



SYLLABUS OF CERTIFICATE /ADD ON/VALUE ADDED COURSES.

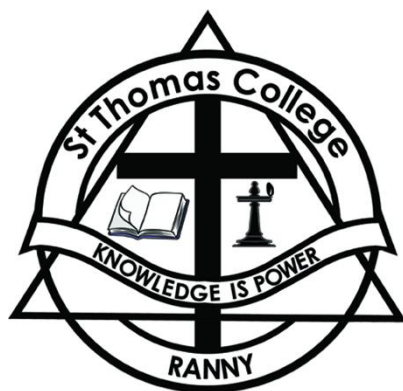
ACADEMIC YEAR : 2020-2021

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ST. THOMAS COLLEGE , RANNI

(Affiliated to Mahatma Gandhi University)

DEPARTMENT OF ZOOLOGY



Scheme and Syllabus of
Certificate Course
2020-2021

STCZYCC02.

Bio and Organic fertilizers and Its Applications



BOARD OF STUDIES (BoS)

- Chairman** : **Dr. R. Aruna Devy.** (Head of Department of Zoology)
- External Faculty** : **Dr. Sajeshkumar N K** (Assistant Professor, Department of Biotechnology, Mar Augusthinose College Ramapuram)
- Members** : **Dr. Sreejaya R (Course Coordinator,** Dept. of Zoology)
: **Ms. Dernia Alex** (Guest faculty, Department of Zoology)

INTRODUCTION

The Certificate Courses aims to provide learner centric graded skill orient technical training, with the primary objective of improving the employability skills of students

AIM OF THE PROGRAMME

Understanding various aspects of the subject and acquiring methodological knowledge of them.
Application of this knowledge in a suitable manner in required fields.

ELIGIBILITY FOR ADMISSIONS

All UG students from Zoology departments of St. Thomas College Ranni college can apply. The number of intakes to the course is limited to 25. The course can be offered only if there are at least 10 students opting for it.

MEDIUM OF INSTRUCTION: English.

DURATION OF THE COURSE

The duration of value-added course is 30 hours (including the hours of final examination) of which 15 hrs theory and 15 hrs for laboratory/demonstration/experimental activities and the course can have a maximum of one hours a day.

The value-added courses will be offered beyond the usual class hours and days of the college. The value-added course will be a blend of theory classes / experimental learning / project-based learning / assignments / activity-based learning.

COURSE OBJECTIVES

1. To sensitize students on the relevance of Organic and Bio fertilizers
2. To develop practical skills for the management of Organic and Bio fertilizers
3. To equip the students with the methods to convert Bio waste in to value added fertilizer.
4. To create an awareness in students to develop concept of organic farming
and adopt technologies and methods leading to the reduction chemical fertilizers.

COURSE OUTCOMES

- Imparting basic knowledge in the organic farming

- To equip the candidates to meet the demands by self farming
- To be aware of the personal and environmental effects of chemical fertilizers
- Promoting the application of organic and bio fertilizers for food production through implementation of experiments and demonstrations.

EVALUATION

1. The value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is two hours.
3. The total marks of the examination shall be 100

Components of Evaluation	Marks
Attendance	10
Assignment / Seminar	10
Project & Viva	30 (20+10)
External Examination	50
Total	100

Pattern of questions Paper

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	5/7	10
2	Short essay/problem	5	4/6	20
3	Essay/problem	10	2/4	20
Total				50

4. A committee consisting of the Head of the Department, the course coordinator and a senior faculty member nominated by the Head of the department shall monitor the evaluation process.
5. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
6. The Dept. course coordinator is responsible for maintaining and processing the record with regard to the course, assessment marks and results.
7. Certificates will be issued to those students with 75% attendance, timely submission of assignment and project and a minimum of 40% marks in the qualifying examination.

Grading Pattern

Grades are given **on a 7-point scale** based on the total percentage of marks secured in internal and external assessment, as given below: -

Percentage of Marks	Grade
95 and above	S Outstanding
85 to below 95	A⁺ Excellent
75 to below 85	A Very Good
65 to below 75	B⁺ Good
55 to below 65	B Above Average
45 to below 55	C Satisfactory
35 to below 45	D Pass
below 35	F Failure
Absent	Ab

SYLLABUS
STCZYCC02. Bio and Organic fertilizers and Its Applications

Total hours of instruction: 30 Hours

Module 1: 6 Hrs

Biofertilizers - Introduction, scope and benefits of biofertilizers. Microorganisms in soil, A general account of common Biofertilizers organisms- A general account of bacterial biofertilizers organisms. Azospirillum, Azotobacter, Phosphobacteria and Rhizobium. Commonly used biofertilizers in India. Role of microorganisms in biogeochemical cycles. Carbon and Nitrogen cycle, Biological Nitrogen Fixation.

Module 2: 4 Hrs

Types of biofertilizers. Application of biofertilizers to crop. Advantages and disadvantages of biofertilizers, Different types of composting techniques- aerobic, anaerobic, Vermicomposting and pipe composting technology. Mass production technology for biofertilizers.

