



## V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

**VIRUDHUNAGAR - 626 001**

### History

(2020-21 and after)

Semester: VI	<b>Life of Gandhiji And His Age</b>	Contact Hours : 30	
Certificate Course		Credits: 2	
Course Code <b>20CGT1</b>		Internal 25	External 75

#### Unit I

Life of Gandhiji: Early life - Career at London- The South African era – Satyagraha – Ashram experiments. (6 Hours)

#### Unit II

Political Career of Gandhi: Sabarmati Ashram - Satyagraha's in India – Non - Cooperation Movement — Civil Disobedience Movement – Round Table Conferences - Individual Satyagraha - Quit India Movement – Independent India – Assassination of Gandhi. (6 Hours)

#### Unit III

Social Transformation: Constructive Programmes – Work with downtrodden –Birth of Khadi - Khadi and Sarvodaya - Village Industries – Wardha system of Education – Gandhiji's ideas on Panchayat Raj - Upliftment of Women. (6 Hours)

#### Unit IV

Contemporaries of Gandhi: Gopala Krishna Gokhale - J.C.Kumarappa - Subash Chandra Bose - Vallabai Patel - Jawaharlal Nehru - Vinoba Bhave - B.R.Ambedkar- E.V.Ramasamy and Kamaraj in Gandhian perspective. (6 Hours)

**Unit V**

Need of Gandhian philosophy: Gandhian Principles - Importance of Truth and Non-violence – Satyagraha – Present Leaders in Gandhian pathway: Martin Luther King – Nelson Mandela. (6 Hours)

**Text Book**

M.K.Gandhi, Sarvodaya,  
Richard B Gregg, Power of Non Violence,

**Reference Books**

M.K.Gandhi, Nonviolence in Peace and War, Vois I & II.  
Joan V.Bondurant, Conquest of Violence.  
Krishnalal Shridharani, War without Violence.  
Viswanathan Tandon, The Social and Political Philosophy of Sarvodaya after Gandhi.



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### History

(2020-21 and after)

Semester: VI	<b>SARVODAYA AND NON - VIOLENCE</b>	Hours/Week: 2	
Certificate Course		Credits : 2	
Course Code		Internal	External
<b>20CGT2</b>		25	75

#### Unit I

Sarvodaya: Meaning - General principles – Social structure: Agrarian and Industrial Communities – Social Equality – Position of Women. (6 Hours)

#### Unit II

Economic structure: Principles – Decentralisation – Self Sufficiency - Political structure: State in Sarvodaya – Lok Nithi – National Defence and Peace Brigade. (6 Hours)

#### Unit III

Realization of Sarvodaya: Constructive programmes – Nai Talim – Planning - Satyagraha – Present Ideology. (6 Hours)

#### Unit IV

Non-violence: Meaning - History – Thillaiyadi Valliammai – Non-violence in religion - Various concepts of Non-violence – Non-violence in Life - Philosophies of Non-violence. (6 Hours)

#### Unit V

Non-violence as an alternative to War: Applications of Non-violence in Conflict situation – Psychology of Persuasion – Dynamics of Non-violence resistance – Defence Policy – Shanthi Sena. (6 Hours)

**Text Book**

Richard B Gregg, Power of Non Violence,

M.K.Gandhi, Sarvodaya, (The Welfare of All)

**Reference Books**

M.K.Gandhi, Nonviolence in Peace and War, Vois I & II.

Joan V.Bondurant, Conquest of Violence.

Krishnalal Shridharani, War without Violence.

Viswanathan Tandon, The Social and Political Philosophy of Sarvodaya after Gandhi.



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### ADD ON COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH

#### PROGRAMME CODE - C002

#### Eligibility for Admission

Under Graduate students belonging to any discipline are eligible for admission to

#### Certificate Course

For **Diploma Course** students who have passed the Certificate Course are eligible for admission

For **Advanced Diploma Course** students who have passed the Diploma Course are eligible for admission.

#### Duration of the Programme

**Certificate Course** will be conducted in the I and II semesters. The course will have 90 contact hours (45 hours per semester; 3 hours per week).

**Diploma Course** will have 90 contact hours. (45 hours per semester; 3 hours per week). It will be conducted in the III and IV semesters.

**Advanced Diploma Course** will be conducted in the V and VI semesters.

Teaching hours in the V semester will be 45 hours (3hours per week)

Project work will be carried out during the VI semester.

The project should be submitted at the end of the VI semester.

Project should be about 20 pages.

#### Evaluation of the Project

Project Report	50 marks
Viva-voce on the project	50 marks
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Total	100 marks
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**VIRUDHUNAGAR - 626 001**

### **CERTIFICATE COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH**

#### **Course I - Theatre for Effective Communication-18CCF1**

#### **COURSE OUTCOME**

The students will be able to

- develop communication skills through performance
- acquire the skills to use audio and ICT tools
- analyse critically and aesthetically the literary works.
- unleash their creativity
- use apt expressions
- develop histrionic talents

#### **UNIT I**

Introduction to Theatre

Elements of Theatre - Character, Plot, Diction, Dialogues, Music, Stagecraft

#### **UNIT II**

Introduction to body language - gestures, stance, and facial expressions

#### **UNIT III**

Gesticulations

List of Vocabulary

#### **UNIT IV**

Unleashing Creativity - Passages from

Oliver Goldsmith: *Vicar of Wakefield* - Tavern scene

Agatha Christy: *Philomel Cottage*

Edgar Allan Poe: *The Cask of Amontillado*

## UNIT V

Scenes for enactment

Vijay Tendulkar: *Silence! The Court is in Session* - Court scene

Shakespeare: *Macbeth* - Sleep walking scene

Girish Karnad: *Wedding Album* - Opening Scene

## UNIT VI

Visuals Appreciation

Short films - Ahalya, My Play Mates, Bittersweet Love

Practical: Enacting prescribed scenes or scenes of their own choice





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**CERTIFICATE COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH**

**Course II - Tales for Effective Communication-18CCF2**

**COURSE OUTCOMES**

The students will be able to

- learn how to choose, narrate and write stories
- identify the best methods of learning, preparing, writing and telling story
- recognize the power of storytelling & writing stories

**UNIT I**

Nature, Characteristics and Functions of storytelling

**UNIT II**

Nature, Characteristics and Functions of story writing

**UNIT III**

Narrating stories using pictures

**UNIT IV**

Developing Stories using hints and completing the stories

**UNIT V**

Folk and Fairy Tales

**UNIT VI**

Value/Proverb based stories.

**Practical:**

Telling stories prescribed or stories of their own choice.



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### CERTIFICATE COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH

#### Course II - Tales for Effective Communication-18CCF2

#### Blue Print of the Question Paper (External)

Section	Types of Question	Number of questions	Number of questions to be answered	Marks for each question	Max. Marks
A	I. Paragraph	2	2	5	10
B	II. Paragraph	2	2	5	10
C	III. Essay	1	1	10	10
D	IV. Essay	1	1	10	10
E	V. Paragraph	2	2	5	10
F	VI. Paragraph	2	2	5	10
				<b>Total</b>	<b>60</b>

#### Internal Evaluation

Practical-40 Marks

Completing the story	- 10 Marks
Folk tales	- 10 Marks
Value Based story	- 10 Marks
Developing the story	- 10 Marks

Total 40 Marks



## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

(விருதுநகர் இந்து நாடார்களுக்குப் பாத்தியப்பட்டது)  
மதுரை காமராசர் பல்கலைக்கழகத்தின் கீழ் தன்னாட்சி உரிமம் பெற்றது  
(தேசிய தரமதிப்பீட்டுக் குழுவின் மறுமதிப்பீட்டில் (முன்றாம் சுற்று) 'A' அந்தஸ்து பெற்றது)  
விருதுநகர் - 626001

இளங்கலை தமிழ் இலக்கியம்

சான்றிதழ் படிப்பு

(2018 - 2019ல் சேரும் மாணவியர்க்குரியது)

வகுப்பு நேரம்	தேர்வு நேரம்	அகமதிப்பீடு	புறமதிப்பீடு
90 மணி	3 மணி	25 மதிப்பெண்கள்	75 மதிப்பெண்கள்

தாள் - 1 - சுற்றுலாவியல் - அடிப்படை - 18CTM1

கற்றல் வெளிப்பாடு :

- சுற்றுலாத் தலங்கள் பற்றி அறிந்து கொள்வர்.
- சுற்றுலாத் துறையின் செயல்பாடுகள், பொருளாதார மேம்பாடுகள் குறித்த செய்திகளைத் தெரிந்து கொள்வர்.
- பிற மாநிலங்கள், நாடுகளின் மொழி, இனம், கலாச்சாரம், பண்பாடு வாழ்வியல் முறைகளை அறிந்து கொள்வர்.
- நினைவுச் சின்னங்களைப் பாதுகாக்க வேண்டிய அவசியத்தை உணர்வர்.
- சமய, மத நல்லிணக்கம் குறித்த விழிப்புணர்வுச் சிந்தனை பெறுவர்.
- வேலை வாய்ப்புக் குறித்த தகவல்களை அறிவர்.

கூறு 1

சுற்றுலாவியல் ஓர் அறிமுகம் - சுற்றுலா வகைகள் - காலங்கள் தோறும் சுற்றுலா - பன்னாட்டுப் பொருளாதாரச் செயற்பாடுகளில் சுற்றுலாவின் தாக்கம் - நவீன காலத்தில் சுற்றுலாவின் முக்கியம்.

கூறு 2

சுற்றுலாவும் பன்னாட்டு வாணிகமும் - சுற்றுலா வளர்ச்சிக்கான காரணங்கள் - சுற்றுலா சமூக, கலாச்சார முக்கியம் - சுற்றுலா பொருளியல் முக்கியம் - விடுதிகள், உணவகங்கள், போக்குவரத்து.

### சூறு 3

பயணப் பணி நிறுவனம் - சுற்றுலா நிறுவனங்கள் - சுற்றுலா அமைப்பாளர்கள் - சுற்றுலா வழிகாட்டிகள் - ஒப்பந்த வகைகள் - பயணப் பணி நிறுவனம்(சிறு முகவர்) - சுற்றுலாவின் சந்தையியல்.

### சூறு 4

சுற்றுலாவும் தேசியப் பொருளியலும் - பாரதத்தில் சுற்றுலா - தமிழகத்தில் சுற்றுலா வளர்ச்சி - விடுமுறை நாள் சுற்றுலா -சமய ஆன்மீக சுற்றுலா - பண்பாட்டுச் சுற்றுலா - பயண ஆவணங்கள் - சுற்றுலாவின் பயன்பாடு.

### சூறு 5

நினைவுச் சின்னங்களைப் பாதுகாத்தல் - தமிழ் இலக்கியத்தில் பயணங்கள் - சுற்றுலாவின் கேடுகள் - பாரதத்தில் சுற்றுலாத் தொழிலை முன்னேற்றுவதற்கான வழிகள் - இந்திய சுற்றுலாத் தலங்கள்.

### பாட நூல்:

பேரா.ம.இரா.தங்கமணி, சுற்றுலாவியல் ஓர் அறிமுகம்(2000), சென்னை: கவிக்குயில் ப்ரிண்டர்ஸ்.

### பார்வை நூல் :

வெ.கிருட்டிணசாமி, சுற்றுலா வளர்ச்சி(2007), சென்னை: பாவை பதிப்பகம்.



## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

(விருதுநகர் இந்து நாடார்களுக்குப் பாத்தியப்பட்டது)  
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விருதுநகர் - 626001

இளங்கலை தமிழ் இலக்கியம்

சான்றிதழ் படிப்பு - சுற்றுலாவியல்

தாள்-2 - இந்திய மரபுச் சுற்றுலா - 18CTM2

(2018 - 2019ல் சேரும் மாணவியர்க்குரியது)

கூறு 1 - இந்திய மரபுச் சுற்றுலா

1. இந்திய மரபுச் சுற்றுலா-பொது ஆய்வு
2. வளமிக்க இந்திய மரபு

கூறு 2 - சமய முக்கியத்துவம் வாய்ந்த புனிதத் தலங்கள்

1. இந்து சமயப் புனிதத் தலங்கள்
2. புத்த சமயத் தலங்கள்
3. சமண சமயத் தலங்கள்
4. சீக்கியர்களின் பொற்கோவில்
5. இஸ்லாமிய புனிதத்தலங்கள்
6. கிறிஸ்தவப் புனிதத்தலங்கள்

கூறு 3 - கலையழகு மிகுந்த சிற்ப்பிடங்கள்

1. இந்தியக் கோயில் கட்டிடக்கலை
2. ராசபுத்திரக் கட்டிடக்கலை
3. இஸ்லாமியர்களின் கட்டிடக்கலை
4. ஓவியக் கலை

கூறு 4 - நுண்கலையும் அரங்கக் கலைகளும்

1. இசைக் கலை
2. நடனக் கலை
3. கைவினைக் கலை





අංක - 4

සමස්ත පාලන කමිටුව - සාමාන්‍ය පාලන කමිටුව - සාමාන්‍ය පාලන කමිටුව  
සාමාන්‍ය පාලන කමිටුව

**පාලන** කමිටුව - සාමාන්‍ය පාලන කමිටුව - සාමාන්‍ය පාලන කමිටුව  
සාමාන්‍ය පාලන කමිටුව

සාමාන්‍ය පාලන කමිටුව, සාමාන්‍ය පාලන කමිටුව

**පාලන** කමිටුව - **පාලන** කමිටුව

අංක - 5

සමස්ත පාලන කමිටුව, සාමාන්‍ය පාලන කමිටුව -  
සාමාන්‍ය පාලන කමිටුව - 108 සාමාන්‍ය පාලන කමිටුව - සාමාන්‍ය  
පාලන කමිටුව.

සාමාන්‍ය පාලන කමිටුව

1. සාමාන්‍ය පාලන කමිටුව, (2022) අංක - 14, සාමාන්‍ය

පාලන කමිටුව,

සාමාන්‍ය පාලන කමිටුව

1. සාමාන්‍ය පාලන කමිටුව, සාමාන්‍ය පාලන කමිටුව, සාමාන්‍ය පාලන කමිටුව,

සාමාන්‍ය පාලන කමිටුව.





## Syllabus

### CERTIFICATE COURSE IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>DESKTOP PUBLISHING</b>	Total Hours : 30	
Core Course -1		Credits: 4	
Course Code <b>18UCDC11</b>		Internal 25	External 75

#### COURSE OUTCOMES

**On successful completion of the course, the learners will be able to**

- ❖ Identify desktop publishing terminology and concepts.
- ❖ Learn about Desktop Publishing (DTP).
- ❖ Publish a book using Page Maker.
- ❖ Know about advanced techniques in Photoshop and Coreldraw.

#### Unit I:

**History of Desktop Publishing:** Introducing Windows – Working with files and Folders.

(5 Hours)

#### Unit II:

**Microsoft Office Word 2007:** Opening Screen of Microsoft Word Screen – Working with Document in Word 2007.

(5 Hours)

#### Unit III:

**PageMaker:** Getting Started with PageMaker – Editing Text – Formatting text – Master pages – Working with Graphics and objects – Managing and printing a publication.

(5 Hours)

**Unit IV:**

**CorelDraw:** CorelDraw Basics – Drawing and selecting – Working with text – working with images – Page Layout and Background. (7 Hours)

**Unit V:**

**Photoshop:** Starting Photoshop CS2 – Working with Images – Making Selections – Painting, Drawing and Retouching Tools – Layers (8 Hours)

**TEXT BOOKS**

1. Dinesh Maidasani (2011), *Learning Computer Fundamentals, MS Office and Internet & Web Technology*, Third Edition, Firewall Media, Chennai.
2. Vikas Gupta (2007), *Comdex DTP Course Kit*, Dream Tech Publisher, New Delhi.

**Unit I - Book 2 – Windows - Chapters 1 to 2**

**Unit II - Book 1 – Microsoft office Word 2007 - Chapters 2 (Except First Section) and 3**

**Unit III - Book 2 – PageMaker - Chapters 1 to 6**

**Unit IV - Book 2 – CorelDraw - Chapters 1 to 5**

**Unit V - Book 2 – Photoshop - Chapters 1 to 5**

**Reference Book**

Sathish Jain (March 2014), *BPB's DTP Course*, BPB Publications, New Delhi.



## V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>DESKTOP PUBLISHING LAB</b>	Total Hours : 60	
Core Course -1		Credits: 6	
Course Code <b>18UCDC11P</b>		Internal 40	External 60

#### COURSE OUTCOMES

**On successful completion of the course, the learners will be able to**

- ❖ Design any card creatively.
- ❖ Manipulate text and graphics to create a balanced and focused layout.
- ❖ Edit and Format text documents.
- ❖ Create fliers, brochures, and multiple page documents in Coreldraw.
- ❖ Apply many filtering effects in Photoshop.

#### Windows

(5 Hours)

1. Working with Windows.
2. Creation of new Folder, Copying files and Folders , Deleting Files and Folders, Renaming Files and Folders.

#### MS-Word

(10 Hours)

1. Creation of Documents and Working with formatting options.
2. Working with Bullets and Numbering.
3. Working with Mail merge.
4. Working with Tables.
5. Creating a Multi Column Document.
6. Working with Watermark.
7. Create bill/brochures.
8. Create business cards using shapes, text and colors.
9. Create organization chart/flow chart.
10. Create a hyperlink to refer other documents.

**PageMaker**

**(15 Hours)**

1. Formatting Text.
2. Working with Columns.
3. Creation of Master Pages.
4. Working with Story Editor.
5. Wrapping the text around Graphics.
6. Table of Contents.
7. Index Page.

**Corel Draw**

**(15 Hours)**

1. Visiting card.
2. Greeting card.
3. Book cover.
4. Drawing a house using different tools.
5. Logo Creation.
6. CD Label.
7. Fish tank Designing.

**Photoshop**

**(15 Hours)**

1. Use Basic Tools.
2. Background changing.
3. Cube creation.
4. CD logo creation.
5. Glowing Effect.
6. Silhouette Effect.
7. Line Art Drawing.
8. Placing Photos in Filmstrip.
9. Shadow Effect.
10. Animation.



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**VIRUDHUNAGAR - 626 001**

### CERTIFICATE IN CLINICAL NUTRITION AND DIETETICS- C005

S.No	Sub. Code	Title of the paper	Credits	Contact Hours	Duration of Exams ( in Hrs )		Marks
					Theory	Practical	
1.	18CCNC11	<b>Paper I:</b> Principles of Nutrition and Dietetics(Theory)	5	40	3	-	<b>100</b>
2.	18CCNC11P	<b>Paper II :</b> Basic Clinical Nutrition and Dietetics(Practical)	5	50	-	3	<b>100</b>



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## **CERTIFICATE COURSE IN CLINICAL NUTRITION AND DIETETICS- C005**

**NON SEMESTER**

**PAPER 1**

**PRINCIPLES OF NUTRITION AND DIETETICS**

**18CCNC11**

(For those who joined in 2018-2019 and after)

Internal Marks: 25

External Marks: 75

Contact Hours: 40

### **Course outcomes**

1. Understand the basis of Food and Nutrition in relation to health.
2. Gain knowledge in nutritional requirements for good health and diseased conditions.
3. Know the factors affecting nutrients needs during the life cycle and RDA for various age groups.
4. Understand the causes, preventive measures and treatment for various nutritional problems which will improve the health status of the individuals and the community.

### **UNIT-I:**

**Introduction to Food and Health**-Definitions of food and health, functions of food, food groups, food guide pyramid, foods in relation to health.

### **UNIT-II:**

#### **Nutritional biochemistry**

Carbohydrate, protein, fat – functions, sources, digestion, absorption and metabolism.

Water and dietary fibers – sources and functions.

### **UNIT-III:**

#### **Micronutrients**

functions, sources, deficiency diseases of Vitamins- fat and water-soluble.

Minerals- calcium, phosphorus, sodium, potassium, iron, iodine and zinc.

#### **UNIT-IV:**

##### **Meal management**

Principles of menu planning, nutritional requirements and food selection during pregnancy, lactation, infancy, preschool, school going children, adolescence, adulthood and old age.

#### **UNIT-V:**

##### **Basic dietetics**

Purposes and principles of therapeutic diets, Routine hospital diet.

Modification of normal diet during fever, typhoid, peptic ulcer, jaundice, nephritis, obesity, diabetes mellitus and atherosclerosis.

Dietitian- Definition, role, responsibility, code of ethics.

#### **REFERENCES**

1. Sri Lakshmi, B. (2009). *Nutrition Science*, New Age International Ltd., New Delhi.
2. Sri Lakshmi, B. (2010). *Food Science*, New Age International Ltd., New Delhi.
3. Swaminathan, M. (1999). *Food Science Chemistry and Experimental Foods*, Bangalore Printing and Publishers Co Ltd., Bangalore.
4. Swaminathan, M. (2001). *Principles of Nutrition and Dietetics*, Bangalore Printing And Publishers Co Ltd., Bangalore.
5. Sri Lakshmi, B. (2011). *Dietetics*, New Age International Ltd., New Delhi.
6. Kumud Khanna, (1997). *Nutrition and Dietetics*, Phoenix Publishing House Pvt Ltd., New Delhi.
7. Roth, R.R. (2011). *Nutrition and Diet Therapy*, Delmer cenage learning, Delmer.



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## CERTIFICATE COURSE IN CLINICAL NUTRITION AND DIETETICS

NON SEMSTER

CERTIFICATE COURSE

PAPER-II

BASIC CLINICAL NUTRITION AND DIETETICS (PRACTICAL)

18CCNC11P

(For those who joined in 2018-2019 and after)

Internal Marks: 40

External Marks: 60

Contact Hours: 50

**Hours of practical: 50**

### Course outcomes

1. Gain Knowledge and develop skills in planning and preparing menus for different age groups.
2. Acquire knowledge and develop skills in planning and preparing therapeutic diets.
3. Understand the skills in clinical laboratory techniques and institutional management.

### Practicals:

**Hours of Instruction: 2**

1. Methods of measuring ingredients, estimation of percentage of edible portion.

**Hours of Instruction: 5**

2. Preparation of common food items: rice, biriyani, stuffed chapathi, Sambar, Kootu, Vadai, mixed vegetable Curry, Carrot, Chutney, Milk Shake, Cheese Curry, Pudding, Custard, Chicken fry, Poached egg, Puffy omlette, Soups- Thick Soup, Salads and sprouted grams, Kuzhandai Amuthu and Sandwich.

**Hours of Instruction: 3**

3. Planning and preparation of day's menu for (Middle income group)

- |                             |                       |
|-----------------------------|-----------------------|
| (a) an adult                | (b) a pregnant woman  |
| (c) a lactating mother      | (d) a preschool child |
| (e) a school going children | (f) an adolescent     |
| (f) an old Age              |                       |

**Hours of Instruction: 4**

4. Planning and preparation of a day's diet for
  - (a)Fever-Typhoid
  - (b) Jaundice
  - (c)Diabetes Mellitus
  - (d) Peptic ulcer
  - (e) Atherosclerosis
  - (f) Obesity

### **Clinical Analysis**

1. Microscopic analysis of blood
  - (a) RBC, WBC counts
  - (b) Differential count
2. Qualitative analysis of blood
  - (a) Bleeding time
  - (b) Coagulation time
  - (c) Blood grouping
3. Quantitative analysis of blood
  - (a) Haemoglobin
  - (b) ESR
  - (c) Sugar.
4. Test for normal urine constituents of urine -chloride, creatinine, urea, phosphate and sulphate.
5. Test for abnormal urine constituents of urine- protein, mucus, sugar, ketone bodies, bile salts and blood.
6. Visit to a clinical laboratory .

### **REFERENCES**

1. Anusha Bhaskar. (2014).*Biochemical Methods A Practical Approach*, Narosa Publishing House, New Delhi.
2. Biswajit Mohanty, Sharbari Basu. (2006).*Fundamentals of Practical Clinical Biochemistry*, B.I.Publications Pvt Ltd.New Delhi.
3. Singh, S.P. (2013).*Practical Manual of Biochemistry*, CBS Publishers and Distributors, New Delhi.



## **V.V.VANNIAPERUMAL COLLEGE FOR WOMEN**

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**VIRUDHUNAGAR - 626 001**

### **Certificate Course in 'Becoming Entrepreneur' –C006**

#### **OBJECTIVE OF THE COURSE**

- ❖ To make the students aware of the importance of entrepreneurship.
- ❖ To expose students to a general knowledge of entrepreneurship & Business Management.
- ❖ To develop the Entrepreneurial trait among the students & equip them with managerial skills (Soft & Hard Skills).
- ❖ To enable students in identifying the Business opportunities and facilitate them in Business plan Preparation.
- ❖ To make students exposed to financial institutions & industrial service corporations and create linkage between the students and support system agencies.
- ❖ To understand the process and procedure involved in setting up small units.
- ❖ To groom the students into a successful entrepreneurs.

#### **REGULATIONS:**

##### **1. Eligibility for the Course:**

Candidates for admission to Certificate Course in 'Becoming Entrepreneur' should possess a pass in Higher Secondary Examination conducted by the Board of Higher Secondary Examination. The Candidates who have been admitted to various courses in the college can avail the course in any year of their course of study.

##### **2. Duration of the Course:**

The duration of the certificate course shall extent over a period of one full academic year. The number of working hours will be 150 hours.

##### **3. Eligibility for the Degree:**

- i. Candidate for the degree shall, besides undergoing the Text courses of study, do practical work by way of case study, project report, factory visit, etc., under the guidance of staff members and to the satisfaction of the Department or the Institute.
- ii. No candidate shall be admitted to the examination unless he / she has attended not less than 80% of the total lectures and class sessions.

**4. Conduct of Classes:**

There will be 5 hours of class per week. Classes will be conducted in the evening 3.30pm to 4.30pm for 3 weekdays (Monday, Wednesday & Friday) and in afternoon from 1.30pm to 3.30pm on Saturdays.

**5. Methods of Study:**

Lectures shall be supplemented with participative methods of learning like assignment, case study, workshop, seminars, guest lecture and factory visits, etc., in accordance with the nature of the subject with a view to enable the candidates to analyze and solve many divergent current problems in business and industrial management.

**6. Evaluation:**

Evaluation of candidates shall be through both internal and external assessment. The ratio of the internal and external shall be 25:75. The minimum pass percentage is 35%.

The break-up for internal assessment for theory paper shall be as follows.

1. Test(s)	-	15 marks
2. Assignments and class participation etc.	-	5 marks
3. Seminar	-	5 marks
		-----
Total	-	25 marks
		-----

The external assessment shall be through examination to be conducted for theory paper.

**Question Pattern (External)**

Section (Q.No)	Type of Question	No. of Question	Number of Questions to answer	Mark for each Question	Total
Section A (1-10)	Objective	10	10	1	10
Section B (11-15)	Either or	5	5	7	35
Section C (16-20)	Open Choice	5	3	10	30

**Project Work**

A project report of Business plan preparation will be submitted at the end of the course (30 pages)

Marks for Case Study, Assignments, Field Visit Report, Skill Development Activities & Class participation -50 (Internal)

Marks for Project Report & Viva-50 (External)



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**VIRUDHUNAGAR - 626 001**

**Course content**

### Certificate in 'Becoming Entrepreneur'-C006

S.No	Title of the Paper	Subject Code	Hrs. Per Week	Int	Ext.	Total
1.	<b>Understanding Business &amp; Entrepreneurship (Theory)</b>	<b>18CEC1</b>	3	25	75	100
2.	<b>Developing Entrepreneurial Skills &amp; Business plan Preparation (Project Work)</b>	<b>18CEC2</b>	2	50	50	100
	<b>TOTAL</b>		<b>5</b>			<b>200</b>



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**VIRUDHUNAGAR - 626 001**

**Certificate in 'Becoming Entrepreneur'- C006**

**Core subject – Understanding Business & Entrepreneurship**

**Subject code: 18CEC1**

Internal marks: 25

External Marks: 75

Hours per Week: 3

### **I Objectives**

1. To expose students to a general knowledge of entrepreneurship & Business Management
2. To acquire the Holistic knowledge of the functional management.

### **II Syllabus**

#### **Unit I**

#### **Entrepreneurship- an Overview**

Entrepreneur- Definition, Characteristics, Functions, Types & Qualities- Role of Entrepreneurship in Economy- Women Entrepreneurship- Concept, Types, Importance. Problems & Remedies - Institutional finance & support to Entrepreneurs - IDBI, ICICI, DIC, SIDBI, SIDCO, TIIC, MSME

#### **Unit II**

#### **Financial Management**

Meaning & need of Financial Planning- Sources of Finance - Working Capital Management - Significance, Assessment & Factors - Operating Cycle – Inventory Management- Importance, Types, Cost, Techniques - Break Even Analysis - Fixed & Variable Cost - Accounting for small Enterprises – Accounting - Meaning, Objectives, Process & Types - Assets & Liabilities.(Only Theory)

#### **Unit III**

#### **Marketing Management**

Marketing- Definition, Functions & Importance- Market Segmentation, Targeting & Positioning- Branding- Marketing Mix-Product, Price, Promotion & Place (Physical Distribution).

#### **Unit IV**

##### **Human Resource Management**

Meaning of man power planning - Job Requirements- Recruitment – Selection -Training & Development –Remuneration & Benefit - Regulatory laws- HR Issues.

