

*Assessment Period 2015-2020*



## **HENRY BAKER COLLEGE, MELUKAVU**

A Christian Minority Educational Institution run by CSI East Kerala Diocese



### **Criterion 1: Curricular Aspects**

**1.2.2 Number of Add on / Certificate Programmes offered during the last five years**

**SUMMARY REPORT OF EACH CERTIFICATE PROGRAMME YEAR-WISE ALONG WITH THE OUTCOME**

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# **HENRY BAKER COLLEGE, MELUKAVU**

## **SUMMARY REPORT OF EACH CERTIFICATE PROGRAM YEAR-WISE ALONG WITH THE OUTCOME**

**Academic Year 2019-20**

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### **POSTGRADUATE DEPARTMENT OF HISTORY**

#### **1. IT APPLICATIONS IN HISTORY**

IT Applications in History intends to familiarize the students with the operating systems, peripheral devices, networking, multimedia and internet. It helps them to Communicate effectively in a variety of educational and professional contexts. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

#### **OUTCOME**

Understanding the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer programming. Familiarise operating systems, peripheral devices, networking, multimedia and internet. Communicate effectively in a variety of educational and professional contexts.

#### **2. AN INTRODUCTION TO THE CULTURAL HERITAGE OF KERALA**

An Introduction to the Cultural Heritage of Kerala is offered to the students of B.Voc. Tourism and Hospitality management. The study of this course will help them to acquire basic knowledge about the cultural tradition as well as the centers of cultural significance in Kerala. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the successful completion of the course.

#### **OUTCOME**

After completing the course students will become able to guide tourist who comes to see the rich heritage of the state. This course is more relevant to a student who especially study Tourism and Hospitality as their Bachelor's Degree.

### **3. ARCHIVAL STUDIES**

Certificate course in Archival Studies intends to familiarize students with various archival documents and archival sources for the study of history as well various archives across the state. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

#### **OUTCOME**

This course is mainly targeted to Post Graduate students in order to attain the knowledge about the Archival sources, which will help them for their advance research in M.Phil and Ph.D. The unexplored primary sources dumped in the different archives across the world will help the scholars to interpret the historical facts and add the new facts to existing historical knowledge.

### **4. THEORY AND PRACTICE OF ORAL HISTORY (TPOH)**

Theory and Practice of Oral History is introduced with a purpose to give a basic understanding of oral sources and the importance of oral sources in writing history. The need to collect and preserve the oral tradition is also emphasized. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

#### **OUTCOME**

Collection and preservation of vast mass of unwritten sources of history. Gives life to untold and unrecorded histories. Supplements written histories. Gives voice to voiceless.

### **5. STRESS MANAGEMENT (SM)**

This course intends to identify stress and the various causes of stress. After completing the course the students will learn to overcome stress and improve mental health. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

#### **OUTCOME**

Overall personality development., mental, physical and social health should be improved.

## **RESEARCH & POSTGRADUATE DEPARTMENT OF COMMERCE**

### **6. CERTIFICATE PROGRAMME IN BEHAVIOURAL FINANCE**

A Certificate Programme in Behavioural Finance was offered by the Research and Postgraduate Department of Commerce in the Academic Year 2019-2020. The main objective of this Course is to enable a learner to understand properly the concepts of behavioural aspects of financial decision making. The course explores the theoretical, mathematical and empirical aspects of investment biases in investment decision making. The course focuses on some of the most common investment biases and mistakes.

#### **OUTCOME**

After completing the course, a learner can will understand properly the concepts of behavioural aspects of financial decision making. This may be considered as one of the most difficult thing.

### **7. CERTIFICATE PROGRAMME IN INCOME TAX**

One of the major sources of revenue of any country is taxation and no country can survive without it. This tax system can be divided into direct and indirect taxation. Direct taxes are those taxes where incidence fall on the same person, for instance, the Income Tax Act, 1961 which is the main legislation in the area of direct tax in India. Where as in the case of indirect taxation, the burden of tax falls on the final consumer of goods and services while paying for purchase of goods or for enjoying services. And it is applied to everyone in the society whether rich or poor and hence the payer is not directly aware that she/he is paying the tax, hence it is indirect in nature.

#### **OUTCOME**

The study of income tax help each citizen to work without hesitating hoard his/ her profit.

