



ANNAI VELANKANNI COLLEGE

(Accredited with B++ by NAAC & approved under section 2(f) of UGC Act, 1956)

THOLAYAVATTAM

CAREER ORIENTED COURSES (C.O.C)

2017 – 2018

Courses

1. Spoken English
2. MS Office
3. Embroidery
4. Tailoring
5. Tally
6. Tourism
7. Referee Coaching
8. Art & Craft
9. DMLT



AnnaiVelankanniCollege,Tholayavattam

For all UG Final Years and PG classes

COC TIMETABLE 2017-18 (Even Sem)

Sl. No	Class\ Order	1	2	3	4	5	6	Room No
1	III BBA BA Tamil	FREE	<u>J.Eujin Shaji</u>	<u>N.Shiny</u>	<u>J. Eujin Shaji</u>	<u>T. Bindhu</u>	<u>B. Joseph Antony</u>	M-2-1
2	III BA Eng	FREE	<u>M. Anto</u>	<u>G. Dominic Babu</u>	<u>D. Regin Rose</u>	G.Sujin	Y.Lalitha	M-2-6
3	I MSc Che IMScMaths	<u>T. Bindhu</u>	FREE	<u>G. Jasmine Christabel</u>	<u>B. Joseph Antony</u>	Y.Lalitha	A.Rejo Joice	C-0-7
4	III Che	<u>D. Regin Rose</u>	<u>C.Anitha Mary</u>	FREE	Y.Lalitha	<u>S. Josephin Kala</u>	T. Bindhu	S-1-3
5	III Phy	Y.Lalitha	E. Rejila Mary	<u>S. Josephin Kala</u>	FREE	K.Ajitha	M. Antililn Princela	C-1-1
6	II PG Tamil Phy, Commerce	FREE	G.Sujin	<u>J. Josephin Jinisha</u>	B. Micheal collins	T.Vijaya Kumar	A. Darlin Mary	L-0-9
7	III B.Sc Comp	<u>M. Antililn Princela</u>	K.Aji	Y. Samson	N. Shiny	FREE	G.Jerin Rose	C-2-1
8	Bsc Zoo Bio Tech	R.Subaja	<u>G. Josephin Jinisha</u>	FREE	<u>J.M.Viji</u>	C.Anitha Mary	T.Mabel Rani	A-2-1
9	III BSc Maths	<u>M. Jeya Brabha</u>	Y.Lalitha	J. Eugin Shaji	P.M.Jogi Priya	M. Jeya Brabha	FREE	A-2-2
10	II P.G Che Maths	X. Mary Jecintha	A.Remila	FREE	S.Jeya	T. Suresh	K. Ajitha	L-0-5
11	II PG Comp Bio,Eng	K.Aji	FREE	A. Dalin Mary	A.Christal Sheeba	S.S. Sajitha	J.M. Viji	L-0-4
12	I MA Eng IMA Bio	S. Kingsly Antony	Y. Kingston	T. R. Ambasankar	E. Rejila Mary	M.Jeya Rajan	FREE	L-0-8
13	I PG Tamil Comp	A.Christal Sheeba	K. Vargeese	G.Jerin Rose	<u>S. Kala Venna Kumari</u>	FREE	V. Usha	L-0-10
14	I MCom I MscPhy	J.M.Viji	A. Rejo Joice	A.Remila	FREE	P.M. Jogi Priya	R.Subaja	C-0-5
15	III BCom	M.Mohan dhas	FREE	M.Antilin Princela	B.T.Delma	S. Glory Shoba	M. P. Anne Subitha	M-1-3

Note: HOD's are requested to inform the revised schedule to the staff and students (about free and classroom).


6/11/18
PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

13/11/18
Dr. B. Stephen John.