#### **Unit V**

##### **Export Documentation & Procedure for small Enterprises**

Meaning & Nature of export business- Forms of Export business- Advantages & Disadvantages of Export Business- Documents for Exports- Processing of an export order.

##### **Self Study**

**Unit I:** Qualities of an Entrepreneur

**Unit II:** Fixed & Variable Cost

**Unit III:** Branding

**Unit IV:** Selection

**Unit V:** Advantages & Disadvantages of Export Business

##### **Text Book:**

1. Dr.S.S.Khanka, *Entrepreneurial Development*, S.Chand & Company, Revised Edition, 2012
2. Dr. C.B. Gupta, Dr. N.P. Srinivasan, *Entrepreneurial Development*, Sultan Chand & Sons, Revised Edition, 2010

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

1. P. Saravanavel, *Entrepreneurship Development – Principles Policies And Programmes*, 2001
2. Peter F. Drucker, *Innovation And Entrepreneurship – Practice And Principals*, Affiliated Ease, West Press Ltd.,2002

##### **Dailies, Magazines & Journals:**

The Business Line, Business Outlook, Business India, Business Today, Entrepreneur, Human Capital, Pitch, Smart Manager, People Matters.



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### **Certificate in 'Becoming Entrepreneur'**

**Core subject – Developing Entrepreneurial Skills & Business plan Preparation**

**Subject code: 18CEC2**

Internal marks: 50

External Marks: 50

Hours per Week: 2

#### **I Objectives**

1. To develop the Entrepreneurial trait among the students & equip them with managerial skills (Soft & Hard Skills).
2. To make students exposed to financial institutions & industrial service corporations and create linkage between the students and support system agencies.
3. To arrange Market Survey and Plant Visit in order to familiarize the students with real life situations in small business.
4. To enable students identify the Business opportunities.
5. To facilitate students in Business plan Preparation and Feasibility Study.
6. To analyze the cases of successful entrepreneurs & interact with them.

#### **II Teaching Methodology**

- Managerial Skill Development Training Programmes.
- Seminars from DIC, TIIC, MSME.
- Workshop on Business skill development like Jewellery making, Jute bag making, Soft Toy making, Food processing etc.
- Guest lecture of Successful Entrepreneurs.
- Plant Visit.

#### **III Syllabus**

##### **Unit I**

##### **Soft Skills for Entrepreneurs**

Communication Skills - Creativity Skills - Problem Solving Skills – Interpersonal skills- Leadership Skills- Team Building Skills-Decision making Skills- Presentation Skills-Time Management Skills.

## **Unit II**

### **Successful Entrepreneurs**

Trait of Successful Entrepreneurs - Case study of successful Entrepreneurs - Guest lecture of Successful Entrepreneurs.

## **Unit III**

### **Getting funds from Institution & Setting an Industry**

Seminars from DIC, TIIC, MSME - Plant Visit.

## **Unit IV**

### **Business opportunities & Business Skills Training**

Idea generation- Business opportunities in various sector- Identification of Business opportunity- Opportunity Selection.

Workshop on Business skill development like Jewellery making, Jute bag making, Soft Toy making Food Processing etc.

## **Unit V**

### **Formulation of Business plan**

Business plan- Components of Business plan- Business plan Preparation- Project Appraisal & Feasibility Study- Report Writing

#### **Text Book:**

1. Rhonda Abrams, *The Successful Business Plan*, PHI Learning Pvt.Ltd, New Delhi, Fourth Edition, 2010.
2. Dr. T. Kalyana Chakravarthi , Dr. T. Latha Chakravarthi, *Soft Skills for Managers*, Wiley India Pvt.Ltd.
3. M. S. Rao, *Soft Skills Enhancing Employability: Connecting Campus with Corporate* , I K International Publishing House Pvt. Ltd.

#### **Reference Books:**

Gopalaswamy Ramesh, *The ACE of Soft Skills: Attitude, Communication and Etiquette for Success*, Pearson, First edition .

#### **Dailies, Magazines & Journals:**

The Business Line, Business Outlook, Business India, Business Today, Entrepreneur, Human Capital, Pitch, Smart Manager, People Matters.



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### ADD ON COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH

#### Eligibility for Admission

Undergraduate students belonging to any discipline are eligible for admission into

#### **Certificate Programme**

For **Diploma Programme** the students who have passed the Certificate Course are eligible for admission

For **Advanced Diploma Programme** the students who have passed the Diploma Course are eligible for admission.

#### Scheme and Regulations

The **Certificate Programme** will be conducted during first and second semesters.

The course will have 90 contact hours (45 hours per semester; 3 hours per week)

The **Diploma Programme** will have 90 contact hours. (45 hours per semester; 3 hours Per week) . It will be conducted during third and fourth semesters.

The **Advanced Diploma Programme** (45 hours per semester, 3 hours per week) will be conducted during fifth and sixth semesters.

The teaching hours during fifth semester will be 45 hours (3hours per week)

The project work will be carried out during the VI semester.

A Project report should be submitted at the end of the course (in the sixth semester)

The length of the project should be about 20 pages.

Project report	50 marks
Viva-voce on the report	50 marks
	-----
Total	100 marks
	-----



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VIRUDHUNAGAR - 626 001

### DIPLOMA COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH - D001

#### Course I – Scenes from Literature for Personality Development – 18DCF1

#### Course Outcome

The students will be able to

- enhance their skills and public behaviour
- improve their leadership qualities
- exhibit accurate pronunciation and appropriate voice modulation
- handle professional situations with graceful professionalism
- learn power dressing and wardrobe etiquette

#### Unit I

Persuasive skills - Introduction, and the ways of developing the skill

Elucidation scene -Richard III- Act 1 Scene 2

#### Unit II

Argumentative skills - Introduction, description and the ways of developing the skill

Elucidation scene - Henrik Ibsen's *A Doll's House*- Act III- conversation between Helmer and Nora

#### Unit III

Adaptability Skills - Introduction, description and the ways of developing the skill

Leo Tolstoy's *Illyas* - The Secret of Happiness speech by Sham-she-magi

#### Unit IV

Leadership Skills

Elucidation scene – Shakespeare's **Macbeth** - Act I Scene iii, Act III Scene i

#### Unit V

Personal grooming

Bernard Shaw's **Pygmalion** - Acts II, IV &V

#### Unit VI

Problem Solving Skill - introduction and ways of improving the skill

Shakespeare's **The Merchant of Venice** - Act IV Scene i

**Practical:** Giving situation and evolving solution

**Books Prescribed:**

Shaw, George Bernard. *Pygmalion*. New Delhi: Fingerprint publisher, 2017. print

Ibsen, Henrik. *A Doll's House*, Wheaton: Freelance press, 2017. print

Shakespeare, William. *Richard III*. New Delhi: Simon and Schuster India, 2004. print

Shakespeare, William. *The Merchant of Venice*. New Delhi: Fingerprint Publisher, 2010. print

Shakespeare, William. *Macbeth*. New Delhi: Fingerprint publisher, 2016. print

*Cornucopia of Infinite Riches*. (2018). Board of Editors, Department of English,  
VVVC. Chennai: New Century Book House.

Hariharan, S., N. Sundararajan, S. P. Shanmugapriya. *Soft Skills*. Coimbatore: MJP  
Publishers. 2010. print



## V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

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### DIPLOMA COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH – D001

#### Course I – Scenes from Literature for Personality Development - 18DCF1

Section	Types of Questions	Number of questions	Number of questions to be answered	Marks for each question	Max. Marks
A	I. Paragraph	2	2	5	10
B	II. Paragraph	2	2	5	10
	III. Essay	1	1	10	10
D	IV. Essay	1	1	10	10
E	V. Paragraph	2	2	5	10
F	VI. Paragraph	2	2	5	10
				Total	60

#### Practical-40 Marks

Feasibility of solution	- 10 Marks
Quickness in attaining solution	- 10 Marks
Novelty	- 10 Marks
Body language	- 10 Marks

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Total 40 Marks  
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**VIRUDHUNAGAR - 626 001**

### **DIPLOMA COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH – D001**

#### **Course II –Public Speaking and Career Advancement Skill - 18DCF2**

##### **Course Outcome**

The students will be able to

- develop the practical skill and knowledge necessary to express themselves clearly and confidently.
- equip themselves in planning and structuring an effective presentation.
- develop ideas and effective delivery methods

##### **Unit I**

Introduction to public speaking, preparing for public speaking, different types of public speaking

##### **Unit II**

Public speaking and career development, role of confidence and attitude in public speaking

##### **Unit III**

Welcome Address, Vote of Thanks, Felicitation Address

##### **Unit IV**

Agenda, Minutes Preparation and Report Writing

##### **Unit V**

Resume Writing, Job Application Letter and Job Enquiry Letter

##### **Unit VI**

Famous speech of Nelson Mandela (Nobel prize acceptance speech), Martin Luther King and Chicago Address of Swami Vivekananda.

##### **Practical**

Public speaking

##### **Reference Book:**

Alex, Dr.K.*Soft Skills*.New Delhi: Chand & Company, 2013.print.pp1-12, 20-32, 91-105,151-165,187-206



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**VIRUDHUNAGAR - 626 001**

### DIPLOMA COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH – D001

#### Course II –Public Speaking and Career Advancement Skill - 18DCF2

#### Blue Print External Evaluation

Section	Types of Questions	Number of questions	Number of questions to be answered	Marks for each questions	Max. Marks
A	I. Paragraph	2	2	5	10
B	II. Paragraph	2	2	5	10
C	III. Essay	1	1	10	10
D	IV. Essay	1	1	10	10
E	V. Paragraph	2	2	5	10
F	VI. Paragraph	2	2	5	10
				Total	60

#### Internal Evaluation

Practical-40 Marks

Content - 10 Marks

Tonal Modulation - 10 Marks

Vocabulary - 10 Marks

Body language - 10 Marks

-----  
Total 40 Marks  
-----



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**VIRUDHUNAGAR - 626 001**

### **DIPLOMA IN FASHION AND APPAREL DESIGNING**

**COURSE CODE - D002**

#### **REGULATIONS AND SYLLABUS**

(With effect from academic year 2018-2019 and after)

#### **COURSE OUTCOMES:**

- ❖ Acquire knowledge about current techniques and trends in fashion.
- ❖ Analyze designs and to make variations of basic pattern.
- ❖ Gain knowledge about design elements.
- ❖ Obtain knowledge about illustrations of designs in garment constructions.
- ❖ Acquire better enterprise management skills.

#### **1. QUALIFICATION FOR ADMISSION:**

Candidates should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamil Nadu or any other Examination accepted by Academic Council with any science group/Vocational group in Higher Secondary Examination and any three year Diploma course.

#### **2. DURATION OF THE COURSE:**

**I year**

#### **3. MEDIUM OF INSTRUCTION:**

English

#### **4. Duration of Hours:**

Total Hours : 180 Hours.

Two Theories : 80Hours

Two Practical : 100Hours.

The course is offered for

Outsiders - four days in a week (Monday to Thursday) at 9.30 am to 12.40 pm.

UG students of all disciplines within the college - Monday to Friday from 3.30 pm to 4.30 pm and Saturdays from 1.30pm- 3.30.

**5. QUESTION PAPER PATTERN**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A Q.No.(1- 10)	Multiple choice (Two from each unit)	10	10	1	10
B Q.No.(11-15)	Either or type (one from each unit)	5	5	7	35
C Q.No.(16-20)	Open Choice (one from each unit)	5	3	10	30

Subject code	Subjects	Credits	Contact Hours	Max Marks	
				Int	Ext
18DFAC11	Pattern construction and Apparel Designing	5	40	25	75
18DFAC12	Fashion Designing	5	40	25	75
18DFAC11P	Pattern making and apparel designing- Practical	5	50	40	60
18DFAC12P	Surface Ornamentation - Practical	5	50	40	60
<b>TOTAL</b>		<b>20</b>	<b>180 hrs</b>	<b>400</b>	



## V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

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VIRUDHUNAGAR - 626 001

**DIPLOMA IN FASHION AND APPAREL DESIGNING**

**NON SEMESTER**

**CORE SUBJECT**

**PATTERN CONSTRUCTION AND APPAREL DESIGNING**

**18DFAC11**

(For those who joined in 2018-2019 and after)

Internal Marks: 25

External Marks: 75

Contact Hours: 40hrs

Credits:5

### **COURSE OUTCOMES:**

- ❖ Comprehend the basic techniques in stitches and develop the skills needed for garment construction.
- ❖ Gain knowledge about trimmings which will be helpful to develop garments with aesthetic sense.
- ❖ Attain the skills needed for the applications of finishes in garment constructions.
- ❖ Know the general principles of fabric laying and cutting techniques.
- ❖ Gain knowledge about taking body measurements.
- ❖ Obtain skills in basic techniques of pattern making.

### **UNIT I**

Types of Sewing Machines and its Accessories

8Hours

Single needle machine – parts and function ,threading principles, defects -causes and rectification, zigzag machine and over lock machine-parts and operation, time sequence in stitch formation, special attachments-piping or zipper foot, cording foot, quilting foot with guide, cloth guide, binder , tucker , ruffle feed cover plate.

### **UNIT II**

Basics of Apparel Design

8Hours

Anatomy of human body - eight head theory, body measurements -children's, women's and men's wear, principles of taking measurements, tools –measuring , marking , cutting, general and pressing, paper patterns – type correct methods of preparing patterns, pattern grain lines.

### **UNIT III**

10Hours

Stitches and Seams

Stitches– introduction, types – temporary stitches, permanent stitches. Seams- definition,, types- plain, french, flat fell, welt, lapped, piped, slot. Seam finishes -meaning, types- herring bone, pinked, edge stitched, double stitch.

## UNIT IV

8Hours

### Basic principles of cut and fit techniques

Fullness- introduction –type of fullness, darts – single pointed dart, double pointed dart. Tucks – pin tuck, cross tuck, corded tuck. Gathers – gathering by hand, machine, elastic. Pleats – knife, box, inverted box. Frills – single layer, double layer.

## UNIT V

### Sleeves and Fastening

6Hours

Sleeves – plain, puff , cap. Collars-peter pan, stand, open. Fastening –zipper, button, fancy button, press button, button hole, hook and eye. Trimmings – fringes, tassels, pompoms.

## REFERENCES

1. Mary Mathews 1985, *Practical clothing construction (Part I)* Basic sewing Processes
2. Shri.K.R. Zarpkar, 2009, *System of Cutting*, Navneet Publications (India) Ltd.
3. Hutchinson,1980, *Sew Simple*, London Melbourne Sydney Auckland Johannesburg
4. Rosalie P.Giles, 1978, *Needle work*. ‘METHUEN Educational London
5. Virginia stole leuis,1973, *Comparative clothing construction Techniques*, Surjeeth Publications, Delhi.



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**VIRUDHUNAGAR - 626 001**

## **DIPLOMA IN FASHION AND APPAREL DESIGNING**

### **NON SEMESTER**

#### **CORE SUBJECT - FASHION DESIGNING**

#### **18DFAC12**

(For those who joined in 2018-2019 and after)

Internal Marks: 25

Contact Hours : 40hrs

External Marks: 75

#### **COURSE OUTCOMES:**

- ❖ Able to design based on the principles and elements of design.
- ❖ Gain knowledge about current techniques and trends in fashion.
- ❖ Understand the knowledge of design thinking.
- ❖ Knowledgeable about the fashion sketching techniques.
- ❖ Acquire knowledge about colours for different seasons.

#### **UNIT I**

8Hours

##### **Fashion**

Fashion – introduction, Classification- fad, style, classic, fashion trend, fashion forecasting. Fashion evolution–fashion cycle, style, increase in popularity, peak of popularity, decline in popularity, rejections of a style. Fashion marketing –structure, mannequin, and boutique.

#### **UNIT II**

6Hours

##### **Elements of design on Apparel**

Introduction of elements on design-structural design, decorative design – requirements of good decorative design. Art elements- line, vertical, horizontal, diagonal, zigzag, curved, shape, texture, directions and space.

#### **UNIT III**

8Hours

##### **Principles of design on Apparel**

Principles of design- balance – formal balance, informal balance. Proportion – proportion, disproportion. Emphasis – grouping of objects, contrast colour, decorative, plain background, unusual line, shape and size. Rhythm – repetition of shape, progression of size, continuous line movement, alternation, radiation. Harmony – Line and shape, size, texture, idea, colour.

## UNIT IV

### Colour Aspects

10Hours

Prang colour chart – primary, secondary, intermediate and tertiary colours.

Colour dimensions - hue, value, intensity. Warm and cool colours - psychology of colors on dress , application of colour to different compounds of dresses, illusions created by colors, application of colors for different seasons. Colour schemes - Related harmony - monochromatic harmony and analogous harmony. Contrasting harmony - complementary harmony, double complementary harmony, split complementary harmony and triad.

## UNIT V

### Sketching and Garment Designing

8Hours

Basic design - sketching of neck lines – round neck, square neck, U-neck , sweet heart, horse shoe, boat neck, plunge, halter, asymmetric, cowl, cross over off the shoulder, scalloped ruffled javot, bow and tie. Sketching of sleeves – plain, puff, kimono, magyar, batwing, bell , cap, bishop, leg O mutton, romanesque, raglan. Sketching of men’s sleeve and shoulder variations – dropped shoulder, split raglan, rain wear, split sleeve. Sketching of alternatives to button fastening – zip, fly front, loop and button, tabs. Sketching of basic skirts – A-line skirt, wrap skirt, draped skirt, bias cut, frilled, box pleat, asymmetrical, skirt with tucks and channel seam.

### RECOMMENDED BOOKS:

1. Mabel D.Erwin, Lila A.Kinchen, Kathleen A.Peters , 1974 , *clothing for moderns*, Collier Mac Millan Publishers London.
2. John M. Jurnpenny, Hutchinson, 1990, *Fashion Design and Illustration*, London, Melbourne.



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**DIPLOMA IN FASHION AND APPAREL DESIGNING**

**NON SEMESTER**

**CORE SUBJECT**

**PATTERN MAKING AND APPAREL DESIGN PRACTICAL**

**18DFAC11P**

(For those who joined in 2018-2019 and after)

Internal Marks : 40

External Marks : 60

Contact Hours : 50Hours

1. Developing patterns for children's wear- Jabla for new born, A-line frock , sun suit , baba suit, kurta and pyjama, and sleeping robe for children.
2. Developing patterns for ladies wear, midi-skirts, tops, nighty, maxi, salvar, kameez, ladies flared pant and blouse
3. Computer application in apparel design
  - A) Designing garment styles in Coral draw, Photo shop

**RECOMMENDED BOOKS:**

1. Shri ArvindK. Zarpakar, (2009).*Zarpakar System of Cutting*, Navneet Publications (India) Ltd.Mumbai.



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**DIPLOMA IN FASHION AND APPAREL DESIGNING**

**NON SEMESTER**

**CORE SUBJECT - SURFACE ORNAMENTATION - PRACTICAL**

**18DFAC12P**

(For those who joined in 2018-2019 and after)

Internal Marks : 40

External Marks : 60

Contact Hours : 50Hours

Basic stitches in hand Embroidery –Running, back, Stem, Chain, Satin, Lazy Daisy, Bullion Knot, French Knot, Herring Bone, Button hole, Fly, Feather

1. Appliqué
2. Smocking
3. Crocheting
4. Belts
5. Fixing the stones
6. Beads work
7. Sequence work
8. Zardosi work
9. Mirror work
10. Kutch work
11. Kamal work
12. Ribbon work
13. Kasuti work
14. Cut work
15. Kundan work
16. Fabric painting
17. Tie and dye
18. Batik

### **RECOMMENDED BOOKS**

Janice Vaine (2014) *Hand Embroidery Stitches at a Glance* Landauer Publishing, LLC.

Janice Vaine (2011) *The art of Elegant Hand Embroidery, Appliqué and Embellishment* Landauer Publishing, LLC



## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

(விருதுநகர் இந்து நாடார்களுக்குப் பாத்தியப்பட்டது)  
 மதுரை காமராசர் பல்கலைக்கழகத்தின் கீழ் தன்னாட்சி உரிமம் பெற்றது  
 (தேசிய தரமதிப்பீட்டுக் குழுவின் மறுமதிப்பீட்டில் (முன்றாம் சுற்று) 'A' அந்தஸ்து பெற்றது)  
 விருதுநகர் - 626001

யோகக்கலை, தியானக்கலை, முழு உடல்நலம் - பட்டயப்படிப்பு

**Programme Code – D003**

பாடத்திட்டம்

2018 – 19 ஆண்டு சேர்ந்த மாணவியருக்கு உரியது

ஓராண்டு முடிவில் செய்முறை, எழுத்துத் தேர்வுகளுக்கு உட்பட வேண்டும்

வ. எண்	பாடக்குறியீட்டு எண்	தாள்	பயிற்றுவிக்கும் நேரம்	அக மதிப்பெண்	புற மதிப்பெண்	மொத்தம்
1.	18DYH1	யோகக்கலையும் நிறை நலமும் உடல் நலமும்	45 மணி நேரம்	25	75	100
2.	18DYH2	உடற்கல்வியியலும், யோகக்கலையும்	45 மணி நேரம்	25	75	100
3.	18DYHP	செய்முறைப் பயிற்சி	90 மணி நேரம்	40	60	100

### மதிப்பெண் விவரப்பட்டியல்

தாள் 1 – அகமதிப்பெண் - 25

தேர்வு மதிப்பெண் - 15

திட்டக் கட்டுரை - 05

கருத்தரங்கு - 05

(Seminar)

புறமதிப்பெண் - 75

தாள் 2 – அகமதிப்பெண் - 25

தேர்வு மதிப்பெண் - 15

திட்டக் கட்டுரை - 05

கருத்தரங்கு - 05

(Seminar)

புறமதிப்பெண் - 75

**செய்முறைப் பயிற்சி**

**அகமதிப்பெண் - 40**

1. செய்முறைப் பயிற்சி ஏடு	- 20
2. வாய்மொழித் தேர்வு	- 5
3. யோகாசனப் பயிற்சி	- 10
4. Assignment	- <u>5</u>
	<u>40</u>

**புறமதிப்பெண் - 60**

கல்வித் தகுதி - +2

கல்விக் காலம் - 1ஆண்டு

தேர்வு - ஆண்டு இறுதி



## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

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விருதுநகர் - 626001

### புறத்தேர்வு வினாத்தாள் அமைப்பு:-

பிரிவு	கேள்விப் பிரிவுகள்	வினாக்களின் எண்ணிக்கை	ஒவ்வொரு வினாவிற்குரிய மதிப்பெண்
அ வினா எண் - 1-10	ஒவ்வொரு அலகிலிருந்தும் ஓரிரு தொடர்களில் விடை அளிக்கும் வண்ணம் வினாக்கள் அமைதல் வேண்டும். பன்மடங்கு வாய்ப்பு வினா அனைத்து வினாக்களும் விடை தரல் வேண்டும்.	5	10 x 1 = 10
ஆ வினா எண் - 11-15	ஒவ்வொரு அலகிலிருந்தும் ஒரு பத்தி விடை அமையுமாறு வினாக்கள் அமைதல் வேண்டும். (எவையேனும் ஐந்தனுக்கு என அமைதல்) ஏழு வினாக்களுள் 5 தேர்ந்தெடுத்தல்	7	5 x 2 = 10
இ வினா எண் - 16-20	ஒவ்வொரு அலகிலிருந்தும் ஒரு பக்க அளவில் விடை அமையுமாறு 5 வினாக்கள் அமைதல் வேண்டும். ஏழு வினாக்களுள் எவையேனும் ஐந்தனுக்கு விடை தரும் வகையாக அமைதல் வேண்டும்.	7	5 x 5 = 25
ஈ	ஒவ்வொரு அலகிலிருந்தும் தரப்படும் கட்டுரை வடிவ விடை ஐந்தனுள் மூன்று தேர்ந்தெடுத்தல்.	5	3 x 10 = 30
செய்முறை	கிரியாக்கள் - 3 முத்திரைகள் - 5 நின்ற, அமர்ந்த, முன்புறம் படுத்து, பின்புறம் படுத்துச் செய்யும் மூச்சுப் பயிற்சி ஆசனங்கள் 5 x 5 அனைத்து நிலை ஆசனங்கள்	20+10= 30 05= 05 5 x 5 =25 _____	30 05 25 _____
	மொத்தம்	60	60
		மொத்தம்	75



## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

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விருதுநகர் - 626001

### யோகா பட்டயக்கல்வி

#### தாள் 1

### யோகக்கலையும் நிறை நலமும் உடல் நலமும் - 18DYH1

#### அலகு - 1 யோகக்கலையின் அடிப்படையும், கொள்கைகளும்

யோகாவின் வரலாறு - வரைமுறை - கருத்துக்கள் புதிய நூற்றாண்டில் யோகத்தைப் பயிலும் சரியான முறை யோகா திருமந்திரம் (10 பாடல்கள்) பதஞ்சலி (10 சூத்திரங்கள்).

#### அலகு - 2 யோகத்தின் பிரிவுகள்

கர்ம யோகா - பக்தி யோகா - ஞான யோகா, இராஜ யோகா (அட்டாங்க யோகம்) - ஹதயோகா - யோகாவும் உணவு முறைகளும் - சத்கிரியாக்கள் - சூரிய நமஸ்காரம் ஆசனங்கள் - பிராணயாமம் - பந்தங்கள் - முத்திரைகள்.

#### அலகு - 3 மனம் :

மனித மனதின் சக்திகள் - புறமனதின் சக்திகள் - ஆழ்மனதின் சக்திகள் - மனதின் பல்வேறு நிலைகள் - தளர்வு நிலை (Relaxation) - நமது உடல் ஆரோக்யத்தில் எண்ணங்களின் பங்கு - அமைதி - அன்பு - சக்திகள் - தூய்மை - மகிழ்ச்சி.

#### அலகு - 4 தியானம், சிந்தனை

பொருள் மற்றும் கருத்துக்கள் - தியானத்தின் பலன்கள் - ஸ்ரீ அரவிந்தர் மற்றும் அன்னை தியானம் - வேதாத்திரி மகரிஷி - வள்ளலார் - விபாச்சனா - ஆழ்நிலை தியானம் - கிருஷ்ணமூர்த்தி - டைனமிக் தியானம் ஸ்ரீ ரமண மகரிஷி - நேர்மறை சிந்தனை எதிர்மறை சிந்தனை - காந்திய சிந்தனைகள் மற்றும் விவேகானந்தரின் தியானச் சிந்தனைகள்.

#### அலகு - 5 குண்டலினி யோகா

குண்டலினி விளக்கம் - ஆரோக்ய வாழ்விற்கு மனநலம் - தேக உணர்வு - ஆத்ம உணர்வு மனிதனை அடிமைப்படுத்தும் பழக்கங்களும் - விளைவுகளும் - ஏன் அடிமைபடுகிறார்கள் - பழக்கங்களிலிருந்து மீளுவதற்கு உதவக்கூடிய வழிமுறைகள்.

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## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

(விருதுநகர் இந்து நாடார்களுக்குப் பாத்தியப்பட்டது)

மதுரை காமராசர் பல்கலைக்கழகத்தின் கீழ் தன்னாட்சி உரிமம் பெற்றது  
(தேசிய தரமதிப்பீட்டுக் குழுவின் மறுமதிப்பீட்டில் (மூன்றாம் சுற்று) 'A' அந்தஸ்து பெற்றது)

விருதுநகர் - 626001

### யோகா பட்டயக்கல்வி

#### தாள் 2

#### உடற்கல்வியியலும், யோகக்கலையும் - 18DYH2

##### அலகு - 1 உடற்கல்வியியல் :

மனித உடலின் மண்டலங்கள் (Anatomy) உணவு மண்டலம் - தசை மண்டலம் - சுவாச மண்டலம் - இரத்த ஓட்ட மண்டலம் - உணவு செரித்தல் மண்டலம் - சிறுநீர் மண்டலம் - இனவிருத்தி மண்டலம் - நாளமில்லா சுரப்பிகள் மண்டலம் - நரம்பு மண்டலம்.

##### அலகு - 2 உடல் செயலியல் :

ஆசனங்கள் - பிராணயாமம் - பந்தங்கள் - முத்திரைகள் கிரியாக்கள் - நாடிகள் - சக்கரங்கள்.

##### அலகு - 3 இயற்கை மருத்துவம் மற்றும் யோக உணவுகள் :

உண்ணா நோன்பு - உணவே மருந்து - வெப்ப சிகிச்சை - நீர் (Water) சிகிச்சை - மண் சிகிச்சை - தமஸ - ராஜச - சாத்வீக உணவுகள் - செராக், சுஸ்ரத் மற்றும் சைவானின் உணவின் உன்னதங்கள்.

##### அலகு - 4 யோகாவின் கொள்கைகள் மற்றும் உடற்கல்வியியல்

உடற்கல்வி - பொருளும் வரையறையும் - கற்பிப்பதற்கான உடற்கல்வி கோட்பாடுகள் - உடற்கல்வியல் யோகாவின் பங்கு - விளையாட்டு வீரர்களுக்கு உறுதுணை புரியும் ஆசனங்கள் - யோகாசனம் மற்றும் உடற்பயிற்சிக்கும் உள்ள வேறுபாடுகள்.

