

FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)
Affiliated to University of Kerala



1.3.2 Report-Value Added Course

IQAC INTERNAL QUALITY ASSURANCE CELL



BISHOP JEROME VIJNANA VIHAR

A Multi Skill Training Centre; Extension of FMN College, Kollam

FMN College Campus, Karbala Junction, Kollam, Kerala, India. Pin-691001

Phone: **0474-2768583, 9495753116** Email: **bishopjeromevijnavihar@gmail.com,**

Web: **bjviv.in**

Sponsored by Bishop Jerome Memorial Trust, Reg No.Q210/95

Bishop Jerome VijnanaVihar was founded in memory of Bishop Jerome M. Fernandez, the first native bishop of the Quilon diocese in 2003. It is an extension of Fatima Mata National College, Kollam, Intended to impart training mainly in English and other European languages. There are also programmes to prepare job aspirants for competitive examinations in addition to facilities for computer training and music classes.



IELTS / TOEFL

Hundreds of students have got the benefit of the training programme and are settled in countries like Australia, Canada, Newzealand, the U.K and the USA with the required scores in IELTS / TOEFL. Bishop Jerome VijnanaVihar is an authorized registration centre of the British Council and IDP Australia. Thanks to the excellent coaching, the institution is acknowledged as the best IELTS Coaching centre in the District.



Details of student admissions for IELTS for the last 5 years	
Year	Number of students
2014-15	134
2015-16	133
2016-17	119
2017-18	121
2018-19	127

Other European Languages

Short - term courses (70 hrs each) are offered in German, French, Italian and Spanish. Young graduates and post graduates aspiring to migrate to European countries attend these classes both on full time and part time basis.

Name of course	Number of students admitted			
	2015-16	2016-17	2017-18	2018-19
German	7	0	6	31
French	3	-	1	6
Italian	-	-	0	1
PSC Coaching	-	-	-	54

Coaching for Competitive Examinations

Coaching classes are conducted to prepare students for all examinations conducted by the Union Public Service Commission, and the Kerala Public Service Commission. Students are also trained for recruitment examinations for jobs in Banks and the Railways.

Basic Computer Training

This training programme generally caters for housewives and senior citizens who wish to learn the use of computers. MS Office forms the main feature of the training and it includes MS Word, MS Excel, MS Powerpoint and Internet.

Vacation classes

During annual school vacation, classes are conducted for children in Spoken English, Computer education, Music (Instrumental), Drawing and Painting

**REPORT OF THE FIRMAT COURSE CONDUCTED FOR THE ZOOLOGY STUDENTS IN THE
MONTH OF MAY, 2018.**

National Skill Development Corporation (NSDC) is an agency under the Ministry of Skill Development and Entrepreneurship, Government of India, established to provide skilled manpower across various industry sectors. There are many Training Skill Partners, that provide Skill programmes under NSDC and Knack Enlight is one such server. FIRMAT is a skill course established by Knack Enlight to provide the skill training for youngsters in the fishery sector. The course is certified by NSDC Agriculture and Allied Sector and is meant to fill the Skill Gap in the sector, as per the graph published by NSDC, 2012.

These courses are available for younger graduates in B.Sc and M.Sc. The Course fee for this certification programme is 23000 INR, but the trainees will only have to pay 3500 INR, availing the fee concession by the Central Government. Once the training is completed, the trainees will be given a job placement by the central government and also a certificate authorized by National Skill Development Corporation.

Courses are conducted in the nearest Kaushal Kendras (PMKVY) or in Institutions that request for such skill courses. Fatima Mata National College, Kollam is one such institution. These programmes are usually given under Mahatma Gandhi University. This is the first time Kerala University in alliance with Fatima Mata National College has conducted this programme. The skill implementation program was suggested by Mrs. Nisha Thomas P., Assistant Professor of Zoology, who was instrumental in conducting the training at Fatima Mata National College, Kollam. She was the Co-ordinator of the programme. The facilities

and support given by all the Teaching staff, and Non-Teaching staff were remarkable and extraordinary.

Under this skill course, the students are trained in Basic Communication Skills, Information Technology (IT) and the skill they opt for, this case, Fisheries. 55% of skill training is based on practical knowledge instead of theories. Since FIRMAT course focus on practical knowledge, students are given field training.

