

ADD-ON/ CERTIFICATE COURSES AND SKILL DEVELOPMENT COURSES

To establish a strong foundation for a thriving future in the competitive world, self-awareness, excellent communication skills, problem-solving and critical thinking capacity is a stepping stone. Add-on Course/Certificate courses and skill development Programme is an effective mode of transfer of knowledge which helps students to showcase their professional competency and help them in shaping their careers.

Following are the Certificate Courses, Add-on courses and Skill Development Courses offered by the Departments.

Department of Physics

Add-On Course: 2018-19

Computer Interfaced Physics Experiments

With the aim for the students to get familiar with the advancement in the technical versions of conventional practical experiments an add-on course on **Computer Interfaced Physics Experiments** was conducted by the Department of Physics. The time duration for this course was 30 hours. 21 B.Sc Physics students enrolled and successfully completed the course. Dr. Nijo Varghese and Ms. Fency K F handled the classes and practical sessions.

The add-on course used ExpEYES (expEriments for Young Engineers & Scientists) kit. ExpEYES is a tool for learning science by exploring and experimenting. It is designed to support a wide range of experiments from school to Postgraduate level. Students highly benefited from this, as this helped them to clear many of the subject concepts as it was based on the “learn by doing” approach. To assess them, a practical examination was conducted. All the students enrolled successfully completed the course and were issued certificates.

Total course hours: 30

Syllabus

Module I : Introduction to ExpEYES (6 hours)

Explain about the general design. The concept of measuring and generating analog voltage signals as a function of time using a computer. The Input and Output terminals and their usage. Functioning as a collection of test equipment like oscilloscope, function generator, frequency counter, capacitance meter, voltmeter, DC power supply etc.

Module 2 : Basic Activities using ExpEYES (6 hours)

Using ExpEYES as, Voltmeter, Oscilloscope, Capacitance meter, Waveform generator, Frequency counter, DC power supply, Half wave rectifier, Simple AC generator Transformer

Module 3 : Mechanics using ExpEYES (6 hours)

Acceleration due to gravity using Light barrier and rod pendulum, pendulum attached to a DC motor as velocity sensor. Generating single frequency sound using mobile app ExpEYES and Buzzer, Capturing and analysing sound, Measuring the velocity of sound, Interference of sound

Module 4 : Study of Electronic Circuits (6 hours)

Diode IV Characteristic curve, Transistor Characteristics, Half wave rectifier, Opamps, Clipping clamping circuits

Module 5: Study of Electrical and Electronic Circuits (6 hours)

AC steady-state response of RC circuits, RL circuits and LCR circuit and the series resonance phenomenon. Transient Response of RC circuits, RL circuits, LCR circuits

References:

1. Experiments for Young Engineers and Scientists, Ajith Kumar B.P.
<http://expeyes.in>

2. Python for Education, Ajith Kumar B.P
<https://www.iuac.res.in/phoenix/python4schools/Python-for-Education.pdf>

Add-On Course: 2019-20

Computer Interfaced Physics Experiments

To explore the technical aspects of conventional practical experiments an add-on course on **Computer Interfaced Physics Experiments** was conducted by the Department of Physics in the year 2019-20 with minor revision in the syllabus to include the python programming to design the experiment. The time duration for this course was 30 hours. 24 students enrolled and successfully completed the course. Dr. Nijo Varghese and Ms. Fency K F handled the classes and practical sessions.

The add-on course used ExpEYES (expERiments for Young Engineers & Scientists) kit. ExpEYES is a tool for learning science by exploring and experimenting. It is designed to support a wide range of experiments from school to Postgraduate level. Students were highly benefited from this, as this helped them to clear many of the subject concepts as it was based on the “learn by doing” approach. To assess them, a practical examination was conducted. All the students enrolled successfully completed the course and were issued certificates.

Total course hours: 30

Syllabus (Revised in 2019)

Module I : Introduction to ExpEYES

(4 hours)

Explain the general design. The concept of measuring and generating analog voltage signals as a function of time using a computer. The Input and Output terminals and their usage. Functioning as a collection of test

equipment like oscilloscope, function generator, frequency counter, capacitance meter, voltmeter, DC power supply etc.

Module 2: Basic Activities using ExpEYES (6 hours)

Using ExpEYES as, Voltmeter, Oscilloscope, Capacitance meter, Waveform generator, Frequency counter, DC power supply, Half wave rectifier, Diode IV Characteristic curve, Simple AC generator Transformer

Module 3 : Mechanics using ExpEYES (6 hours)

Acceleration due to gravity using Light barrier and rod pendulum, pendulum attached to a DC motor as velocity sensor. Generating single frequency sound using mobile app ExpEYES and Buzzer, Capturing and analysing sound, Measuring the velocity of sound, Interference of sound

Module 4 : Study of Electrical and Electronic Circuits (8 hours)

AC steady-state response of RC circuits, RL circuits and LCR circuit and the series resonance phenomenon. Transient Response of RC circuits, RL circuits, LCR circuits, Transistor Characteristics, Diode Characteristics

Module 5 : Coding ExpEYES using Python (6 hours)