##### அலகு - 5 மருத்துவத்துறையில் யோகா:

மனித உடலைப் பற்றி யோகாவின் கருத்து - ஐந்து கோசங்கள் - நோய்களும் அவற்றை குணப்படுத்தும் யோகாசனங்களும் - நீரழிவு நோய் - இரத்த கொதிப்பு உடல் பருமன் - இருதய நோய் - ஆஸ்த்துமா மலச்சிக்கல் - மூலம் - ஆர்திரிட்டிஸ் - பெண்களின் நோய்கள் - புற்று நோய்கள்

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## வே.வ.வன்னியப்பெருமாள் பெண்கள் கல்லூரி

(விருதுநகர் இந்து நாடார்களுக்குப் பாத்தியப்பட்டது)  
மதுரை காமராசர் பல்கலைக்கழகத்தின் கீழ் தன்னாட்சி உரிமம் பெற்றது  
(தேசிய தரமதிப்பீட்டுக் குழுவின் மறுமதிப்பீட்டில் (முன்றாம் சுற்று) 'A' அந்தஸ்து பெற்றது)  
விருதுநகர் - 626001

### யோகா செய்முறைப்பயிற்சி - 18DYHP (YOGA PRACTICAL)

செய்முறைப் பயிற்சி :

1. எளியமுறை உடற்பயிற்சிகள்
2. உடலைத் தளர்த்துவதற்கான பயிற்சிகள்
3. சூர்ய வணக்கம்
4. ஆசனங்கள்

அ. நின்றபடி செய்யும் ஆசனங்கள் : (Standing Posture Asanas)

1. திரிகோணாசனம்
2. பிறையாசனம்
3. விருஷ்சாசனம் (or) நின்றபாதாசனம்
4. பாதஹஸ்தாசனம்
5. உட்கட்டாசனம்
6. அர்த்த கடிசக்கராசனம்

ஆ. அமர்ந்து செய்யும் ஆசனங்கள் : (Sitting Posture Asanas)

1. வஜ்ராசனம்
2. பத்மாசனம்
3. பஸ்ஸிமோத்தாசனம்
4. உஸ்ட்ராசனம்
5. வக்ராசனம்
6. கோமுகாசனம்
7. அர்த்த மச்சேந்திராசனம்

இ. வயிற்றுப்புறம் படுத்து செய்யும் ஆசனங்கள் : (Prone Posture Asanas)

1. புஜங்காசனம்
2. சலபாசனம்
3. தனுராசனம்
4. மகராசனம்
5. பத்ம புஜங்காசனம்

**ஈ. முதுகுப்புறம் படுத்து செய்யும் ஆசனங்கள் (Supine Posture Asanas)**

1. உத்தான பாதாசனம்
2. ஹலாசனம்
3. சர்வாங்காசனம் (Or) விபரீதகரணி
4. சுப்த வஜ்ராசனம்
5. மச்சாசனம்
6. சக்கராசனம்
7. சேதுபந்தாசனம்
8. பவன முத்தாசனம்

**உ. சமநிலை ஆசனங்கள் (Balancing Asanas) :**

1. உத்தித பத்மாசனம்
2. வீரபத்ராசனம்

**ஊ. ஓய்வு நிலை ஆசனம் (Relaxation Asanas)**

1. சவாசனம்

**எ. சுவாசப்பயிற்சி : (Pranayama)**

1. கபாலபதி
2. பகுதி சுவாசப்பயிற்சி
  - a) அதமம்
  - b) மதியமம்
  - c) ஆத்யம்
3. நாடி சுத்திபிராணாயாமா
4. உஜ்ஜயி
5. சூரிய பிராணாயாமா
6. சந்திர பிராணாயாமா
7. சூரிய பேதனா
8. சந்திர பேதனா
9. நாத அணு சந்தானா

**ஏ. தியானம் (Meditation) :**

1. மௌன தியானம்
2. மந்திரங்களை உச்சரிக்கும் தியானம்

**7. கிரியாக்கள் : (Shat Kriyas)**

1. கபாலபதி
2. திராடகா
3. நேத்தி

- a) ஜலநேத்தி
- b) இரப்பர் குழாய் நேதி
4. தெளத்தி
  - a) வமணதெளத்தி
  - b) வஸ்திரதெளத்தி
  - c) தண்டதெளத்தி
5. நௌலி
  - a) தட்ஷிண நௌலி
  - b) மதிம நௌலி
  - c) வாம நௌலி
6. பஸ்தி

8. பந்தங்கள் : (Bhandas)

1. ஜலந்தர பந்தம்
2. உட்டியாண பந்தம்
3. மூலபந்தம்
4. மகா பந்தம்

9. முத்திரைகள் : (Mudras)

1. சின் முத்ரா
2. சின்மய முத்ரா
3. ஆதி முத்ரா
4. பிரம்ம முத்ரா
5. மகா முத்ரா
6. நாஸிக முத்ரா
7. நமஸ்கார முத்ரா
8. யோக முத்ரா
9. ஞான முத்ரா
10. பங்கஜ் முத்ரா

10. கண் பயிற்சி :

1. Horizontal இடது புறம் வலதுபுறம் பார்த்தல்
2. Vertical மேலிருந்து கீழ் பார்த்தல்
3. Diagonal
  - a) Right up left down வலது மேற்புறத்தில் இருந்து, இடது கீழ்புறம் பார்த்தல்
  - b) Left up right down இடது மேற்புறத்தில் இருந்து வலது கீழ்புறம் பார்த்தல்
4. Clockwise Rotation – கண்களை வலதுபுறமாக வட்டமிடவேண்டும்  
கண்களை இடதுபுறமாக வட்டமிடவேண்டும்

11. கற்பித்தலின் தொழில் நுட்பம் :

1. ஆசனங்களைக் கற்பிக்கும் முறைகள்

**Yoga Practical**

1. சுவாமி சிவானந்தா பிரணயாம விஞ்ஞானம் தெய்வீக வாழ்க்கை சங்கம், நாமக்கல் 2000.
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5. Health of Yoga - B.K.S.Iyengar.
6. ஆரோக்ய வாழ்வு ஆசனா. இரா.ஆண்டியப்பன், பாரதி பதிப்பகம், தி.நகர், சென்னை.
7. நோய் தீர்க்கும் (பிராணயாம) சுவாச முறைகள் - தம்மண்ண செட்டியார்.
8. நலம் தரும் யோகா - திரு.அம்பாள் Ramasamy விருதுநகர்.



## **V.V.VANNIAPERUMAL COLLEGE FOR WOMEN**

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

**VIRUDHUNAGAR - 626 001**

### **DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY**

**PROGRAMME CODE -D004**

**(WITH EFFECT FROM ACADEMIC YEAR 2018-2019)**

#### **PROGRAMME OUTCOMES**

On completion of this course the students will be able to

- Perform independently estimation of biochemical parameters and other clinical Biochemistry tests.
- Maintain independent Clinical laboratories.
- Obtain Placements in reputed Multispecialty Hospitals
- Render their service in Blood donation camps, Master health checkup programmes

#### **REGULATIONS FOR DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY ELIGIBILITY FOR ADMISSION**

Candidates belonging to all categories for admission to the **Diploma In Medical Laboratory Technology** should have passed the minimum education qualification is 12th Science or equivalent schooling from recognized University with any subjects.

B.Sc., Degree examination from any recognized University, with Botany, Zoology, Biology, Chemistry, Microbiology, Nutrition & dietetics as major subjects

#### **AGE LIMIT FOR ADMISSION**

A candidate should have completed the age of 17 years at the time of admission to the **Diploma in Medical Laboratory Technology**

#### **COMMENCEMENT OF THE COURSE**

The course shall commence from 1st July of the academic year.

#### **MEDIUM OF INSTRUCTION**

English shall be the Medium of Instruction for all the Subjects of study and for examinations of the **Diploma in Medical Laboratory Technology**.

## **CURRICULUM**

The Curriculum and the syllabus for the course shall be as prescribed in these regulations and are subject to modifications by the Standing Academic Board from time to time.

### **DURATION OF THE COURSE**

The duration of certified study for the **Diploma in Medical Laboratory Technology** shall be over a period of two academic years.

### **ATTENDANCE REQUIRED FOR ADMISSION TO EXAMINATION:**

A candidate is required to put in a minimum of 75% of attendance in both theories and practical separately in each subject before admission to the examinations.

### **INTERNAL ASSESSMENT MARKS:**

The Internal Assessment should consist of the following points for evaluation:-

- i. Theory
- ii) Practical
- iii) Viva

(a) A minimum of two written examinations shall be conducted in each subject during a year and the best marks of the one performance shall be taken into consideration for the award of Internal Assessment marks.

(b) A minimum of one practical examination shall be conducted in each Year (wherever practical has been included in the curriculum) and grades of ongoing clinical evaluation to be considered for the award of Internal Assessment marks.

All kinds of admission shall be completed on or before 30th June of the academic year.

### **DURATION:**

Course Duration - 2 years

Hours per academic year

- 215

### **ELIGIBILITY FOR THE DEGREE:**

1. No Candidate shall be eligible for degree except by completing the prescribed Course of study and passing all the prescribed external examinations.
2. The passing minimum is 35% (External 23/75 and no minimum for internal)

**QUESTION PAPER PATTERN**

	No. of Questions	Marks per question	Total Marks
Essays	<b>4 (7)</b>	<b>10</b>	<b>40</b>
Short Notes	<b>5 (10)</b>	<b>5</b>	<b>25</b>
Short Answers	<b>5(10)</b>	<b>2</b>	<b>10</b>
	<b>Total</b>		<b>75</b>

**CARRY OVER OF FAILED SUBJECTS:**

- (1) A candidate has to pass in theory and practical examinations separately in each of the paper. Arrear paper can alone be reappeared by the candidate.
- (2) If a candidate fails in either theory or practical examinations, he/she has to reappear for both (theory and practical)

**PRACTICAL EXAMINATION**

Maximum number of candidates for practical examination should not exceed 25 per day.

An examiner should be an Assistant professor or above in any of the affiliated institutions.

**NUMBER OF EXAMINER** One internal and one external examiner should jointly conduct practical/ oral examination for each student

**REVALUATION/RETOTALLING OF ANSWER PAPERS:**

Revaluation / Retotalling of answer papers is permitted.

**DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY – I YEAR**

S.No.	Course Code	Title of the Course	Total Hours	Credits	Internal Marks	External Marks	Total
1.	18DMLT11	Human Anatomy, Physiology & Biochemistry	40	5	25	75	100
2.	18DMLT12	Fundamentals of Medical Laboratory Technology, Microbiology & Immunology	40	5	25	75	100
3.	18DMLT1P	Medical Laboratory Techniques - I	75	5	40	60	100
4.	18DMLTIN1	Internship - I	60	10	100		100
		<b>TOTAL</b>	<b>215</b>	<b>25</b>			<b>400</b>

**DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY – II year**

S.No.	Course Code	Title of the Course	Total Hours	Credits	Internal Marks	External Marks	Total
1.	18DMLT21	Clinical Biochemistry, Pathology And Histopathology	40	5	25	75	100
2.	18DMLT22	Blood Bank Services & Hematology	40	5	25	75	100
3.	18DMLT2P	Medical Laboratory Techniques - II	75	5	40	60	100
4.	18DMLTIN 2	Internship - II	60	10	100		100
		<b>TOTAL</b>	<b>215</b>	<b>25</b>			<b>400</b>



# V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

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Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

VIRUDHUNAGAR - 626 001

DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

I YEAR

HUMAN ANATOMY, PHYSIOLOGY & BIOCHEMISTRY –

18DMLT11

**Total Theory: 40 hrs**

**Total Marks: 100**

**Internal Marks 25**

**External Marks: 75**

## COURSE OUTCOME

On completion of this course the students will be able to

- understand the human anatomy and Physiology clearly.
- acquire knowledge about various important functional systems of our body.
- define biochemistry and explain the major complex biomolecules of the cell.
- enumerate the chemical structure, classification and functions of proteins, lipids and carbohydrates.
- comprehend the classification & function of nucleic acids and enzymes.
- explain the biochemical structure of vitamins, its classification and the functions of vitamins and minerals.

## UNIT I

**Introduction to Anatomy and Physiology :** Definitions and Terms in Anatomy and Physiology. Structure and function of human cell. Elementary tissues of human body. Surface Anatomy & Surface Markings of Human Body.

**Ear, Nose, Throat and Eye:** Elementary knowledge of structure and functions of organs of taste, smell, hearing and vision. (8 hours)

## UNIT II

**Cardio Vascular System:** Structure and functions of various parts of the heart, brief account on common cardiovascular disorders.

**Respiratory System:** various parts of respiratory system and their functions, Physiology of Respiration.

**Musculoskeletal System :** Classification of bones & joints, structure of skeleton and skeletal muscle, physiology of muscle contraction.

**Nervous System:** Various parts of nervous system- Brain and its parts –functions of nervous system. (8 hours)

### UNIT III

**Digestive System:** Names and various parts of digestive system-Liver, Spleen, Gall Bladder, Pancreas, Buccal Cavity, Pharynx, Oesophagus, Stomach, intestine etc.- physiology of digestion and absorption

**Urinary System :** various parts of urinary system and its function-structure and function of kidneys- physiology of urine formation - pathophysiology of renal disease and edema . (8 hours)

### UNIT IV

**Endocrine System :** Endocrine glands, their hormones and functions-Thyroid, Parathyroid, Suprarenal, Pituitary, pituitary and Thymus .

**Reproductive System :** Physiology and anatomy of Male & Female reproductive system-Prostate & Uterus & Ovaries etc. (8 hours)

### UNIT V

**Carbohydrates, Proteins, Lipids-** Classification, functions and outlines of metabolism.

**Enzymes & Vitamins :** Definition ,Classification , Factors affecting enzyme activity . Active site, Coenzyme . Enzyme Inhibition , Isoenzymes , Fat soluble and water soluble vitamins- functions and deficiency conditions.

### REFERENCE BOOKS

1. Teitz, *Clinical Chemistry* . W.B. Saunders Company Harcourt (India) Private Limited New Delhi.
2. Vasudevan D. & Sree Kumari S., *Text Book of Bio Chemistry for Medical Students*, Jaypee Brothers, New Delhi.
3. U. Satyanarayan, *Biochemistry*, Books and Allied (P) Ltd. Kolkata-India
4. Chaurasia, B.D., & Garg, K., (2012) *Human Anatomy Regional and Applied*. CBS Publications: New Delhi
5. T.S. Ranganathan – *A text book of Human Anatomy*
6. Fattana, *Human anatomy (Description and applied) Saunder's & C P Prism Publishers, Bangalore – 1991*
7. N.Arumugam -*Human Physiology*



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VIRUDHUNAGAR - 626 001

### DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

#### Fundamentals of Medical Laboratory Technology, Microbiology & Immunology

#### 18DMLT12

Course Hours (Theory): 40hrs

Total Marks: 100

Internal Marks: 25

External Marks: 75

#### COURSE OUTCOMES

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

- familiarize with basics techniques of Laboratory
- bring into the light about principle and uses of equipments
- understand the concepts of bacteriology
- understand principles of Immunological reactions

#### UNIT I

**Basic laboratory principles:** Organization of Clinical laboratory and role of Medical Laboratory technician - Safety measures. **Collection of Specimen:** Blood collection - Phlebotomy - sampling errors - collection and Preservation of biological fluids. Anticoagulants - Preservation of sample. Quality control: Accuracy, Precision and Reference values. (8 hours)

#### UNIT II

**Common laboratory Equipments:** Incubator, Hot air Oven, Water bath, Centrifuge, Autoclave, Analyzers - types. Microscope - Fundamentals of Microscopy, Resolution and Magnification, Light Microscopy and Electron Microscopy. Sterilization - Principal and classification. Antiseptics and Disinfectants - Mode of action. (8 hours)

#### UNIT III

**Diagnostic Bacteriology:** General characteristics of bacteria, Growth curve. Systematic grouping of pathogenic bacteria. Pathogenicity, Laboratory identification and treatment of infectious agents- *M. tuberculosis*, *E. coli*, *Staphylococcus*, *Klebsiella*, *Salmonella*.

**Diagnostic Mycology:** Introduction to fungi, Classification of fungi, specimen collection, Laboratory diagnosis of mycotic infections- *candidiasis and Aspergillosis*.

(8 hours)

#### UNIT IV

**Diagnostic Parasitology:** Introduction to parasitology and classification. Parasitological investigation, Life cycle, Laboratory identification and diagnosis of human parasites - *Entamoeba histolytica*, *Plasmodium*, *Ascaris*, *Filaria*, Hook worm and *T. solium*.

**Diagnostic Virology:** General characteristics of Virus. Isolation of virus in Laboratory. Mode of infection, Pathogenesis and diagnosis of HIV, Hepatitis B, Pox virus, Polio Influenza, Dengue. (8 hours)

#### UNIT V

Serology: Principles of Immunological reactions, serological test for syphilis, Immuno diffusion, Agglutination tests, Blood Grouping and Rh factor. C-reactive protein test (CRP), Rheumatoid arthritis test(RH), Immunologic test for pregnancy, Coombs test, ELISA and Western Blotting. (8 hours)

#### TEXT BOOKS

1. Mukherjee, K.L (2003) **Medical Laboratory Technology**, Vol.I., TATA McGraw Hill Publishing Comp. Ltd., New Delhi.
2. Mukherjee, K.L (2003) **Medical Laboratory Technology**, Vol.II., TATA McGraw Hill Publishing Comp. Ltd., New Delhi.

#### REFERENCE BOOKS

1. Ganong, W.F (2001) **Review of Medical Physiology**, 20<sup>th</sup> Edition, McGraw Hill Medical Publishing Division, New York.
2. Guyton, A.C., and Hall, E.J (1998) **Textbook of Medical Physiology**, 9<sup>th</sup> Edition, W.B. Saunders Company, USA.
3. Paniker C.K.J (2005) **Ananthanarayanan and Panicker's Text Book of Microbiology**, Orient Longmann Pvt.Ltd., Chennai.



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VIRUDHUNAGAR - 626 001

### DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (2 Years)

#### MEDICAL LABORATORY TECHNIQUES – I 18DMLT1P

Course hours:75

Total Marks: 100

Internal marks: 40

External Marks: 60

#### MICROBIOLOGY AND IMMUNOLOGY

1. Using Of Autoclave, Hot Air Oven, waterbath, incubator , centrifuge, anaerobic jar
2. Disinfection Practices In Laboratory And Wards
3. Preparation Of Media
4. Techniques Of Cultivation Of Bacteria
5. Standard Plate Count
6. Antibiotic Sensitivity Test
7. Measurement Of Microbes By Micrometry
8. Gram Staining
9. Tests For Motility In Bacteria
10. Isolation, Characterisation, Identification of Pathogens from various specimens
11. Biochemical Testing:
  - Catalase
  - Citrate
  - Urease
  - Carbohydrate Fermentation
  - MRVP
  - Indole

#### Demonstration:

Haemagglutination Test, Haemagglutination Inhibition Test

#### REFERENCE BOOKS

1. Fischbach, 2005. Manual of lab and diagnostic tests, Lippincott Williams Wilkins, New York.
2. Gradwohl, 2000. Clinical laboratory methods and diagnosis. (ed) Ales C. Sonnenwirth and Leonard Jarret, M.D.B.I., New Delhi.
3. J Ochei and Kolhatkar, 2002. Medical laboratory science theory and practice, Tata McGraw- Hill, New Delhi.
4. Kanai L. Mukherjee, 2007, Medical laboratory technology Vol.1.Tata McGraw Hill.
5. Anijea.Text book of Microbiology.



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## DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (2 Years)

### II YEAR

### CLINICAL BIOCHEMISTRY, PATHOLOGY AND HISTOPATHOLOGY

#### 18DMLT21

Course Hours (Theory): 40 hrs

Total Marks: 100

Internal Marks: 25

External Marks: 75

#### COURSE OUTCOMES

On completion of the course the students will be able to

- describe the organization of a clinical biochemistry lab.
- list the various tests done in a clinical biochemistry lab.
- enumerate on the various equipments in the clinical biochemistry laboratory.
- perform independently estimation of triglycerides, estimation of liver function tests and other clinical biochemistry tests.
- maintain independently the various equipments in the biochemistry laboratory.

#### UNIT I

Definition of biochemistry. Introduction and definition of photometry. Colorimetry - Lambert Beer's Law , Parts of photo colorimeter. Introduction and General principle of Electrophoresis: Factors affecting the electrophoresis - Types of Electrophoresis & Applications. General principle - Classification, Types & Principles of chromatography. (8 Hours)

#### UNIT II

Function of liver in health and disease : Jaundice, Hepatitis; liver function test. Assessment and clinical manifestation of renal, hepatic, pancreatic, gastric & intestinal function, enzyme of pancreatic origin and biliary tract, test of myocardial infarction. Metabolic disorders of carbohydrates - galactosemia, glycogen storage disease. Hypoglycemia, Diabetes mellitus. Metabolic disorder of lipid: Tay-Sachs disease, Nieman Pick disease. Metabolic disorder of amino acid: phenylketonuria, alkaptonuria, Maple syrup urine disease. Metabolic disorder of nucleotides: gout, Lesch-Nyhan Syndrome. (8 Hours)

**UNIT III**

**Examination of urine:** Collection of Urine, Special type of collection of urine. Components of routine urine analysis: **Physical examination** - Colour, Clarity, Odour, Volume. **Chemical Examination** - Sugar in Urine: Tests for Sugar in Urine - Benedict's test, Fehling's test, Chemistrip method. Protein in Urine: Test for Protein in Urine - Heat and Acetic Acid Test, Sulphosalicylic Acid Test, Heller's Test. Ketone Bodies in Urine: Test for Ketones in Urine - Rothera's Test, Gerhardt's test. Bile in Urine: Test for Bilirubin - Fouchet's Test. Test for Bile salts: Hay's Test. Blood in Urine: Test for Hematuria - Benizidine Test, Guaiacum Test, and Gregersen's Test. **Microscopic Examination** of Urine: **Crystals** Found in Urine - Crystals Found In Acid Urine - Uric Acid & Urates - Calcium oxalates in Crystals - Cystine Crystals, Leucine and tyrosine crystals, Drug crystals. Crystals Found In Alkaline Urine - Ammonium magnesium phosphates, Dicalcium phosphates, Calcium carbonate, Ammonium biurate. **Casts in Urine:** Cells in Urine- Red Blood cells, Pus cells, epithelial cells, Spermatozoa, Bacteria, Tumor cells. **Examination of stool:** physical, chemical & microscopic examination. **Body Fluids:** Characteristics of Cerebrospinal Fluid Synovial fluid, Pleural fluid, pericardial fluids. **Semen analysis-** physical, chemical & microscopic examination, sperm count, motility. (8 Hours)

**UNIT IV**

Introduction - Tissue Preparation, Receipt of specimens, Labeling of specimens with numbering. Fixation - Aims and functions of a fixative , Classification of fixatives - Simple fixatives , Compound , Micro anatomical fixatives , Cytological fixatives, Histochemical fixatives . Post-chromatization - Fixation of specimens - Fixation for individual tissues – Dehydration , Ethyl alcohol , Acetone, Isopropyl alcohol, Dioxane . Clearing (Dealcoholisation) - Cedar wood oil, Benzene, Xylene, Chloroform. Embedding Media - Paraffin wax, Paraplast, Gelatin, Water soluble waxes .Celloidin Techniques of impregnation - Embedding or Blocking, Type of mould, Techniques of moulding . Treatment of hard tissues - Decalcifying Agents :Determination of end point , Neutralization of acid Washing , Use of ion exchange resins, Chelating agents, Electrophoretic decalcification . Section Cutting: Microtomes, Microtome knives, Sharpening of knives, Care of microtome knives. Automatic Tissue Processor. (8 Hours)

**UNIT V**

**Staining & Frozen Techniques:** Routine staining techniques - Special Stains. Introduction - Frozen Section – Overview. Freezing Microtome - Fixing sections on slides - Staining of frozen sections (rapid staining) - Advantages and disadvantages . **Cytotechnology :** Introduction – Specimen and Specimen Collection . Fine needle aspiration cytology (FNAC) – Preservation - Fresh specimen - Prefixation refers - Preparation of Smears - Viscid Secretions - Body fluids – Sputum - Precautions against infections . Fixation - Fixation methods.

Staining - Papanicolaou method, Maygrunwald giemsa (MGG) stain - Mounting . Destaining - Procedures. Fixation and Cutting of Small Biopsies - Renal biopsies, Skin biopsies. (8 Hours)

### **REFERENCES BOOKS**

1. A concise note on Medical Laboratory Technology -C.R.Maiti
2. Principles of biochemical techniques –Keith Wilson
3. Text book of clinical biochemistry –A.C.Deb
4. Text book of clinical biochemistry – Chatterjee



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**DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (2 Years)**

**BLOOD BANK SERVICES & HEMATOLOGY – 18DMLT22**

Course Hours (Theory): 40 hrs

Total Marks: 100

Internal Marks: 25

External Marks: 75

**COURSE OUTCOMES**

On completion of the course the student will be able to

- explain the principles involved with antigen and antibodies reaction.
- discuss the concept of antigens, antibodies structure and function
- recognize antigen/antibody reactions and their application to immunohematology
- explain the principle of agglutination, fixation, precipitation and hemolysis
- classify ABO and Rh blood group system -Slide and tube techniques
- describe the importance of the Rh system in compatibility testing
- determine the safety of blood components for transfusion
- discuss the importance of serological testing of blood components prior to transfusion.
- perform safely cross matching for blood compatibility –Coombs, Cross matching , saline crossing
- List the methods of preservation of blood and blood products with the time period

**UNIT I**

**Introduction to Haematology:** Functions of blood. Components of blood. Collection of blood components for fractional transfusion-Platelets packed Red Cell, Platelet rich Plasma, Platelets concentrate-Preparation of concentrated (packed) Red cells- Techniques of preparation. Blood coagulation- extrinsic and intrinsic pathway.

**Collection of Blood Samples:** Blood collection. **Storage, preservation & Transport of blood:** Storage of Blood and its components, Whole Blood, Platelets, Leucocytes, Plasma, Fresh Frozen Plasma. Anticoagulant & Preservatives. **Blood Grouping** - Introduction- Human Blood Group system- ABO Subgroups. Natural Antibodies .Rh System- Rh Antigens & Rh Antibodies. Hemolytic Disease and its prevention. Principal of Blood grouping: Agglutination, Haemagglutination. (8 Hours)

**UNIT II**

**Blood Donation** : Introduction -Blood donor requirements - Criteria for selection & rejection- Medical history and personal detail. Taking & giving sets in Blood transfusion, Instructions given to the donor after blood donation and adverse effects.

**Testing Donor Blood:** Screening donor's blood for infectious agents - HIV, HCV, HBV, *Trepanoma palladium*, Plasmodium, HTLV-Bacterially contaminated Blood.

**Blood Donor Records:** Blood donation record book (8 Hours)

**UNIT III**

**Blood Transfusion:** Principal & Practice of blood Transfusion-Blood Transfusion service at District level- Guide lines for the use of Blood, Antilogous Blood Transfusion practices- Objectives of Quality Assurance in Blood Transfusion services, Standard operating procedures for usage, donation & storage of blood, screening of donor, compatibility testing, safety, procurement of supplies.

**Compatibility Testing** : Purpose - Single tube compatibility techniques using AHG reagent.- Emergency compatibility testing-Difficulties in cross matching- Labeling & Issuing cross- matched blood.

**Blood Transfusion Reactions:** Investigation of a Transfusion reaction-Hemolytic transfusion reaction-Actions to take when transfusion reaction occurs. (8 Hours)

**UNIT IV**

**Basic Haematological diagnosis: Preparation of Blood Smears** - Blood Smear Method - Cover slip method, Spreader slide method, Wedge method. Characteristics of a Proper Wedge Film. Types of Smear - Thick Smear, Thin Smear. Common causes of a poor blood smear and Biological (in diseased condition) causes of a poor smear, Precautions - Drying of Smears. Staining Of the Blood Films: Preparation of Stains - Leishman's stain, Wright's Stain, Field's stain, Romanowsky stains. Steps for staining - Manual staining methods - Rack method and Dip method. Criteria for a good stain: Problem encountered during staining – Troubleshooting.

**Haematology** : RBC, WBC and Platelets, Hemoglobin, PCV & Erythrocyte Indices - M.C.V. - M.C.H - M.C.H.C, Erythrocyte Sedimentation Rate, Bleeding time, clotting time, prothrombin time [determination and clinical significance (8 Hours)

## **UNIT V**

**Hematological Disorders:** Morphological & etiological Classification of Anemia: Iron Deficiency Anemia -causes of iron deficiency, lab findings. Megaloblastic Anemia : Causes, Lab findings. Hemolytic Anemia: Definition, causes, classification & lab findings. Bone Marrow: Cell composition of normal adult Bone marrow, Leukemia: Classification, Blood Picture, Differentiation of Blast cells (8 Hours)

## **REFERENCE BOOKS**

1. A concise note on Medical Laboratory Technology -C.R.Maiti
2. Kanai L. Mukherjee, 2007, Medical laboratory technology Vol.1.Tata McGraw Hill.



