point	Signature
1	Akshay Kumar S	7.2	
2	Aleesha D	5.6	
3	Anjusree V A	8.2	
4	Greeshma B	5.6	
5	Keerthana S	7.1	
6	Laya A S	9.2	
7	Neethu S	10	
8	Nimisha L	6.8	
9	Priyanka S	9.5	
10	Rameesa Thasni M	9.2	
11	Rejisha T	6.2	
12	Reshma K S	7.8	
13	Reshma R	8	
14	Smija S	9.2	
15	Vismaya R	6.3	



  
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Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Latex (2017-18)

### Report

LaTeX is a software system for document preparation. When writing, the writer uses plain text as opposed to the formatted text found in WYSIWYG word processors like Microsoft Word, LibreOffice Writer, and Apple Pages. The writer uses markup tagging conventions to define the general structure of a document to stylise text throughout a document (such as bold and italics), and to add citations and cross-references. A TeX distribution such as TeX Live or MiKTeX is used to produce an output file (such as PDF or DVI) suitable for printing or digital distribution. LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation.

The course was given to the PG students so that they could learn to typeset their projects in Latex. The duration of the course was 25hrs from 05/10/17 to 03/11/17 from 3.30 pm–4.30 pm. Vineesh K P Assistant Professor, Department of Mathematics, S N College Chelannur was the course instructor of the programme. 15 students participated in the programme. The inaugural session was on 05/10/17 at 3.30 pm. The inaugural session began at 3.30 pm with the welcome speech by Smt Krishnaprabha R, Assistant Professor, Department of Mathematics, S N College, Alathur. Dr Sandhya S, Prinipal in Charge, S N College Alathur inaugurated the session and Smt K G Valsala, Head of the Department of Mathematics felicitated. The inaugural session came to an end with the vote of thanks by Sri Devadas V, Assistant Professor, Department of Mathematics, S N College, Alathur.

Students were given assignments and were graded. Final grade was given according to the assignments submitted and attendance. The course ended on 03/11/17.



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Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



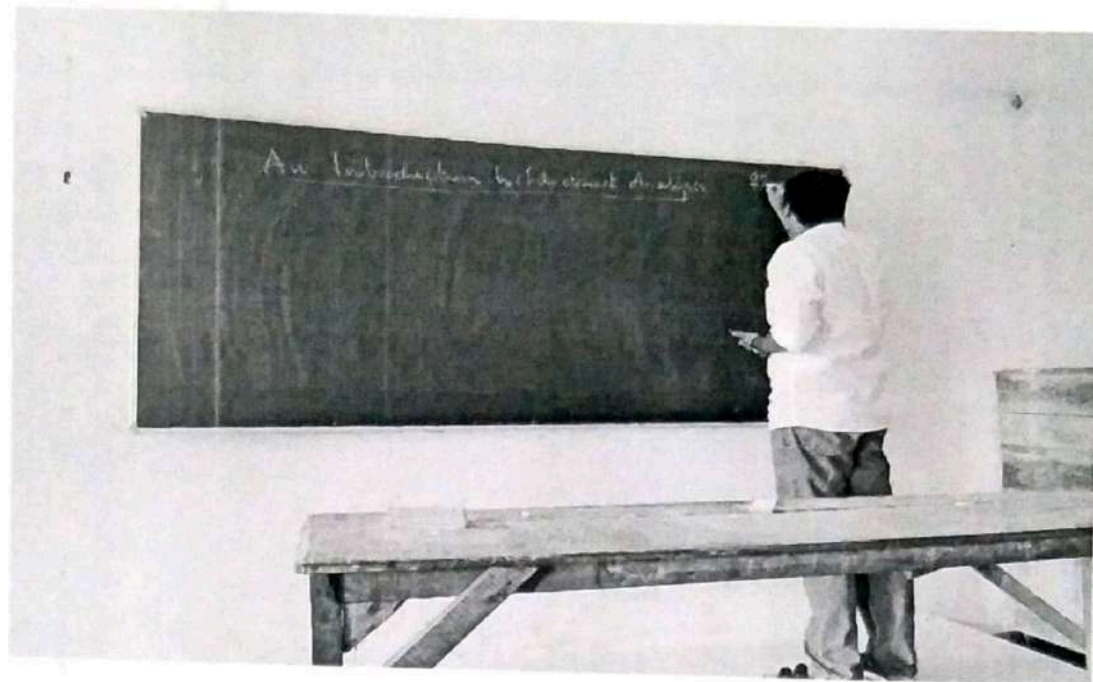
**Sree Narayana College, Alathur**

**Department Of Mathematics**

**Certificate Course**

**Latex**

**2017-18**





# SREE NARAYANA COLLEGE ALATHUR

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DEPARTMENT OF MATHEMATICS  
CERTIFICATE COURSE IN LATEX (2017-18)

## CERTIFICATE

This is to certify that \_\_\_\_\_

\_\_\_\_\_ was the course instructor in the 'Certificate Course in Latex' organized by Department of Mathematics, Sree Narayana College Alathur from 05/10/2017 to 03/11/2017.

Smt Krishnaprabha R  
Coordinator



Smt K G Valsala  
HOD, Department of  
Mathematics

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



# SREE NARAYANA COLLEGE ALATHUR

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(NAAC Accredited with B Grade)

## DEPARTMENT OF MATHEMATICS

### CERTIFICATE COURSE IN LATEX (2017-18)

# CERTIFICATE

This is to certify that **Ms Neethu S** completed and secured **A** grade in ....  
was the course instructor in the 'Certificate Course in Latex' organized by Department  
of Mathematics, Sree Narayana College Alathur from 05/10/2017 to 03/11/2017.

Smt Krishnaprabha R  
Coordinator

*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



*K. G. Valsala*  
Smt K G Valsala  
HOD, Department of  
Mathematics

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(Affiliated to the University of Calicut)  
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## Department of Mathematics

Offers

### Certificate Course in Python (2017-18)



*Devas*

**Sri Devadas V**  
(Coordinator)

*A. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**Smt K G Valsala**  
(HOD, Dept of Mathematics)



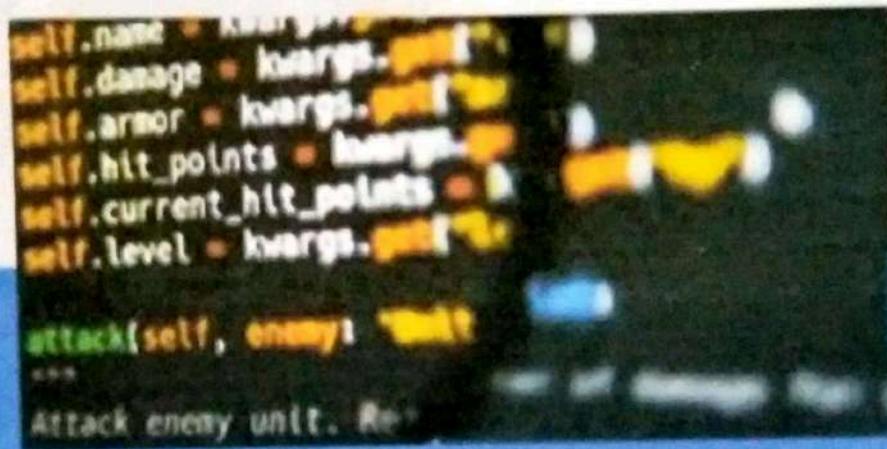
SREE NARAYANA COLLEGE ALATHUR

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Department of Mathematics  
Certificate Course in Python  
(2017-18)

02/01/2018- to 05/02/2018



Prof. T. K. Rajan,  
Associate Professor  
GVC Palakkad

Sri Devadas V  
Coordinator

Smt K G Valsala  
HOD



*R. Srinithi*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

# PROF. T. K. RAJAN

ASSISTANT PROFESSOR



## PROFILE

I have 29 years of teaching experience. Handled undergraduate and post graduate course classes.