Module 3: 5 Hrs

Organic fertilizers- Introduction, scope and benefits. Sources of organic fertilizers. Preparation of different types of Organic fertilizers. Advantages and disadvantages of organic fertilizers. Application of organic fertilizers in organic farming and gardens. Role of organic fertilizers to increase the microbial diversity in the soil.

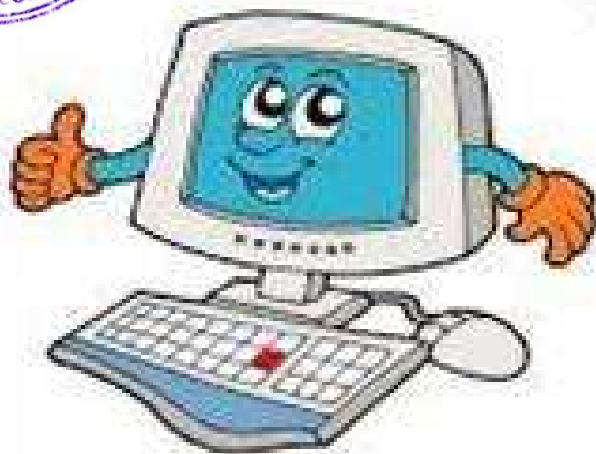
DEMONSTRATIONS/PRACTICALS (15 Hrs)

1. Estimation of Nitrogen in the soil
2. Estimation of carbon in the soil
3. Estimation of pH of the soil
4. Identification of different types of earthworms
5. Bacterial staining
6. Isolation and cultivation of Azotobacter, Rhizobium, Azospirillum, Cyanobacteria, Actinomycetes, Mycorrhiza (any one)
7. Biofertilizer production using Rhizobium or Nitromonas.
8. Comparison of different soils from bio, organic and inorganic fertilizers field.

Assignment & Test paper

References:

1. Biotechnology - An introduction by Susan R Barnum, Thomsun Publishers.
2. Preface to Manual on Biofertilizer Production and Application
by Dr. Sueo Machi, the FNCA Coordinator of Japan Biofertilizer Manual, FNCA Biofertilizer Project Group, Forum for Nuclear Cooperation in Asia. Japan Atomic Industrial Forum, Tokyo.



CERTIFICATE COURSE IN COMPUTER AWARENESS

**DEPARTMENT OF
BOTANY**

2020-2021

CERTIFICATE COURSE IN COMPUTER AWARENESS

OBJECTIVE: The course is designed to aim at imparting a basic level appreciation programme for the student community. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information and become digitally literate. This would also aid the PC penetration program. This helps the them to maintain their small account using the computers and enjoy in the world of Information Technology.

SYLLABUS

1. COMPUTER APPRECIATION COURSE

4 HRS

Computer - an Overview, Operating System (Windows/Linux), Introduction to Word Processing, Introduction to Spreadsheet, Introduction to Presentations, Internet.

2. COMPUTER APPLICATIONS

7 HRS

Introduction to Computer, DOS, Operating Systems (Windows/Linux), Word Processing in detail, Spreadsheet (Excel) in Detail, Presentation in Ms-PowerPoint

3. FUNDAMENTALS OF COMPUTER

7 HRS

What is a Computer, Characteristics of a Computer, Generation of computers, Introduction to the binary system, Components of a Computer, Input units, Output units, Processing units, Storage, Classification of computers, Networking, Software and Installation, Operating systems, Computer languages, Applications of Computer.

4. PRACTICALS

12 HRS

Lab 1: Creation and Editing of Word Document

Lab 2: Creation, Editing and Manipulation of Spreadsheet MS Excel

Lab 3: Making small presentations using MS Power Point

Signature of the HOD



ST.THOMAS COLLEGE, RANNI
(Affiliated to Mahatma Gandhi University)

DEPARTMENT OF COMMERCE



Scheme and syllabus of
Certificate course
2020-2021

Computerised Accounting



BOARD OF STUDIES (BoS)

Chairman	: Asst.Professor Rengi Abraham (Head of Department of Commerce)
Faculties	:Asst.professor Anjali Jacob
Members	: Anjali Jacob (Course coordinator, Dept of commerce) Dr.Anu T Philip (Asst.professor, Department of commerce)

INTRODUCTION

The certificate course aims to impart basic knowledge of tally among the students and to improve the employability skills of students.

AIM OF THE PROGRAMME

Understanding various aspect of the the tally and acquiring practical knowledge of them.

ELIGIBILITY FOR ADMISSION

All UG students of commerce department of ST.Thomas college,Ranny can apply. The number of intake is limited to 60.

MEDIUM OF INSRUCTION: English

The duration of certificate course is 30 hours(including the hours of final examination) of which 15 hrs theory and 15 hrs for practicals.The certificate course will be offered beyond the usual class hours and days of the college. The certificate course is will be a blend of theory classes, practical and assignments.

COURSE OBJECTIVES

1. To equip the students to meet the demand of the industry by mastering them with industry sought after computerized accounting packages.
2. To expose the students to computer applications in the field of accounting.
3. To develop practical skills in the application of tally accounting packages.