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**DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (2 Years)**

**Medical Laboratory Techniques – II (PRACTICAL) – 18 DMLT2P**

Course Hours: 75 hrs

Total Marks: 100

Internal Marks: 40

External Marks: 60

1. Glucose Determination - The Glucose Oxidase Method & Ortho-Toluidine
  - the Clinical Significance Of Abnormal Blood Sugar Levels
  - The Glucose Tolerance Test (GTT)
  - Glycated Hemoglobin
2. Protein Determination–Biuret Method
3. Cholesterol Determination – Zak’s method
4. Urea determination-Neseler’s method
5. Serum creatinine –DAM
6. Caraway's Method of Estimation –Uric acid
  - Hyperuricaemia
  - Hypouricaemia
7. Serum Calcium

### **Pathology**

8. Examination of Urine:

### **Physical**

- Colour
- PH
- Turbidity
- Volume

### **Chemical**

- Sugar - Benedict’s Test, Fehling’s test
- Protein- Heat and Acetic Acid Test , Sulphosalicylic Acid Test , Heller’s Test.
- Ketone Bodies - Rothera’s Test, Gerhardt’s test
- Bile in Urine - Fouchet’s Test
- Bile salts - Hay’s Test

- Blood - Benzidine Test , Guaiacum Test , Gregersen's Test

### **Hematology**

9. Collection of Blood Samples
10. Bleeding Time
11. Clotting Time
12. Estimation of Haemoglobin
13. ESR
14. Differential Count
  - RBC count
  - WBC count

**Microscopic:** Crystals and casts found In Urine [Demonstration]

### **REFERENCE BOOKS**

1. Teitz, *Clinical Chemistry* . W.B. Saunders Company Harcourt (India) Private Limited  
New Delhi.
2. KAPLAN, *Clinical Chemistry*, Mosby Company, St. Louis Washington, D.C. Toronto.
3. Biochemistry, U. Satyanarayan, Books and Allied (P) Ltd. Kolkata-India
4. Ramanic Sood, *Laboratory Technology (Methods and interpretation)* 4th Ed.  
J.P. Bros, New Delhi
5. Mukharji, *Medical Laboratory Techniques*, Vol - I, II & III, 5th Edn.  
Tata McGrawHill, Delhi.
6. Satish Gupta, *Short text book of Medical Laboratory for technician* J.P. Bros,  
New Delhi
7. A concise note on Medical laboratory Technology –C.R.Maithi.



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### DIPLOMA IN DESKTOP PUBLISHING

**PROGRAMME CODE – D005**

#### PROGRAMME OUTCOMES

- ❖ Providing hands on training in the use of packages used for desktop publishing.
- ❖ Knowing about various tools and techniques in designing.
- ❖ Enriching the students with the knowledge of printing and publishing.
- ❖ Promoting the entrepreneurial skills of the students.

#### PROGRAMME CONTENT

S.No.	Components	Title of the Course	Course Code	Total Hours	Credits	Exam. Hours	Marks		
							Int.	Ext.	Total
1	Core Course-1	Introduction to DTP, Windows, Microsoft Office Word and Excel	18DDTC11	20	2	3	25	75	100
2	Core Course-2	PageMaker	18DDTC12	20	2	3	25	75	100
3	Core Course-3	CorelDraw	18DDTC13	20	2	3	25	75	100
4	Core Course-4	Photoshop	18DDTC14	20	2	3	25	75	100
5	Core Course-5	Microsoft Office Word & Excel and PageMaker Lab	18DDTC11P	50	6	3	40	60	100
6	Core Course-6	Photoshop and CorelDraw Lab	18DDTC12P	50	6	3	40	60	100
Total				<b>180</b>	<b>20</b>				<b>600</b>



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### DIPLOMA IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>INTRODUCTION TO DTP, WINDOWS, MICROSOFT OFFICE WORD AND EXCEL</b>	Total Hours : 20	
Core Course -1		Credits: 2	
Course Code <b>18DDTC11</b>		Internal 25	External 75

#### COURSE OUTCOMES

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

- ❖ Understand the basis of Microsoft Office Word and Excel.
- ❖ Enhance the alignment of paragraph text in MS Word.
- ❖ Develop any categories of letter with neat alignment.
- ❖ Demonstrate the use of basic functions and formulas in MS Excel.
- ❖ Prepare Data Charts, Pie Charts and Analysis charts in MS Excel

#### UNIT I

**Introduction to Desktop Publishing:** The possibilities of DTP – Choosing the printing house – Choosing the paper quality – Choosing the right Colors – Choosing the Fonts – Hardware requirements for DTP – Beginning a design – General Design considerations – Text Organization – Designing common Media Publications – Redesigning. (3 Hours)

#### UNIT II

**Introducing to windows:** Windows XP Requirements – Mouse basics – Working in windows XP – Learning More about the Mouse – Menu Bar. **Working with files and folders:** Working in a File – Saving a file – Printing a File – Creating a new Folder through explorer – Copying a File – Renaming a File – Copying a Folder – Moving a File – Moving a Folder – Deleting a File. (4 Hours)

### UNIT III

**Microsoft Office Word 2007:** Introduction to Microsoft office word 2007 – Opening screen of Microsoft Word screen – Working with document in word 2007 – Introduction – Saving the file – Formatting the text – Alignment of text. (4 Hours)

### UNIT IV

**Working with Document in Word 2007:** Applying Fonts – Spell Checking – Consulting thesaurus – Assign Character Styles – Borders and Shading – Closing of the File – Save As option – Printing your document – Editing the document – Editing tools – Autocorrect – Autoformat – Find and Replace – Find – Replace Text – Page Numbering – Header and Footer – Footnotes and Endnotes – Splitting Panes – Tiling of the Documents – Using Mailmerge in Word 2007. (4 Hours)

### UNIT V

**Microsoft Office Excel 2007:** Understanding Spreadsheets – Creating a Worksheet in Excel 2007 – Copying formula – Formulas that make Decisions – Styles – Functions in Excel – Using Autocalculate – References – Sum Function – Average Function – Creating Charts in Excel – Auditing a Workbook – Comments Inserting – Worksheet fitting on a page – Function Wizard – Typing with Autofill – Formatting Numbers and Labels – Changing the size of Rows and Columns – Adding and Deleting Rows and Columns – Inserting (and Removing) Page Breaks – Applying Themes – Add or Remove a Sheet background – Convert text to columns – Protect worksheet or Workbook Elements – Functions in Excel. (5 Hours)

### TEXT BOOKS

1. Vikas Gupta (2007), *Comdex DTP Course Kit*, Dream Tech Publisher, New Delhi.
2. Dinesh Maidasani (2011), *Learning Computer Fundamentals, MS Office and Internet & Web Technology*, Third Edition, Firewall Media, Chennai.

Unit I : Book1 – Page No: 1 – 32

Unit II : Book1 – Page No: 35 – 39,44,53-56,60 – 69

Unit III : Book2 – Section B: Page No: 57 – 95

Unit IV : Book2 – Section B: Page No: 95 – 117

Unit V : Book2 – Section B: Page No: 121 – 146, 148,149, 153 – 169

### REFERENCE BOOK

R.K. Taxali, *PC Software for Windows*, First Edition, McGraw Hill Publications, New Delhi.



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### DIPLOMA IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>PAGEMAKER</b>	Total Hours : 20	
Core Course -2		Credits: 2	
Course Code <b>18DDTC12</b>		Internal 25	External 75

#### COURSE OUTCOMES

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

- ❖ Create Documents and Templates, add text into documents using various methods, and apply different formatting styles to characters and paragraphs.
- ❖ Import graphics, create objects using various tools and add effects to objects.
- ❖ Create a book of your own.
- ❖ Design Multipage layout.

#### UNIT I

**Getting Started With PageMaker:** The PageMaker Window – Closing the publication – Working with our first Publication – Components of the Sample document – Working with Text – Guidelines for entering the text – Multiple Text Blocks – Importing Graphic – Saving the Publication. (4 Hours)

#### UNIT II

**Editing Text:** Opening an Existing Publication – Making changes in the Publication – The story Editor. **Formatting Text:** Changing the Font – Changing the Font Size – Making the text Bold – Aligning the Text – Tracking, Kerning, Leading, Style Sheets, Bullets and Numbering. (4 Hours)

### **UNIT III**

**Master Pages:** Adding Text to the Publication – Autoflow – Removing unwanted Text Blocks – Master Pages – Placing elements on the Master Pages – Creating Master Pages – Applying a Master Page – Removing a Master Page – Editing a Master Page – Creating a new Publication – Working with Columns. (5 Hours)

### **UNIT IV**

**Working with Graphics and Objects:** Familiar with Graphics – Creating Simple Graphics – Adding text to the Graphics – Displaying the Color Palette – Wrapping Text around a Graphics – Importing Graphics – Cropping a Graphics – Grouping and Ungrouping Elements. (4 Hours)

### **UNIT V**

**Managing and Printing a Publication:** Page Orientation – Page Numbering – Page Size – Dimensions – Margins – Table of Contents – Managing Books – Printing Publications. (3 Hours)

### **TEXT BOOK**

Vikas Gupta (2007), *Comdex DTP Course Kit*, Dream Tech Publisher, New Delhi.

Unit I : Page No: 78 – 107

Unit II : Page No: 110 – 116

Unit III : Page No: 123 – 130, 140 – 155

Unit IV : Page No: 157 – 186

Unit V : Page No: 203 – 215

### **REFERENCE BOOK**

Rebecca Bruidges Altman, Rick Altman, *Mastering PAGEMAKER 6 for Windows 95*, Second edition, BPB Publications, New Delhi.



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**VIRUDHUNAGAR - 626 001**

### DIPLOMA IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>CORELDRAW</b>	Total Hours : 20	
Core Course -3		Credits: 2	
Course Code		Internal	External
<b>18DDTC13</b>		25	75

### COURSE OUTCOMES

**On successful completion of the course, the learners will be able to**

- ❖ Create logos, brochures and dialogues.
- ❖ Create the advertisements and graphic designing with efficient skills.
- ❖ Understand the various shapes of drawing tools.
- ❖ Manipulate with the text.

### UNIT I

**CorelDraw Basics:** Getting started with CorelDraw – Creating a new File – The CorelDraw Screen – Property bar – Drawing basic geometric figures – Drawing Polygon – Saving a File – Closing a File – Opening and Exiting CorelDraw Views – The View Managers. (4 Hours)

### UNIT II

**Drawing and Selecting:** Getting familiar with the toolbox – Getting started with the Project: Selecting an Object – Resizing – Moving – Changing the Shape – Combining two Objects – Skewing – Drawing a Polygon – Welding the Object – Blending two Objects – Drawing a Curved Line – Drawing Straight Lines – Continuing a Line – Changing the View Mode – The Artistic Media tool – Rotating a Object – Grouping Objects – The Fill tool Fly Out – Filling an Object With a single color – Artistic Media tool in Spray Mode – Adding effects to Objects. (4 Hours)

### **UNIT III**

**Working with Text:** The Text tool – Getting started with Book Cover – Converting from one Text Type to another – Formatting Text – The Text Editor. (3 Hours)

### **UNIT IV**

**Working with Images:** Bitmap and Vector Images – Importing Images – Resizing – Rotating and Skewing Images – Cropping an Image – Importing Images from a CD – Converting to Bitmap – Adding Special Effects to Bitmaps – Exporting files to other applications – Publishing to PDF – Managing color for Display, Input and Output – Working with Color Profiles – Backup and Recovering File. (3 Hours)

### **UNIT V**

**Page Layout and Background:** Changing the Page Size – Changing the Page Layout – Changing the Page Background – Page Frame – Inserting Pages – Renaming pages – Deleting pages – Rulers – Templates – Create a new Template. (4 Hours)

### **TEXT BOOK**

Vikas Gupta (2007), *Comdex DTP Course Kit*, Dream Tech Publisher, New Delhi.

Unit I : Page No: 217 – 247

Unit II : Page No: 249 – 270, 272, 282 – 286

Unit III : Page No: 287 – 316

Unit IV : Page No: 317 – 342

Unit V : Page No: 343 – 358

### **REFERENCE BOOK**

Rick Altman, *Mastering CorelDraw 8*, Fourth edition, BPB Publications, New Delhi.



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### DIPLOMA IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>PHOTOSHOP</b>	Total Hours : 20	
Core Course -4		Credits: 2	
Course Code <b>18DDTC14</b>		Internal 25	External 75

#### COURSE OUTCOMES

**On successful completion of the course, the learners will be able to**

- ❖ Identify the major regions of the Photoshop workspace.
- ❖ Learn about the Menu bar and Context menus, Options bar, Toolbox, Palettes, and Document Window(s).
- ❖ Explore Photoshop Help, and use it to find out more about the tools in the Toolbox.
- ❖ Manipulate and customize Palettes.

#### UNIT I

**Starting Photoshop CS2:** Getting started with Photoshop CS2 – Opening an Existing File – The Photoshop Program Window: The Tool box – Creating a new File – Saving Files – Reverting Files – Closing Files. (4 Hours)

#### UNIT II

**Working with Images:** Vector and Bitmap Images – Image size – Editing Images – Opening files created in Illustrator or Freehand – Color Modes – Setting a Current Foreground and Background Colors – File Formats. (4 Hours)

#### UNIT III

**Making Selections:** Making Selection: The Selection tools – The Grow and Similar Commands – Moving a Portion of an Image – Editing Selections – Filling a Selection – Transforming Selections. **Type:** Creating Type – Type Masking (4 Hours)

#### **UNIT IV**

**Painting, Drawing and Retouching tools:** The Painting tools – The Drawing tools –The Retouching tools. (4 Hours)

#### **UNIT V**

**Layers:** Layers Palette – Working with Layers – New Layer via Cut – New Layer via Copy – Hiding/Showing Layers – Flattening Images – Working with Adjustment Layers – Layer Effects. (4 Hours)

#### **TEXT BOOK**

Vikas Gupta (2007), *Comdex DTP Course Kit*, Dream Tech Publisher, New Delhi.

Unit I : Page No: 360, 361, 368 – 375, 377 – 379

Unit II : Page No: 386 – 405

Unit III : Page No: 408 – 419, 420 – 426, 482 - 492

Unit IV : Page No: 430 – 455

Unit V : Page No: 460 – 480

#### **REFERENCE BOOKS**

1. Deka Mc Clelland, Bible, *Photoshop 6 for Windows*, IDG Books Pvt Ltd, New Delhi.
2. Michael Toot and Mike Wooldridge, *Photoshop 6 in an Instant*, IDG Books Pvt Ltd, New Delhi.



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### DIPLOMA IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>MICROSOFT OFFICE WORD &amp; EXCEL AND PAGE MAKER LAB</b>	Total Hours : 50	
Core Course -5		Credits: 6	
Course Code <b>18DDTC11P</b>		Internal 40	External 60

#### COURSE OUTCOMES

**On successful completion of the course, the learners will be able to**

- ❖ Understand the basis of MS Word and Excel.
- ❖ Align documents neatly with Header and Footer.
- ❖ Implement the Mail Merge concept on applications.
- ❖ Understand the creation of various types of Charts in Ms Excel.
- ❖ Design the Certificate and letter head using Page Maker.
- ❖ Typing full book in Page Maker with neat alignment.

#### Microsoft Office Word 2007

1. Creating application form.
2. Designing a Certificate.
3. Creating a Label.
4. Designing a Time Table.
5. Creating and Formatting Paragraph.
6. Creating Multi Column Document.
7. Creating bill/brochures.
8. Creating business cards using shapes, text and colors.
9. Creating organization chart/flow chart.
10. Creating hyperlink to refer other documents.
11. Inserting an image into the shape.
12. Mail Merge.
13. Designing the advertisement.

### **Microsoft Office Excel 2007**

1. Creating Student Mark Sheet.
2. Creating EB Bill.
3. Creating Pay Bill.
4. Creating a Pie Chart for a Student.
5. Creating a Bar Chart for Student Mark List.
6. Manipulating Formulas in Excel.

### **Page Maker**

1. Designing the patterns using basic shapes and tools.
2. Applying Shadow Effect on the text.
3. Designing the various shapes using control points.
4. Designing the patterns gradient colors.
5. Designing the Article using Multiple Columns.
6. Designing the Letter Head.
7. Designing a Certificate.
8. Single Page Advertisement.
9. Designing a Visiting Card
10. Designing Index Page for the Book.
11. Designing a wedding card.



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### DIPLOMA IN DESKTOP PUBLISHING

(2018-19 onwards)

Semester I	<b>PHOTOSHOP AND CORELDRAW LAB</b>	Total Hours : 50	
Core Course -6		Credits: 6	
Course Code <b>18DDTC12P</b>		Internal 40	External 60

#### COURSE OUTCOMES

**On successful completion of the course, the learners will be able to**

- ❖ Know about various Color Modes.
- ❖ Design Greeting Cards, Wedding Invitation, Visiting Cards, Pamphlets, Flex and Advertisements of their own.
- ❖ Edit and enhance Photos to produce good resolution.
- ❖ Increase the Resolution of an Image.

#### Photoshop

1. Editing a Photo.
2. Selecting a person from a photo.
3. Illustrating usage of CMYK and RGB color models.
4. Picture within Text.
5. Creating Changing Seasons.
6. Candle flame Animation.
7. Creating 3D Photo Cube.
8. Dripping Blood Animation.
9. Lens Flare Effect.
10. Zoo Creation.
11. Creating Scenery.
12. Creating Snap Shot.

13. Giving Shadow Effect for the Boy.
14. Creating Pin on Button.
15. Giving Shadow Effect for the Text.
16. Creating Glassy Characters.
17. Enhancing an Old Image to a Color Image. (Healing Brush Tool)
18. Creating Film Strip.
19. Jewel Coloring (History Brush Tool).
20. Making Silhouette.

### **CorelDraw**

1. Text Designing (Special Effects).
2. Designing a House.
3. VVV Designing (Interactive Tools).
4. Designing a Fish Tank.
5. A design using Polygon Tool.
6. A design using Transform & Rotation.
7. Drawing a Graph using Graph Paper Tool.
8. Designing a Greeting Card.
9. Logo Design (VVV).
10. Designing a Visiting Card.
11. Fit Text to Path.
12. Designing a Book Cover.



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**VIRUDHUNAGAR - 626 001**

### **ADVANCED DIPLOMA COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH-A001**

#### **Course I – Enhancing Creative Writing – 18ADCF1**

##### **Course Outcome**

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

- develop their individual style and tone
- develop an ability to write clearly and logically
- navigate professional and educational pathway
- learn the importance of registering public opinions

##### **Unit I**

Description and Narration

##### **Unit II**

Advertisement and Notice writing

##### **Unit III**

Autobiography Writing

Biography Writing

##### **Unit IV**

Blog

Editorial

##### **Unit V**

Crossword puzzle

Manual Poster Making and Theories of Digital Poster Making

##### **Unit VI**

Worksheets

Questionnaire

**Practical**

Blog creation and hard copy submission of details fed.

**Reference Book:**

Hariharan, S., N, Sundararajan, S.P.Shanmugapriya. (2010). *Soft Skills*.Coimbatore: MJP Publishers.

Practical - 40 marks

Content	- 10 Marks
Number of posts	- 10 Marks
Replies	- 10 Marks
Comment on social issues	- 10 Marks

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Total 40 Marks  
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**ADVANCED DIPLOMA COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH -  
18ADCF2**

**Course II- Project**

Projects are to be undertaken on all the four of the following areas and should be submitted at the end of VI Semester.

Autobiography

Blog

Worksheets

Questionnaire

**External Evaluation:**

Project Report - 50 marks

Viva-voce - 50 marks

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Total - 100 marks

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Minimum Pass - 50 marks



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### ADVANCED DIPLOMA IN CLINICAL NUTRITION AND DIETETICS-A002

S.No	Sub. Code	Title of the paper	Credits	Contact Hours	Duration of Exams ( in Hrs )		Marks	
					Theory	Practical	Int.	Ext.
1.	18ADCNC11	Paper-I : Clinical Nutrition(Theory)	5	30	3	-	25	75
2.	18ADCNC11P	Paper-II: Clinical Nutrition (Practical)	5	40	-	3	40	60
3	18ADCNC12	<b>PAPER-III:</b> Advanced Dietetics (Theory)	5	30	3	-	25	75
4.	18ADCNC12P	Paper-IV: Advanced Dietetics (Practical)	5	50	-	3	40	60
5.	18ADCNC21	Paper-V: Food Service Management and Quantity Cookery	10	30	3	-	25	75
6	18ADCNC22	<b>Paper-VI:</b> Community Nutrition	10	40	2	-	25	75
7.	18ADCNPR	<b>Paper-VII:</b> Project - Dietetics Internship	10	Summer Vacation	-	-	Report Viva 100	50 50 100
<b>TOTAL</b>							<b>700</b>	



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**ADVANCED DIPLOMA IN CLINICAL NUTRITION AND DIETETICS-A002**

**NONSEMESTER**

**ADVANCED DIPLOMA COURSE**

**PAPER-I: CLINICAL NUTRITION (Theory)**

**18ADCNC11**

(For those who joined in 2018-2019 and after)

Internal Marks : 25

External Marks : 75

Contact Hours :30

**Hours of Instruction: 30**

**Course outcomes**

- ❖ Obtain knowledge regarding metabolic process of macro and micronutrients
- ❖ Understand the vital link between nutrition and health.
- ❖ Acquire knowledge on functions and metabolism of bio molecules.
- ❖ Comprehend the metabolic disorders of macronutrients
- ❖ Attain knowledge on various clinical techniques

**UNIT I:**

**Energy and Water Balance**

Energy, BMR- definition, energy requirements for physical activities - calculation of BMR- factors affecting BMR.

Water metabolism- physiological functions of water, water intake and output, water depletion and water excess- electrolyte balance.

**UNIT II:**

**Carbohydrate and Protein Metabolism**

Glycolysis, TCA cycle, HMP shunt, glycogenesis, glycogenolysis, gluconeogenesis.

Metabolic disorders- glycosuria and glycogen storage diseases.

Oxidation of amino acids, Urea cycle. Metabolic disorders-alkaptonuria, Phenyl ketonuria and albinism

### **UNIT III: Lipid and Nucleic acid Metabolism**

Ketogenesis - Bio synthesis of cholesterol, catabolism of cholesterol. Metabolic disorders- Ketosis, Tay-Sach's disease and Niemann Pick disease.

Purine and Pyrimidine metabolism. Metabolic disorders- Gout, Lesch-Nyhan syndrome.

### **UNIT IV: Liver and Gastric Function Tests**

Functions of liver- estimation of plasma fibrinogen- Flocculation tests, Hippuric tests, BSP retention test and Rose Bengal dye test.

Collection and examination of resting contents in gastric juice- Fractional gastric analysis, Stimulation tests and Tubeless gastric analysis.

### **UNIT V: Renal Function Tests**

Functions of kidney- Glomerular filtration tests- Urea clearance, Creatinine clearance and Inulin clearance test- Concentration test, Water dilution/ elimination test, Phenol sulphthalein excretion test.

### **REFERENCES**

1. Sri Lakshmi, 3<sup>rd</sup>-2009, Nutrition Science, New Age International Ltd., New Delhi.
2. Swaminathan.M, 2001, Principles of Nutrition and Dietetics, Bangalore Printing And Publishers Co Ltd., Bangalore.
3. Singh.S.P 2006, Principles of Biochemistry,CBS Publishers., New Delhi
4. Arumugam. N, fifth edition, 2014, Biochemistry, Saras Publications, Nagercoil.
5. Sabitri Sanyal, 3<sup>rd</sup>-2012, Clinical Pathology- A Practical Manual, ELSEVIER, Kolkata.
6. M.N.Chatterjea, second edition 1995, Textbook of Medical Biochemistry, Jaypee Brothers Medical Publishers, New Delhi.



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**VIRUDHUNAGAR - 626 001**

## Certificate Course And Advanced Diploma In

### Clinical Nutrition And Dietetics

Non Semester

### Advanced Diploma Course

### Paper II: Clinical Nutrition (Practical)

### 18ADCNC11P

(For those who joined in 2018-2019 and after)

Internal Marks : 40

External Marks :60

Contact Hours :40

#### Course outcomes

1. Understand and apply the techniques of clinical laboratory tests.
2. Acquire practical exposure in clinical laboratory tests.

#### Practicals:

1. Orientation of general laboratory instruments,
2. Collection of urine, blood, faeces, sputum.
3. Determination of Blood Pressure.
4. Quantitative analysis of blood
  - (a) Glucose
  - (b) Protein
  - (c) Cholesterol
  - (d) Urea
  - (e) Creatinine
5. Qualitative analysis of urine-Sugar, albumin, bile pigments.

#### Demonstration:

1. Electrophoresis separation of amino acids
2. Estimation of sodium and chloride using flame photometer.
3. Faeces: Microbial analysis: mucus, pus, blood, parasite,
4. Chemical: ova, cyst, and blood
5. Sputum: Microscopic : Bacterial count fibrous strands.  
Stained : Tuberculosis, Pneumococcus



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**VIRUDHUNAGAR - 626 001**

**ADVANCED DIPLOMA IN CLINICAL NUTRITION AND DIETETICS**

**NON SEMESTER  
ADVANCED DIPLOMA COURSE  
PAPER III: ADVANCED DIETETICS (THEORY)  
18ADCNC12**

(For those admitted in 2018-2019)

Internal Marks : 25

External Marks : 75

Contact Hours :30

**Course outcomes**

- ❖ Acquire knowledge on etiology, clinical manifestation, metabolic aberrations and complications linked with adverse food reactions.
- ❖ Identify the symptoms associated with some common acute and chronic infections and their physiological significance.
- ❖ Provide knowledge on the principles involved in the nutritional and dietary management of diseases.
- ❖ Gain knowledge on foods that can be given and avoided in the diseased condition.
- ❖ Provide an in-depth review on proper diet, lifestyle strategies and therapeutic nutrient intervention to correct nutritional insufficiencies, promote optimal health and prevent, manage or rectify the medical problems.
- ❖ Ability to plan and prepare diets for various diseases

**UNIT I**

**Malnutrition and Febrile Condition**

Obesity – Types, aetiology, assessment of obesity, complication and dietary management.

Under weight – Aetiology and dietary management

Febrile condition – Typhoid, Malaria, Influenza, TB – Aetiology, symptoms and dietary management.

AIDS – causes, complications and dietary management.

**Diet in Diabetes mellitus:**

Diabetes mellitus-types, aetiology, symptoms, complications, dietary management.

**UNIT II**

**Diet in gastro intestinal diseases:**

Ulcer –Aetiology, types, symptoms and dietary management.

Constipation, diarrhoea ,dysentery and malabsorption syndrome – types, aetiology and dietary management.

**Gout** - Symptoms and dietary management.

**UNIT III**

**Diet in diseases of liver:**

Liver- Functions, Jaundice, cirrhosis, hepatic coma and gall stones- causes, symptoms, and dietary management.

**UNIT IV**

**Diet in diseases of the kidney:**

Kidney- functions, Glomerulonephritis, nephrotic syndrome, acute and chronic renal failure, urolithiasis - causes, symptoms, and dietary management.

Dialysis- dietary management

**UNIT V**

**Diet in cardiovascular diseases:**

Atherosclerosis, coronary heart disease, congestive cardiac failure. Hypercholesterolemia, hypertension- causes, symptoms and dietary management.

**Cancer, Burns and Trauma**

Cancer - types, symptoms and dietary management.

Burns - types, symptoms and dietary management.

Trauma – causes and dietary management.

Food allergy - types, allergens, diagnosis and treatment.

## **REFERENCES**

1. Swaminathan, M- Essentials of Nutrition, Vol I & II (1974)
2. Sri Lakshmi (2005) Dietetics, New Age International Ltd., New Delhi.
3. Kumud khanna, 1997, Nutrition and Dietetics, Phoenix publishing house pvt ltd., New Delhi.
4. Bakhru.H.K, Diet cures for common ailments, 2002, Jaico Publishing House., Mumbai.
5. Raheena Begum.M, 2001, A Text Book of Foods,Nutrition and Dietetics, Sterling Publishers., New Delhi.



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**ADVANCED DIPLOMA IN**

**CLINICAL NUTRITION AND DIETETICS**

**NON SEMESTER**

**ADVANCED DIPLOMA COURSE**

**PAPER IV: ADVANCED DIETETICS (PRACTICALS)**

**18ADCNC12P**

(For those who joined in 2018-2019 and after)

Internal Marks: 40

External Marks : 60

Contact Hours :50

**Course outcomes**

To enable students to gain practical experience in planning and preparation of therapeutic diets

**Planning and Preparation of a day's menu for**

1. Preoperative and postoperative diet.
2. Vitamin A deficiency, PEM, Obesity
3. Planning and Preparation of Diet For
  - a. Obesity and Underweight
  - b. Febrile Condition – Typhoid, Malaria & Tb
  - c. Diabetes Mellitus
  - d. GI Diseases – Peptic Ulcer, Diarrhoea And Constipation
  - e. Liver Diseases – Jaundice, Cirrhosis & Cholelithiasis
  - f. CVD – Artherosclerosis and Hypertension
  - g. Kidney Disorder – Nephritis, Nephrosis and Urolithiasis (Acid and Alkali ash Diet)
  - h. AIDS



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**VIRUDHUNAGAR - 626 001**

**ADVANCED DIPLOMA IN CLINICAL NUTRITION AND DIETETICS**

**NON SEMESTER**

**ADVANCED DIPLOMA COURSE**

**PAPER -V- FOOD SERVICE MANAGEMENT AND QUANTITY COOKERY**

**18ADCNC21**

(For those who joined in 2018-2019 and after)

Internal Marks : 25

External Marks : 75

Contact Hours :30

**Course outcomes**

- ❖ Gain knowledge about the various types of food service and its management aspects.
- ❖ Develop skills in handling equipments and maintenance.
- ❖ Develop skills in menu planning for quality preparation and applications of basic principle in bulk production of the food.
- ❖ Understand the methods of calculating the food cost.
- ❖ Understand the importance of sanitation and hygiene in food service institutions
- ❖ Understand the importance of bookkeeping in business operation.