### **8. SOFT SKILLS**

The Department of Commerce successfully conducted a Certificate Programme in Soft Skills in 2019-2020. The course was thirty hours duration and the target group was first semester B.Com Co-operation students .A total of 58 students enrolled for the course .This program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc

#### **OUTCOME**

- To encourage the all-round development of students by focusing on soft skills

- To develop and nurture the soft skills of the students through individual and group activities
- To expose students to the right attitudinal and behavioral aspects and to build same through activities

## **9. ENVIRONMENTAL ETHICS**

The Department of Commerce (Aided) successfully conducted a certificate course in Environmental Ethics in 2019-2020. The course was of 30 hours duration and the target group was B.com 5<sup>th</sup> Semester (Aided) students. Total 10 students enrolled for the course. All students passed the final examination. As the outcome of the course, students became aware of establishing a rapport with our Mother Nature.

### **Outcome**

Students will become more interested to save the environment and they will work for their aim. The major reason is the course is designed to make students more aware of it.

## **10. R SOFTWARE**

Introduction to **R** software is a certificate course offered by Department of Commerce during the academic year 2019-2020, aims to provide basic training in data science and statistical analysis using R programming. Total 20 students participated in this training programme. At the end of the course students are able to do the data analysis independently using **R** software.

### **OUTCOME**

The course provides basic training in data science and statistical analysis using R programming.

## **11. RESEARCH METHODOLOGY**

A Certificate Programme in Research Methodology was introduced by the Research and Postgraduate Department of Commerce from the Academic Year 2019-20 onwards. The main objective of this Programme is to enable learners to understand properly the concepts of research methodology, equip them to prepare a research design and carry out research in systematic and scientific manner. This program is beneficial to the students who are having research aspirations and it helps them to analyze scientific data related to social sciences easily. In this academic year the Certificate Programme conducted exclusively for First Year M.Com students. During 2019-20, 15 students were enrolled for course. The course was started on 05/10/2019 and finished on 21/2/2020 with Examination. Classes and Examinations were conducted systematically as per the Regulation 2015. All the 15 students who cleared the examination were awarded the certificate on 06/03/2020.

## **12. ENTREPRENEURSHIP DEVELOPMENT**

A Certificate Programme in Entrepreneurship Development was introduced by the Research and Postgraduate Department of Commerce from the Academic Year 2019-20 onwards. The main purpose of this Certificate Programme is to enable a learner to understand properly the concepts of research methodology, equip her/him to prepare a research design and carry out research in a systematic and scientific manner. This program is beneficial to the students who are having research aspirations and it helps them to analyze scientific data related to the social sciences easily. In this academic year the Certificate Programme was conducted exclusively for Second Year B.Com students. During 2019-20, 31 students were enrolled for the certificate programme. The course was started on 05/10/2019 and finished on 21/2/2020 with Examination. Classes and Examinations were conducted systematically as per the Regulation 2015. All the 31 students who cleared the examination were awarded the certificate on 06/03/2020.

## **DEPARTMENT OF COMMERCE (MODEL-II)**

### **13. HUMAN RESOURCE MANAGEMENT**

This certificate programme is designed to provide latest techniques and knowledge in emerging new specialization areas of human resource management. These are specially designed to know the various aspects of working executives, academics and keen scholars. The time period of this course was in 2019-2020. 30 students enrolled for the current programme and which was offered for First year's students only. 26 students passed the final examination with A+ and 4 students secured A grade. The outcome of the certificate course, the students are able to build a comprehensive knowledge and understanding of real life, the programme also laid emphasis on the use of analytical tools and quantitative methods in managerial decision making.

### **OUTCOME**

The course provides basic knowledge in HRM and its functioning.

### **14. FUNDAMENTALS OF COMPUTER SYSTEM**

The Certificate Course on Fundamentals of Computer System was conducted by Department of Commerce, Computer Application, Henry Baker College, Melukavu during the year 2019-2020. A total of 13 students registered for the programme. The total working hours was 30 and this had completed with theoretical sessions. 30 hours except 4 hours conducted through online due to Covid-19 Pandemic. 8 students secured A+ Grade and 2 with A grade

and 3 students secured B+. The online class done with virtual practical class and lecturing on the concerned topic. The outcome of the course, students should be able to: Use technology properly, securely, and legally. Ascertain and examine computer hardware, software, and network components.