## CONTACT

✉ rajantk@gmail.com

📍 Mayura  
Indira Nagar  
Dhoni PO  
Palakkad 678009

## AREA OF SPECIALISATION

- Analysis

## EDUCATION

- MSC
- B.ED

## EXPERIENCE

ASSISTANT PROFESSOR -29 YEARS

### UG PROGRAMMES:

- Calculus
- Graph Theory
- Real Analysis
- Analytic Geometry
- Complex Analysis

### PG PROGRAMMES:

- Real Analysis
- Functional Analysis
- Topology
- Linear Programming
- Linear Algebra
- Algebraic Topology



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Sree Narayana College Alathur  
Department of Mathematics  
Certificate course in Python Course

2017-18

Syllabus

Course learning objectives

1. To acquire programming skills in core Python.
2. To acquire Object Oriented Skills in Python
3. To develop the skill of solving numerical problems in Python
4. To develop the ability to documentation in Python

**Module 1: An Introduction to Python**

- What can Python do?
- Why Python?
- Good to know
- Python Syntax compared to other programming languages
- Python Install

**Module 2: Beginning Python Basics**

- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input & Output
- Simple Output Formatting
- Operators in python

**Module 3: Python Program Flow**

- Indentation
- The If statement and its' related statement
- An example with if and it's related statement
- The while loop
- The for loop
- The range statement
- Break &Continue
- Assert
- Examples for looping

**Module 4: Functions & Modules**

- Create your own functions
- Functions Parameters
- Variable Arguments
- Scope of a Function
- Function Documentations



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SREE NARAYANA COLLEGE ALATHUR  
DEPARTMENT OF MATHEMATICS  
CERTIFICATE EXAMINATIONS  
PYTHON -2017-18

(Answer all questions, 1 marks each)

Total marks 25

1. The output of the program

```
x = 3 + 4j
```

```
print x, type(x)
```

- (a) 3 + 4j, <type complex>
- (b) (3 + 4j) <type 'complex'>
- (c) 3 + 4j <type complex>
- (d) (3 + 4j) <type 'complex'>

2. The output of the program

```
s = 'Hello '
```

```
print s + s
```

- (a) 10
- (b) Hello Hello
- (c) False
- (d) True

3. Who developed the Python language?

- (a) Zim Den
- (b) Guido van Rossum
- (c) Niene Stom
- (d) Wick van Rossum

4. In which year was the Python language developed?

- (a) 1995
- (b) 1972
- (c) 1981
- (d) 1989

5. In which language is Python written?

- (a) English
- (b) PHP
- (c) C
- (d) All of the above

6. Which one of the following is the correct extension of the Python file?

- (a) .py
- (b) .python
- (c) .p

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(d) None of these

7. In which year was the Python 3.0 version developed?

- (a) 2008
- (b) 2000
- (c) 2010
- (d) 2005

8. What do we use to define a block of code in Python language?

- (a) Key
- (b) Brackets
- (c) Indentation
- (d) None of these

9. Which character is used in Python to make a single line comment?

- (a) /
- (b) //
- (c) #
- (d) !

10. Which of the following is not a keyword in Python language?

- (a) val
- (b) raise
- (c) try
- (d) with

11. Which of the following declarations is incorrect in python language?

- (a) `xyzp = 5,000,000`
- (b) `x y z p = 5000 6000 7000 8000`
- (c) `x,y,z,p = 5000, 6000, 7000, 8000`
- (d) `x y z p = 5,000,000`

12. Which of the following words cannot be a variable in python language?

- 3
- (a) val
  - (b) val
  - (c) try
  - (d) try

13. Which of the following operators is the correct option for power(ab)?

- (a)  $a \wedge b$
- (b)  $a^{**}b$
- (c)  $a \wedge \wedge b$



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(d)  $a \wedge * b$

14. Which of the following precedence order is correct in Python?

- (a) Parentheses, Exponential, Multiplication, Division, Addition, Subtraction
- (b) Multiplication, Division, Addition, Subtraction, Parentheses, Exponential
- (c) Division, Multiplication, Addition, Subtraction, Parentheses, Exponential
- (d) Exponential, Parentheses, Multiplication, Division, Addition, Subtraction

15. Which one of the following has the same precedence level?

- (a) Division, Power, Multiplication, Addition and Subtraction
- (b) Division and Multiplication
- (c) Subtraction and Division
- (d) Power and Division

16. Output of the program

```
a='Hello'  
print a[0]
```

- (a) H
- 4
- (b) e
- (c) l
- (d) o

17. Output of the program

```
a = 'hello world'  
print a[3:5]
```

- (a) hel
- (b) lo
- (c) worl
- (d) rl

18. Which type of Programming does Python support?

- (a) object-oriented programming
- (b) structured programming
- (c) functional programming
- (d) all of the mentioned

19. Is Python case sensitive when dealing with identifiers?

- (a) no
- (b) yes
- (c) machine dependent
- (d) none of the mentioned

20. Is Python code compiled or interpreted?

- (a) Python code is both compiled and interpreted
- (b) Python code is neither compiled nor interpreted



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Alathur-678019, Kerala

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(c) Python code is only compiled

(d) Python code is only interpreted

21. All keywords in Python are in —

(a) Capitalized

(b) lower case

(c) UPPER CASE

(d) None of the mentioned

22. What will be the value of the following Python expression?

$4 + 3$

(a) 7

(b) 2

(c) 4

(d) 1

23. Which keyword is used for function in Python language?

(a) Function

(b) Def

(c) Fun

(d) Define

24. Python supports the creation of anonymous functions at runtime, using a construct called —

(a) pi

(b) anonymous

(c) lambda

(d) none of the mentioned

25. Which of the following is true for variable names in Python?

(a) underscore and ampersand are the only two special characters allowed

(b) unlimited length

(c) all private members must have leading and trailing underscores

(d) none of the mentioned

*R. Binu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 882, Kerala



- 1) c)  $3+4j$  < type complex >
- 2) b) Hello Hello
- 3) b) Guido van Rossum
- 4) d) 1989
- 5) c) c
- 6) a) Py
- 7) a) 2008
- 8) c) indentation
- 9) c) #
- 10) a) Val
- 11) a)  $xyzp = 5,000,000$
- 12) c) try
- 13) b)  $a^{**}b$
- 14) a) Parenthesis, Exponential, multiplication, Division, Addition, Subtraction
- 15) b) division and multiplication
- 16) a) H
- 17) b) 10
- 18) a) object - oriented programming
- 19) b) yes
- 20) a) python code is both compiled and interpreted
- 21) b) lower case
- 22) a) 7
- 23) b) Def