**UNIT –I:**

**Food Service Establishments-** meaning and types

**Food service Management-** tools of management

**Personal management-** Recruitment- sources- selection-steps in selection- methods of induction- training and development.

**Equipment-** selection, purchase, installation and maintenance.

**UNIT –II:**

**Layout of facilities-** layout for kitchen-location, layout, work centers, lightening and ventilation

Storage areas- storage spaces, location, types of storage

Service area-location, planning, service areas, and layout.

### **UNIT –III:**

**Sanitation and Hygiene-** food hygiene, personal hygiene and sanitation. catering establishment Act; food laws.

**Safety-** Accident prevention and training, Hazard Analysis Critical Control Point (HACCP)

### **UNIT –IV:**

**Menu planning-** Menu- meaning, importance, types, points to be considered while planning menu, menu planning construction and menu display.

purchasing, receiving, storing and issuing of foods

Food Production- food production system, process, cooking methods, cooking techniques and effective use of left overs.

### **UNIT –V:**

**Cost control-** factors responsible for losses, methods of controlling food cost, calculations and cost statements.

**Books keeping** -advantages of double entry system, book of accounts, purchase book, sales book, purchase return book, sales return book, journal and balance sheet.

### **REFERENCES:**

1. Mohini sethi and Surjeet malhan, 1993, Catering management and Integrated Approach wiley Eastern Ltd., New Delhi.
2. Malhotra, Food service Management, Anmol publishers, New Delhi
3. Bobby George and Sandeep Chatterjee, 2008, Food and Beverage service Management, Jaico publishing house., Chennai.
4. Brain Verghese, 1999, Professional food and Beverage Service Management, Rajiv Beri for Macmillan India Ltd., Chennai

### **Practical**

1. Standardization of few selected quantity recipes of three course menu and four course menu in \

relation to nutritive value, cost time and equipment.

2. Organising Preparing and serving food for three different meals for 50 members of more



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**ADVANCED DIPLOMA IN CLINICAL NUTRITION AND DIETETICS**

**NON SEMESTER**

**ADVANCED DIPLOMA COURSE**

**PAPER VI-COMMUNITY NUTRITION**

**18ADCNC22**

(For those who joined in 2018-2019 and after)

Internal Marks : 25

External Marks : 75

Contact Hours :40

**Course outcomes**

- ❖ Acquire the methods used to assess nutrition status.
- ❖ Understand national nutritional problems and their implications
- ❖ Become familiar with the national and international contributions towards improvement of nutrition in India.
- ❖ Acquire the knowledge on methods used to carry out nutrition research.
- ❖ Acquire the skills in developing healthy diet to solve the dietary problems.

**UNIT I**

**Assessment of Nutritional Status of the Community**

Diet survey method

Clinical method

Anthropometric measurement

Bio-chemical methods.

**UNIT II**

**Ecology of Malnutrition**

Consequences of malnutrition, IMR, MMR prevalence of common nutritional problems - like PEM, vitamin A deficiency, anemia, iodine deficiency, ecological factors leading to malnutrition.

### **UNIT III**

#### **Strategies to Overcome Malnutrition**

Measures to overcome malnutrition, animal husbandry, nutrition garden, food fortification and enrichment.

### **UNIT IV**

#### **Nutrition Policy and Programmes:**

Objectives and activities of nutrition intervention programmes in India - School lunch programme, CMNMP, ICDS, TINP.NNP.

**Nutrient Deficiency Control Programme-** Vitamin A deficiency, Anaemia Control Programme, and Iodine Deficiency Disorders Control Programme

### **UNIT V:**

#### **National and International organizations to combat Malnutrition**

International Organization- FAO, WHO, UNICEF,

National Organization- ICMR, NIN, NNMB, CFTRI, NIPCCD

#### **REFERENCES:**

1. Shanthi Ghosh, The feeding and care of infants and young children, Voluntary Health Association of India, New Delhi - 1992.
2. Shanthi Ghosh, Nutrition and child care, A Practical Guide, Jay Pee Brothers, Medical Publishers (P) Ltd., New Delhi, 1997.
3. Government of India integrated Child Development Services Scheme, Ministry of Education and Social Welfare, New Delhi, 1979.
4. Rajammal P.Devadas, Nutrition and Nutritional Development, Saradalaya Press, Coimbatore, Tamilnadu, 1980.
5. Prevention of Food Adulteration Act, 1985.
6. Mahtab S. Bamji, Text book of Human Nutrition,2003, Oxford publishing PVT .Ltd., New Delhi.



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**VIRUDHUNAGAR - 626 001**

**ADVANCED DIPLOMA IN CLINICAL NUTRITION AND DIETETICS**

**NON SEMESTER**

**ADVANCED DIPLOMA COURSE**

**PAPER VII-PROJECT**

**DIETETICS INTERNSHIP (summer vacation)**

**18ADCNPR**

(For those who joined in 2018-2019 and after)

Summer vacation Report :50 marks

Viva : 50 Marks

**Objectives:**

Gain practical experiences in the management of a dietary department and patient counseling for a period of 15 days.

**Course outcomes**

- ❖ Observation and study of organization and management of the dietary department
- ❖ Understanding the medical history of the patients and study of case sheets and diagnostic tests used
- ❖ Planning therapeutic diets and computation of nutritive value
- ❖ Participation in diet counseling units, experience in imparting diet counseling and understanding the records maintained in diet counseling units.



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### **REGULATIONS AND SYLLABUS**

**(with effect from Academic Year 2022 - 2023)**

V.V. Vanniaperumal College for Women, Virudhunagar, established in 1962, offers 20 UG Programmes, 14 PG Programmes, 6 M.Phil. Programmes and 6 Ph.D. Programmes. The curricula for all these Programmes, except Ph.D. Programmes, have been framed as per the guidelines given by the University Grants Commission (UGC) & Tamil Nadu State Council for Higher Education (TANSCHHE) under Choice Based Credit System (CBCS) and the guidelines for Outcome Based Education (OBE).

The Departments of Commerce, English, History, Mathematics, Biochemistry and Tamil upgraded as Research Centres offer Ph.D. Programmes as per the norms and regulations of Madurai Kamaraj University, Madurai and do not come under the purview of CBCS.

#### **CHOICE BASED CREDIT SYSTEM (CBCS)**

The CBCS provides an opportunity for the students to choose courses from the prescribed Courses. The CBCS is followed as per the guidelines formulated by the UGC. The students' performance will be evaluated based on the uniform grading system. Computation of the Cumulative Grade Point Average (CGPA) is made to ensure uniformity in evaluation system.

#### **ELIGIBILITY FOR ADMISSION**

The candidate should have passed in U.G degree with any discipline from any recognized university. Obtained atleast 50% at the qualifying examination.

#### **DURATION OF THE COURSE**

The candidates shall undergo the prescribed programme of study for a period of one academic year (two semesters).

#### **MEDIUM OF INSTRUCTION**

English

**COURSE STRUCTURE**

1. Core Courses : 4  
 2. Core Practical : 6

**EVALUATION SCHEME**

Components	Internal Assessment Marks	External Examination Marks	Total Marks
Theory	25	75	100
Practical	40	60	100

**Core Courses and Core Practical****INTERNAL ASSESSMENT****Distribution of Marks****Theory**

Mode of Evaluation		Marks
Periodic Test	:	15
Assignment	:	5
Seminar	:	5
<b>Total</b>	<b>:</b>	<b>25</b>

Three Periodic Tests - Average of the best two will be considered

Two Assignments - Best of the two will be considered

**Practical**

Mode of Evaluation		Marks
Periodic Test	:	30
Record	:	5
Performance	:	5
<b>Total</b>	<b>:</b>	<b>40</b>

Three Periodic Tests - Average of the best two will be considered

**Question Pattern for Periodic Tests****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Max. Marks
A Q. No.(1- 8)	Open Choice	8	6	3	18
B Q. No.(9 - 11)	Internal Choice Either Or Type	3	3	9	27
<b>Total</b>					<b>45</b>

**EXTERNAL EXAMINATION****Question Pattern****Duration: 3 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each question	Max. Marks
A Q. No.(1- 12)	Open Choice (At least two question from each unit)	12	10	3	30
B Q.No.(13-17)	Internal Choice Either Or Type (one set from each unit)	5	5	9	45
<b>Total</b>					<b>75</b>

**ELIGIBILITY FOR THE DEGREE**

- i) The candidate will not be eligible for degree without completing the prescribed course of study, lab work etc., and passing all the prescribed external examinations.
- ii) Attendance, progress and conduct certification from the Head of the Institution will be required for the students to write the examination.
- iii) Theory passing minimum (External - 34 out of 75 and Aggregate of Internal and External – 50 out of 100 marks)
- iv) Practical passing minimum (External - 27 out of 60 and Aggregate of Internal and External – 50 out of 100 marks)

## **POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)**

### **Programme Code - P001**

#### **PROGRAMME OUTCOMES**

- The main objective of the course is to impart adequate professional knowledge and computer skills.
- It gives hands on experience to students while developing real life IT application as part of the study.
- It equips the students with skills required for designing, developing applications.
- Students will able to learn the latest trends in various subjects of computer science.
- This programme enhances their career opportunities in the software development.



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### POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (P001)

Programme Structure - Allotment of Hours and Credits

For those who join in the Academic year 2022 - 2023

Components	Semester				Total Number of Hours	Total Number of Credits
	I		II			
	Hour	Credit	Hour	Credit		
Core Course	40	6	40	6	80	12
Core Course	40	6	40	6	80	12
Core Practical	40	5	40	5	80	10
Core Practical	30	4	30	4	60	8
Core Practical	30	4	30	4	60	8
<b>Total</b>	<b>180</b>	<b>25</b>	<b>180</b>	<b>25</b>	<b>360</b>	<b>50</b>



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### POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

Programme Code – P001

#### PROGRAMME CONTENT

##### SEMESTER I

S. No.	Components	Title of the Course	Course Code	Hours	Credits	Exam. Hours	Marks		
							Int.	Ext.	Total
1	Core Course-1	Programming in C	22PGDC11	40	6	3	25	75	100
2	Core Course-2	Web Design	22PGDC12	40	6	3	25	75	100
3	Core Practical-1	Programming in C Lab	22PGDC11P	40	5	3	40	60	100
4	Core Practical-2	Web Design Lab	22PGDC12P	30	4	3	40	60	100
5	Core Practical-3	Animation Lab	22PGDC13P	30	4	3	40	60	100
<b>Total</b>				180	25				500

**POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)****SEMESTER II**

S. No.	Components	Title of the Course	Course Code	Hours	Credits	Exam. Hours	Marks		
							Int.	Ext.	Total
1	Core Course-3	Object Oriented Programming using C++	22PGDC21	40	6	3	25	75	100
2	Core Course-4	VB.Net Programming	22PGDC22	40	6	3	25	75	100
3	Core Practical-4	Object Oriented Programming using C++ Lab	22PGDC21P	40	5	3	40	60	100
4	Core Practical-5	VB.Net Programming Lab	22PGDC22P	30	4	3	40	60	100
5	Core Practical-6	Desktop Publishing Lab	22PGDC23P	30	4	3	40	60	100
<b>Total</b>				180	25				500



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### PGDCA

(2022 - 23 onwards)

Semester I	<b>PROGRAMMING IN C</b>	Hours: 40	
Core Course- I		Credits: 6	
Course Code <b>22PGDC11</b>		Internal 25	External 75

### Course Outcome

On completion of the course the students will be able to

- understand the basics of computer and structure of C program, data types and operators
- manage I/O operations and compare the looping statements
- manipulate the arrays and string functions
- learn about the categories of functions and develop programs using user defined functions
- summarize the concepts in structures and files

### UNIT I

**Computer Basics:** Algorithms – Simple Model of Computer – Characteristics of Computers – Problem Solving Using Computers: Flowchart. **Overview of C:** History of C – Importance of C – Basic structure of C Programs – Programming style. **Constants, Variables and Data types:** Character set – C Tokens – Constants – Variables – Data Types – Declaration of variables. (8 Hours)

### UNIT II

**Operators and Expressions:** Arithmetic Operators – Relational Operators – Logical Operators – Assignment Operators – Increment and Decrement Operators – Conditional Operator – Bitwise Operators – Special Operators – Operator Precedence and Associativity. **Managing I/O operations:** Reading a character – Writing a character – Formatted input – Formatted output. (8 Hours)

### UNIT III

**Decision making and branching:** Decision making with if statement – Simple if Statement – If...Else statement – Nesting of If...Else statements – The Else If Ladder – Switch statement – The ?: Operator – The goto statement. **Decision Making and Looping:** The while Statement – The do Statement – The for statement – Jumps in loop. (8 Hours)

### UNIT IV

**Arrays:** One-dimensional arrays – Declaration & initialization of one-dimensional arrays – Two dimensional arrays – Initializing two-dimensional arrays. **Character Arrays and Strings:** Declaring and initializing string variables – Reading strings from terminal – Writing strings to screen – Arithmetic operations on characters – Putting strings together – Comparison of two strings – String handling functions. (8 Hours)

### UNIT V

**User-Defined functions:** Need for user-defined functions – A Multi-function program – Elements of user defined function – Definition of functions – Return values and their types –Function calls – Function declaration. **Structures and Union:** Defining a structure – Declaring structure variables – Accessing structure members – Operations on individual members – Arrays of structures – Arrays within structures. (8 Hours)

### TEXT BOOK

1. V. Rajaraman, Neeharika Adabala, (2015), *Fundamentals of Computers*, 6<sup>th</sup> edition, PHI Learning Delhi: Private Limited.
2. E. Balagurusamy. (2018), *Programming in ANSI C*, 7<sup>th</sup> edition, McGraw Hill Education (India) Private Limited.

### REFERENCE BOOKS

1. Gottfried. (2010), *Programming with C (Schaum's outline series)*, 10<sup>th</sup> edition, Tata McGraw Hill.
2. Yashavant Kanetkar. (2016), *Let Us C*, BPB Publications.
3. B.S. Kernighan, D.M. Ritchie. (1995), *The C Programming Language*, 2<sup>nd</sup> edition, Prentice Hall India.

Mrs. N.Santhi  
Head of the Department

Mrs.R.Nagajyothi  
Course Designer



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## PGDCA (2022 - 23 onwards)

Semester I	<b>WEB DESIGN</b>	Hours: 40	
Core Course-2		Credits: 6	
Course Code <b>22PGDC12</b>		Internal 25	External 75

### Course Outcome

On completion of the course the students will be able to

- learn the syntax and semantics of HTML
- understand the basic tags and implement in a web page
- get an idea of designing the web page with table
- learn on the basics of Cascading Style Sheets and frames
- design web page including images, numbering and bullets

### UNIT I

**Introduction to HTML:** Designing a Home page – History of HTML – HTML generations – HTML documents – Anchor tag – Hyperlinks – Sample HTML documents. **Head and Body Sections:** Header section – Title – Links – Colorful web page – Comment lines – Some sample HTML documents.

(8 Hours)

### UNIT II

**Designing the Body section:** Heading printing – Aligning the headings – Horizontal Ruler – Paragraph – Tab settings – Images and pictures – Embedding PNG format images. **Ordered and Unordered Lists:** Lists – Unordered lists – Headings in a list – Ordered lists – Nested lists.

(8 Hours)

### UNIT III

**Table Handling:** Tables – Table creation in HTML – Width of the Table and Cells – Cells spanning and multiple rows/Columns – Coloring cells – Column specifications – Some sample tables.

(8 Hours)

### UNIT IV

**DHTML and Style sheets:** Defining Styles – Elements of Styles – Linking a style sheet to an HTML document – In-line styles – External styles sheets – Internal style sheets – Multiple styles. **Frames:** Frameset definition – Frame definition – Nested framesets.

(8 Hours)

### UNIT V

**A web page design project:** Frameset Definition - Animals – Birds – Fish. **Forms:** Action attribute – Method attribute – Enctype attribute – Dropdown lists – Sample forms.

(8 Hours)

### TEXT BOOK

C. Xavier, (2009), *World Wide Web Design with HTML*, 21<sup>st</sup> Reprint, Tata McGraw Hill Publishing Company.

### REFERENCE BOOKS

1. Ivan Bayross. (2010), *Web Enabled Commercial Application Development using HTML*, 4<sup>th</sup> revised edition, BPB Publications.
2. Vikas Gupta. (2003), *Comdex Level Series Internet and Web Design*, Dreamtech Press.
3. Kris Jamsa, Konrad King, Andy Anderson. (2002), *Html & Web Design: Tips & Techniques*, Tata McGraw Hill.

Mrs. N.Santhi

Head of the Department

Mrs.M.Priyavani

Course Designer



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### PGDCA

(2022 - 23 onwards)

Semester I	<b>PROGRAMMING IN C LAB</b>	Hours: 40	
Core Practical-1		Credits: 5	
Course Code <b>22PGDC11P</b>		Internal 40	External 60

#### Course Outcome

On completion of the course the students will be able to

- develop programs using control statements
- implement programs using arrays and string
- write programs based on user defined functions
- apply input and output operations in files
- develop programs for solving real world problems

Write C programs for the following

1. Calculate the sum of digits of a number.
2. Reverse a given number.
3. Check whether a number is palindrome or not.
4. Count the occurrences of a number in a set.
5. Perform various String operations.
6. Calculate factorial value using recursion.
7. Generate the fibonacci series using recursion.
8. Add and subtract two matrices.
9. Calculate NCR and NPR values using function.
10. Prepare pay bill using structure.

Mrs. N.Santhi

Head of the Department

Mrs.R.Nagajyothi

Course Designer



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### PGDCA

(2022 - 23 onwards)

Semester I	<b>WEB DESIGN LAB</b>	Hours: 30	
Core Practical-2		Credits: 4	
Course Code <b>22PGDC12P</b>		Internal 40	External 60

#### Course Outcome

On completion of the course the students will be able to

- design web pages using basic HTML tags
- design web pages using style tags
- create webpages using frameset, hyperlink and image map
- create webpages using cascading style sheet
- design forms using elements

Write HTML code for the following

1. Display list of friends name using various font, colour, text, headings tag.
2. Display the courses conducted in our college using ordered and unordered lists.
3. Display the Railway timetable using table.
4. Display your bio-data using various tags.
5. Display company advertisement using frames.
6. Incorporate image map concept in Tamilnadu Map.
7. Design your department website using DHTML.
8. Design an application form.
9. Design a registration form.
10. Design the feedback form.

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Mrs.M.Priyavani  
Course Designer



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### PGDCA

(2022 - 23 onwards)

Semester I	<b>ANIMATION LAB</b>	Hours: 30	
Core Practical-3		Credits: 4	
Course Code <b>22PGDC13P</b>		Internal 40	External 60

#### Course Outcome

On completion of the course the students will be able to

- learn the basic concepts of animation
- demonstrate to utilize the time line and motion tween effects to produce animation
- make use of basic tools to create animation in Flash
- apply various effect to text and objects
- design animation movie using the required tools to create animated graphics with effects

Create the following animation using Flash

1. Typewriting and Marquee text
2. Zooming, Rotating and Jumbling text
3. Handwriting and reflective text
4. Bouncing ball
5. Scaling and Rotating the object
6. Pencil Drawing
7. Blinking Star
8. Shape Tweening
9. Masking Effect
10. Morphing Effect

Mrs. N.Santhi

Head of the Department

Mrs.B.Subashini

Course Designer



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### PGDCA (2022 - 23 onwards)

Semester II	<b>OBJECT ORIENTED PROGRAMMING USING C++</b>	Hours: 40	
Core Course-3		Credits: 6	
Course Code <b>22PGDC21</b>		Internal 25	External 75

#### Course Outcome

On completion of the course the students will be able to

- understand the principles of Object Oriented Programming and manage I/O operations and compare the looping statements
- get an idea of classes and objects, constructors
- manipulate the arrays and handle string functions
- learn about operator overloading and type conversion
- summarize the concepts in inheritance

#### UNIT I

**Principles of Object Oriented Programming:** Basic Concepts. **Beginning with C++:** Structure of C++ program. **Tokens, Expressions and control structures:** Introduction – Tokens – Keywords – Identifiers and constants – Basic Data Types – User-Defined Data types – Storage classes – Derived Data types – Symbolic constants – Type compatibility – Declaration of variables – Dynamic initialization of variables – Reference variables – Operators in C++ – Scope resolution operator – Member dereferencing operators – Memory Management operators – Manipulators – Type Cast Operator – Expressions and their types – Special Assignment Expressions – Implicit Conversions – Operator Overloading – Operator Precedence – Control Structures. (8 Hours)

## UNIT II

**Functions in C++:** Introduction – The Main Function – Function prototyping – Call by Reference – Return by Reference – Inline Functions – Default Arguments – Const Arguments – Recursion – Function Overloading – Friend and virtual functions – Math Library Functions. **Classes and Objects:** Introduction – Specifying a Class – Defining Member Functions – C++ Program with Class.

(8 Hours)

## UNIT III

**Classes and Objects:** – Making an outside Function inline – Nesting of Member Functions – Private Member Functions – Arrays within a class – Memory Allocation for objects – Static Data Members – Static Member Functions – Arrays of Objects – Objects as Function Arguments. **Constructors and Destructors:** Introduction – Constructors – Parameterized constructors – Multiple constructors in a class – Constructors with default arguments – Copy constructors – Destructors.

(8 Hours)

## UNIT IV

**Operator Overloading and Type Conversions:** Introduction – Defining operator overloading – Overloading unary operators – Overloading binary operators – Manipulation of strings using operators – Rules for overloading operators.

(8 Hours)

## UNIT V

**Inheritance: Extending Classes:** Introduction – Defining derived classes – Single inheritance – Making a private member inheritable – Multilevel Inheritance – Multiple Inheritance – Hierarchical inheritance – Hybrid inheritance. **Managing Console I/O Operations:** C++ Streams – C++ Stream Classes – Formatted Console I/O Operations – Managing output with Manipulators. (8 Hours)

## TEXT BOOK

E. Balagurusamy. (2018), *Object Oriented Programming with C++*, 7<sup>th</sup> edition, Tata McGraw Hill Publishing Co. Ltd.

## REFERENCE BOOKS

1. Ravichandran D. (2003), *Programming with C++*, 2<sup>nd</sup> edition, Tata McGraw Hill.
2. John R. Hubbard. (2000), *Shaum's outlines - Programming with C++*, 2<sup>nd</sup> edition, Tata McGraw Hill.
3. Herbert Schildt. (1998), *C++ The Complete Reference*, Tata McGraw Hill.
4. Bjarne Stroustrup. (2004), *The C++ Programming language*, 3<sup>rd</sup> edition, Addison-Wesley Publications.

Mrs. N.Santhi  
Head of the Department

Mrs.V.G.Jyothi Mani  
Course Designer



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### PGDCA (2022 - 23 onwards)

Semester II	<b>VB.NET PROGRAMMING</b>	Hours: 40	
Core Course-4		Credits: 6	
Course Code <b>22PGDC22</b>		Internal 25	External 75

#### Course Outcome

On completion of the course the students will be able to

- understand .NET framework with its assemblies and features in VB.NET
- summarize the data types, operators, control statements and implement arrays
- learn about windows form controls and additional controls
- get an idea of classes and objects, constructors, inheritance and interface
- develop GUI application programs in VB.NET

#### UNIT I

**.NET Framework and VB.NET:** Introduction – Evolution of the .NET Framework – Overview of the .NET Framework – DLL, COM, COM+, DCOM and Assemblies – VB.NET Language – Development of a simple VB.NET Program. **Features in VS.NET:** Introduction– Start page – The IDLE Main Window – Class View Window – Object Browser – Code Window – Intellisense – Compiling the Code. (8 Hours)

#### UNIT II

**Variables, Constants and Expressions:** Introduction –Value Types and Reference Types –Variable Declaration and Initialization – Value Data Types – Reference Data Types – Boxing and Unboxing – Arithmetic Operators – Textbox Control – Label Control – Button Control.

**Control Statements:** Introduction – If Statements – Radio Button Control – Checkbox Control – GroupBox Control – ListBox Control – Checked ListBox Control – ComboBox Control – Select ... Case Statement – While Statement – Do Statement – For Statement. (8 Hours)

### UNIT III

**Methods and Arrays:** Introduction – Types of Methods – Arrays – One Dimensional Array– Multidimensional Arrays – Jagged Arrays. **Classes, Properties and Indexers:** Introduction – Defining and Usage of a Class – Constructor Overloading – Copy Constructor – Instance and Shared Class Members – Shared Constructors – Properties – Indexers. (8 Hours)

### UNIT IV

**Inheritance and Polymorphism:** Introduction – Virtual Methods – Abstract Classes and Abstract Methods – Sealed Classes. **Interfaces, Namespaces and Components:** Introduction– Defining and Usage of Interfaces – Multiple Implementation of Interface – Interface Inheritance – Namespaces – Components–Access Modifiers. (8 Hours)

### UNIT V

**Additional Windows Controls:** Introduction – Docking Controls – Timer Control –ProgressBar Control – LinkLabel Control – TrackBar Control – Panel Control – Treeview Control – Splitter Window – Menu Control – SDI and MDI – Dialog Boxes – Toolbar Control – StatusBar Control. (8 Hours)

### Text Book

C Muthu. (2008), *Visual Basic.NET*, Vijay Nicole Imprints Private Limited.

### Reference Books

1. Matthew Macdonald. (2003), *Microsoft Visual Basic .NET Programmer's Cookbook*, Microsoft Press.
2. Jonathan Harbour. (2002), *Microsoft Visual Basic .NET Programming for the Absolute Beginner*, Prima Tech.
3. Steven Roman, Ron Petruscha, and Paul Lomax, (2002), *VB.NET Language Pocket Reference*, O'Reilly.

Mrs. N.Santhi  
Head of the Department

Mrs.V.Queen Jemila  
Course Designer



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**PGDCA**

**(2022 - 23 onwards)**

Semester II	<b>OBJECT ORIENTED PROGRAMMING USING C++ LAB</b>	Hours: 40	
Core Practical-4		Credits: 5	
Course Code <b>22PGDC21P</b>		Internal 40	External 60

### Course Outcome

On completion of the course the students will be able to

- implement features of object oriented programming to solve real life problems
- create programs using operator overloading
- write programs using function overloading concept
- develop code which uses inheritance paradigm to implement the concepts of reusability and extensibility
- construct programs using C++ streams for reading from and writing to files.

Write C++ programs for the following:

1. Solving the Quadratic Equations.
2. Implement classes and objects.
3. Implement inline functions.
4. Implement constructors and destructor functions.
5. Implement function and operator overloading.
6. Implement single inheritance.
7. Implement multiple inheritance.
8. Implement multilevel inheritance.
9. Implement Console I/O Operations.
10. Implement unary operators.
11. Implement binary operators.

Mrs. N.Sanathi  
Head of the Department

Mrs.V.G.Jyothi Mani  
Course Designer



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**VIRUDHUNAGAR - 626 001**

### PGDCA (2022 - 23 onwards)

Semester II	<b>VB.NET PROGRAMMING LAB</b>	Hours: 30	
Core Practical-5		Credits: 4	
Course Code <b>22PGDC22P</b>		Internal 40	External 60

#### Course Outcome

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

- write programs using windows form controls and control statements in VB.NET
- develop the programs using operators and arrays
- implement classes and objects to develop the applications
- create applications using inheritance and interface
- write programs using additional windows controls

Write a VB.NET Programs using

1. Text Box, Label, Button, Checkbox and Radio Button.
2. GroupBox, ListBox and ComboBox.
3. Arrays.
4. Classes and Objects.
5. Properties.
6. Inheritance.
7. Interface.
8. Timer Control
9. ProgressBar Control.
10. Menu Control.

Mrs. N.Santhi  
Head of the Department

Mrs.V.Queen Jemila  
Course Designer



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**VIRUDHUNAGAR - 626 001**

**PGDCA**

**(2022 - 23 onwards)**

Semester II	<b>DESKTOP PUBLISHING LAB</b>	Hours: 30	
Core Practical-6		Credits: 4	
Course Code <b>22PGDC23P</b>		Internal 40	External 60

### Course Outcome

On completion of the course the students will be able to

- gain knowledge on basic tools in Photoshop
- learn how to optimize images in web
- demonstrate the techniques of photo editing
- design page using text and image in CorelDraw
- use basic CorelDraw skills and develop effective graphics

### Photoshop

1. Design a Photoshop document to embed image within a text.
2. Design a Photoshop document to create text effects.
3. Design a Photoshop document to create photo frame.
4. Design a Photoshop document to create CD logo.
5. Design a Photoshop document to create glowing effect.
6. Design a Photoshop document to create 3D photo cube.
7. Design a Photoshop document to change the color image into black & white image.