COURSE OUTCOME

- Imparting basic knowledge in the computerized accounting
- Improve the employability skills of students

EVALUATION

1. The value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is one hour for practical and one hour for theory each.
3. The total mark for the examination shall be 100

Components of Evaluation	Marks
Attendance	10
Assignments	10
Practical	30
Theory examination	50
Total	100

Pattern of question paper(Theory)

Sl.No	Pattern	Marks	Choice of Question	Total Marks
1	Short Answer	2	5/7	10
2	Short essay	5	4/6	20
3	Essay	10	2/3	20
Total				50

Pattern of question paper (practical)

Two problems are provided to students, each question carries 15 marks each and total marks is 30

4. A committee consisting of the Head of Department, course coordinator and faculty nominated by head of department shall monitor the evaluation process.
5. The list of the students along with the marks and grades earned may be forwarded to the principal.
6. The HOD and course co-coordinator responsible for maintaining and processing the record with regard to the course, assessment marks and results
7. Certificates will be issued to those students with 75% attendance, timely submission of assignment and minimum 40% marks in qualifying examinations.

Grading pattern

Grades are given on a **3-point scale** based on the total percentage of marks secured in internal and external assessment as given below.

Percentage of Marks	Grade
Above 75	A
50 to below 75	B
40 to below 50	C
Below 40	D(Failed)

SYLLABUS

COMPUTERISED ACCOUNTING

Total Instructional Hours -30 hrs

Module 1 Introduction to computerized accounting (5hrs)

Computerized accounting vs Manual accounting- merits of computerized accounting-Tally ERP9- Features of Tally-Screen components-creation of company-selecting a company-modifying company creation details-Deleting a company-F11 Features-F 12 Configuration

Module 2 Accounts and Vouchers (10 hrs)

Account groups- pre-defined groups-creating single and multiple groups-creation of primary account groups-creating ledger accounts in single and multiple- displaying, altering and deleting account groups and ledgers-Accounting vouchers-bill wise details-altering and deleting a voucher entry-creating new voucher types-modifying an existing voucher-duplicating a voucher-optional vouchers-post dated vouchers-reverse journal-bank reconciliation statement.

Module 3 Accounts with inventory(10 hrs)

Creation of stock category-creating godowns-creating cost categories- purchase/sales orders-Inventory voucher- using accounting vouchers with inventory details

Module 4 Accounting with tax (5 hrs)

F 11 & F 12 settings for taxation- TDS-ledgers related to TDS- creating TDS voucher types- TDS reports-TCS-GST

ST. THOMAS COLLEGE, RANNI
(Affiliated to Mahatma Gandhi University)
DEPARTMENT OF ENGLISH



Scheme and Syllabus of
Certificate Course
2020-2021
FUNCTIONAL ENGLISH



BOARD OF STUDIES (BoS)

Course Co-ordinator-Smt.ElenaSajan

Members- Dr. SnehaElcy Jacob (Head, Department of English)

Smt. Elena Sajan (Asst. Prof., Department of English)

Smt. AneetaChinnu Joseph (Asst. Prof., Department of English)

INTRODUCTION

Certificate course in *Functional English*

AIM OF THE PROGRAMME

To develop students' ability to listen, read, speak and write English and acquire practical command on the language

ELIGIBILITY FOR ADMISSIONS

All first year UG students of the Department of English can apply

MEDIUM OF INSTRUCTION: English.

DURATION OF THE COURSE:

The duration of the course is 30 hours (excluding the hours earmarked for assignment, practice sessions and final examination) and is offered outside of the usual class hours.

COURSE OBJECTIVES

1. To develop four skills namely Listening, Reading, Writing and Speaking
2. To enhance vocabulary and think and speak in English
3. To be able to compose freely and independently in speech and writing
4. To provide linguistic competence

COURSE OUTCOMES

- Students acquire the ability to use English correctly
- Students acquire linguistic competence
- Students accomplish semantic, phonetic graphic and graphic cum phonetic competence

EVALUATION

1. Evaluation is done for a total mark of 100

Components of Evaluation	Marks
Attendance	20
Assignment	20
Practice session	35
Written examination	25 (duration 30 minutes)
Total	100

Pattern of questions Paper

Sl No.	Pattern	Marks	No. of questions	Total marks
1	MCQ	1	25	25
Total				25

2. A committee consisting of the Head of the Department, the course coordinator and other faculty members nominated by the Head of the Department shall monitor the evaluation process
3. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
4. The Dept. course coordinator is responsible for maintaining and processing the record with regard to the course, assessment marks and results.
5. Certificates will be issued to those students with 75% attendance, timely submission of assignment and a minimum of 40% marks in the qualifying examination.

Grading Pattern

Grades are given on a 4-point scale based on the total percentage of marks secured in the written examination and other components of assessment as given below: -

Percentage of marks	Grade
90 and above	A Excellent
75 to below 90	B Very good
55 to below 75	C good
40 to below 55	D Average
Below 40	Failed

SYLLABUS

Functional English

Total hours of instruction: 30 Hours

Module 1: 5 Hrs.