The topics covered under the course were handled by industry experts and faculties who have expressed their talent in the field and are serving for the NSDC, to enrich the young generation.

The Fisheries Resource Management (FRM) topic which is considered as the foundation stone for stepping into the Fisher sector was handled by Mr. Vinu Wilfred, M.Phil, who is serving as a resource person for the NSDC, Fisheries and Allied Section. He gave a crystal clear idea about the subject and had conducted an evaluation at the end of the sessions where all the students correctly answered all the questions. This assessment boosted the confidence level of the students generating a trust that they could do something special, apart from their regular academics.

The basics of aquaculture, ornamental fisheries, aquasystemsetc were handled by NSDC Freelance Trainers, Mr. Rajesh S, and Ms.Athira Suresh, who hold a Post Graduate degree in the field.

As the sector is directly linked to living population, Quality is extremely important. The crucial part of Fishery Sector is the Hazard Analysis Critical Control Point (HACCP) which

aims to maintain the safety of the sector products which are edible and non edible. The standards to follow while ensuring the same has been dealt by Mrs. AswathyChandran, Senior Scientist at Central Institute of Fishery Technology, CIFT, Cochin.

The students were taken to the Aayiramthengu Government Fish Farm for field training. There they were trained in various techniques such as hatchery, rearing, etc. The training made the students aware of the importance of mangroves and marshy areas. They were also exposed to the different gears and nets used in the fishery sector. The field training was given to the students by Manjusha A, Senior Fishery Inspector, Department of Fisheries, Govt. of Kerala.

At the end of the sessions, students were very happy, as it was the first time they had been given such an opportunity. They had never seen activity oriented Communicative English learning before. The IT sessions covered every aspect. They found the entire programme very interesting. The main attraction of the training was when we asked the students to make a collage based on their reviews and opinions. It was filled with nothing but positive comments.

THE THEORY CLASSES TAKEN IN THE COLLEGE BY THE FIRMAT TRAINERS





THE PRACTICAL SESSIONS IN COLLEGE





THE IT SESSION IN PROGRESS



FIELD STUDY AT THE AYIRAMTHENGU FISH FARM



REPORT OF THE “FIRMAT” COURSE, 2019

The National Skill Development Corporation (NSDC) is an agency under the Ministry of Skill Development and Entrepreneurship, Government of India, established to provide skilled manpower across various industry sectors. There are many Training Skill Partners, that provide Skill programmes under NSDC and Knack Enlight is one such server. FIRMAT is a skill course established by Knack Enlight to provide the skill training for youngsters in the fishery sector. The course is certified by NSDC Agriculture and Allied Sector and is meant to fill the Skill Gap in the sector, as per the graph published by NSDC, 2012.

The classes for the second batch of students commenced on 27-5-2019 at the seminar hall of the Department of Zoology, Fatima Mata National College, Kollam. During the brief inaugural session, the HOD, Dr. Sherly Williams spoke to the students on the various extra curricular activities taken up by the department to hone the skill of its students in order to achieve career growth. The skill implementation program was suggested and co-ordinated by Mrs. Nisha Thomas P, Assistant Professor of Zoology, who played a pivotal role in the conduct of this training programme. The facilities and support given by all the Teaching and Non Teaching staff were remarkable and extraordinary.

14 students -7 I PG students and & UG students enrolled for the course this year. The 60 hour course was divided into 13 schedules with the classes starting from 9.30 am to 4.00pm. Under this skill course, the students were trained in Basic Communication Skills, Information Technology (IT) and the skill they opt for, this case, Fisheries. 55% of skill training is based on practical knowledge instead of theories. Since FIRMAT course focusses on practical knowledge, the students were also given field training.