### CorelDraw

8. Design Flower Designs using Transformations.
9. Design a CorelDraw text effects.
10. Creating new color.
11. Design a Company Logo.
12. Design a Book Cover.
13. Design Greeting card, Visiting card & Banner.

Mrs. N.Santhi  
Head of the Department

Mrs.R.Nancy Beulah  
Course Designer



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**VIRUDHUNAGAR - 626 001**

**CERTIFICATE COURSE IN FUNDAMENTALS OF COMPANY SECRETARYSHIP**  
**PROGRAMME CODE – CI01**  
**REGULATIONS AND SYLLABUS**  
(With effect from academic year 2021-22)

**PROGRAMME OUTCOMES**

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

- acquire knowledge in the field of economics, law and entrepreneurship for Under Graduate programmes or professional programmes like CSEET, CMA and CA.
- apply effectively the skills of business correspondence & communication and current affairs for their career development.
- identify, formulate and solve problems in real life situation by using the logical reasoning techniques.
- communicate proficiently and confidently with the ability to express original / complex ideas effectively in different situations.
- develop knowledge by updating the current affairs related to CS Institute/Profession and business related aspects.

**ELIGIBILITY FOR ADMISSION**

The candidate should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamil Nadu or any other equivalent examination accepted by the Academic Council.

**DURATION OF THE COURSE**

One Year

**MEDIUM OF INSTRUCTION**

English

**Duration of Hours**

Total Hours : 90  
 Two theory papers : 45 Hours each

The course is offered for the students within the college: Four days in a week Monday

Wednesday 3.30 p.m to 4.30 p.m. }  
 Friday }  
 Saturday 1.30 p.m. to 3.30 p.m. }

**EVALUATION SCHEME**

Components	Internal Assessment Marks	External Examination Marks	Total marks
Theory	25	75	100

**QUESTION PAPER PATTERN****INTERNAL ASSESSMENT****Distribution of Marks**

Mode of Evaluation		Marks
One Periodic Test	:	15
One Assignment	:	5
One Quiz	:	5
<b>Total</b>	<b>:</b>	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Type of Questions	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A	Choose the Correct Answer Q. No.(1- 10)	10	10	1	10
B	Fill in the Blanks Q. No.(11- 20)	10	10	1	10
C	True or False Q. No.(21- 25)	5	5	1	5
D	Open Choice Q. No.(26- 30)	5	2	5	10
E	Open Choice Q. No.(31- 33)	3	1	10	10
<b>TOTAL</b>					<b>45*</b>

\*The total marks obtained in the Periodic Test will be calculated for 15 marks

**EXTERNAL ASSESSMENT****Question Pattern****Duration: 3 Hours**

Section	Type of Questions	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A	Choose the Correct Answer Q. No.(1- 15)	15	15	1	15
B	Fill in the Blanks Q. No.(16- 30)	15	15	1	15
C	True or False Q. No.(31- 45)	15	15	1	15
D	Open Choice Q. No.(46- 52)	7	4	5	20
E	Open Choice Q. No.(53- 55)	3	1	10	10
<b>TOTAL</b>					<b>75</b>

### **ELIGIBILITY FOR THE CERTIFICATE**

- The candidate will not be eligible for the certificate course degree without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
- No Pass minimum for Internal Assessment.
- Pass minimum for External Examination is 27 marks out of 75.
- The aggregate minimum pass percentage is 40.
- The students require 75% of attendance to appear for the theory examination.
- These rules come into effect from 2020-2021 onwards.



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**VIRUDHUNAGAR - 626 001**

### CERTIFICATE COURSE IN FUNDAMENTALS OF COMPANY SECRETARYSHIP

#### PROGRAMME CONTENT

Course Code	Title of the Course	Credits	Contact Hours	Max. Marks	
				Int.	Ext.
21CFCS1	Business Communication and Legal Aptitude	5	45	25	75
21CFCS2	Business Environment and Economics	5	45	25	75
<b>Total</b>		<b>10</b>	<b>90</b>	<b>200</b>	



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**CERTIFICATE COURSE IN FUNDAMENTALS OF COMPANY SECRETARYSHIP**  
 (2021- 2022 onwards)

Course Code <b>21CFCS1</b>	<b>BUSINESS COMMUNICATION AND LEGAL APTITUDE</b>	Credits: 5	
		Internal 25	External 75

### COURSE OUTCOMES

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

- gain knowledge about the business correspondence and elements of company secretaries and legislation.
- understand the essentials of good english, Indian constitution and law.
- apply the english grammar and vocabulary in their communication.
- analyse about the common business terminologies and various methods of logical reasoning.
- summarise the choices of modes of communication.

### UNIT I

**Concept of Communication:** Principles and Process of Business Communication -Choice of Modes of Communication.

**Essentials of Good English:** English Grammar and its usage - Enriching Vocabulary -Common errors in English - Comprehension of passage and art of Summarizing. (9 Hours)

### UNIT II

**Business Correspondence:** Business Letters - Business Reports - Concept of Web, Internet and E-correspondence.

**Common Business Terminologies:** Terms defined under various Laws, Rules and Regulations. (9 Hours)

### UNIT III

#### Indian Constitution and Law:

i) **Indian Constitution:** Preamble – Citizenship - Fundamental Rights and Fundamental Duties

ii) **Elements of General Laws (Indian Contract Act & Law of Torts):**

Law of Contract – Offer, Acceptance, Consideration and Competency to Contract. Law of

Torts: Basics of Torts – Specific Defenses. (9 Hours)

### UNIT IV

**Elements of Company Secretaries Legislation and Company Law:** Meaning and

Nature of Company - Types of Companies and Capital - Incorporation of a Company - Functions of

Company Secretary under the Companies Act, 2013 - Role of Company Secretary in Employment

and Practice Corporate Social Responsibility. (9 Hours)

### UNIT V

**Logical Reasoning:** Cause and Effect Reasoning - Coding and Decoding - Verbal Reasoning -

Non-Verbal Reasoning – Analytical Reasoning. (9 Hours)

**TEXT BOOK** (Subject to be Updated)

Study Materials provided by the Institute of Company Secretary of India.

#### REFERENCE BOOKS

1. Kapoor, N.D. (2013). *Elements of Company Law*, New Delhi: Sultan Chand & Sons, Revised Edition.
2. Balachandran, V. & Govindarajan, M. (2016). *A Student Handbook on Company Law and Practice*, Chennai: Vijay Nicole Imprints Private Limited.
3. Sulphrey, M.M. & Basheer, (2013). *Law for Business*, New Delhi: PHT Learning Pvt. Ltd., 2<sup>nd</sup> Edition.
4. Jain, V.K. & Om Prakash Biyani, (2010). *Business Communication*, New Delhi: S.Chand & Company Limited, Reprint.

5. Pillai, R.S.N. & Bagavathi, (2011). *Modern Commercial Correspondence*, New Delhi: S.Chand & Company Ltd., Reprint.
6. Aggarwal. R.S. (2013). *Quantitative Aptitude for Competitive Examinations*, New Delhi:S.Chand Publications, 7<sup>th</sup> Revised Edition.



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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN FUNDAMENTALS OF COMPANY SECRETARYSHIP

(2021-2022 onwards)

Course Code <b>21CFCS2</b>	<b>BUSINESS ENVIRONMENT AND ECONOMICS</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- gain knowledge about the national income, union budget, financial markets and current affairs.
- understand the business environment and economics.
- apply the skill of entrepreneurship
- categorise the types of environment, foreign investment, national income and various organisations.
- summarise the awareness about various institutions, current updates on environment, bio-diversity, climate change and sustainable development.

#### UNIT I

**Demand and Supply and National Income:** Theory of Demand and Supply - Basics - Elasticity of Demand and Supply and other related concepts - Meaning and methods to compute National Income - Key variables of National Income (GNP, GDP, NNP, NDP etc.) (9 Hours)

#### UNIT II

**Indian Union Budget and Financial Markets:** Major components of Revenue and Capital Budget - Meaning of Fiscal Deficit - Components/ Variables covered under Fiscal Deficit - Overview of Indian Financial Ecosystem - Financial assistance scenario for Small and Medium Enterprises and Start-Ups. (9 Hours)

### UNIT III

**Indian Economy and Entrepreneurship:** Current scenario of agriculture, allied activities and services sector in India - Agricultural and Industrial Policies of India – Components of Balance of Payments - Government initiatives to foster entrepreneurship - Need for entrepreneurship in India.  
(9 Hours)

### UNIT IV

**Business Environment and Key Government Institutions:** Overview of Business Environment - Features and factors influencing business environment - Types of environment - Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT/NCLAT etc.  
(9 Hours)

### UNIT V

**Current Affairs:** International bodies - Organizations like, RBI, NABARD, CCI, IBBI, IMF, OECD, ADB, World Bank, etc. - Current development in Banking, Finance and stock markets - Current affairs related to CS Institute/Profession and regulatory.  
(9 Hours)

**TEXT BOOK** (Subject to be Updated)

Study Materials provided by the Institute of Company Secretary of India.

### REFERENCE BOOKS

1. Gupta, C.B. & Srinivasan, N.P. (2020). *Entrepreneurial Development*, New Delhi: Sultan Chand & Sons, Revised Edition.
2. Francis Cherunilam, (2017). *Business Environment*, Mumbai: Himalaya Publications, 26<sup>th</sup> Revised Edition.
3. Sankaran .S., (2012). *Micro Economics*, Chennai: Margham Publications.



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**VIRUDHUNAGAR - 626 001**

**CERTIFICATE COURSE IN FUNDAMENTALS OF FUNCTIONAL STUDIES**

**Programme Code – CI02**

**REGULATIONS AND SYLLABUS**

(With effect from academic year 2020-21 onwards)

**PROGRAMME OUTCOMES**

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

- describe the concepts of Financial Accounting, Business Laws, Economics, Management, Mathematics and Statistics
- apply the mathematical and statistical skills in real life situations
- comply with the provisions of business laws
- apply the knowledge of these concepts in pursuing CMA Foundation professional course
- apply mathematical skills while appearing for bank examination and other competitive examination

**ELIGIBILITY FOR ADMISSION**

- The candidate should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamilnadu or any other equivalent examination accepted by the Academic council and
- The candidate should have registered for the CMA Foundation Course.

**DURATION OF THE COURSE**

The candidates shall undergo the prescribed course for a period of six months.

**MEDIUM OF INSTRUCTION**

English

**DURATION OF HOURS**

Total hours 90

Two theory papers : 45 hours each

Monday to Friday (3.30 p.m. to 5.30. p.m.) and Saturday (1.30 p.m. to 3.30 p.m.).

**INTERNAL ASSESSMENT****Distribution of Marks**

Mode of Evaluation	Marks
Internal Test	15
Assignment	5
Quiz	5
<b>Total</b>	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q.No.(1- 4)	Multiple Choice	4	4	1	4
B Q.No.(5- 7)	Internal Choice - Either Or type	3	3	7	21
C Q.No.(8-10)	Open Choice	3	2	10	20
<b>Total</b>					<b>45*</b>

\*The total marks obtained in the Internal Assessment will be calculated for 15 marks

**EXTERNAL EXAMINATION****Question Pattern****Duration: 3 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q. No.(1- 10)	Multiple Choice (Two from each unit)	10	10	1	10
B Q. No.(11 -15)	Internal Choice – Either Or type (Two from each unit)	5	5	7	35
C Q. No.(16-20)	Open Choice (One from each unit)	5	3	10	30
<b>Total</b>					<b>75</b>

**ELIGIBILITY FOR THE CERTIFICATE**

1. The candidate should require 75% of attendance to appear for the Theory Examinations
2. The candidate will not be eligible for certificate without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
3. Attendance, progress and conduct certification from the Head of the Institution will be required for the students to write the examination.
  - No Pass minimum for Internal Assessment.
  - Pass minimum for External Examination is 27 marks out of 75 marks



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**VIRUDHUNAGAR - 626 001**

### CERTIFICATE COURSE IN FUNDAMENTALS OF FUNCTIONAL STUDIES

#### PROGRAMME CONTENT

S.No.	Title of the Course	Course Code	Contact hours	Credits	Exam. Hours	Marks		
						Int.	Ext.	Total
1.	Business Laws, Economics and Management	20CFFS1	45	5	3	25	75	100
2.	Financial Accounting, Mathematics and Statistics	20CFFS2	45	5	3	25	75	100
			90	10				200



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VIRUDHUNAGAR - 626 001

### Certificate Course in Fundamentals of Functional Studies

(2020 - 21 onwards)

Course Code <b>20CFFS1</b>	<b>BUSINESS LAWS, ECONOMICS AND MANAGEMENT</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- apply the provisions of Indian Contract Act
- discuss the Sale of Goods Act
- state the theory of demand and supply
- describe the types, features and functions of banking
- explain the functions of management

#### UNIT I

**Indian Contract Act:** Essential Elements - Performance of Contract - Discharge of Contract – Breach of Contract. (9 Hours)

#### UNIT II

**Sale of Goods Act:** Transfer of Ownership - Conditions and Warranties - Performance of Sale of Contract - Rights of Unpaid Seller. (9 Hours)

#### UNIT III

**Economics:** Basic Concepts - Fundamentals of Economics - Theory of Demand - Theory of Supply - Forms of Market. (9 Hours)

#### **UNIT IV**

**Money and Banking:** Money and Functions of Money, Components of Money Supply, Quantity Theory of Money: Irving Fisher Theory, Cash Balance Approach, Keynes – Functions of Commercial Bank and Central Bank. (9 Hours)

#### **UNIT V**

**Management Process:** Planning - Organizing - Staffing – Directing - Communication - Leadership and Motivation. (9 Hours)

#### **TEXT BOOKS** (Subject to Change as per Updation)

1. CMA Foundation Study Material - *Fundamentals of Laws and Ethics*. The Institute of Chartered Accountant of India
2. CMA Foundation Study Material - *Fundamentals of Economics and Management*. The Institute of Chartered Accountant of India.

#### **REFERENCE BOOKS**

1. Kapoor, N.D., (2017). *Company Law*. New Delhi: S.Chand & Co.Ltd.
2. Jothi Sivagnanam, K., & Srinivasan. R., (2010). *Business Economics*. New Delhi: TataMcGraw Hill Education Private Ltd.
3. Avadhani, V.A., (2009). *Fundamentals of Money and Banking*. New Delhi: Himalaya Publishing House.
4. Prasad, L.M., (2020). *Principles and Practice of Management*. New Delhi: Sultan Chand& Sons Ltd.



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VIRUDHUNAGAR - 626 001

### Certificate Course in Fundamentals of Functional Studies

(2020 - 21 onwards)

Course Code <b>20CFFS2</b>	<b>FINANCIAL ACCOUNTING, MATHEMATICS AND STATISTICS</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- state the basic concepts, conventions and principles of accounting
- prepare the financial statements in the books of accounts
- state the basic concepts in consignment account
- apply different operations on sets
- calculate indices and progression
- describe the steps for calculating measures of central tendency, standard deviation and coefficient of variation

#### UNIT I

**Basic Financial Accounting:** Accounting Principles - Concepts and Conventions - Subsidiary Books - Journal - Ledger - Trial Balance - Preparation of Trading Account, Profit & Loss Account and Balance Sheet. (9 Hours)

#### UNIT II

**Consignment Accounts:** Meaning - Features - Distinction between Consignment and Sale - Proforma Invoice - Account Sales - Del credere Commission - Accounting Treatment - Valuation of Stock - Journal Entries in the books of Consignor and Consignee. (9 Hours)

### UNIT III

**Set Theory:** Elements of a Set - Methods of describing Sets - Types of Sets - Operation on Sets - Union of Sets - Intersections of Sets - Distributive Laws of Union and Intersection - Complement of a Set - Difference of two Sets - Symmetric Difference.

(9 Hours)

### UNIT IV

**Indices :** Types of Indices - Laws of operation with Indices.

**Progression:** Arithmetic Progression - Geometric Progression.

(9 Hours)

### UNIT V

**Introduction to Statistics:** Meaning - Functions - Collection of Data.

**Measures of Central Tendency and Dispersion:** Mean - Median - Mode - Standard Deviation - Co-efficient of Variation.

(9 Hours)

### TEXT BOOKS (Subject to Change as per Updation)

1. CMA Foundation Study Material - *Fundamentals of Accounting*. The Institute of Chartered Accountant of India
2. CMA Foundation Study Material - *Fundamentals of Business Mathematics and Statistics*. The Institute of Chartered Accountant of India

### REFERENCE BOOKS

1. Arulanandham, M.A. & Raman. K.S. (2015). *Advanced Accountancy*, Mumbai: Himalaya Publishing House.
2. Agarwal, R. S. (2016). *A Modern Approach to Verbal and Non-Verbal Reasoning*, New Delhi : S. Chand & Company Pvt. Ltd.
3. Gupta S.P., (2015) *Elementary Statistical Methods*, New Delhi: Sultan Chand & Sons, 37<sup>th</sup> Revised Edition.



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**VIRUDHUNAGAR - 626 001**

### **CERTIFICATE COURSE IN ADVANCED ACCOUNTING AND TAXATION**

**Programme Code – CI03**

#### **REGULATIONS AND SYLLABUS**

(With effect from academic year 2020-21 onwards)

#### **PROGRAMME OUTCOMES**

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

- describe the concepts of Income Tax, GST, Law, Financial accounting, Cost and Management Accounting
- comply with the provisions of law and taxation
- apply the knowledge of these concepts in pursuing Chartered Accountancy (CA) intermediate professional course
- score more marks in the competitive examinations such as NET / SLET and bank examinations.
- achieve the academic excellence and effective learning in doing their higher studies such as M.Com/MBA.

#### **ELIGIBILITY FOR ADMISSION**

- The candidate should have passed the CA foundation examination conducted by the Institute of Chartered Accountants of India and should have registered for the CA Intermediate Course (or)
- If the candidate is a commerce graduate/post-graduate, she should have scored minimum 55% marks in the examination. If the candidate is a non-commerce graduate/post-graduate, she should have scored minimum 60% marks in the examination .

**DURATION OF THE COURSE**

The candidates shall undergo the prescribed course for a period of six months.

**MEDIUM OF INSTRUCTION**

English

**DURATION OF HOURS**

Total hours 90

Two theory papers : 45 hours each

Monday to Friday (3.30 p.m. to 5.30. p.m.) and Saturday (1.30 p.m to 3.30 p.m)

**EVALUATION SCHEME**

<b>Components</b>	<b>Internal Assessment Marks</b>	<b>External Examination Marks</b>	<b>Total marks</b>
Theory	25	75	100

**INTERNAL ASSESSMENT****Distribution of Marks**

<b>Mode of Evaluation</b>		<b>Marks</b>
Internal Test	:	15
Assignment	:	5
Quiz	:	5
<b>Total</b>	:	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q.No.(1- 4)	Multiple Choice	4	4	1	4
B Q.No.(5- 7)	Internal Choice - Either Or type	3	3	7	21
C Q.No.(8-10)	Open Choice	3	2	10	20
<b>Total</b>					<b>45*</b>

\* The total marks obtained in the Internal Assessment will be calculated for 15 marks

**EXTERNAL EXAMINATION****Question Pattern****Duration: 3 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q. No.(1- 10)	Multiple Choice (Two from each unit)	10	10	1	10
B Q. No.(11 -15)	Internal Choice – Either Or type (Two from each unit)	5	5	7	35
C Q. No.(16-20)	Open Choice (One from each unit)	5	3	10	30
<b>Total</b>					<b>75</b>

**ELIGIBILITY FOR THE CERTIFICATE**

1. The candidate should require 75% of attendance to appear for the Theory Examinations.
2. The candidate will not be eligible for certificate without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
3. Attendance, progress and conduct certification from the Head of the Institution will be required for the students to write the examination.
  - No Pass minimum for Internal Assessment.
  - Pass minimum for External Examination is 27 marks out of 75 mar



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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN ADVANCED ACCOUNTING AND TAXATION

#### PROGRAMME CONTENT

S.No.	Title of the Course	Course Code	Contact hours	Credits	Exam. Hours	Marks		
						Int.	Ext.	Total
1.	Direct And Indirect Tax Laws	20CAAT1	45	5	3	25	75	100
2.	Corporate Accounting And Cost Accounting	20CAAT2	45	5	3	25	75	100
			90	10				200



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**VIRUDHUNAGAR - 626 001**

**Certificate Course in Advanced Accounting and Taxation**

(2020 - 21 onwards)

Course Code <b>20CAAT1</b>	<b>DIRECT AND INDIRECT TAX LAWS</b>	Credits: 5	
		Internal 25	External 75

### COURSE OUTCOMES

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

- determine the residential status and scope of total income as per the provisions of Income Tax Act, 1961
- compute the total income from salary as per the provisions of Income Tax Act, 1961
- determine the total income from house property and capital gains
- calculate the profits and gains of professional income and income from other sources
- compute tax as per the provisions of Goods and Services Act, 2017

### UNIT I

**Basic Concepts of Income Tax Act:** Assessee - Person – Assessment year – Previous year - Residence and Scope of Total Income. (9 Hours)

### UNIT II

**Income from Salary:** Meaning – Different Forms of Salary- Allowances - House Rent Allowance –Entertainment Allowance – Perquisites – Rent free Accommodation. (9 Hours)

### UNIT III

**Income from House Property and Capital Gains:** Meaning – Basis of Charge – Basis of Computing Income from a Let-out Property - Capital Gains – Indexed Cost of Acquisition – Indexed Cost of Improvement – Computation of Income from Capital Gains. (Simple Problems Only) (9 Hours)

## UNIT IV

**Profits and Gains of Professional Income and Income from Other Sources:** Professional Income - Allowed Expenses - Allowed Income - Income from Other Sources - Income which are Included in Income from Other Sources (Simple Problems Only). (9 Hours)

## UNIT V

**Goods and Services Tax in India :** An Introduction - Supply under GST - Charge of GST - Time and Value of Supply - Input Tax Credit - Registration - Returns.

(9 Hours)

**TEXT BOOK** (Subject to Change as per Updation)

Intermediate Course Study Material –*Taxation*, The Institute of Chartered Accountants of India.

### REFERENCE BOOKS

1. Vinod, K. Singhania, Monica Singhania. *Students' Guide to Income Tax*. New Delhi: S. Taxmann Publication Private Limited., Current Assessment Year.
2. Vishal Sharma & Natasha, (2018). *An Insight: A Complete Guide to GST*.



## V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

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Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

VIRUDHUNAGAR - 626 001

### Certificate Course in Advanced Accounting and Taxation

(2020 - 21 onwards)

Course Code <b>20CAAT2</b>	<b>CORPORATE ACCOUNTING AND COST ACCOUNTING</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- prepare the financial statements as per The Companies Act ,2013
- apply the provisions of The Companies Act, 2013
- prepare accounting for special transactions
- apply the accounting standards in preparing financial statements
- ascertain and control the cost

#### UNIT I

**Financial Statements:** Preparation of Financial Statements – Statement of Profit and Loss and Balance Sheet. (9 Hours)

#### UNIT II

**Bonus Issue and Right Issue:** Profit or Loss Prior to Incorporation - Accounting for Bonus Issue and Right Issue - Redemption of Preference Shares. (9 Hours)

#### UNIT III

**Accounting for Special Transactions:** Insurance Claims for Loss of Stock and Loss of Profit - Departmental Accounts. (9 Hours)

#### UNIT IV

**Cost Accounting:** Preparation of Cost Sheets- - Material Cost: Economic Ordering Quantity, Various Levels of Stock - Labour Cost: Employee Turnover – Remuneration Systems and Incentive Schemes (Halsey and Rowan Plans). (9 Hours)

#### UNIT V

**Marginal Costing Techniques:** Basic Concepts of Marginal Costing – Contribution Margin – Break Even Analysis – Margin of Safety - CVP Analysis. (9 Hours)

#### TEXT BOOKS (Subject to Change as per Updation)

1. Intermediate Course Study Material – *Accounting*. The Institute of Chartered Accountants of India.
2. Intermediate Course Study Material – *Cost and Management Accounting*. The Institute of Chartered Accountants of India.

#### REFERENCE BOOKS

1. Jain, S.P., and Narang, K.L., (2017). *Advanced Accountancy: Corporate Accounting*. Volume – II, New Delhi: Kalyani Publishers.
2. Gupta, R.L., & Radhasamy, M., (2018). *Advanced Accountancy*. Volume – II, New Delhi: Sultan Chand and Sons.
3. Jain. S.P. & Narang, K.L. (2014). *Cost Accounting*. New Delhi: Kalyani Publishers.



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**VIRUDHUNAGAR - 626 001**

### **CERTIFICATE COURSE IN ADVANCED BUSINESS STUDIES**

**Programme Code – CI04**

#### **REGULATIONS AND SYLLABUS**

(With effect from academic year 2020-21 onwards)

#### **PROGRAMME OUTCOMES**

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

- describe the concepts of Advanced Accounting, Auditing and Assurance, Financial Management, Strategic Management and Economics for Finance.
- apply the accounting standards while preparing financial statements
- apply the knowledge of these concepts in pursuing CA intermediate professional course
- score more marks in the competitive examinations such as NET / SLET and bank examinations.
- achieve the academic excellence and effective learning in doing their higher studies such as M.Com/MBA

#### **ELIGIBILITY FOR ADMISSION**

- The candidate should have passed the CA foundation examination conducted by the Institute of Chartered Accountants of India and should have registered for the CA Intermediate Course(or)
- If the candidate is a commerce graduate/post-graduate, she should have scored minimum 55% marks in the examination. If the candidate is a non-commerce graduate/post-graduate, she should have scored minimum 60% marks in the examination.

#### **DURATION OF THE COURSE**

The candidates shall undergo the prescribed course for a period of six months.

#### **MEDIUM OF INSTRUCTION**

English

**DURATION OF HOURS**

Total hours 90

Two theory papers : 45 hours each

Monday to Friday (3.30 p.m. to 5.30 p.m.) and Saturday (1.30 p.m. to 3.30 p.m.)

**INTERNAL ASSESSMENT****Distribution of Marks**

Mode of Evaluation		Marks
Internal Test	:	15
Assignment	:	5
Quiz	:	5
<b>Total</b>	:	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q.No.(1- 4)	Multiple Choice	4	4	1	4
B Q.No.(5- 7)	Internal Choice – Either Or type	3	3	7	21
C Q.No.(8-10)	Open Choice	3	2	10	20
<b>Total</b>					<b>45*</b>

\* The total marks obtained in the Internal Assessment will be calculated for 15 marks

**EXTERNAL EXAMINATION****Question Pattern****Duration: 3 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q. No.(1- 10)	Multiple Choice (Two from each unit)	10	10	1	10
B Q. No.(11 -15)	Internal Choice – Either Or type (Two from each unit)	5	5	7	35
C Q. No.(16-20)	Open Choice (One from each unit)	5	3	10	30
<b>Total</b>					<b>75</b>

**ELIGIBILITY FOR THE CERTIFICATE**

1. The candidate should require 75% of attendance to appear for the Theory Examination.
2. The candidate will not be eligible for certificate without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
3. Attendance, progress and conduct certification from the Head of the Institution will be required for the students to write the examination.
  - No Pass minimum for Internal Assessment.
  - Pass minimum for External Examination is 27 marks out of 75marks



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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN ADVANCED BUSINESS STUDIES

#### PROGRAMME CONTENT

S.No.	Title of the Course	Course Code	Contact hours	Credits	Exam. Hours	Marks		
						Int.	Ext.	Total
1.	Advanced Accounting And Auditing And Assurance	20CABS1	45	5	3	25	75	100
2.	Enterprise Information System And Functional Management	20CABS2	45	5	3	25	75	100
			90	10				200



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VIRUDHUNAGAR - 626 001

### Certificate Course in Advanced Business Studies

(2020 - 21 onwards)

Course Code <b>20CABS1</b>	<b>ADVANCED ACCOUNTING AND AUDITING AND ASSURANCE</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- state the accounting procedures related to employee stock option plans, amalgamation and liquidation of companies
- apply the accounting standards for business transactions
- describe the nature, scope and objectives of audit
- analyse the procedures related to audit documentation and audit evidence
- prepare the audit report for different types of entities

#### UNIT I

**Employee Stock Option Plans:** Accounting for Employee Stock Option Plans- Buy Back of Securities and Equity Shares with Differential Rights. (9 Hours)

#### UNIT II

**Amalgamation and Liquidation of Companies:** Amalgamation of Companies under Nature of Purchase - Accounting for Liquidation of Companies. (9 Hours)

#### UNIT III

**Accounting Standards:** Application of Accounting Standards: AS-4: Contingencies and Events Occurring after the Balance Sheet Date - AS-9: Revenue Recognition - AS-20 : Earnings Per Share - AS-22 - Accounting for Taxes on Income – AS- 24 : Discontinuing Operations – AS-26 : Intangible Assets. (9 Hours)

#### UNIT IV

**Auditing:** Nature, Objective and Scope of Audit - Audit Strategy, Audit Planning and Audit Programme - Audit Documentation - Audit Evidence. (9 Hours)

#### UNIT V

**Company Audit:** Audit Report - Audit of Different Types of Entities – System Audit. (9 Hours)

#### TEXT BOOKS (Subject to Change as per Updation)

1. Intermediate Course Study Material - *Advanced Accounting*. The Institute of Chartered Accountants of India.
2. Intermediate Course Study Material - *Auditing and Assurance*. The Institute of Chartered Accountants of India.