#### **OUTCOME**

The course provides basic knowledge about computer system and its need for the modern world.

#### **15. COVID 19 TIMELINE OF WHO**

Department of Commerce Computer Application has conducted a certificate course on COVID-19 timeline of WHO. During the current scenario the scope of such a topic is very high. This course was conducted in the year 2019-20. 41 students enrolled for the course and all of them were provided with an online certificate. Classes are conducted through online mode. It is very important for the students to be aware about the situation they are facing.

#### **OUTCOME**

The course provides basic and scientific study of COVID-19 Pandemic, so that students will become more aware of it. Thereby they can make awareness among their family and society.

#### **B. VOC. TOURISM AND HOSPITALITY**

#### **16. ART OF SMALL TALK**

A certificate course in 'Art of Small Talk' was introduced by the Department of Tourism in 2019-20. This program is beneficial for the students, as it helps to lubricate social interactions in a very flexible way and it's closely related to the need for people to maintain a positive face and feel approved.

#### **OUTCOME**

This can improve the speaking skill of tourism students because they are mostly dealing with tourists from different countries.

#### **17. Fundamentals of Tourism**

A certificate course in Fundamentals of Tourism was introduced by the Department of Tourism in 2019-2020. This program is beneficial to the new batch as it helps to get a basic knowledge about tourism around students. During 2019-2020, 25 students were enrolled for the course. The course started on 01/10/2019 and finished on 09/12/2019. The examination was conducted by the Dept. of Tourism on 07/01/2020. All the 25 students who cleared the examination were awarded the certificate on 07/02/2020.

#### **OUTCOME**

At the end of the accomplishment of the course the student will become well oriented with ethics and morality fundamental qualities of Tourism.

### **18. COMMUNICATION AND PERSONALITY SKILLS IN TOURISM**

A certificate course in Communication and Personality Skills in Tourism was introduced by the department in 2019-20 academic year. This course make the students aware of the fundamental concept business communication and improve the communication skills. During 2019-2020, 20 students were enrolled the course. The course started on 1/11/2019 and finished on 28/2/2020. The examination and valuation was conducted by the department. All the 20 students who cleared the examination.

#### **OUTCOME**

This can improve the speaking skill of tourism students because they are mostly dealing with tourists from different countries.

#### **DEPARTMENT OF ENGLISH**

### **19. Film Studies**

The Department of English successfully conducted a certificate course in Film Studies in 2019-20. The course was of thirty hours duration and the target group was fourth semester B. A. English students. A total of twenty one students enrolled for the course. Fourteen of them passed the final examination with A+ grade; three with A; one each with B, C, and D grades. Due to the unexpected attack of the pandemic COVID-19, the majority of the classes and the final examination were conducted online using Google Classroom. As **the outcome** of the course, students became able to appreciate films from theoretical, historical and technological perspectives.

### **20. Communication Skills in English**

The Department of English conducted a certificate course in Communication Skills in English. The course was of thirty hour duration and the target group was second semester B.A. English students. A total of twenty five students enrolled for the course. A total of nineteen students passed with A+, five with A and one with D. Due to the unexpected pandemic, majority of classes and the final test were conducted online using Google Classroom. As **the outcome** of the course, students developed communication skills in English like small talk. English accent was also improved.

#### **DEPARTMENT OF MALAYALAM**

### **21. JOURNALISM AND MODERN TECHNOLOGY**

The Department of Malayalam successfully conducted a certificate course in Journalism and Modern Technology in 2019-20. The course was of 30 hours duration and the target group was last semester

students of our college. A total of 20 students enrolled in the course, 15 of them passed the final examination with A+ grade, 1 each with B, C and D grade.

Due to the unexpected attack of the pandemic Covid 19, the majority of the classes and the final examination were conducted online using Google Classroom. The students became able to communicate well and also became good citizens. It has helped the students to make an effective oral presentation on a variety of topics in the current scenario.

#### **OUTCOME: -**

1. Collection and preservation of vast mass of unwritten sources of history.
2. Gives life to untold and unrecorded histories.
3. Supplements written histories.
4. Gives voice to voiceless.