*P. Binu*  
Principal

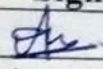

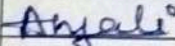
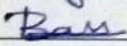

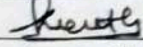
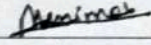
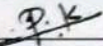
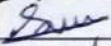



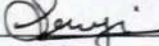



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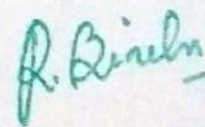
Sree Narayana College Alathur

Department of Mathematics

Certificate Course in Python (2017-18)

Sl No	Name of the student	Grade point	Signature
1	Aiswarya V	10	
2	Amrutha S	9.5	
3	Anjali P	9.2	
4	Bhavya B	10	
5	Gopika B	10	
6	Keerthi Raj	8	
7	Minimol K G	9.2	
8	Praveena K	8.7	
9	Soumya B	8.2	
10	Varsha S	9.6	
11	Nikhil S	8.2	
12	Sanoop S	10	
13	Sreejith V	10	
14	Manju M	9.2	
15	Nayana P s	10	
16	Basil varghese	8.2	





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# Sree Narayana College Alathur

## Department of Mathematics

### Certificate Course in Python (2017-18)

#### Report

Python is a high-level, general-purpose programming language. Its design philosophy emphasizes code readability with the use of significant indentation. Python is dynamically-typed and garbage-collected. It supports multiple programming paradigms, including structured (particularly procedural), object-oriented and functional programming. It is often described as a "batteries included" language due to its comprehensive standard library. The goal of the course was to teach the basics of computer programming in a manner targeted at mathematical students. Introductory programming course in python provided a foundational background for programming in mathematical setting. The course was given to the UG students so that they could learn the numerical methods easily.

The duration of the course was 30hrs from 02/01/2018 to 05/02/2018 from 3.30pm–4.30pm. Sri T K Rajan, Associate Professor, GVC Palakkad was the course instructor of the programme. 16 students participated in the programme. The inaugural session was on 02/01/2018 at 3.15 pm. The inaugural session began at 3.15 pm with the welcome speech by Sri Devadas V, Assistant Professor, SN College, Alathur. Dr Sandhya S, Principal in Charge, SN College, Alathur, inaugurated the session and Smt K G Valsala, HOD of mathematics felicitated. The inaugural session came to an end with the vote of thanks by Smt. Krishnaprabha R, Assistant Professor, Department of Mathematics, S N College, Alathur. Students were given assignments and was graded. Final grade was given according to the assignments submitted and attendance. The course ended on 05/02/2018.



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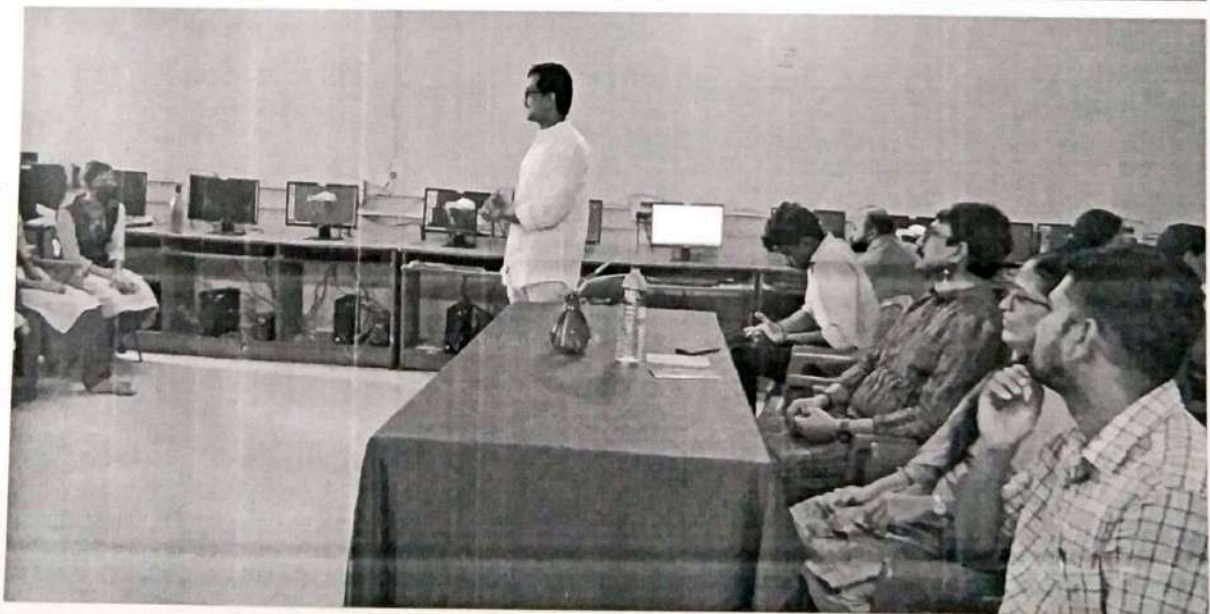
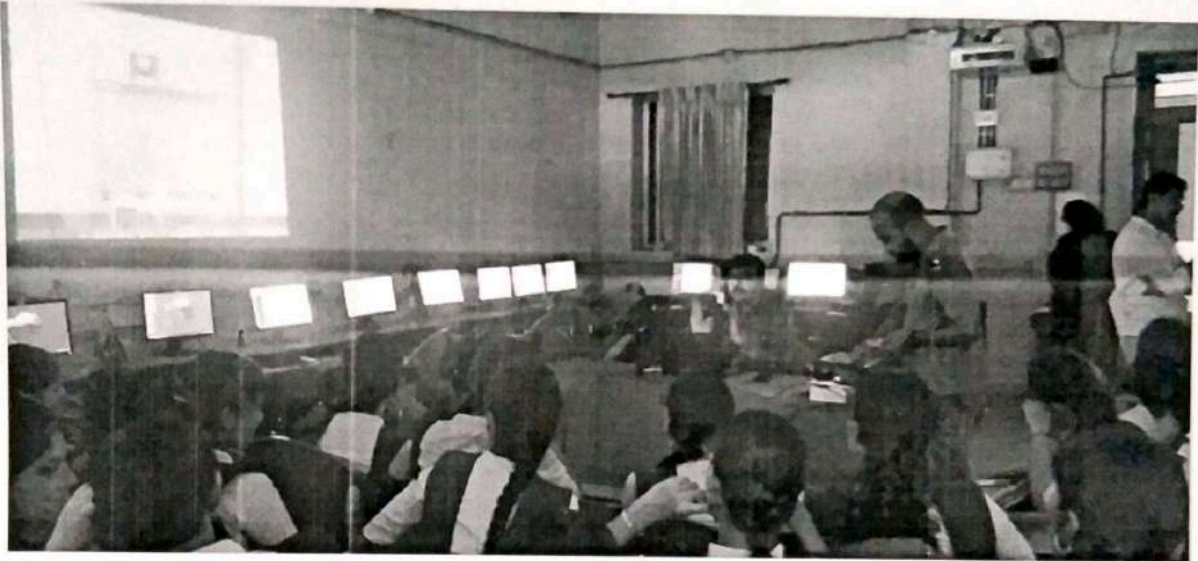
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Department Of Mathematics

Certificate Course

Python

2017-18



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# SREE NARAYANA COLLEGE ALATHUR

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DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN PYTHON (2017-2018)

## CERTIFICATE

This is to certify that \_\_\_\_\_

\_\_\_\_\_ was the course instructor in the 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 02/01/2018 to 05/02/2018.