Listening to simple narratives, speech, questions, explanations and their response applicable to both face to face as well as telephonic interaction. Detailed study of the aspects of listening and responding to spoken language

Module 2: 10 Hrs.

Communication of basic information, opinions topics using proper body language as applicable in both face to face and telephonic conversation. Aspects of communication, the adaption of proper speech ethics, understanding the purpose, medium and situation

Module 3: 5 Hrs.

Introduces application of reading techniques, the difference between facts and opinions, understanding facts and inferences

Module 4: 10 Hrs.

Introduces learning the basic style of writing, construction of sentences, the structure of communicating feelings, opinions and information on varied topics.

References

Functional English-Gajendra Singh Chauhan, Smitha Kashiramka, L. Thimmesha

Communication Skills in English – V. Sasikumar, P. Kiranmai Dutt and Geetha Rajeevan

Functional Grammar and Spoken and Written Communication in English-Bikram K Das



HEAD
DEPARTMENT OF ENGLISH
ST. THOMAS COLLEGE



Elena Sajjan
Course Co. ordinator

ST.THOMAS COLLEGE, RANNI
DEPARTMENT OF HISTORY
CERTIFICATE COURSE IN HISTORY-2020-21

**Title of the Programme: HISTORY OF PLANTATION INDUSTRY IN THE
HIGH RANGES**

Instructional Hours: 30

SYLLABUS

MODULE:01 4 hrs

Kerala's Spices Trade up to Colonial Period- Portuguese, Dutch and British interventions.

MODULE:02 10 hrs

British Colonialism and the emergence of plantations-Tea, Coffee, Spices, Rubber-Estates-Harrison-Kannan-Devan-Hill stations-Tourism-Travel-Roads-Markets-Economy-Land bills after 1957.

MODULE:03 6 hrs

Agricultural practices in plantations-Environmental issues-Landslides-Animal and Human interactions-Gadgil and Kasturi Rangan Reports

MODULE:04 10hrs

Tribal life in plantations-Christian missionary activity-Planter's associations and policies-Workers movements and politics-Women empowerment.

References

Rangarajan, Mahesh and K.Sivaramakrishnan, eds, 2011, India's Environmental History: Volumes 1 and 2.Delhi: Permanent Black

Gadgil, M. and R.Guha, 1992, This Fissured Land: An Ecological History of India. Delhi: Oxford University Press.

Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science

Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016

Gadgil, Madhav, 1995, Ecology and Equity: The Use and Abuse of Nature in Contemporary India, Delhi.

T P Kunjikannan, Gadgil Reportum Kerala Vikasanavum, Mathrubhumi books, 2013

SYLLABUS

STCPHYCC01-Training in Maintenance and repairing of Physics Lab Equipment

Module 1

General Lab Apparatus-Working and Maintenances 11 Hour

Sonometer, Potentiometer, Cantilever, Torsion Pendulum, Keter's Pendulum, Compond Pendulum, Microscope, Telescope, Spectrometer, Newtons Ring apparatus, Airwedge apparatus

Module 2

Fundamental Electronic and Electric lab Apparatus 16 Hour

Volt meter, Ammeter, Galvanometer, Multimeter, PCB, Breadboard, Resistors- Color Code, Capacitors-type and identification, Diode, Zener Diode, Transistors, IC, IC- Gates checking, CRO

Module 3 5 Hour

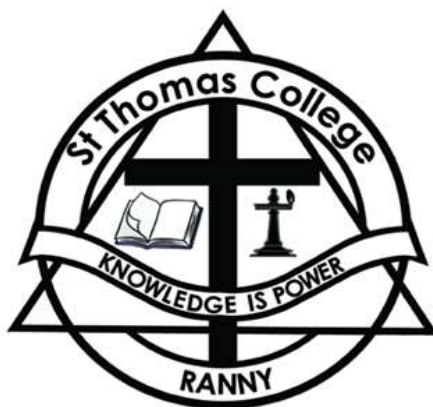
Advanced Physics Lab Apparatus

Hall Effect Apparatus, Laser, Four Probe Apparattus

ST.THOMAS COLLEGE , RANNI

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DEPARTMENT OF CHEMISTRY



CWA II : WATER QUALITY ASSESSMENT



SYLLABUS
CERTIFICATE COURSE IN WATER QUALITY ASSESSMENT
(CWA II)

DEPARTMENT OF CHEMISTRY

ST THOMAS COLLEGE, RANNI

Course Code : CWA II

Year of establishment : 2020

Course Duration : 30 hours

Entry Requirement : Interested First and Second year B.Sc Chemistry

Students

Seat Availability : 50

BOARD OF STUDIES (BoS)

Chairman :Dr. Ansu Jacob. (Head of Department of Chemistry)

External Faculty: Dr. Sini Jacob (Assistant Professor, Department of Chemistry,BAM College
Thurithucadu)

Members :Haripriya V (Course Coordinator,Dept. of Chemistry, ST.Thomas College,Ranni)

: Bincy Francis(Asst.Professor, Dept. of Chemistry, ST.Thomas College,Ranni)

:Rintu Mathew(Asst.Professor, Dept. of Chemistry, ST.Thomas College,Ranni)

:Chinju Jacob(Asst.Professor, Dept. of Chemistry, ST.Thomas College,Ranni)

:Mathew Kurivilla(Asst.Professor, Dept. of Chemistry, ST.Thomas
College,Ranni)

:Swetha C(Asst.Professor, Dept. of Chemistry, ST.Thomas College,Ranni)

Course Description

Clean fresh water is one of the most vital natural resources. Since quality of water is susceptible to changes with time and other factors, continuous monitoring of water is essential. Water quality assessment provides the baseline information on water safety. Qualitative and quantitative measurements are needed to guarantee the purity of water from various sources of supply. This course on water quality assessment is an attempt to equip students with theoretical background and practical skills to participate in water quality ensuring practices.