COMMUNICATIVE ENGLISH SYLLABUS

UNIT – I :Phrases for Conversation - Low Beginning

Greetings
Introduce Yourself
Introduce People
Identify People and Things
Classroom Questions
Ask for Information
Giving Information
Simple Sentences
Simple Questions
Number and Counting
Talking about Family
Talking about Favourite Things
Talking about here and now
Describing People
Talking about Feelings/Health Issues
Telling Time
Talking about Past Actions
Talking about the Future
Talking about Life Events
Expressing Likes and Dislikes
Contraction
Simple Shopping
Short Questions and Answers
Closing a Conversation
Expressing Thanks
At a Store
Describing a Picture
Talking about Occupations

UNIT – II :Phrases for Conversation - High Beginning

Introducing others
Encouraging words
Buying and selling
American numbers and prices
Making suggestions
Making plans for the weekend
Asking for favors
Asking for repetition
Requesting
Inviting
Offering
Talking about abilities
Expressing possibility

Talking about locations
Asking for directions
Giving directions
Asking about place/location
Talking about travel
Descriptions
Like / would like / look like / be like
Comparing things
Questions and expressions with time
Count and non-count nouns in context
Using measure words
Telephone talk
Narrating

UNIT – III :Phrases for Conversation - Low Intermediate

Conversation starters
Rejoinders
Giving opinions
Agreeing/disagreeing
Asking for details
Asking permission
Asking for and Giving Advice
Sequencing
Speaking hypothetically
Discussing Sensitive Topics
Accepting and Refusing
Expressions for Description
Indirect Requests
Tag Questions

UNIT – IV :Phrases for Conversation - High Intermediate

Supporting opinions
Exploring options
Contrasting
Classifying
Discussion techniques
Elaborating
Clarifying
Interrupting
Giving instructions
Simple presentations
Checking for Understanding
Conceding to Make a Point
Analyzing Problems

UNIT – V :Phrases for Conversation - Advanced

Commenting
Paraphrasing

Greetings

1. Hi.
Hello.
2. Good morning.
Good afternoon.
Good evening.
3. How are you?
How are you doing?
4. Fine. How about you?
5. Okay. Thanks.

Introduce Yourself

1. I'm John.
I'm Jackie. (Use first name in informal situations)
2. I'm John Kennedy.
I'm Jackie O'Neill. (Use full name in business and formal situations)
3. (It's) nice to meet you.
(It's) nice meeting you. (It's) good to meet you.
4. Nice to meet you too.

Introduce People

1. This is Minnie Rivers.
That is Mr. Lewis.
2. Minnie is a writer.
Mr. Lewis is a barber.
Gail is an artist.
He is a photographer.
She is a secretary.
He's a dentist.
She's a doctor.
3. I am a computer programmer.
I'm a businessman.
I'm a businesswoman.
I'm not a mechanic.
4. We are writers.
They are engineers.
You are a student.
You are students.
5. This is an apple.
This is a banana.

That is an orange.
That is not a tomato.
It is a telephone.
It's a horse.
It's not an airplane.

Identify People and Things

What is your name?
What is it?
What is that?
How do you say it in English?
How do you spell it?
Please say it again.
Please speak more slowly.
I don't understand.
I'm sorry.

My name is Robert.
You can call me Bob
That's a pencil.
It's a desk.
Eraser.
E-R-A-S-E-R
All right.
OK. Listen carefully.
Let me explain.
That's okay.

Classroom Questions

1. What is this?
2. What is that?
3. What's this?
4. What's that?
5. What are these?
6. What are those?
7. Where is Mr. King?
8. Where is Ms. Knight?
9. Where's Johnny?
10. When's the movie?
11. When's lunch?
12. How is the food?

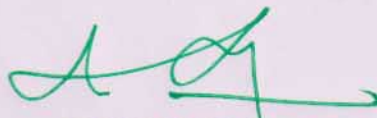
This is a table.
That is a chair.
It's a pen.
It's an apple.
These are pencils.
Those are books.
He is over there.
She's (right) here.
He's in the house.
It's at 9:00.
Lunch is at noon.
It's delicious.

Ask for Information

1. Jeremy is from Ohio.
2. Kelly is a saleswoman.
3. He's a university student.
4. Ronda lives in Texas.
5. I work at a restaurant.
6. I live in Florida.
8. Where are you from?
9. What is your occupation?

Oh really? What part of Ohio?
Is that right? What company?
Oh. What university?
Really? What city (in Texas)?
Oh really? Which restaurant?
Oh yeah? Where in Florida?
I'm from Delaware.
I'm a police officer.