The following instructors engaged the classes:

Date & Day	Session(FN /AN)	Topic taken	Name & Designation of Instructor
27/5/2019, Monday	FN	Practicals on the 'Usage of the English language'	Jithin Joy Tinu (ELT & Life Skill Trainer, NSDC)
	AN	Marketing Techniques using the English language	
28/5/2019, Tuesday	FN	Speech preparation and presentation	Jithin Joy Tinu (ELT & Life Skill Trainer, NSDC)
	AN	English Grammar skills	
29/5/2019, Wednesday	FN	Ornamental Fishes	Ms. Sofji S Bhadran (Extension Officer, Dept of Fisheries)
	AN	Field Trip to Govt Fish Hatchery, Thevally	Ms. Sofji S Bhadran (Extension Officer, Dept of Fisheries) & Mr. Aneesh S (HDC at MPEDA)
30/5/2019, Thursday	FN & AN	Aquaculture	Mr. Ragesh S (Ph.D, CUSAT, Kollam)
31/5/2019, Friday		Communicative English	Jithin Joy Tinu

	AN	& Job opportunities –how to prepare and face an interview	(ELT & Life Skill Trainer,NSDC)
	AN	Aquarium Setting – demonstration and practical session on construction of an aquarium.	Mr.Aneesh S (HDC at MPEDA
1/6/2019	FN	Aquarium Accessories	Mr.Aneesh S (HDC at MPEDA
	AN	Fish Processing	Dr.Sophia Margret Joseph (Assistant Director, Dept of Fisheries)
3/6/2019, Monday	FN	Oyster and Mussel Culture	Mr. Sabu Joy Leonard (VHSS, Valiathura,Tvpm)
	AN	Demonstration of REN preparation	
8/6/2019, Saturday	FN	Fisheries products i.e. Value Added products	Mr. Sabu Joy Leonard (VHSS, Valiathura,Tvpm)
	AN	Sustainable use of Resources & Aquarium tank construction	
22/6/2019, Saturday	FN & AN	Preparation of Resumé and Curriculum Vitae(CV)	Jithin Joy Tinu (ELT & Life Skill Trainer,NSDC)
2/7/2019,Tuesday	FN	Practical Session on ‘Making of Value added fish food products from trash fish’	Mr.Noby (Production Assistant – Value Added Products,ICAR-CIFT)
3/7/2019,Wednesday	FN & AN	HACCP – Hazard Analysis Critical Control Point	Dr.Rejisha R (CIFT,Cochin)
13/7/2019,Saturday	FN & AN	Field visit to Govt Fish Farm, Ayiramthengu&Azheekkal Backwaters	Mr.Midhun (Project Assistant at the fish farm) &Mr.Aneesh S (HDC at MPEDA
31/7/2019,Saturday	FN & AN	IT Practical Sessions	Jithin Joy Tinu (ELT & Life Skill Trainer,NSDC) &Mr.Jees(Computer Lab Assistant)

The topics covered under the course were handled by industry experts and faculties whose expertise has been availed by NSDC, to enrich the young generation.

The Fisheries Resource Management (FRM) topic which is considered as the foundation stone for stepping into the Fishery sector was handled by Mr. Sabu Joy Leonard, Trainer – Vocational Higher Secondary School, Trivandrum, who is also serving as a resource person for the NSDC, Fisheries and Allied Section. He gave a crystal-clear idea about the subject and conducted an evaluation at the end of the sessions where all the questions were answered correctly. This assessment boosted the confidence level of the students generating a belief that they could do something special apart from their regular academics.

The basics of aquaculture, ornamental fisheries, aquasystems etc were handled by NSDC Freelance Trainers, Dr. Ragesh S(Cusat). As the sector is directly linked to living population, quality is extremely important. The crucial part of Fishery Sector is the Hazard Analysis Critical Control Point (HACCP) which aims to maintain the safety of the sector products which are edible and non edible. The standards to follow while ensuring the same has been dealt by Dr, Rejisha R, Senior Scientist at Central Institute of Fishery Technology, CIFT, Cochin.

Aayiramthengu Government Fish Farm is where students were taken for field training. There they were trained in various techniques such as hatchery, rearing etc. The training served to make the students aware of the importance of mangroves and marshy areas either. They were also trained in different gears and nets used in the fishery sector. The field training was given to the students by Manjusha A, Senior Fishery Inspector, Department of Fisheries, Govt. of Kerala.

At the end of the sessions, students were very happy to have attended such a rigorous yet interesting programme. They had never before attended such activity oriented Communicative English learning classes before. The IT sessions covered every aspect. They found the entire programme very interesting. The main attraction of the training was when we asked the students to make a collage based on their reviews and opinions, it is filled with nothing but positive comments.