Aim

The course intends to prepare a student in acquiring skills on the art of water monitoring and quantitative analysis of critical water quality parameters. It also brings in those aspects of chemistry which are important for water quality management and pollution control.

Learning Objectives

At the end of the course the student will be able to:

- The general properties of water and understand water resources and water conservation.
- Develop awareness about water quality criteria and standards, and their relation to public health and environment
- Understand important parameters for measuring water quality.
- Know about the methods for the determination of water quality parameters
- Learn how to run accurate water quality tests and to determine how the parameters relate to each other.

EVALUATION

1. The value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is two hours.
3. The total marks of the examination shall be 100

Components of Evaluation	Marks
Attendance	5
Assignment / Seminar	5
Practical	30
External Examination	50
Viva	10
Total	100

Pattern of questions Paper

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer	2	5/7	10
2	Short essay	5	4/6	20
3	Essay	10	2/4	20
Total				50

4. A committee consisting of the Head of the Department, the course coordinator and a senior faculty member nominated by the Head of the department shall monitor the evaluation process.
5. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
6. Certificates will be issued to those students with 75% attendance, timely submission of assignment and project and a minimum of 40% marks in the qualifying examination.

Grading Pattern

Grades are given **on a 7-point scale** based on the total percentage of marks secured in internal and external assessment, as given below: -

Percentage of Marks	Grade
95 and above	A ⁺ outstanding
85 to below 95	A Excellent
75 to below 85	B ⁺ Very Good
65 to below 75	B Good
55 to below 65	C ⁺ Satisfactory
45 to below 55	C Fair
35 to below 45	D Pass
below 35	

COURSE CONTENT

I. Water Quality Fundamentals (10 hours)

Chemistry of water, Physical and chemical properties, Water resources, Water pollution-Types of contaminants, Role of detergents, pesticides and insecticides in water pollution, Lethal dose of pollutants, Important water Quality parameters and methods of determination - turbidity, color, taste, pH, acidity, alkalinity, chemical constituents, hardness, dissolved oxygen etc., water sampling, standard for drinking water as per BIS specifications, Methods of wastewater treatment.

II. Practical - Laboratory tests for water quality monitoring (15 hours)

Determination of pH and conductivity, Test for acidity and alkalinity, Determination of dissolved Oxygen, CO₂, Nitrate, Test for total hardness, calcium and magnesium, Test for chloride, iron, total solids and Test for Coliform Bacteria.

II. Project (5 hours)

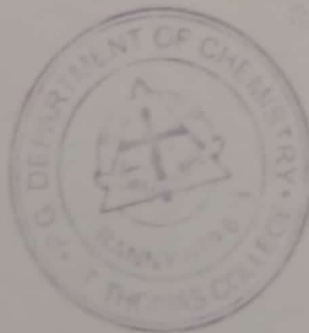
Quality assessment of water samples collected from different localities.

References

1. A. K. De, Environmental Chemistry - an introduction.
2. Vogel's text book of Quantitative Chemical Analysis, 6th edition, Pearsons Education Ltd.
3. Weber. W. J (1975) Physico - chemical process for Water quality analysis
4. Manhan. S. E, (2000), Fundamentals of Environmental Chemistry, CRC press.

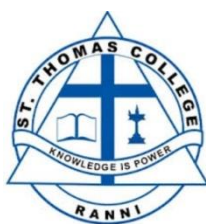
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Dr. Ansu Jacob
Head of the Department
Department of Chemistry
St. Thomas College
Ranny - 689 673



ST.THOMAS COLLEGE, RANNI
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DEPARTMENT OF ECONOMICS



Syllabus of Certificate Course

2020 - 2021

Certificate course in Ecotourism

CERIFICATE COURSE IN ECO TOURISM(30 hrs)

For academic session (2020-21)

Offered by

DEPARTMENT OF ECONOMICS

ST.THOMAS COLLEGE RANNY

Programme Objectives:

1. To enable the students to understand new trends in travel and tourism industry.
2. To understand different managerial technique adopted for sustainable eco tourism development

Course Outcome

1. Explain the importance of nature based tourism development
2. Describe different dimensions of sustainable development
3. Explain the importance of sustainable tourism in the present situation

Unit I

Eco- Tourism :-\concept and definition ♦ the eco- tourist character- eco-tourism products- trends.