#### REFERENCE BOOKS

1. Jain S.P. & Narang K.L. (2017). *Advanced Accountancy - Corporate Accounting*. Vol.II, Ludhiana: Kalyani Publishers.
2. Saxena, R.G. (2016). *Principles and Practice of Auditing*. Sixth Edition, Mumbai: Himalaya Publishing House.



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### Certificate Course in Advanced Business Studies

(2020 - 21 onwards)

Course Code <b>20CABS2</b>	<b>ENTERPRISE INFORMATION SYSTEM AND FUNCTIONAL MANAGEMENT</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- identify the steps in automated business process
- plan the strategies at corporate, business and functional level
- state different types of financing
- take short term and long term investment decisions
- criticise the monetary and fiscal policies

#### UNIT I

**Enterprise Information Systems:** Automated Business Processes - Financial and Accounting Systems - Difference between E-Commerce and Traditional Commerce.

(9 Hours)

#### UNIT II

**Introduction to Strategic Management:** Strategic Planning - Competitive Strategy - Corporate Level Strategies – Business Level Strategies.

(9 Hours)

#### UNIT III

**Financial Management:** Types of Financing- Cost of Capital - Leverages - Financing Decisions - Management of Working Capital.

(9 Hours)

#### UNIT IV

**Investment Decisions:** Risk Analysis in Capital Budgeting - Lease Financing - Dividend Decisions – Management of Receivables.

(9 Hours)

## UNIT V

**Economics for Finance:** National Income - Measurement of National Income - Public Finance and its Functions - Fiscal Policy and its Objectives. (9 Hours)

**TEXT BOOKS** (Subject to Change as per Updation)

1. Intermediate Course Study Material - *Enterprise Information Systems and Strategic Management*. The Institute of Chartered Accountants of India.
2. Intermediate Course Study Material - *Financial Management and Economics for Finance*. The Institute of Chartered Accountants of India.

### REFERENCE BOOKS

1. Om Trivedi. (2019). *Enterprise Information System*. Carvinowledge Press.
2. Aswathappa, K., Sudarsana Reddy, G., (2010). *Strategic Management*. Mumbai:Himalaya Publishing House.
3. Maheshwari. (2014). S.N., *Financial Management Principles and Practice*. New Delhi:Sultan Chand & Sons, Fourteenth Edition.
4. Francis Cherunilam. (2008). *Business Environment Text & Cases*. New Delhi:Himalaya Publishers.



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**VIRUDHUNAGAR - 626 001**

**CHOICE BASED CREDIT SYSTEM REGULATIONS AND SYLLABUS**  
( with effect from Academic Year 2020 - 2021)

**Certificate Course in Disaster Management Techniques – CI05**

V.V.Vanniaperumal College for Women, Virudhunagar, established in 1962, offers 19 UG Programmes, 14 PG Programmes, 6 M.Phil. Programmes and 3 Ph.D. Programmes. All these programmes, except Ph.D. Programmes, have been framed as per the guidelines given by UGC under Choice Based Credit System (CBCS).

The Departments of Commerce, English, History, Mathematics, and Biochemistry upgraded as Research Centres offer Ph.D. Programmes as per the norms and regulations of Madurai Kamaraj University, Madurai and do not come under the purview of CBCS.

**CHOICE BASED CREDIT SYSTEM (CBCS)**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses. The CBCS is followed as per the guidelines formulated by the UGC. The Students' performance will be evaluated based on the uniform grading system. Computation of the Cumulative Grade Point Average (CGPA) is made to ensure uniformity in the evaluation system.

**OBJECTIVE OF THE COURSE**

The Indian Red Cross Society aims to inspire, encourage and initiate at all times, all forms of humanitarian activities so that human suffering can be minimized, alleviated, and even prevented, thus contribute to creating a more congenial climate for peace.

Based on the above objective our institution has planned to offer this Disaster Management Techniques as a institutional certificate course.

**COURSE STRUCTURE:**

Duration	:	Six Months
Minimum Qualification	:	Plus two
Candidates to be admitted	:	60
Number of Theory	:	1
Number of practical	:	1

S.No	Subject Code	Title of the paper	Number of Hours	Credits	Exam Duration Hours	Total Marks	
						Int.	Ext.
1.	20CDMC11	Theory: Disaster Management Techniques	24	4	2	40	60
2.	20CDMC11P	Practical	36	6	3	40	60
<b>Total</b>			<b>60</b>	<b>10</b>	<b>-</b>	<b>200</b>	

**INTERNAL ASSESSMENT****Assessment by Internal****Exam Distribution of Marks Theory**

Mode of Evaluation		Marks
Test	:	30
Assignment	:	10
<b>Total</b>	<b>:</b>	<b>40</b>

Two Tests - Best of the two will be considered

**Practical**

Mode of Evaluation		Marks
Test	:	30
Performance	:	10
<b>Total</b>	<b>:</b>	<b>40</b>

**Question Pattern****Duration: 1 Hour**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q. No.(1- 4)	Open Choice	3	2	5	10
B Q. No.(5- 6)	Open Choice	3	2	10	20
<b>Total</b>					<b>30</b>

**EXTERNAL EXAMINATION****Question Pattern****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q. No.(1- 8)	Open Choice	8	6	5	30
B Q. No.(9- 13)	Open Choice	5	3	10	30
<b>Total</b>					<b>60</b>

**Practical**

For both Internal and External

Performance	50
Viva	10
Total	60



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VIRUDHUNAGAR - 626 001

Semester III & IV	<b>DISASTER MANAGEMENT TECHNIQUES</b>	Total Hours : 24	
Certificate Course		Credits: 4	
Course Code <b>20CDMC11</b>		Internal 40	External 60

### COURSE OUTCOMES

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

- become aware of the fundamentals of disaster assessment and environmental impact assessment.
- gain the basic knowledge on the dimensions of disasters caused by nature as well as the disasters and environmental hazards induced by human developmental activities.
- apply the different first aids, methods before regular medical aid.
- aware and apply various rescue techniques in emergencies.
- demonstrate various methods of knots.

### UNIT I

**Cyclone:** Conditions required to develop a cyclone – 3 factors of a Cyclone – Speed of Rotation – Vacuum Factor – Earthquake: Types of Earthquake – Tectonic – Richter Scale – How to Overcome Panic – Flood : 3 Stages of Floods – Types of Floods - How to Overcome - Landslide– Tsunami: Conditions required to Develop a Tsunami - How to Overcome- Salient Features of the Recent Tsunami. (3 Hours)

### UNIT II

Action to be taken: Nutrition, Health & Hygiene, and Sanitation. (2 Hours)

### UNIT III

Points of Training – Contingency Plan – Preparing an effective team. (2 Hours)

### UNIT IV

Disaster Planning – Identification of Disaster -Vulnerability Analysis -Hazard Analysis - Risk Analysis - Resource Analysis (3 Hours)

## UNIT V

First-Aid

(10 Hours)

### TEXTBOOK

*Disaster Management – Training Manual*, Published by Sri Sathya Sai Organisations, Tamilnadu, India.

### REFERENCE BOOKS

1. RajdeepDasgupta. (2011). *Disaster Management and Rehabilitation*, New Delhi:Mittal Publications.
2. Sunder.I. &Sezhiyan.T. (2012). *Disaster Management*, New Delhi: Sarup and Sons.
3. RamanaMurthy.K. (2004). *Disaster Management*, New Delhi: Dominant.



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**VIRUDHUNAGAR - 626 001**

Semester III & IV	<b>DISASTER MANAGEMENT TECHNIQUES</b>	Total Hours : 36	
Certificate Course		Credits: 6	
Course Code <b>20CDMC11P</b>		Internal 40	External 60

### COURSE OUTCOMES

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

- apply the different first aids, methods before regular medical aid.
- aware and apply various rescue techniques in emergencies.
- demonstrate various methods of knots.

### LIST OF PRACTICAL

1. Knots and lashing (9 Hours)
2. Emergency methods (9 Hours)
3. Rescue techniques (18 Hours)  
[15 Types of Rescues: Chair Knot, Parallel Rope Way, Flying Fox, Ladder Method, Monkey Crawling, Stretcher Method, Self Lifting and Ascender- Decendermethod.]
4. Basic Fire awareness. (4 Hours)



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**VIRUDHUNAGAR - 626 001**

**CHOICE BASED CREDIT SYSTEM REGULATION AND SYLLABUS**

(with effect from Academic year 2021-2022)

**CERTIFICATE COURSE IN MEDICAL CODING - CI06**

V.V.V anniaperumal College for Women, Virudhunagar, established in 1962, offers 19 UG Programmes, 14 PG Programmes, 6 M.Phil. Programmes and 5 Ph.D. Programmes. The curriculums for all these Programmes, except Ph.D. Programmes, have been framed as per the guidelines given by the University Grants Commission (UGC) under Choice Based Credit System (CBCS) and the guidelines for Outcome Based Education (OBE).

The Departments of Commerce, English, History, Mathematics and biochemistry upgraded as Research Centres offer Ph.D. Programmes as per the norms and Regulations of Madurai Kamaraj University, Madurai and do not come under the purview of CBCS.

**CHOICE BASED CREDIT SYSTEM (CBCS)**

The CBCS provides an opportunity for the students to choose Courses from the prescribed Courses. The CBCS is followed as per the guidelines formulated by the UGC. The performance of students is evaluated based on the uniform grading system. Computation of the Cumulative Grade Point Average (CGPA) is made to ensure uniformity in evaluation system.

**PROGRAMME OUTCOMES**

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

- describe the anatomical structures and physiological role of human body using orientation tools such as labels and assessment.
- apply a variety of communication skills necessary to prepare documents related to billing, coding and health care settings.
- discuss the components in the Code of Ethics and Standards of Ethical Coding.

- express soft skills and qualities require to locate their career path as skilled medical coders.
- demonstrate the ability to research employment opportunities, prepare an effective employment package and present on self positively in a job interview.

### **ELIGIBILITY FOR ADMISSION**

Minimum Qualification: Final Year UG Life Science

Candidates to be admitted: 40 / Batch

Maximum Number of Batches: 3

### **DURATION OF THE COURSE**

The candidates shall undergo the prescribed course for a period of Six months.

### **DURATION OF HOURS**

Total Hours: 60 Hours Number of

Theory Paper: 2 Theory Paper: 30

Hours/Paper

S.No.	Subject Code	Title of the Paper	Number of Hours	Exam Duration	Total Marks	
					Int.	Ext.
1.	21CMC11	Human Anatomy and Physiology	30	2	40	60
2.	21CMC12	Medical Coding	30	2	40	60
		Total	60		200	

### **INTERNAL ASSESSMENT**

#### **Distribution of Marks**

<b>MODE OF EVALUATION</b>	<b>:</b>	<b>MARKS</b>
Internal Test	:	30
Assignment	:	10
Total	:	40

**QUESTION PATTERN****DURATION: 1 Hour**

SECTION	TYPES OF QUESTION	NO.OF QUESTION	NO.OF QUESTION TO BE ANSWERED	MARKS FOR EACH QUESTION	TOTAL MARKS
A Q.No. (1-10)	Multiple Choice (Two from each unit)	10	10	1	10
B Q.No.(11-16)	Internal choice (Either Or type)	6	4	5	20
				<b>TOTAL</b>	<b>30</b>

**EXTERNAL EXAMINATION****QUESTION PATTERN****DURATION: 2 Hours**

SECTION	TYPES OF QUESTION	NO.OF QUESTION	NO.OF QUESTION TO BE ANSWERED	MARKS FOR EACH QUESTION	TOTAL MARKS
A Q.No.(1-20)	Multiple Choice (Two from each unit)	20	20	1	20
B Q.No.(21-24)	Internal choice (Either Or type)	4	4	5	20
C Q.No.(31-33)	Open Choice	3	2	10	20
				<b>TOTAL</b>	<b>60</b>

**ELIGIBILITY FOR THE CERTIFICATE**

1. The candidate should require 75% of attendance to appear for the Examination.
2. The candidate will not be eligible for Certificate without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
3. No pass minimum for Internal Assessment.
4. Pass minimum for External Examination is 21 Marks out of 60 Marks.



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### CERTIFICATE COURSE IN MEDICAL CODING

(2020 – 21 onwards)

Semester VI	<b>HUMAN ANATOMY AND PHYSIOLOGY</b>	Total Hours:30	
Certificate Course			
Course Code <b>21CMC11</b>		Internal 40	External 60

#### COURSE OUTCOMES

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

CO1: define basic anatomical, physiological and pathological terms used in the healthcare field.

CO2: describe the main structures composing human body as to how our bodies function.

CO3: explain the basic knowledge of human anatomy and physiology with various levels of organization.

CO4: understand the basis of normal human physiology with special emphasis on the functioning of the human organs.

CO5: discuss the anatomy and physiology parameters related to disorders.

#### Unit – I

Introduction to Human Anatomical features: Anatomy of Nervous system – cardiovascular system - pulmonary system - Digestive system & excretory system.

(6 Hours)

#### Unit - II

Anatomy of Musculoskeletal – Nervous – Endocrine – Circulatory – Integumentary & Reproductive System.

(6 Hours)

#### Unit - III

Functions of Nervous system – cardiovascular system - pulmonary system - Digestive system & excretory system.

(6 Hours)

#### UNIT-IV

Functions of Reproductive system - Endocrine system - Integumentary system - special senses - Blood and lymphatics - Musculoskeletal system.

(6 Hours)

**Unit – V**

Medical Terminology of Diseases - Disease Condition - Pathology. Abbreviations.

(6 Hours)

**REFERENCE BOOKS**

1. Elaine N. Marieb (2006). *Human Anatomy & Physiology*, 6<sup>st</sup> edition. New Delhi:  
Dorling Kindersley Pvt Ltd.
2. Study Material prepared by MediTech solutions, Coimbatore.



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### CERTIFICATE COURSE IN MEDICAL CODING

(2020 – 21 onwards)

Semester VI	<b>MEDICAL CODING</b>	Total Hours:30	
Certificate Course			
Course Code <b>21CMC12</b>		Internal 40	External 60

#### COURSE OUTCOMES

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

CO1: define the constructive diagnosis codes using the alphabetic index to diseases.

CO2: navigate the CPT code book and identify the uses of the conventions, index, numeric section and appendices.

CO3: describe the anatomical structures and physiological role of human body using orientation tools such as labels and assessment.

CO4: discuss the components of the Code of Ethics and Standards of Ethical Coding.

#### Unit-I

Introduction to RCM and Healthcare - Medical coding: Introduction. (6 Hours)

#### Unit –II

Introduction to CPT (Current Procedural Terminology) – Usage of CPT Codes –Sections of CPT Codes. (6 Hours)

#### Unit-III

Introduction to ICD (International Classification of Diseases) – Usage of ICD Codes – ICD Guidelines. (6 Hours)

#### Unit – IV

Introduction to HCPCS (Healthcare Procedural Coding System) – Usage of HCPCS Codes – Descriptions of Providers. (6 Hours)

#### Unit – V

Introduction to Modifiers – Usage of Modifiers. (6 Hours)

**REFERENCE BOOKS**

Medical coding CPT (Current Procedural Technology).ICD

(International classification of Diseases).

Books of HCPCS and Modifiers.Medical

Dictionary.

Study Material prepared by MediTech solutions, Coimbatore.



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**VIRUDHUNAGAR - 626 001**

**CERTIFICATE COURSE IN INCOME TAX AND GOODS & SERVICES TAX**  
**PROGRAMME CODE – CI07**  
**REGULATIONS AND SYLLABUS**  
(With effect from academic year 2022-2023)

**PROGRAMME OUTCOMES**

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

- acquire knowledge about basic concepts in Income Tax and Goods & Services Tax.
- describe the provisions of Income tax and Goods & Services Tax Act.
- apply the procedure for filing of tax returns for self as well as for clients.
- update the latest provisions in Income Tax and Goods & Services Tax by self learning.
- make use of ICT to assess tax and file the tax returns.
- become the tax practitioner as entrepreneur or employer leading to green commerce.

**ELIGIBILITY FOR ADMISSION**

The candidate should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamil Nadu or any other equivalent examination accepted by the Academic Council.

**DURATION OF THE COURSE**

One Year

**MEDIUM OF INSTRUCTION**

English

**Duration of Hours**

Total Hours : 90

Two theory papers : 45 Hours each

The course is offered for the students within the college hours: Four days in a week

Monday

Wednesday	3.30 p.m to 4.30 p.m.	}
Friday		
Saturday	1.30 p.m. to 3.30 p.m.	

**EVALUATION SCHEME**

Components	Internal Assessment Marks	External Examination Marks	Total marks
Theory	25	75	100

**QUESTION PAPER PATTERN****INTERNAL ASSESSMENT****Distribution of Marks**

Mode of Evaluation		Marks
One Periodic Test	:	15
One Assignment	:	5
One Quiz	:	5
<b>Total</b>	<b>:</b>	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Type of Questions	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A	Choose the Correct Answer Q. No.(1- 10)	10	10	1	10
B	Fill in the Blanks Q. No.(11- 20)	10	10	1	10
C	True or False Q. No.(21- 25)	5	5	1	5
D	Open Choice Q. No.(26- 30)	5	2	5	10
E	Open Choice Q. No.(31- 33)	3	1	10	10
<b>TOTAL</b>					<b>45*</b>

\*The total marks obtained in the Periodic Test will be calculated for 15 marks

**EXTERNAL ASSESSMENT****Question Pattern****Duration: 3 Hours**

Section	Type of Questions	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A	Choose the Correct Answer Q. No.(1- 15)	15	15	1	15
B	Fill in the Blanks Q. No.(16- 30)	15	15	1	15
C	True or False Q. No.(31- 45)	15	15	1	15
D	Open Choice Q. No.(46- 52)	7	4	5	20
E	Open Choice Q. No.(53- 55)	3	1	10	10
<b>TOTAL</b>					<b>75</b>

**ELIGIBILITY FOR THE CERTIFICATE**

- The candidate will not be eligible for the certificate course degree without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
  - No Pass minimum for Internal Assessment.
  - Pass minimum for External Examination is 27 marks out of 75.
  - The aggregate minimum pass percentage is 40.
  - The students require 75% of attendance to appear for the theory examination.
- These rules come into effect from 2020-2021 onwards.



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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN INCOME TAX AND GOODS & SERVICES TAX

#### PROGRAMME CONTENT

Course Code	Title of the Course	Credits	Contact Hours	Max. Marks	
				Int.	Ext.
22CIGT11	Income Tax	5	45	25	75
22CIGT12	Goods and Services Tax	5	45	25	75
<b>Total</b>		<b>10</b>	<b>90</b>	<b>200</b>	



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### CERTIFICATE COURSE IN INCOME TAX AND GOODS & SERVICES TAX

(2022- 2023 onwards)

Course Code <b>22CIGT11</b>	<b>INCOME TAX</b>	Credits: 5	
		Internal 25	External 75

#### UNIT I

**Brief History of Income Tax Act:** Tax Levy in Literature – Tax Levy in Historical Events – Person - Assessee - Assessment Year - Previous Year- Heads of Income- Gross Total Income- Deductions - Taxable Income - Tax Rates – Tax Liability - Person VS Form of Organisation (Registration for PAN/CIN,TIN) – PAN AADHAR Linkage – Digital Signature - Residential Status. (7 Hours)

#### UNIT II

**Salary:** Different Forms of Salary - Allowances – Perquisites - Gross Salary - Deductions u/s 16 - Net Salary.

**Income from House Property:** Self-occupied House - Let out House - Deemed let out - Gross rent received - Tax paid to local authorities - Net Annual Value - Interest on borrowed capital.

**Income From Business or Profession:** Gross Turnover - Presumptive Income under section 44AD, 44ADA, 44AE, 44AB - Deductions under section 30 to 37 - Disallowable Expenses under section 37, 40, 40A, 43B, 40A3 - Depreciation allowable – Provisions u/s 269 SS, 269 T and 269 ST.

(12 Hours)

#### UNIT III

**Capital Gains:** Long term Capital Gains - Short term Capital Gains - Full value of consideration – Indexed cost of acquisition - Indexed cost of improvement - Expenditure wholly and exclusively in connection with transfer - Capital Gains exempt from tax under section 54,54B, 54D,54EC, 54 EE, 54G ,54F.

**Income from Other Sources:** Incomes chargeable under this head - Deduction u/s 57-Amounts not deductible u/s 58 - Profits chargeable to tax u/s 59.

**Set off and Carry Forward of Losses:** Income after Set off of Brought Forward Losses of earlier years- Losses to be carried forward to future years- Computation of Alternate Minimum Tax payable under section 115JC - Computation of tax credit under section 115JD- Tax relief claimed – Deduction u/s 80C to 80U –Taxable Income and Tax Liability of Individuals- Filing of ITR 1, 2,3 & 4.

(15 Hours)

#### **UNIT IV**

**Advance Tax And Self-Assessment Tax Payments:** Advance Tax - Self-Assessment-Tax Collected at Source - Tax Deducted at Source from Salary- Tax Deducted at Source on Income Other than Salary - Tax Deduction and Collection Account Number (TAN)- Permanent Account Number (PAN) - AIN Code of PAO/TO/CDDO - Person responsible for deduction of tax .

(4 Hours)

#### **UNIT V**

**Taxable Income and Tax Liability:** Taxable Income of Firms, Limited Liability partnerships, Association of Persons, Body of Individuals, Local Authority and Artificial Judicial Persons - Filing of ITR 5.Companies other than Companies claiming exemption u/s11 - Corporate Identity Number issued by MCA – Total income and tax liability- Tax Credit Statement - Form 26 AS.

(7 Hours)

**TEXT BOOK** (Subject to be Updated)

Study Materials provided by the staff members

#### **REFERENCE BOOKS**

1. Mehrotra, H.C., & Goyal. (Current Assessment Year). *Income Tax Law and Accounts*. New Delhi: Sahitya Bhawan Publishers.
2. Direct Taxation, Bound Study notes provided by the Institute of Cost and Management Accountant of India, Madurai Chapter, Madurai.



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**CERTIFICATE COURSE IN INCOME TAX AND GOODS & SERVICES TAX**  
**(2022-2023 onwards)**

Course Code <b>22CIGT12</b>	<b>GOODS AND SERVICES TAX</b>	Credits: 5	
		Internal 25	External 75

**UNIT I**

**Goods and Services Tax (GST) in India:** Introduction – Direct and Indirect Taxes – Features of Indirect Taxes – Concepts of GST – Need for GST in India – Framework of GST as introduced in India - Benefits of GST.

**Registration:** Introduction – Persons liable and not liable for Registration – Compulsory Registration in certain cases – Procedure for Registration – Filling up of application for GST registration under various status GST REG 01 – GST REG 11 – Amendment of Registration – Cancellation and Revocation of Registration. (9 Hours)

**UNIT II**

**Supply under GST:** Concept of Supply (Section 7 of CGST Act). – Mixed Supply – Composite Supply.

**Time and Value of Supply:** Time of Supply of Goods – Time of Supply of Services – Place of Supply – Value of Supply of Goods – Value of Supply of Services. (9 Hours)

**UNIT III**

**Charge of GST:** Levy and Collection of CGST and IGST (Section 9 of CGST Act and Section 5 of IGST Act) – Composition Levy (Section 10 of CGST Act) – Filling up of Forms GST CMP 01 – GST CMP 07

**Exemptions from GST:** Goods Exempt from Tax – List of Services Exempt from Tax.  
(9 Hours)

#### **UNIT IV**

**Input Tax Credit:** Introduction – Eligibility and Conditions for taking Input Tax Credit –Blocked Credit – Utilization of ITC.

**Tax Invoice:** Tax Invoice – Bill of Supply - Credit and Debit Notes – E-Way Bill.  
(9 Hours)

#### **UNIT V**

**Payment of Tax:** Introduction –Payment of Tax, Interest, Penalty and other Amounts – Interest on Delayed Payment of Tax – Tax Wrongfully Collected and Paid to Central Government or State Government – Filling up of Forms GST PMT 01 – GST PMT 07

**Returns:** Furnishing of Returns – GSTR 1, 3B, 4, 5, 6, 7, 8, 9, 10, 11–Default in Furnishing Return.  
(9 Hours)

**TEXT BOOK** (Subject to be Updated)

Study Materials provided by the staff members

#### **REFERENCE BOOK**

Indirect Taxation, Bound Study notes provided by the Institute of Cost and Management Accountant of India, Madurai Chapter, Madurai.



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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN PSYCHOLOGY

#### PROGRAMME COE-C108

#### Regulations and Syllabus

(2022- 2023 onwards)

#### PROGRAMME OUTCOMES:

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

- Understand the significance of Psychology and its applications
- Demonstrate the cognitive process in enhancing memory
- Apply positive attitude to strengthen character by using the learnt techniques
- Utilize the various perspectives useful for behavior modification
- Identify Emotional positivity and implement psychology for their overall well being

#### ELIGIBILITY FOR ADMISSION

The candidate should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamilnadu or any other equivalent examination accepted by the Academic Council.

#### DURATION OF THE COURSE

One Year

#### MEDIUM OF INSTRUCTION

English / Tamil

#### Duration of Hours:

Total Hours: 90

Two theory papers: 45 Hours each

The course is offered for the students within the college: Four days in a week

Monday	}	3.30p.m to 4.30 p.m.
Wednesday		
Friday	}	1.30 p.m. to 3.30.p.m.
Saturday		

**EVALUATION SCHEME**

Components	Internal Assessment Marks	External Examination Marks	Total Marks
Theory	25	75	100

**QUESTION PAPER PATTERN**  
**INTERNAL ASSESSMENT**  
**DISTRIBUTION OF MARKS**

Model of Evaluation		Marks
One periodic Test	:	15
One Assignment	:	5
One Quiz	:	5
Total		25

**Question Pattern****Duration:2Hours**

Section	Types of Questions	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A	Choose the correct answer Q.No.(1-10)	10	10	1	10
B	Fill in the blanks Q.No.(11-20)	10	10	1	10
C	True or False Q.No.(21-25)	5	5	1	5
D	Open choice Q.No.(26-30)	5	2	5	10
E	Open choice Q.No.(31-33)	3	1	10	10
Total					45

**The total marks obtained in the periodic text will be calculated for 15 marks**

**EXTERNAL ASSESSMENT**

Section	Types of Questions	No. of Questions	No. of Questions to be answered	Marks for each question	Total
A	Choose the correct answer Q.No.(1-15)	15	15	1	15
B	Fill in the blanks Q.No.(16-30)	15	15	1	15
C	True or False Q.No.(31-45)	15	15	1	15
D	Open choice Q.No.(46-52)	7	4	5	20
E	Open choice Q.No.(53-55)	3	1	10	10
Total					75

### Eligibility for the certificate

- The candidate will not be eligible for the certificate course degree without completing the prescribed courses of study and minimum pass marks in the all courses.
  - No pass minimum for internal assessment
  - Pass minimum for external examination is 27 marks out of 75.
  - The aggregate minimum pass percentage is 40.
  - The students require 75% of attendance to appear for the theory examination
- These rules come to effect from 2022 – 2023 onwards.



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**VIRUDHUNAGAR - 626 001**

### CERTIFICATE COURSE IN PSYCHOLOGY

Code- CI08

#### PROGRAMME CONTENT

Course Code	Title of the Course	Credits	Contact Hours	Max. Marks		Total
				Int.	Ext.	
22CPSY11	Positive Psychology	5	45	25	75	100
22CPSY12	Behavioural Psychology	5	45	25	75	100
<b>Total</b>		<b>10</b>	<b>90</b>			<b>200</b>



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### CERTIFICATE COURSE IN PSYCHOLOGY

(2022- 2023 onwards)

Course Code 22CPSY11	<b>Positive Psychology</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- Establish the significance of Psychology
- Apply Psychology in self-development, career etc.,
- Demonstrate the cognitive psychology techniques of memory enhancement
- Develop Emotional Intelligence to implement psychology for their well being
- Identify Psychological barriers and deal with barrier breaking effectively

#### UNIT I

##### Introduction to Psychology

Definition- Psychology as a 'Social Science' - Aims of Psychology-Role of Psychology in personal growth and human relationship. (9 Hours)

#### UNIT II

##### Applications of Psychology

Psychology in work place- community- family- education- health- Self – Development-Human relationship (9 Hours)

#### UNIT III

##### Cognitive Psychology

Perception - Role of language in the cognitive process-Techniques for memory Retention- Encoding, Storage and retrieval (9 Hours)

#### **UNIT IV**

##### **Emotional Intelligence**

Expression and perception of Emotions-Domains of Emotions-Theories of Emotion-Psychological well-being-Skill set to improve emotional intelligence (9 Hours)

#### **UNIT V**

##### **Psychological Barriers**

Commonly found Psychological Barriers in Adolescents-Breaking Barriers-Skills to deal effectively (9 Hours)

#### **TEXT BOOKS**

Alex. K, (2011) *Soft Skills*. New Delhi: S. Chand & company Ltd.

Coon.D, (1983)*Introduction to Psychology-Exploration & Application*, Minnesota: West Publishing Company.