DEPARTMENT OF MALAYALAM

Report On Add-On Course

'Malayalathrapravarthanam'

മലയാള വിഭാഗം - രാജ്യം രാജ്യം
റിപ്പോർട്ട്.

മലയാള വിഭാഗത്തിന്റെ രാജ്യം രാജ്യം-
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രാജ്യം 4.30 വരെ രാജ്യം രാജ്യം രാജ്യം
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DEPARTMENT OF PHYSICS

Report On Add-On Course

'Radiation Physics'

Department of Physics launched a newly introduced add-on course 'Radiation Physics' on 22nd August, 2019. The program was launched by Rev FrDrRolden Jacob. MrNijuThankachan, Assistant Professor, Department of Radiotherapy, Govt. Medical College, Thrissur, gave a talk on the relevance of the subject and its application to the present day life.

Admission started on the same date. Applications from different departments were invited. More than 100 students approached for the admission. From this 56 students were selected who shows strong enthusiasm for the relevant topics. 7 students are from the department of zoology and the remaining belongs to the department of Physics. Amitha Teresa (1st MSc Physics) is selected as the class coordinator. A whatsapp group of students and the teachers was created. The information about the classes is communicated through the group.

DrJojo P J, MsBindhu Christopher, Dr Ben Byju, DrBenzon K B, DrShyma Mary Y and MrPatric V Lobo are the resource persons in this course. DR Jojo P J handles the overall introduction of radiation physics. Dr Ben Byju, DrBenzon K B and DrShyma Mary Y handle the fundamentals of radiation and nuclear physics. MsBindhu Christopher and MrPatric V Lobo handles the advanced topics in radiation physics such as radiological diagnosis, nuclear medicines, therapy technologies. Bindhu Christopher also handle the topics about the awareness of biological effects of mobile phone radiation to the students.

Classes are conducted every Thursday and Friday morning, from 9am to 10am. It is decided that the students will be sent for a one-week internship at Trivandrum medical college along with an industrial visit to Cancer Research Centre.



Department of Chemistry

Add on Course : Drinking Water Quality Analysis (2019 - 2020)

- List of students enrolled : 30

Sl. No	Name of student	Class	Register No.	Grade secured/ Remarks
1	Anagha K.S.	DC III Chemistry	19 UWQ001	A
2	Simmy Varghese	DC III Chemistry	19 UWQ002	A
3	Rojis Mariam Raju	DC III Chemistry	19 UWQ003	A
4	VarshaVinay	DC III Chemistry	19 UWQ004	A
5	Blessy Sam	DC III Chemistry	19 UWQ005	A
6	ReshmaRaju	DC III Chemistry	Drop out	Drop out
7	Akhila Suresh	DC III Polymer Chemistry	19 UWQ006	A
8	VinithaVavachan	DC III Polymer Chemistry	19 UWQ007	A
9	Nithya Raj B.	DC III Polymer Chemistry	19 UWQ008	B
10	SojiBoban	DC III Polymer Chemistry	19 UWQ009	A
11	Thasleema N.	DC III Polymer Chemistry	19 UWQ010	A
12	Joji Jose	DC III Polymer Chemistry	19 UWQ011	A
13	Aneesh A.	DC III Polymer Chemistry	19 UWQ012	A
14	Hajirah J.D.	DC III Polymer Chemistry	19 UWQ013	A
15	Novita Nixon	DC II Chemistry	19 UWQ014	A
16	Deema Daniel	DC II Chemistry	19 UWQ015	A
17	Steffy Thomas	DC II Chemistry	19 UWQ016	A
18	FathimathulFida S.	DC II Chemistry	19 UWQ017	A
19	Bijiny P. Vaidyan	DC II Chemistry	19 UWQ018	A
20	Aiswarya J Nair	DC II Chemistry	19 UWQ019	A
21	Agnus K. Anil	DC I Chemistry	19 UWQ020	A
22	Abitha S. Sabu	DC I Chemistry	19 UWQ021	A
23	Teena Prasad	DC I Chemistry	19 UWQ022	A
24	Ansiya N.	DC I Chemistry	19 UWQ023	A
25	Nandhana Anil	DC I Chemistry	19 UWQ024	A
26	Gokul P.	DC I Chemistry	19 UWQ025	A
27	Sandeepal S.	DC I Chemistry	19 UWQ026	A
28	Pranav D.	DC I Polymer Chemistry	19 UWQ027	A
29	AlphyCleetus	DC I Polymer Chemistry	19 UWQ028	A
30	Aleena Wilson	DC I Polymer Chemistry	19 UWQ029	A