Unit II

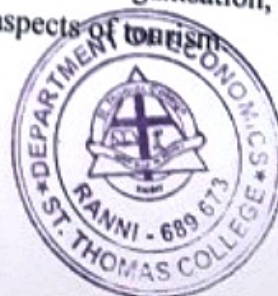
Eco- Tourism development :- definition and their relevance for tourism- common property resources and their management of tourism- strategies of eco- tourism development.

Unit III

Planning for sustainable development :- Area Protection ♦ industry regulation ♦ visitor management techniques, environment impact assessment (EIA), carrying capacity ♦ Types.

Unit IV

Eco- Tourism and India ♦ Eco ♦ tourism and World Tourism Organisation, present scenario, national committee on tourism and ecological aspects of tourism



REFERENCES

1. Tourism in the new Millennium ♦ Challenges opportunities ♦ Dr. S.P. Bansal Sushma, Sonia and chander Mohan.
2. Bro, E. ♦ Eco -tourism ♦ The potential and pitfalls.
3. Brandon . K. ♦ Eco ♦ tourism and conservation
4. David A. Fennel ♦ Eco- tourism and conservation
5. Martin Mowforth and Ian Munt ♦ Tourism and Sustainability.

GRADING PATTERN

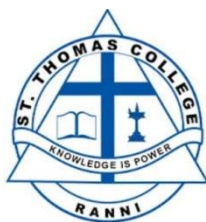
MARKS	GRADE
45 and above	A+ Excellent
40 to below 45	A Very good
35 to below 40	B+ Good
30 to below 35	B Above average
25 to below 30	C Satisfactory
20 to below 25	D Pass
15 to below 20	F Fail



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ST.THOMAS COLLEGE,RANNI
(Affiliated to Mahatma Gandhi University)

DEPARTMENT OF COMMERCE



Syllabus of Diploma Course

2020 – 2021

Diploma In Practical Accounting and Tax Practice

Duration: 6 months.

DETAILED SYLLABUS FOR EACH COURSE

Syllabus Code:01. Diploma in Practical Accounting and Tax Practice (DPATP)

PAPER 1- FINANCIAL ACCOUNTING

1.Academic system of Accounting

[Journal – Ledger System]

Basic Principles of Accounting – Journalizing , Ledger Posting, Balancing, Preparation of Trial Balance and Finalization of Accounts (Preparation of Trading Account, Profit and Loss Account and Balance Sheet.)

2.PRACTICAL ACCOUNTING

1.Day Book – Ledger System of Accounting with detailed application of GST. Preparation of Day Book (Conversion of Academic System to Practical System). Ledger Posting , Balancing , Preparation of Trial Balance, Schedules for Purchase, Sales , Sundry Debtors, Sundry Creditors and other Accounts- Valuation of Closing Stock- Preparation of Final Accounts (Trading Account – Profit and Loss Account and Balance Sheet)- Other necessary statements to be produced before the Tax Authorities and Management. Application of GST, preparation of Statements of Purchases, Sales, Input Tax, Output Tax, preparation of GST Returns and E-Filing.

2.Cash Book – Subsidiary Book – Ledger System

This system of practical accounting contains accounts of large scale organizations having different Departments like Purchase Department, Sales Department, Cash Department etc. and a Group of Accountants working in different Departments.

3. Preparation of Cash Book – Purchase Day Book – Sales Day Book, Purchase and Sales Returns Books, Bills Receivable Book, Bills Payable Book and Journal Proper (Detailed Study)

General Ledger – Debtors Ledger, Creditors Ledger, Purchase Register, Sales Register, Cheque Receivable Register- Cheque Payable Register etc...Preparation of Schedules - Trial Balance, Computation of Stock, Depreciation, Bad Debts and Discounts etc. Preparation of Final Accounts.

4. Preparation of Bank Reconciliation Statement (Practical)

5.Preparation of Project Report for obtaining Overdraft from Banks.

6.Practical accounting of different types of business organisations:

- a)Generation of the account of a TEXTILE shop based on Shop Inspection Report(SIR)
 - b)Preparation of the accounts of a Jewellery from available information.
 - c)Preparation of the accounts of a non trading organization (Hospital)
 - d)Preparation of the accounts of a financial institution (Money Lending institution)
- 7.Rectification of different types of accounting errors.

PAPER 2- DIRECT & INDIRECT TAXES

1.Introduction:KGST Act 1963, & Rules – Historical data- need for the introduction of VAT system in India -- Single point tax,-- points of levy-- schedules in KGST- ST, AST,-- Surcharge, Forms==.Goods and Service Tax: Difference between direct and indirect tax --single point Tax system and multi point Tax system--.

2.Introduction to GST--, Constitutional Amendment for GST --- objectives-- understanding the concept of GST-- subsuming of multiple taxes in the present system -- salient features of GST -- destination based Tax -- dual GST to be levied by the Centre and State simultaneously – CGST-SGST(UTGST)-IGST-- .Advantages of GST-- Difference between direct and indirect tax --single point Tax system and multi point Tax system--.

3.Section wise analysis of GST (with related Rules and Forms)

Module 1.