### **DEPARTMENT OF HINDI**

#### **22. दैनिक जीविके में हिंदी (Hindi in daily life)**

The Department of Hindi conducted a certificate course in communicative Hindi which is titled as **दैनिक जीविके में हिंदी (Hindi in daily life)** in 2019-2020. The course was thirty hours duration and target group were first and second semester Degree students. A total of eighteen students enrolled for the course. Five of them passed the final exam with A+ grade, Seven with A, three with B and two with C grades. Due to the unexpected attack of the pandemic COVID-19, the majority of classes conducted through Google Meet and Google Classroom. The final Exam conducted online using Google classroom. As **the outcome** of the course, students became able to use Hindi language fluently.

### **DEPARTMENT OF PHYSICAL EDUCATION**

#### **23. FIRST AID**

The Department of Physical Education successfully conducted a certificate course in First Aid in 2019-20. The course was of thirty hours duration and the target group was students of Henry Baker College Melukavu. A total of eighteen students enrolled for the course. All of them passed the final examination. Due to the unexpected attack of the pandemic COVID-19, the majority of the classes and the final examination were conducted online using Google Classroom. As the outcome of the course, the students are able to understand the responsibilities of a first aider and able to minimize the consequences of injury until the arrival of medical assistance.

## **OUTCOME**

Students are able to understand the responsibilities of a first aider and able to minimize the consequences of injury until the arrival of medical assistance.

## **24. HEALTH AND PHYSICAL FITNESS**

The Department of Physical Education successfully conducted a certificate course in Health and Physical Fitness in 2019-20. The course was of thirty hours duration and the target group was students of Henry Baker College Melukavu. A total of nineteen students enrolled for the course. All of them passed the final examination. Due to the unexpected attack of the pandemic COVID-19, the majority of the classes and the final examination were conducted online using Google Classroom. As the outcome of the course, the students will be able to identify and assess their own health and fitness. They will also acquire knowledge and demonstrate skill to safely engage others into physical activities and exercise.

## **OUTCOME**

The students will be able to identify and assess their own health and fitness. They will also acquire knowledge and demonstrate skill to safely engage others into physical activities and exercise

## **DEPARTMENT OF PHYSICS**

### **25. Household Wiring and Equipment Servicing**

The objective of this course is to introduce the basic theories of house wiring, plumbing and maintenance of household equipment. After the completion of this course, the students have developed the basic skills to repair their household appliances and also able to identify their career objectives. This 30-hour course contains lectures as well as practical sessions. Total of 22 students joined in this course. The classes were conducted mostly on Saturdays. Almost all the students attended the whole session. The final exam was conducted on 23 May 2020 by online mode. Seventeen students appeared in the exam and all of them passed with good grades.

## **OUTCOME:**

Students are equipped to repair their household appliances and also able to identify their career objectives

**Academic Year 2018-2019**

**Summary report of each program year-wise along with the outcome:**

## **POSTGRADUATE DEPARTMENT OF HISTORY**

### **1. ARCHIVAL STUDIES (AS)**

Certificate course in Archival Studies intends to familiarize students with various archival

documents and archival sources for the study of history as well various archives across the state. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

## **OUTCOME**

Collection and safeguarding of vast figures of unrecorded historical sources. Familiarise students with the interdisciplinary nature of historical study. Equip to preserve their past knowledge.

## **RESEARCH & POSTGRADUATE DEPARTMENT OF COMMERCE**

### **2. CERTIFICATE PROGRAMME IN BEHAVIOURAL FINANCE**

A Certificate Programme in Behavioural Finance was offered by the Research and Postgraduate Department of Commerce in the Academic Year 2018-2019. The main objective of this Course is to enable a learner to understand properly the concepts of behavioural aspects of financial decision making. The course explores the theoretical, mathematical and empirical aspects of investment biases in investment decision making. The course focuses on some of the most common investment biases and mistakes.

#### **Outcome.**

After completing the course, a learner can will understand properly the concepts of behavioural aspects of financial decision making. This may be considered as one of the most difficult thing.

### **3. CERTIFICATE PROGRAMME IN INCOME TAX**

One of the major sources of revenue of any country is taxation and no country can survive without it. This tax system can be divided into direct and indirect taxation. Direct taxes are those taxes where incidence fall on the same person, for instance, the Income Tax Act, 1961 which is the main legislation in the area of direct tax in India. Where as in the case of indirect taxation, the burden of tax falls on the final consumer of goods and services while paying for purchase of goods or for enjoying services. And it is applied to everyone in the society whether rich or poor and hence the payer is not directly aware that she/he is paying the tax, hence it is indirect in nature.

