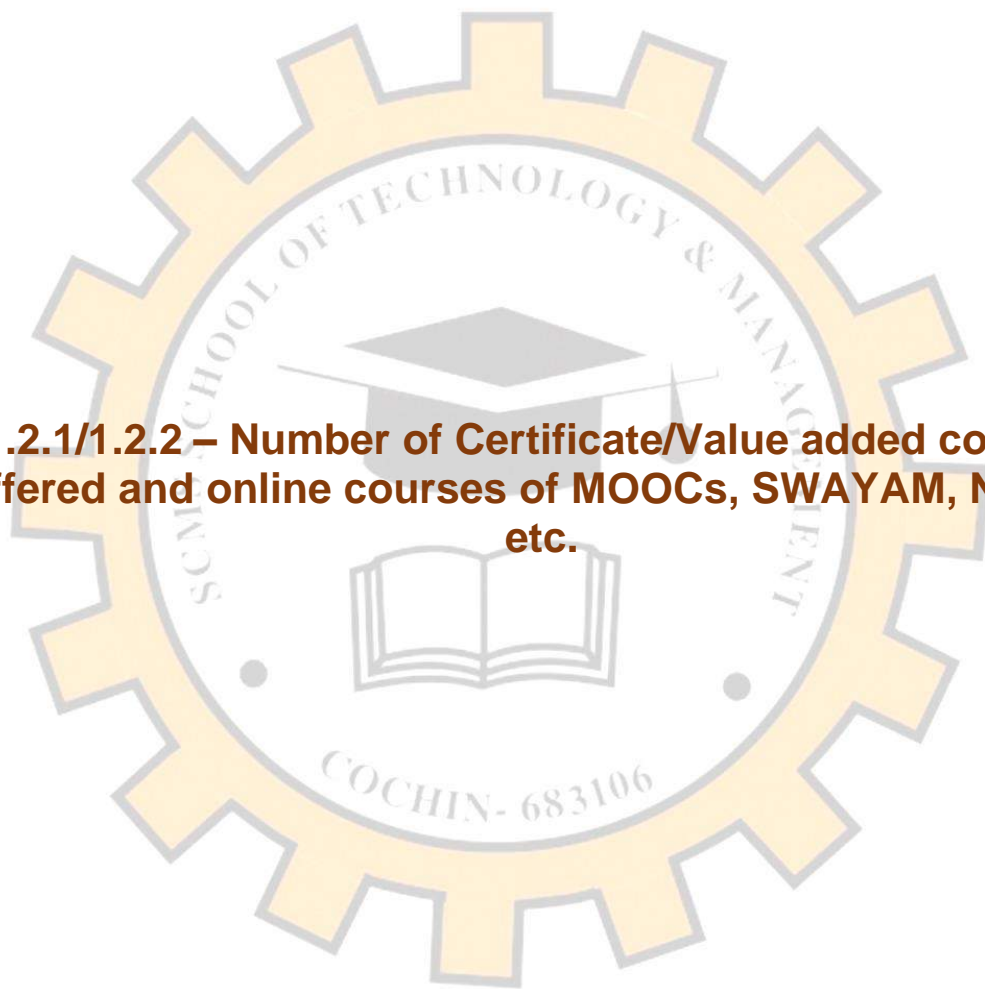




SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)
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1.2.1/1.2.2 – Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL, etc.





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BROCHURE
&
COURSE PLAN



**Add on /Certificate/Value added programs and Online
MOOC programs like NPTEL, Swayam
2021-22**

S. NO	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course Code
1	Add on course Excel	COE2122S01
2	Value added course Advanced Excel	CAE2122S02
3	Add on course Data Analytics with python	CDP2122S03
4	Certificate course IOT application development	CIA2122S04
5	Add on course Full stack web application development	CWD2122S05
6	Certificate course Front end application development with angular	CFA2122S06
7	Add on course Design Thinking	CDT2122S07
8	Add on course Aptitude Training	CAT2122S08
9	Value added course Verbal Reasoning	CVR2122S09
10	Certification course on MS Office	CMO2122S11
11	Value added course LBS-Special training programme on MS Office Certification	CMS2122S12
12	Add on course ACCA	CAC2122S13
13	Add on course CMA	CCM2122S14
14	Certificate course Foundation Programme in Banking and Finance	CFB2122S15
15	Add on course Retailing Management	CRM2122S16
16	Certificate Course on " Animal cell Culture"	CAC2122S17
17	Certificate Course on Real Time PCR"	CRT2122S18
18	NPTEL Online Certification - Python for Data Science	NPT2122

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Excel

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Format data and cells, Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts, Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:

- Use a range of lookup and reference functions.
- Customise the formatting of charts in Excel, Create and use labels and names in a workbook, Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

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DEPARTMENT OF COMPUTER APPLICATIONS

Value-added Course ADVANCED EXCEL



About the Course

Microsoft Advanced Excel is one of the most user-friendly and powerful software programs available. Excel spreadsheets are widely used in business to present financial data and other data that are crucial to the operation of the company. The add-on course on Advanced Excel is designed to equip the students with the ability to produce graphs and tables, use spreadsheets efficiently, and perform calculations and automation to process large volumes of data. With the rise of big data and data analytics, advanced Excel skills are a real asset both during the job hunt and everyday work tasks.



Requirements

- Computer Knowledge
- Excel Basics

Duration of the course: 33 Hours

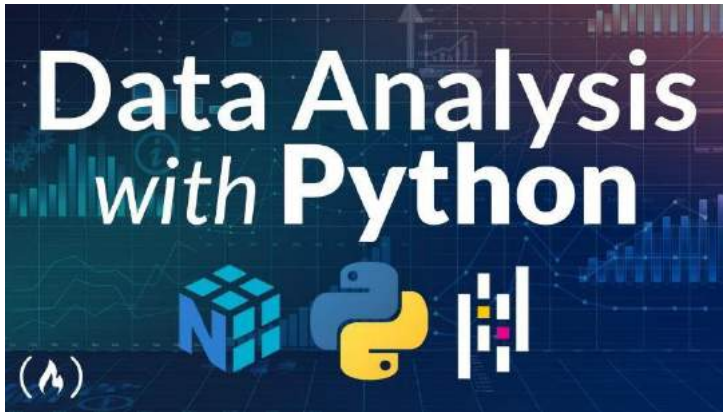
Course Objective

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcome

After completing this course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyze the data and present the data using pivot charts.



DATA ANALYSIS WITH PYTHON

The course “Data Analysis with Python” introduces the students to the packages and modules in python for data analysis. It introduces packages like Numpy, Pandas, Data Visualization tools like Matplotlib, Exploratory Data Analysis and Machine learning package SciKit-Learn and Nltk package for Text mining.

Course Objectives

- To be familiar with advanced features of Python.
- To explore different problem analysis techniques using Python.
- To learn the fundamentals of some of the most widely used Python packages.

Course Outcomes

- Use python data science libraries as a tool for data analytics.
- Applying the data analysis features of Python.
- Create visualizations using Python.

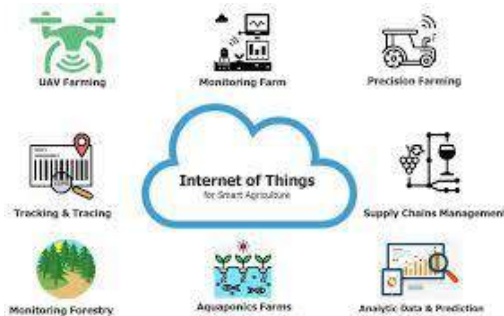
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Internet of Things



This course has been designed for those who wish to make their career in Internet of Things which is an emerging technology. This course will teach you everything from beginner to advanced level. You are going to learn about interactive dashboard architecture, high-level controllers, etc.

Course Objectives

Students will learn about the implementation of IoT, significance, construction of your own IoT devices, communication with IoT, sensors, design, limitations and protection. Any of the required networking components will also be covered, so that you can understand how to connect your devices to the Internet.

Course Outcomes

After completing this course, Students will be able to:

- Understand the term IoT and its applications.
- Identify the technological challenges brought by IoT.
- Explain the impact of IoT on governance and society.
- Implement IoT to solve real world problems.
- Build your own IoT devices.
- Boost your hire ability through innovative and independent learning.
- Effectively manage website projects using available resources


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Full stack Web Application Development



This course will teach students about fundamental concepts and techniques used for developing a mini E-commerce web application. Focusing on both the theoretical and practical. This will include the creation of database, form design, development phase etc. At the end of the course, students will understand different phases of Project development and the practical fundamentals of how a mini E-commerce web application is developed

Course Objectives

- Building Strong expertise to develop Web Application using HTMLS CSS3 JavaScript, PHP & MySQL

Course Outcomes

- Use their learned skills, knowledge and abilities to develop websites
- Apply basic design principles to present ideas, information, products, and services on websites
- Apply basic programming principles to the construction of websites
- Effectively manage website projects using available resources

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Front-End Application Development with Angular

Angular is a component-based framework designed by Google. Millions of developers around the world are building exciting front-end applications using Angular. With our course, you will smoothly learn many interesting Angular techniques in a step-by-step fashion using simple examples. This course encourages students to create compelling user interfaces for real-world projects effectively.

Course Objectives

This course provides you hands-on experience and exposure to developing CSS3 based web application. This course builds strong foundation on CSS3 which will help developer to use CSS3 concepts for building responsive web application. Building Strong expertise to develop front end application using CSS3. Implement MVC and responsive design to scale well across PC, tablet and Mobile Phone

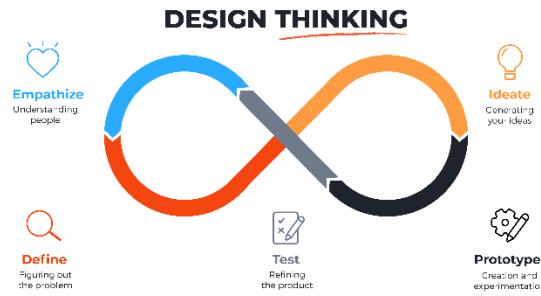
Course Outcomes

After completing this course, Students will be able to:

- Enable participants to develop elegant and responsive Front-end by leveraging latest technologies
- Build strong foundations (ex: Design pattern) in entry level engineers thereby making them job ready as per industry requirements. Enable them to learn new technologies by applying foundation paradigms
- By the end of the program participants will be become an industry-ready engineer who can be readily deployed in a project

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Design Thinking

This course provides an insight about design thinking methodology and associated fundamental techniques. The course deals with basic concepts of Design Thinking and User Experience techniques.

Course Objectives

- To understand the Fundamentals of Design Thinking and how they apply to human centric approach to creative problem solving
- To provide essential skills and knowledge about Design Thinking Methodology

Course Outcomes

- Explain the basic concepts of design thinking and its applicability in different functional areas.
- Apply design thinking methodology as human-centric approach to creative problem-solving.

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APTITUDE TRAINING

The course deals with the basic concepts of Quantitative aptitude logical reasoning, verbal aptitude. It is revised with the additional inputs on aptitude skills and helps the students to get the knowledge and skills to solve aptitude questions for recruitment drives.

Course objectives :

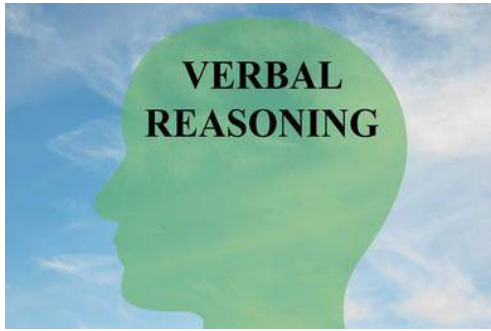
- To familiarize the students with aptitude topics.
- To equip students with problem solving skills

Course outcomes:

- Describe the concepts, equations and methods to solve quantitative aptitude and logical reasoning topics
- Analyze critical logical reasoning questions.

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Verbal Reasoning

This course is designed to help students enhance critical thinking skills, as well as their ability to use their own knowledge to solve a problem. Verbal reasoning tests judge a person's ability for problem-solving, critical and constructive thinking and general intelligence. Verbal Reasoning is basically about the way we think with words. It is a form of understanding and reasoning concepts based around words and language.

Course objectives:

- To help the student understand the importance of having his language skills kept ready for effective use.
- To provide a host of varied opportunities for the student to hone his acquired language skills basic components, namely, Grammar, Vocabulary, Spelling and Comprehension.

Course outcomes:

- Students would have obtained a multitude of opportunities in testing and applying his/her Grammar, Vocabulary, Spelling and Comprehension.
- Students will improve his/her language skills.
- Students develop the skills for effective communication.

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LBS-Certification course in MS Office

Microsoft Office is one of the most used software worldwide. Microsoft Office has many products mainly Microsoft Word, Microsoft PowerPoint & Microsoft Excel. In this course of MS office, all three products are covered. The course will discuss topics on how to create impressive business documents with Microsoft Office Word, attractive presentations using Microsoft Office PowerPoint and spreadsheets using Microsoft Office Excel.

Course objectives :

1. To enable students to create Word document with necessary Formatting.
2. To enable students to work with basic features of Excel and equip them to work with formulae, functions and charts.
3. To enable students to create professional PowerPoint presentations.

Course outcomes:

1. Work with basic features of MS Word and use a range of Formatting techniques.
2. Perform basic calculations using Excel.
3. Prepare powerful presentations.



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ACCA

The Association of Chartered Certified Accountants popularly known as ACCA is a globally recognised course with over 200,000 members and 600,000 students across 180+ countries. The ACCA qualification is considered the largest professional accounting qualification in the world. ACCA course is one of the most prestigious certifications in accounting and is preferred by many students who want to build a successful career abroad.

Course objectives :

1. The ACCA Qualification will provide skills and knowledge relevant to any business.
2. To provide access to global job opportunities.

Course outcomes:

1. Shapes the student into successful Auditors, Analysts, Bankers, Stock Market Executives, Chartered Accountants, etc as it deals with modules like Financial Accounting, Business Valuation, Mergers & Acquisitions, Risk Management and such.
2. Be able to apply the knowledge of accounting, business laws and taxation in business and commerce.

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CMA

Certified Management Accountant (CMA) is a professional certification credential in the management accounting and financial management fields. The certification signifies that the person possesses knowledge in the areas of financial planning, analysis, control, decision support, and professional ethics.

Management Accountants play a vital role in the financial health of an organization by making critical decisions, safeguarding a company's integrity, and work towards business sustainability

Course objectives :

- 1.To gain expertise in various accounting related subjects like financial management, auditing, financial statement analysis, working capital policies, taxation etc.
- 2.To provide a career developing gear with CMA certification and get higher earnings, more job opportunities at global level and enormous benefits and reputation with passage of time.

Course outcomes:

- 1.Become an experienced and versatile accountant.
- 2.Enhances the knowledge and confidence to make crucial business decisions.


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Foundation programme in Banking and Financial Service

Foundation Programme in Banking and Financial Services provide skill training courses in Banking and Financial service sector. It is designed to deliver the key employability skills to your students who want to pursue a career in the financial services industry including, banking and financial markets. It is a fully immersive industry training programme specifically designed for those who wish to pursue a career (both marketing & Operations) in banking and financial service industry. Students with background in commerce, management or aptitude for business are offered a unique opportunity to build their analytical and practical skills essential for marketing / operations in financial and banking services through this program.

Course objectives :

1. To Create an investment culture from a young age by spreading the concept of financial freedom.
2. To develop entrepreneurship among youth through imparting the importance of asset creation and its management.
3. Grooming students to have a cutting edge in share trading, banking, insurance or wealth management by implementing innovative solutions.

Course outcomes:

1. Explain the risk and return factors of alternate investment opportunities.
2. Become aware of the various investment avenues and trading platforms.
3. To build the analytical and practical skills essential for marketing / operations in financial and banking services.

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MS OFFICE

Microsoft Office is one of the most used software worldwide. Microsoft Office has many products mainly Microsoft Word, Microsoft PowerPoint & Microsoft Excel. Microsoft Office is the need of everyone so if you are working in any field like engineering, auditing, data analyzing, data entry, or if you are a student, teacher, or researcher or are working in the field where any of these three products of Microsoft Office are used you can choose this course to gain the skill as per your requirement.

Course objectives :

1. To be able to create documents for printing and sharing.
2. To provide an insight into how to create and share presentations.
3. To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint

Course outcomes:

1. After successful completion of this course, students will be able to perform documentation and presenting skills.
2. Be Proficient in using Windows, Word Processing Applications, Spreadsheet Applications, Database Applications and Presentation Graphics Applications.
3. Empower students in pursuit of higher education or a successful career.

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Retailing Management

Retailing management course will introduce the basic concepts of retailing to the participants. The key take away is making the students understand how a retail business works, the core issues and challenges involved in its operations. This is designed to improve the employability of students by equipping them to take up jobs in retail sector

Course Objectives

1. To acquaint the students with the Indian retail scenario
2. To familiarize the students with the basic operational practices, concepts and technologies associated with modern retail organisations
3. To equip the students with the knowledge of merchandise management, daily operational procedures, employee management and customer service in retail operations

Course Outcomes

1. Define the basic concepts involved in retail management
2. Explain the various functions involved in the operations of retail stores
3. Analyse the various decisions related to retail operations


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Certificate Course on “Animal Cell Culture Techniques”

This course is designed for students who wish to learn about the cell culture process by which human, animal or insect cells are grown in a favourable artificial environment. This course is very important in research, clinical and pharmaceutical applications.

COURSE OBJECTIVES:

1. To prepare media for propagation of cells
2. To perform cell line propagation
3. To perform monolayer subculturing
4. To perform cell counting using haemocytometer
5. To perform cell viability assay
6. To perform cryopreservation and revival of frozen stock

COURSE OUTCOMES:

1. Helps students to successfully maintain cultures of animal cells

2. Helps to establish cell lines with good viability, minimal contamination and appropriate documentation



Certificate Course on “Real Time PCR”

This course is designed for students as an application and instrument based training that covers the principles and applications of quantitative Real Time PCR. The course is designed to teach proper experimental technique, proper experimental design, software use and data analysis for quantification experiments and proper instrument use, calibration and maintenance.

COURSE OBJECTIVES:

1. To perform detection of certain molecules using fluorescent reporter molecules
2. To perform reverse transcription PCR
3. To perform reverse transcription real time PCR using known samples
4. To perform RT- real time PCR product analysis

COURSE OUTCOMES:

1. Helps students to understand real time PCR software
2. Helps to understand primer and probe design



COURSE PLAN

Introduction to Excel

Course overview

Program	:IMCA
Batch, Year	: 8, 2021– 2026
Course Code	:COE2122S01
Type of Course	: Add-On
Faculty	: Jismy Joseph
Email ID	: jismyjoseph@scmsgroup.org

Course Description

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Pedagogy

This course will be delivered by lecturer and Lab sessions.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:



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- Use a range of lookup and reference functions.
- Modify Excel options.
- Customise the formatting of charts in Excel.
- Create and use labels and names in a workbook.
- Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

Course Plan

Topic	Session (s)
1. Apply Custom Data Formats and Layouts	
1.1 Apply Custom Data Formats and Validation <ul style="list-style-type: none">▪ Create custom number formats▪ Populate cells by using advanced Fill Series options▪ Configure data validation	1-4
1.2 Apply Advanced Conditional Formatting and Filtering <ul style="list-style-type: none">▪ Create custom conditional formatting rules▪ Create conditional formatting rules that use formulas▪ Manage conditional formatting rules	5-8
1.3 Create and Modify Custom Workbook Elements <ul style="list-style-type: none">▪ Create custom color formats▪ Create and modify cell styles▪ Create and modify custom themes▪ Create and modify simple macros▪ Insert and configure form controls	9-11
1.4 Prepare a Workbook for Internationalization	



<ul style="list-style-type: none">▪ Display data in multiple international formats▪ Apply international currency formats▪ Manage multiple options for +Body and +Heading fonts	12-15
2. CreateAdvancedFormulas and AdvancedChartsandTables	
<p>2.1 ApplyFunctionsinFormulas</p> <ul style="list-style-type: none">▪ Perform logical operations by using AND, OR, and NOT functions▪ Perform logical operations by using nested functions▪ Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions	15-21
<p>2.2 LookupdatabyusingFunctions</p> <ul style="list-style-type: none">▪ Look up data by using the VLOOKUP function▪ Look up data by using the HLOOKUP function▪	21-23
<p>2.3 ApplyAdvancedDateandTimeFunctions</p> <ul style="list-style-type: none">▪ Reference the date and time by using the NOW and TODAY functions▪ Serialize numbers by using date and time functions	22-24
<p>2.4 PerformDataAnalysisandValidation</p> <ul style="list-style-type: none">▪ Data Validation▪ Import, transform, combine, display, and connect to data▪ Consolidate data▪ Calculate data by using financial functions	25-27
<p>2.5 DefineNamedRangesandObjects</p> <ul style="list-style-type: none">▪ Name cells▪ Name data ranges▪ Name tables▪ Manage named ranges and objects	28-30



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References:

1. **Microsoft Excel 2019 Bible: The Comprehensive Tutorial Resource**.by John Walkenbach
2. **Excel 2019 ALL-IN-ONE for Dummies**,by Greg Harvey.

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COURSE PLAN

Introduction to Excel

Course overview

Program	: BCA
Batch, Year	: 3, 2021 – 2024
Course Code	: COE2122S01
Type of Course	: Add-On
Faculty	: Jismy Joseph
Email ID	: jismyjoseph@scmsgroup.org

Course Description

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Pedagogy

This course will be delivered by lecturer and Lab sessions.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:



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- Use a range of lookup and reference functions.
- Modify Excel options.
- Customise the formatting of charts in Excel.
- Create and use labels and names in a workbook.
- Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

Course Plan

Topic	Session (s)
1. Apply Custom Data Formats and Layouts	
1.1 Apply Custom Data Formats and Validation <ul style="list-style-type: none">▪ Create custom number formats▪ Populate cells by using advanced Fill Series options▪ Configure data validation	1-4
1.2 Apply Advanced Conditional Formatting and Filtering <ul style="list-style-type: none">▪ Create custom conditional formatting rules▪ Create conditional formatting rules that use formulas▪ Manage conditional formatting rules	5-8
1.3 Create and Modify Custom Workbook Elements <ul style="list-style-type: none">▪ Create custom color formats▪ Create and modify cell styles▪ Create and modify custom themes▪ Create and modify simple macros▪ Insert and configure form controls	9-11
1.4 Prepare a Workbook for Internationalization	



<ul style="list-style-type: none">▪ Display data in multiple international formats▪ Apply international currency formats▪ Manage multiple options for +Body and +Heading fonts	12-15
2. Create Advanced Formulas and Advanced Charts and Tables	
2.1 Apply Functions in Formulas <ul style="list-style-type: none">▪ Perform logical operations by using AND, OR, and NOT functions▪ Perform logical operations by using nested functions▪ Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions	15-21
2.2 Look up data by using Functions <ul style="list-style-type: none">▪ Look up data by using the VLOOKUP function▪ Look up data by using the HLOOKUP function▪	21-23
2.3 Apply Advanced Date and Time Functions <ul style="list-style-type: none">▪ Reference the date and time by using the NOW and TODAY functions▪ Serialize numbers by using date and time functions	22-24
2.4 Perform Data Analysis and Validation <ul style="list-style-type: none">▪ Data Validation▪ Import, transform, combine, display, and connect to data▪ Consolidate data▪ Calculate data by using financial functions	25-27
2.5 Define Named Ranges and Objects <ul style="list-style-type: none">▪ Name cells▪ Name data ranges▪ Name tables▪ Manage named ranges and objects	28-30



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References:

1. **Microsoft Excel 2019 Bible: The Comprehensive Tutorial Resource**.by John Walkenbach
2. **Excel 2019 ALL-IN-ONE for Dummies**, by Greg Harvey.

COURSE PLAN 2020-21

ADVANCED EXCEL

Course Overview

Program	MCA
Batch	17
Semester	2
Course Code	CAE2122S02
Course Title	Advanced Excel
Type of Course	Values Added Course
Faculty	Shoby Sunny
E mail ID	shoby@scmsgroup.org

Course Description

The course is designed to help students learn how to use Advanced features of MS Excel. The course introduces several features that can be used to manage and analyze data in large organizations. The course provides the students with the basic functions of Excel along with data analysis and presentation.

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab. Assignments related to topics covered in each session is also given to students.

Course Objectives

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcomes

Upon successful completion of the course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyse the data and present the data using pivot charts.

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

Component	Mark
Attendance	5
Assignment	15
Class test	30
Total	

COURSE CONTENT AND SESSION PLAN:

Topic	Session (s)	Cumulative sessions
Apply Custom Data Formats and Validation	3	0
Apply Advanced Conditional Formatting and Filtering	3	6
Create and Modify Custom Workbook Elements	3	9
Prepare a Workbook for Internationalization	2	11
Apply Functions in Formulas	3	14
Look up data by using Functions	3	17
Apply Advanced Date and Time Functions	3	20
Perform Data Analysis and Validation	3	23
Define Named Ranges and Objects	2	25
Create and Manage PivotTables	2	27
Create and Manage Pivot Charts	3	30

Recommended Books & Reading List

1. Excel 2019- All-in-One, Lokesh Lalwani

Note: The contents of this course has been designed based on feedback from Alumni, Recruiters and Industry Experts.

Course Designed by : Ms. Shoby Sunny, Ms. Jismy Joseph and Ms. Aiswarya Murali



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COURSE PLAN 2020-21

ADVANCED EXCEL

Course Overview

Program	IMCA
Batch	7
Semester	3
Course Code	CAE2122S02
Course Title	Advanced Excel
Type of Course	Values Added Course
Faculty	Shoby Sunny
E mail ID	shoby@scmsgroup.org

Course Description

The course is designed to help students learn how to use Advanced features of MS Excel. The course introduces several features that can be used to manage and analyze data in large organizations. The course provides the students with the basic functions of Excel along with data analysis and presentation.

Pedagogy

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Upon successful completion of the course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyse the data and present the data using pivot charts.

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

Component	Mark
Attendance	5
Assignment	15
Class test	30
Total	

COURSE CONTENT AND SESSION PLAN:

Topic	Session (s)	Cumulative sessions
Apply Custom Data Formats and Validation	3	0
Apply Advanced Conditional Formatting and Filtering	3	6
Create and Modify Custom Workbook Elements	3	9
Prepare a Workbook for Internationalization	2	11
Apply Functions in Formulas	3	14
Look up data by using Functions	3	17
Apply Advanced Date and Time Functions	3	20
Perform Data Analysis and Validation	3	23
Define Named Ranges and Objects	2	25
Create and Manage PivotTables	2	27
Create and Manage Pivot Charts	3	30

Recommended Books & Reading List

1. Excel 2019- All-in-One, Lokesh Lalwani

Note: The contents of this course has been designed based on feedback from Alumni, Recruiters and Industry Experts.

Course Designed by : Ms. Shoby Sunny, Ms. Jismy Joseph and Ms. Aiswarya Murali


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COURSE PLAN 2020-21

ADVANCED EXCEL

Course Overview

Program	IMCA
Batch	5
Semester	7
Course Code	CAE2122S02
Course Title	Advanced Excel
Type of Course	Values Added Course
Faculty	Shoby Sunny
E mail ID	shoby@scmsgroup.org

Course Description

The course is designed to help students learn how to use Advanced features of MS Excel. The course introduces several features that can be used to manage and analyze data in large organizations. The course provides the students with the basic functions of Excel along with data analysis and presentation.

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab. Assignments related to topics covered in each session is also given to students.

Course Objectives

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcomes

Upon successful completion of the course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyse the data and present the data using pivot charts.

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

Component	Mark
Attendance	5
Assignment	15
Class test	30
Total	

COURSE CONTENT AND SESSION PLAN:

Topic	Session (s)	Cumulative sessions
Apply Custom Data Formats and Validation	3	0
Apply Advanced Conditional Formatting and Filtering	3	6
Create and Modify Custom Workbook Elements	3	9
Prepare a Workbook for Internationalization	2	11
Apply Functions in Formulas	3	14
Look up data by using Functions	3	17
Apply Advanced Date and Time Functions	3	20
Perform Data Analysis and Validation	3	23
Define Named Ranges and Objects	2	25
Create and Manage PivotTables	2	27
Create and Manage Pivot Charts	3	30

Recommended Books & Reading List

1. Excel 2019- All-in-One, Lokesh Lalwani

Note: The contents of this course has been designed based on feedback from Alumni, Recruiters and Industry Experts.

Course Designed by : Ms. Shoby Sunny, Ms. Jismy Joseph and Ms. Aiswarya Murali


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COURSE PLAN 2021-2022

DATA ANALYSIS WITH PYTHON

Course Overview

Program	MCA
Batch, Year	15, 2019-2022
Semester	5
Course Title	Data Analysis with Python
Course Code	CDP2122S03
Type of Course	Add on
Faculty	Anitha Krishnan G
E mail ID	anitha@scmsgroup.org

Course Description

The course “Data Analysis with Python” introduces the students to the packages and modules in python for data analysis. It introduces packages like Numpy, Pandas, Data Visualization tools like Matplotlib, Exploratory Data Analysis and Machine learning package SciKit-Learn and Nltk package for Text mining.

Pedagogy

Lecturing, Discussions, Hands on lab classes.

Course Objectives

1. To be familiar with advanced features of Python.
2. To explore different problem analysis techniques using Python.
3. To learn the fundamentals of some of the most widely used Python packages.

Course Outcomes

1. Use python data science libraries as a tool for data analytics.
2. Applying the data analysis features of Python.
3. Create visualizations using Python.



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Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

ASSESSMENT CRITERIA	
Attendance	5
Assignment	15
Class test	30
Total	50

COURSE PLAN:

Topic	Session (s)
The world of arrays with numpy	1-5
Pandas Data Structures	6-12
Data Manipulation using Pandas	13-18
Data Visualization using Matplotlib	19-24
Machine Learning with Scikit-Learn	25-30

Recommended Books & Reading List

1. Pandas: powerful Python data analysis toolkit Release 0.15.2 by Wes McKinney & PyData Development Team
2. Python Data Analytics by Fabio Nelli, Apress
3. Pandas Cookbook -Recipes for Scientific Computing, Time Series Analysis and Data Visualization using Python by Theodore Petrou
4. Think Stats - Exploratory Data Analysis in Python Version 2.0.38
5. Learn Data Analysis with Python - Lessons in Coding —A .J. Henley,Dave Wolf Apress





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COURSE PLAN 2021-2022

DATA ANALYSIS WITH PYTHON

Course Overview

Program	IMCA
Batch, Year	4, 2017-2022
Semester	9
Course Title	Data Analysis with Python
Course code	CDP2122S03
Type of Course	Add on
Faculty	Anitha Krishnan G
E mail ID	anitha@scmsgroup.org

Course Description

The course “Data Analysis with Python” introduces the students to the packages and modules in python for data analysis. It introduces packages like Numpy, Pandas, Data Visualization tools like Matplotlib, Exploratory Data Analysis and Machine learning package SciKit-Learn and Nltk package for Text mining.

Pedagogy

Lecturing, Discussions, Hands on lab classes.

Course Objectives

1. To be familiar with advanced features of Python.
2. To explore different problem analysis techniques using Python.
3. To learn the fundamentals of some of the most widely used Python packages.

Course Outcomes

1. Use python data science libraries as a tool for data analytics.
2. Applying the data analysis features of Python.
3. Create visualizations using Python.



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Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

ASSESSMENT CRITERIA	
Attendance	5
Assignment	15
Class test	30
Total	50

COURSE PLAN:

Topic	Session (s)
The world of arrays with numpy	1-5
Pandas Data Structures	6-12
Data Manipulation using Pandas	13-18
Data Visualization using Matplotlib	19-24
Machine Learning with Scikit-Learn	25-30

Recommended Books & Reading List

1. Pandas: powerful Python data analysis toolkit Release 0.15.2 by Wes McKinney & PyData Development Team
2. Python Data Analytics by Fabio Nelli, Apress
3. Pandas Cookbook -Recipes for Scientific Computing, Time Series Analysis and Data Visualization using Python by Theodore Petrou
4. Think Stats - Exploratory Data Analysis in Python Version 2.0.38
5. Learn Data Analysis with Python - Lessons in Coding — A .J. Henley, Dave Wolf Apress





SESSION PLAN

Full Stack Web Application Development

Course Overview

Program	MCA
Batch, Year	16, 2020-2022
Semester	2
Course Title	Full Stack Web Application Development
Course Code	CFB2122S05
Type of Course	Addon
Faculty	Mr. Ranjith S
E mail ID	ranjiths@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	Demonstration of an existing Web application. Installation of necessary tools	1-3
2	Introduction to Project development- "MINI-CART"	4-5
3	Listing Modules	6-7
4	Database Design(Creation of Database and tables)	8-10
5	Admin Side – Form Designs(HTML & CSS)	10-14
6	Form Validation(Javascript)	15-17
7	Product Category Management – (Add,Edit,Delete) Categories	18-20
8	Product management with photos (Add,Edit,Delete) Photos	21-25
9	User side- Listing of products(Category wise) Adding Product to Cart	26-30





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SESSION PLAN

Full Stack Web Application Development

Course Overview

Program	BCA
Batch, Year	1, 2019-2021
Semester	4
Course Title	Full Stack Web Application Development
Course Code	CFB2122S05
Type of Course	Addon
Faculty	Mr. Ranjith S
E mail ID	ranjiths@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	Demonstration of an existing Web application. Installation of necessary tools	1-3
2	Introduction to Project development- "MINI-CART"	4-5
3	Listing Modules	6-7
4	Database Design(Creation of Database and tables)	8-10
5	Admin Side – Form Designs(HTML & CSS)	10-14
6	Form Validation(Javascript)	15-17
7	Product Category Management – (Add,Edit,Delete) Categories	18-20
8	Product management with photos (Add,Edit,Delete) Photos	21-25
9	User side- Listing of products(Category wise) Adding Product to Cart	26-30





COURSE PLAN– Value Added Course

Design Thinking for Managers

Course Overview

Program	MBA
Batch, Year	18, 2021 – 2022
Duration	30 Hrs
Course Code	CDT2122S07
Course Title	Design Thinking for Managers
Type of Course	Value Add
Faculty	Dr. Baiju Radhakrishnan
E mail ID	baijunair@scmsgroup.org

Course Description

This course provides an insight about design thinking methodology and associated fundamental techniques. The course deals with basic concepts of Design Thinking and User Experience techniques.