S1 Short title- extent and commencement—S2 Definitions : Aggregate turn over –business-- business vertical-input tax -- out put tax – inward supply –outward supply-- composite supply--mixed supply --consideration-- input service distributor – input service-- nonresident taxable person – reverse charge-- tax return preparer--credit note, debit note, exempt supply--export of goods,--export of service, IGST, import of goods-- import of service– input service – input service distributor-- input tax-input tax credit- inward supply-- place of supply-- outward supply--continuous supply of goods-service-reverse charge-zero rated supply,--works contract—

Module 2.

S3 Officers under this Act, --S4.appointment,--S5 powers etc.—

Module 3.

S7.Levy & Collection: Supply --S8.tax liability on composite and mixed supplies S9.Charging Section-Reverse charge-levy and collection of tax-S10.Tax liability on composite and mixed supplies –Rules-GSTCMP 01 and all other forms-effective date of composition levy-conditions-validity-rate of composition.S11.Power to grant exemptions.

Module 4.

Time and Value of Supply: S12-13-Time of Supply of goods/services –S14. Change in rate of tax in respect of supply of goods or services. S15. Value of taxable supply-

Module 5.

Input Tax Credit: S16-Eligibility for input Tax credit-conditions for taking input tax credit S17 apportionment of credit and blocked credits S18. Availability of credit in special circumstances S19.taking input tax credit in respect of inputs and capital goods sent for job works. S20 Distribution of credit by input service distributor-

Module 6.

Registration: S22-Persons liable for registration S23. Persons not liable for registration-S24. Compulsory registration in certain cases. S25. Procedure for registration S26.Deemed registration-S27.Special provisions relating to casual taxable persons and non resident taxable persons-S28. Amendment of registration- S29. Cancellation of registration-

Module 7.

Tax Invoice, Debit and Credit Notes : S31-Tax invoice-S32 –Prohibition of unauthorized collection of tax- S33. Amount of tax to be indicated in tax invoice and other documents-- S34.Debit and Credit Notes. --.

Module 8.

S35,Accounts and other records--36 Period of retention of accounts.—

Module 9.

Returns; S37- Furnishing details of outward supplies.--S38.Furnishing details of inward supplies --S39.Submission of returns (R59) --S40.First Return-- S41 Claim of input tax credit and provisional acceptance thereof--.S42.Matching, reversal and reclaim of input tax credit - -S43. Matching ,reversal and reclaim of output tax liability--.S44 Annual return-- S45. final returns –S46. Notice to return defaulters--S47 Lev of late fee-- S48 GST Practitioners---

Module 10. Payment of Tax: S49 Payment of tax, interest, penalty and other amounts--S50 interest on delayed payment of tax--S51- TDS-- S 52Collection of tax at source--S53. Transfer of input tax credit –

Module 11.

S54 Refund—

Module 12.

Assessment: S59-Self assessment-- S60 Provisional Assessment-- S61. Scrutiny of returns -- S62. Assessment of non filers of return --S63 Assessment of unregistered persons –

Module 13.

Audit: S65-Audit by tax authorities,--

Module 14.

Inspection, Search, Seizure and Arrest S67Inspection,Search,seizure and arrest-- S68 inspection of goods in movement.-- S69. Power to arrest.-- S70 Power to summon persons to give evidence and produce documents-- S71. Access to business premises—

Module 15.

Demand and Recovery. S73 Determination of tax not paid or short paid -- S74Determination of tax not paid or short paid by fraud--S76 Tax collected but not deposited to government --S79Recovery of tax and procedure --

Module 16.

S85 to S94 Liability to pay tax in certain cases –S95 to 106--Advance ruling --107-121-appeals and revision—

Module 17.

S122--138 Offences and penalties.

Module 18.

4.Integrated Goods and Services Tax Act2017:

Module 1.

S4.Authorisation of officers of State Tax or union Territory tax as proper officers in certain circumstances—

Module 2.

S 7-interstate supply— S8-intra state supply— S9 supplies in territorial waters— S-10-Place of supply of goods other than supply of goods imported in to or exported from India. S’11- Place of supply of goods imported in to or exported from India S.12: Place of supply of services where location of supplier and

recipient is in India. S.13—Place of supply of services where location of supplier or location of recipient is outside India.

Module 3.

S14.Special provision for payment of tax by a supplier of online information and database access or retrieval services

Module 4.

S15.Refund of integrated tax paid on supply of goods to tourist leaving India.

S16. Zero rated supply --S17:Apportionment of tax and settlement of funds

Module 5.

S18:Transfer of input tax credit S19:Tax wrongly collected and paid to central government or state government.

5.Income Tax Act and Rules :

Module 1.

Short Title , Extent, Commencement

Module 2.

Definition – Assessee, Assessment Year, Person,(Individual, HUF, Firms, Companies, AOP/BOI, Local Authority, Every Artificial Juridical person)Previous Year - Capital -Assets - transfer-

Module 3.

Heads of Income – Gross Total Income, Deductions, Total Income, Agricultural Income, Aggregate Income- (80c)-Income Tax Rates – Slab Rate, Flat Rate, Special Rates, Scope of Total Income – Residential Status-Calculation of tax – Rebate on Agricultural Income.-

Module 4.