**Sri Devadas V**  
Coordinator

  
**Principal**  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

**Smt K G Valsala**  
HOD, Department of  
Mathematics







# SREE NARAYANA COLLEGE ALATHUR

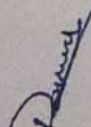
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## DEPARTMENT OF MATHEMATICS

### CERTIFICATE COURSE IN PYTHON (2017-2018)

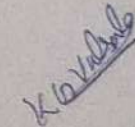
# CERTIFICATE

This is to certify that .....Gopika B completed and secured A grade in 'Certificate Course in Python' organized by Department of Mathematics, Sree Narayana College Alathur from 02/01/2018 to 05/02/2018.

  
**Sri Devadas V**  
Coordinator

  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 682, Kerala



  
**Smt K G Valsala**  
HOD, Department of  
Mathematics



**SREE NARAYANA COLLEGE**  
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## **COMPUTERISED ACCOUNTING WITH TALLY**

**RESOURCE PERSON: Mrs. Manjusha Mohanan**  
(Assistant Professor, Dept. of Commerce,  
Sree Narayana Guru College of Advanced Studies Alathur, Palakkad)

**2017-2018**  
**AUG 17- DEC 31 2017**

**COURSE DURATION : 30 HOURS (ONLY ON HOLIDAYS)**

Contact Us  
PG Department of Commerce  
Sree Narayana College  
Erattakulam P.O, Alathur  
[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)



  
**ARCHANA K.M**  
(HOD)

**DR. E.N. SIVADASAN**  
(PRINCIPAL)



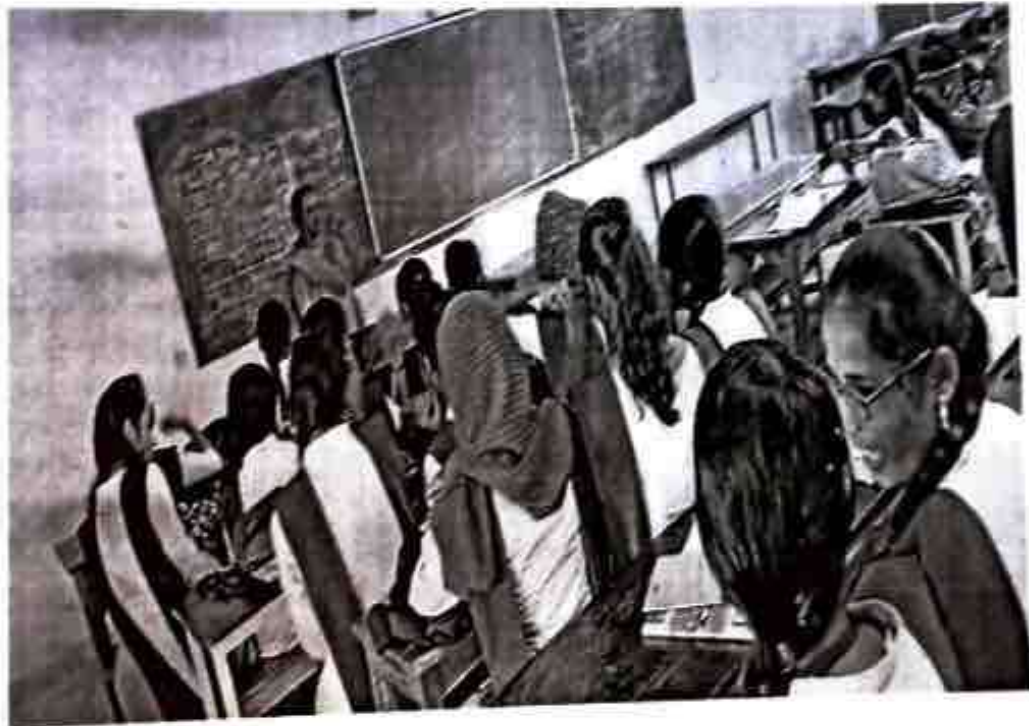
  
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**SREE NARAYANA COLLEGE ALATHUR**

**CERTIFICATE COURSE -PG DEPARTMENT OF COMMERCE (30HRS)**

**SUBJECT :** Computerized Accounting With Tally

Sree Narayana college Alathur , PG Department of Commerce had conducted certificate course named computerized accounting with Tally which had taken place three hours per week. We conducted this course from August 17 to December 31, 2017. 30 students were registered and participated in this course. This course covered three modules. Classes had taken place on weekend days. The classes were handled by Mrs. Manjusha Mohanan (Assistant professor, Department of Commerce, Sree Narayana Guru college of Advanced studies, Alathur Palakkad). The course was completed by all the registered students and certificates are provided to them.



Sree Narayana College, Al.  
Palakkad-678 682, Kerala

Principal

*P. Binu*



# COMPUTERISED ACCOUNTING WITH TALLY

## Syllabus

### Objectives:

- To enable the students to acquire basic knowledge in the computerized accounting systems and its applications in the area of business
- To familiarize the students with application of Tally in business

(Out of the 30 lecture hours, the ratio between theory and practical hours shall be 3:2)

### Module I

Introduction to Accounting: Accounting basis and terms -Branches of accounting - Mode of accounting - Manual accounting - Computerized accounting fundamentals- Accounting with Tally : Introduction to Tally - Tally interface - f11 features - f12 configuration - Company creation - Accounting groups - Accounting ledgers - Accounting vouchers – Vouchers entry.