Pedagogy

Sessions will be conducted with lectures, exercises and case-study discussions. The session will be delivered on interactive mode. Students' participation in these activities will contribute to the learning experience of the participants.

Course Objectives

- To understand the Fundamentals of Design Thinking and how they apply to human centric approach to creative problem solving
- To provide essential skills and knowledge about Design Thinking Methodology



Course Outcomes (CO)

On successful completion of the course, students will be able to:

CO1: Explain the basic concepts of design thinking and its applicability in different functional areas.

CO2: Apply design thinking methodology as human centric approach to creative problem solving.

Course Evaluation

Final Evaluation: Case Study- *Design Thinking at Arena Industries.*

Course Content and Session plan

Sl.No.	Course Content	Session No.	Cumulative No. of Sessions
1	Module 1		
	Introduction: Fundamentals of Design Thinking and how they apply to human centric approach to creative problem solving.	4	4
2	Module 2		
	Assessment of multiple needs of stakeholders and its linkage to the decision-making process.	6	10
3	Module 3		
	Converting observations into meaningful insights that augments innovation, and learning how to generate novel ideas using insights generated by the Design Thinking process.	8	18



Sl.No.	Course Content	Session No.	Cumulative No. of Sessions
4	Module 4		
	Methods and techniques for prototyping, executing and testing ideas	6	24
5	Module 5		
	Factors that affect assessment of the customer journey. Communications strategies to encourage innovation and manage resistance to new ideas	6	30

Books & Reading List

1. Design Thinking: A Guide to Problem Solving, Andrew Pressman, Routledge, 2019
2. Design Thinking for Strategy, Claude Diderich, Springer, 2020


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COURSE PLAN 2022

Course Code : CAT 2122S08

Course Overview

Program	MBA
Batch, Year	19, 2021-2022
Semester	II
Duration	March 2022- April 2022
Course Title	Aptitude Training
Type of Course	Add On course
Faculty	Dr. Meera M S/ Mr. Govind S Menon
E mail ID	meerams@scmsgroup.org , govindmenon@scmsgroup.org

Course Description

This course deals with the basic concepts of Quantitative aptitude, logical reasoning, verbal aptitude. It is revised with the additional inputs on aptitude skills and helps the students to get the knowledge and skills to solve aptitude questions for recruitment drives.

Pedagogy

An ideal combination online and direct classroom teaching is planned with

- Lectures
- Notes
- Quiz
- Subject Videos



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- Worksheets

Course Objectives

- To familiarize the students with aptitude topics.
- To equip students with problem solving skills

Course Outcomes (CO)

On completion of course students will be able to

- Describe the concepts, equations and methods to solve quantitative aptitude and logical reasoning topics
- Analyze critical logical reasoning questions.

COURSE EVALUATION

Sl. No.	Component of the continual evaluation	Marks
1	Assessment	30
2	Assignments	15
3	Attendance- 75% mandatory	5
Total Internal Evaluation		50

COURSE CONTENT

Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
1	Alphanumeric series	2	2
2	Speed, Distance	4	6
3	Profit & Loss	4	10
4	Simple Interest & Compound Interest	4	14



Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
5	Ratio, Proportion, Average, Percentage	4	18
6	Time and Work	4	22
7	Verbal reasoning	6	28
8	Logical reasoning	6	34

REFERENCES:

Video Sessions:

YOUTUBE

Gradeup <https://www.youtube.com/channel/UCiY0rSCiZakRAPkhsEElhBw>

Testbook https://www.youtube.com/channel/UC2A1C1TObH9Q8VqeC_ibWRw

ADDA 247 <https://www.youtube.com/channel/UC1L2JoMpcY6MRLhFd3gg5Xg>

WEBSITES

<https://www.geeksforgeeks.org/placements-gg/> Corporate company specific placement questions

<https://gradeup.co/>

<http://testbook.com>

<https://www.sscadda.com/>

<https://www.ibpsguide.com/>

<https://placement.freshersworld.com/aptitude-questions-and-answers>



<https://www.faceprep.in/quantitative-aptitude/>

<https://gradeup.co/practice/quiz/bank-exams/quantitative-aptitude>

SHORT CUT TRICKS

<https://www.geeksforgeeks.org/placements-gq/>

<https://www.bankexamstoday.com/2013/07/quantitative-aptitude-preparation.html>

https://www.udemy.com/course/quant_aptitud_tricks_and_shortcuts/

<https://cracku.in/blog/ssc-cgl-maths-tricks-and-shortcuts/>

TEXTBOOKS

- BEST BOOK-Quantitative Aptitude for Competitive Examination by Dr R.S. Aggarwal
- Quantitative Aptitude Quantum CAT by Sarvesh K. Verma
- Logical Reasoning by RS Aggarwal
- Teach Yourself Quantitative Aptitude by Arun Sharma


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Value Added course- Verbal Reasoning

NAME OF STAFF	Dr. Mary Fatima Cross
COURSE TITLE	VERBAL REASONING
COURSE CODE	CVR2122S09
DURATION OF COURSE	30 HOURS
YEAR	2021-2022- BATCH 18
SEMESTER	S3

Course Description

This course is designed to help students enhance critical thinking skills, as well as their ability to use their own knowledge to solve a problem. Verbal reasoning tests judge a person's ability for problem-solving, critical and constructive thinking and general intelligence. Verbal Reasoning is basically about the way we think with words. It is a form of understanding and reasoning concepts based around words and language.

Pedagogy

Teaching methods include class tests, practice exercises. Evaluation are done simultaneously with these tests.



Course Evaluation

Assessment Criteria - Total	50
Class Tests	30
Practice Home Assignments	15
Attendance	5

Course Content and session Plan

Topic	Sessions
Insert a letter	3
Find words that do not belong in a set group of words	5
Find words that have the same, similar or opposite meaning	4
Fill in the blanks -Comprehension	4
Fill in the blanks, Picking out irrelevant sentence in the paragraph, grammar etc	5



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MixedTest-WithoutComphrehensi on	4
Reading information and analysis	5
Total	30


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COURSE PLAN 2020-21

ADVANCED EXCEL

Course Overview

Program	MBA
Batch	18
Semester	3
Course Code	CAE2122S02
Course Title	Advanced Excel
Type of Course	Added-on Course
Faculty	Shoby Sunny
E mail ID	shoby@scmsgroup.org

Course Description

The course is designed to help students learn how to use Advanced features of MS Excel. The course introduces several features that can be used to manage and analyze data in large organizations. The course provides the students with the basic functions of Excel along with data analysis and presentation.

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab. Assignments related to topics covered in each session is also given to students.

Course Objectives

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcomes

Upon successful completion of the course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyse the data and present the data using pivot charts.

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

Component	Mark
Attendance	5
Assignment	15
Class test	30
Total	

COURSE CONTENT AND SESSION PLAN:


Topic	Session (s)	Cumulative sessions
Apply Custom Data Formats and Validation	3	0
Apply Advanced Conditional Formatting and Filtering	3	6
Create and Modify Custom Workbook Elements	3	9
Prepare a Workbook for Internationalization	2	11
Apply Functions in Formulas	3	14
Look up data by using Functions	3	17
Apply Advanced Date and Time Functions	3	20
Perform Data Analysis and Validation	3	23
Define Named Ranges and Objects	2	25
Create and Manage PivotTables	2	27
Create and Manage Pivot Charts	3	30

Recommended Books & Reading List

1. Excel 2019- All-in-One, Lokesh Lalwani

Note: The contents of this course has been designed based on feedback from Alumni, Recruiters and Industry Experts.

Course Designed by : Ms. Shoby Sunny, Ms. Jismy Joseph and Ms. Aiswarya Murali


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LBS REGIONAL UNIT KALAMASSERY

Syllabus for MS Office Certification

Microsoft Word 2016 (CMS2122S12)
(30 HOURS)

Course Objectives

To enable students to create a word document with necessary formatting and print the same

Course outcomes

On successful completion of the course, the students will be able to

1. Work with the basic features of MS word
2. Use a range of font/paragraph formatting techniques
3. Create a professional page layout
4. Insert and align tables, pictures, header and footer etc.
5. Print a document

Course content

1. Getting started with MS Word
 - a. Understanding The Start Screen
 - b. Using The Ribbon
 - c. Checking Spelling And Grammar
 - d. Printing the document
2. Page layout
 - a. Changing Page Margins
 - b. Changing Page Orientation
 - c. Inserting Page Numbers
 - d. Inserting Page Breaks
 - e. Page borders
3. Font formatting
 - a. Understanding Font Formatting Tools
 - b. Changing Font, Font Size
 - c. Formatting text
4. Paragraph formatting
 - a. Understanding Paragraph Formatting
 - b. Understanding Text Alignment
 - c. Line and paragraph spacing, indents
 - d. Bullets and numbering
5. Tables
 - a. Creating A Table
 - b. Adding Data To A Table
 - c. Inserting Columns And Rows
 - d. Modifying Borders
6. Shapes/pictures
 - a. Insert shapes and pictures
 - b. Formatting and aligning shapes and pictures

Microsoft Excel 2016

Course Objectives

To enable students to work with basic features of excel and equip them to work with formulae, functions and charts

Course outcomes

On successful completion of the course, the students will be able to

1. To familiarize with the basic features of Excel
2. To perform basic calculations using Excel
3. To create charts
4. To print a worksheet

Course content

1. Create and Manage Worksheets and Workbooks
 - a. Create worksheets , rename sheets
 - b. Search for data within a workbook
 - c. Navigate to a named cell/range
 - d. Adjust row height and column width
2. Format cells
 - a. Fill cells
 - b. Merge cells
 - c. Wrap text within cells
 - d. Apply formats to cells
 - e. Referencing of cells- relative & absolute reference
3. Perform Operations with Formula and Functions
 - a. Use of formula (basic addition, subtraction, multiplication etc.)
 - b. Perform calculations by using functions – sum, average, count, min, max
4. Sort and filter data
 - a. Different types of sorting
 - b. Use of filter
5. Charts
 - a. Prepare charts, use of different charts
 - b. Format and describe charts

Microsoft Powerpoint 2016

Course Objectives

To enable students to create professional presentations with the use of text, graphics and animations


Course outcomes

On successful completion of the course, the students will be able to

1. Identify the basic features and functions of PowerPoint
2. Perform text editing operations
3. Add graphical elements, tables and charts to their presentations
4. Create animations and transitions
5. Prepare a professional presentation

Course content

1. Getting started with PowerPoint
 - a. Starting PowerPoint
 - a. Understanding the Start Screen
 - b. Creating a new Blank Presentation
 - c. The PowerPoint Screen
 - d. Using The Ribbon
 - e. Applying Theme Variants
 - f. Inserting New Slides/ slide layouts
 - g. Applying Slide Transitions
 - h. Add slide numbers/ date & time
 - i. Previewing a Slide Show
 - j. Printing slides
2. Performing text editing operations
 - a. Editing Text
 - b. Checking Spelling and Grammar
 - c. Font/paragraph formatting
 - d. Bullet and numbering styles
 - e. Applying word art
 - f. Create hyperlinks
3. Adding graphical elements, tables and charts
 - a. Insert and edit shapes
 - b. Add tables
 - c. Add graphs/pictures
 - d. Position the pictures
 - e. Add charts
4. Create animations
 - a. Add animations to the content
 - b. Add emphasis/ exit animations
5. Create master slides
 - a. Use master slides for professional presentations


Assistant Director
L.B.S. Centre for
Science & Technology
Regional Unit, Kalamassery

- <All Rooms>
- <All Groups>
- Items

Date/Time	Title	Duration	Virtual Room	Size
1/16/2022 2:38 PM	ACCA_MA_Mar22_16 Jan22.....C3h Cost Behaviour & High-low method Part 1	1 h. and 19 min.	Virtual Classroom #7	19 MB
1/9/2022 4:35 PM	ACCA_MA_Mar22_9 Jan22.....C3a Cost Classification Part 2	1 h.	Virtual Classroom #7	8 MB
1/9/2022 2:41 PM	ACCA_MA_Mar22_9 Jan22.....C3a Cost Classification Part 1	1 h. and 35 min.	Virtual Classroom #7	32 MB
1/8/2022 5:09 PM	ACCA_MA_Mar22_8 Jan22.....C2b Presenting Information: Questions	28 min.	Virtual Classroom #7	5 MB
1/8/2022 3:36 PM	ACCA_MA_Mar22_8 Jan22.....C2b Presenting Information	1 h. and 13 min.	Virtual Classroom #7	9 MB
1/2/2022 4:15 PM	ACCA_MA_Mar22_1 Jan22.....C2a Sources of Data: Sampling & questions	1 h. and 41 min.	Virtual Classroom #7	35 MB
1/2/2022 3:38 PM	ACCA_MA_Mar22_1 Jan22.....C2a Sources of Data: Sampling Part 1	33 min.	Virtual Classroom #7	4 MB

Showing 51 to 57 of 57 entries (filtered from 10,925 entries in total)



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Date/Time	Title	Duration	Virtual Room	Size	Actions
1/30/2022 4:36 PM	ACCA_MA_Mar12_30 Jan22_C4b Summarizing & Analyzing Data: Grouped vs Ungrouped Data	33 min.	Virtual Classroom #7	8 MB	
1/30/2022 1:35 PM	ACCA_MA_Mar12_30 Jan22_C4a Forecasting: Time series Part 3	1 h. and 41 min.	Virtual Classroom #7	56 MB	
1/29/2022 9:21 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Time series Part 2	56 min.	Virtual Classroom #7	40 MB	
1/29/2022 9:21 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Time series Part 1	57 min.	Virtual Classroom #7	31 MB	
1/29/2022 4:00 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Time series Part 1	1 h. and 16 min.	Virtual Classroom #7	37 MB	
1/29/2022 4:27 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Under numbers	1 h. and 20 min.	Virtual Classroom #7	40 MB	
1/29/2022 3:57 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Correlation measures	45 min.	Virtual Classroom #7	33 MB	
1/29/2022 3:04 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Regression: R^2, t, F	43 min.	Virtual Classroom #7	19 MB	
1/29/2022 4:26 PM	ACCA_MA_Mar12_29 Jan22_C4a Forecasting: Types of correlations & their resolution	43 min.	Virtual Classroom #7	19 MB	
1/29/2022 8:55 PM	ACCA_MA_Mar12_29 Jan22_C3b Cost Behaviour: Cost types	48 min.	Virtual Classroom #7	7 MB	
1/28/2022 4:31 PM	ACCA_MA_Mar12_28 Jan22_C3b Cost Behaviour & High-low method Part 1	1 h. and 1 min.	Virtual Classroom #7	21 MB	



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Recorded Classes

<All Rooms>

<All Groups>

10 items

Date/Time	Title	Duration	Virtual Room	Size	
2/20/2022 4:24 PM	ACCA_MA_Mar22_20Feb22_____Chapter 5_Accounting for materials Part 5	43 min.	Virtual Classroom #7	20 MB	
2/20/2022 2:35 PM	ACCA_MA_Mar22_20Feb22_____Chapter 5_Accounting for materials Part 4	1 h. and 29 min.	Virtual Classroom #7	54 MB	
2/19/2022 5:12 PM	ACCA_MA_MAR22_19Feb22_____Chapter 5_Accounting for materials Part 3	1 h. and 9 min.	Virtual Classroom #7	52 MB	
2/19/2022 3:36 PM	ACCA_MA_MAR22_19Feb22_____Chapter 5_Accounting for materials Part 2	1 h. and 13 min.	Virtual Classroom #7	9 MB	
2/13/2022 2:35 PM	ACCA_MA_Mar22_13 Feb 22_____Chapter 5_Accounting for materials Part 1	1 h. and 13 min.	Virtual Classroom #7	16 MB	
2/12/2022 5:06 PM	ACCA_MA_Mar22_12 Feb 22_____Chapter 4b_Normal distributions	1 h. and 2 min.	Virtual Classroom #7	50 MB	
2/12/2022 3:36 PM	ACCA_MA_Mar22_12 Feb 22_____Chapter 4b_Measures of dispersion	1 h. and 11 min.	Virtual Classroom #7	36 MB	
2/5/2022 5:15 PM	ACCA_MA_Mar22_5 Feb 22_____Chapter 4b_Mode, Expected Values	29 min.	Virtual Classroom #7	11 MB	
2/5/2022 3:37 PM	ACCA_MA_Mar22_5 Feb 22_____Chapter 4b_Histograms (unequal intervals) Mean & Median	1 h. and 21 min.	Virtual Classroom #7	43 MB	
2/3/2022 7:06 PM	ACCA_MA_Mar22_3 Feb 22_____Homework questions Qns 1	46 min.	Virtual Classroom #6	33 MB	

Page 31 to 57 of 57 entries (filtered from 16,925 entries in total)



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Recorded Classes

<All Rooms>

<All Groups>

0 Items

Date/Time	Title	Duration	Virtual Room	Size
3/12/2022 3:35 PM	ACCA_MA_Mar22_12Mar22_C7a Accounting for Overheads: Absorption Process Part 1	1 h. and 27 min.	Virtual Classroom #7	29 MB
3/6/2022 4:28 PM	ACCA_MA_Mar22_4Mar22_C6 Accounting for Labour - Part 5	33 min.	Virtual Classroom #7	18 MB
3/6/2022 2:26 PM	ACCA_MA_Mar22_4Mar22_C6 Accounting for Labour - Part 4	1 h. and 22 min.	Virtual Classroom #7	24 MB
3/5/2022 9:52 PM	ACCA_MA_Mar22_4Mar22_C6 Accounting for Labour - Part 3	32 min.	Virtual Classroom #7	23 MB
3/5/2022 3:47 PM	ACCA_MA_Mar22_4Mar22_C6 Accounting for Labour - Part 2	1 h. and 14 min.	Virtual Classroom #7	21 MB
3/4/2022 7:09 PM	ACCA_MA_Mar22_4Mar22_Homework questions Set 2a	55 min.	Virtual Classroom #4	42 MB
3/27/2022 4:00 PM	ACCA_MA_Mar22_27Mar22_C6 Accounting for Labour - Part 1	47 min.	Virtual Classroom #7	20 MB
3/27/2022 2:28 PM	ACCA_MA_Mar22_27Mar22_Chapter 5 Accounting for materials: ABC method	1 h. and 46 min.	Virtual Classroom #7	57 MB
3/26/2022 5:01 PM	ACCA_MA_Mar22_26Feb22_Chapter 5 Accounting for materials: FIFO method	41 min.	Virtual Classroom #7	32 MB
3/26/2022 3:37 PM	ACCA_MA_Mar22_26Feb22_Chapter 5 Accounting for materials: FIFO method	1 h. and 15 min.	Virtual Classroom #7	41 MB

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Page 1 2 3 4 5 6 next



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< All Rooms >

< All Groups >

Items

Date/Time	Title	Duration	Virtual Room	Size	
4/2/2022 8:07 PM	ACCA_MA_MAR22_24Apr22_____CS_Process costing Part 2	1 h. and 51 min.	Virtual Classroom #8	52 MB	
3/27/2022 3:31 PM	ACCA_MA_Mar22_27Mar22_____CS_Process costing Part 1	1 h. and 24 min.	Virtual Classroom #7	46 MB	
3/27/2022 2:36 PM	ACCA_MA_Mar22_27Mar22_____7b_Absorption vs Marginal Costing Part 3	44 min.	Virtual Classroom #7	19 MB	
3/26/2022 5:26 PM	ACCA_MA_Mar22_26Mar22_____7b_Absorption vs Marginal Costing Part 2	51 min.	Virtual Classroom #7	38 MB	
3/26/2022 3:43 PM	ACCA_MA_Mar22_26Mar22_____7b_Absorption vs Marginal Costing Part 1	1 h. and 24 min.	Virtual Classroom #7	51 MB	
3/26/2022 4:19 PM	ACCA_MA_Mar22_26Mar22_____CTa Accounting for Overheads: Final part	42 min.	Virtual Classroom #7	28 MB	
3/26/2022 2:36 PM	ACCA_MA_Mar22_26Mar22_____CTa Accounting for Overheads: Under & Over absorption	1 h. and 26 min.	Virtual Classroom #7	57 MB	
3/25/2022 5:00 PM	ACCA_MA_MAR22_12Mar22_____CTa Accounting for Overheads: Reapportionment methods: Part 2	58 min.	Virtual Classroom #7	34 MB	
3/25/2022 3:35 PM	ACCA_MA_MAR22_12Mar22_____CTa Accounting for Overheads: Reapportionment methods: Part 1	1 h. and 7 min.	Virtual Classroom #7	43 MB	
3/22/2022 5:17 PM	ACCA_MA_MAR22_12Mar22_____CTa Accounting for Overheads: Absorption Process Part 2	31 min.	Virtual Classroom #7	13 MB	

Showing 11 to 57 of 57 entries (filtered from 10,525 entries in total)

<All Rooms>

<All Groups>

10 items

Date/Time	Title	Duration	Virtual Room	Size	
4/30/2022 6:07 PM	ACCA_MA_MAR22_30 April 22____Budgets	1 h. and 55 min.	Virtual Classroom #8	33 MB	
4/24/2022 3:11 PM	ACCA_MA_MAR22_23 Apr 2022____Alternative Costing Principles Part 3	31 min.	Virtual Classroom #7	7 MB	
4/24/2022 2:07 PM	ACCA_MA_MAR22_23 Apr 2022____Alternative Costing Principles Part 2	55 min.	Virtual Classroom #7	12 MB	
4/23/2022 6:10 PM	ACCA_MA_MAR22_23 Apr 2022____Alternative Costing Principles Part 1	1 h. and 16 min.	Virtual Classroom #8	37 MB	
4/10/2022 4:33 PM	ACCA_MA_Mar22_10Apr22____CB_Process costing: NRV method recap	14 min.	Virtual Classroom #7	13 MB	
4/10/2022 2:26 PM	ACCA_MA_Mar22_10Apr22____Job, Batch & Service Costing	2 h. and 6 min.	Virtual Classroom #7	49 MB	
4/10/2022 2:07 PM	ACCA_MA_Mar22_10Apr22____CB_Process costing Part 6	18 min.	Virtual Classroom #7	14 MB	
4/9/2022 6:04 PM	ACCA_MA_MAR22_9Apr22____CB_Process costing Part 5	2 h. and 6 min.	Virtual Classroom #8	61 MB	
4/3/2022 4:20 PM	ACCA_MA_Mar22_3Apr22____CB_Process costing Part 4	1 h. and 26 min.	Virtual Classroom #7	51 MB	
4/3/2022 2:37 PM	ACCA_MA_Mar22_3Apr22____CB_Process costing Part 3	1 h. and 23 min.	Virtual Classroom #7	54 MB	

Showing 1 to 10 of 57 entries (filtered from 10,928 entries in total)

SL NO	DATE & TIME	PORTIONS COVERED	SL NO	DATE & TIME	PORTIONS COVERED
1	22/01/2022	Basics of financial statements	11		
2	23/01/2022	Basics of financial statements	12		
3	29/01/2022	Measures of Income,Comparative Financial Statement Ana	13		
4	30/1/2022	Horizontal Trend Analysis,Questions	14		
5	05-02-2022	Introduction to Financial Ratio Analysis,Liquidity Ratios	15		
6	06-02-2022	Question practicing,Leverage ratios	16		
7	12-02-2022	Capital Structure and Solvency Ratios-Questions	17		
8	13/02/2022	Earnings Coverage Ratios-Questions	18		
9	05-03-2022	Activity Ratios	19		
10	06-03-2022	Questions of Activity ratios ,Market Ratios	20		



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SL NO	DATE & TIME	PORTIONS COVERED	SL NO	DATE & TIME	PORTIONS COVERED
21	12-03-2022	Market Ratios, Questions	31		
22	13/03/2022	Profitability Ratios	32		
23	20/03/2020	Questions	33		
24			34		
25			35		
26			36		
27			37		
28			38		
29			39		
30			40		



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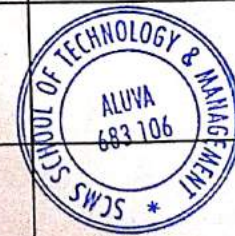
SL NO	DATE & TIME	PORTIONS COVERED	SL NO	DATE & TIME	PORTIONS COVERED
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1	17/6 (8.30-9.30)	Stock Market Simulation game (Teso Teso)	11	20/6 (8.30-9.30)	IPO Sargons; Activity
2	17/6 (9.30-10.30)	Continued with game and discussion Clarifying market Sargons.	12	20/6 (9.30-10.30)	Technical Analysis
3	17/6 (10.45-11.45)	Gateway to Financial Freedom	13	20/6 (10.45-11.45)	Technical Analysis
4	17/6 (11.45-12.45)	Steps of Financial Planning and Stock classes.	14	20/6 (11.45-12.45)	Portfolio Management
5	17/6 (1.45-2.45)	Mutual Funds and SIP.	15	20/6 (1.45-2.45)	Portfolio Management
6	18/6 (8.30-9.30)	Basic Insurance Sargons; Types of Insurance	16	21/6 (8.30-9.30)	Portfolio Maintenance with Excel
7	18/6 (9.45-10.45)	Mutual Fund Sargons; Mutual Fund Working; Types of Mutual funds.	17	21/6 (9.30-10.30)	Basic Excel Functions for Portfolio Construction.
8	18/6 (10.45-12.45)	Stock Market intro	18	21/6 (10.45-11.45)	Portfolio Review and Evaluation.
9	18/6 (11.45-12.45)	Basic Sargons; Activity - Sensex; Nifty Stock weightage Collection.	19	21/6 (11.45-12.45)	Portfolio Review and Evaluation.
10	18/6 (1.45-2.45)	IPO & Corporate Actions.	20	21/6 (1.45-2.45)	Trading Terminal Training



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	TIME				
21	30/8 (8:30-9:30)	Dash Board setting	31		
22	30/8 (9:30-10:30)	Impact of Corporate Actions	32		
23	30/8 (10:45-11:45)	Technical Analysis	33		
24	30/8 (11:45-12:45)	Portfolio Construction with money Control	34		
25	30/8 (1:45-2:45)	Trading Terminal Training	35		
26	31/8 (8:30-9:30)	Market - Industry: Activity	36		
27	31/8 (9:30-10:30)	Order books ; Volume ; Support and Resistance	37		
28	31/8 (10:45-11:45)	Stock Selection ; watch list creation Stock addition	38		
29	31/8 (11:45-12:45)	Dash Board setting	39		
30	31/8 (1:45-2:45)	Exam	40		



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Department of Commerce

Syllabus for MS Office Certification

Microsoft Word 2013

Course Objectives

To enable students to create a word document with necessary formatting and print the same

Course outcomes

On successful completion of the course, the students will be able to

1. Work with the basic features of MS word
2. Use a range of font/paragraph formatting techniques
3. Create a professional page layout
4. Insert and align tables, pictures, header and footer etc.
5. Print a document

Course content

1. Getting started with MS Word
 - a. Understanding The Start Screen
 - b. Using The Ribbon
 - c. Checking Spelling And Grammar
 - d. Printing the document
2. Page layout
 - a. Changing Page Margins
 - b. Changing Page Orientation
 - c. Inserting Page Numbers
 - d. Inserting Page Breaks
 - e. Page borders
3. Font formatting
 - a. Understanding Font Formatting Tools
 - b. Changing Font, Font Size
 - c. Formatting text
4. Paragraph formatting
 - a. Understanding Paragraph Formatting
 - b. Understanding Text Alignment
 - c. Line and paragraph spacing, indents
 - d. Bullets and numbering
5. Tables
 - a. Creating A Table
 - b. Adding Data To A Table
 - c. Inserting Columns And Rows



- d. Modifying Borders
- 6. Shapes/pictures
 - a. Insert shapes and pictures
 - b. Formatting and aligning shapes and pictures

Microsoft Excel 2013

Course Objectives

To enable students to work with basic features of excel and equip them to work with formulae, functions and charts

Course outcomes

On successful completion of the course, the students will be able to

1. To familiarize with the basic features of Excel
2. To perform basic calculations using Excel
3. To create charts
4. To print a worksheet

Course content

1. Create and Manage Worksheets and Workbooks
 - a. Create worksheets , rename sheets
 - b. Search for data within a workbook
 - c. Navigate to a named cell/range
 - d. Adjust row height and column width
2. Format cells
 - a. Fill cells
 - b. Merge cells
 - c. Wrap text within cells
 - d. Apply formats to cells
 - e. Referencing of cells- relative & absolute reference
3. Perform Operations with Formula and Functions
 - a. Use of formula (basic addition, subtraction, multiplication etc.)
 - b. Perform calculations by using functions – sum, average, count, min, max
 - c. Perform logic operation using if, sumif, countif
 - d. Basic introduction to data analysis pack
4. Sort and filter data
 - a. Different types of sorting
 - b. Use of filter
5. Charts
 - a. Prepare charts, use of different charts
 - b. Format and describe charts



Microsoft Powerpoint 2013

Course Objectives

To enable students to create professional presentations with the use of text, graphics and animations

Course outcomes

On successful completion of the course, the students will be able to

6. Identify the basic features and functions of PowerPoint
7. Perform text editing operations
8. Add graphical elements, tables and charts to their presentations
9. Create animations and transitions
10. Prepare a professional presentation

Course content

7. Getting started with PowerPoint
 - a. Starting PowerPoint
 - b. Understanding the Start Screen
 - c. Creating a new Blank Presentation
 - d. The PowerPoint Screen
 - e. Using The Ribbon
 - f. Applying Theme Variants
 - g. Inserting New Slides/ slide layouts
 - h. Applying Slide Transitions
 - i. Add slide numbers/ date & time
 - j. Previewing a Slide Show
 - k. Printing slides
8. Performing text editing operations
 - a. Editing Text
 - b. Checking Spelling and Grammar
 - c. Font/paragraph formatting
 - d. Bullet and numbering styles
 - e. Applying word art
 - f. Create hyperlinks
9. Adding graphical elements, tables and charts
 - a. Insert and edit shapes
 - b. Add tables
 - c. Add graphs/pictures
 - d. Position the pictures
 - e. Add charts



- 10. Create animations
 - a. Add animations to the content
 - b. Add emphasis/ exit animations

- 11. Create master slides
 - a. Use master slides for professional presentations



A handwritten signature in black ink, appearing to read "G. Sashi Kumar", with a long horizontal stroke extending to the right.

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COURSE PLAN 2021

Course Overview

Program	Bachelor of Business Administration
Batch, Year	I,2020-2023
Semester	III
Duration	July 2021- November 202
Course Code	CRM2122S16
Course Title	Retailing Management
Type of Course	Add-On Course
Faculty	Dr Dulari S S
E mail ID	dulari@scmsgroup.org

Course Description

This course will introduce the basic concepts of retailing to the participants. The key take away is making the students understand how a retail business works, the core issues and challenges involved in its operations. This is designed to improve the employability of students by equipping them to take up jobs in the retail sector.

Course Objectives

1. To acquaint the students with the Indian retail scenario
2. To familiarize the students with the basic operational practices, concepts and terminologies associated with modern retail organizations
3. To equip the students with the knowledge of merchandise management, daily operational procedures, employee management and customer service in retail operations.

Course Outcomes

On successful completion of the course students will able to:

1. Define the basic concepts involved in retail management
2. Explain the various functions involved in the operations of retail stores
3. Analyze the various decisions related to retail operations



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Course Evaluation

The evaluation for the program will be done by conducting a Multiple Choice Quiz, Assignments and Attendance

Course Content and Session Plan

Sl. No.	Course Content	Number of Sessions	Cumulative No. of Sessions	Text Chapters
Module 1-				
1	Introduction to retail store	2	2	
2	Indian retail scenario	2	4	
3	Concept of retailing	2	6	
4	Functions of retailers, 5 S of retail operations	2	8	
5	Terminologies in retail business	2	10	
Module II -				
6	Store design	2	12	
7	Different types of store layout	2	14	
8	Visual Merchandising	3	17	
First Internal Examination				
Module -3				
9	Retail merchandise management- dimensions of merchandise planning	2	19	
10	Merchandise process, merchandise buying, handling and monitoring	2	21	
11	Functioning of a retail store , daily operating policies	2	23	
12	The retail store process, handling complaints, managing customer complaints	2	25	



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Module 4				
13	Managing store employees	2	27	
14	Recruiting, training and rewarding store employees	2	29	
15	Assessment of the course	1	30	

Recommended Books & Reading List:

1. Gupta.S.P., Statistical Methods. Sulthan Chand and Sons New Delhi

Additional References

1. Aron, A., Aron. R., & Coups, E. J. (2006). Statistics for Psychology. (4thed). New Delhi: Pearson Education (ISBN: 81-317-1464-20).
2. Mangal, S. K. (2002). Statistics in Psychology and Education. (2nded). New Delhi: Prentice-Hall of India Private Limited. (ISBN: 978-81- 203-8).
3. Hentry E Garrett – Statistics in Psychology & Education
4. J.F. Guilford Fundamentals of Statistics in Psychology & Education McGraw-Hill
5. S.C. Gupta and V.K. Kapoor: Fundamentals of Mathematical Statistics, Sultan Chand and Sons.
6. Fundamentals of Statistics: DN Elhance, Kitab Mahal , Allahabad

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Certificate Course on “Animal Cell Culture Techniques” (CAC2122S17, Course Duration: 30 hrs)

Syllabus

1. Introduction to animal cell culture
2. Media preparation
3. Cell line propagation
4. Monolayer subculturing
5. Cell hunting using Haemocytometer
6. Cell viability assay
7. Cryopreservation and revival of frozen stock

Faculty Co-ordinators

Dr. Sethulekshmy Nair C
Dr. Deepthi D C
Dr. Harish Madhav



Deputy Director



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Certificate Course on “Real Time PCR”

(Course Code: CRT2122S18 Course Duration: 30 hrs)

Syllabus

1. Introduction to Real Time PCR
2. Types of detection chemistries
3. Reverse Transcription PCR
4. Protocol for Real time PCR
5. Understanding Real Time PCR software
6. Primer and Probe design
7. Performing reverse transcription real time PCR with known samples
8. RT- Real Time PCR product analysis

Faculty Co-ordinators

Dr. Harish M
Dr. Deepthi D C

Deputy Director





PYTHON FOR DATA SCIENCE

PROF. RAGHUNATHAN RENGASAMY

Department of Chemical Engineering
IIT Madras

PRE-REQUISITES : Knowledge of basic data science algorithms

INTENDED AUDIENCE : Final Year Undergraduates

COURSE OUTLINE :

The course aims at equipping participants to be able to use python programming for solving data science problems

ABOUT INSTRUCTOR :

Prof. Rengaswamy was a professor of Chemical Engineering before joining at IIT Madras as a professor and Co-Director of the Process Control and Optimization Consortium at Texas Tech University, Lubbock, USA. He was also a professor and associate professor at Clarkson University, USA and an assistant professor at IIT Bombay. His major research interests are in the areas of fault detection and diagnosis and development of data science algorithms for manufacturing industries.