Charging Section – Regular Tax Rates, Tax Deducted / Collected at Source, Advance Tax, Self Assessment of Tax - Processing of Returns of Income. -Heads of Income – 1 Salary 2 House Property 3. Business or Profession 4 Capital Gains 5 Other Sources- Exemptions.

6.ESI – Registration, Calculation, Contribution, Filing – Salary Statement.

7.PF – Registration, Rates of Contribution and Calculation, PF Statement – Filing details, Salary Statement, TDS etc.

PAPER 3 – Tally ERP9 with GST

Meaning of Accounting –Definition of Accounting- Features of accounting-objectives of accounting-Book keeping and accounting- Advantages and limitations of accounting.

MODULE -1 Introduction to Accounting Definition – Types of Accounts – Classification of Accounts Rules of Accounting – Journal – Ledger – Journalizing - Ledger posting – Balancing – Trial balance Final Accounts, Final Accounts with Adjustments . Introduction to computerized accounting: computerized accounting Vs. Manual accounting-Tally 9-Features of Tally-Screen components-Creation of company – selecting a company – altering/modifying company creation details –deleting a company – F11 Features- F 12 configuration

MODULE-2 Accounts and Vouchers –Account groups: – Pre defined groups creating single & multiple groups - creation of primary account groups – creating ledger accounts in single &multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers – entering transactions in accounting vouchers – bill wise details – altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – bank reconciliation statement –balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – list of accounts

MODULE -3 Voucher Type:- Type of vouchers –Creating/Customizing new voucher type-Displaying voucher type-Alerting voucher type-Deletion of voucher type

MODULE -4 Accounts with inventory: – Enabling F11 and F12 – stock category – stock group – single / multiple creation of stock category and stock group – creation of units of measurement – creating single / multiple stock items – creating godowns – displaying, altering and deleting stock groups, units, items and godowns – cost categories – cost centers – creating cost categories and cost centers – displaying, altering and deleting cost categories and cost centers – purchase / sales orders – inventory vouchers – using inventory vouchers – using accounting vouchers with inventory details (invoice mode) – inventory reports – stock summary – inventory books – statement of inventory.

MODULE-5 Introduction of GST- CGST, SGST, IGST, Activating GST, GST ledgers, party ledger creation with GST, Purchase (Inward Supply) & sales (Outward Supply) under GST

MODULE-6 Manufacturing, budget and currency: - Manufacturing- Bill of Materials- Manufacturing Journal-Cost estimates-Budget-type of budget-Budget creation-Alteration and Deletion of budget- Currency creation-Adjustment of forex gain/loss- Creation of journal voucher class for forex gain/loss.

MODULE-7 - Final Accounts Reports :- Profit and loss account-Balance sheet- Trial balance-daybook-Account book- Statement of accounts- Tax report.

MODULE -8. E-Return Filing-GST & Income Tax

PAPER 4 - Tally ERP-9 Practical

Work No: 1 – Introduction

Work No : 2 - Closing stock adjustments

Work No : 3 GST Accounting

Work No : 4 – Final Accounts

Work No: 5 – Bill by bill adjustment

Work No: 6 – Cost category & Centre Management

Work No: 7 – Based on Bank reconciliation statement

Work No: 8 – Preparation of Pharmacy Account

Work No: 9 – Based on Accounts with inventory & GST

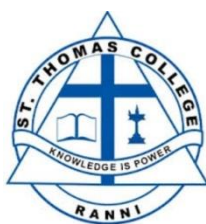
Work No: 10- Godowns Mgt. & Setting batch wise details of stock

Work No: 11 - Budget & Control

END

ST.THOMAS COLLEGE, RANNI
(Affiliated to Mahatma Gandhi University)

DEPARTMENT OF TOURISM



Syllabus of Certificate Course

2020 - 2021

Airport operations - Airline & Airport Management

Course Name: Airport Operations - Airline & Airport Management

Familiarize with the various functions of the fascinating world of Airports

Syllabus

- **General Awareness of Aviation Industry 20 hrs**
 - Type of aircrafts
 - Passenger types & codes
 - Airport passenger status
 - International air transportation association
 - International civil aviation organization
 - Freedom of air
 - Warsaw convention
 - Time calculation
- **Understanding world of Airports 10hrs**
 - The Importance of Air Transport Industry
 - History of Aviation and Airports
 - What is an Airport?
 - Customers
 - Operating partners
 - Economic impacts of Airports
- **The Terminal Area 20hrs**
 - Physical Components of Terminal
 - Types of Passengers
 - Processing of Passengers, Luggage and Freight
 - Different Types of Terminals
 - Operational procedures of Terminal
- **The Landside 10hrs**
 - Physical Components of Landside
 - Processes
 - Operational Procedures of Landside
- **The Airside 10hrs**
 - Physical Components of Airside
 - Service Components of Airside
 - Operational Procedures of Airside
- **Airport Issues and Challenges 20hrs**
 - Security Threats
 - Economics
 - New aircraft Types
 - The Future of Airports