#### **Outcome**

The study of income tax help each citizen to work without hesitating hoard his/ her profit.

### **4. CERTIFICATE PROGRAMME IN SOFT SKILLS**

The Department of Commerce successfully conducted a Certificate Programme in Soft Skills in 2018-19. The course was thirty hours duration and the target group was first semester B.Com Co-operation

students. This program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc

#### **Outcome**

- To encourage the all round development of students by focusing on soft skills
- To develop and nurture the soft skills of the students through individual and group activities
- To expose students to the right attitudinal and behavioral aspects and to build same through activities

### **5. CERTIFICATE PROGRAMME IN Environmental Ethics**

The Department of Commerce (Aided) successfully conducted a certificate course in Environmental Ethics in 2018 -19. The course was of 30 hours duration and the target group was B.com 5<sup>th</sup> Semester (Aided) students. All students passed the final examination. As the outcome of the course, students became aware of establishing a rapport with our Mother Nature.

#### **Outcome**

Students will become more interested to save the environment and they will work for their aim. The major reason is the course is designed to make students more aware of it.

Introduction to R software is a certificate course offered by Department of Commerce during the academic year 2018-2019, aims to provide basic training in data science and statistical analysis using R programming. At the end of the course students are able to do the data analysis independently using R software.

### **6. CERTIFICATE PROGRAMME IN R SOFTWARE**

Introduction to R software is a certificate course offered by Department of Commerce during the academic year 2018-2019, aims to provide basic training in data science and statistical analysis using R programming. At the end of the course students are able to do the data analysis independently using R software.

#### **Outcome**

The course provides basic training in data science and statistical analysis using R programming.

### **DEPARTMENT OF COMMERCE (MODEL-II)**

### **7. USER INTERFACE DESIGN**

User interface design is a certificate course offered by the department of commerce, B. COM Computer Application in the year 2018-2019. The objective of this program, to design of the user interface for software, websites or applications. It's about programming the look of things, with a view to facilitating usability and to improve the user experience. 13 students enrolled for this and 12 students passed the final practical

*examination* with outstanding performance. Remaining one student passed with A- grade. This was the only certificate *program* conducted by the department with the mode of *the fully practical* oriented.

**The outcome** was, through this course students are enriched with basic knowledge about the concept of user interface.

## **8. INTRODUCTION TO FINANCIAL MANAGEMENT**

Department of commerce, computer application has conducted a certificate course on financial management for a period of 2018-2019. All the students except one got the final certificate.

The outcome of the course is to impart basic theoretical knowledge in financial management.

## **B. VOC. TOURISM AND HOSPITALITY**

### **9. ART OF SMALL TALK**

During 2018-19, 20 students were enrolled for the course. The examination was conducted by the Department of Tourism after completing the course. All the 20 students who cleared the examination were awarded the certificate.

#### **Outcome**

This can improve the speaking skill of tourism students because they are mostly dealing with tourists from different countries

## **Academic Year 2017-2018**

### **Summary report of each program year-wise along with the outcome**

## **POSTGRADUATE DEPARTMENT OF HISTORY**

### **1. IT APPLICATIONS IN HISTORY**

IT Applications in History intends to familiarize the students with the operating systems, peripheral devices, networking, multimedia and internet. It helps them to Communicate effectively in a variety of educational and professional contexts. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

#### **OUTCOME**

Understanding the concept of input and output devices of Computers and how it works

and recognize the basic terminology used in computer programming. Familiarise operating systems, peripheral devices, networking, multimedia and internet. Communicate effectively in a variety of educational and professional contexts.

## **2. AN INTRODUCTION TO FOLKLORE STUDIES (AIFS)**

The certificate course, Introduction to Folklore studies aims to give an understanding on the basic concepts of folkloristics. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

### **OUTCOME**

Collection and safeguarding of vast figures of unrecorded historical sources. Familiarise students with the interdisciplinary nature of folklore studies. Equip to preserve their resident knowledge.