COURSE PLAN :

Week 1: Basics Of Python Spyder (Tool)

Week 2: Sequence data types and associated operations

Week 3: Pandas data frame and data frame related operations on Toyota Corolla dataset
Data visualization on Toyoto Corolla dataset using matplotlib and seaborn libraries Control structures using Toyota Corolla dataset

Week 4: CASE STUDY-Regression,Classification



**Add on /Certificate/Value added programs and Online
MOOC programs like NPTEL, Swayam**

2020-21

S. NO	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course Code
1	Add on course Excel	COE2021S01
2	Add on course Advanced Excel	CAE2021S02
3	Add on course Introduction to IOT Devices	CII2021S03
4	Add on course Fundamentals of Full stack web development	CWD2021S04
5	Add on course Retail Management	CRM2021S05
6	Value added course Verbal Reasoning	CRV2021S06
7	Certificate course NISM Series V A: Mutual Fund distributions	CNS2021S07
8	Add on course Labour Codes	CLC2021S08
9	Add on course Excel for Business Applications	CEM2021S09
10	Certificate course Soft Skill	CSS2021S10
11	Add on course on "Advances in Bioinformatics "	CAB2021S11
12	Certificate course on "Fundamental molecular biology techniques"	CFM2021S12
13	Certificate course on "Molecular docking and Drug discovery"	CMD2021S13
14	Certification course on MS Excel	CMS2021S14
15	Certification course on Digital Marketing	CDM2021S15
16	Certification course on Hindi Translation	CHT2021S16
17	NPTEL Online Certification Cloud Computing	NPT2021
18	NPTEL Online Certification – Java Programming	NPT2021

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Excel

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Format data and cells, Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts, Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:

- Use a range of lookup and reference functions.
- Customise the formatting of charts in Excel, Create and use labels and names in a workbook, Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

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DEPARTMENT OF COMPUTER APPLICATIONS

Add on Course ADVANCED EXCEL



About the Course

Microsoft Advanced Excel is one of the most user-friendly and powerful software programs available. Excel spreadsheets are widely used in business to present financial data and other data that are crucial to the operation of the company. The add-on course on Advanced Excel is designed to equip the students with the ability to produce graphs and tables, use spreadsheets efficiently, and perform calculations and automation to process large volumes of data. With the rise of big data and data analytics, advanced Excel skills are a real asset both during the job hunt and everyday work tasks.



Requirements

- Computer Knowledge
- Excel Basics

Duration of the course: 33 Hours

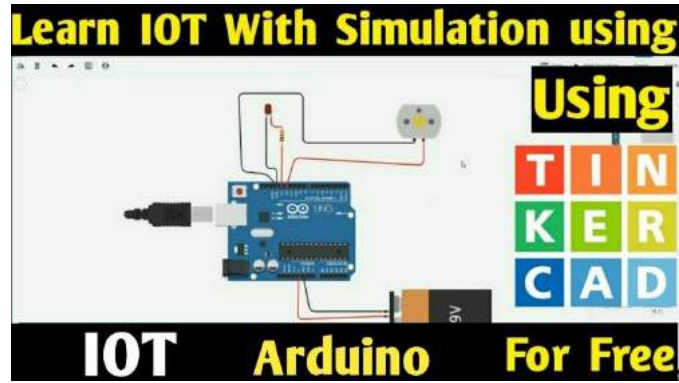
Course Objective

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcome

After completing this course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyze the data and present the data using pivot charts.



INTRODUCTION TO IOT

This course introduces the students to different IoT devices. IoT Sensors act as defining instruments which transform a device from a standard passive network of devices into an active system capable of real-world integration. The students get exposed to the various IoT devices and working of these devices. The course is taught using a mix of hands-on explanations using Tinkercad software.

Course Objectives

The course objectives are to:

1. To understand the fundamentals of Internet of Things.
2. To build a small low cost embedded system using Arduino or equivalent boards.
3. To apply the concept of Internet of Things in the real world scenario.

Course Outcomes

On successful completion of the course, the students will be able to:

- Students will know the various IoT devices.
- Students will know the working of various sensors.
- The students will be able design some IOT based prototypes.

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Full stack Web Application Development



This course will teach students about fundamental concepts and techniques used for developing a mini E-commerce web application. Focusing on both the theoretical and practical. This will include the creation of database, form design, development phase etc. At the end of the course, students will understand different phases of Project development and the practical fundamentals of how a mini E-commerce web application is developed

Course Objectives

Building Strong expertise to develop Web Application using HTMLS CSS3 JavaScript, PHP & MySQL

Course Outcomes

Upon successful completion of the Course, Graduates should be able to:

- Use their learned skills, knowledge and abilities to develop websites
- Apply basic design principles to present ideas, information, products, and services on websites
- Apply basic programming principles to the construction of websites
- Effectively manage website projects using available resources



Retail management

This course introduces the basic concepts of retailing to the participants. The critical takeaway would be to understand how a retail business works, the core issues and challenges, the key terminologies, and the Indian retail scenario.

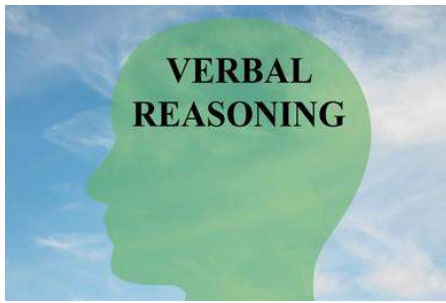
Course objectives:

- o An introduction to the retail business model for brick and mortar formats
- o Define the various constituents of retail strategy
- o How to develop and sustain a competitive advantage in the retail sector
- o Define the practical tools and techniques of retail strategy

Course outcomes:

On successful Completion of the course students will be able to:

1. Define the basic concepts involved in retail management.
2. Explain the various functions involved in the operations of retail stores.
3. Analyse the various decisions related to retail operations.



Verbal Reasoning

This course is designed to help students enhance critical thinking skills, as well as their ability to use their own knowledge to solve a problem. Verbal reasoning tests judge a person's ability for problem-solving, critical and constructive thinking and general intelligence. Verbal Reasoning is basically about the way we think with words. It is a form of understanding and reasoning concepts based around words and language.

Course objectives:

- To help the student understand the importance of having his language skills kept ready for effective use.
- To provide a host of varied opportunities for the student to hone his acquired language skills basic components, namely, Grammar, Vocabulary, Spelling and Comprehension.

Course outcomes:

- Students would have obtained a multitude of opportunities in testing and applying his/her Grammar, Vocabulary, Spelling and Comprehension.
- Students will improve his/her language skills.
- Students develop the skills for effective communication.



NISM based certifications

NISM (National Institute of Securities Markets) is headquartered in Navi Mumbai, India and offers a wide range of courses to Indian students. It is a public trust which was established by SEBI (Securities and Exchange Board of India). SEBI is the apex body that regulates the securities markets in India.

The mutual fund certification(VA) offered by NISM is the right course for Kick starting the financing career, All the intermediaries like brokers, banks, investment banks, assets management companies, and all other stock market related institutions nationwide accept this certification. The main reason behind national wide acceptance of NISM certification is that the SEBI stock market regulator backs it up.

Course objectives :

- Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features
- Understand how mutual funds are distributed in the market place, how schemes are to be evaluated and how suitable products and services can be recommended to investors and prospective investors in the market
- Get oriented to the legalities, accounting, valuation and taxation aspects underlying mutual funds and their distribution
- Get acquainted with financial planning as an approach to investigating in mutual funds, and aid for advisors to develop long term relationships with their clients

Course outcomes:

- Define the basic terms related with mutual funds, financial planning and investing



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- Explain how mutual funds are distributed in various market places, how schemes are to be evaluated and the suitability of recommendations made to the investors
- Identify the approach to investing in mutual funds
- Analyze the valuation and taxation aspects underlying mutual funds and their distribution



Labor codes

The add on course Labour codes has provided insight of employee- employer relations and importance of the same in organizations. In addition, this would equip the students with the basic understanding of labour laws that are needed for the future – managers. The pedagogy included both theoretical and practical exposure.

Course objectives :

- To provide a basic understanding regarding employer-employee relations
- To make student understand the various provisions in various acts such as The industrial relations code 2020, the code on wages 2020, the social security code 2020

Course outcomes:

- List the fundamentals of the employer- employee relations and labour codes
- Explain the basic provisions of Labour codes
- Apply these provisions and to solve the problems identified



Excel for Business Applications

SSTM offers add on course on the basics of Microsoft Excel for data analysis. This course prepares the students to understand the nuances of data analysis as excel is an essential tool that comes in handy for professionals. The objectives of the course were to make them understand the essential functions of excel.

Course objectives :

- To familiarize with the basic functions of excel
- To equip students with data analysis and presentation

Course outcomes:

- Do the basic functions of excel like using formulae, functions, charts formatting etc.,
- Analyze the data and present the data using pivot tables and charts
- Perform the lookup function and basic analysis of data



Soft Skills

Soft skills are non-technical skills that improves a student's overall ability. Soft skills include [interpersonal](#) (people) skills, communication skills, [listening skills](#), time management, and empathy, among others. Students are encouraged to improve their soft skills during the course by sharpening their time management skills, leadership qualities and open-mindedness.

Course objectives :

1. To help the students understand interpersonal skills.
2. To support them in building interpersonal and social skills.
3. Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.

Course outcomes:

1. Students understand the significance of soft skills in the working environment.
2. Develop social and work-life skills, as well as their personal and emotional well-being.
3. Develop self-motivation, raised aspirations and belief in one's own abilities.



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Certificate Course on “ADVANCES IN BIOINFORMATICS”

This course enables the students to extract knowledge from biological data using algorithms and software. Focusing on both theoretical and practical aspects of bioinformatics that includes drug designing, use of bioinformatics tools and docking analysis softwares such as Chimera software and Mypresto software. They are also introduced to tools like NCBI, Uniprot, Patch dock, autodock, Swiss model and Open babel software.

COURSE OBJECTIVES:

1. To study the role of bioinformatics in docking analysis
2. To have a theoretical knowledge on computer aided drug designing
3. To enable the learner to use bioinformatics tools and software.

COURSE OUTCOMES:

1. Retrieve Biological data
2. Docking using online tools
3. performing docking analysis using Chimera and Mypresto software



Certificate Course on “Fundamental molecular biology techniques”

This course is designed for students who want to learn about and appreciate biological topics while studying the smallest units of biology. Students are introduced to molecular experiments, Reagent preparation, DNA isolation, Agarose gel electrophoresis, PCR – An introduction and PCR – Reaction.

COURSE OBJECTIVES:

1. To perform molecular biology experiments
2. To prepare reagents in normal, molar and molal concentrations
3. To perform nucleic acid isolation
4. To perform Agarose Gel Electrophoresis
5. To perform PCR

COURSE OUTCOMES:

1. Helps to understand the basic theory and mechanism of molecular biology
2. Apply different molecular techniques and interpret the results
3. Helps to explore the cellular and subcellular levels of organisms, how these levels are structured and how they function.



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1. Agarose gel electrophoresis
2. PCR – An introduction
3. PCR - Reaction



Certificate Course on “Molecular Docking and Drug Discovery”

This course is designed to help students to get a good start in becoming proficient in the field of docking and drug development studies. By the end of this course participants will be equipped with the basic knowledge required to navigate their drug discovery project making use of the biological databases and computational tools.

COURSE OBJECTIVES:

1. To gain knowledge in real time PCR software
2. To perform primer and probe design
3. To perform reverse transcription real time PCR with known samples
4. To perform real time PCR product analysis

COURSE OUTCOMES:

1. Helps to characterize the behavior of small molecules in the binding site of target proteins as well as to elucidate fundamental biochemical processes
2. Helps to reveal the novel compound of therapeutic interest
3. Helps in target identification and validation of molecules



MS EXCEL

MS Excel is a commonly used Microsoft Office application. It is a spreadsheet program which is used to save and analyse numerical data and record it in the form of tables. On successful completion of the course, the students will be able to familiarize with the basic features of Excel, perform basic calculations using Excel, create charts and print a worksheet.

Course objectives :

1. Indicate the names and functions of the Excel interface components.
2. Construct Formulas including the built-in functions, and relative and absolute references.
3. Master the skills of working with diagrams, Microsoft Excel and sorts;

Course outcomes:

1. Seize the basic foundational functions of Excel: the Excel user interface, the basic terminology of Excel.
2. Optimizes a spreadsheet for printing by managing margins, orientation, headers and footers, and more.
3. Gets the skill of working with formulas and functions - learns how to write them, use them to perform calculations

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Digital Marketing

Till recently, marketing was either about newspapers/TV ads or hoardings/events. But technological revolution in last few years like mobile phones, social-media, emails, Google-Search Engine, YouTube videos, online shopping sites etc., have replaced the conventional marketing platforms. Today, this medium is growing at rate twice that of conventional media and gaining market share. On completion of the course students will be assessed by an online exam based on which a graded certificate will be issued to students.

Course objectives :

1. To provide insights into how you apply the concepts of digital marketing, preferring real time execution in a real world environment.
2. To understand the fundamentals of social media marketing and its implications to marketing activities
3. To understand the fundamentals of digital marketing and its business implications.

Course outcomes:

1. Learn how to use existing social & digital marketing tools to achieve marketing and organizational objectives.
2. Launch a new, or evolve an existing, career path in Digital Marketing.
3. Use digital media for the creation of products and services.

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HINDI TRANSLATION

Hindi Translation course speaks of the importance of Hindi as the Raj or Rashtra Bhasha of the country. Almost every government department, school, college and offices today have implemented the policies on Raj Bhasha and are thus bound to carry more and more administrative activities in Hindi. The course enables students to understand various tools used in translation, process of translation and Translation practice.

Course objectives:

1. To acquire a broad linguistic and cultural Knowledge that build a high level of Competency in the study of Hindi language.
2. To understand the importance of Translation and Translator in all Inter-cultural exchanges.

Course outcomes:

1. Unlock the communicator in them by using language Hindi appropriately and with confidence for further studies or in professional spheres.
2. Enable students to become efficient translators and interpreters.
3. Acquire Professional Skills in language transfer.


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COURSE PLAN

Introduction to Excel

Course overview

Program	: BCA
Batch, Year	: 2, 2020– 2023
Course Code	:COE2021S01
Type of Course	: Add-On
Faculty	: Jismy Joseph
Email ID	: jismyjoseph@scmsgroup.org

Course Description

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Pedagogy

This course will be delivered by lecturer and Lab sessions.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:



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- Use a range of lookup and reference functions.
- Modify Excel options.
- Customise the formatting of charts in Excel.
- Create and use labels and names in a workbook.
- Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

Course Plan

Topic	Session (s)
1. Apply Custom Data Formats and Layouts	
1.1 Apply Custom Data Formats and Validation <ul style="list-style-type: none">▪ Create custom number formats▪ Populate cells by using advanced Fill Series options▪ Configure data validation	1-4
1.2 Apply Advanced Conditional Formatting and Filtering <ul style="list-style-type: none">▪ Create custom conditional formatting rules▪ Create conditional formatting rules that use formulas▪ Manage conditional formatting rules	5-8
1.3 Create and Modify Custom Workbook Elements <ul style="list-style-type: none">▪ Create custom color formats▪ Create and modify cell styles▪ Create and modify custom themes▪ Create and modify simple macros▪ Insert and configure form controls	9-11
1.4 Prepare a Workbook for Internationalization	



<ul style="list-style-type: none">▪ Display data in multiple international formats▪ Apply international currency formats▪ Manage multiple options for +Body and +Heading fonts	12-15
2. CreateAdvancedFormulas and AdvancedChartsandTables	
<p>2.1 ApplyFunctionsinFormulas</p> <ul style="list-style-type: none">▪ Perform logical operations by using AND, OR, and NOT functions▪ Perform logical operations by using nested functions▪ Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions	15-21
<p>2.2 LookupdatabyusingFunctions</p> <ul style="list-style-type: none">▪ Look up data by using the VLOOKUP function▪ Look up data by using the HLOOKUP function▪	21-23
<p>2.3 ApplyAdvancedDateandTimeFunctions</p> <ul style="list-style-type: none">▪ Reference the date and time by using the NOW and TODAY functions▪ Serialize numbers by using date and time functions	22-24
<p>2.4 PerformDataAnalysisandValidation</p> <ul style="list-style-type: none">▪ Data Validation▪ Import, transform, combine, display, and connect to data▪ Consolidate data▪ Calculate data by using financial functions	25-27
<p>2.5 DefineNamedRangesandObjects</p> <ul style="list-style-type: none">▪ Name cells▪ Name data ranges▪ Name tables▪ Manage named ranges and objects	28-30



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References:

1. **Microsoft Excel 2019 Bible: The Comprehensive Tutorial Resource**.by John Walkenbach
2. **Excel 2019 ALL-IN-ONE for Dummies**,by Greg Harvey.



COURSE PLAN

Introduction to Excel

Course overview

Program	: IMCA
Batch, Year	: 7, 2020– 2025
Course Code	:COE2021S01
Type of Course	: Add-On
Faculty	: Jismy Joseph
Email ID	: jismyjoseph@scmsgroup.org

Course Description

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Pedagogy

This course will be delivered by lecturer and Lab sessions.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:



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- Use a range of lookup and reference functions.
- Modify Excel options.
- Customise the formatting of charts in Excel.
- Create and use labels and names in a workbook.
- Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

Course Plan

Topic	Session (s)
1. Apply Custom Data Formats and Layouts	
1.1 Apply Custom Data Formats and Validation <ul style="list-style-type: none">▪ Create custom number formats▪ Populate cells by using advanced Fill Series options▪ Configure data validation	1-4
1.2 Apply Advanced Conditional Formatting and Filtering <ul style="list-style-type: none">▪ Create custom conditional formatting rules▪ Create conditional formatting rules that use formulas▪ Manage conditional formatting rules	5-8
1.3 Create and Modify Custom Workbook Elements <ul style="list-style-type: none">▪ Create custom color formats▪ Create and modify cell styles▪ Create and modify custom themes▪ Create and modify simple macros▪ Insert and configure form controls	9-11
1.4 Prepare a Workbook for Internationalization	



<ul style="list-style-type: none">▪ Display data in multiple international formats▪ Apply international currency formats▪ Manage multiple options for +Body and +Heading fonts	12-15
2. CreateAdvancedFormulas and AdvancedChartsandTables	
<p>2.1 ApplyFunctionsinFormulas</p> <ul style="list-style-type: none">▪ Perform logical operations by using AND, OR, and NOT functions▪ Perform logical operations by using nested functions▪ Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions	15-21
<p>2.2 LookupdatabyusingFunctions</p> <ul style="list-style-type: none">▪ Look up data by using the VLOOKUP function▪ Look up data by using the HLOOKUP function▪	21-23
<p>2.3 ApplyAdvancedDateandTimeFunctions</p> <ul style="list-style-type: none">▪ Reference the date and time by using the NOW and TODAY functions▪ Serialize numbers by using date and time functions	22-24
<p>2.4 PerformDataAnalysisandValidation</p> <ul style="list-style-type: none">▪ Data Validation▪ Import, transform, combine, display, and connect to data▪ Consolidate data▪ Calculate data by using financial functions	25-27
<p>2.5 DefineNamedRangesandObjects</p> <ul style="list-style-type: none">▪ Name cells▪ Name data ranges▪ Name tables▪ Manage named ranges and objects	28-30



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References:

1. **Microsoft Excel 2019 Bible: The Comprehensive Tutorial Resource**.by John Walkenbach
2. **Excel 2019 ALL-IN-ONE for Dummies**,by Greg Harvey.



COURSE PLAN

Introduction to Excel

Course overview

Program	: MCA
Batch, Year	: 16, 2020– 2022
Course Code	:COE2021S01
Type of Course	: Add-On
Faculty	: Jismy Joseph
Email ID	: jismyjoseph@scmsgroup.org

Course Description

This course aims to provide skills and knowledge which will allow the students to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data and advanced data operations.

Pedagogy

This course will be delivered by lecturer and Lab sessions.

Course Objectives

The course objectives are to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.
- Use the Excel online Help feature.

Course Outcomes

On successful completion of the course, the students will be able to:



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- Use a range of lookup and reference functions.
- Modify Excel options.
- Customise the formatting of charts in Excel.
- Create and use labels and names in a workbook.
- Protect data in worksheets and workbooks.
- Create summaries in your spreadsheets using subtotals.
- Use data linking to create more efficient workbooks.
- Use the Data Consolidation feature to combine data from several workbooks into one.

Course Plan

Topic	Session (s)
1. Apply Custom Data Formats and Layouts	
1.1 Apply Custom Data Formats and Validation <ul style="list-style-type: none">▪ Create custom number formats▪ Populate cells by using advanced Fill Series options▪ Configure data validation	1-4
1.2 Apply Advanced Conditional Formatting and Filtering <ul style="list-style-type: none">▪ Create custom conditional formatting rules▪ Create conditional formatting rules that use formulas▪ Manage conditional formatting rules	5-8
1.3 Create and Modify Custom Workbook Elements <ul style="list-style-type: none">▪ Create custom color formats▪ Create and modify cell styles▪ Create and modify custom themes▪ Create and modify simple macros▪ Insert and configure form controls	9-11
1.4 Prepare a Workbook for Internationalization	



<ul style="list-style-type: none">▪ Display data in multiple international formats▪ Apply international currency formats▪ Manage multiple options for +Body and +Heading fonts	12-15
2. CreateAdvancedFormulas and AdvancedChartsandTables	
<p>2.1 ApplyFunctionsinFormulas</p> <ul style="list-style-type: none">▪ Perform logical operations by using AND, OR, and NOT functions▪ Perform logical operations by using nested functions▪ Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions	15-21
<p>2.2 LookupdatabyusingFunctions</p> <ul style="list-style-type: none">▪ Look up data by using the VLOOKUP function▪ Look up data by using the HLOOKUP function▪	21-23
<p>2.3 ApplyAdvancedDateandTimeFunctions</p> <ul style="list-style-type: none">▪ Reference the date and time by using the NOW and TODAY functions▪ Serialize numbers by using date and time functions	22-24
<p>2.4 PerformDataAnalysisandValidation</p> <ul style="list-style-type: none">▪ Data Validation▪ Import, transform, combine, display, and connect to data▪ Consolidate data▪ Calculate data by using financial functions	25-27
<p>2.5 DefineNamedRangesandObjects</p> <ul style="list-style-type: none">▪ Name cells▪ Name data ranges▪ Name tables▪ Manage named ranges and objects	28-30



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References:

1. **Microsoft Excel 2019 Bible: The Comprehensive Tutorial Resource**.by John Walkenbach
2. **Excel 2019 ALL-IN-ONE for Dummies**,by Greg Harvey.

COURSE PLAN 2020-21

ADVANCED EXCEL

Course Overview

Program	DDMCA
Batch	3
Semester	9
Course Code	CAE2021S02
Course Title	Advanced Excel
Type of Course	Values Added Course
Faculty	Shoby Sunny
E mail ID	shoby@scmsgroup.org

Course Description

The course is designed to help students learn how to use Advanced features of MS Excel. The course introduces several features that can be used to manage and analyze data in large organizations. The course provides the students with the basic functions of Excel along with data analysis and presentation.

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab. Assignments related to topics covered in each session is also given to students.

Course Objectives

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcomes

Upon successful completion of the course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyse the data and present the data using pivot charts.

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

Component	Mark
Attendance	5
Assignment	15
Class test	30
Total	

COURSE CONTENT AND SESSION PLAN:

Topic	Session (s)	Cumulative sessions
Apply Custom Data Formats and Validation	3	0
Apply Advanced Conditional Formatting and Filtering	3	6
Create and Modify Custom Workbook Elements	3	9
Prepare a Workbook for Internationalization	2	11
Apply Functions in Formulas	3	14
Look up data by using Functions	3	17
Apply Advanced Date and Time Functions	3	20
Perform Data Analysis and Validation	3	23
Define Named Ranges and Objects	2	25
Create and Manage PivotTables	2	27
Create and Manage Pivot Charts	3	30

Recommended Books & Reading List

1. Excel 2019- All-in-One, Lokesh Lalwani

Note: The contents of this course has been designed based on feedback from Alumni, Recruiters and Industry Experts.

Course Designed by : Ms. Shoby Sunny, Ms. Jismy Joseph and Ms. Aiswarya Murali


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COURSE PLAN 2020-21

ADVANCED EXCEL

Course Overview

Program	MCA
Batch	14
Semester	5
Course Code	CAE2021S02
Course Title	Advanced Excel
Type of Course	Values Added Course
Faculty	Shoby Sunny
E mail ID	shoby@scmsgroup.org

Course Description

The course is designed to help students learn how to use Advanced features of MS Excel. The course introduces several features that can be used to manage and analyze data in large organizations. The course provides the students with the basic functions of Excel along with data analysis and presentation.

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab. Assignments related to topics covered in each session is also given to students.

Course Objectives

1. To familiarize with custom data formats and layouts.
2. To equip students with data analysis and presentation skills required for the industry.

Course Outcomes

Upon successful completion of the course the students will be able to:

1. Use advance features such as formula, custom data formats and layouts.
2. Create summaries in spreadsheets.
3. Construct and operate PivotTables using some of the more advanced techniques.
4. Analyse the data and present the data using pivot charts.

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS : 50

Component	Mark
Attendance	5
Assignment	15
Class test	30
Total	

COURSE CONTENT AND SESSION PLAN:

Topic	Session (s)	Cumulative sessions
Apply Custom Data Formats and Validation	3	0
Apply Advanced Conditional Formatting and Filtering	3	6
Create and Modify Custom Workbook Elements	3	9
Prepare a Workbook for Internationalization	2	11
Apply Functions in Formulas	3	14
Look up data by using Functions	3	17
Apply Advanced Date and Time Functions	3	20
Perform Data Analysis and Validation	3	23
Define Named Ranges and Objects	2	25
Create and Manage PivotTables	2	27
Create and Manage Pivot Charts	3	30

Recommended Books & Reading List

1. Excel 2019- All-in-One, Lokesh Lalwani

Note: The contents of this course has been designed based on feedback from Alumni, Recruiters and Industry Experts.

Course Designed by : Ms. Shoby Sunny, Ms. Jismy Joseph and Ms. Aiswarya Murali


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COURSE PLAN 2020

Introduction to IoT Devices

Course Overview

Program	IMCA
Batch, Year	4, 2017-2022
Semester	8
Duration	Three Months – March to May 2021
Course Title	Introduction to IoT Devices
Course Code	CII2021S03
Type of Course	Add On
Faculty	G Anitha Krishnan
E mail ID	anitha@scmsgroup.org

Course Description

This course introduces the students to different IoT devices. IoT Sensors act as defining instruments which transform a device from a standard passive network of devices into an active system capable of real-world integration. The students get exposed to the various IoT devices and working of these devices.

Pedagogy

The course is taught using a mix of hands-on explanations using Tinkercad software and discussions aided with ppts. The students are given training virtually to understand the working of IoT devices.

Course Objectives

The course intends to:

1. To understand the fundamentals of Internet of Things.
2. To build a small low cost embedded system using Arduino
3. To apply the concept of Internet of Things in the real world scenario

Course Outcomes

By the end of the course students should be able to:

Sl.no	Course Outcome Description	CO. Level No
1	List the different IoT devices.	1
2	Explain the working of IoT devices	2



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3	Construct algorithms to automate tasks	3
4	Design a portable IoT device using Arduino/ equivalent boards	4,5

Course Evaluation

SESSIONAL ASSESSMENT: TOTAL MARKS: 50

ASSESSMENT CRITERIA	
Attendance	5
Assignment	15
Class test	30
Total	50

Assessment: Class Test

A class test will be conducted at the end of the course covering the topics handled in class.

Max.marks: 10

COURSE PLAN:

Topic	Session(s)
Fundamentals of IoT	1-4
Familiarization of NodeMCU	5
NodeMCU DEVKIT 1.0 Specification	6
Programming NodeMCU using Tinkercad	7-12
Project 1	13-16



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Project 2	17-20
Project 3	21-23
Project 4	24-26
Project 5	27-29
Class test	30

Recommended Books & Reading List

Learning Resources

1. <https://www.tinkercad.com/>
2. <https://create.arduino.cc/projecthub>
3. <https://www.iotforall.com/ebooks/an-introduction-to-iot>





SESSION PLAN

Full Stack Web Application Development

Course Overview

Program	IMCA
Batch, Year	5, 2018-2023
Semester	5
Course Title	Full Stack Web Application Development
Course Code	CWD2021S04
Type of Course	Addon
Faculty	Mr. Ranjith S
E mail ID	ranjiths@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	Demonstration of an existing Web application. Installation of necessary tools	1-3
2	Introduction to Project development-“MINI-CART”	4-5
3	Listing Modules	6-7
4	Database Design(Creation of Database and tables)	8-10
5	Admin Side – Form Designs(HTML & CSS)	10-14
6	Form Validation(Javascript)	15-17
7	Product Category Management – (Add,Edit,Delete) Categories	18-20
8	Product management with photos (Add,Edit,Delete) Photos	21-25
9	User side- Listing of products(Category wise) Adding Product to Cart	26-30



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SESSION PLAN

Full Stack Web Application Development

Course Overview

Program	IMCA
Batch, Year	6, 2019-2024
Semester	3
Course Title	Full Stack Web Application Development
Course Code	CWD2021S04
Type of Course	Addon
Faculty	Mr. Ranjith S
E mail ID	ranjiths@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	Demonstration of an existing Web application. Installation of necessary tools	1-3
2	Introduction to Project development-“MINI-CART”	4-5
3	Listing Modules	6-7
4	Database Design(Creation of Database and tables)	8-10
5	Admin Side – Form Designs(HTML & CSS)	10-14
6	Form Validation(Javascript)	15-17
7	Product Category Management – (Add,Edit,Delete) Categories	18-20
8	Product management with photos (Add,Edit,Delete) Photos	21-25
9	User side- Listing of products(Category wise) Adding Product to Cart	26-30



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COURSE PLAN 2020

RETAILING MANAGEMENT

Course Overview

Program	Master of Business Administration
Batch, Year	17, 2020-21
Semester	IV
Duration	November 2020 – March 2021
Course Code	CRM2021S05
Course Title	Retail Management
Type of Course	Add-on Course
Faculty	Dr. Dulari S.S
E mail ID	dulari@scmsgroup.org

Course Description

This course will introduce the basic concepts of retailing to the participants. The key take away would be understanding how a retail business works, the core issues and challenges involved in the retail store operations.

Course Objectives

1. To acquaint the students with the Indian retail scenario.
2. To familiarize the students with the basic operational practices, concepts and terminologies associated with modern retail organisations
3. To explore the financial performance of retailers with emphasis on profit planning, asset management
4. To equip the students with the knowledge of merchandise management, daily operational procedures, employee management and customer service in retail operations.

Course Outcomes

On successful Completion of the course students will be able to:

1. Define the basic concepts involved in retail management.
2. Explain the various functions involved in the operations of retail stores.
3. Analyse the various decisions related to retail operations.

Course Evaluation

Assessment at the end of the session for 50 marks. The components of evaluation are as shown below



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Attendance – 5 marks

Assignment- 15 marks

Class Test- 30 marks

Course Content and Session plan

Sl. No.	Course Content	Session No.	Cumulative No.of. Sessions	Text Chapters
Module 1				
1	Introduction to retail store and the Indian retail scenario	2	2	Swapna pradhan, Chapter 1
2	Concept of retailing	2	4	-do-
3	Functions of retailers, 5 S of retail operations	2	6	-do-
4	Terminologies in retail business	2	8	-do-
Module 2				
5	Introduction to Indian retail sector	2	10	-do-
6	Financial strategy for retail business	2	12	Levy, chapter 6
7	Retail business model,	2	14	-do-
8	Ratios reflecting the financial stability of the store	2	16	-do-
Module 3				
9	Retail merchandise management- dimensions of merchandise planning,	2	18	Levy, chapter 12
10	Merchandise process, merchandise buying, handling & monitoring	2	20	-do-
11	Functioning of a retail store, daily operating policies	2	22	-do-
Module 4				
12	Managing store employees-	2	24	Levy, chapter 9
13	Recruiting, training & rewarding store employees,	2	26	-do-
14	The retail store process, handling complaints, managing customer complaints	2	28	Levy, Chapter 17



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15	Assessment of the course	2	30	
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Recommended Books & Reading List

1. Swapna Pradhan: *Retailing Management, 2nd Edition*, Mc Graw Hill publication.
2. Levy, Writz and Grewal: *Retailing Management*, 9th edition, Mc Graw Hill Publication.