### Module II

(8 Hour)

Inventory Management with Tally - Stock groups - Stock items - Stock category -Unit of measures - Godown inventory vouchers (Pure inventory and inventory vouchers)- Integration of Accounting with Inventory : Bill wise details - Invoicing - Voucher entry -Cost centre - Cost category - Budget and control - Bank reconciliation - Interest calculation – Order processing - Stock valuation methods - Reorder levels - Tracking numbers - Bill of material - Inventory ageing-Tax Application in Tally - Introduction to GST - GST activation and classification -GST computation - Composite GST - Input Tax credit - Tax Invoice, Credit and Debit Notes- Returns- Transfer of Input Tax Credit- Time and Value of Supply-Recent features

### Module III

(12 Hours)

Accounting and Inventory Reports - Trading, Profit and loss A/c - Balance Sheet - Ledgers - Cost centre and budget reports - Cash book and bank book - Inventory reports - Decision supporting tools - Ratio analysis - Cash flows - Fund flow - Budgeting system - Printing of reports – Voucher and bill printing etc.-Technology Advantage of Tally - Tally audit - Tally vault - Back up, restore, merge and split of database - ODBC/Interface - Export and import of data - web enabled reporting - On line support of software.

(10 Hours)



*P. Dinesh*

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PG DEPARTMENT OF COMMERCE

# CERTIFICATE

FOR PROFESSIONAL EXCELLENCE

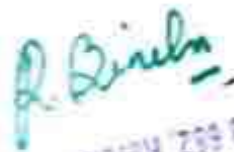
THIS IS TO CERTIFY THAT

*Manjusha Mohanan*

(ASSISTANT PROFESSOR, SREE NARAYANA GURU COLLEGE OF  
ADVANCED STUDIES, ALATHUR)

was an invited course instructor certificate course on "Computerized Accounting with Tally"  
organised by PG Department of Commerce, SN College Alathur on 17 August to 31 December 2011

  
ARCHANA K.M  
(HOD)





DR. B.N. SIVADASAN  
(PRINCIPAL)

Principal  
Sree Narayana College, Alathur,  
Palakkad-678 602, Kerala

**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**COMPUTERISED ACCOUNTING WITH TALLY**  
**ATTENDANCE SHEET**

Sl No	Name of the student	DATE OF CLASSES TAKEN											
		5/8/17	19/8/17	16/9/17	30/9/17	7/10/17	21/10/17	4/11/17	18/11/17	2/12/17	16/12/17		
1	AISWARYA K	X	X	X	X	X	X	X	X	X	X	X	X
2	AISWARYA K	X	X	X	X	X	X	X	X	X	X	X	X
3	AISWARYA M	X	X	X	X	X	X	X	X	X	X	X	X
4	AJITHCHANDRAN.C	X	X	X	X	X	X	X	X	X	X	X	X
5	AJITH.V	X	X	X	X	X	X	X	X	X	X	X	X
6	AKHILASH.B	X	X	X	X	X	X	X	X	X	X	X	X
7	AKHIL.S	X	X	X	X	X	X	X	X	X	X	X	X
8	ANJU.K	X	X	X	X	X	X	X	X	X	X	X	X
9	ARAVINDH.R	X	X	X	X	X	X	X	X	X	X	X	X
10	ARIFA.A	X	X	X	X	X	X	X	X	X	X	X	X
11	ASHMITHA.N	X	X	X	X	X	X	X	X	X	X	X	X
12	GOPIKA.SIVADAS	X	X	X	X	X	X	X	X	X	X	X	X
13	KRISHNAN.N.S	X	X	X	X	X	X	X	X	X	X	X	X
14	LEBITHA.L	X	X	X	X	X	X	X	X	X	X	X	X
15	NINCY.M	X	X	X	X	X	X	X	X	X	X	X	X
16	NIVEDHYA.D	X	X	X	X	X	X	X	X	X	X	X	X
17	PRABINNA.J	X	X	X	X	X	X	X	X	X	X	X	X
18	RAHANA.S	X	X	X	X	X	X	X	X	X	X	X	X
19	RESHMA.R	X	X	X	X	X	X	X	X	X	X	X	X
20	RESHMA.S	X	X	X	X	X	X	X	X	X	X	X	X
21	RINCY.B	X	X	X	X	X	X	X	X	X	X	X	X
22	SARATH.R	X	X	X	X	X	X	X	X	X	X	X	X
23	SMITHA.C.R	X	X	X	X	X	X	X	X	X	X	X	X
24	SRINGA.S	X	X	X	X	X	X	X	X	X	X	X	X
25	SRUTHI.R	X	X	X	X	X	X	X	X	X	X	X	X
26	SRUTHI.S	X	X	X	X	X	X	X	X	X	X	X	X
27	SUCHITHRA.V	X	X	X	X	X	X	X	X	X	X	X	X
28	SUNITHA.C	X	X	X	X	X	X	X	X	X	X	X	X
29	SURYAGAYATHRI.S	X	X	X	X	X	X	X	X	X	X	X	X
30	VISHNU.S	X	X	X	X	X	X	X	X	X	X	X	X



*[Signature]*  
 Sree Narayana College, Alathur  
 Palakkad-678 682, Kerala

**SREE NARAYANA COLLEGE ALATHUR**  
**ADD-ON-COURSE - DEPARTMENT OF COMMERCE (30 HOURS)**  
**COMPUTERISED ACCOUNTING WITH TALLY**  
**MARKSHEET**

Sl No	Name of the student	Grade point	Grade
1	ACHUTH A		
2	ADARSH S	3.6	A
3	ADITHYA G	3.6	A
4	ADITHYA S	3.7	A
5	AISWARYA P	3.5	A
6	AKHILA C	3.6	A
7	AMAL N	3.6	A
8	AMRITHA A	3.5	A
9	AMRITHA D	3.6	A
10	ANJANA S	3.5	A
11	ANJU C	3.7	A
12	ANU A	3.7	A
13	ANUPAMA R	3.7	A
14	ARCHANA D	3.5	A
15	ATHUL PRAKASH J	3.5	A
16	BALAJI T G	3.6	A
17	BHADRA B	3.5	A
18	DELNA KRISHNAN	3.5	A
19	DINESH D	3.6	A
20	DRISYA M	3.8	A
21	FAMEETHA H	3.6	A
22	PRINCE K	3.5	A
23	RESHMA R	3.6	A
24	SANIKA S	3.8	A
25	SHINOY S	3.6	A
26	SREEJITH K	3.5	A
27	SREE LAKSHMI P R	3.5	A
28	SWAROOP P G	3.5	A
29	VARSHA K	3.6	A
30	VARUNDAS S	3.7	A

*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad - 678 692, Kerala





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# CERTIFICATE OF PARTICIPATION

This awarded certify that

*Deena Krishna*

has successfully completed the certificate course "Computerized Accounting with Tally" conducted by PG Department of Commerce on 17 August 2017 to 31 December 2017 organized by Sree Narayana College, Alathur

**ARCHANA K.M**  
(HOD)

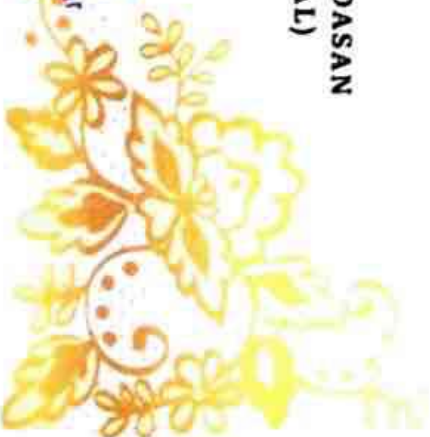


**DR. E.N. SIVADASAN**  
(PRINCIPAL)

*P. Divina*

Principal

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Palakkad- 678 661, Kerala





**SREE NARAYANA COLLEGE ALATHUR**  
**COMPUTERISED ACCOUNTING WITH TALLY 2017-2018**

Organized by PG Department

Time: 1 Hour

Maximum: 25 Marks

**Part A**

Answer all questions

1. Changes in accounts are possible only if opened in which mode?
2. Which shortcut key is used to change current period in tally?
3. Salary account comes under which head?
4. Which voucher type is used to transfer amount from one bank to another?
5. In which voucher type entry is done for TDS calculations?