DEPARTMENT OF MATHEMATICS

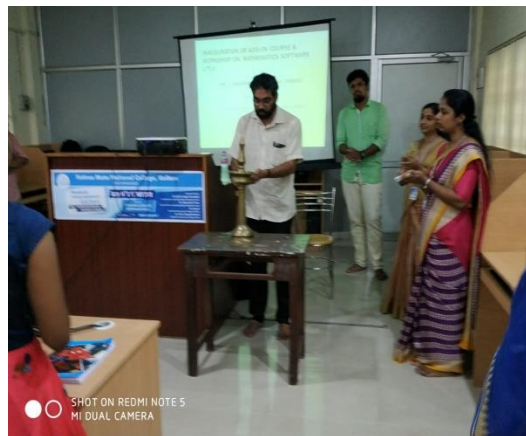
MATHEMATICS SOFTWARE L^AT_EX

List of students

Sl. No.	Candidate Code	Name
1	U 1911002	AtheenaAbubaker
2	U 1911003	Divya R.
3	U 1911004	Jaisy J.
4	U 1911007	Grace Thomson
5	U 1911008	Akhila P. Sunil
6	U 1911009	Amala Jacob
7	U 1911011	Jincy P. S.
8	U 1911012	Juliet Yohannan
9	U 1911014	Krishnendu S.
10	U 1911015	Princy P.
11	U 1911016	Sonu Jose
12	U 1911020	Aarathy A. S.
13	U 1911022	Akhila Mary
14	U 1911023	Aleena A.
15	U 1911024	Amanda Meritta Austin
16	U 1911026	Ann Mary A.
17	U 1911027	Anu Sandra William
18	U 1911030	Benzila Benny
19	U 1911031	Bincy Wilson
20	U 1911033	Feba Francis
21	U 1911034	Geethu G.
22	U 1911037	Jerlin Lopez
23	U 1911038	Lekshmi P. S.
24	U 1911041	NimiHarison
25	U 1911045	Shincy S.
26	U 1911047	Sona Johnson
27	U 1911048	Sona Thomas
28	U 1911049	Soorya S.
29	U 1911050	Soorya T. S.

Details of classes taken

Sl No	Date	Name of the teacher	No. of Hours	No. of students present	Topics covered
1	03/09/2019	C. Chandra Babu	3	29	Basics of L ^A T _E X



Department of Commerce

Report on Add on Course in Applied Business Accounting

11/12/2019

Commencement of classes -7/08/2019

No. of students enrolled - 31

No. of Classes taken - 4

No. of Classes remaining - 26

Objectives and Syllabus

The add on programme runs through six semesters of the undergraduate programme, one paper in each year covering two semesters (S1&S2, S3&S4 and S5&S6). The following are the papers to be covered in each year.

1. Essentials of Applied Book-keeping.
2. Basic Accounting Applications
3. IT Based Applied Accounting.

After having been successfully completed the paper Essentials of Applied Book-keeping during the first year of the U G programme the candidate is considered completed certificate programme. The successive and successful completion of the paper, Applied Accounting and AS, the candidate will be awarded a diploma. Similarly, on completion of all the three papers in the third year, the candidate will be awarded advanced diploma.

Course objectives/outcomes

The overall objective of the programme is to enable the students to handle independently the accounting vocation in industries under different organisational set up. It also facilitates them in continuing advanced studies in professional accounting. The following are specific objectives:

1. To equip the students with strong practical fundamentals in applied book keeping.
2. To enable the students on applied aspects of preparation of general purpose financial statements and to elicit information there from.

3. To familiarise the students about Indian Accounting Standards in professional accounting practices.
4. To make the students capable of preparing and generating electronic form of accounting information.
5. To enable the students to explore advanced level applied aspects of accounting and to pursue themselves for professional accounting programmes.

Paper I: COA 101 - Essentials of Applied Book-keeping.

No. of instructional hours: 30

Aim of the paper: To equip the students with the preparation of accounts of various business areas and to acquire strong practical fundamentals in applied book keeping.