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Value Added course- Verbal Reasoning

NAME OF STAFF	Dr. Mary Fatima Cross
COURSE TITLE	VERBAL REASONING
COURSE CODE	CRV2021S06
DURATION OF COURSE 30 DAYS	
YEAR	2020-2021- BATCH 17
SEMESTER	S3

Course Description

This course is designed to help students enhance critical thinking skills, as well as their ability to use their own knowledge to solve a problem. Verbal reasoning tests judge a person's ability for problem-solving, critical and constructive thinking and general intelligence. Verbal Reasoning is basically about the way we think with words. It is a form of understanding and reasoning concepts based around words and language.

Pedagogy

Teaching methods include class tests, practice exercises. Evaluation are done simultaneously with these tests.



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Course Evaluation

Assessment Criteria - Total	50
Class Tests	30
Practice Home Assignments	15
Attendance	5


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COURSE PLAN 2020

NISM-Series-V-A: Mutual Fund Distributors Certification Examination

Course Overview

Program	MBA
Batch, Year	17, 2020-2021
Semester	IV
Duration	November 2020- December 2020
Course Title	NISM-Series-V-A: Mutual Fund Distributors Certification Examination
Type of Course	Add- On course
Faculty	Dibin K K
E mail ID	dibin@scmsgroup.org

Course Description

The course seeks to create a common minimum knowledge benchmark for all persons involved in selling and distributing mutual funds including:

- Individual Mutual Fund Distributors
- Employees of organizations engaged in sales and distribution of Mutual Funds
- Employees of Asset Management Companies especially persons engaged in sales and distribution of Mutual Funds

The certification aims to enhance the quality of sales, distribution and related support services in the mutual fund industry.



Pedagogy

Faculty will focus on linking the course with current economic issues in the Indian and International markets. Practical view on different aspects of the mutual funds market will be provided with the help of videos, online platforms like Net Dania, websites like Bloomberg and cases studies which will be duly followed by lectures and discussions for ensuring complete coverage of syllabus.

Course Objectives

- Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features.
- Understand how mutual funds are distributed in the market-place, how schemes are to be evaluated, and how suitable products and services can be recommended to investors and prospective investors in the market.
- Get oriented to the legalities, accounting, valuation and taxation aspects underlying mutual funds and their distribution.
- Get acquainted with financial planning as an approach to investing in mutual funds, and an aid for advisors to develop long term relationships with their clients.

Course Outcomes

- 1) Define the basic terms related with mutual funds, financial planning and investing.
- 2) Explain how mutual funds are distributed in various market places, how schemes are to be evaluated and the suitability of recommendations made to the investors.
- 3) Identify the approach to investing in mutual funds.
- 4) Analyze the valuation and taxation aspects underlying mutual funds and their distribution.

CO PO MAPPING

Program Outcomes / Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO - PO Relationship (specify 3 FOR HIGH/ 2 FOR MEDIUM/ 1 FOR LOW)						
CO 1	2	2	1	1	2	2
CO2	3	3	2	2	2	2
CO3	3	3	2	2	2	3
CO4	3	3	3	3	2	3
TOTAL	11	11	8	8	8	9



Course Evaluation

The evaluation for the course is as follows:

- Mock tests
- NISM final examination

Course Content and Session plan

Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
1	CONCEPT AND ROLE OF A MUTUAL FUND	1-2	2
2	FUND STRUCTURE AND CONSTITUENTS	3-5	3
3	LEGAL AND REGULATORY ENVIRONMENT	6-10	4
4	OFFER DOCUMENT	11	1
5	FUND DISTRIBUTION AND CHANNEL MANAGEMENT PRACTICES	12-13	2
6	ACCOUNTING, VALUATION AND TAXATION	14-18	5
7	INVESTOR SERVICES	19-20	2
8	RETURN, RISK AND PERFORMANCE OF FUNDS	21-24	4
9	SCHEME SELECTION	25	1
10	SELECTING THE RIGHT INVESTMENT PRODUCTS FOR INVESTORS	26	1
11	HELPING INVESTORS WITH FINANCIAL PLANNING	27-28	2
12	RECOMMENDING MODEL PORTFOLIOS AND FINANCIAL PLANS	29-30	2



Recommended Books & Reading List:

1. Workbook for NISM-Series-V-A: Mutual Fund Distributors Certification Examination
2. Economic times
3. NetDania
4. Bloomberg Quint

Note:

The contents of the course is designed from the feedback of the alumni, the feedback of recruiters and industry experts.

Prabhu
01/01/21

[Signature]

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COURSE PLAN

LABOUR CODES

Course Overview

Program	Master of Business Administration
Batch, Year	17, 2020-21
Semester	III
Duration	Dec 2020 - Feb 2021
Course Code	CLC2021S08
Course Title	LABOUR CODES
Type of Course	Add on Course
Faculty	Dr. Deepa Pillai
E mail ID	deepapillai@scmsgroup.org

Course Description

This add on course on labour codes would provide an insight of employee – employer relations and the importance of the same in organizations. In addition, this would equip the students with the basic understanding of labor laws that are needed for the would - be managers.

Pedagogy

The pedagogy used will provide students a combination of both theoretical and practical exposure. Lectures, role plays case studies etc. would be used for the same.

Course Objectives

01. To provide a basic understanding regarding employer - employee relations
02. To make students understand the various provisions in various acts such as
 - The Industrial Relation code 2020
 - The Code on Wages 2020
 - The social Security code 2020

Course Outcomes

On completion of the course the student will be able to:

1. List the fundamentals of the employer – employee relations and labour laws.
2. Apply the basic provisions of labour laws in practical cases.
3. Analyze cases to identify the appropriate labour law that provides solutions to problems identified

Course Evaluation

The evaluation for the program will consist of a continuous evaluation (internal, at the institutional level).

Sl. No.	Component of the continual evaluation (Internal)	Marks
1	QUIZ 1	30
2	QUIZ 2	
3	ROLE PLAY 1	15
4	ROLE PLAY 2	
5	Attendance	5

Course Content and Session plan

Sl. No.	Topic	Session	Cumulative	Text Chapters
Module 1	Industrial relations – An introduction Trade Union – meaning , provisions, registration, rights & Industrial disputes, Rights and privileges of a registered trade union	3	3	https://labour.gov.in/industrial-relations-code
The Social security Code 2020				
Module 2	The preliminary of The Code on Social Security, 2020	1	4	https://www.indiacode.nic.in/handle/
	Provident Fund	1	5	
	State Insurance corporation	2	7	
	National Social Security Board and State Unorganised Workers? Board.	4	11	
	Procedure for transaction of business of Social Security Organisation, etc	4	15	
The Code on Wages				
Module 3	Minimum Wages , Components of minimum wages, Procedure for fixing and revising minimum wages.	3	18	https://labour.gov.in/sites/default/files/The%20Code%20on%20Wages%20as%20Introduced.pdf
	Payment of wages	2	20	
	Payment of bonus	2	22	
	Appointment of Inspector-cum-Facilitators and their powers.	3	25	
	Penalties for offences., Offences by companies.	3	28	
	Quiz 2	2	30	


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COURSE PLAN 2020

EXCEL FOR BUSINESS APPLICATION

Course Overview

Program	MBA
Batch, Year	17
Semester	III
Duration	July 2020- August 2020
Course Title	Excel For Managers
Course code	CEM2021S09
Type of Course	Add On course
Faculty	Dr. Praveena K
E mail ID	praveena@scmsgroup.org

Course Description

The course is designed to help the students to use MS Excel for Managers . Excel is one of the powerful tool to manage and analyze data in organisations. This course provides the students with the basic functions of Excel along with data analysis and presentations.

Pedagogy

The students will be given hands on experience on Excel and hence all sessions are planned to be lab sessions. The pedagogy includes a mix of lecture and tutorial sessions along with experiential learning where the students will be given exercises to use the taught Excel tools

Course Objectives

- * To familiarize with the basic functions of excel.
- * To equip students with data analysis and presentation.

Course Outcomes

Upon the successful completion of the course students will able to:

1. Do the basic functions of excel like using formulae, functions, charts, formatting etc.
2. Analyse the data and present the data using pivot tables and charts
3. Perform the lookup functions and basic analysis of data.



CO PO MAPPING

Program Outcomes / Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO - PO Relationship (specify 3 FOR HIGH/ 2 FOR MEDIUM/ 1 FOR LOW)						
CO1	1	3			2	1
CO2	1	3	2	1	2	1
CO3	1	3		2	2	2
TOTAL	3	9	2	3	6	4

Course Evaluation

The evaluation for the course is as follows:

Sl. No.	Component of the continual evaluation	Marks
1	Attendance	5
2	Assignment	15
3	Classtest	30
Total Internal Evaluation		50

Course Content and Session plan

Sl. No.	Course Content	Sessions	Cumulative No. of Sessions
1	Introduction to Excel Basic use of excel- formatting, use of formula, functions	5	
2	Pivot table Use of pivot table Use of pivot charts	7	12
3	Vlookup & Hlookup functions	5	17



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Sl. No.	Course Content	Sessions	Cumulative No. of Sessions
4	Sort, Filter, Subtotal , conditional formatting Assignment	7	24
5	Data analysis tools Correlation, Regression	6	30
6	Classtest		31

Recommended Books & Reading List


Bill, J and Michael, A, Excel 2013.

Ash Narayan Sah , Data Analysis using Microsoft Excel, Excel Books, New Delhi

Note:

The contents of the course is designed from the feedback of the alumni, the feedback of recruiters and industry experts.

Course designed by Dr. Praveena K


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COURSE PLAN 2020

SOFT SKILLS

Course Overview

Program	BBA
Batch, Year	1 st Batch, 2020-2023
Semester	I
Duration	November 2020- February 2021
Course Title	Soft Skills , CSS2021510
Type of Course	Certification Course
Faculty	Cyril C.T
E mail ID	cyril@scmsgroup.org

Course Description

The purpose of the course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

Pedagogy

The course pursues an active learning approach including brainstorming, conceptual mapping, structured problem-solving, reciprocal peer questioning, Think-pair-share, group discussion, group presentation and role plays.

Course Objectives

1. The course with its interactive and need based modules, will address various challenges of communication and behavioral skills faced by individuals at workplace and organization in bridging the gaps through effective skills of interviews, group discussions, meeting management, presentations and nuances of drafting various business documents for sustainability in today's global world.
2. The present course hopes to address some of these aspects through an interactive mode of teaching – learning process and by focusing on various dimensions of communication skills.

Course Outcomes

On the completion of the course, the students will be able to

1. Build and refine their skills at communication
2. Improve and perfect their interpersonal and presentation skills
3. Find a difference in their personal and professional interactions

Course Evaluation

The evaluation for the program will consist of a continuous evaluation (internal, at the institutional level) and a comprehensive evaluation (external, by the university). The weightages for the same are 40% and 60% respectively. The details of the distribution of marks for the internal evaluation are as follows

Sl. No.	Component of the continual evaluation (Internal)	Marks	Weightage in Internal marks (%)
Written examinations (90 minutes)			
1	Analysis of a short film/video (visual based)	60 marks	
2	Literary Review (Verbal)	30 minutes	
Presentation			
3	Speech on a pre-given topic	5 minutes	
4	Listening Test (auditory)	15 minutes	
Viva / Oral Test			
5.	Oral Exam from the subject area	10 minutes	
Total Internal Evaluation			

Course Content and Session plan

Sl. No.	Course Content	Session No.	Cumulative No. of Sessions	Text Chapters
Module 1 Speaking Skills				
	Speech on the Tradition of India	1	1	Activity 1
	Framing Dialogues/ Story Development	2	3	2,3
	Celebrity on the hot Seat/ Just A Minute (JAM)/ Taboo	4	7	4,5,6

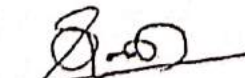
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Sl. No.	Course Content	Session No.	Cumulative No. of Sessions	Text Chapters
	Favourite Room/Mother's birthday gift/beauty/Marketing strategies of a product/ how people spend their leisure time/ problems faced by holiday makers/how people spend their money/ Self-Introduction	6	13	7-18
	Debate on Healthy Eating/Home Schooling	4	17	19,20
Module 2 Presentation Skills				
	Icebreaker	1	18	1
	Successful Presenter	1	19	2
	Story fun	1	20	3
	Plan a cultural event/ Advertise a product/News Reporting/ How it got its name/ Old is gold	6	26	4,5,6,7,8
	Impromptu attempt	2	28	9,10
Module 3 Interpersonal Skills				
	Group planning exercise	2	30	1
	Group planning exercise 2	2	32	2
	Group Discussion	1	33	3
	Time Management	1	34	4
	Self -description test/ Job interviews/Professionalism in relationships/Silent movie analysis	6	40	5,6,7,8

Recommended Books & Reading List

Mitra. Barun K(2012). *Personality Development and Soft Skills*.


 Class in Charge


 HOD in Charge


 Principal

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Add on Course on “ADVANCES IN BIOINFORMATICS”

Course Code: CAB2021S11

Course Duration: 30 Hours

Syllabus

1. Role of bioinformatics in docking analysis – An introduction
2. Computer aided drug designing - Theory
3. Introduction to tools: NCBI, Uniprot
Patch dock, autodock
Swiss model
4. Open babel software
5. Practice session: Docking using online tools
6. Docking analysis: Chimera Software
Mypresto Software



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Certificate Course on “Fundamental molecular biology techniques

Course Code: CFM2021S12

Course Duration: 30 Hours

Syllabus

1. Introduction to molecular experiments
2. Reagent preparation: Normality
Molarity
Molality
3. DNA isolation
4. Agarose gel electrophoresis
5. PCR – An introduction
6. PCR - Reaction



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Certificate Course on “Molecular Docking and Drug Discovery”

Course Code: CMD2021S13

Course Duration: 30 Hours

Syllabus

1. Introduction to Real Time PCR
2. Types of detection chemistries
3. Reverse Transcription PCR
4. Protocol for Real time PCR
5. Understanding Real Time PCR software
6. Primer and Probe design
7. Performing reverse transcription real time PCR with known samples
8. RT- Real Time PCR product analysis

Faculty Co-ordinators

Dr. Harish M
Dr. Deepthi D C



Deputy Director

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
PRATHAP NAGAR, MUTTOM, ALUVA

DEPARTMENT OF COMMERCE

REPORT ON CERTIFICATE COURSE ON MS EXCEL (2020-23 BATCH)

Certificate course on MS Excel was offered to Semester 2 B.com students. The course gave an insight into different Excel techniques. Intra department faculties handled theoretical and Practical sessions on the topic. The class started on 7/04/2021 and ended on 20/05/2021. The total duration of the course was 30 Hours. Upon completion of the course, students will be able to recognize how to use Microsoft Excel to create professional, academic and business documents following current professional and industry standards.



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- d. Modifying Borders
- 6. Shapes/pictures
 - a. Insert shapes and pictures
 - b. Formatting and aligning shapes and pictures

Microsoft Excel 2013

Course Objectives

To enable students to work with basic features of excel and equip them to work with formulae, functions and charts

Course outcomes

On successful completion of the course, the students will be able to

1. To familiarize with the basic features of Excel
2. To perform basic calculations using Excel
3. To create charts
4. To print a worksheet

Course content

1. Create and Manage Worksheets and Workbooks
 - a. Create worksheets , rename sheets
 - b. Search for data within a workbook
 - c. Navigate to a named cell/range
 - d. Adjust row height and column width
2. Format cells
 - a. Fill cells
 - b. Merge cells
 - c. Wrap text within cells
 - d. Apply formats to cells
 - e. Referencing of cells- relative & absolute reference
3. Perform Operations with Formula and Functions
 - a. Use of formula (basic addition, subtraction, multiplication etc.)
 - b. Perform calculations by using functions – sum, average, count. min, max
 - c. Perform logic operation using if, sumif, countif
 - d. Basic introduction to data analysis pack
4. Sort and filter data
 - a. Different types of sorting
 - b. Use of filter
5. Charts
 - a. Prepare charts, use of different charts
 - b. Format and describe charts

Syllabus – Digital Marketing (48 Hours)

- Digital Marketing Introduction
- Keyword Research
- Domain Purchase
- Hosting
- Integrating Wordpress
- Canva (Logo & Banner)
- Website Designing
- Landing Page Optimization
- App Store Optimization
- Search Engine Optimization (On page)
- Search Engine Optimization (Off page)
- Search Engine Optimization (Technical)
- Search Engine Optimization (Auditing)
- Lead Management System
- Google Analytics
- Search Engine Marketing
- Social Media Marketing
- Content Marketing
- Affiliate Marketing
- Email Marketing


Balachandran T
Centre Manager



DATE & TIME	PORTIONS COVERED	SL NO	DATE & TIME	PORTIONS COVERED
08-03-2021	Digital Marketing Introduction	11	30-03-2021	Website Designing , LPO
29-03-2021	Keyword Research, Domain Purchase	12	30-03-2021	Website Designing , LPO
29-03-2021	Keyword Research, Domain Purchase	13	07-04-2021	SEO & ASO
29-03-2021	Hosting & Integrating Wordpress	14	07-04-2021	SEO (Onpage)
29-03-2021	Hosting & Integrating Wordpress	15	07-04-2021	SEO (Onpage)
30-03-2021	Canva (Logo & Banner)	16	07-04-2021	SEO (Offpage)
30-03-2021	Canva (Logo & Banner)	17	07-04-2021	SEO (Offpage)
30-03-2021	Canva (Logo & Banner)	18	07-04-2021	SEO (Technical)
30-03-2021	Website Designing , LPO	19	07-04-2021	SEO (Auditing) , Practice Quiz
30-03-2021	Website Designing , LPO	20	08-04-2021	Lead Management System
DATE & TIME	PORTIONS COVERED	SL NO	DATE & TIME	PORTIONS COVERED
08-04-2021	Google Analytics	31	09-04-2021	Social Media Marketing
08-04-2021	Google Analytics	32	09-04-2021	Social Media Marketing
08-04-2021	Google Analytics	33	09-04-2021	Social Media Marketing
08-04-2021	Google Analytics	34	09-04-2021	Social Media Marketing

08-04-2021	Search Engine Marketing		35	10-04-2021	Social Media Marketing, Practice Quiz
08-04-2021	Search Engine Marketing		36	10-04-2021	Content Marketing
08-04-2021	Search Engine Marketing		37	10-04-2021	Content Marketing, Practice Quiz
08-04-2021	Search Engine Marketing		38	10-04-2021	Affiliate Marketing
09-04-2021	Search Engine Marketing		39	10-04-2021	Affiliate Marketing
09-04-2021	Search Engine Marketing, Practice Quiz		40	10-04-2021	Email Marketing, Practice Quiz
DATE & TIME	PORTIONS COVERED	SL NO		DATE & TIME	PORTIONS COVERED
		51			
12-04-2021	SEO quiz, Adwords Quiz		52		
12-04-2021	Social Media Quiz, Google Analytics Qu		53		
12-04-2021	Email Marketing Quiz		54		
12-04-2021	Miscellaneous Quiz		55		
13-04-2021	Presentation, Final Exam		56		
13-04-2021	Presentation, Final Exam		57		
13-04-2021	Presentation, Final Exam		58		
13-04-2021	Presentation, Final Exam		59		
			60		

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DEPARTMENT OF COMMERCE
CERTIFICATION COURSE ON HINDI TRANSLATION
SYLLABUS

MODULE	NAME	SESSIONS
1	अनुवाद स्वरूप और प्रक्रिया	5
2	अनुवाद की शैली , अनुवाद के कुछ प्रमुख प्रकार	10
3	अनुवादक के गुण और दायित्व	5
4	अनुवाद - हिंदी से अंग्रेज़ी और अंग्रेज़ी से हिंदी	10



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- 4) बैठक अनिश्चितकाल के लिए स्थगित कर दी गई है।
- 5) आपके मामले पर महानुभावों के विचार किया जाएगा।
- 6) शिक्षा का वास्तविक सुदृढ चरित्र निर्माण है।
- 7) अनुशासन के बिना देश को उन्नत नहीं कर सकते।
- 8) कार्यालय समय के बाद व महापुरुष को नका जाए।
- 9) मुझे खुद है कि मैं अन्धकार नहीं देख सकता।
- 10) आज निर्दोष के समकक्षों को प्रशासन अनुशासन में चार व्यक्ति अनुपस्थित थे।

Translation from English to Hindi

1) It has been reported that Shri. Rajesh Gupta is in the habit of absenting himself from duty frequently and that he generally comes to office late without obtaining prior sanction or even giving prior information. Such behaviour of Shri. Rajesh Gupta is highly objectionable, irregular and against the rules of the office. Hence he is admonished to give up such practice, otherwise suitable disciplinary action will be taken against him.

श्री. राजेश गुप्ता को अक्सर काम में गैरहार्जिर हो जाने की आदत है और आम तौर पर वे पूर्व अनुमति किए बिना कार्यालय में देर से पहुँचते हैं। श्री राजेश गुप्ता का यह व्यवहार बहुत ही आपत्जनक, अनियमित तथा नियमों के विरुद्ध है। अतः उन्हें यह समझना हो जाना है कि उन्हें ऐसा हरकतों से बाज आना चाहिए, अन्यथा उनके विरुद्ध यथाचित अनुशासनिक कार्यवाही की जाएगी।

2) Most of the people, around 70 percent, lived in villages. Their ways of living characterised the Indian economy. The Indian economy was almost entirely rural. The villages, however, were mostly self-sufficient units, isolated from the outside. All the material needs for the village people were satisfied locally. Only a few goods like salt and some luxury goods such as ornaments were brought from outside.

अधिकतर लोग गाँव में रहते हैं, लगभग 70 प्रतिशत। उनका जीवन-शैली भारत की आर्थिक स्थिति को चित्रित करने का प्रकट करती है। भारतीय अर्थनीति प्रायः पूर्णतया ग्रामीण रही है। अधिकतर गाँव आत्मनिर्भर इकाइयाँ थे और बाहरी दुनिया से कटे हुए थे। गाँव के लोगों को पौष्टिक आवश्यकताएँ स्थानीय स्तर पर ही पूरी

हो जाती थीं। केवल नमक अथवा आभूषण जैसे विलास की कुछ वस्तुएँ बाहर से लाई जाती थीं।

3) The Lord of Death looked at her for a moment. As God of Death, how could he give up the dead? But as God of Truth could he urge Savithri to be untrue? He hesitated for a moment, then he stopped and undid the noose, while the whole forest rang with his laughter.

यमराज ने एक क्षण उसको और देखा। मृत्यु का देवता होने के नाते वह मृतकों को कैसे छोड़ सकता था? परन्तु सत्य का देवता होने के नाते क्या वह सावित्री को पत्नी धर्म से विमुख होने के लिए विवश कर सकता था? एक क्षण के लिए वह झिझका, तब उठर गया तथा उसने फंदे को खोल दिया और सारा जंगल उसको हँसी से गूँज उठा।

4) A small family is, indeed a happy family. This is mainly so because in these days of high prices, it is very difficult to support a large family. Each member of the family requires food, clothing, education and accommodation. This means more expenses. The income of a person being limited, the larger the family, the poorer the standard of living. A small family thus, is an economic necessity.

छोटा परिवार वास्तव में सुखी परिवार होता है। इसका प्रमुख कारण है महँगाई, जिसके कारण बड़े परिवार का गुनारा बहुत कठिनाई में होता है। परिवार के प्रत्येक सदस्य को भोजन, कपड़ा, शिक्षा, और निवास की आवश्यकता होती है। इसका अर्थ है ज्यादा खर्च। एक आदमी को अल्प सौमिल होना है, अतः बड़ा परिवार होने पर जीवन-स्तर नीचे गिरेगा। इसलिए छोटा परिवार एक आर्थिक आवश्यकता है।

5) There are several rooms in this office which have not been provided with iron bars. Various articles of stationery, forms, important papers, files, etc. are kept in such rooms unprotected. There is always a risk of theft of articles from these rooms.

इस कार्यालय के पास ऐसे अनेक कमरे हैं जिनमें लोहे के छड़ें नहीं लगे हुए हैं। लेखन सामग्रियों को अनेक वस्तुएँ, फार्म, महत्वपूर्ण कागज़-पत्र, मिस्त्रिन् आदि उन



CLOUD COMPUTING

PROF. SOUMYA KANTI GHOSH

Department of Computer Science and Engineering
IIT Kharagpur

PRE-REQUISITES : Basics of Computer Architecture and Organization, Networking

INTENDED AUDIENCE : CSE, ECE, EE

INDUSTRIES APPLICABLE TO : IT industries

COURSE OUTLINE :

Cloud computing is a scalable services consumption and delivery platform that provides on-demand computing service for shared pool of resources, namely servers, storage, networking, software, database, applications etc., over the Internet. It is a model for enabling ubiquitous, on-demand access to a shared pool of configurable computing resources, which can be rapidly provisioned and released with minimal management effort. This course will introduce various aspects of cloud computing, including fundamentals, management issues, security challenges and future research trends. This will help students (both UG and PG levels) and researchers to use and explore the cloud computing platforms.

ABOUT INSTRUCTOR :

Prof. Soumya K. Ghosh received the Ph.D. and M.Tech. degrees from Department of Computer Science and Engineering, Indian Institute of Technology (IIT), Kharagpur, India. Presently, he is a Professor with Department of Computer Science and Engineering, IIT Kharagpur. Before joining IIT Kharagpur, he worked for the Indian Space Research Organization in the area of satellite remote sensing and geographic information systems. He has more than 200 research papers in reputed journals and conference proceedings. His research interests include spatial data science, spatial web services and cloud computing.

COURSE PLAN :

Week 1: Introduction to Cloud Computing

Week 2: Cloud Computing Architecture

Week 3: Service Management in Cloud Computing

Week 4: Data Management in Cloud Computing

Week 5: Resource Management in Cloud

Week 6: Cloud Security

Week 7: Open Source and Commercial Clouds, Cloud Simulator

Week 8: Research trend in Cloud Computing, Fog Computing

Week 9: VM Resource Allocation, Management and Monitoring

Week 10: Cloud-Fog-Edge enabled Analytics

Week 11: Serverless Computing and FaaS Model

Week 12: Case Studies and Recent Advancements



PROGRAMMING IN JAVA

PROF. DEBASIS SAMANTA

Department of Computer Science and Engineering
IIT Kharagpur

PRE-REQUISITES : This course requires that the students are familiar with programming language such as C/C++ and data structures, algorithms.

INTENDED AUDIENCE : The undergraduate students from the engineering disciplines namely CSE, IT, EE, ECE, etc. might be interested for this course.

INDUSTRIES APPLICABLE TO : All IT companies.

COURSE OUTLINE :

With the growth of Information and Communication Technology, there is a need to develop large and complex software. Further, those software should be platform independent, Internet enabled, easy to modify, secure, and robust. To meet this requirement object-oriented paradigm has been developed and based on this paradigm the Java programming language emerges as the best programming environment. Now, Java programming language is being used for mobile programming, Internet programming, and many other applications compatible to distributed systems. This course aims to cover the essential topics of Java programming so that the participants can improve their skills to cope with the current demand of IT industries and solve many problems in their own field of studies.

ABOUT INSTRUCTOR :

Prof. Debasis Samanta holds a Ph.D. in Computer Science and Engineering from Indian Institute of Technology Kharagpur. His research interests and work experience spans the areas of Computational Intelligence, Data Analytics, Human Computer Interaction, Brain Computing and Biometric Systems. Prof. Samanta currently works as a faculty member at the Department of Computer Science Engineering at IIT Kharagpur.

COURSE PLAN :

Week 1: Overview of Object-Oriented Programming and Java

Week 2: Java Programming Elements

Week 3: Input-Output Handling in Java

Week 4: Encapsulation

Week 5: Inheritance

Week 6: Exception Handling

Week 7: Multithreaded Programming

Week 8: Java Applets and Servlets

Week 9: Java Swing and Abstract Windowing Toolkit (AWT)

Week 10: Networking with Java

Week 11: Java Object Database Connectivity (ODBC)

Week 12: Interface and Packages for Software Development



**Add on /Certificate/Value added programs and Online
MOOC programs like NPTEL, Swayam**

2019-20

S. NO	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course Code
1	Certificate course Biotechnology in Diagnostics	CBD1920S01
2	Certificate course Foundation Programme in Banking and Finance	CFB2122S02
3	Add on course ACCA	CAC1920S03
4	Add on course CMA	CCM1920S04
5	Certificate Program in Soft Skills	CSS1920S05
6	Certificate course NISM	CNS1920S06
7	Tally Ace Certifications	CTA1920S07
8	Add on course Digital Marketing	CDM1920S08
9	Add on course WEKA	COW1920S09
10	Add on course Full stack web application development	CWD1920S10
11	Add on course Excel for Business Applications	CEM1920S11


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Certificate Course on “Biotechnology in Diagnostic Applications”

This course is designed for students who wish to learn about and appreciate biological topics while studying the smallest units of biology. Medical diagnosis is another application of biotechnology in the health sector. Students are introduced to molecular experiments, specimen collection, transport and handling, theoretical concepts in Advanced diagnostic Techniques

COURSE OBJECTIVES:

1. To perform molecular biology experiments
2. To perform specimen collection, transport and handling
3. To perform analytical techniques
4. To perform Safety measures

COURSE OUTCOMES:

1. Helps to understand the biotechnology and Human Health
2. Apply different molecular techniques and interpret the results
3. Helps to understand the theoretical concepts in Advanced diagnostic Techniques



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SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala



Foundation programme in Banking and Financial Service

Foundation Programme in Banking and Financial Services provide skill training courses in Banking and Financial service sector. It is designed to deliver the key employability skills to your students who want to pursue a career in the financial services industry including, banking and financial markets. It is a fully immersive industry training programme specifically designed for those who wish to pursue a career (both marketing & Operations) in banking and financial service industry. Students with background in commerce, management or aptitude for business are offered a unique opportunity to build their analytical and practical skills essential for marketing / operations in financial and banking services through this program.

Course objectives :

1. To Create an investment culture from a young age by spreading the concept of financial freedom.
2. To develop entrepreneurship among youth through imparting the importance of asset creation and its management.
3. Grooming students to have a cutting edge in share trading, banking, insurance or wealth management by implementing innovative solutions.

Course outcomes:

1. Explain the risk and return factors of alternate investment opportunities.
2. Become aware of the various investment avenues and trading platforms.
3. To build the analytical and practical skills essential for marketing / operations in financial and banking services.

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ACCA

The Association of Chartered Certified Accountants popularly known as ACCA is a globally recognised course with over 200,000 members and 600,000 students across 180+ countries. The ACCA qualification is considered the largest professional accounting qualification in the world. ACCA course is one of the most prestigious certifications in accounting and is preferred by many students who want to build a successful career abroad.

Course objectives :

1. The ACCA Qualification will provide skills and knowledge relevant to any business.
2. To provide access to global job opportunities.

Course outcomes:

1. Shapes the student into successful Auditors, Analysts, Bankers, Stock Market Executives, Chartered Accountants, etc as it deals with modules like Financial Accounting, Business Valuation, Mergers & Acquisitions, Risk Management and such.
2. Be able to apply the knowledge of accounting, business laws and taxation in business and commerce.

A handwritten signature in blue ink, likely belonging to Dr. G. Sashi Kumar.

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CMA

Certified Management Accountant (CMA) is a professional certification credential in the management accounting and financial management fields. The certification signifies that the person possesses knowledge in the areas of financial planning, analysis, control, decision support, and professional ethics.

Management Accountants play a vital role in the financial health of an organization by making critical decisions, safeguarding a company's integrity, and work towards business sustainability

Course objectives :

- 1.To gain expertise in various accounting related subjects like financial management, auditing, financial statement analysis, working capital policies, taxation etc.
- 2.To provide a career developing gear with CMA certification and get higher earnings, more job opportunities at global level and enormous benefits and reputation with passage of time.

Course outcomes:

- 1.Become an experienced and versatile accountant.
- 2.Enhances the knowledge and confidence to make crucial business decisions.


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Soft Skills

Soft skills are non-technical skills that improves a student's overall ability. Soft skills include [interpersonal](#) (people) skills, communication skills, [listening skills](#), time management, and empathy, among others. Students are encouraged to improve their soft skills during the course by sharpening their time management skills, leadership qualities and open-mindedness.

Course objectives :

1. To help the students understand interpersonal skills.
2. To support them in building interpersonal and social skills.
3. Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.

Course outcomes:

1. Students understand the significance of soft skills in the working environment.
2. Develop social and work-life skills, as well as their personal and emotional well-being.
3. Develop self-motivation, raised aspirations and belief in one's own abilities.


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NISM based certifications

NISM (National Institute of Securities Markets) is headquartered in Navi Mumbai, India and offers a wide range of courses to Indian students. It is a public trust which was established by [SEBI \(Securities and Exchange Board of India\)](#). SEBI is the apex body that regulates the securities markets in India.

The mutual fund certification(VA) offered by NISM is the right course for Kick starting the financing career, All the intermediaries like brokers, banks, investment banks, assets management companies, and all other stock market related institutions nationwide accept this certification. The main reason behind national wide acceptance of NISM certification is that the SEBI stock market regulator backs it up.

Course objectives:

1. To create an In-depth understanding of the Indian Securities Market
2. To provide knowledge to invest in the financial markets.
3. To provide a comprehensive and in-depth knowledge about mutual funds.

Course outcomes:

1. Equip students with contemporary skills and knowledge required to capitalize forthcoming opportunities in securities markets.
2. Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features
3. Create a powerful knowledge on various tools and techniques required to understand the functioning of capital markets.