(5x1=5)

**Part B**

Answer any 4 questions

6. What is Trial balance? How can view Trial balance in Tally?
7. How can you shutting a company?
8. What is a post dated voucher?
9. What is Bill of Materials?
10. What do you mean by service tax?

(4x5=20)



*R. Dinu*

Principal  
Sree Narayana College, Alathur  
Palakkad- 678 682, Kerala

44) Computerized Accounting with Tally

Deena Krishna.  
Lithsen B. Com.  
S.N. College Alathur

1) Multiple model

2) F2

3) Indirect expenses

4) Contra entry

5) Journal Voucher. F7

6) Trail balance is a list of all the general ledger accounts undertaken in the ledger of a business. This list will contain the name of each nominal ledger account & the face value of that nominal ledger balance. Each nominal ledger account will be held either a debit or a credit balance. view trail balance.

① Go to Gateway of Tally > Display > Trail balance

② Press F12 to configure the trail balance, as required

③ Press Ctrl+A to accept

7) Shut a company is to unacad. It does not mean that you have deleted it - simply select it

& work on it again. We can shut a company

( 24 )  
( 23 )



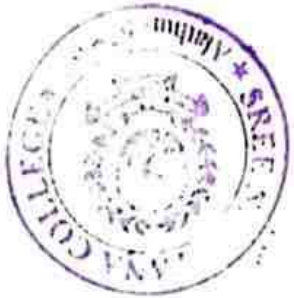
*P. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad-678 882, Kerala



A BOM is sometimes referred to as product structure, assembly component list or production reqs.

YSD

5  
24  
—  
25



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Sree Narayana College, Alathur  
Palakkad-678 682, Kerala

**SREE NARAYANA COLLEGE**

**DEPARTMENT OF MICROBIOLOGY**

**SHORT TERM COURSE ON HACCP LEVEL 2&3 2017-2018**

**11th DECEMBER TO 15th DECEMBER 2017**

**LIST OF PARTICIPANTS**

Sl. No.	Name of Student	Grade
1	Ansiya	PASS
2	Archana.A	PASS
3	Arya.V	DISTINCTION
4	Chithira.U	PASS
5	Deepak.P	PASS
6	Gokul.C	PASS
7	Greeshma.V.J	PASS
8	Keerthy.S	PASS
9	Priyanka.T.M	PASS
10	Raveena.R	PASS
11	Reena.K	PASS
12	Salini.C	PASS
13	Saranya.C	PASS
14	Sidharthan.K	PASS
15	Sini K.S	PASS
16	Abirami.P.B	PASS
17	Achumon	PASS
18	Ajith .P	DISTINCTION
19	Aswathy.B	PASS
20	Athira P.S	PASS
21	Athulya.M	DISTINCTION
22	Dhanesh.D	PASS



*R. Binu*  
Principal  
Sree Narayana College, Alathur  
Palakkad - 678 682, Kerala

# SREE NARAYANA COLLEGE

## DEPARTMENT OF MICROBIOLOGY

### SHORT TERM COURSE ON HACCP LEVEL 2&3

11<sup>th</sup> DECEMBER TO 15<sup>th</sup> DECEMBER 2017

Sl. No	Name of Student	11/12/2017	12/12/2017	13/12/2017	14/12/2017	15/12/2017	Signature
1	Ansiya	Ansiya	Ansiya	Ansiya	Ansiya	Ansiya	Ansiya
2	Archana.A	Archana	Archana	Archana	Archana	Archana	Archana
3	Arya.V	Arya	Arya	Arya	Arya	Arya	Arya
4	Chithira.U	Chithira	Chithira	Chithira	Chithira	Chithira	Chithira
5	Deepak.P	Deepak	Deepak	Deepak	Deepak	Deepak	Deepak
6	Gokul.C	Gokul	Gokul	Gokul	Gokul	Gokul	Gokul
7	Greeshma.V.J	Greeshma	Greeshma	Greeshma	Greeshma	Greeshma	Greeshma
8	Keerthy.S	Keerthy.S	Keerthy.S	Keerthy.S	Keerthy.S	Keerthy.S	Keerthy.S
9	Priyanka.T.M	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka
10	Raveena.R	Raveena	Raveena	Raveena	Raveena	Raveena	Raveena
11	Reena.K	Reena	Reena	Reena	Reena	Reena	Reena
12	Salini.C	Salini.C	Salini.C	Salini.C	Salini.C	Salini.C	Salini.C
13	Saranya.C	Saranya.C	Saranya.C	Saranya.C	Saranya.C	Saranya.C	Saranya.C
14	Sidharthan.K	Sidharthan	Sidharthan	Sidharthan	Sidharthan	Sidharthan	Sidharthan
15	Sini K.S	Sini	Sini	Sini	Sini	Sini	Sini
16	Abirami.P.B	Abirami	Abirami	Abirami	Abirami	Abirami	Abirami
17	Achumon	Achumon	Achumon	Achumon	Achumon	Achumon	Achumon
18	Ajith.P	Ajith	Ajith	Ajith	Ajith	Ajith	Ajith
19	Aswathy.B	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy	Aswathy
20	Athira P.S	Athira	Athira	Athira	Athira	Athira	Athira
21	Athulya.M	Athulya	Athulya	Athulya	Athulya	Athulya	Athulya
22	Dhanesh.D	Dhanesh	Dhanesh	Dhanesh	Dhanesh	Dhanesh	Dhanesh



*P. Binu*  
Principal  
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# Highfield

Qualifications®

## Qualification Specification

### Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

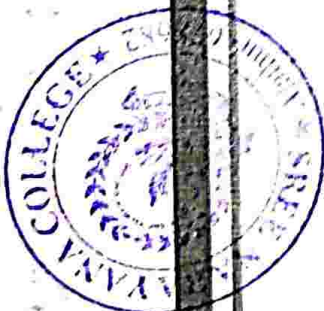
Qualification Number: 603/2196/9

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## Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

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### Qualification regulation and support

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

Qualification Number:	603/2196/9
Learning Aim Reference:	60321969
Credit Value:	1
Assessment Method:	Multiple-choice examination
Guided Learning Hours (GLH):	6
Total Qualification Time (TQT):	7

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### Qualification overview and objective

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is aimed at those working in a food manufacturing environment. The qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

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### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

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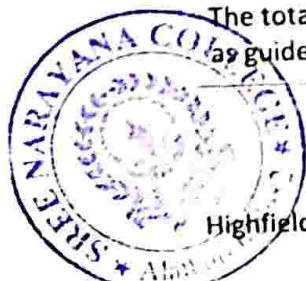
### Geographical coverage

This qualification is suitable for delivery in England and Wales.