Columbus.
Microsoft.
Harvard.
Dallas.
Angelo Meroni's
Orlando.



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ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM

COC - MS OFFICE SYLLABUS

ODD SEMESTER

(2017-2018)

Objectives:

- To create and edit documents
- To Access and manipulate data

UNIT - I

Microsoft word: Word processor Basics – Opening Microsoft Word – Closing the Document and Quitting Word – Starting Microsoft Word XP - Introduction to word – Saving the Document – Previewing – Printing – Closing – Changing the size of a document. Editing the Document: Moving the cursor – Making changes in your document– Automatic correction of errors – Printing the file – Saving and Closing the Document.

UNIT - II

Designing your Document: Creating a well formatted Document – Setting the Left , Right Top and Bottom Margins – Specifying text at the top and the Bottom of each page. Creating Tables : Selecting Text using the mouse – Inserting Rows – Inserting Columns – Deleting a Row – Deleting a Column – Formatting the Text – Mail Merge.

UNIT - III

Microsoft Excel: Introduction to Spreadsheets – Use of Spreadsheet – Spreadsheet Basics – Formatting a Spreadsheet – Graphs – Cell and Cell Address – Standard Toolbar – Formatting toolbar – the Formula bar – Status bar – Components of an Excel Workbook. Working in Excel : Entering data in cell address – Making changes to an entry – Mathematical Calculations – Formulas using numbers – Formula using Cell address.

UNIT - IV

Microsoft Access: Introduction to Databases – Defining a Database – Understanding RDBMS – objects of a Relational Database – Macros – Creating database - Creating a Table – Working on Tables – Saving the Table– Closing the Table.

UNIT - V

Microsoft Powerpoint: Starting Powerpoint – Creating a presentation – Saving a Presentation – working with views – Adding Graphics, Charts and Tables – Masters – Using Slide Transition Printing – Closing the Slides – Quitting Microsoft Powerpoint.

Handwritten signature

Handwritten signature
H.O.D.

Handwritten signature
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ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
EMBROIDERING - SYLLABUS (75 Hours)
2017- 2018

Objectives:

- Understand Embroidery and Hand Embroider.
- Identify various hand embroidery techniques done in India.
- Know about the Apparel Sector in India.
- Understand and follow roles and responsibilities of a Hand Embroiderer.

UNIT: I Introduction and Orientation

UNIT: II Carry out different types of embroidery stitches – Flat, loop and knotted stitches.

UNIT: III Embroider decorative designs using a combination of stitches and work styles.

UNIT: IV Contribute to achieve quality in embroidery work.

UNIT: V Maintaining work premises and tools Maintain health, safety and security at workplace


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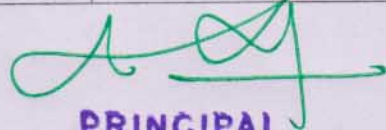
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THOLAYAVATTAM
TAILORING - SYLLABUS (75 Hours)
2017- 2018

Objectives:

- To provide knowledge & training in
- Use of tools & equipment used in tailoring trade
- Sewing terminology
- Taking correct body measurements
- Basic hand & machine stitches
- Designing, drafting & pattern making
- Layout & fabric estimation
- Cutting, tailoring & finishing of garments for children, ladies & gents.
- Alteration, defects & remedies to fitting problems.
- Processes of quality control, packaging, labeling, marking, costing & promotion.
- Sourcing of fabrics, trends & relating so servicing process.
- Skill to construct professional looking garments.
- Enhancing employability & entrepreneur skills.

Unit	Contents	Theory	Practical
1.	Introduction to Sewing Machine	<ul style="list-style-type: none"> - Machine Operation - Different parts of machine and their functions. - Safety precautions - Proper maintenance and oiling 	<ul style="list-style-type: none"> - Operating machine - Removing parts and practice in refixing - Adjusting the parts for proper functioning - Practice in cleaning and oiling
2.	Tools and Equipments used in tailoring	Description of various tools used in tailoring <ul style="list-style-type: none"> - Drafting tools: - Cutting Tools: - Stitching tools: 	Practice in using <ul style="list-style-type: none"> - Different Scissors - Shapper, L Scale, Art Curve, Tracing wheel - Thimble etc.
3.	Trade Terminology	<ul style="list-style-type: none"> - Specific terms used in drafting, cutting & stitching 	<ul style="list-style-type: none"> - Practice in using proper terms.