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TALLY ACE

TALLY ERP9 is one of the leading accounting packages widely used in India. It is an ERP solution that enables the students to handle -Accounts, Inventory, billing, taxation, payroll functions like PF ESI etc. The students were given training on Tally 9 ERP software. The Classes are conducted in association with Manvish Info Solutions. The classes provide the students with a bird's eye view into tally as accounting software used for completing various accounting tasks quickly with perfection.

Course Objectives

To acquaint the students about different with aspects of accounting, inventory management, tax management, payroll etc

Course Outcomes

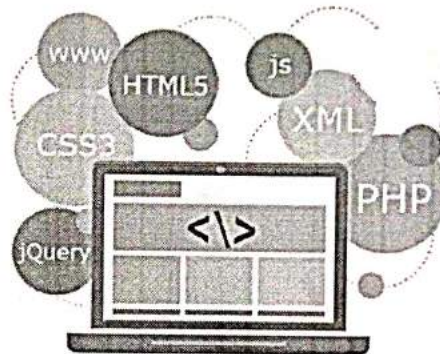
Students can complete all kinds of accounting actions required by the business world

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Full stack Web Application Development



This course will teach students about fundamental concepts and techniques used for developing a mini E-commerce web application. Focusing on both the theoretical and practical. This will include the creation of database, form design, development phase etc. At the end of the course, students will understand different phases of Project development and the practical fundamentals of how a mini E-commerce web application is developed

Course Objectives

Building Strong expertise to develop Web Application using HTMLS CSS3 JavaScript, PHP & MySQL

Course Outcomes

Upon successful completion of the Course, Graduates should be able to:

- Use their learned skills, knowledge and abilities to develop websites
- Apply basic design principles to present ideas, information, products, and services on websites
- Apply basic programming principles to the construction of websites
- Effectively manage website projects using available resources



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MASTER OF COMPUTER APPLICATIONS



Weka
Add on Course

About the Course

WEKA is open-source software that provides tools for data preprocessing, implementation of several Machine Learning algorithms, and visualization tools so that you can develop machine learning techniques and apply them to real-world data mining problems

Requirements

- Computer Knowledge

Duration of the course: 33 Hours

Course Objective

- To understand the data mining functionalities
- To conceptualize and apply preprocessing, classification and clustering of data
- To understand data visualization techniques

Course Outcome

After completing this course:

- You will know how to work through a dataset end-to-end and deliver a set of predictions or a high-performance model.
- You will know your way around the Weka machine learning workbench including how to explore algorithms and design controlled experiments.
- You will know how to create multiple views of your problem, evaluate multiple algorithms and use statistics to choose the best-performing model for your own predictive modeling problems.



Excel for Business Applications

SSTM offers add on course on the basics of Microsoft Excel for data analysis. This course prepares the students to understand the nuances of data analysis as excel is an essential tool that comes in handy for professionals. The objectives of the course were to make them understand the essential functions of excel.

Course objectives :

- To familiarize with the basic functions of excel
- To equip students with data analysis and presentation

Course outcomes:

- Do the basic functions of excel like using formulae, functions, charts formatting etc.,
- Analyze the data and present the data using pivot tables and charts
- Perform the lookup function and basic analysis of data

SSTM- Certificate Course- 2019

July, 2019- December 2019

II Semester B.Sc Botany & Biotechnology (Double core)

Title- Biotechnology in Diagnostic Applications

Theory & Practicals (Demonstration)

(CBD192050)
(30 hrs)

Topics

- (1) Biotechnology & Human Health
- (2) Principle of Diagnosis and Common Pathogens
- (3) Laboratory Information System
- (4) Specimen collection, Transport & Handling -General concept
- (5) Decontamination, Disinfection & Sterilization
- (6) Health & Safety Measures
- (7) Analytical techniques & Instrumentation
- (8) Common Microbiological tests
- (9) Importance of Molecular Diagnosis
- (10) Advanced diagnostic Techniques (Theoretical Concept only).

Faculty members - Metropolis

1. Dr. Binu MSc PhD Biochemistry
2. Mrs. Mili Mohandas MSc Biochemistry
3. Mr. Rakesh Kumar MSc Microbiology

Dr. Harish .M, SIBBR&D, Faculty-in Charge of the course-



Deputy Director



FOUNDATION PROGRAM IN BANKING AND FINANCIAL SERVICES

KASE (Kerala Academy for Skill Excellence)

PROGRAM SCHEDULE

THEME	SESSION TOPICS	GAMES
Registration / Welcome Remarks / Intro session	Know Hedge –Video & PPT presentation – Programme Overview	
Ice breaker/ Team Assignment	Intro video on Entrepreneurship – 30 sec exercise - Teams to be assigned	The Great Egg Drop Game
Video Presentation	Stanford Commencement Speech of Steve Jobs with subtitle	
Entering the Ocean of Reality in Financial Services	Career trajectory & entrepreneurial opportunities in financial services - Video	
There is no such thing as one size fits all	One crore activity – Basics of asset classes – Equity / Mutual funds / Bank savings / Debt instruments / Gold / Real estate etc – Video	
Gateway to financial freedom	Financial Freedom concept / Goal setting / asset allocation / Passive vs Active strategies	
The Indian Capital Markets	Financial markets / IPOs / Stock exchanges / Corporate actions – Dividend / Stock split / right issue / bonus issue / spin off etc with live examples / Normal account opening procedures, how to buy shares, IPO, FPO/Physical demat/etc	
A jug fills drop by drop	Banking and Insurance - Videos and Introduction to basic terminologies	



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Dr. G. SASHI KUMAR
Principal
SANS SCHOOL OF TECHNOLOGY AND MANAGEMENT



Stick to basics – the role of checklists	Reinforce the points about building a business with Margin of Safety, and having a checklist to come out on top – Fundamental analysis – EIC analysis / Ratios / Valuation etc	Gift wrapping exercise
Video presentation	One Idiot Movie by IDFC	
A jug fills drop by drop	INVESTMENT STRATEGIES: "Systematic Investment Plan" / SIP calculator / Benefits of SIP, and the various processes involved, Overview of the various forms from various AMC, how to fill it, supporting documents etc.	
World of Mutual funds	Product Description - Equity & Debt MF / Terminologies / Process of selecting a MF from the universe and how it is analyzed to recommend a mutual fund. - Hedge Recommendation List	Pyramid game & T shape / Introducing NCDs / Liquid funds etc
Excel training for financial services operations	Microsoft Excel	
Activity:	Final evaluation and Cake Cutting	The marshmallow challenge

FOUNDATION PROGRAM IN BANKING AND FINANCIAL SERVICES

KASE (Kerala Academy for Skill Excellence)

PROGRAM SCHEDULE

Date	Hours	TIME	TOPIC	FACULTY
17-06-19	5	9.30-3.30	<p>Know Hedge-Video & PPT presentation-Programme Overview Intro video on Entrepreneurship-30 sec exercise - Teams to be assigned Stanford Commencement Speech of Steve Jobs with subtitle Career trajectory & entrepreneurial opportunities in financial services - Video One crore activity-Basics of asset classes-Equity/Mutual funds/Banksavings/Debt instruments/Gold/Real estate etc - Video Financial Freedom concept / Goal setting / asset allocation / Passive vs Active strategies Egg Drop</p>	Rajanikanth/ Manoj T N
18-06-19	5	9.30-3.30	<p>Financial markets/IPOs/Stock exchanges/Corporate actions-Dividend/Stock split/right issue/bonus issue/spin off etc with live examples/Normal account opening procedures, how to buy shares, IPO, FPO/Physical demat/etc</p>	Rajanikanth/ Sreehari
19-06-2019	5	9.30-3.30	<p>Banking and Insurance - Videos and Introduction to basic terminologies One Idiot Movie by IDFC INVESTMENT STRATEGIES: "Systematic Investment Plan" / SIP calculator / Benefits of SIP, and the various processes involved, Overview of the various forms from various AMC, how to fill it, supporting documents etc. Product Description - Equity & Debt MF / Terminologies / Process of selecting a MF from the universe and how it is analyzed to recommend a mutual fund. - Hedge Recommendation List</p>	K C Thomas/ Anukrishnan
20-06-19	5	9.30-3.30	<p>Reinforce the points about building a business with Margin of Safety, and having a checklist to come out on top - Fundamental analysis - EIC analysis / Ratios / Valuation etc Technical Analysis Introduction Types of candle sticks</p>	Anusree/ Sreehari
21-06-19	5	9.30-3.30	<p>Mashmellow Game Excel Training Exam</p>	Anukrishnan/ Suvini



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Dr. G. SACHIN KUMAR

Students were given additional training sessions in Advanced Excel and Stock Market trading. They were given hands on experience in Advanced Excel and detailed session on Internship was given.

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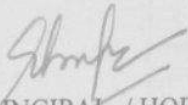
PRATHAP NAGAR, MUTTOM, ALUVA

DEPARTMENT OF COMMERCE

Report on ACCA 2019-22 Admissions

The classes for ACCA 2019-22 Admissions started on 3rd July 2019. There were 9 students who enrolled for the Course. Classes started with F3 Financial Accounting. Experienced faculties from different fields handled the classes. The students were provided with course materials as per the syllabus, which included Revision kit. After completing F3 paper classes for F2- Accountant in Business started. Out of 9 students who enrolled 2 students qualified F3. Student on successful completion of the course will be able to do financial analysis, budgeting and forecasting.




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PRINCIPAL
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

PRATHAP NAGAR MUTTOM ALUVA

DEPARTMENT OF COMMERCE

Syllabus CMA

1. Financial Reporting, Planning, Performance and Control (Exam format: - 4 hours
–100 objective type and 2 descriptive type questions)

- 1) External Financial Reporting 15%
- 2) Planning, Budgeting, and Forecasting 20%
- 3) Performance Management 20%
- 4) Cost Management 15%
- 5) Internal Controls 15%
- 6) Technology and Analytics 15%

2. Financial Decision Making (Exam format: - 4 hours –100 objective type and 2
descriptive type questions)

- 1) Financial Statement Analysis 20%
- 2) Corporate Finance 20%
- 3) Decision Analysis 25%
- 4) Risk Management 10%
- 5) Investment Decisions 10%
- 6) Professional Ethics 15%


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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

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SCMS Campus, Prathap Nagar, Muttom, Aluva

Department of Commerce

Report on CMA 2019-22 Admissions

The classes for CMA 2019-22 Admissions started on 3rd July 2019. There were 5 students who enrolled for the Course. Classes started with Part 2 Financial Decision Making. Experienced faculties from different fields handled the classes. The students were provided with course materials as per the syllabus which included Revision kit

PRINCIPAL / HOD



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PRATHAP NAGAR MUTTOM ALUVA

DEPARTMENT OF COMMERCE

Syllabus CMA

1. Financial Reporting, Planning, Performance and Control (Exam format: - 4 hours
–100 objective type and 2 descriptive type questions)

- 1) External Financial Reporting 15%
- 2) Planning, Budgeting, and Forecasting 20%
- 3) Performance Management 20%
- 4) Cost Management 15%
- 5) Internal Controls 15%
- 6) Technology and Analytics 15%

2. Financial Decision Making (Exam format: - 4 hours –100 objective type and 2
descriptive type questions)

- 1) Financial Statement Analysis 20%
- 2) Corporate Finance 20%
- 3) Decision Analysis 25%
- 4) Risk Management 10%
- 5) Investment Decisions 10%
- 6) Professional Ethics 15%


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Muttom, Aluva- 683106

DEPARTMENT OF COMMERCE

CMA STUDENT LIST (2019-2022) Batch 8 Taxation, Batch 7 Computer Application)

SL.NO	ROLL NO	STUDENT NAME
1	FBT-593	SreeRaj KR
2	FBT-550	Abdul Basith
3	FBT-573	Ruben Jacob Chacko
4	FBCA-245	Akhilesh S
5	FBT-595	Ebin Eldhose



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B.COM (2019-2022) ATTENDANCE SHEET-CMA

PAPER:

SL. NO	ROLL No		41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
	DATE		26/9	27/9	30/9	1/10	8/10	9/10	10/10	11/10	14/10	15/10	16/10	6/11	7/11	13/11	14/11	15/11	16/11	21/11	22/11	23/11
1	FBT -593	SREERAJ K R	✓	✓	8-10	8-16	8-20	8-24	7-10	7-20	8-02	8-12	8-17	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	FBT- 550	ABDUL BASITH	✓	✓	ab	8-12	7-25	8-25	7-10	8-05	8-12	8-00	8-09	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	FBT 573	RUBEN JACCO CHACKO	Ab	Ab	ab	8-13	ab	8-10	7-20	ab	8-22	8-08	8-17	A	D	A	A	a	a	a	✓	a
4	FBCA-245	AKHILESH S	Ab	Ab	8-26	8-41	7-50	8-35	8-05	ab	8-13	8-12	8-25	A	✓	✓	A	✓	a	a	a	✓
5	FBT-595	EBIN ELDHOSE	✓	✓	8-23	8-13	7-15	8-04	ab	7-05	ab	8-05	8-11	✓	✓	✓	A	✓	a	✓	ab	ab




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Prathap Nagar, Muttom, Aluva

Department of Commerce

Soft Skills (Semester 1)						
SUBJECT PLANNER	Month 1	Activity(Part 1)	Description	Month 2	Activity (Part 1)	Description
	Day 1	7	Birthday Gift	Day 13	12	Marketing strategies
	Day 2	8	Favourite Room	Day 14	14	Guessing the word
	Day 3	8	Favourite Room	Day 15	14	Guessing the word
	Day 4	3	Developing Story	Day 16	13	Countries of the world
	Day 5	3	Developing Story	Day 17	15	Planning a trip
	Day 6	2	Muted video	Day 18	5	Celebrity
	Day 7	2	Framing Dialogues	Day 19	6	JAM(Just a minute)
	Day 8	9	Taboo	Day 20	16	Developing a product
	Day 9	4	Identifying flaws	Day 21	16	Developing a product
	Day 10	10	Healthy Eating	Day 22	17	Money Management
	Day 11	11	Describing a concept	Day 23	18	Debate - Home Schooling
Day 12	11	Describing a concept	Day 24	19	Introducing oneself	
Month 3	Activity (Part 1 & 2)	Description	Month 4	Activity (Part 3)	Description	
Day 25	Part 1 Activity 20	chain speakers	Day 37	1	Group Planning	
Day 26	Part1 Activity 20	chain speakers	Day 38	2	Amusement Park	
Day 27	Part 1 Activity 1	Heritage of India	Day 39	2	Skit	
Day 28	Part 2 Activity 1	Ice-breaker session	Day 40	3	Group Discussion	
Day 29	2	Successful Presenter	Day 41	4	Time Management	
Day 30	3	Story Fun	Day 42	5	Self Description Test	
Day 31	4	Planning a cultural event	Day 43	6	Job interview	
Day 32	5	Cultural event	Day 44	6	Interview Skills	
Day 33	8	Developing news story	Day 45	7	Professionalism	
Day 34	9	News Reporting	Day 46	7	Professionalism	
Day 35	10	Prediction	Day 47	8	Silent movie	
Day 36	11	Prediction	Day 48	8	Silent movie	

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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Prathap Nagar, Muttom, Aluva
Department of Commerce

Soft Skills Report 2019-2020

The college offers a certification course on Soft Skills for the students of B.Com to improve their communication skills, writing skills, presentation skills and reading skills of students. The course helps the students to boost their confidence level and equips them to face the challenging world outside in an optimistic manner. The activity oriented sessions in the syllabus aims to enhance the employability skills and make them competent to survive in a corporate world.


Written and oral examination is conducted after the completion of the syllabus to evaluate the understanding and the knowledge of the students. Certificates are also issued to the students on the basis of the grade scored by them.

As part of achieving this target in the academic year 2019-2020, three teachers from B.Com engaged the Soft Skill sessions in 1st Sem B.Com classes. The Soft Skill sessions in Tax A was handled by Ms. Aiswarya Murali, and that of Tax B was handled by Ms.Rashmi Varier and that of C.A was handled by Ms.Veni Maria Das. These teachers have had successfully handled all the activity sessions in a unique style of their own. They have also added some innovative strategies to make the activities more interactive and lively.

The syllabus for Soft Skills comprises of 50 activities and these activities are divided into three modules. The syllabus focuses mainly on activities which help in the overall development of the students. The activities for Module 1 were compiled by Ms. Annie Thomas (B.Com department), Module 2 by Ms. Anjali (PGDM Department) and Module 3 by Dr. Fathima Cross (MBA Department).

The main motive of the course curriculum is to help students gain confidence, speaking skills, writing skills, presentation skills, interpersonal skills, emotional intelligence etc. Module 1 of the syllabus deals with activities based on speaking skills which helps the students capable of speaking on a public platform. Module 2 deals with presentation skills which enables the students to present content with confidence and clarity. Module 3 deals with interpersonal skills which help the students to interact well with each other and produce creative ideas. In total, the soft skill course curriculum helps in broadening the intellectual horizons of the students.

Written and Oral examinations were conducted (in November 2019) after the completion of the course, for evaluating the speaking and writing skills of the students. Certificates were also issued to the students based on their performance in oral and written examinations.


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Prathap Nagar, Muttom, Aluva

Department of Commerce

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Day 32	5	Cultural event	Day 44	6	Interview Skills	
Day 33	8	Developing news story	Day 45	7	Professionalism	
Day 34	9	News Reporting	Day 46	7	Professionalism	
Day 35	10	Prediction	Day 47	8	Silent movie	
Day 36	11	Prediction	Day 48	8	Silent movie	

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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Muttom, Aluva- 683106

DEPARTMENT OF COMMERCE
Certification Program in Soft Skills (2019-2022 Batch 8 Taxation, Batch 7 Computer Application)

SL NO	ROLL NO	NAME OF STUDENT
1	FBT - 551	KARUN RAJ
2	FBT - 555	ALAN A CHANDY
3	FBT - 556	LEKSHMI PARVATHY R
4	FBT - 557	ANNE MARY SHREYA KAIPPASSERY
5	FBT - 559	ANJANA AJITH
6	FBT - 560	NEHA MANAF
7	FBT - 561	JOE JOSEPH RAJESH
8	FBT - 562	REEMA ROY
9	FBT - 563	CHANDRATHARA P T
10	FBT - 564	GOURI U
11	FBT - 565	KIRAN S NAIR
12	FBT - 567	AAKHILA JENNATH SUBAIR
13	FBT - 568	MALAVIKA S
14	FBT - 569	KEZIA MARIAM ABRAHAM
15	FBT - 570	JOSEPH GEORGE ATTOKARAN
16	FBT - 572	ANUJA LAL
17	FBT - 575	GOVIND PRAKASH
18	FBT - 581	ANJALI
19	FBT - 583	P J MUHAMMED RASHID
20	FBT - 585	NANDHU RAJESH
21	FBT - 588	FAAIZ AHMED
22	FBT - 590	SAIGOVINDA S



23	FBT - 592	LINTA MARIYA MARTIN
24	FBT - 596	JIS JOJET THOMAS
25	FBT - 597	MUHAMMED AADHIL ROSHAN
26	FBT - 598	ANTONY JOSE
27	FBT - 600	KHADEEJA RAFI
28	FBT - 601	ANKIT P DATTANI
29	FBT - 602	AMRUTH SHINE
30	FBT - 603	ASWATHY C R
31	FBT - 604	ATHIRA K DINESAN
32	FBT - 605	POULOSE K PHILIP
33	FBT - 606	YADHU KRISHNA
34	FBT - 607	GOPIKRISHNA K P
35	FBT - 613	PAVANA WILLIAMS KYROS
36	FBT - 614	DEVIKA K J
37	FBT - 615	SREYA ROSEMARY K G
38	FBT - 616	ALBY ABRAHAM VINOD
39	FBT - 617	SANJAY JAYACHANDRAN
40	FBT - 619	MOHAMMED FOUZAN FASILY
41	FBT - 620	NAVYA M
42	FBT - 621	ASHIKA SALAM
43	FBT - 622	KARTHIKA MURALI KOTTARAPARAMBIL
44	FBT - 624	RIYAZ ABDUL RAZACK
45	FBT - 625	ALFIYA ASHRAF
46	FBT - 627	AALTHIYA BOSCO
47	FBT - 628	MOHAMED FASAL
48	FBT - 629	SABITH A V
49	FBT - 630	C J ROHITH
50	FBT - 631	ABHIRAMAN




51	FBT - 632	ARYA K B
52	FBT - 633	MUHAMMED FUAAD
53	FBT - 634	MOHAMMED FASEEL T A
54	FBT - 636	MICHAEL ANTONY GOMEZ
55	FBT - 637	ALFIYA K A
56	FBT - 638	AAFIYA K A
57	FBT - 641	RIZWAN NOOH
58	FBT - 642	JANVI JAYESH
59	FBT - 643	KEVIN KURIYACHAN PALLIYAN
60	FBT - 644	SANTHRA ALEYA GEORGE
61	FBT - 646	MARIA ABRAHAM
62	FBT - 647	DAVIS JOJI
63	FBT - 648	SHAMEEMA V.U ,
64	FBT - 649	MOHAMMED NASEEB P.N
65	FBT - 650	JOSHUA JOY C
66	FBT - 651	MOHAMED AMAN K.A
67	FBT - 652	ANANTHU S
68	FBT - 654	MATHEW GIBI
69	FBT - 656	RAHUL BABURAJ RAGHAVAN
70	FBCA - 228	ASWIN P DILEEP
71	FBCA - 234	HARISHANKAR ARUN C
72	FBCA - 235	AKSHAY KRISHNAN K.S
73	FBCA - 236	DOREEN BONYFUS
74	FBCA - 238	JOEL BETHEL SIBY
75	FBCA - 240	SUHANA NOUFAL
76	FBCA - 241	VISHNU S WARRIER
77	FBCA - 242	NAMRIN V. FAZALUDHEEN



78	FBCA - 243	AVINASH. V. MADHAV
79	FBCA - 244	AJAY REJI
80	FBCA - 246	NITHIN VIJAY
81	FBCA - 247	MUHAMMED RASHEED
82	FBCA - 248	GOVIND S
83	FBCA - 249	PARVATHY N K
84	FBCA - 250	MILAN BIJI MATHEW
85	FBCA - 251	GEORGE ANTONY
86	FBCA - 252	M S MUHAMMED ALI
87	FBCA - 254	ASWATH JEEVAN RAJ
88	FBCA - 255	YOHAN XAVIER
89	FBCA - 256	A EDWARD SACHIN
90	FBCA - 257	BISHAAR BAASITH ALI
91	FBCA - 260	MUHAMMED BASIM E
92	FBCA - 263	ABIYA MIJI
93	FBCA - 265	AMJITH ZAIM
94	FBCA - 268	NAVANEETH KRISHNA SURESH
95	FBCA - 271	M.K.MOHAMMED YASIN
96	FBCA - 272	SAFA KHADEEJA V H
97	FBCA - 273	FEMY MARIAM VARGHESE
98	FBCA - 275	ASHIF KANDAPARAMBIL NAZAR




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B COM - (2019-2022) SEMESTER I ATTENDANCE SHEET - TAXATION - A

Present
Absent

✓
A

Sub:-Soft Skill

Faculty:- Ms.Aiswarya Murali

No	Roll No	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
	Date	21/8	31/8	2/9	2/9	1/9	16/9	17/9	23/9	24/9	30/9	1/10	9/10	14/10	15/10	16/10					
1	FBT - 550	ABDUL BASITH	CHA	A	CHA	A	CHA	A	CHA	CHA	CHA	A	CHA	CHA	CHA	CHA					
2	FBT - 551	KARUN RAJ	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
3	FBT - 552	NIKHITHA SURESH NAIR	ACCA	A	ACCA	ACCA	ACCA	ACCA	ACCA	ACCA	ACCA	A	✓	ACCA	ACCA	ACCA					
4	FBT - 554	SHANIFA MOHAMED	A	✓	ACCA	ACCA	A	ACCA	ACCA	A	ACCA	ACCA	✓	ACCA	ACCA	A					
5	FBT - 555	ALAN A CHANDY	A	A	A	A	A	✓	✓	✓	✓	✓	OD	A	✓	✓					
6	FBT - 556	LEKSHMI PARVATHY R	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
7	FBT - 557	ANNE MARY SHREYA KAIPPASSERY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
8	FBT - 559	ANJANA AJITH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
9	FBT - 560	NEHA MANAF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
10	FBT - 561	JOE JOSEPH RAJESH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
11	FBT - 562	REEMA ROY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
12	FBT - 563	CHANDRATHARA P T	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
13	FBT - 564	GOURI U	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
14	FBT - 565	KIRAN S NAIR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
15	FBT - 567	AAKHILA JENNATH SUBAIR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
16	FBT - 568	MALAVIKA S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
17	FBT - 569	KEZIA MARIAM ABRAHAM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
18	FBT - 570	JOSEPH GEORGE ATTOKARAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
19	FBT - 571	AKASH UDAYAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
20	FBT - 572	ANUJA LAL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
21	FBT - 573	REUBEN JACOB CHACKO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
22	FBT - 575	GOVIND PRAKASH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
23	FBT - 577	CHESIA JOHNY PUTHENPURAYIL	A	✓	ACCA	ACCA	A	ACCA	ACCA	A	ACCA	ACCA	✓	ACCA	ACCA	ACCA					
24	FBT - 578	MARYAM NAVAS	ACCA	✓	ACCA	ACCA	A	ACCA	ACCA	ACCA	ACCA	✓	✓	✓	✓	✓					
25	FBT - 581	ANJALI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
26	FBT - 582	MOHAMMED YASSIM	ACCA	✓	ACCA	ACCA	ACCA	ACCA	ACCA	ACCA	ACCA	✓	✓	✓	✓	✓					
27	FBT - 583	P J MUHAMMED RASHID	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
28	FBT - 584	IRFAANA ERSHAD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
29	FBT - 585	NANDHU RAJESH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
30	FBT - 588	FAAIZ AHMED	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
31	FBT - 589	ABHINAV ANIL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
32	FBT - 590	SAIGOVINDA S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
33	FBT - 591	JOEL FRANCIS	ACCA	A	A	A	ACCA	ACCA	ACCA	ACCA	ACCA	✓	✓	✓	✓	✓					
34	FBT - 592	LINTA MARIYA MARTIN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
35	FBT - 593	SREERAJ K R	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
36	FBT - 595	EBIN ELDOSE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
37	FBT - 596	JIS JOJET THOMAS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
38	FBT - 597	MUHAMMED AADHIL ROSHAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
39	FBT - 598	ANTONY JOSE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
40	FBT - 599	SIMRANPREET SINGH	ACCA	A	ACCA	ACCA	✓	ACCA	ACCA	ACCA	ACCA	✓	✓	✓	✓	✓					
41	FBT - 600	KHADEEJA RAFI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
42	FBT - 601	ANKIT P DATTANI	A	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					



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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
B COM - (2019-2022) SEMESTER I ATTENDANCE SHEET - TAXATION - B

Present ✓
Absent A

Faculty:- Ms.Rashmi R Varier

Sub:-Soft Skill

No.	Roll No	Date	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
1	FBT - 602	AMRUTH SHINE	31/9/19	2/10/19	3/10/19	4/10/19	16/9/19	17/9/19	22/9/19	24/9/19	25/9/19	30/9	1/10	14/10	15/10	16/10							
2	FBT - 603	ASWATHY C R	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
3	FBT - 604	ATHIRA K DINESAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
4	FBT - 605	POULOSE K PHILIP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
5	FBT - 606	YADHU KRISHNA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
6	FBT - 607	GOPIKRISHNA K P	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
7	FBT - 612	SALMAN AL FARISI	A	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
8	FBT - 613	PAVANA WILLIAMS KYROS	✓	A	A	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓							
9	FBT - 514	DEVIKA K J	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
10	FBT - 615	SREYA ROSEMARY K G	A	A	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓							
11	FBT - 616	ALBY ABRAHAM VINOD	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓							
12	FBT - 617	SANJAY JAYACHANDRAN	✓	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
13	FBT - 619	MOHAMMED FOUZAN FASILY	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
14	FBT - 620	NAVYA M	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
15	FBT - 621	ASHIKA SALAM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
16	FBT - 622	KARTHIKA MURALI KOTTARAPARAMBIL	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
17	FBT - 624	RIYAZ ABDUL RAZACK	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
18	FBT - 625	ALFIYA ASHRAF	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓							
19	FBT - 627	AALTHIYA BOSCO	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
20	FBT - 628	MOHAMED FASAL	A	A	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓							
21	FBT - 629	SABITH A V	A	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓							
22	FBT - 630	C J ROHITH	A	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
23	FBT - 631	ABHINAV H RAMANAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
24	FBT - 632	ARYA K B	A	✓	✓	✓	✓	✓	✓	A	✓	✓	A	✓	✓	✓							

No.	Roll No	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
25	FBT - 633 MUHAMMED FUAAD	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
26	FBT - 634 MOHAMMED FASEEL T A	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓						
27	FBT - 636 MICHAEL ANTONY GOMEZ	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
28	FBT - 637 ALFIYA K A	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓						
29	FBT - 638 AAFIYA K A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
30	FBT - 641 RIZWAN NOOH	✓	✓	✓	✓	✓	A	✓	✓	✓	A	A	✓	✓	✓						
31	FBT - 642 JANVI JAYESH	A	✓	✓	✓	A	✓	A	✓	✓	A	A	✓	✓	✓						
32	FBT - 643 KEVIN KURIYACHAN PALLIYAN	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
33	FBT - 644 SANTHRA ALEYA GEORGE	✓	✓	✓	A	✓	✓	A	✓	✓	✓	✓	A	✓	✓						
34	FBT - 646 MARIA ABRAHAM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
35	FBT - 647 DAVIS JOJI	✓	✓	A	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓						
36	FBT - 648 SHAMEEMA V.U	✓	A	A	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓						
37	FBT - 649 MOHAMMED NASEEB P.N	A	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	A	A	✓						
38	FBT - 650 JOSHUA JOY C	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
39	FBT - 651 MOHAMED AMAN K.A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
40	FBT - 652 ANANTHU S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
41	FBT - 654 MATHEW GIBI	A	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓						
42	FBT - 655 ALEX KOSHY	✓	✓	✓	Alex	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						



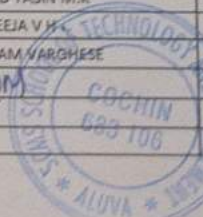
Signature

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
B COM - (2019-2022) SEMESTER I ATTENDANCE SHEET - COMPUTER APPLICATION

Present
 Absent A

Faculty:-

No.	Roll No	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		Date 21/8	24/8	26/8	27/8	31/8	2/9	3/9	4/9	16/9	17/9	23/9	24/9	30/9	1/10	9/10	9/10	10/10	14/10	15/10	16/10
1	FBCA - 234	HARISHANKAR ARUN C	✓	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	FBCA - 235	AKSHAY KRISHNAN K.S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	FBCA - 236	DOREEN BONYFUS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	FBCA - 238	JOEL BETHEL SIBY	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	FBCA - 239	GOPIKA M	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	FBCA - 240	SUHANA NOUFAL	✓	A	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	FBCA - 241	VISHNU S WARRIER	A	A	A	✓	✓	✓	A	✓	✓	✓	A	A	A	A	A	✓	A	✓	A
8	FBCA - 242	NAMRIN VALIYA VEETIL FAZALUDHEEN	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓	A
9	FBCA - 243	AVINASH. V. MADHAV	A	A	✓	A	A	A	A	✓	✓	✓	A	A	A	✓	✓	A	✓	✓	A
10	FBCA - 244	AJAY REJI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	FBCA - 245	AKHILESH S	✓	A	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	FBCA - 246	NITHIN VIJAY	✓	A	✓	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	A
13	FBCA - 247	MUHAMMED RASHEED	A	✓	✓	✓	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	A
14	FBCA - 248	GOVIND S	✓	A	✓	✓	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	A
15	FBCA - 249	PARVATHY N K	✓	✓	✓	✓	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	FBCA - 250	MILAN BUI MATHEW	A	A	A	A	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	FBCA - 251	GEORGE ANTONY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	FBCA - 252	M S MUHAMMED ALI	✓	✓	✓	✓	A	✓	A	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	A	✓
19	FBCA - 254	ASWATH JEEVAN RAJ	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓
20	FBCA - 255	YOHAN XAVIER	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓
21	FBCA - 256	A EDWARD SACHIN	✓	A	A	✓	A	A	A	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓
22	FBCA - 257	BISHAAR BAASITH ALI	A	A	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	FBCA - 258	FATHIMATH SALHA P S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	FBCA - 259	MOHAMED AMAN K.A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	FBCA - 260	MUHAMMED BASIM E	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26	FBCA - 261	JOFFIN VARGHESE	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27	FBCA - 263	ABIYA MUI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28	FBCA - 264	MUHAMMED YAZEEN M S	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29	FBCA - 265	AMJITH ZAIM	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30	FBCA - 266	HANAN FATHIM K A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
31	FBCA - 267	AMEEN AHSAN	✓	A	✓	A	A	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
32	FBCA - 268	NAVANEETH KRISHNA SURESH	A	✓	✓	✓	A	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓
33	FBCA - 269	SHONE SHIBU KOTTOOTHEKKEDOM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
34	FBCA - 271	MOHAMMED YASIN M.K	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
35	FBCA - 272	SAFA KHADEEJA V H	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
36	FBCA - 273	FEMY MARIAM VARGHESE	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
37	234	IN 2 AM	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
38	235	AS 11 F	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
39			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Handwritten signature

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Muttom, Aluva- 683106

DEPARTMENT OF COMMERCE
Certification Program in Soft Skills (2019-2022 Batch 8 Taxation, Batch 7 Computer Application)

SL NO	ROLL NO	NAME OF STUDENT
1	FBT - 551	KARUN RAJ
2	FBT - 555	ALAN A CHANDY
3	FBT - 556	LEKSHMI PARVATHY R
4	FBT - 557	ANNE MARY SHREYA KAIPPASSERY
5	FBT - 559	ANJANA AJITH
6	FBT - 560	NEHA MANAF
7	FBT - 561	JOE JOSEPH RAJESH
8	FBT - 562	REEMA ROY
9	FBT - 563	CHANDRATHARA P T
10	FBT - 564	GOURI U
11	FBT - 565	KIRAN S NAIR
12	FBT - 567	AAKHILA JENNATH SUBAIR
13	FBT - 568	MALAVIKA S
14	FBT - 569	KEZIA MARIAM ABRAHAM
15	FBT - 570	JOSEPH GEORGE ATTOKARAN
16	FBT - 572	ANUJA LAL
17	FBT - 575	GOVIND PRAKASH
18	FBT - 581	ANJALI
19	FBT - 583	P J MUHAMMED RASHID
20	FBT - 585	NANDHU RAJESH
21	FBT - 588	FAAIZ AHMED
22	FBT - 590	SAIGOVINDA S

Handwritten signatures and initials in blue ink, including names like Karun, Alan, Lekshmi, Anne Mary, Anjana, Neha, Joe, Reema, Chandrathara, Gouri, Kiran, Aakhila, Malavika, Kezia, Joseph, Anuja, Govind, Anjali, P J Muhammed, Nandhu, Faaiz, and Saigovinda.