Course Objectives

1. To create conceptual and practical awareness on accounting cycle.
2. To enable the students to understand the underpinnings bill transactions.

Module 1: Review of accounting cycle-I : Financial information – Concepts and conventions – Journal – Ledger – Subsidiary books.

(10 Hrs)

Module 2: Review of accounting cycle-II : Errors and rectification – Bank reconciliation statement – Bill Transactions - Trial balance.

(10 Hrs)

Module 3: Financial Statements : Final accounts with advanced adjustments – Balance sheet – Significance and implications.

(10 Hrs)

Structure for preparing question paper: Theory 20% , Problem 60% and Practical 20%

Books Recommended:

1. Gupta R.L. and Radhaswamy. M. *Advanced Accountancy*, Sultan Chand & Sons, New Delhi.
2. Shukla M.C.,Grewal T.S and Gupta S.C. *Advanced Accounts*, S. Chand & Co. Ltd., New Delhi.
3. Jain S.P. and Narang. K.L. *Advanced Accountancy*, Kalyani Publishers, New Delhi.
4. Naseem Ahmed, Nawab Ali Khan and Gupta M.L. *Fundamentals of Financial Accounting Theory and Practice*, Ane Books Pvt. Ltd., New Delhi.
5. Maheswari S.N. and Maheswari S.K. *Advanced Accountancy*, Vikas Publishing House, New Delhi.
6. Mukkerji&Haneef. *Advanced Accountancy*, TMH, New Delhi.

Paper II: COA 201 - Basic Accounting Applications

No. of instructional hours: 30

Module I: Cash flow analysis - Cash Flow statement- meaning- objectives and uses- differences between Cash Flow Statement and Fund Flow Statement- Preparation of Cash Flow Statement.

(6 hrs)

Module II: Fund flow analysis - Fund flow statement- Meaning - objectives-uses of Fund Flow statement- differences between Fund Flow Statement and Balance sheet- differences between Fund Flow Statement and Income statement- Preparation of Fund Flow Statement.

(6 hrs)

Module III: Ratio Analysis – Meaning – Importance – Temporal analysis and cross sectional analysis – Liquidity ratios – Solvency ratios – Profitability ratios – Leverage ratios – Coverage ratios – Interrelationships between ratios – Preparation of Final statements using ratios (simple problems)

(18 hrs)

Books Recommended:

1. Garrison H., Ray and Eric W. Noreen. *Managerial Accounting*, Tata McGraw Hill Co. New Delhi
2. Khan, M.Y. and P.K. Jain. *Management Accounting*. Tata McGraw Hill, PublishingCo., New Delhi.
3. Man Mohan, Goyal S.N. *Principles of Management Accounting*, SahityaBhawan Publications, Agra.
4. ShashiK.Gupta and Sharma R.K. *Management Accounting*, Kalyani Publishers, New Delhi.
5. Gupta S.P and Sharma R.K. *Management Accounting*, SahityaBhawan Publications, Agra.
6. Kulshustia and Ramanathan. *Management Accounting*, Sultan Chand & Sons, New Delhi.
7. Maheswari S.N. *Management Accounting and Financial Control*, Sultan Chand & Sons Delhi.
8. Pandey I.M *Principles of Management Accounting*, Vikas Publishing House, New Delhi.
9. Khan M.Y & Jain P.K. *Management Accounting*, Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
10. Revi M. Kishore. *Management Accounting*, Taxman Publications Pvt.Ltd., New Delhi.

Paper III: COA 301 - IT Based Applied Accounting.

No. of instructional hours: 30

Aim of the course: To update and expand the skills in the application of accounting packages.

Course objectives:

1. To expose the students to computer application in the field of Accounting.
2. To develop practical skills in the application of Accounting Package.

Module I: Company creation and set-up of accounts in Tally (8.1 or higher version), Creation of a Company, Alteration, deleting, and shut a Company - concepts of Grouping of Accounts – Predefined account groups, display or alter groups. Creating Ledger Accounts – Predefined ledger accounts, creation, display, alter and deleting ledger accounts - Inventory – items, groups, units, creating a single stock group, creating a multiple stock group, stock items.