## **POSTGRADUATE DEPARTMENT OF COMMERCE AND RESEARCH CENTRE**

### **3. CERTIFICATE PROGRAMME IN BEHAVIOURAL FINANCE**

Summary Report 2017-18

A Certificate Programme in Behavioural Finance was offered by the Research and Postgraduate Department of Commerce in the Academic Year 2017-2018. The main objective of this Course is to enable a learner to understand properly the concepts of behavioural aspects of financial decision making. The course explores the theoretical, mathematical and empirical aspects of investment biases in investment decision making. The course focuses on some of the most common investment biases and mistakes.

#### **Outcome.**

After completing the course, a learner can will understand properly the concepts of behavioural aspects of financial decision making. This may be considered as one of the most difficult thing.

### **4. Certificate Programme in Income Tax**

One of the major sources of revenue of any country is taxation and no country can survive without it. This tax system can be divided into direct and indirect taxation. Direct taxes are those taxes where incidence fall on the same person, for instance, the Income Tax Act, 1961 which is the main legislation in the area of direct tax in India. Where as in the case of indirect taxation, the burden of tax falls on the final consumer of goods and services while paying for purchase of goods or for enjoying services. And it is applied to everyone in the society whether rich or poor and hence the payer is not directly aware that she/he is paying the tax, hence it is indirect in nature. The Income Tax Act covers the assessment of corporate, non-corporate,

charitable and religious undertakings. The taxpayer can reduce tax liability by adhering to the provisions of the Act and Rules. The procedure followed should be proper tax management and planning. The main takeaways of this course are: knowledge on direct taxation in our country, computation of tax liability, major tax avenues, filing of returns, tax management and planning. The course also focuses on how to become a tax practitioner. Accordingly, we provided a course in this area to our II Year B.Com students titled “Certificate Programme in Income Tax” in the Academic Year 2015-16 and 31 students enrolled for the course.

### **Outcome**

The study of income tax help each citizen to work without hesitating hoard his/ her profit.

## **5. CERTIFICATE PROGRAM: SOFT SKILLS**

The Department of Commerce successfully conducted a Certificate Programme in Soft Skills in 2017-18. The course was thirty hours duration and the target group was first semester B.Com Co-operation students .A total of 31 students enrolled for the course .This program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc

### **Outcome**

- To encourage the all-round development of students by focusing on soft skills
- To develop and nurture the soft skills of the students through individual and group activities
- To expose students to the right attitudinal and behavioral aspects and to build same through activities

## **6. Certificate Course: Environmental Ethics**

### **Summary Report**

The Department of Commerce (Aided) successfully conducted a certificate course in Environmental Ethics in 2017 -18. The course was of 30 hours duration and the target group was B.com 5<sup>th</sup> Semester (Aided) students. A total of 36 students enrolled for the course. All students passed the final examination. As the outcome of the course, students became aware of establishing a rapport with our Mother Nature.

### **Outcome**

Students will become more interested to save the environment and they will work for their aim. The major reason is the course is designed to make students more aware of it.

## **7. R SOFTWARE**

Introduction to **R** software is a certificate course offered by Department of Commerce during the academic year 2017-2018, aims to provide basic training in data science and

statistical analysis using R programming. Total 12 students participated in this training programme. At the end of the course students are able to do the data analysis independently using **R** software.

### **Outcome**

The course provides basic training in data science and statistical analysis using R programming.

## **8. DEPARTMENT OF COMMERCE (MODEL-II) INTRODUCTION TO CO-OPERATION**

Department of commerce computer application has conducted a certificate course on basis of co-operation during the year 2017-2018. In the year 41 students enrolled. All the enrolled students attended the final exam and secured a certificate for the course.

**The outcome** was, through this course students are enriched with basic knowledge about the concept of co-operation.

## **9. INTRODUCTION TO FINANCIAL MANAGEMENT**

Department of commerce, computer application has conducted a certificate course on financial management for a period of 2017-2018. During this year 20 students enrolled. All the students except one got the final certificate.

The outcome of the course is to impart basic theoretical knowledge in financial management.

# **Academic Year 2016-2017**

## **Summary report of each program year-wise along with the outcome**

### **DEPARTMENT OF PHYSICS**

#### **1. Fundamentals of Computer Application**

Aim of the programme was to impart a basic knowledge in computers, internet and its applications. Twenty-one students participated in the certificate programme 'Fundamentals of Computer Applications'. This course is designed with 30 instructional hours. Theory as well as practical classes were taken to deliver the course content. After finishing the topics practical examination was conducted for evaluation. Certificates are issued after the completion of the programme.