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### Guidance on delivery

The total qualification time for this qualification is 7 hours and of this 6 hours are recommended as guided learning hours.



TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

### Guidance on assessment

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

### Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

### Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
  - Level 3 Award in HACCP qualification
  - Level 3 Award in Food Safety qualification
  - Degree or DipHE in a related subject area such as:
    - Food science
    - Environmental Health
    - Home Economics
    - Microbiology
    - Or one that contains elements of these subjects
  - HNC/D in a related subject (as outlined above)

Hold a recognised teaching qualification or experience, which could include any of the following:



- Level 3 Award in Education and Training or above
- Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.

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### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield L3 Award in HACCP for Food Manufacturing
- Highfield L3 Award in Food Safety in Manufacturing

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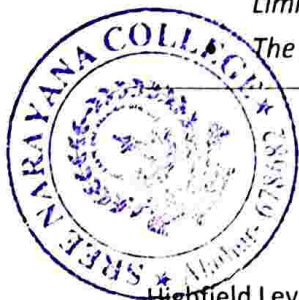
### Useful websites

[www.food.gov.uk](http://www.food.gov.uk)

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### Recommended training materials

- *Foundation HACCP Training Presentation*. Sprenger, Richard A. Highfield International Limited
- *The (Level 2) HACCP Handbook*. Sprenger, Richard A. Highfield International Limited



## Appendix 1: Qualification structure

To complete the Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/616/0693	Principles of HACCP for Food Manufacturing	2	6	1



## Appendix 2: Qualification content

**Unit 1: Principles of HACCP for Food Manufacturing**

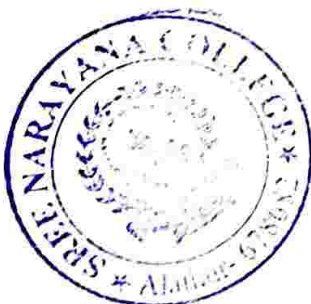
Unit number: K/616/0693

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Know the procedures required to develop HACCP	1.1 Recognise the role of the food handler in implementing HACCP
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 State the preliminary steps required to develop HACCP
2. Know how the principles of HACCP are applied in a food production environment	2.1 Identify the purpose of hazard analysis
	2.2 Identify the importance of, and methods which can be used to determine, critical control points
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring control points/critical control points
	2.6 Identify the purpose of taking appropriate corrective action at critical control points
	2.7 State the importance of verification and review of the HACCP process
	2.8 State the importance of documentation and records needed to support HACCP





**Indicative Content**

1.1 Recognise the role of the food handler in implementing HACCP

- Including producing safe food, following procedures and policies and reporting problems

1.2 Outline the need for prerequisite programmes

- Meaning of the term prerequisite, good hygiene practice, good manufacturing practice
- Importance of implementing effective prerequisites to ensure food safety
- Enables the HACCP plan to concentrate on the specific hazards related to a particular product or process
- Applies to all areas in a food production facility, ensuring required controls relating to all steps in a process are implemented

1.3 Identify common prerequisite programmes

- For example: personnel hygiene, premises, services, supply chain stock control, design, cleaning, pest control, physical, chemical and allergenic contamination controls

1.4 State the preliminary steps required to develop HACCP

Awareness of:

- Scope
- Describe processes
- Identify intended use and users
- Identify the of purpose of flow diagrams

2.1 Identify the purpose of hazard analysis

- Identifies hazards that may affect the process
- Identifies the steps at which the hazards are likely to occur
- Helps determine significant hazards
- Helps to determine measures to control the hazards
- Can use the information gained to determine critical control points (CCPs)

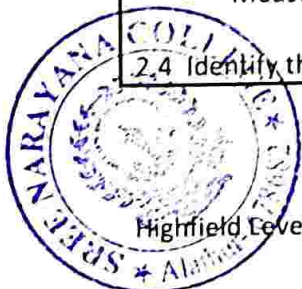
2.2 Identify the importance of, and methods which can be used to determine, critical control points

- Tools which may be used to determine whether a step is a critical control point or control point (Decision tree, knowledge of team)
- Importance to include: Focuses on critical aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness

2.3 Recognise the importance of identifying critical (safe) limits

- This refers to validated critical (safe) limits
- Helps to ensure safe food is sold
- Allow personnel to have clear understanding of what is acceptable and parameters to work within
- Measurable and validated, so can be checked and provide assurance of safe food production

2.4 Identify the importance of monitoring controls



- Used to determine when there is a loss of control and a deviation occurs at a critical control point i.e. where a critical limit is breached
- Check control measures at control points/CCP's and critical limits at CCPs to ensure food produced is safe
- Provides written documentation for verification and legal evidence

**2.5 Identify ways of monitoring control points/critical control points**

- Appropriate methods of monitoring, dependent upon the CCP include:
  - Taking measurements (e.g. time, temperature, pH, size etc.)
  - Observation e.g. of delivery vehicles and practices
  - Completing records
- Testing and competency of personnel
- Importance of reporting when a process or product has breached controls

**2.6 Identify the purpose of taking appropriate corrective action at critical control points**

- To prevent unsafe food from reaching the customer
- Regain control before product dispatched/sold
- Rectify equipment/process problems and required repair/maintenance
- Importance of following procedures and completing relevant corrective actions in a timely manner

**2.7 State the importance of verification and review of the HACCP process**

- It validates (confirms) that the HACCP plan produces safe food for the end customer
- It helps to validate and verify legal compliance has been achieved
- Provides evidence of product safety
- What should prompt a review

**2.8 State the importance of documentation and records needed to support HACCP**

- Helps demonstrate legal compliance
- Provides evidence for customers and inspectors/auditors
- Assists in continual improvement plans
- Assists in complaint investigation
- Reasons why important documentation is completed accurately and at the correct frequencies



## Appendix 2: Sample assessment material

**Highfield EXAMINATION**

Paper Code: **15/000000**

### Principles of HACCP for Food Manufacturing

Level 2

K/516/0891

**Information for candidates only**

The text on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unmarked examination paper.

**Information for candidates**

Under no circumstances should you the candidate use an unmarked examination paper.

The examination consists of 15 multiple-choice questions.

The maximum pass mark is 9 correct answers.

The duration of this examination is 30 minutes.

You are NOT allowed any aids (such as a calculator) to complete the answer.

100 MARKS are awarded for this examination. You must NOT use a pencil to complete the answer sheet. You must NOT use a pen to mark the answer sheet. You must use a pencil to complete the answer sheet. You must NOT use a pen to mark the answer sheet.

**EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS**

For each question, fill in ONE answer ONLY.

If you make a mistake, erase it thoroughly.