(10Hrs)

Module II: Accounting vouchers: - Vouchers, Types of Vouchers , Creation of Voucher type, Types of accounting Vouchers , Cost centre and cost category, interest calculation, Reversing journals and optional voucher, Memorandum Voucher - Inventory vouchers – stock journal, Stock category, bill-wise details, multiple Godowns, - Working with payroll info menu- payroll configuration - payroll vouchers- payroll reports.

(10 Hrs)

Module III: Report Generation and Printing - Display of Trial balance, profit and loss accounts, balance sheets, consolidated statements companies/branches. printing reports.

(10 Hrs)

Recommended Practicals: Application of Tally - creation of companies; creation of primary groups, secondary groups; creation of ledgers; creation of inventory – items, groups, units etc.; Creation of different types of vouchers; bills wise details; interest calculation, creation of godowns; Preparing, display and alter books of accounts, preparing stock reports, stock query, branch accounts, invoices, and price list and bank reconciliation statement.; Creating payroll vouchers , Generating fund flow statements, ratio analysis statements, budgets; preparation of TDS return. ; Generating Trial balance, Profit and Loss Accounts, Balance Sheets,

Books Recommended:

1. Institute of Computer Accountants .*Tally*,Vikas Publishing House, New Delhi.
2. Tally Academy .*Tally Manual*.
3. TALLY 9 Uptorelease 3.0, Computech Publications Ltd., New Delhi.

List of students

1. Aleena Dickson
2. Aleena Anil
3. Tirzah Susan Thomas
4. Areena Anil
5. Mobi Jacob
6. Sona Anna Shaji
7. Anjana K
8. AtheenaNisam
9. Sona Elizabeth
10. Giya G
11. Tessy Douglas
12. Femina Francis
13. Sr.LeenaLeen
14. Anju P Madhu
15. Jinza J Benjamin
16. MeenuRaju
17. Joby Joseph
18. Jyothika P
19. Yadhu Krishna
20. Nikhil Mathews
21. ChaithanyaSudhirPhadataré
22. Angel
23. Vishnu P Nair
24. Aravind V K
25. AmalDev
26. Hans Morrison John
27. Dhanus Nair S
28. Arun Joy
29. Ajith N Sharma
30. Aswan V
31. Akash Antony

Photo gallery



Add on Course
Department of English
Proficiency in English and Soft Skills

Department of English, Add on Course commenced on 03 August 2019. Dr. Anup Nair, Assistant Professor, Department of English, Bishop Moore College, Mavelikara was the Resource person for the first class. He trained students to speak English by using short phrases in typical daily settings. Also, various interactive programmes were organized to build their confidence in speaking English. 53 students have registered for this course.

The objective of this course is to enable the students to acquire proficiency, both in spoken and written language. The course contains four modules, **Module 1-Grammar and Vocabulary** – helps students to use correct grammar and proper pronunciation. **Module 2 – Principles of Communication** – focuses on the four skills – listening, speaking, reading and writing. **Module 3 – Soft Skills**- teaches how a student can cultivate soft skills and **Module 4 – Practical Session** – encourages a student to participate in group discussion, interview and debate.

At the end of the course, the student will be able to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills and enhance skills in spoken English. In addition the student can cultivate basic interpersonal communicative skills and soft skills. Eventually, the student can achieve excellence in both personal and professional life.

Duration :30 Hours

Fee : 1000/-

REPORT OF THE ADD-ON COURSE OF THE DEPARTMENT OF ZOOLOGY

Course Name : Aquarium Construction and Maintenance

The Add on course has been tailored to train the students in the field of ' Aquarium Construction and its Maintenance'. Aquarium keeping is considered to be the world's second most popular hobby and this course aims to provide its beneficiaries, the training and confidence to become entrepreneurs/ professional hobbyists. The course structure deals with the Importance of Fish Keeping, History of Aquarium, Tank designing and construction, Hood Making, Internal and external designing of the aquarium, ornamental fish breeding, etc.

Day 1 : 31-8-2019

The class for the first batch of the Add on course offered by the Department of Zoology commenced on 31-8-2019 with the 28 IB.Sc Zoology students who had enrolled for the course. The programme comprised of a very brief inaugural function followed by the classes by Mr. Jithin T and Mr. Aneesh S (Both working at MPEDA, Kollam and associated with KNACK ENLIGHT). The Course Co-ordinator Mrs. Nisha Thomas welcomed the gathering and the HOD, Dr. Sherly Williams E inaugurated the programme. The forenoon session was handled by **Mr. Jithin T** with an ice breaker session, after which he spoke about the advanced courses offered by various colleges and institutes as well as the career prospects related to this course and the fisheries sector as well. The students found the session to be very enlightening.