23	FBT - 592	LINTA MARIYA MARTIN
24	FBT - 596	JIS JOJET THOMAS
25	FBT - 597	MUHAMMED AADHIL ROSHAN
26	FBT - 598	ANTONY JOSE
27	FBT - 600	KHADEEJA RAFI
28	FBT - 601	ANKIT P DATTANI
29	FBT - 602	AMRUTH SHINE
30	FBT - 603	ASWATHY C R
31	FBT - 604	ATHIRA K DINESAN
32	FBT - 605	POULOSE K PHILIP
33	FBT - 606	YADHU KRISHNA
34	FBT - 607	GOPIKRISHNA K P
35	FBT - 613	PAVANA WILLIAMS KYROS
36	FBT - 614	DEVIKA K J
37	FBT - 615	SREYA ROSEMARY K G
38	FBT - 616	ALBY ABRAHAM VINOD
39	FBT - 617	SANJAY JAYACHANDRAN
40	FBT - 619	MOHAMMED FOUZAN FASILY
41	FBT - 620	NAVYA M
42	FBT - 621	ASHIKA SALAM
43	FBT - 622	KARTHIKA MURALI KOTTARAPARAMBIL
44	FBT - 624	RIYAZ ABDUL RAZACK
45	FBT - 625	ALFIYA ASHRAF
46	FBT - 627	AALTHIYA BOSCO
47	FBT - 628	MOHAMED FASAL
48	FBT - 629	SABITH A V
49	FBT - 630	C J ROHITH
50	FBT - 631	ARJUN MANAN

Handwritten signatures and initials in blue ink, including names like 'Linta', 'Jis', 'Muhammed', 'Antony', 'Khadeeja', 'Ankit', 'Amruth', 'Aswathy', 'Athira', 'Poulouse', 'Yadhu', 'Goopikrishna', 'Pavana', 'Devika', 'Sreya', 'Alby', 'Sanjay', 'Mohammed', 'Navya', 'Ashika', 'Karthika', 'Riyaz', 'Alfiya', 'Aalthiya', 'Mohamed', 'Sabith', 'C J Rohith', and 'Arjun'.



51	FBT - 632	ARYA K B
52	FBT - 633	MUHAMMED FUAAD
53	FBT - 634	MOHAMMED FASEEL T A
54	FBT - 636	MICHAEL ANTONY GOMEZ
55	FBT - 637	ALFIYA K A
56	FBT - 638	AAFIYA K A
57	FBT - 641	RIZWAN NOOH
58	FBT - 642	JANVI JAYESH
59	FBT - 643	KEVIN KURIYACHAN PALLIYAN
60	FBT - 644	SANTHRA ALEYA GEORGE
61	FBT - 646	MARIA ABRAHAM
62	FBT - 647	DAVIS JOJI
63	FBT - 648	SHAMEEMA V.U ,
64	FBT - 649	MOHAMMED NASEEB P.N
65	FBT - 650	JOSHUA JOY C
66	FBT - 651	MOHAMED AMAN K.A
67	FBT - 652	ANANTHU S
68	FBT - 654	MATHEW GIBI
69	FBT - 656	RAHUL BABURAJ RAGHAVAN
70	FBCA - 228	ASWIN P DILEEP
71	FBCA - 234	HARISHANKAR ARUN C
72	FBCA - 235	AKSHAY KRISHNAN K.S
73	FBCA - 236	DOREEN BONYFUS
74	FBCA - 238	JOEL BETHEL SIBY
75	FBCA - 240	SUHANA NOUFAL
76	FBCA - 241	VISHNU S WARRIER
77	FBCA - 242	NAMRIN V. FAZALUDHEEN

[Handwritten signatures and initials in blue ink, corresponding to each row of the table. Some are clearly legible, such as 'Danda', 'Kha', 'Rizwan', 'Xen', 'Siba', 'Maria', 'Davis', 'Shameema', 'Joshua', 'Mohamed', 'Ananthu', 'Mathew', 'Rahul', 'Aswin', 'Harishankar', 'Akshay', 'Doreen', 'Joel', 'Suhana', 'Vishnu', and 'Namrin'.]



78	FBCA - 243	AVINASH. V. MADHAV
79	FBCA - 244	AJAY REJI
80	FBCA - 246	NITHIN VIJAY
81	FBCA - 247	MUHAMMED RASHEED
82	FBCA - 248	GOVIND S
83	FBCA - 249	PARVATHY N K
84	FBCA - 250	MILAN BIJI MATHEW
85	FBCA - 251	GEORGE ANTONY
86	FBCA - 252	M S MUHAMMED ALI
87	FBCA - 254	ASWATH JEEVAN RAJ
88	FBCA - 255	YOHAN XAVIER
89	FBCA - 256	A EDWARD SACHIN
90	FBCA - 257	BISHAAR BAASITH ALI
91	FBCA - 260	MUHAMMED BASIM E
92	FBCA - 263	ABIYA MIJI
93	FBCA - 265	AMJITH ZAIM
94	FBCA - 268	NAVANEETH KRISHNA SURESH
95	FBCA - 271	M.K.MOHAMMED YASIN
96	FBCA - 272	SAFA KHADEEJA V H
97	FBCA - 273	FEMY MARIAM VARGHESE
98	FBCA - 275	ASHIF KANDAPARAMBIL NAZAR

Handwritten signatures in blue ink, corresponding to each row of the table, are written vertically along the right edge of the table.

Handwritten signature of Dr. G. Sashi Kumar

Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



National Institute of Securities Market (NISM)

(An Educational initiative by SEBI)

Name of the Module: Mutual Fund Distributors Certification Examination

The examination seeks to create a common minimum knowledge benchmark for all persons involved in selling and distributing mutual funds including:

- BCom/MBA/PGDM Students
- Individual Mutual Fund Distributors
- Employees of organizations engaged in sales and distribution of Mutual Funds
- Employees of Asset Management Companies specially persons engaged in sales and distribution of Mutual Funds

The certification aims to enhance the quality of sales, distribution and related support services in the mutual fund industry.

Examination Objectives:

On successful completion of the examination the candidate should:

- Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features
- Understand how mutual funds are distributed in the market-place, how schemes are to be evaluated, and how suitable products and services can be recommended to investors and prospective investors in the market.
- Get oriented to the legalities, accounting, valuation and taxation aspects underlying mutual funds and their distribution.
- Get acquainted with financial planning as an approach to investing in mutual funds, as an aid for mutual fund distributors to develop long term relationships with their clients.

Assessment Structure:

The examination consists of 100 questions of 1 mark each and should be completed in 2 hours. The passing score for the examination is 50%. There shall be no negative marking.



[Signature]
Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Curriculum

I. Concept and Role of a Mutual Fund

- Concept of a mutual fund
- Functions of a mutual fund
- Advantages and limitations of a mutual fund
- Investment objectives
- Marking to market
- Unit capital
- Assets under management (AUM)
- Fund running expenses
- Net asset value (NAV)
- Brief history of mutual funds in India
- Closed end funds and open ended funds
- Categorization of funds by investment objective
- Categorization of funds by investing horizon
- Categorization of funds by asset class
- International funds
- Fund of Funds
- Exchange Traded Funds (ETF)

II. Fund Structure and Constituents

- Structure of mutual funds in India and related regulations
- Role of the sponsor, trustee and Asset Management Company (AMC) and related regulations
- Role of other fund constituents and related regulations

III. Legal and Regulatory Environment

- Role of regulators in India

- Role and functions of SEBI in regulating mutual funds
- Self-regulatory organizations
- Role and functions of AMFI
- AMFI Code of Ethics
- Investment restrictions and related regulations
- Investor rights and obligations

IV. Offer Document

- Regulations with respect to drafting and filing of an Offer Document for NFO
- Process of NFO and steps involved in marketing an NFO
- Objectives of information disclosure in an offer document
- Objectives and contents of the Statement of Additional Information (SAI) and related regulations
- Objectives and contents of the Scheme Information Document (SID) and related regulations
- Key Information Memorandum (KIM) and related regulations

V. Fund Distribution and Sales Practices

- Types of investors and eligibility
- Distribution channels for mutual funds
- Pre-requisites to become a mutual fund distributor
- Key elements of agreement between distributor and a mutual fund
- E. Sales practices and commission structure
- F. Types of commissions and transaction charges



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- G. AMFI Code of Conduct
- H. Process for KYD

VI. Accounting, Valuation and Taxation

- Computation of net assets and NAV
- Announcement of NAV
- Factors affecting the NAV
- Pricing of transactions in a mutual fund
- Time-stamping of transactions
- Charging of expenses
- Key accounting and reporting requirements
- Valuation process carried out by mutual funds
- Applicability of taxes
- Dividend Distribution Tax
- Taxability of dividends and capital gains in the hands of a mutual fund investor
- Applicability of Securities Transactions Tax based on type of transaction and scheme
- Setting off gains and losses under Income Tax Act

VII. Investor Services

- KYC requirements & Demat Account concept
- Process for fresh and additional purchase in a mutual fund
- Additional documentation requirements for institutional investors
- Acceptable payment instruments
- Processes related to redemptions by investors
- F. Contents and periodicity of Statement of account

- G. Process for Nomination and Pledge
- H. Types of Investment options - dividend, growth and dividend re-investment
- Processes related to of systematic investment plans
- J. Processes related to systematic withdrawals and transfers
- K. Processes related to other investor services and facilities

VIII. Risk, Return and Performance of Funds

- Return on investment
- Calculation of simple, annualized and compounded returns
- Applicability of returns for different types of funds
- SEBI norms for return representation of mutual funds in India
- Factors that may affect mutual fund performance
- Risks in different type of mutual funds
- Classification of mutual funds based on risk
- Process for Benchmarking of performance

IX. Scheme Selection

- Steps in selecting equity funds
- Steps in selecting debt funds
- Steps in evaluating a money market fund and identifying factors impacting their performance
- D. Steps in evaluating balanced mutual funds and evaluation of factors impacting their performance



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- E. Sources of data to track mutual fund performance

X. Selecting the Right Investment products for Investors

- Classification of assets into physical and financial assets
- Features of physical assets such as gold and real estate
- Features of financial assets

XI. Helping Investors with Financial Planning

- Basics of financial planning
- Financial goals
- Investment horizon
- Objective of financial planning
- Benefits and need for financial planning to the investor
- Life cycle and wealth cycle in financial planning
- Tools to categorize investors' needs

XII. Recommending Model Portfolios and Financial Plans

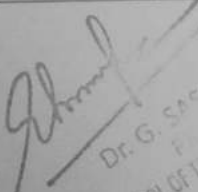
- Risk profiling
- Asset allocation and types
- Importance and steps for developing a model portfolio




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Session Plan

Sl No	Session Number	Details
Module 1 Concept and Role of a Mutual Fund		
	Session 1	<ul style="list-style-type: none"> • Concept of a mutual fund • Functions of a mutual fund • Advantages and limitations of a mutual fund • Investment objectives • Marking to market • Unit capital • Assets under management (AUM) • Fund running expenses • Net asset value (NAV)
	Session 2	<ul style="list-style-type: none"> • Brief history of mutual funds in India • Closed end funds and open ended funds • Categorization of funds by investment objective • Categorization of funds by investing horizon • Categorization of funds by asset class • International funds • Fund of Funds • Exchange Traded Funds (ETF)
Module 2 Fund Structure and Constituents		
	Session 3	<ul style="list-style-type: none"> • Structure of mutual funds in India and related regulations • Role of the sponsor, trustee and Asset Management Company (AMC) and related regulations
	Session 4	<ul style="list-style-type: none"> • Role of other fund constituents and related regulations
Module 3 Legal and Regulatory Environment		
	Session 5	<ul style="list-style-type: none"> • Role of regulators in India • Role and functions of SEBI in regulating mutual funds • Self-regulatory organizations • Role and functions of AMFI
	Session 6	<ul style="list-style-type: none"> • AMFI Code of Ethics • Investment restrictions and related regulations • Investor rights and obligations
Module 4 Offer Document		
	Session 7	<ul style="list-style-type: none"> • Regulations with respect to drafting and filing of an Offer Document for NFO


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		<ul style="list-style-type: none"> • Process of NFO and steps involved in marketing an NFO • Objectives of information disclosure in an offer document
8	Session 8	<ul style="list-style-type: none"> • Objectives and contents of the Statement of Additional Information (SAI) and related regulations • Objectives and contents of the Scheme Information Document (SID) and related regulations • Key Information Memorandum (KIM) and related regulations

Module 5 Fund Distribution and Sales Practices

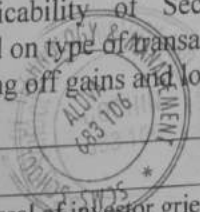
9	Session 9	<ul style="list-style-type: none"> • Types of investors and eligibility • Distribution channels for mutual funds • Pre-requisites to become a mutual fund distributor • Key elements of agreement between distributor and a mutual fund
10	Session 10	<ul style="list-style-type: none"> • Sales practices and commission structure • Types of commissions and transaction charges • AMFI Code of Conduct • Process for KYD

Module 6 Accounting, Valuation and Taxation

11	Session 11	<ul style="list-style-type: none"> • Computation of net assets and NAV • Announcement of NAV • Factors affecting the NAV • Pricing of transactions in a mutual fund • Time-stamping of transactions • Charging of expenses • Key accounting and reporting requirements
12	Session 12	<ul style="list-style-type: none"> • Valuation process carried out by mutual funds • Applicability of taxes • Dividend Distribution Tax • Taxability of dividends and capital gains in the hands of a mutual fund investor • Applicability of Securities Transactions Tax based on type of transaction and scheme • Setting off gains and losses under Income Tax Act

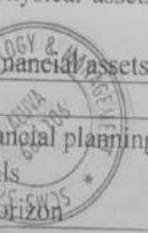
Module 7 Investor Services

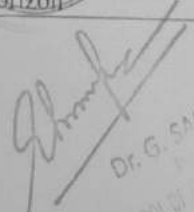
13	Session 13	<ul style="list-style-type: none"> • Redressal of investor grievance • KYC requirements & Demat Account concept • Process for fresh and additional purchase in a
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		<ul style="list-style-type: none"> mutual fund Additional documentation requirements for institutional investors Acceptable payment instruments Processes related to redemptions by investors
14	Session 14	<ul style="list-style-type: none"> Contents and periodicity of Statement of account Process for Nomination and Pledge Types of Investment options - dividend, growth and dividend re-investment Processes related to of systematic investment plans Processes related to systematic withdrawals and transfers Processes related to other investor services and facilities
Module 8 Risk, Return and Performance of Funds		
15	Session 15	<ul style="list-style-type: none"> Return on investment Calculation of simple, annualized and compounded returns Applicability of returns for different types of funds SEBI norms for return representation of mutual funds in India
16	Session 16	<ul style="list-style-type: none"> Factors that may affect mutual fund performance Risks in different type of mutual funds Classification of mutual funds based on risk Process for Benchmarking of performance
Module 9 Scheme Selection		
17	Session 17	<ul style="list-style-type: none"> Steps in selecting equity funds Steps in selecting debt funds Steps in evaluating a money market fund and identifying factors impacting their performance Steps in evaluating balanced mutual funds and evaluation of factors impacting their performance Sources of data to track mutual fund performance
Module 10 Selecting the Right Investment products for Investors		
18	Session 18	<ul style="list-style-type: none"> Classification of assets into physical and financial assets Features of physical assets such as gold and real estate Features of financial assets
Module 11 Helping Investors with Financial Planning		
19	Session 19	<ul style="list-style-type: none"> Basics of financial planning Financial goals Investment horizon




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20	Session 20	<ul style="list-style-type: none"> Objective of financial planning Benefits and need for financial planning to the investor Life cycle and wealth cycle in financial planning Tools to categorize investors' needs
Module 12 Recommending Model Portfolios and Financial Plans		
21	Session 21	<ul style="list-style-type: none"> Risk profiling Asset allocation and types Importance and steps for developing a model portfolio

Test Details:

Name of Module: NISM-Series-V-A: Mutual Fund Distributors Certification Examination

Fees (Rs.)	Test Duration (in minutes)	No. of Questions	Maximum Marks	Pass Marks* (%)	Certificate # Validity (in years)
1500+	120	100	100	50	3

- No negative marks for incorrect answers.
- Payment gateway charges extra.
- Passing Certificate will be issued only to those candidates who have furnished/ updated their Income Tax Permanent Account Number (PAN) in their registration details.

Exam Centers in Cochin

- NSEiT, Ravipuram, Kochi
- Rajagiri Center for Business Studies, Kochi
- SBLC, Beach Road, Fort Kochi.



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Syllabus

Certified Tally Accountant Program

Day	Session	Topics
Class 1	3 hrs	Introduction of manual Accounting and Computerised accounting, journalizing, Tally ERP 9 Versions, features, Default groups, Ledgers and Accounting Vouchers in Tally.
Class 2	3hrs.	Applications in Tally, Company creation, Alteration, Shut and Detelte company, F11 features, F12 configuration.
Class 3	3 hrs.	Ledger Creation, Voucher entry, Profit \$ Loss A/C, Balance Sheet and Cash flow statement, Security Control, Day Book and Trial Balance.
Class 4	3 hrs.	Voucher type creation, Optional Vouchers, Inventory Creation – Stock Category, Stock group, Unit of Measure and Godown. Invoicing.
Class 5	3 hrs.	Sale Order, Purchase Order, Delivery Note, Receipt Note, Actual & Billed Quantity, Multicurrency
Class 6	3 hrs.	Inventory Vouchers – Stock Journal, Manufacturing Journal, Backup and Restore
Class 7	3 hrs.	GST, Purchase and Sale invoices of Goods and Services using GST, Bill wise details, Daily transactions, and Cost Centre.
Class 8	3 hrs.	Payroll Management – Employee Units, Attendance, Groups, Pay heads, PF, ESI, Professional Tax, Salary details, Salary Payment and Pay slip.
Class 9	3 hrs.	TDS and Revision
Class 10	3 hrs.	Exam



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DEPARTMENT OF COMMERCE

Report on Tally Classes (Batch 2017-2020)

The B.Com Batch (2017-2020) was provided with Tally Classes from 17.06.2019 to 26.07.2019. The students were given training on Tally 9 ERP software. The Classes was conducted in association with Manvish Info Solutions. The classes were handled by Ms. Sreekala and Mr. Sajjad. The classes provided the students with a bird's eye view into tally as accounting software used for completing various accounting tasks quickly with perfection. The classes also dealt with aspects of accounting, inventory management, tax management, payroll etc. the Session also included the newly introduced GST Provisions. On completion of the course students are able to complete all kinds of accounting actions required by the business world. The class concluded with practical examination and students passed with good grades.




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Date	Time	Portions Covered
10.02.2020	9:30 am - 4:30 pm	Orientation
		What is Digital Marketing
		Merging Website
11.02.2020	9:30 am - 4:30 pm	Complete Website Creation
12.02.2020	9:30 am - 4:30 pm	On Page SEO
		Off Page SEO
		Practical SEO
13.02.2020	9:30 am - 4:30 pm	Search Engine Marketing
		Google Ads Practical
		Google Analytics
14.02.2020	9:30 am - 4:30 pm	Social Media Marketing
		Social Media Marketing Practical
		Content Marketing
		Content Marketing Practical
17.02.2020	9:30 am - 4:30 pm	Online Reputation Management
		Affiliate Marketing
		Email Marketing
18.02.2020	9:30 am - 4:30 pm	Evaluation Quiz
		Final Quiz
		Presentation





SESSION PLAN

Full Stack Web Application Development

Course Overview

Program	DDMCA
Batch, Year	3, 2016-2021
Semester	7
Course Title	Full Stack Web Application Development
Course Code	CWD1920S10
Type of Course	Addon
Faculty	Mr. Ranjith S
E mail ID	ranjiths@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	Demonstration of an existing Web application. Installation of necessary tools	1-3
2	Introduction to Project development- "MINI-CART"	4-5
3	Listing Modules	6-7
4	Database Design(Creation of Database and tables)	8-10
5	Admin Side – Form Designs(HTML & CSS)	10-14
6	Form Validation(Javascript)	15-17
7	Product Category Management – (Add,Edit,Delete) Categories	18-20
8	Product management with photos (Add,Edit,Delete) Photos	21-25
9	User side- Listing of products(Category wise) Adding Product to Cart	26-30





COURSE PLAN

WEKA

Course Overview

Program	MCA
Batch, Year	14
Semester	5
Course Title	WEKA
Course Code	COW1920S09
Type of Course	Addon
Faculty	Dr. JM Lakshmi Mahesh
E mail ID	lakshmimahesh@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

S.no	Topics	Subtopics	Session
1	Introduction & Installation	Installation	1-2
		Weka Explorer	3
2	Preprocessing Data	Opening and Reading File	4
		Opening File from Website	5
		Reading data from database	6
3	Applying Filters	File conversion	7
		Discretization	8-9
4	Building Classifiers	Choosing a classifier	10
		Analyzing results	11
		Visualization of results	12
5	Classification Exercise	ID3 Algorithm to whether data	13-15
6	Clustering Data	Choosing Clustering Scheme	16



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		Setting Test Options	17
		Analyzing results	18
7	Clustering Exercise	K-Means algorithm to Bank data	19-21
8	Finding Association	Choosing association scheme	22
		Setting Test Options	23
		Analyzing results	24
9	Association Rule Exercise	Apriori Algorithm for Iris data	25-27
10	Attribute Selection	Selecting Options	28
		Analyzing Results	29
		Visualizing Results	30
11	Data Visualization	Changing the view	31-32
		Setting instances	33
12	Evaluation and Conclusion		34-36





COURSE PLAN 2019

EXCEL FOR BUSINESS APPLICATIONS

Course Overview

Program	MBA
Batch, Year	16, 2019-2020
Semester	IV
Duration	November 2019- December 2019
Course code	CEM19201S11
Course Title	Excel For Business Applications Course
Type of Course	Add On course
Faculty	Dr. Praveena K
E mail ID	praveena@scmsgroup.org

Course Description

The course is designed to help the students to use MS Excel for business applications. Excel is one of the powerful tool to manage and analyze data in organisations. This course provides the students with the basic functions of Excel along with data analysis and presentations.

Pedagogy

The students will be given hands on experience on Excel and hence all sessions are planned to be lab sessions. The pedagogy includes a mix of lecture and tutorial sessions along with experiential learning where the students will be given exercises to use the taught Excel tools

Course Objectives

- * To familiarize with the basic functions of excel.
- * To equip students with data analysis and presentation.

Course Outcomes

Upon the successful completion of the course students will able to:

1. Do the basic functions of excel like using formulae, functions, charts, formatting etc.
2. Analyse the data and present the data using pivot tables and charts



3. Perform the lookup functions and basic analysis of data.

CO PO MAPPING

Program Outcomes / Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO - PO Relationship (specify 3 FOR HIGH/ 2 FOR MEDIUM/ 1 FOR LOW)						
CO1	1	3			2	1
CO2	1	3	2	1	2	1
CO3	1	3		2	2	2
TOTAL	3	9	2	3	6	4

Course Evaluation

The evaluation for the course is as follows:

Sl. No.	Component of the continual evaluation	Marks
1	Attendance	5
2	Assignment	15
3	Classtest	30
Total Internal Evaluation		50

Course Content and Session plan

Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
1	Introduction to Excel Basic use of excel- formatting, use of formula, functions	3	3
2	Pivot table Use of pivot table Use of pivot charts	5	8
3	Vlookup	4	12



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Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
4	Hlookup Assignment	4	16
5	Sort, Filter, Subtotal	4	20
6	Conditional formatting	4	24
7	Data analysis tools Correlation, Regression	5	29
8	Final exam	1	30


Recommended Books & Reading List

Bill, J and Michael, A, Excel 2013.

Ash Narayan Sah , Data Analysis using Microsoft Excel, Excel Books, New Delhi

Note:

The contents of the course is designed from the feedback of the alumni, the feedback of recruiters and industry experts.


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**Add on /Certificate/Value added programs and Online
MOOC programs like NPTEL, Swayam**

2018-19

S. NO	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course Code
1	Add on course Apiculture	CAC1819S01
2	Certification Course on Goods and Service Tax	CGS1819S02
3	Tally Ace Certification	CTA1819S03
4	Certification Course Foundation Program in Banking and Finance	CFB1819S04
5	Add on course ACCA	CAC1819S05
6	Add on course CMA	CCM1819S06
7	Certificate Program in Soft Skills	CSS1819S07
8	Certificate Program in MS Office	CMO1819S08
9	Add on course PHP	CPH1819S09
10	Add on course Fundamentals Of Financial Modelling Using Excel	CFM1819S10
11	NPTEL Online Certification - Joy of Computing Using Python	NPT1819
12	NPTEL Online Certification - Technical English for engineers	NPT1819


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Apiculture

The course Apiculture was conducted in association with the Golden Bee Farm, Pala, Kerala. The course extended hands on training on bee keeping (Apiculture) and run a bee farm of your own They were taught about process of extraction of honey using honey extractor and packaging and storage of honey and by-products.

Course Objectives

1. To acquaint the students about different species of the bees and how to raise them.
2. To differentiate between different kinds of bees in bee hive and about how to feed them
3. To identify different safety gears and equipment used for apiculture.

Course Outcomes

1. Students Learn to split the hives, extract honey and bee wax
2. Explain the different behaviours of the bees and methods to calm them to aid easy handling while farming them

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TALLY ACE

TALLY ERP9 is one of the leading accounting packages widely used in India. It is an ERP solution that enables the students to handle -Accounts, Inventory, billing, taxation, payroll functions like PF ESI etc. The students were given training on Tally 9 ERP software. The Classes are conducted in association with Manvish Info Solutions. The classes provide the students with a bird's eye view into tally as accounting software used for completing various accounting tasks quickly with perfection.

Course Objectives

To acquaint the students about different with aspects of accounting, inventory management, tax management, payroll etc

Course Outcomes

Students can complete all kinds of accounting actions required by the business world

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Foundation programme in Banking and Financial Service

Foundation Programme in Banking and Financial Services provide skill training courses in Banking and Financial service sector. It is designed to deliver the key employability skills to your students who want to pursue a career in the financial services industry including, banking and financial markets. It is a fully immersive industry training programme specifically designed for those who wish to pursue a career (both marketing & Operations) in banking and financial service industry. Students with background in commerce, management or aptitude for business are offered a unique opportunity to build their analytical and practical skills essential for marketing / operations in financial and banking services through this program.

Course objectives :

1. To Create an investment culture from a young age by spreading the concept of financial freedom.
2. To develop entrepreneurship among youth through imparting the importance of asset creation and its management.
3. Grooming students to have a cutting edge in share trading, banking, insurance or wealth management by implementing innovative solutions.

Course outcomes:

1. Explain the risk and return factors of alternate investment opportunities.
2. Become aware of the various investment avenues and trading platforms.
3. To build the analytical and practical skills essential for marketing / operations in financial and banking services.

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ACCA

The Association of Chartered Certified Accountants popularly known as ACCA is a globally recognized course with over 200,000 members and 600,000 students across 180+ countries. The ACCA qualification is considered the largest professional accounting qualification in the world. ACCA course is one of the most prestigious certifications in accounting and is preferred by many students who want to build a successful career abroad.

Course objectives :

- 1.The ACCA Qualification will provide skills and knowledge relevant to any business.
- 2.To provide access to global job opportunities.

Course outcomes:

- 1.Shapes the student into successful Auditors, Analysts, Bankers, Stock Market Executives, Chartered Accountants, etc. as it deals with modules like Financial Accounting, Business Valuation, Mergers & Acquisitions, Risk Management and such.
- 2.Be able to apply the knowledge of accounting, business laws and taxation in business and commerce.

CMA

Certified Management Accountant (CMA) is a professional certification credential in the management accounting and financial management fields. The certification signifies that the person possesses knowledge in the areas of financial planning, analysis, control, decision support, and professional ethics.

Management Accountants play a vital role in the financial health of an organization by making critical decisions, safeguarding a company's integrity, and work towards business sustainability

Course objectives :

- 1.To gain expertise in various accounting related subjects like financial management, auditing, financial statement analysis, working capital policies, taxation etc.
- 2.To provide a career developing gear with CMA certification and get higher earnings, more job opportunities at global level and enormous benefits and reputation with passage of time.

Course outcomes:

- 1.Become an experienced and versatile accountant.
- 2.Enhances the knowledge and confidence to make crucial business decisions.



Soft Skills

Soft skills are non-technical skills that improves a student's overall ability. Soft skills include [interpersonal](#) (people) skills, communication skills, [listening skills](#), time management, and empathy, among others. Students are encouraged to improve their soft skills during the course by sharpening their time management skills, leadership qualities and open-mindedness.

Course objectives :

1. To help the students understand interpersonal skills.
2. To support them in building interpersonal and social skills.
3. Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.

Course outcomes:

1. Students understand the significance of soft skills in the working environment.
2. Develop social and work-life skills, as well as their personal and emotional well-being.
3. Develop self-motivation, raised aspirations and belief in one's own abilities.



MS OFFICE

Microsoft Office is one of the most used software worldwide. Microsoft Office has many products mainly Microsoft Word, Microsoft PowerPoint & Microsoft Excel. Microsoft Office is the need of everyone so if you are working in any field like engineering, auditing, data analyzing, data entry, or if you are a student, teacher, or researcher or are working in the field where any of these three products of Microsoft Office are used you can choose this course to gain the skill as per your requirement.

Course objectives :

1. To be able to create documents for printing and sharing.
2. To provide an insight into how to create and share presentations.
3. To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint

Course outcomes:

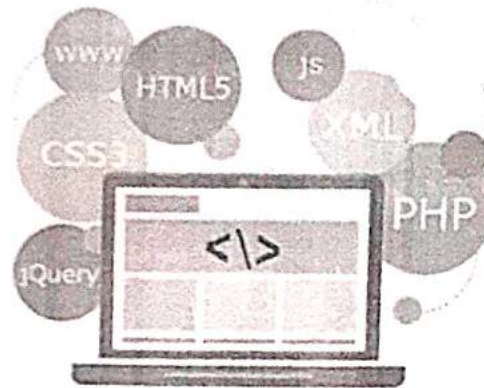
1. After successful completion of this course, students will be able to perform documentation and presenting skills.
2. Be Proficient in using Windows, Word Processing Applications, Spreadsheet Applications, Database Applications and Presentation Graphics Applications.
3. Empower students in pursuit of higher education or a successful career.

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PHP Programming



This course will teach students about fundamental concepts and techniques used for developing a basic to advanced PHP web application. This will include the creation of simple PHP applications, form design and validation, database applications etc. At the end of the course, students will understand different phases of application development and the practical fundamentals of how a PHP web application is developed

Course Objectives

Building Strong expertise to develop Web Application using HTML5, PHP & MySQL

Course Outcomes

Upon successful completion of the Course, Graduates should be able to:

- Students will be able to **state** the features of web programming.
- Students will be able to **explain** the concepts of web programming.
- Students will be able **apply** knowledge relating to the concepts of web programming.
- Students will be able to **distinguish** the concepts of web programming.
- Students will be able to **evaluate** the concepts of web programming.





Financial Modelling In Excel

FUNDAMENTALS OF FINANCIAL MODELLING USING EXCEL

The fundamentals of financial modelling using excel combines accounting, finance, and business metrics to create an abstract representation of a company in Excel. Financial modeling helps us to analyze overall financial health of a company and also help in forecasting the future.

Course objectives:

1. The objective of this course is to equip the students familiarize with the basic features of Microsoft Excel.
2. To enhance the working knowledge of the theoretical and practical aspects of preparing financial statements.
3. Familiarizing the students with the Financial model and helps them to build a financial model in excel.

Course outcomes:

1. Explain the various financial concepts, excel advanced tools and key idea of building a financial modelling using Excel.
2. Analyze the various financial statements and helps in taking managerial decision using the technique Financial Modelling.
3. Evaluate the various company's financial performance and forecast financial statements from the past data.

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Certificate Course

Subject – Apiculture

**First Semester B.Sc. Botany & Biotechnology (2018-2021 Batch) Biotechnology Division, SSTM,
Cochin**

Course Code: CAC1819S01, Course Duration: 50 hrs

Lay out of the Programme

Duration of the course	- 5 months
Days per week	- 1 st & 3 rd Saturdays
Total Saturdays & hours	- 10 Saturdays
Total hours	- 50 hrs. (5hrs/Saturday)
Theory & Practical	- 7 days (35hrs)
Technical visit & demonstration	- 3 days (15hrs)
Course coordinator	- Director, SIBB R&D
Faculty in charge	- Dr. Asha, Faculty of Zoology (the faculty may vary depending on the nature of the subject)
Total Strength of Students	- 14
Technical Expert & Faculty	- Mr. Joyce, Golden Bee hive, Palai.