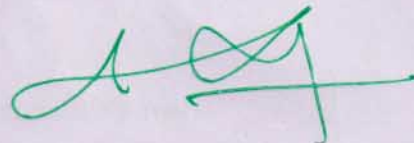
4.	Measurement Taking	<ul style="list-style-type: none"> - Use of tape for measurement - Proper / correct measurement taking, Precautions - Use of L scale for measurement - Sequence of measurement 	<ul style="list-style-type: none"> - Practice in using tape - Taking measurement - Sequencing of measurement. - Use of L scale
5.	Drafting / Pattern Making	<ul style="list-style-type: none"> - Need for drafting and pattern making - Method of preparing draft - Preparing pattern cutting 	<ul style="list-style-type: none"> - Simple drafting - Pattern making - Paper pattern cutting
6.	Basic Stitching	<ul style="list-style-type: none"> - Hand stitches - Machine stitches - Decorative stitches 	<ul style="list-style-type: none"> - Preparation of sample pieces of stitches
7.	Construction Skills	<ul style="list-style-type: none"> - Knowledge about: - Seams, Drafts, Tucks, Pleats, Buttons Hole, Buttons Hooks and snage, Eye, Titch buttons 	<ul style="list-style-type: none"> - Preparation of sample pieces using all construction skills.
8.	Selection of Cloth	<ul style="list-style-type: none"> - Selection of right type of fabric for a particular garment 	<ul style="list-style-type: none"> - Identification of different types of fabric
9.	Estimation of Cloth	<ul style="list-style-type: none"> - How to estimate cloth for garments 	<ul style="list-style-type: none"> - Estimation by giving various measurements
10.	Colour concept	Colour combination for buttons, thread & cloth	<ul style="list-style-type: none"> - Practicals in selection of colour combination (contrast & harmony)
11.	Simple Cutting and Stitching	<ul style="list-style-type: none"> - How to mark the measurements on cloth before cutting - Leaving margin for inlays and turnings - Skills in Stitching 	<ul style="list-style-type: none"> - Marking with different measurement - Cutting the cloth as per marking, leaving margin for inlays and turnings. - Practice in stitching on paper for straight zig-zig, round etc. - Stitching of - Handkerchief / Bib / Pillow cover / Bags / Underwear / Quilting



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**ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
TOURISM - SYLLABUS (75 Hours)
2017- 2018**

- UNIT: I** **History of Tourism**
- UNIT: II** **Fundamentals of Tourism.**
- UNIT: III** **Tourism Principles Practices and Ethics- Air Fares & Ticketing**
- UNIT: IV** **Tourism in Kerala and Tourism in India- Travel Agency and Tour
Operation Management**
- UNIT: V** **Travel Geography- Aviation Management- Innovative Practices in Tourism**



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ANNAI VELANKANNI COLLEGE
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REFEREE COACHING - SYLLABUS (75 Hours)
2017- 2018

Structure of the Laws - emphasise the basic structure of the Laws, in particular the four key sections (4 to 21, explaining the basic rules of the game; 22 to 35, dealing with errors and irregularities; 47 to 55, explaining the customs of the game and the role of the players as the principal referees; and the Regulations - especially R1 to R8, dealing with what a referee can do, and T2, on time limits).

Law 1 - An Outline of the Game

Law 2 - The Court

Law 3 - Equipment and Accessories

Law 4 - Start and End of a Game and Turn

Law 5 - A Stroke and Striking Period

Law 6 - States of a Ball

Law 7 - Outside Agencies

Law 8 - The Start of the Game

Law 9 - Election of Striker's Ball

Law 10 - Ball off the Court

Law 11 - Balls in the Yard Line Area

Law 12 - Replacement of a Ball off the Lawn or within the Yard Line Area

Law 13 - Wiring Lift


Law 14 - Hoop Point



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ANNAI VELANKANNI COLLEGE
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ARTS AND CRAFT - SYLLABUS (75 Hours)
2016- 2017