**Outcome:** After completing the course students are equipped to use computers and internet facilities to improve their own work and prepare for careers.

## **POSTGRADUATE DEPARTMENT OF HISTORY**

### **2. BASICS OF COMPUTER APPLICATION**

The course aims to provide an understanding of the **basic** operations of a computer system. They also develop the skill of using computer applications for day to day affairs as well as various learning purposes. This course is designed with 30 instructional hours. It includes Lecture hours and practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

#### **OUTCOME**

The course impart a basic understanding of Computer applications. And it will make the students skilled to use the computer for basic purposes like, preparing his personnel/business letters, preparation of notes, usage of internet etc.

## **POSTGRADUATE DEPARTMENT OF COMMERCE AND RESEARCH CENTRE**

### **3. CERTIFICATE PROGRAMME IN BEHAVIOURAL FINANCE**

A Certificate Programme in Behavioural Finance was offered by the Research and Postgraduate Department of Commerce in the Academic Year 2016-2017. The main objective of this Course is to enable a learner to understand properly the concepts of behavioural aspects of financial decision making. The course explores the theoretical, mathematical and empirical aspects of investment biases in investment decision making. The course focuses on some of the most common investment biases and mistakes.

#### **Outcome.**

After completing the course, a learner can will understand properly the concepts of behavioural aspects of financial decision making. This may be considered as one of the most difficult thing.

### **4 Certificate Programme in INCOME TAX**

One of the major sources of revenue of any country is taxation and no country can survive without it. This tax system can be divided into direct and indirect taxation. Direct taxes are those taxes where incidence fall on the same person, for instance, the Income Tax Act, 1961 which is the main legislation in the area of direct tax in India. Where as in the case of indirect taxation, the burden of tax falls on the final consumer of goods and services while paying for purchase of goods or for enjoying services. And it is applied to everyone in the society whether rich or poor and hence the payer is not directly aware that she/he is paying the tax, hence it is indirect in nature. The Income Tax Act covers the assessment of corporate, non-corporate, charitable and religious undertakings. The taxpayer can reduce tax liability by adhering to the provisions of the Act and Rules. The procedure followed should be proper tax management

and planning. The main takeaways of this course are: knowledge on direct taxation in our country, computation of tax liability, major tax avenues, filing of returns, tax management and planning. The course also focuses on how to become a tax practitioner. Accordingly, we provided a course in this area to our II Year B.Com students titled “Certificate Programme in Income Tax” in the Academic Year 2015-16 and 31 students enrolled for the course.

### **Outcome**

The study of income tax help each citizen to work without hesitating hoard his/ her profit.

### **5. SOFT SKILLS**

The Department of Commerce successfully conducted a Certificate Programme in Soft Skills in 2016-17. The course was thirty hours duration and the target group was first semester B.Com Co-operation students .A total of 31 students enrolled for the course .This program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc

### **Outcome**

- To encourage the all round development of students by focusing on soft skills
- To develop and nurture the soft skills of the students through individual and group activities
- To expose students to the right attitudinal and behavioral aspects and to build samethrough activities

### **6. Certificate Course: Environmental Ethics**

The Department of Commerce (Aided) successfully conducted a certificate course in Environmental Ethics in 2015 -16. The course was of 30 hours duration and the target group was B.com 5<sup>th</sup> Semester (Aided) students. A total of 36 students enrolled for the course. All students passed the final examination. As the outcome of the course, students became aware of establishing a rapport with our Mother Nature.

### **Outcome**

Students will become more interested to save the environment and they will work for their aim. The major reason is the course is designed to make students more aware of it.

Introduction to R software is a certificate course offered by Department of Commerce during the academic year 2016-2017, aims to provide basic training in data science and statistical analysis using R programming. Total 12 students participated in this training programme. At the end of the course students are able to do the data analysis independently using R software.

## **7. R SOFTWARE**

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### **Outcome**

The course provides basic training in data science and statistical analysis using R programming.

## **DEPARTMENT OF COMMERCE (MODEL-II)**

## **8. INTRODUCTION TO CO-OPERATION**

Department of commerce computer application has conducted a certificate course on basis of co-operation during the year 2016-2017. In the year 25 students enrolled. All the enrolled students attended the final exam and secured a certificate for the course.