The afternoon session was handled by **Mr. Aneesh** who spoke on the importance of fish keeping and aquarium construction and maintenance.

Day 2 :28-9- 2019

Practical training is an inevitable session of the course where students are given hands- on practical training. Apart from theoretical sessions, these sessions serve to ingrain in the minds of the students the various techniques in aquarium construction. In this session, the various methods of tank construction was demonstrated by **Mr. Aneesh** . He then got the students to construct tanks on their own.

Day 3 :19 -10- 2019

Mr. Aneesh engaged both the sessions , in which he spoke about how to accessorise the fish tank and introduced the concept of fish breeding.

Day 4 :26-10- 2019

The forenoon session was handled by Mrs. Sofji S Bhadrans (Technical Assistant, Dept of Fisheries). She spoke about the different types of ornamental fishes and their breeding. The class proved to be very informative. This was followed by a visit to BFFDA at Thevally, where the students were able to gain firsthand knowledge about various ornamental fishes they had learnt about during the theory class in the morning.

Aquarium construction



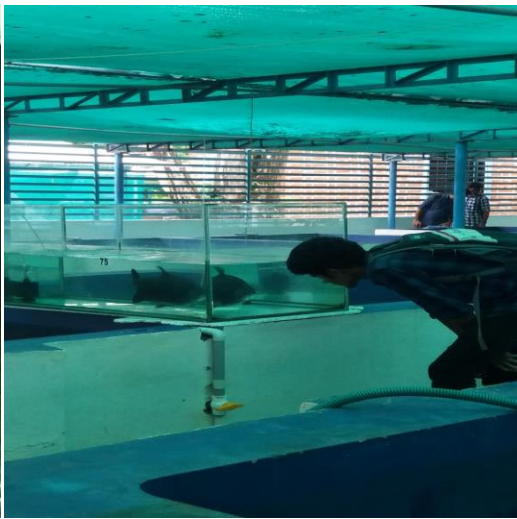
Class by Mrs. Sofji S Bhadrans (Technical Assistant, Dept of Fisheries)





Visit to BFFDA





REPORT ON 'ADD ON COURSE'

CERTIFICATE IN COUNSELLING

DEPARTMENT OF PSYCHOLOGY

The add on course being offered by the Department of Psychology is titled "CERTIFICATE COURSE IN COUNSELLING". The course enables the learners to gain firsthand knowledge about the basic counselling skills and techniques, and also empower them with the holistic aspects of counselling. Fine tuning of the skills is made possible through the practicum sessions and through the mandatory clinical hours required. Case reporting will also add to the experiential element. The focus and attention to the practicum sessions as well as the report submission requirements will increase the employability of the students of this course, and also provide them with a greater advantage over their peers in other institutions.

The intake for this course was restricted to ensure that proper care and attention could be focused on each and every individual. This was a measure adopted with the foresight that the learners would one day be applying the knowledge they accumulate through this course on other human beings who are very much needy of help. There are 33 students for the batch and classes are already underway as per the schedule, designed with the idea that they will be able to avail the mandatory clinical hours on days other than the normal academic days.



FATIMA MATA NATIONAL COLLEGE, Kollam

Department of Botany

Report of Add on course - MUSHROOM CULTIVATION

The Post graduate and Research Department of Botany is conducting an add on course in Botany in the topic “MUSHROOM CULTIVATION” for the students of this department and the other students of this college.

For this academic year the add on classes were formally inaugurated by Mrs. Reshmi , Agriculture Officer, Thevalakkara on 15-10-2019. She delivered a key note talk for one hour on ‘Mushroom Cultivation’ and discussions were done by the students. 40 students of our department has registered for this course. We are happy to say that the students are very much interested to study something interesting other than their curriculum. Till December, 2019, we have already taken only 5 classes and hope by the end of January, 2020, we could finish the classes and can conduct the examination for this course .

Mrs. NirmalaJeyrani

Co-ordinator

Dr. Merilyn V J

Head of the Department of Botany