Curriculum & Course Plan

Topics

Total hours – 35 hrs.

- | | |
|---|---------------------|
| 1. Apiculture in India | 3 hrs. (29.09.2018) |
| 2. What is Apiary? History of Apiculture? | 3 hrs. (29.09.2018) |
| 3. Challenges and prospects of Apiculture | 3 hrs. (26.10.2018) |
| 4. Constraints & potential of honey bee industry | 3 hrs. (26.10.2018) |
| 5. Bee management practices | 3 hrs (30.10.2018) |
| 6. Types of honey bees | 2 hrs (30.10.2018) |
| 7. Population of honey bee | 3 hrs (3.11.2018) |
| 8. Growth & development of honey bee | 3 hrs (3.11.2018) |
| 9. Bee pest & diseases | 3 hrs (12.11.2018) |
| 10. Production of honey, Death period & Product of honey bee | 3 hrs (23.11.2018) |
| 11. Composition of honey and its nutritional & medicinal value | 3 hrs (1.12.1018) |
| 12. How do I start a bee farm/bee keeping | 3 hrs (2.01.2019) |

Course plan

Subject: Certification Course on Goods and Service Tax

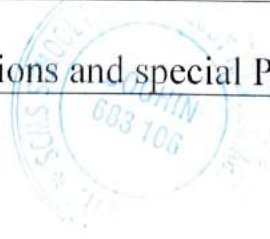
Course code: CGS1819S02

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DEPARTMENT OF COMMERCE

GST PRACTITIONER'S TRAINING SYLLABUS (2018-19)

<u>SL.No.</u>	<u>Content</u>
1.	GST History and evolution
2.	Comparison with VAT
3.	Computation
4.	20 GST return forms
5.	Filing of returns
6.	MRP fixing in GST regime
7.	Depreciation vs ITC
8.	ITC on Capital goods.
9.	Tax share of centre and states
10.	Exemptions and special Provisos



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Course Plan

Course Code: CTA1819S03

Course :Tally Ace Certification

Syllabus

Certified Tally Accountant Program

Day	Session	Topics
Class 1	3 hrs	Introduction of manual Accounting and Computerised accounting, journalizing, Tally ERP 9 Versions, features, Default groups, Ledgers and Accounting Vouchers in Tally.
Class 2	3hrs.	Applications in Tally, Company creation, Alteration, Shut and Detelte company, F11 features, F12 configuration.
Class 3	3 hrs.	Ledger Creation, Voucher entry, Profit \$ Loss A/C, Balance Sheet and Cash flow statement, Security Control, Day Book and Trial Balance.
Class 4	3 hrs.	Voucher type creation, Optional Vouchers, Inventory Creation – Stock Category, Stock group, Unit of Measure and Godown. Invoicing.
Class 5	3 hrs.	Sale Order, Purchase Order, Delivery Note, Receipt Note, Actual & Billed Quantity, Multicurrency
Class 6	3 hrs.	Inventory Vouchers – Stock Journal, Manufacturing Journal, Backup and Restore
Class 7	3 hrs.	GST, Purchase and Sale invoices of Goods and Services using GST, Bill wise details, Daily transactions, and Cost Centre.
Class 8	3 hrs.	Payroll Management – Employee Units, Attendance, Groups, Pay heads, PF, ESI, Professional Tax, Salary details, Salary Payment and Pay slip.
Class 9	3 hrs.	TDS and Revision
Class 10	3 hrs.	Exam
Class 11	3 hrs	Exam

certificate program ~~offers~~ offers 9 hours of classes (Theory + Practicals). The courses had both ~~offline~~ offline and online exams which had a duration of 3 hours.

FOUNDATION PROGRAMME IN BANKING & FINANCIAL SERVICES

Sl.No	Session	Topics to be covered
1.	Registration / Welcome Remarks / Intro session	Know Hedge –Video & PPT presentation – Programme Overview
2.	Ice breaker / team assignment	Intro video on Entrepreneurship – 30 sec exercise - Teams to be assigned – The Great Egg Drop Game
3.	Video Presentation - Connecting the Dots	Stanford Commencement speech of Steve Jobs to be played & discussion
4.	Entering the Ocean of Reality in Financial Services	Career trajectory & entrepreneurial opportunities in financial services
5.	Activity	Why do business ventures fail?
6.	Activity	One crore activity – Basics of asset classes – Equity / Mutual funds / Bank savings / Debt instruments / Gold / Real estate etc
7.	Gateway to financial freedom	Financial Freedom concept / Goal setting / asset allocation / Passive vs Active strategies
8.	A public opinion poll is no substitute for thought	Stock Game – Toro e Orso & learnings
9.	Exercise: Image behavior / Questioning game	Price vs Value concept
10.	Terminal Introduction	Trading Vs Investment / Introduce what is intra day trading / delivery based trading / introduce simulation software, and engage
11.	The Indian Capital Markets	Financial markets / IPOs / Stock exchanges / Corporate actions – Dividend / Stock split / right issue / bonus issue / spin off etc with live examples / Normal account opening procedures, how to buy shares, IPO, FPO/Physical dematting/etc
12.	Game: Needle	What is checklist & why its important
13.	Stick to basics – the role of checklists	Reinforce the points about building a business with Margin of Safety, and having a checklist to come out on



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		top – Fundamental analysis – EIC analysis / Ratios / Valuation etc
14.	The only discipline that lasts is self – discipline	Technical analysis / basics / Charts / Patterns / Indicators etc Activity: Gift wrapping exercise
15.	Video presentation	One Idiot Movie by IDFC
16.	A jug fills drop by drop	INVESTMENT STRATEGIES: "Systematic Investment Plan" / SIP calculator / Benefits of SIP, and the various processes involved, Overview of the various forms from various AMC, how to fill it. supporting documents etc.
17.	World of Mutual funds	Product Description - Equity & Debt MF / Terminologies / Process of selecting a MF from the universe and how it is analysed to recommend a mutual fund.
18.	Invest with an Edge	Pyramid game & T shape / Introducing NCDs / Liquid funds etc
19.	Game: Macropoly / Slide & Ladder	To get each participant a holistic view of macro economic environment / various financial products / macro terms and learnings so far
20.	Interview Game	Conduct interview to assess the investment appetite and discussion on learnings
21.	Know what you are	Investor Interview Presentations / Profiling – Conservative, Moderate, Aggressive – Value, Value averaging, systematic, leveraged trader
22.	Excel training for financial services operations	Microsoft excel
23.	Activity: The marshmallow challenge	Final evaluation



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BACHELOR OF COMMERCE

Report on Hedge Classes (Batch 2015-2018)

The B.Com Batch (2015-2018) was provided with Hedge Classes from 13.11.2017 to 07.12.2017. The students were given training to improve their entrepreneurship skills. The course dealt with Banking and Financial Services. The classes were conducted by Mr. Manoj Neelakandan (Corporate Trainer) and Mr. Noufal Latheef (Research Analyst cum Faculty). The class began with different ice breaker sessions. They were given with training as to how to set goals and find out solutions. They were also provided with awareness into basics and advancements of Banking Terminologies. They also had sessions of Fundamental Analysis of Economic Conditions. They also provided the students with Excel Training and a Business Quiz was conducted. Role play on Share Price was also conducted for the students. The session also had various games like Stock Game and Marshmallow Game. The students were given a final examination and they passed with good grades.

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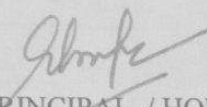
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DEPARTMENT OF COMMERCE

Report on ACCA 2018-21 Admissions

The classes for ACCA 2018-21 Admissions started on 14th July 2018. 25 students enrolled for the Course. Classes started with F3 Financial Accounting. Experienced faculties from different fields handled the classes. The students were provided with course materials as per the syllabus, which included Revision kit. After completing F3 paper classes for F2-Accountant in Business started. Student on successful completion of the course will be able to do financial analysis, budgeting and forecasting.




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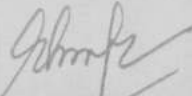
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Department of Commerce

Report on CMA 2018-21 Admissions

The classes for CMA 2018-21 Admissions started on 17th July 2018. 10 students enrolled for the Course. Classes started with Part 2 Financial Decision Making. Experienced faculties from different fields handled the classes. The students were provided with course materials as per the syllabus, which includes Revision kit. The student on Successful completion of CMA course will be able to do Financial Analysis, Financial Planning, Budgeting and Forecasting.




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Department of Commerce

Soft Skills (Semester 1)						
SUBJECT PLANNER	Month 1	Activity(Part 1)	Description	Month 2	Activity (Part 1)	Description
	Day 1	7	Birthday Gift	Day 13	12	Marketing strategies
	Day 2	8	Favourite Room	Day 14	14	Guessing the word
	Day 3	8	Favourite Room	Day 15	14	Guessing the word
	Day 4	3	Developing Story	Day 16	13	Countries of the world
	Day 5	3	Developing Story	Day 17	15	Planning a trip
	Day 6	2	Muted video	Day 18	5	Celebrity
	Day 7	2	Framing Dialogues	Day 19	6	JAM(Just a minute)
	Day 8	9	Taboo	Day 20	16	Developing a product
	Day 9	4	Identifying flaws	Day 21	16	Developing a product
	Day 10	10	Healthy Eating	Day 22	17	Money Management
	Day 11	11	Describing a concept	Day 23	18	Debate - Home Schooling
Day 12	11	Describing a concept	Day 24	19	Introducing oneself	
Month 3	Activity (Part 1 & 2)	Description	Month 4	Activity (Part 3)	Description	
Day 25	Part 1 Activity 20	chain speakers	Day 37	1	Group Planning	
Day 26	Part1 Activity 20	chain speakers	Day 38	2	Amusement Park	
Day 27	Part 1 Activity 1	Heritage of India	Day 39	2	Skit	
Day 28	Part 2 Activity 1	Ice-breaker session	Day 40	3	Group Discussion	
Day 29	2	Successful Presenter	Day 41	4	Time Management	
Day 30	3	Story Fun	Day 42	5	Self Description Test	
Day 31	4	Planning a cultural event	Day 43	6	Job interview	
Day 32	5	Cultural event	Day 44	6	Interview Skills	
Day 33	8	Developing news story	Day 45	7	Professionalism	
Day 34	9	News Reporting	Day 46	7	Professionalism	
Day 35	10	Prediction	Day 47	8	Silent movie	
Day 36	11	Prediction	Day 48	8	Silent movie	

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Department of Commerce

Syllabus for MS Office Certification

Microsoft Word 2013

Course Objectives

To enable students to create a word document with necessary formatting and print the same

Course outcomes

On successful completion of the course, the students will be able to

1. Work with the basic features of MS word
2. Use a range of font/paragraph formatting techniques
3. Create a professional page layout
4. Insert and align tables, pictures, header and footer etc.
5. Print a document

Course content

1. Getting started with MS Word
 - a. Understanding The Start Screen
 - b. Using The Ribbon
 - c. Checking Spelling And Grammar
 - d. Printing the document
2. Page layout
 - a. Changing Page Margins
 - b. Changing Page Orientation
 - c. Inserting Page Numbers
 - d. Inserting Page Breaks
 - e. Page borders
3. Font formatting
 - a. Understanding Font Formatting Tools
 - b. Changing Font, Font Size
 - c. Formatting text
4. Paragraph formatting
 - a. Understanding Paragraph Formatting
 - b. Understanding Text Alignment
 - c. Line and paragraph spacing, indents
 - d. Bullets and numbering
5. Tables
 - a. Creating A Table
 - b. Adding Data To A Table
 - c. Inserting Columns And Rows



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- d. Modifying Borders
- 6. Shapes/pictures
 - a. Insert shapes and pictures
 - b. Formatting and aligning shapes and pictures

Microsoft Excel 2013

Course Objectives

To enable students to work with basic features of excel and equip them to work with formulae, functions and charts

Course outcomes

On successful completion of the course, the students will be able to

1. To familiarize with the basic features of Excel
2. To perform basic calculations using Excel
3. To create charts
4. To print a worksheet

Course content

1. Create and Manage Worksheets and Workbooks
 - a. Create worksheets , rename sheets
 - b. Search for data within a workbook
 - c. Navigate to a named cell/range
 - d. Adjust row height and column width
2. Format cells
 - a. Fill cells
 - b. Merge cells
 - c. Wrap text within cells
 - d. Apply formats to cells
 - e. Referencing of cells- relative & absolute reference
3. Perform Operations with Formula and Functions
 - a. Use of formula (basic addition, subtraction, multiplication etc.)
 - b. Perform calculations by using functions – sum, average, count, min, max
 - c. Perform logic operation using if, sumif, countif
 - d. Basic introduction to data analysis pack
4. Sort and filter data
 - a. Different types of sorting
 - b. Use of filter
5. Charts
 - a. Prepare charts, use of different charts
 - b. Format and describe charts



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Microsoft Powerpoint 2013

Course Objectives

To enable students to create professional presentations with the use of text, graphics and animations

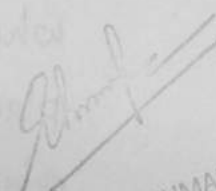
Course outcomes

On successful completion of the course, the students will be able to

6. Identify the basic features and functions of PowerPoint
7. Perform text editing operations
8. Add graphical elements, tables and charts to their presentations
9. Create animations and transitions
10. Prepare a professional presentation

Course content

7. Getting started with PowerPoint
 - a. Starting PowerPoint
 - b. Understanding the Start Screen
 - c. Creating a new Blank Presentation
 - d. The PowerPoint Screen
 - e. Using The Ribbon
 - f. Applying Theme Variants
 - g. Inserting New Slides/ slide layouts
 - h. Applying Slide Transitions
 - i. Add slide numbers/ date & time
 - j. Previewing a Slide Show
 - k. Printing slides
8. Performing text editing operations
 - a. Editing Text
 - b. Checking Spelling and Grammar
 - c. Font/paragraph formatting
 - d. Bullet and numbering styles
 - e. Applying word art
 - f. Create hyperlinks
9. Adding graphical elements, tables and charts
 - a. Insert and edit shapes
 - b. Add tables
 - c. Add graphs/pictures
 - d. Position the pictures
 - e. Add charts


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10. Create animations

- a. Add animations to the content
- b. Add emphasis/ exit animations

11. Create master slides

- a. Use master slides for professional presentations



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COURSE PLAN

PHP Programming

Course Overview

Program	MCA
Batch, Year	13, 2016-2019
Semester	5
Course Title	PHP Programming
Course Code	CPH1819S09
Type of Course	Addon
Faculty	Mr. Mariadas Ronnie C P
E mail ID	mariadas@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	PHP introduction, Basic syntax, Defining variables and constants, PHP data types, Operators and expressions	1-3
2	Making decisions, doing repetitive task with looping, Mixing decisions and looping	4-5
3	What is a function? Defining a function	6-7
4	Creating and accessing strings, Searching & replacing strings	8-10
5	Anatomy of an array, creating index based and associative array, accessing array element, looping with index-based array, Looping with associative array	11-14
6	Introduction, Objects, Declaring a class, The new keyword and constructor, Destructor, Access method and properties using \$this variable, public,private, protected properties and methods, Inheritance, parent:: & self:: keyword, Interface	15-19
7	Introduction to HTML, HTML tags, creating forms, Creating tables	20-23
8	Introduction to RDBMS, Connection with MySQL database, Performing basic database operations (DML) (Insert, Delete, Update, Select)	24-30



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COURSE PLAN 2018

FUNDAMENTALS OF FINANCIAL MODELLING USING EXCEL

Course code : CFM1819S10

Course Overview

Program	MBA
Batch, Year	15, 2018-2019
Semester	IV
Duration	December 2018 - February 2019
Course Title	FUNDAMENTALS OF FINANCIAL MODELLING USING EXCEL
Type of Course	Add On course
Faculty	Devi S. Nair
E mail ID	devi@scmsgroup.org

Course Description

This course will help students to understand the fundamentals of financial modelling using excel which is to combine accounting, finance, and business metrics to create an abstract representation of a company in Excel. Financial modeling helps us to analyze overall financial health of a company and also help in forecasting the future.

Pedagogy

Faculty will follow a lecturer method which gives a thorough knowledge of the topic and thereby followed by practical session which gives them a hands on experience in using Microsoft excel. By submitting assignments, they will able to build a model in excel which could be used for analysis of financial statements.

Course Objectives

- * The objective of this course is to equip the students familiarize with the basic features of Microsoft Excel.
- * To enhance the working knowledge of the theoretical and practical aspects of preparing financial statements.
- * Familiarizing the students with the Financial model and helps them to build a financial model in excel.

Course Outcomes

Upon the successful completion of the course students will able to:



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1. Explain the various financial concepts, excel advanced tools and key idea of building a financial modelling using Excel.
2. Analyze the various financial statements and helps in taking managerial decision using the technique Financial Modelling.
3. Evaluate the various company's financial performance and forecast financial statements from the past data.

Course Evaluation

The evaluation for the program will consist of a continuous evaluation and the details of the distribution of marks for the internal evaluation are as follows:

Sl. No.	Component of the continual evaluation	Marks
Written examinations		
1	Assessment	30
2	Assignments	15
3	Attendance- 75% mandatory	5
Total Internal Evaluation		50

Course Content and Session plan

Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
1	Introduction to Financial Modeling, Examples	4	4
2	Financial Statement Analysis Finance concepts Understanding Income Statement, Balance Sheet Cash Flow Statement Financial Analysis Techniques	5	9
3	Excel as a tool Financial modeling Excel Basics- key shortcuts finance formulas Advanced Excel Features- Lookups Pivot tables *Including Practical sessions	8	17
4	Fundamentals of Model Building Key structure for model building Model Inputs Data validation Locking/Unlocking cells	8	25



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Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
	Protecting worksheet Income statement model building & forecasting Balance sheet model building & forecasting *Including Practical sessions		
5	Case Study: Colgate Financial Model & other models	4	29
6	Final test	1	30

Recommended Books & Reading List

Chandan, S. (n.d.). *Financial Analysis and modeling using EXCEL and VBA*. Wiley.

Ruzbeh, B. (n.d.). *Understanding and analyzing Balance sheets using EXCEL*. Pearson .

Scott, P. (n.d.). *Building Financial Models with Microsoft Excel + CD*. Wiley.

Note:

Contents of the course had been discussed with industrial expert- Mr.Sam Kuriakose, IMS Proschool regarding Financial Modelling program & Dr.GopalaKrishna IFRS.

Websites

Accessed from:

<https://www.wallstreetmojo.com/free-financial-modeling-training-course/>

<https://corporatefinanceinstitute.com/free-pdf-templates-financial-models/>

[https://www.ey.com/Publication/vwLUAssets/EY - Introduction to Financial Modelling/\\$FILE/EY-introduction-to-financial-modelling.pdf](https://www.ey.com/Publication/vwLUAssets/EY - Introduction to Financial Modelling/$FILE/EY-introduction-to-financial-modelling.pdf)



**Add on /Certificate/Value added programs and Online
MOOC programs like NPTEL, Swayam**

2017-18

S. NO	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course Code
1	Add on course Application of PCR tools on Molecular studies	CPM1718S01
2	Tally Ace Certification	CTA1718S02
3	Certification Course Foundation Program in Banking and Finance	CFB1718S03
4	Add on course ACCA	CAC1819S04
5	Add on course CMA	CCM1819S05
6	Add on course PHP	CPH1718S06
7	Add on course Graphics with Python tool	CGP1718S07
8	Add on course WEKA	COW1718S08
9	Add on course MS Project	CMP1718S09
10	Add on course HR Analytics	CHR1718S10
11	Add on course Excel for Business Management	CEM1718S11
12	NPTEL Online Certification - Programming, data structures and algorithms using python	NPT1718

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Add On Course on “Application of PCR tools on Molecular studies”

This course is designed for students who wish to learn and appreciate biological topics while studying the smallest units of biology. Students are introduced to molecular experiments, Reagent preparation, DNA isolation, Agarose gel electrophoresis, PCR – An introduction and PCR – Reaction.

COURSE OBJECTIVES:

1. To perform molecular biology experiments
2. To prepare reagents in normal, molar and molal concentrations
3. To perform nucleic acid isolation
4. To perform Agarose Gel Electrophoresis
5. To perform PCR

COURSE OUTCOMES:

1. Helps to understand the basic theory and mechanism of molecular biology
2. Apply different molecular techniques and interpret the results
3. Helps to explore the cellular and subcellular levels of organisms, how these levels are structured and how they function.



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1. Agarose gel electrophoresis
2. PCR – An introduction
3. PCR – Reaction
4. Amplification of gene in Plasmid DNA and Restriction Mapping Analysis



TALLY ACE

TALLY ERP9 is one of the leading accounting packages widely used in India. It is an ERP solution that enables the students to handle -Accounts, Inventory, billing, taxation, payroll functions like PF ESI etc. The students were given training on Tally 9 ERP software. The Classes are conducted in association with Manvish Info Solutions. The classes provide the students with a bird's eye view into tally as accounting software used for completing various accounting tasks quickly with perfection.

Course Objectives

To acquaint the students about different with aspects of accounting, inventory management, tax management, payroll etc

Course Outcomes

Students can complete all kinds of accounting actions required by the business world

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Foundation programme in Banking and Financial Service

Foundation Programme in Banking and Financial Services provide skill training courses in Banking and Financial service sector. It is designed to deliver the key employability skills to your students who want to pursue a career in the financial services industry including, banking and financial markets. It is a fully immersive industry training programme specifically designed for those who wish to pursue a career (both marketing & Operations) in banking and financial service industry. Students with background in commerce, management or aptitude for business are offered a unique opportunity to build their analytical and practical skills essential for marketing / operations in financial and banking services through this program.

Course objectives :

1. To Create an investment culture from a young age by spreading the concept of financial freedom.
2. To develop entrepreneurship among youth through imparting the importance of asset creation and its management.
3. Grooming students to have a cutting edge in share trading, banking, insurance or wealth management by implementing innovative solutions.

Course outcomes:

1. Explain the risk and return factors of alternate investment opportunities.
2. Become aware of the various investment avenues and trading platforms.



Course Code: CAC1819S04

ACCA

The Association of Chartered Certified Accountants popularly known as ACCA is a globally recognized course with over 200,000 members and 600,000 students across 180+ countries. The ACCA qualification is considered the largest professional accounting qualification in the world. ACCA course is one of the most prestigious certifications in accounting and is preferred by many students who want to build a successful career abroad.

Course objectives :

- 1.The ACCA Qualification will provide skills and knowledge relevant to any business.
- 2.To provide access to global job opportunities.

Course outcomes:

- 1.Shapes the student into successful Auditors, Analysts, Bankers, Stock Market Executives, Chartered Accountants, etc. as it deals with modules like Financial Accounting, Business Valuation, Mergers & Acquisitions, Risk Management and such.
- 2.Be able to apply the knowledge of accounting, business laws and taxation in business and commerce.


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Course Code: CCM1819S05

CMA

Certified Management Accountant (CMA) is a professional certification credential in the management accounting and financial management fields. The certification signifies that the person possesses knowledge in the areas of financial planning, analysis, control, decision support, and professional ethics.

Management Accountants play a vital role in the financial health of an organization by making critical decisions, safeguarding a company's integrity, and work towards business sustainability

Course objectives :

1.To gain expertise in various accounting related subjects like financial management,auditing, financial statement analysis, working capital policies, taxation etc. 2.To provide a career developing gear with CMA certification and get higher earnings, more job opportunities at global level and enormous benefits and reputation with passage of time.

Course outcomes:

1. Become an experienced and versatile accountant.
2. Enhances the knowledge and confidence to make crucial business decisions.


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HR Analytics

HR Analytics

HR has always been about people, and this remains true today. However, given the rapid digital transformation in today's organizations, the need for data-driven decision making has become essential. There is both a shortage of analytical talent within HR and an increasing demand for these skills. In this certificate program, the student will learn to source, analyze, and visualize HR data to inform decisions and recommendations.

Course Objectives

- This course helps students to understand conceptual knowledge HR analytics.
- This course intends to develop practical knowledge of using HR to support making data-driven decisions.

Course Outcomes

- The student will strengthen his analytical acumen to make decisions through analysis and storytelling.
- The student will be positioned to examine common HR challenges around hiring top talent, engaging the workforce, managing retention, and evaluating workforce diversity more rigorously.

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Excel for Business Applications

SSTM offers add on course on the basics of Microsoft Excel for data analysis. This course prepares the students to understand the nuances of data analysis as excel is an essential tool that comes in handy for professionals. The objectives of the course were to make them understand the essential functions of excel.

Course objectives :

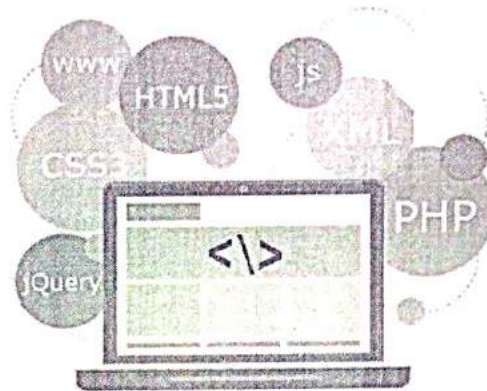
- To familiarize with the basic functions of excel
- To equip students with data analysis and presentation

Course outcomes:

- Do the basic functions of excel like using formulae, functions, charts formatting etc.,
- Analyze the data and present the data using pivot tables and charts
- Perform the lookup function and basic analysis of data



PHP Programming



This course will teach students about fundamental concepts and techniques used for developing a basic to advanced PHP web application. This will include the creation of simple PHP applications, form design and validation, database applications etc. At the end of the course, students will understand different phases of application development and the practical fundamentals of how a PHP web application is developed

Course Objectives

Building Strong expertise to develop Web Application using HTML5, PHP & MySQL

Course Outcomes

Upon successful completion of the Course, Graduates should be able to:

- Students will be able to **state** the features of web programming.
- Students will be able to **explain** the concepts of web programming.
- Students will be able to **apply** knowledge relating to the concepts of web programming.
- Students will be able to **distinguish** the concepts of web programming.
- Students will be able to **evaluate** the concepts of web programming.



Turtle-Python Tool

Turtle is a pre-installed Python library that enables users to create pictures and shapes by providing them with a virtual canvas. The onscreen pen that you use for drawing is called the turtle and this is what gives the library its name. In short, the Python turtle library helps new programmers get a feel for what programming with Python is like in a fun and interactive way. It's a straightforward yet versatile way to understand the concepts of Python. It's also proved extremely useful for students who are trying their hands at Python, which makes it great for Python beginners and for Web Developers



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MASTER OF COMPUTER APPLICATIONS



Weka
Add on Course

About the Course

WEKA is open-source software that provides tools for data preprocessing, implementation of several Machine Learning algorithms, and visualization tools so that you can develop machine learning techniques and apply them to real-world data mining problems

Requirements

- Computer Knowledge
-

Duration of the course: 33 Hours

Course Objective

- To understand the data mining functionalities
- To conceptualize and apply preprocessing, classification and clustering of data
- To understand data visualization techniques

Course Outcome

After completing this course:

- You will know how to work through a dataset end-to-end and deliver a set of predictions or a high-performance model.
- You will know your way around the Weka machine learning workbench including how to explore algorithms and design controlled experiments.
- You will know how to create multiple views of your problem, evaluate multiple algorithms and use statistics to choose the best-performing model for your own predictive modeling problems.



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Department of Computer Applications

ADD-ON COURSE – MS PROJECT

This course has provided the basic knowledge of Microsoft Project, It covered various topics such as Identification of Requirements, Organizing and managing the tasks and Resources required to complete a project, etc. An assessment had been conducted in that 22% of students got A+




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ADD on course in Biotechnology

V Semester B.Sc. Botany & Biotechnology (Double core)-2017,

Division of Biotechnology,

SCMS School of Technology & Management (SSTM), Cochin

COURSE CODE : CPM1718501

Title : Application of PCR tools on Molecular studies

Duration : August 2017-January 2018 (36 HOURS)

Venue : Molecular Biology Division, SIBB R&D, Cochin-33

Time : 9.30 – 12.30, All Saturdays Except Second & Fourth

CURRICULUM

(Two Phases)

Phase A Theory:

- I. Prospects of Nucleic acid Research (DNA/RNA)
- II. History and need of Polymerase chain reaction
- III. Functional aspects of PCR assay
- IV. What is Real time PCR? Its relevance



Phase B Experimental:

- I. Isolation Nucleic acid (DNA/RNA/Plasmid)
- II. Designing of primers
- III. PCR assay preparations
- IV. Amplification of Gene of interest
- V. cDNA synthesis
- VI. RT-PCR
- VII. Amplification of gene in Plasmid DNA
- VIII. Restriction Mapping Analysis



Course Plan

I.	Prospects of Nucleic acid Research (DNA/RNA)	3Hrs	13.01.2018
II.	Isolation Nucleic acid (DNA/RNA/Plasmid)(Practical)	3Hrs	13.01.2018
III.	History and need of Polymerase chain reaction	3hrs	27.01.2018
IV.	Designing of primers (Practical)	3Hrs	27.01.2018
V.	PCR assay preparations (Practical)	4Hrs	10.02.2018
VI.	Amplification of Gene of interest (Practical)	2Hrs	10.02.2018
VII.	cDNA synthesis (Practical)	2 Hrs	24.02.2018
VIII.	RT-PCR (Practical)	4 Hrs	24.02.2018
IX.	Amplification of gene in Plasmid DNA (Practical)	4 Hrs	04.03.2018
X.	Restriction Mapping Analysis (Practical)	2 Hrs	04.03.2018
XI.	Functional aspects of PCR assay (theory)	3 Hrs	08.04.2018
XII.	What is Real time PCR? Its relevance. (Theory)	3 Hrs	08.04.2018

Course plan

Subject:Tally Ace Certification

Course code: CTA1718S02

Sl.No.	Name of the Faculty	Subject	Date	Signature
1.	S. A. Sreejith - Sanil	Introduction of Accounting, Journal Ledger, Trial Balance, Bank Statement, Complex Ledger, Journal, Bills, Ledger, Groups, Vouchers, Debit Co.	19/6/2017	<i>S. A. Sreejith</i>
2.	Sreejith, Sanil	Company Cheque, Ledger, Folios Voucher types	20/6/17	<i>S. A. Sreejith</i>
3.	" "	Op-balance, B/S, P/L, Trial balance, Inventory	21/6/17	<i>S. A. Sreejith</i>
4.	" "	warrants, Invoicing Godown, Stock category, Debit Note Credit Note,	22/6/17	<i>S. A. Sreejith</i>
5.	" "	daily transactions etc A/c receivable, Payable, Bill note, New ref. agost, cash, advance.	23/6/17	<i>S. A. Sreejith</i>
6.	" "	Manufacturing, Actual & billed qty, Cost Centre, Stock Journal, Manufacturing Journal etc.	27/6/17	<i>S. A. Sreejith</i>
7.	Sreejith, A. Sreejith	Purchase, Order, Sale Order, Delivery Note, Receipt Note, Vat, Back up, Restock.	29/6	<i>S. A. Sreejith</i>
8.	Sreejith.	Vat, Invoicing using vat, Service tax	30/6.	<i>S. A. Sreejith</i>
	S. A. Sreejith	TDS Payroll	1/7	<i>S. A. Sreejith</i>

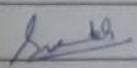
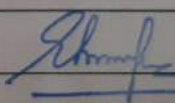
Dr. G. SASHI KUMAR

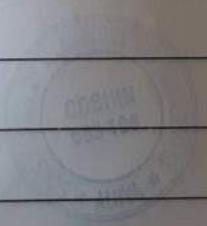
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Sl.No.	Name of the Faculty	Subject	Date	Signature
	Suresh	Introduction of accounting manual and computerized, Tally, ledger, Version. Features and releases, company creation, alter, print, ledger creation, voucher, F11, F12, P & L etc.	4/7/17	
	The classes were conducted for 9 days. 11 th day students had both practical and online Exams. 11x3 = 33 hours.			
				
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Sl.No.	Name of the Faculty	Subject	Date	Signature
	Shreekala, Susil	Ledger creation, F, Transfer, Ledger, Ledger Alter, Debit, Voucher creation, Profit & Loss Ac, Dry book & Balance Sheet.	2/6/2017	Shreekala
	Shreekala, Susil	Introduction of opening, Journal Ledger, final ac, Entries, Introduction of Tally, Company creation, select, Alter, Ledger, Groups, Vouchers Delete Co etc.	5/6/17	Shreekala
	Shreekala, Susil	Accounting vouchers, opening balances, Balance sheet, Inventory system, Invoicing.	7/6/17.	Shreekala
	Shreekala, Susil	Daily transactions, Stock Category, Godown, Invoicing, Debit Note, Credit Note	8/6/17	Shreekala
	Shreekala, Susil	Accounts Receivables Payables, Bill wise details, Voucher type new Ref, agent Ref, Advance.	9/6/17	Shreekala
	Shreekala, Susil	Purchase Order, Receipt Note, Sale Order, Delivery Note, Stock Journal, Bill of Material, Manufacturing Journal.	12/6/17	Shreekala
	Shreekala, Susil	Vat, Invoicing using Vat-Backup & restore	13/6/17	Shreekala

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**SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
PRATHAP NAGAR, MUTTOM, ALUVA**

DEPARTMENT OF COMMERCE

Report on Tally Classes (Batch 2015-2018)

The B.Com Batch (2015-2018) was provided with Tally Classes from 19.06.2017 to 14.07.2017. The students were given training on Tally 9 ERP software. The Classes was conducted in association with Manvish Info Solutions. The classes were handled by Ms. Sreekala, Mr. Sunil and Mr. Atheesh. The classes provided the students with a bird's eye view into tally as accounting software used for completing various accounting tasks quickly with perfection. The classes also dealt with aspects of accounting, inventory management, tax management, payroll etc. On completion of the course students are able to complete all kinds of accounting actions required by the business world. The class concluded with practical examination and students passed with good grades.