#### **REFERENCE BOOKS:**

Ernest R.Hillgar. Richard.C. Atkinson, Rita Atkinson. (1975) *Introduction to Psychology* – 6<sup>th</sup> edition. New Delhi: Oxford IBH Publishing Co. PVT Ltd.

Gawret H.E.(1968)*General Psychology*. New Delhi: Eurosin Publishing houses Pvt Ltd .

Mc Knight Petal (2007). *Western Perspectives of Positive Psychology* (Eds Snyder of Share Lopez) Sage publications.

Morgan T. Clifford, King A.R& Robinson M.N. (1982) *Introduction to Psychology*. New Delhi: Tata McGraw – Hill.



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VIRUDHUNAGAR - 626 001

### CERTIFICATE COURSE IN PSYCHOLOGY

(2022-2023 onwards)

Course Code 22CPSY12	<b>Behavioural Psychology</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- Analyse people and their behaviour
- Demonstrate a new perspective on behavioral modification
- Apply Relaxation Techniques for Behavioral Modification
- Develop Adversity Quotient and Social Quotient to deal with crises efficiently
- Comprehend the role of Guidance and Counseling in behavioral modifications

#### Behavioural Psychology

##### UNIT I

##### Introduction to Behavioural Psychology

Behavioural types-optimism-pessimism-trust-envy (9 Hours)

##### UNIT II

##### Behavioural Modification

Behavioural Skills-Positive reinforcement-Negative reinforcement

Advantages of Behavioural Modification- Systematic Desensitization- Vivo Desensitization

(9 Hours)

### UNIT III

#### Stress Management

Kinds of Stress-Stress prone habits-Relaxation Techniques- Progressive muscle relaxation- Diaphragmatic breathing- Attention focusing exercises- Behavioural relaxation techniques

(9 Hours)

### UNIT IV

#### Adversity Quotient and Social Quotient

Benefits of developing AQ-Importance of SQ-Four elements of SQ

(9 Hours)

### UNIT V

#### Guidance and Counselling

Definition-Model Situations-Cause of Teenage Depression-Various Areas of Counselling- Advantages

(9 Hours)

### TEXT BOOKS

Morgan T. Clifford, King A.R& Robinson M.N. (1982) *Introduction to Psychology*, New Delhi:Tata McGraw – Hill.

Vishala. M (2009) *Guidance and Counselling*, New Delhi: S. Chand & company Ltd,

### REFERENCE BOOKS

Barkhi B and Mukhopadhyay, (2008 ) *Guidance and Counselling, A Manual*, New Delhi: Serbing Publishers Private Limited.

Kerr M Le Nelson. CM (1989) *Strategies for management behavior problems in the classroom* (2nd ed) New York: Macmillan.

O' Leary K D & Leary . S.(1977) *Classroom management; The successful use of behavior modification* (2<sup>nd</sup> ed) New York:Pergamum Press Inc.

Thomas.J.Zirpoli & Kristine.J. Melloy (1993) *Behaviour Management : Applications for teachers and parents* New York: Macmillan.

Dr.G.Athirshakumari  
Head of the Department

Mrs.R.Shunmugavathy  
Course Teacher

Dr.N.Pratheeba  
Dr.B.Nagajothi  
Course Designers



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**VIRUDHUNAGAR - 626 001**

**DIPLOMA COURSE IN FUNDAMENTALS OF BUSINESS STUDIES**

**Programme Code – DI01**

**REGULATIONS AND SYLLABUS**

(With effect from academic year 2020-21 onwards)

**PROGRAMME OUTCOMES**

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

- describe the concepts of financial accounting, business law and business correspondence and reporting, business economics and business and commercial knowledge
- apply the mathematical and statistical skills in real life situations
- comply with the provisions of business laws
- apply the knowledge of these concepts in pursuing CA Foundation professional course
- apply mathematical and logical reasoning skills and comprehensive skills while appearing for bank exams and other competitive exams

**ELIGIBILITY FOR ADMISSION**

- The candidate should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamilnadu or any other equivalent examination accepted by the Academic council and
- The candidate should have registered for the CA Foundation Course.

**DURATION OF THE COURSE**

The candidates shall undergo the prescribed course for a period of one year.

**MEDIUM OF INSTRUCTION**

English

**DURATION OF HOURS**

Total hours 180

Four theory papers : 45 hours each

Monday to Friday (3.30 p.m. to 5.30. p.m.) and Saturday (1.30 p.m. to 3.30 p.m.)

**INTERNAL ASSESSMENT****Distribution of Marks**

Mode of Evaluation		Marks
Internal Test	:	15
Assignment	:	5
Quiz	:	5
<b>Total</b>	:	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q.No.(1- 4)	Multiple Choice	4	4	1	4
B Q.No.(5- 7)	Internal Choice - Either Or type	3	3	7	21
C Q.No.(8-10)	Open Choice	3	2	10	20
<b>Total</b>					<b>45*</b>

\* The total marks obtained in the Internal Assessment will be calculated for 15 marks

**EXTERNAL EXAMINATION****Question Pattern****Duration: 3 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q. No.(1- 10)	Multiple Choice (Two from each unit)	10	10	1	10
B Q. No.(11 -15)	Internal Choice – Either Or type (Two from each unit)	5	5	7	35
C Q. No.(16-20)	Open Choice (One from each unit)	5	3	10	30
				<b>Total</b>	<b>75</b>

**ELIGIBILITY FOR THE DIPLOMA CERTIFICATE**

1. The candidate should require 75% of attendance to appear for the Theory Examinations
2. The candidate will not be eligible for certificate without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
3. Attendance, progress and conduct certification from the Head of the Institution will be required for the students to write the examination.
  - No Pass minimum for Internal Assessment.
  - Pass minimum for External Examination is 27 marks out of 75 marks



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**VIRUDHUNAGAR - 626 001**

### DIPLOMA COURSE IN FUNDAMENTALS OF BUSINESS STUDIES

#### PROGRAMME CONTENT

S.No.	Title of the Course	Course Code	Contact hours	Credits	Exam. Hours	Marks		
						Int.	Ext.	Total
1.	Principles and Practice of Accounting	20DFBS1	45	5	3	25	75	100
2.	Business Laws and Business Correspondence and Reporting	20DFBS2	45	5	3	25	75	100
3.	Business Mathematics, Logical Reasoning and Statistics	20DFBS3N	45	5	3	25	75	100
4.	Business Economics and Business Environment	20DFBS4N	45	5	3	25	75	100
			180	20				400



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### Diploma Course in Fundamentals of Business Studies

(2020 - 21 onwards)

Course Code <b>20DFBS1</b>	<b>PRINCIPLES AND PRACTICE OF ACCOUNTING</b>	Credits: 5	
		Internal 25	External 75

### COURSE OUTCOMES

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

- state the golden rules, accounting concepts and conventions of accounting.
- describe the procedure for preparing Bank Reconciliation statement and final accounts
- explain the accounting treatment of consignment.
- explain the accounting treatment for bill of exchange
- calculate the average due date and interest under account current

### UNIT I

**Financial Accounting:** Accounting - Scope - Accounting Principles - Accounting Concepts and Conventions - Classification of Accounts - Journal - Ledger - Subsidiary Books – Trial Balan  
(9 Hours)

### UNIT II

**Bank Reconciliation Statement (BRS) and Final Accounts:** Reasons for the Preparation of BRS - Procedure for the Preparation of BRS - Final Accounts of Trading Concern - Adjustments.  
(9 Hours)

### UNIT III

**Consignment:** Consignment - Features - Distinction between Consignment and Sale - Proforma Invoice - Account Sales – Del Credere Commission - Accounting Treatment - Valuation of Stock – Normal Loss - Abnormal Loss - Invoicing Goods Higher than Cost - Journal Entries in the Books of

Consignor and Consignee - Ledger Accounts.

(9 Hours)

#### **UNIT IV**

**Bill of Exchange:** Bill of Exchange and Promissory Note - Definition - Essentials - Trading and Accommodation of Bills - Discounting - Endorsing - Dishonour - Renewals – Retiring bills.

(9 Hours)

#### **UNIT V**

**Account Current and Average Due Date:** Account Current - Forward and Backward Method - Average Due Date - Interest calculation - Due date based on Bills Receivable and Bills Payable.

(9 Hours)

**TEXT BOOK** (Subject to Change as per Updation)

CA Foundation Study Material - *Principles and Practice of Accounting*. The Institute of Chartered Accountants of India.

#### **REFERENCE BOOK**

Jain, S.P., & Narang, K.L., (2015) *Advanced Accountancy: Principles of Accounting Including GST*. Volume - I, New Delhi: Kalyani Publishers, 20<sup>th</sup> Revised Edition.



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VIRUDHUNAGAR - 626 001

### Diploma Course in Fundamentals of Business Studies

(2020 - 21 onwards)

Course Code <b>20DFBS2</b>	<b>BUSINESS LAWS AND BUSINESS CORRESPONDENCE AND REPORTING</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- state the provisions relating to business Laws and Interpretation.
- explain the provisions of Law relating to special contracts, negotiable instruments and interpretation of statutes.
- apply the provisions of business laws, negotiable instruments, General Clauses Act and interpreting it in their real life situations.
- build business correspondence and reports through effective communication strategies.
- identify and solve the barriers in thinking, writing and communication

#### UNIT I

**Indian Contract Act, 1872:** Introduction - General Nature of Contracts - Essential Elements of Valid Contract - Performance of Contracts - Breach of Contract - Contingent and Quasi Contract (Sections 1 to 75). (9 Hours)

#### UNIT II

**The Indian Partnership Act, 1932 and LLP:** General Nature of Partnership - Procedure for Registration of a Firm - Rights and Duties of Partners - Rights and Liabilities of Partners on Dissolution - The Limited Liability Partnership Act, 2008 - Introduction - Essential Features - Characteristics of LLP. (9 Hours)

### UNIT III

**Indian Companies Act, 2013:** Introduction - Essential Features of Company - Corporate Veil Theory - Classes of Companies - Types of Share Capital - Incorporation of Company - Memorandum of Association - Articles of Association - Doctrine of Indoor Management. (9 Hours)

### UNIT IV

**Communication and Sentence Types:** Types of Communication - Network in Communication - Characteristics of Effective Communication - Sentence Types – Active - Passive Voice – Direct - Indirect Speech - Vocabulary - Connotations - Synonyms and Antonyms - Phrasal Verbs - Collocations - Comprehension Passages - Blooms Taxonomy - Note Making - Advantages - Strategies - Styles of Note making. (9 Hours)

### UNIT V

**Basics of Writing, Reports Writing and Meetings:** Steps for Writing - Styles of Writing - Characteristics of Good Business Writing - Precise - Difference between Precise and Summary - Qualities of a Good Precise - Precise Writing Procedure - Article Writing - Report Writing - Types of Reports - Format of Various Reports – Steps in Report Writing. (9 Hours)

**TEXT BOOK** (Subject to Change as per Updation)

CA Foundation Study Material - *Business Laws and Business Correspondence and Reporting*.

The Institute of Chartered Accountants of India

### REFERENCE BOOK

Kapoor, N.D., (2016). *Elements of Mercantile Law*. New Delhi: Sultan Chand & Sons, 37<sup>th</sup> Revised Edition.



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VIRUDHUNAGAR - 626 001

### Diploma Course in Fundamentals of Business Studies(2020 - 21 onwards)

Course Code <b>20DFBS3N</b>	<b>BUSINESS MATHEMATICS, LOGICAL REASONING AND STATISTICS</b>	Credits: 5	
		Internal 25	External 75

### COURSE OUTCOMES

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

- state set theory and its properties
- describe  $n^{\text{th}}$  term of A.P and G.P and types of matrices
- analyse systematically the data in coding and decoding direction sense test and system
- describe the steps for calculating measures of central tendency, dispersion, correlation and regression
- compute the value of measures of central tendency, dispersion, correlation and regression

### UNIT I

**Set Theory:** Set Theory - Elements of a Set - Methods of Describing Sets - Types of Sets

- Operation on Sets - Union of Sets - Intersections of Sets - Distributive Laws of Union and Intersection - Complement of a Set - Difference of Two Sets - Symmetric Difference - De- Morgan's Laws - Venn Diagram. (9 Hours)

### UNIT II

**Progression and Matrices:** Sum of the Series - Arithmetic Progression - The  $n^{\text{th}}$  Term of an A.P - Sum of  $n$  Terms of Series in A.P - Geometric Progression - The  $n^{\text{th}}$  Term of a G.P - Sum of  $n$  Terms of Series in G.P - Matrices - Types of Matrices – Matrix Operations. (9 Hours)

### UNIT III

**Logical Reasoning:** Coding and Decoding- Type I: (Examples Only) – Case (i) - Case

(ii) - Type II: (Examples Only) - Type III: (Examples Only) - Case (i) - Case (ii) - Seating Arrangement(Problems). (9 Hours)

### UNIT IV

**Business Statistics:** Meaning - Functions - Collection of Data - Mean - Median - Mode - Dispersion - Standard Deviation - Co-efficient of Variation. (9 Hours)

### UNIT V

**Correlation and Regression:** Methods of studying Correlation - Karl Pearson's Co- efficient of Correlation - Spearman's Rank Correlation - Types of Regression - Regression Equations. (9 Hours)

**TEXT BOOK** (Subject to Change as per Updation)

CA Foundation Study Material - *Business Mathematics and Logical Reasoning & Statistics*.

The Institute of Chartered Accountants of India.

### REFERENCE BOOKS

1. Agarwal, R. S. (2016) *Quantitative Aptitude for Competitive Examinations*. New Delhi: S.Chand & Company Limited.
2. Rajinder Dhillon, S., Mishra, R.K., & Shashikala Choudhary, (2010) *Intelligence and Reasoning Improving Course*. Dhillon Group of Publication.
3. Gupta S.P., (2015). *Elementary Statistical Methods*. New Delhi: Sultan Chand & Sons, 37<sup>th</sup> Revised Edition.
4. Agarwal, R. S. (2016). *A Modern Approach to Verbal and Non-Verbal Reasoning*. New Delhi : S. Chand & Company Pvt. Ltd.



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**VIRUDHUNAGAR - 626 001**

**Diploma Course in Fundamentals of Business Studies**  
**(2020 - 21 onwards)**

Course Code <b>20DFBS4N</b>	<b>BUSINESS ECONOMICS AND BUSINESS ENVIRONMENT</b>	Credits: 5	
		Internal 25	External 75

### COURSE OUTCOMES

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

- describe the nature and scope of business economics, cost concepts and business cycle
- state the law of demand and supply and elasticity of demand
- analyze basic problems of an economy and causes of business cycle
- know about the objectives of business, elements of business environment and organizations facilitating business
- describe nature of business and the factors influencing business environment

### UNIT I

**Business Economics:** Definition - Nature and Scope of Business Economics - Basic Problems of an Economy - Law of Demand – Elasticity of Demand. (9 Hours)

### UNIT II

**Supply:** Law of Supply

**Demand Forecasting:** Meaning. Techniques

**Law of Production:** Total, Average and Marginal Products. (9 Hours)

### UNIT III

**Cost Concepts and Pricing:** Break Even Analysis - Pricing policy - Types of Pricing Policy - Business Cycle - Phases of Business Cycle. (9 Hours)

#### **UNIT IV**

**Business and Commercial Knowledge:** Nature of Business - Profession and Employment - Objectives of Business - Economic and Non-economic Activities - Micro and Macro Environment - Elements of Micro Environment - Elements of Macro Environment. (9 Hours)

#### **UNIT V**

**Funding and Non-funding Institutions:** Indian Regulatory Bodies - Organisation and Functioning of SEBI, RBI, IRDAI and NABARD. (9 Hours)

**TEXT BOOKS** (Subject to Change as per Updation)

CA Foundation Study Material - *Business Economics and Business and Commercial Knowledge*.

The Institute of Chartered Accountants of India.

#### **REFERENCE BOOKS**

1. Jothi Sivagnanam, K., & Srinivasan. R., (2010). *Business Economics*. New Delhi: Tata McGraw Hill Education Private Ltd.
2. Francis Cherunilam, (2016). *Business Environment*. Mumbai: Himalaya Publications, 24<sup>th</sup> Revised Edition.



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**VIRUDHUNAGAR - 626 001**

### **DIPLOMA COURSE IN ADVANCED FUNCTIONAL STUDIES**

**Programme Code – DI02**

#### **REGULATIONS AND SYLLABUS**

(With effect from academic year 2020-21 onwards)

#### **PROGRAMME OUTCOMES**

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

- describe the concepts of financial accounting, cost accounting, business law, company law, functional management, taxation, company accounts and audit.
- comply with the provisions of company law, business law and taxation
- apply the knowledge of these concepts in pursuing CMA intermediate professional course
- score more marks in the competitive exams such as NET / SLET and bank exams.
- achieve the academic excellence and effective learning in doing their higher studies such as M.Com/MBA.

#### **ELIGIBILITY FOR ADMISSION**

- The candidate should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Tamilnadu or any other equivalent examination accepted by the Academic council and the candidate should have passed CMA Foundation examination conducted by the Institute of Cost Accountants of India (or)
- If the candidate is a commerce graduate/post-graduate, she should have scored minimum 55% marks in the exam. If the candidate is a non-commerce graduate/post-graduate in any discipline other than Fine Arts, she should have scored minimum 60% marks in the exam.

**DURATION OF THE COURSE**

The candidates shall undergo the prescribed course for a period of one year.

**MEDIUM OF INSTRUCTION**

English

**DURATION OF HOURS**

Total hours 180

Four theory papers : 45 hours each

Monday to Friday (3.30 p.m. to 5.30. p.m.) and Saturday (1.30 p.m. to 3.30 p.m.)

**INTERNAL ASSESSMENT****Distribution of Marks**

Mode of Evaluation		Marks
Internal Test	:	15
Assignment	:	5
Quiz	:	5
<b>Total</b>	:	<b>25</b>

**Question Pattern****Duration: 2 Hours**

Section	Types of Question	No. of Questions	No. of Questions to be answered	Marks for each Question	Total Marks
A Q.No.(1- 4)	Multiple Choice	4	4	1	4
B Q.No.(5- 7)	Internal Choice - Either Or Type	3	3	7	21
C Q.No.(8-10)	Open Choice	3	2	10	20
<b>Total</b>					<b>45*</b>

\* The total marks obtained in the Internal Assessment will be calculated for 15 marks

**EXTERNAL EXAMINATION****Question Pattern****Duration: 3 Hours**

<b>Section</b>	<b>Types of Question</b>	<b>No. of Questions</b>	<b>No. of Questions to be answered</b>	<b>Marks for each Question</b>	<b>Total Marks</b>
A Q. No.(1- 10)	Multiple Choice (Two from each unit)	10	10	1	10
B Q. No.(11 -15)	Internal Choice– Either Or Type (Two from each unit)	5	5	7	35
C Q. No.(16-20)	Open Choice (One from each unit)	5	3	10	30
<b>Total</b>					<b>75</b>

**ELIGIBILITY FOR THE DIPLOMA CERTIFICATE**

1. The candidate should require 75% of attendance to appear for the Theory Examinations
2. The candidate will not be eligible for certificate without completing the prescribed Courses of study and a minimum Pass marks in all the Courses.
3. Attendance, progress and conduct certification from the Head of the Institution will be required for the students to write the examination.
  - No Pass minimum for Internal Assessment.
  - Pass minimum for External Examination is 27 marks out of 75 marks



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VIRUDHUNAGAR - 626 001

### DIPLOMA COURSE IN ADVANCED FUNCTIONAL STUDIES

#### PROGRAMME CONTENT

S.No.	Title of the Course	Course Code	Contact hours	Credits	Exam. Hours	Marks		
						Int.	Ext.	Total
1.	Financial Accounting and Cost Accounting	20DAFS1N	45	5	3	25	75	100
2.	Business Law and Company Law	20DAFS2	45	5	3	25	75	100
3.	Functional Management	20DAFS3	45	5	3	25	75	100
4.	Company Accounts, Taxation and Audit	20DAFS4N	45	5	3	25	75	100
			180	20				400



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### Diploma Course in Advanced Functional Studies (2020 - 21 onwards)

Course Code <b>20DAFS1N</b>	<b>FINANCIAL ACCOUNTING AND COST ACCOUNTING</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- prepare accounts of advanced financial accounting
- reconcile cost accounting records with financial accounts
- identify normal and abnormal losses in process costing
- apply marginal costing techniques in decision making
- prepare various types of budgets.

#### UNIT I

**Advanced Financial Accounting:** Royalties - Hire Purchase & Installment System - Branch & Departmental Accounts. (9 Hours)

#### UNIT II

**Cost Accounting :** Definition – Scope - Objectives and Significance of Cost Accounting - Elements of Cost - Classification of Costs - Material Costs - Employee Cost - Overheads. Reconciliation of Cost Accounting Records with Financial Accounts. (9 Hours)

#### UNIT III

**Methods of Costing:** Job Costing - Batch Costing - Contract Costing (9 Hours)

#### UNIT IV

**Cost Accounting Techniques:** Marginal Costing, Absorption Costing vs. Marginal Costing, Break-Even Analysis, Margin of Safety, Application of Marginal Costing for Decision Making. (9 Hours)

## UNIT V

**Standard Costing:** Standard Costing & Variance Analysis - Budget and Budgetary Control - Types of Budgets - Budgetary Control Vs Standard Costing - Preparation of Budgets.

(9 Hours)

**TEXT BOOKS** (Subject to Change as per Updation)

1. Jain, S.P. & Narang, K.L. (2015). *Advanced Accountancy: Principles of Accounting*. Vol. I, New Delhi: Kalyani Publishers, 19<sup>th</sup> Revised Edition.
2. Jain, S.P. & Narang, K.L. (2014). *Cost Accounting*. New Delhi, Kalyani Publishers.
3. CMA Inter Study Material, Advanced Financial Accounting, Cost Accounting. The Institute of Chartered Accountant of India.

## REFERENCE BOOKS

1. Arulanandham, M.A. & Raman. K.S. (2015). *Advanced Accountancy*. Mumbai: Himalaya Publishing House.
2. Pillai, R.S.N. & Bagavathi, V. (2010). *Cost Accounting*. New Delhi, S.Chand & Company Ltd.
3. Maheswari, S.N. (2012). *Principles of Cost and Management Accounting*. New Delhi: Sultan Chand & Sons.



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### Diploma Course in Advanced Functional Studies (2020 - 21 onwards)

Course Code <b>20DAFS2</b>	<b>BUSINESS LAW AND COMPANY LAW</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- apply the legal provisions of Business and Industrial Laws
- differentiate partnership and Limited Liability Partnership
- summarise the provisions of Industrial Laws
- report the ethics followed in business
- describe the customs, import and export procedures

#### UNIT I

**Business Laws:** Laws of Contracts - Laws relating to Sale of Goods. (9 Hours)

#### UNIT II

**Partnership Act:** Indian Partnership Act, 1932 - Limited Liability Partnership Act, 2008.  
(9 Hours)

#### UNIT III

**Industrial Law:** Factories Act, 1948 - Payment of Gratuity Act, 1972 - Employees Provident Fund and Miscellaneous Provisions Act, 1952 - Employees State Insurance Act, 1948.  
(9 Hours)

#### UNIT IV

**Incorporation of a Company:** Introduction - Definitions - Formation of Company - Incorporation of Company - Memorandum of Association - Articles of Association.  
(9 Hours)

## **UNIT V**

**Management & Administration:** Registers - Annual Return - Pre-requisites of a Meeting - Proxies - Voting - Resolutions - Circulation of Member's Resolutions - Minutes - Inspection of Minutes - Ethics. (9 Hours)

### **TEXT BOOKS**

1. Kapoor, N.D. (2014). *Elements of Mercantile Law*. New Delhi: S. Chand & Co. Ltd., 2014.
2. Kapoor, N.D. (2017). *Company Law and Secretarial Practice*. New Delhi: SultanChand & Sons.

### **REFERENCE BOOK** (Subject to Change as per Updation)

CMA Inter Study Material - *Law and Ethics*. The Institute of Chartered Accountant of India.



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**Diploma Course in Advanced Functional Studies**

(2020 - 21 onwards)

Course Code <b>20DAFS3</b>	<b>FUNCTIONAL MANAGEMENT</b>	Credits: 5	
		Internal 25	External 75

### COURSE OUTCOMES

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

- differentiate productivity management and quality management
- explain the concepts of project management
- formulate strategies efficiently
- compute working capital requirements of the firm
- take decision regarding capital budgeting

### UNIT I

**Operations Management:** Introduction– Objectives, Scope and Characteristics of Operations Management –Types of Manufacturing Systems: Job Production, Batch Production, Flow Production, Intermittent Production and Continuous Production – Recent Trends in Operations Management – Demand Forecasting Techniques: Trend Analysis – Fit a Linear Equation (Problems). (9 Hours)

### UNIT II

**Project Management:** Meaning – Network Analysis – Characteristics of Network Analysis – Concept of Network Drawing – PERT – CPM – Difference between PERT and CPM. (9 Hours)

### UNIT III

**Strategic Management:** Meaning – Advantages and Disadvantages – Differences between Strategic Management and Operations Management – Strategic Management Framework – Importance – Strategic Management Process – Vision – Mission – Benefits of having Vision and Mission. (9 Hours)

**UNIT III**

**Strategic Management:** Meaning – Advantages and Disadvantages – Differences between Strategic Management and Operations Management – Strategic Management Framework – Importance – Strategic Management Process – Vision – Mission – Benefits of having Vision and Mission. (9 Hours)

**UNIT IV**

**Financial Management:** Introduction - Working Capital Management - Cost of Capital: Cost of Equity Capital, Cost of Preference Capital, Cost of Debentures and Cost of Retained Earning - Capital Structure Theories. (9 Hours)

**UNIT V**

**Investment Decisions:** Capital Budgeting: Pay Back Period, Net Present Value Method, Present Value Index Method and Internal Rate of Return Method - Dividend Decisions and Leverage Analysis. (9 Hours)

**TEXT BOOKS** (Subject to Change as per Updation)

1. CMA Intermediate Study Material - *Operations and Strategic Management*. The Institute of Chartered Accountant of India.
2. Maheshwari. S.N. (2014). *Financial Management Principles and Practice*. New Delhi: Sultan Chand & Sons, Fourteenth Edition.

**REFERENCE BOOKS**

1. Panneer Selvam, R. (2012). *Production and Operations Management*. New Delhi: Prentice Hall of India Pvt. Ltd, 2<sup>nd</sup> Edition.
2. Prasad, L.M., (2014). *Strategic Management*. New Delhi: Sultan Chand & Sons, Sixth Revised Edition.
3. Palanivelu, V.R. (2012). *Financial Management*. New Delhi: S.Chand and Company Pvt. Ltd., Second Revised Edition.



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### Diploma Course in Advanced Functional Studies

(2020 - 21 onwards)

Course Code <b>20DAFS4N</b>	<b>COMPANY ACCOUNTS, TAXATION AND AUDIT</b>	Credits: 5	
		Internal 25	External 75

#### COURSE OUTCOMES

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

- prepare cash flow statement
- compute the gross total income of individuals under different heads
- explain the basic concepts of customs law
- differentiate CGST, SGST and IGST
- describe the audit procedures of service organisations

#### UNIT I

**Company Accounts:** Accounting of Shares - Presentation of Financial Statements(as per

Schedule III) – Cash Flow Statement.

(9 Hours)

#### UNIT II

**Direct Taxation:** Introduction to Income Tax Act, 1961 - Heads of Income and Computation of

Income under Various Heads.

(9 Hours)

#### UNIT III

**Customs Law:** Basic Concepts - Types of Duties - Valuation of Customs Duty.

(9 Hours)

#### UNIT IV

**Goods and Services Tax Act:** Introduction, Goods and Services Tax Network (GSTN) -

Functions of GSTN and GST Council - Time and Value of Supply - Input Tax Credit - Payment of Tax.

(9 Hours)

## UNIT V

**Audit of Service Organisations:** Audit of Educational Institutions - Audit of Hospital  
-Audit of Club - Audit of Cinema – Audit of Hotels. (9 Hours)

### **TEXT BOOKS** (Subject to Change as per Updation)

1. Jain, S.P., & Narang, K.L., (2017). *Advanced Accountancy: Corporate Accounting*. Volume – II, New Delhi: Kalyani Publishers
2. Vinod, K. Singhania & Monica Singhania. *Students' Guide to Income Tax*. New Delhi: S.Taxmann Publication Private Limited., Current Assessment Year.
3. CMA Inter Study Material - *Indirect Taxes*. The Institute of Chartered Accountant of India
4. Pagare, D. (2014). *Principles and Practice of Auditing*. Eleventh Edition, New Delhi :Sultan Chand & Sons.

### **REFERENCE BOOKS**

1. Gupta, R.L. & Radhasamy, M. (2018). *Advanced Accountancy*. Volume - II, New Delhi: Sultan Chand and Sons.
2. Gaur, V.P. & Narang, D.B. *Income Tax Law & Practice*. Ludhiana: Kalyani Publishers, Current assessment year.
3. Raman Singla & Pallavi Singla. (2017). *Simplified Approach to GST: A Ready Reference*. Young Global Publications.
4. Saxena, R.G. (2016). *Principles and Practice of Auditing*. Sixth Edition, Mumbai: Himalaya Publishing House.