- UNIT: I** Color Concept - Movement of Pencil- How to Color-Creative Art -Photo Frame.
- UNIT: II** Flower Making -Origami Puppet -Pot Making -Face Mask- Paper Machine Candle.
- UNIT: III** Making-Handicraft-Tie and Die Hand Embroidery Paper Work/Crafts
Puppets-Painting-Sand
- UNIT: IV** Painting Velvet- Painting Emboss- Painting Stick Painting -Mosaic Painting
Fabric Painting
- UNIT: V** Stick Art Foil Painting-Sketching-Landscapes Hill Scapes Seascape Creating
Scenes Cityscape


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DMLT Syllabus

2017 onwards

Unit I: BASIC HAEMATOLOGY

Origin, development, and morphology of Blood cells, Composition of blood and its functions
Basic concepts of Anaemia, Leukaemia, and hemorrhagic disorder

Unit II: CLINICAL PATHOLOGY (BODY FLUIDS) AND PARASITOLOGICAL

Reception of Patients, The Microscope- Types, Parts, Cleaning, and Care, Examination of Urine
Examination of Body Fluids

Unit III: BLOOD BANKING & IMMUNOHAEMATOLOGY

Methods of estimation of Haemoglobin, Methods of determination of PCV, Blood Group- methods
of grouping and ungrouping, Blood transfusion and hazards

Unit IV: CLINICAL BIOCHEMISTRY

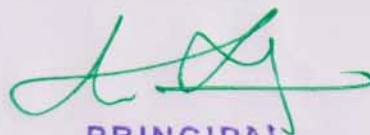
Definition of Antigen and Antibody, Clinical Enzymology, Disorders of Carbohydrates,
Nutritional Disorders, Liver function test

Unit V: MICROBIOLOGY

Laboratory diagnosis, Biosafety measures, Examination of stool, Quality control

Unit VI: IMMUNOLOGY

Antigens and Antibodies, Types of Antigens



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Summary Report of Career Oriented Courses

2017-2018

1. Spoken English (COSE01)

- ✓ Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- ✓ Students will improve their speaking ability in English both in terms of fluency and comprehensibility.
- ✓ Students will improve their reading fluency skills through extensive reading.
- ✓ Students will enlarge their vocabulary by keeping a vocabulary journal.
- ✓ Students will enlarge their vocabulary by keeping a vocabulary journal.

2. MS-Office (COCL02)

- ✓ Students will get knowledge to create documents and format text in Microsoft Word.
- ✓ Students will be able to use Microsoft Word tools to improve workflow, change page layout, and add advanced formatting.
- ✓ Students will create documents with tables, images, hyperlinks, and watermarks in Microsoft Word.
- ✓ Students will create workbooks and format text in Microsoft Excel
- ✓ Students will get knowledge to add worksheets, organize data, and create charts in Microsoft Excel
- ✓ Students will know to add basic objects and design elements to presentation
- ✓ Students can create presentations with images and videos.

3. Embroidery(COEM03)

- ✓ Student will get basic insight of psychological aspects of clothing and fashion
- ✓ Students will develop understanding regarding the fashion movement and consumer behaviour.
- ✓ Student can understand the basic terminology used in hand embroidery
- ✓ Student can trace the designs neatly
- ✓ Students can handle the tools properly and safely
- ✓ Students are aware of the do's and don'ts of embroidery work.

4. Tailoring(COTA04)

- ✓ Students can draft and cut the fabric
- ✓ Students can carry out the process of sewing for dress materials and common household items of textiles
- ✓ Students can carry out inspections and alterations to adjust corrections for fittings

5. Tally (COTY05)

- ✓ Students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- ✓ Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- ✓ Students do possess required skill and can also be employed as Tally data entry operator.

6. Tourism (COTU06)

- ✓ Students will understand the concept of tourism industry.
- ✓ Students will access and appropriately disseminate accurate and detailed product knowledge and destination information about different types of tourists.
- ✓ Students get knowledge to evaluate about the different stakeholders and relevant agencies in the tourism industry and how these stakeholder plays their functions.
- ✓ Students know about the professional ethical manner and practice industry-defined work ethics.