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Course plan

Subject: Certification Course Foundation Program in Banking and

Finance(HEDGE)

Course code: CFB1718S03

FOUNDATION PROGRAMME IN BANKING & FINANCIAL SERVICES

Jointly conducting by SCMS School of Technology & Management, Cochin & Hedge School of Applied Economics (Training division: Hedge Group of Companies) – accredited by KASE – Kerala Academy for Skills Excellence: Skill development Mission of Govt of Kerala

DAY - I

Time : 9.30 AM -3.30 PM

Sl.No	Theme of the Day	Session	Faculty	Time
1.	Registration & Welcome Remarks	Company Introduction / Programme Overview	Mr. Manoj Neelakandan Industry Trainer	9:30 am to 10:00 am
2.	Ice breaker	Marshmallow Game	Mr. Manoj Neelakandan Industry Trainer	10:00 am to 10:45 am
3.	Learning Through Fun	Learning of Marshmallow Game	Mr. Manoj Neelakandan Industry Trainer	10:45 am to 11:00 am
Break				
4	Connecting the Dots	Stanford Commencement Speech of Steve Jobs	Mr. Manoj Neelakandan Industry Trainer	11.20 am to 12.30 pm
5	The only discipline that lasts is self discipline	Investment v/s trading	Mr. Manoj Neelakandan Industry Trainer	12.30 pm to 1.00 pm
Lunch break				
6.	Stock Game	Toro E Orso	Mr. Manoj Neelakandan Industry Trainer	2:00 pm to 3:00 pm
7.	The only discipline that lasts is self discipline	Learning's of Toro E Orso	Mr. Manoj Neelakandan Industry Trainer cum Faculty	3:00 pm to 3:30 pm

FOUNDATION PROGRAMME IN BANKING & FINANCIAL SERVICES

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DAY 2

Time: 9.30 AM -3.30 PM

Sl.No	Theme of the Day	Session	Faculty	Time
1	Goal Setting / Wealth Creation / Solution Provider	Financial Planning – Basics - Loans / Insurance / Investments	Mr. Manoj T Neelakandan Corporate Trainer	9:30 am to 10:00 am
2	Entering the Ocean of Reality in Banking Financial Services	Banking – Basics / Terminologies / Advancements and new technologies	Mr. Manoj T Neelakandan Corporate Trainer	10:00 am to 10:45 am
3	Group Activity	Role Play – Share Price Movements	Mr. Manoj T Neelakandan Corporate Trainer	10:45 am to 1.00 pm
Break				
4	Basics of Fundamental Analysis	Discuss current economic condition, Introduce important economic factors and its correlation	Mr.Noufal Latheef Research Analyst cum Faculty	02.00 pm to 2.30 pm
5	Industry Analysis	Porters Industry analysis using example	Mr.Noufal Latheef Research Analyst cum Faculty	2.30 pm to 03.00 pm
6.	Industry Analysis	Business ,Management ,Financials Valuation	Mr.Noufal Latheef Research Analyst cum Faculty	3:00 pm to 3:30 pm

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DAY 3

Time : 9.30 AM -3.30 PM

Sl. No	Session	Faculty	Time
1	Excel Training	Mr. Noufal Latheef Research Analyst cum Faculty	9:30 am to 11:00 am
2	Business Quize	Jasna Jayan Sr. Research Analyst cum Faculty	11:00 am to 12:45 am
3	Final Evaluation Test	Mr. Noufal Latheef Research Analyst cum Faculty	01.40 PM to 03.00 PM
4	Cake Cutting Feedback	Mr. Noufal Latheef Research Analyst cum Faculty	03.00 PM to 03.30 PM

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BACHELOR OF COMMERCE

Report on Hedge Classes (Batch 2015-2018)

The B.Com Batch (2015-2018) was provided with Hedge Classes from 13.11.2017 to 07.12.2017. The students were given training to improve their entrepreneurship skills. The course dealt with Banking and Financial Services. The classes were conducted by Mr. Manoj Neelakandan (Corporate Trainer) and Mr. Noufal Latheef (Research Analyst cum Faculty). The class began with different ice breaker sessions. They were given with training as to how to set goals and find out solutions. They were also provided with awareness into basics and advancements of Banking Terminologies. They also had sessions of Fundamental Analysis of Economic Conditions. They also provided the students with Excel Training and a Business Quiz was conducted. Role play on Share Price was also conducted for the students. The session also had various games like Stock Game and Marshmallow Game. The students were given a final examination and they passed with good grades.

Latheef

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Sashi Kumar

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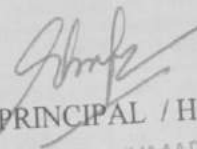
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DEPARTMENT OF COMMERCE

Report on ACCA 2017-20 Admissions

The classes for ACCA 2017-20 Admissions started on 13th July 2017. 3 students enrolled for the Course. Classes started with F3 Financial Accounting. Experienced faculties from different fields handled the classes. The students were provided with course materials as per the syllabus, which included Revision kit. After completing F3 paper classes for F2-Accountant in Business started. Student on successful completion of the course will be able to do financial analysis, budgeting and forecasting.




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NO	TIME	PORTIONS COVERED	NO	TIME	PORTIONS COVERED
1	24-04-19/ 8.30-4.30	RISK & RETURN	16	16-5-19/8.45-4.30	TOPIC 2+PROBLEMS
2	25-4-19/8.30-4.30	BOND VALUE	17	17-5-19/8-4.30	TOPIC 3 +WACC+PROBLEMS
3	26-4-19/8.30-4.30	COMON SHARE	18	18-5-19/7.45-4.30	TOPIC 3+CAPITAL
4	27-4-19/08.30-4.30	COST OF CAPITAL	19	20-5-19/7.45-4.30	SPECIAL ISSUES+WORKING CAPITAL+EXAM
5	29-4-19/8.30-4.30	EXAM, MPV INTRODUCTION, SOFTWARE	20	21-5-19/7.30-4.30	SEC E+MARKET SECURITIES
6	30-4-19/8.30-4.30	MPV	21	22-5-19/7.50-4.50	CVP
7	6-5-19/2.-4.30	RISK + EXAM	22	23-5-19/8-4.30	CVP+ RECIEABLE
8	7-5-19/2-4.30	BOND VALUE+EXAM	23	24-5-19/7.45-4.30	CVP+INVENTORY
9	8-5-19/2.4.30	COM VALUE+EXAM	24	25-5-19/7.50-4.30	MARGINAL ANALYSIS
10	9-5-19/2-4.30	PREFERRED SAHRE VALUE+EXAM	25	27-5-19/7.50-4.30	COST +MAKE OVER
11	10-5-19/2-4.3	COST OF CAPITAL	26	28-5-19/7.45-4.30	ALL QUESTION CVP+MARGINAL
12	11-5-19/8.30-4.30	WACC +PROBLEMS	27	29-5-19/7.50-4.30	PRICING +RISK
13	13-5-19/8.30-4.30	QUESTION PRACTICING	28	30-5-19/7.45-4.30	PRICING
14	14-5-19/9-4.30	SEC A TOPIC2 +PROBLEMS			
15	15-5-19/7.45-4.15	TOPIC 2			



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SCMS Campus, Prathap Nagar, Muttom, Aluva

Department of Commerce

Report on CMA 2016-19 and 2017-20 Admissions

The classes for CMA started on 14th July 2017. 19 students enrolled for the Course. Classes started with Part 2 Financial Decision Making. Experienced faculties from different fields handled the classes. The students were provided with course materials as per the syllabus, which includes Revision kit. The student on Successful completion of CMA course will be able to do Financial Analysis, Financial Planning, Budgeting and Forecasting.




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SESSION PLAN

PHP Programming

Course Overview

Program	MCA
Batch, Year	12, 2015-2018
Semester	5
Course Title	PHP Programming
Course Code	CPH1718S06
Type of Course	Addon
Faculty	Mr. Mariadas Ronnie C P
E mail ID	mariadas@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

SLNO	Topics	Sessions
1	PHP introduction, Basic syntax, Defining variables and constants, PHP data types, Operators and expressions	1-3
2	Making decisions, doing repetitive task with looping, Mixing decisions and looping	4-5
3	What is a function? Defining a function	6-7
4	Creating and accessing strings, Searching & replacing strings	8-10
5	Anatomy of an array, creating index based and associative array, accessing array element, looping with index-based array, Looping with associative array	11-14
6	Introduction, Objects, Declaring a class, The new keyword and constructor, Destructor, Access method and properties using \$this variable, public, private, protected properties and methods, Inheritance, parent:: & self:: keyword, Interface	15-19
7	Introduction to HTML, HTML tags, creating forms, Creating tables	20-23
8	Introduction to RDBMS, Connection with MySQL database, Performing basic database operations (DML) (Insert, Delete, Update, Select)	24-30

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MASTER OF COMPUTER APPLICATIONS

MCA SEMESTER IV- Batch-12 SESSION PLAN FOR ADD-ON COURSE

COURSE NAME: Python Graphical Tool--"TURTLE"

FACULTY: DR.J.M.LAKSHIMI MAHESH

COURSE OBJECTIVES:

- To provide basic knowledge about Tkinter
- To create graphical image and to perform animations using "Turtle"(Python graphical tool).

COURSE OUTCOME:

- Students will be capable of applying the tool in webpage development.

Session Plan:

S.no	Topics	Session
1	Introduction & Installation	1
2	Beginning with turtle.py	2,3
3	Moving & Drawing	4,5
4	Color & Filling in Shapes	6,7
5	Stamping	8,9
6	Programs	10,11,12
6	Filling in Shapes	13,14
7	Turtle Status	15,16
8	Inputs,Events	17,18
9	Assignments	19,20
9	Animation	21-24
10	Sample Animated programs	25-28
11	Evaluation	29,30

Scheme of Evaluation:

1. Assignment1: Title will be informed later- 10 marks
2. Assignment2: Title will be informed later -10marks
3. Exam: After the course completion – 30 marks





COURSE PLAN

WEKA

Course Overview

Program	DDMCA
Batch, Year	1, 2014-2019
Semester	7
Course Title	WEKA
Course Code	COW1718S08
Type of Course	Addon
Faculty	Ms. Jisha Liu Daniel
E mail ID	jishaliju@scmsgroup.org

Pedagogy

Teaching methods include demonstrations with hands on sessions simultaneously. All sessions will be held in the lab.

Session Plan

S.no	Topics	Subtopics	Session
1	Introduction & Installation	Installation	1-2
		Weka Explorer	3
2	Preprocessing Data	Opening and Reading File	4
		Opening File from Website	5
		Reading data from database	6
3	Applying Filters	File conversion	7
		Discretization	8-9
4	Building Classifiers	Choosing a classifier	10
		Analyzing results	11
		Visualization of results	12
5	Classification Exercise	ID3 Algorithm to whether data	13-15
6	Clustering Data	Choosing Clustering Scheme	16



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		Setting Test Options	17
		Analyzing results	18
7	Clustering Exercise	K-Means algorithm to Bank data	19-21
8	Finding Association	Choosing association scheme	22
		Setting Test Options	23
		Analyzing results	24
9	Association Rule Exercise	Apriori Algorithm for Iris data	25-27
10	Attribute Selection	Selecting Options	28
		Analyzing Results	29
		Visualizing Results	30
11	Data Visualization	Changing the view	31-32
		Setting instances	33
12	Evaluation and Conclusion		34-36





COURSE PLAN

Introduction to MS Project

COURSE OVERVIEW

Program : DDMCA
Batch, Year : 2, 2015 – 2019
Course Code : CMP171809
Type of Course : Add-On
Faculty : Jismy Joseph
Email ID : jismyjoseph@scmsgroup.org

COURSE OBJECTIVES

On completion of this training **course**, you will understand the concepts of **project** planning using **Microsoft Project**. Know how to identify, organize and manage the tasks and resources required to complete a **project**.

PEDAGOGY

This course will be delivered by lecturer and Lab sessions.

COURSE OBJECTIVES

The course objectives are to manage:

- project requirements (tasks)
- resources
- costs
- shows the schedule
- sets project milestones
- completed and overdue tasks

SESSION PLAN

Topic	No of Session(s)
1) Enter the Project start date	1



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2) Adding project tasks & Save your project	2-5
3) Insert new tasks & Add subtasks	6-9
4) Create task dependencies	10-12
5) Setting dates	13 -15
6) Recurring Tasks	16- 18
7) Linking project documents	19-20
8) Adding Notes to tasks	21-23
9) Creating a WBS Code	24-26
10) Printing the Gantt chart	27-28
11) Course Evaluation	29-30

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COURSE PLAN 2017

HR ANALYTICS

Course Overview

Program	MBA
Batch, Year	14, 2016-18
Semester	III
Duration	July 2017- September 2017
Course Title	HR Analytics
Course code	CHR171810
Type of Course	Add On course
Faculty	Dr. Susan Abraham
E mail ID	susanabraham@scmsgroup.org

Course Description

The course is designed to help the students to use HR Analytics for measuring HR results. Excel is one of the powerful tool to manage and analyze data in organisations. The course intends to develop a conceptual and practical knowledge of using HR analytics to support making data-driven decisions.

Pedagogy

This course will be taught with cases, discussions and exercises.

Course Objectives

- * To familiarize with the basic HR metrics.
- * To equip students with skill for analyzing HR data.

Course Outcomes

Upon the successful completion of the course students will able to:

1. Explain the various metrics used for HR functions.
2. Analyse the data and present the data using excel and powerpoint

CO PO MAPPING



Program Outcomes / Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO - PO Relationship (specify 3 FOR HIGH/ 2 FOR MEDIUM/ 1 FOR LOW)						
CO1	1	3	1	3	2	1
CO2	1	3	3	2	2	1
CO3	1	3	3	3	2	2
TOTAL	3	9	7	8	6	4

Course Evaluation

The evaluation for the course is as follows:

Sl. No.	Component of the continual evaluation	Marks
1	Quiz	20
2	Test	30
Total Internal Evaluation		50

Course Content and Session plan

Topic	Session	Reference
MODULE 1		
Business analytics, types	1	Predictive Analytics for Human Resources – Jac Fitz-Enz and John R. Mattox II
analytic value chain	2	Predictive Analytics for Human Resources – Jac Fitz-Enz and John R. Mattox II
HR analytics meaning, importance,	3	HR Analytics: The what, why and how – Tracey Smith
Steps to implement HR analytics, the evolutionary value chain	4 -5	HR Analytics: The what, why and how – Tracey Smith
HR analytics and data	6-10	Predictive Analytics for Human Resources – Jac Fitz-Enz and John R. Mattox II
MODULE 2		
HR Metrics overview: concepts, objectives, deciding important metrics for the business	11-13	HR Analytics: The what, why and how – Tracey Smith
align HR metrics with business strategy.	14-15	HR Analytics: The what, why and how



goals and objectives:		- Tracey Smith
link HR to the strategy map	16	HR Analytics: The what, why and how - Tracey Smith
HR efficiency measures, HR effectiveness measures and HR value / impact measures, HR Scorecard and HR Dashboard	17-22	HR Analytics: The what, why and how - Tracey Smithd
Quiz		
MODULE 3		
Workforce Planning Analytics	23	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
Talent sourcing analytics	24	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
Talent acquisition analytics	25	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
onboarding analytics	26	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
Talent engagement analytics	27	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
Analytical performance management	28	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
Retention analytics	29	People Analytics in the Era of Big Data: - <u>Jean Paul Isson</u> , <u>Jesse S. Harriott</u> , <u>Jac Fitz-enz</u>
Test	30	

Recommended Books & Reading List

1. Predictive Analytics for Human Resources – Jac Fitz-Enz and John R. Mattox II
2. HR Analytics: The what, why and how – Tracey Smith
3. People Analytics in the Era of Big Data: Changing the Way You Attract, Acquire, Develop, and Retain Talent - Jean Paul Isson, Jesse S. Harriott, Jac Fitz-enz
4. HR Analytics – Dipak Kumar Bhattacharya
5. Winning on HR Analytics – Ramesh Soundararajan and Kuldeep Singh

Note:

The contents of the course is designed from the feedback of the alumni, the feedback of recruiters and industry experts.

Course designed by Dr. Susan Abraham

Susan Abraham



COURSE PLAN 2017

EXCEL FOR BUSINESS APPLICATIONS

Course Overview

Program	MBA
Batch, Year	14, 2017-2018
Semester	IV
Duration	November 2017- December 2018
Course code	CEM1718S11
Course Title	Excel For Business Applications Course
Type of Course	Add On course
Faculty	Dr. Praveena K
E mail ID	praveena@scmsgroup.org

Course Description

The course is designed to help the students to use MS Excel for business applications. Excel is one of the powerful tool to manage and analyze data in organisations. This course provides the students with the basic functions of Excel along with data analysis and presentations.

Pedagogy

The students will be given hands on experience on Excel and hence all sessions are planned to be lab sessions. The pedagogy includes a mix of lecture and tutorial sessions along with experiential learning where the students will be given exercises to use the taught Excel tools

Course Objectives

- * To familiarize with the basic functions of excel.
- * To equip students with data analysis and presentation.

Course Outcomes

Upon the successful completion of the course students will able to:

1. Do the basic functions of excel like using formulae, functions, charts, formatting etc.
2. Analyse the data and present the data using pivot tables and charts



3. Perform the lookup functions and basic analysis of data.

CO PO MAPPING

Program Outcomes / Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO - PO Relationship (specify 3 FOR HIGH/ 2 FOR MEDIUM/ 1 FOR LOW)						
CO1	1	3			2	1
CO2	1	3	2	1	2	1
CO3	1	3		2	2	2
TOTAL	3	9	2	3	6	4

Course Evaluation

The evaluation for the course is as follows:

Sl. No.	Component of the continual evaluation	Marks
1	Attendance	5
2	Assignment	15
3	Classtest	30
Total Internal Evaluation		50

Course Content and Session plan

Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
1	Introduction to Excel Basic use of excel- formatting, use of formula, functions	3	3
2	Pivot table Use of pivot table Use of pivot charts	5	8
3	Vlookup	4	12



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Sl. No.	Course Content	Session No.	Cumulative No. of Sessions
4	Hlookup Assignment	4	16
5	Sort, Filter, Subtotal	4	20
6	Conditional formatting	4	24
7	Data analysis tools Correlation, Regression	5	29
8	Final exam	1	30

Recommended Books & Reading List

Bill, J and Michael, A, Excel 2013.

Ash Narayan Sah , Data Analysis using Microsoft Excel, Excel Books, New Delhi

Note:

The contents of the course is designed from the feedback of the alumni, the feedback of recruiters and industry experts.


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

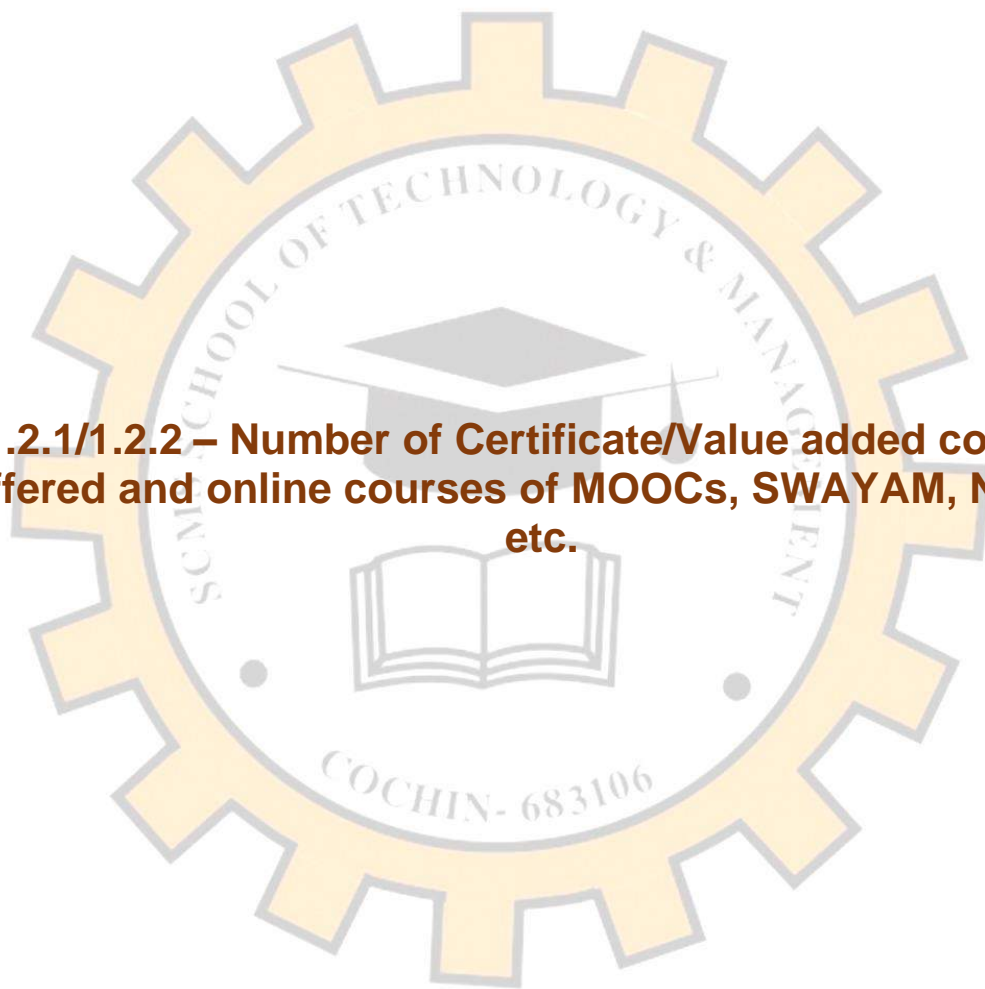




SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA



1.2.1/1.2.2 – Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL, etc.





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year
2021-22

Venue/Date : Principal's Office on 25/5/2021 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, Department of Computer Applications

Ms. Aarsha A : HoD, Department of Commerce

Dr. Praveena K :HoD, Department of Management of Business
Administration

Ms. Sindhu Manoj : HoD –Department of Business Administration

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2021-22.
- The following list of 18 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2021–2022 during the meeting.



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add-on/Value-added/Certificate courses for the year 2021-22

Name of the add-on/certificate course	Course Code	Course coordinator	Batch /department
Add on course Excel	COE2122S01	Ms. Jismy Joseph	BCA Batch 3, IMCA Batch 8
Value added course Advanced Excel	CAE2122S02	Ms. Shoby Sunny Ms. Aishwarya Ms. Jismy	MCA Batch 17, IMCA Batch 7, MBA Batch 18
Add on course Data Analytics with python	CDP2122S03	Ms. Anitha Krishnan G	MCA Batch 15, IMCA Batch 4
Certificate course IOT application development	CIA2122S04	ICT Academy	BCA Batch2
Add on course Full stack web application development	CWD2122S05	Mr. Ranjith S	BCA Batch 1, BCA Batch 16
Certificate course Front end application development with angular	CFA2122S06	ICT Academy	IMCA Batch6
Add on course Design Thinking	CDT2122S07	Dr. Baiju Radhakrishnan	MBA Batch 18
Add on course Aptitude Training	CAT2122S08		
Value added course Verbal Reasoning	CVR2122S09	Dr. Mary Fathima Cross	MBA Batch 18
Add on course Excel for Business Management	CEM2122S10	Dr. Praveeba K	MBA Batch 17
Certification course on MS Office	CMO2122S11	Ms. Aarsha A Ms. Rashmi Varier	BCom - Batch 8 Taxation, Batch 7 Computer Applications
Value added course LBS-Special training programme on MS Office Certification	CMS2122S12	LBS Centre Faculty	BCom - Batch 10 Taxation, Batch 9 Computer Applications BSc Botany & Biotechnology, 2020- 23 batch and 2021- 24 batch BBA Batch 1 BSC Psychology Batch 1



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Add on course ACCA	CAC2122S13	ACCA Faculty	BCom Batch 10 Taxation
Add on course CMA	CCM2122S14	CMA Faculty	BCom Batch 10
Certificate course Foundation Programme in Banking and Finance	CFB2122S15	Faculty from Hedge	BCom - Batch 9 Taxation, Batch 8 Computer Applications
Add on course Retailing Management	CRM2122S16	Dr. Dulari S.S	BBA Batch 1
Certificate Course on " Animal cell Culture"	CAC2122S17	Dr. Deepthi D C, Dr. Sethulekshmy Nair C	M.sc Molecular Biology & Genetic Engineering- (Batch- XII) (2020-22)
Certificate Course on Real Time PCR"	CRT2122S18	Dr. Harish M Dr. Deepthi D C	M. sc, Molecular Biology and Genetic Engineering (2020 - 22 Batch I

- The meeting concluded at 11:30 am

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2021-22

Venue/Date : Principal's Office on 15/3/2022 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. Anjana S. Chandran : HoD, Department of Computer Applications

Ms. Aarsha A : HoD, Department of Commerce

Dr. Praveena K : HoD, Department of Management of Business Administration

Ms. Sindhu Manoj : HoD –Department of Business Administration

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal enquired about the curriculum enrichment activities happening in the various departments.
- The HoD's of respective departments briefed about the progress of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2020-21

Venue/Date : Principal's Office on 18/5/2021 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, MCA Department

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Ms. Sindhu Manoj :HoD, BBA Department

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal talked on importance of curriculum enrichment in helping students achieve their goals and prepare them for future roles.
- The committee members evaluated the merits of each proposed add-on course and considered feedback from stakeholders before determining the list of additional courses to be provided in the year 2020-21.
- The following list of 16 Add-on/Value-added/Certificate courses has been approved by the curriculum development committee for the academic year 2020–2021 during the meeting.



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SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add-on/Value-added/Certificate courses for the year 2021-22

Name of the add-on/valueadded/certificate course	Course Code	Course coordinator	Batch /department
Add on course Excel	COE2021S01	Ms. Jismy Joseph	BCA Batch 2, IMCA Batch 7
Add on course Advanced Excel	CAE2021S02	Ms. Shoby Sunny	MCA Batch 14, DDMCA Batch 3
Add on course Introduction to IOT Devices	CII2021S03	Ms. Anitha Krishnan G	IMCA Batch 4
Add on course Fundamentals of full stack web development	CWD2021S04	Mr. Ranjith S	IMCA Batch 5
Add on course Retail Management	CRM2021S05	Dr. Dulari S.S	MBA Batch 17
Value added course Verbal Reasoning	CRV2021S06	Dr. Mary Fathima Cross	MBA Batch 17
Certificate course NISM Series V A :Mutual Fund distributions	CNS2021S07	Dibin K. K	MBA Batch 17
Add on course Labour Codes	CLC2021S08	Dr, Deepa Pillai	MBA Batch 17
Add on course Excel for Business Applications	CEM2122S09	Dr. Praveena K	MBA Batch 16
Add on course Soft Skill	CSS2021S10	Mr. Cyril C T	BBA Batch1
Add on course on Advances in Bioinformatics	CAB2021S11		B.Sc Botany & Biotechnology - (Batch-VI) (2020-23)
Certificate course on Fundamental molecular biology techniques	CFM2021S12		B.Sc Botany & Biotechnology - (Batch-VI) (2020-23)



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Certificate course on Molecular docking and Drug discovery	CMD2021S13	Dr. Harish M Dr. Deepthi D C	B.Sc Botany & Biotechnology - (Batch-IV) (2018-21)
Certification course on MS Excel	CMS2021S14	Mr. Jefrin Johnson	BCom - Batch 9 Taxation, Batch 8 Computer Applications
Certification course on Digital Marketing	CDM2021S15	External faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certification course on Hindi Translation	CHT2021S16	Dr. Sujith	BCom - Batch 8 Taxation, Batch 7 Computer Applications

- The meeting concluded at 11:30 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year
2020-21

Venue/Date : Principal's Office on 24/3/2021 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, MCA Department

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Ms. Sindhu Manoj :HoD, BBA Department

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal asked the department heads about the progress of add on courses in their departments.
- The HoD's of respective departments briefed about the progress of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2019-20

Venue/Date : Principal's Office on 27/5/2019 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, MCA Department

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Minutes

- The SSTM curriculum development committee convened in the principal's office with aim to enhance the curriculum and put it in line with industry standards by providing students with a selection of add-on / certificate/ value added courses.
- The committee on careful consideration of feedback from all the stakeholders identified a list of addon/valueadded/certificate courses.
- The curriculum development committee has approved the following list of courses for the academic year 2019–2020.



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Add-on/Value-added/Certificate courses for the year 2019-20

Name of the addon/valueadded/certificate course	Course Code	Course coordinator	Batch /department
Certificate course Biotechnology in Diagnostics	CBD1920S01	Mr. Harish M	B.Sc. Botany & Biotechnology, Batch 2018-21
Certificate course Foundation Programme in Banking and Finance (2018 Admissions)	CFB2122S02	Faculty from Hedge	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course ACCA(2019 Admissions)	CAC1920S03	ACCA Faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course CMA (2019 Admissions)	CCM1920S04	CMA Faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certificate Program in Soft Skills	CSS1920S05	Ms. Aiswarya Murai Ms. Rashmi Varier Ms. Veni Maria Das	BCom - Batch 8 Taxation, Batch 7 Computer Applications
Certificate course NISM	CNS1920S06	Mr. V. S Binu	BCom - Batch 5 Taxation, Batch 4 Computer Applications
Tally Ace Certifications	CTA1920S07	Faculty from Tally	BCom - Batch 6 Taxation, Batch



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			5 Computer Applications
Add on course Digital Marketing	CDM1920S08	External Faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course WEKA	COW1920S09	Dr. J M Lakshmi Mahesh	MCA Batch 14
Add on course Full stack web application development	CWD1920S10	Mr. Ranjith S	DDMCA Batch 3

- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2019-20

Venue/Date : Principal's Office on 5/3/2019 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Dr. J M Lakshmi Mahesh : HoD, MCA Department

- The curriculum development committee discussed the add-on courses offered in several departments for the Academic year 2019-2020.
- The current status of the add-on courses progress was informed by the department heads.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2018-19

Venue/Date : Principal's Office on 28/5/2018 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : Course Co-Ordinator, MCA Department

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Minutes

- The SSTM curriculum development committee met in the principal's office with the aim of enhancing the curriculum and bringing it up to par with industry standards by providing the students with a selection of add-on/certificate courses.
- The curriculum development committee has approved the following list of courses for the academic year 2018–2019.

. Add-on/Value-added/Certificate courses for the year 2018-19

Name of the addon/valueadded/certificate course	Course code	Course coordinator	Batch /department
Add on course Apiculture	CAC1819S01	Dr.Asha	B.Sc. Botany & Biotechnology, Batch 2018-21



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Certification Course on Goods and Service Tax	CGS1819S02	External faculty	BCom - Batch 5 Taxation, Batch 4 Computer Applications
Tally Ace Certification	CTA1819S03	Faculty from Tally	BCom - Batch 5 Taxation, Batch 4 Computer Applications
Certification Course Foundation Program in Banking and Finance	CFB1819S04	Faculty from Hedge	BCom - Batch 6 Taxation, Batch 5 Computer Applications
Add on course ACCA	CAC1819S05	ACCA faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on Course CMA	CCM1819S06	CMA faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certificate Program in Soft Skills	CSS1819S07	Mr. Arun Krishnan, Ms.Aathira.S.Nair, Ms.Ancy Jose.	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certificate Program in MS Office	CMO1819S08	Ms. Aiswarya	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course PHP	CPH1819S09	Mr. Mariadas Ronnie	MCA B13

- The meeting concluded at 11:30 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2018-19

Venue/Date : : Principal's Office on 5/3/2019 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Dr. J M Lakshmi Mahesh : HoD, MCA Department

- The curriculum development committee discussed the progress of the add-on courses provided in various departments for the 2018-2019 academic year.
- The HoD's of respective departments provided an update of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2017-18

Venue/Date : Principal's Office on 24/5/2017 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : Course Co-Ordinator, MCA Department

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The members of the committee evaluated the advantages of all the courses suggested as add-on /certificate courses. They gathered input from stakeholders and considered their feedback before determining the final list of add-on courses to be provided during the 2017-18 academic year.
- The following list of Add-on/Certificate courses has been approved by the curriculum development committee for the academic year 2017–2018 during the meeting.



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add-on/Certificate courses for the year 2017-18

Name of the add-on/certificate course	Course Code	Course coordinator	Batch /department
Add on course Application of PCR tools on Molecular studies	CPM1718S01	Dr. Salini Bhaskar	B.Sc. Botany & Biotechnology, Batch 2015-18
Tally Ace Certification	CTA1718S02	Faculty from Tally	BCom - Batch 4 Taxation, Batch 3 Computer Applications
Certification Course Foundation Program in Banking and Finance	CFB1718S03	Faculty from Hedge	BCom - Batch 4 Taxation, Batch 3 Computer Applications
Add on Course ACCA	CAC1819S04	ACCA faculty	BCom - Batch 6 Taxation, Batch 5 Computer Applications
Add on Course CMA	CCM1819S05	CMA Faculty	BCom - Batch 6 Taxation, Batch 5 Computer Applications
Add on course PHP	CPH1718S06	Mr. Mariadas Ronnie	MCA Batch 12
Add on course Graphics with Python tool	CGP1718S07	Dr.J.M.Lakshmi Mahesh	MCA Batch 13
Add on course WEKA	COW1718S08	Ms. Jisha Liju Daniel	DDMCA Batch 11



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Add on course MS Project	CMP1718S09	Ms. Jismy Joseph	DDMCA Batch 2
Add on course HR Analytics	CHR1718S10	Dr. Susan Abraham	MBA Batch 14

- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2017-18

Venue/Date : Principal's Office on 12/2/2018 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Dr. J M Lakshmi Mahesh : Course Co-Ordinator, MCA Department

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal enquired about the curriculum enrichment activities happening in the various departments.
- The HoD's of respective departments briefed about the progress of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