**The outcome** was, through this course students are enriched with basic knowledge about the concept of co-operation.

# **Academic Year 2015-2016**

## **Summary report of each program year-wise along with the outcome**

## **DEPARTMENT OF PHYSICS**

### **1. BASICS OF SOIL SCIENCE AND ORGANIC FARMING**

Aim of the programme is to impart a basic knowledge in soil science and to get a clear understanding of soil fertility and organic farming. Fifteen students participated in the certificate programme 'Basics of Soil Science and Organic farming'. This course is designed with 30 instructional hours. Theory as well as practical classes were taken to deliver the course content. After finishing the topics examinations are conducted for evaluation. Certificates are issued after the completion of the programme.

**Outcome:** After completing the programme students get a basic understanding of soil science and are able to analyse soil samples.

## **POSTGRADUATE DEPARTMENT OF HISTORY**

### **2. BASICS OF COMPUTER APPLICATION**

#### **Course Summary**

The course aims to provide an understanding of the **basic** operations of a computer system. They also develop the skill of using computer applications for day to day affairs as well as various learning purposes. This course is designed with 30 instructional hours. It includes Lecture hours and

practical hours. After finishing the topics examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the completion of the course.

### **OUTCOME**

The course impart a basic understanding of Computer applications. And it will make the students skilled to use the computer for basic purposes like, preparing his personnel/business letters, preparation of notes, usage of internet etc.

## **POSTGRADUATE DEPARTMENT OF COMMERCE AND RESEARCH CENTRE**

### **3. BEHAVIOURAL FINANCE**

A Certificate Programme in Behavioural Finance was offered by the Research and Postgraduate Department of Commerce in the Academic Year 2015-2016. The main objective of this Course is to enable a learner to understand properly the concepts of behavioural aspects of financial decision making. The course explores the theoretical, mathematical and empirical aspects of investment biases in investment decision making. The course focuses on some of the most common investment biases and mistakes.

#### **Outcome.**

After completing the course, a learner can will understand properly the concepts of behavioural aspects of financial decision making. This may be considered as one of the most difficult thing.

### **4. Certificate Programme in INCOME TAX**

One of the major sources of revenue of any country is taxation and no country can survive without it. This tax system can be divided into direct and indirect taxation. Direct taxes are those taxes where incidence fall on the same person, for instance, the Income Tax Act, 1961 which is the main legislation in the area of direct tax in India. Where as in the case of indirect taxation, the burden of tax falls on the final consumer of goods and services while paying for purchase of goods or for enjoying services. And it is applied to everyone in the society whether rich or poor and hence the payer is not directly aware that she/he is paying the tax, hence it is indirect in nature. The Income Tax Act covers the assessment of corporate, non-corporate, charitable and religious undertakings. The taxpayer can reduce tax liability by adhering to the provisions of the Act and Rules. The procedure followed should be proper tax management and planning. The main takeaways of this course are: knowledge on direct taxation in our country, computation of tax liability, major tax avenues, filing of returns, tax management and planning. The course also focuses on how to become a tax practitioner. Accordingly, we provided a course in this area to our II Year B.Com students titled "Certificate Programme in Income Tax" in the Academic Year 2015-16 and 31 students enrolled for the course.

#### **Outcome**

The study of income tax help each citizen to work without hesitating hoard his/ her profit.

### **5. SOFT SKILLS**

The Department of Commerce successfully conducted a Certificate Programme in Soft Skills in 2015-16. The course was thirty hours duration and the target group was first semester B.Com Co-operation students .A total of 31 students enrolled for the course .This program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc.

### **Outcome**

- To encourage the all round development of students by focusing on soft skills
- To develop and nurture the soft skills of the students through individual and group activities
- To expose students to the right attitudinal and behavioral aspects and to build samethrough activities

## **6. ENVIRONMENTAL ETHICS**

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### **Outcome**

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## **7. R SOFTWARE**

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### **Outcome**

The course provides basic training in data science and statistical analysis using R programming.

## **DEPARTMENT OF COMMERCE (MODEL-II)**

## **8. INTRODUCTION TO CO-OPERATION**

Department of commerce computer application has conducted a certificate course on basis of co-operation during the year 2015-2016. In the year 27 students enrolled. All the enrolled students attended the final exam and secured a certificate for the course.

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