7. Referee Coaching (CORC07)

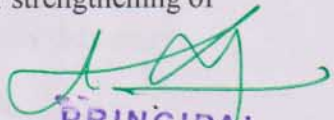
- ✓ Students have idea about officiate at sporting events, games, or competitions, to maintain standards of play and to ensure that game rules are observed.
- ✓ Students get the skill to judge performances in sporting competitions in order to award points, impose scoring penalties, and determine results.
- ✓ Students get knowledge to inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.
- ✓ Students get the knowledge to take decisions to resolve claims of rule infractions or complaints by participants and assess any necessary penalties, according to regulations.
- ✓ Students get the skill to verify scoring calculations before competition winners are announced.

8. Art & Craft (COAC08)

- ✓ Students will be able to use a variety of brainstorming techniques to generate novel ideas of value to solve problems.
- ✓ Students will have sufficient mastery of one or more media to complete the technical and formal challenges pertinent to a body of original work.
- ✓ Students will be able to develop ideas that are relevant and responsive to the world around them.
- ✓ Students will be able to clearly communicate the content, context, and process of their work visually, orally and in writing.

9. DMLT (CODM09)

- ✓ Students will get the knowledge of general anatomy, respiratory and digestive systems, urogenital system, nervous & reproductive systems and nervous & reproductive systems
- ✓ Students will understand the basics of blood transfusion and blood
 - Will understand the blood grouping tests
 - Will understand the blood donor selection criteria
 - Will know the blood collection and processing techniques
 - Will able to do compatibility tests, antibody screening and identification
 - Will understand the blood components separation storage and transportation procedures.
 - Will know the various agencies in blood donor and blood banking.
- ✓ Students able to work in government and the private sector for strengthening of the healthcare system.


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THOLAYAVATTOM - 629 157



Certificate

MS-OFFICE

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Y. ANCY

..... I BSc MATHS has Successfully Completed the

MS-OFFICE Course during the academic year June 2017-March 2018.


Convener


Principal

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Certificate

DMLT

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Kibisha. C.

..... I. B.Sc. Zoology has Successfully Completed the

DMLT Course during the academic year June 2017-March 2018.


Convener


Principal

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Certificate EMBROIDERY

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Supriya V.

..... I. B.Sc. Computer Science has Successfully Completed

the Embroidery Course during the academic year June 2017-March 2018.

S. Manoj
Principal

Apin
Convener

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Certificate

SPOKEN ENGLISH

CAREER ORIENTED COURSE

This is to Certify that ~~Mr.~~ / Ms. Anbo Nibe. J.

..... P. B.Sc. Chemistry has Successfully Completed the

Spoken English Course during the academic year June 2017-March 2018.


Convener


Principal

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Certificate

TAILORING

CAREER ORIENTED COURSE

This is to Certify that ~~Mr~~ / Ms. Asni. B.

..... I. B. Sc. Physics has Successfully Completed

the Tailoring Course during the academic year June 2017-March 2018.

Spingh
Convener

S. Manoj
Principal

ANNAI VELANKANNI COLLEGE



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Certificate

TALLY

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Jisha . J. K

..... P. B.Sc. Computer Science has Successfully Completed the

Tally Course during the academic year June 2017-March 2018.

Spingh
Convener

S. Manoj
Principal

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Certificate TOURISM

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. APPU S.K

..... III B Com has Successfully Completed the

Tourism Course during the academic year June 2017-March 2018.


Convener


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(Accredited by NAAC with B++ grade)
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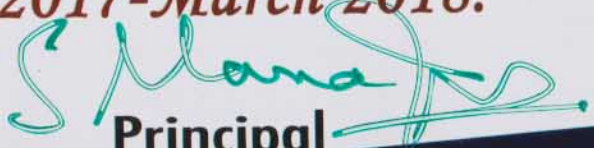
THOLAYAVATTOM - 629 157

Certificate ART & CRAFT

CAREER ORIENTED COURSE

*This is to Certify that Mr. / Ms. ... Anisha. P.
..... I. B.Sc. Mathematics has Successfully Completed
the Art & Craft Course during the academic year June 2017-March 2018.*


Convener


Principal