You must mark your choice of answer by shading in ONE answer circle only.

Please mark each circle like this:

01      ANSWER COMPLETED CORRECTLY

Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be recorded.

01      DO NOT partially shade the answer circle. ANSWER COMPLETED INCORRECTLY

01      DO NOT use ticks or crosses. ANSWER COMPLETED INCORRECTLY

01      DO NOT use circles. ANSWER COMPLETED INCORRECTLY

01      DO NOT shade over more than one answer circle. ANSWER COMPLETED INCORRECTLY

All candidates MUST sign the Examination Answer Sheet (EAS) in the bottom right hand corner of the page before leaving the examination room.

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Manufacturing

### Sample questions

Food handlers need to understand how to follow food safety management procedures so that the food produced:

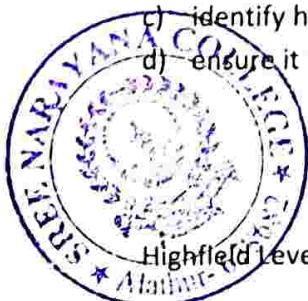
- a) is made quickly
- b) does not contain preservative
- c) is safe to eat
- d) looks attractive to customers

Which of the following is a common monitoring action?

- a) Checking the temperature of food
- b) Cooking food thoroughly
- c) Placing food in a hot oven before cooking
- d) Disposing of food that has not cooked in the set time

It is important to regularly review the HACCP plan to:

- a) identify suitable critical limits
- b) develop more detailed controls
- c) identify how food costs can be reduced
- d) ensure it is current and correct





## Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382  
 Level: 3  
 Credit: 3  
 GLH: 20

Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures



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## Unit Content: Assessment Guidance

This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

### LO1 Understand the importance of HACCP based food safety management procedures

- The need for HACCP based food safety management procedures:
  - The reasons behind the development of HACCP and outline its origins
  - The need for a systematic approach for food safety
  - Holistic approach to managing safe food
  - How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence
- The HACCP approach to food safety procedures:
  - The 7 principles of HACCP as stated in Codex Alimentarius
  - The 12 logic steps to HACCP
- Legislation relating to HACCP:
  - How HACCP legislation is enforced and the potential consequences of noncompliance
  - The role and responsibilities of management and employees within HACCP
  - The relevance of codes of practice and industry guides

### LO2 Understand the preliminary processes for HACCP based procedures

- The requirements of a HACCP team:
  - Adequate training and experience of team members
  - Roles held within the organisation
  - Allocating roles and responsibilities within the HACCP team
  - When ad hoc team members and external consultants or experts may be required
- The pre-requisites for HACCP:



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- Management commitment and provision of adequate resources ○The importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system
  - How to decide if pre-requisite programmes represent an adequate basis for HACCP development
  - Type of documentation required
- Food production processes including use of end product:
    - Scope ○Terms of reference ○Sources of information ○Production process from purchase to dispatch ○End of product testing ○Identification of 'at risk' groups ○Intended use of the product ○Intrinsic properties of different products and their relationship to microbial growth and survival
  - Process flow diagrams in the development of HACCP based food safety management procedures:
    - The purpose and use of flow diagrams ○Be able to construct a process flow diagram ○The importance of confirming a process flow diagram

LO3 Understand how to develop HACCP based food safety management procedures

- Hazards and risks in the production process ○Microbiological, chemical, physical and allergenic hazards ○Examples of each type of hazard associated with processes from purchase to dispatch of finished product including

Delivery of raw materials

Storage of raw materials

Handling

Preparation

Processing

Cooling

Post-process treatments

Packing

Finished product storage



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- Transportation
- Significant hazards using a risk assessment approach
- Where to obtain information, advice and support for hazard identification
- Assessing the applicability of the information and advice obtained

- Critical control points:

- The purpose and benefits of using decision trees
- The Codex decision tree in recognising critical control points
- Obtain information, advice and support for identifying critical control points
- The importance of validating information and advice obtained

- Critical limits:

- The advantages and disadvantages of common parameters used when establishing critical limits, such as:

Temperature

Time pH

- Water content
- Why critical limits need to be absolute, unambiguous and measurable
- The term 'target level' and the benefits to a food manufacturing business of identifying target levels

- Where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained

- Examples of suitable critical limits for a range of common food manufacturing processes

#### LO4 Understand how to implement HACCP based food safety management procedures

- Monitoring procedures at critical control points:

- The purpose of monitoring
- Benefits and drawbacks of both continuous and batch monitoring
- Examples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
- Considerations to be made when determining the frequency of monitoring
- The importance of calibrating and testing monitoring equipment
- The importance of consistent monitoring
- The importance of training personnel with regard to monitoring
- Accurately recording at critical control points
- The importance of monitoring personnel
- Procedures and verification of monitoring procedures

- Corrective actions
- The need for corrective actions if critical limits are not achieved or are exceeded
- The types of corrective action



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- The importance of establishing both process and product corrective actions ○Examples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product
- The importance of allocating responsibilities for corrective actions ○The importance of increased monitoring after control has been regained ○The importance of accurate record keeping
- Suitable reporting procedures regarding corrective actions at critical control points

LOS Understand how to evaluate HACCP based procedures

- Documentation and record keeping procedures ○The importance of documentation and record keeping ○Examples of suitable documentation which may be used in food manufacturing
  - The importance of suitable storage of completed documentation and monitoring records
  - Construct an outline HACCP plan
- The verification and review of procedures:
  - The importance of verification of the HACCP system and of the initial validation of the HACCP plan
  - Information that will be required to verify and validate the HACCP system and plan ○The approaches to verification and discuss the value of end product testing ○The reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
  - Factors which affect the frequency of verification and outline the requirements for verification reports
  - The need to review a HACCP system ○When systems should be reviewed



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# Sree Narayana College

Department of Microbiology

## "SHORT TERM COURSE ON HACCP"

Level 2 & 3

**11th to 15th  
December 2017**

**Room no:41**



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## REPORT

Department of Microbiology conducted an introduction to HACCP- TRAINING PROGRAM of level 3 by Advanssure Technologies, Malapuram on 11<sup>th</sup> December to 15<sup>th</sup> December 2017. Dr. S. DHIVA HOD, Department of Microbiology inaugurated the program. Smt. DIVYA.R felicitated the occasion. The Trainer Shaju. K of advanssure Technologies discussed about

- The role of microbiologists in food industry
- The role of food safety officers in food industry
- About the exams and certification
- Job opportunities in Middle East

Feedbacks were shared by the students. Smt. NITHYA JAYAN conveyed the vote of thanks on the closing day of the program.



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# Highfield

Qualifications

## Highfield Qualifications

Certifies that

*Athulya M*

has successfully passed an assessment in

### Highfield Level 3 Award in HACCP for Food Manufacturing (RQF)

Qualification number 603/1673/8

Date of award 15 MARCH 20 18

Certificate number HAC13458/26

# DISTINCTION



Course Director

Advanssure Technical Solutions

Training Organisation



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Jason Sprenger - Chief Executive  
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