Importing the 'eyes17.eyes' module and connecting to the hardware. Function calls for Measuring voltage, capacitance etc Capturing waveforms and plotting them, Setting the waveform generator, Time interval measurements, Writing code for Experiment, Diode IV Characteristic curve

References:

1. Experiments for Young Engineers and Scientists, Ajith Kumar B.P.
<http://expeyes.in>
2. Python for Education, Ajith Kumar B.P
<https://www.iuac.res.in/phoenix/python4schools/Python-for-Education.pdf>

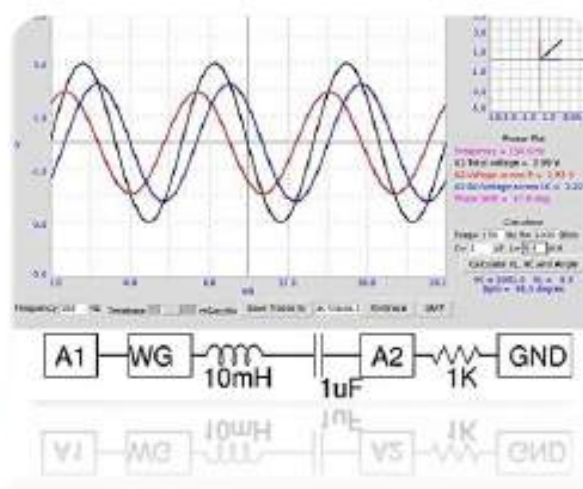
Sacred Heart College, Chalakudy

Department of Physics

Add-On Course on

Computer Interfaced Physics Experiments

(2029-20)



Introduction: The aim of the course is to learn physics by exploring and experimenting based on “learn by doing” approach. The course uses ExpEYES kit, a computer interfacing tool which supports a wide range of experiments from school to postgraduate level. The course will cover the usage of ExpEYES to perform experiments that are included under graduate syllabus. Python language will be introduced and topics like plotting a graph using it will be covered.

Course Duration: 30 Hours (Theory classes and practical sessions)

Assessment: Practical examination

For More Details contact **Dr. Nijo Varghese 9496805788**

DEPARTMENT OF ENGLISH

Add-on Course on Communication Skills: 2016-2017

In the year 2016-17, the Department organized the Add-on course on Communication Skills from the month of June to March. Communication Skills is the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak Good English is a proof of competence. No matter how capable an individual may be in his/her studies or profession, it is the use of good communication skills that highlights this strength.

23 students from different Departments enrolled on the course but only 20 students completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practising Public Speaking, Group Discussion, Interviews, Report writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. The students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

Classes on E mail writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on Telephone Etiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

The students were introduced to the tips and techniques on drafting formal and informal letters and they were asked to work in groups and write out formal letters making use of the tips and following the guidelines given. They were asked to read out the letter drafted by their group and provided suggestions as to how the letters could have been made more appropriate and effective.

In general, the students could develop their communication skills to a certain extent by attending the Add-on Course.

Regular evaluation and Tests were carried out for assessing the improvement of the students. Written Tests, Oral Tests, Group Discussions, and Debates were conducted to imbibe the various skill of communication.

Add-on Course on Communication Skills: 2017-2018

In the year 2017-18, the Department organised the Add-on course on Communication Skills from the month of October to March. Communication Skills are the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak Good English is proof of competence. No matter how capable an individual may be in his/her studies or profession, it is the use of good communication skills that highlights this strength.

25 students from different Departments enrolled on the course but only 20 students completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practising Public Speaking, Group Discussion, Interviews, Report writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. The students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

Classes on E mail writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on Telephone Etiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

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Add-on Course on Communication Skills: 2018-2019

In the year 2018-19, the Department organised the Add-on course on Communication Skills from the month of July to March. Communication Skills is the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak Good English is a proof of competence. No matter how capable an individual may be in his / her studies or profession, it is the use of good communication skills that highlights this strength.

40 students from different Departments enrolled on the course but only 26 students completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practising Public Speaking, Group Discussion, Interviews, Report Writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. The students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

Classes on E mail writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on Telephone Etiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

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suggestions as how the letters could have been made more appropriate and effective.

In general, the students could develop their communication skills to a certain extent by attending the Add-on Course.

Regular evaluation and Tests were carried out for assessing the improvement of the students. Written Tests, Oral Tests, Group discussions, Debates were conducted to imbibe the various skill of communication.

Add-on Course on Communication Skills: 2019-2020

In the year 2019-20, the Department organised the Add-on course on Communication Skills from the month of July to March. Communication Skills is the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak Good English is a proof of competence. No matter how capable an individual may be in his / her studies or profession, it is the use of good communication skills that highlights this strength.

42 students from different Departments enrolled on the course but only 29 students completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practising Public speaking, Group Discussion, Interviews, Report writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. The students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

Classes on E-mail writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on Telephone Etiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

The students were introduced to the tips and techniques for drafting formal and informal letters and they were asked to work in groups and write out

formal letters making use of the tips and following the guide lines given. They were asked to read out the letter drafted by their group and provided suggestions as to how the letters could have been made more appropriate and effective.

In general, the students could develop their communication skills to a certain extent by attending the Add on Course.

Regular evaluation and Tests were carried out for assessing the improvement of the students. Written Tests, Oral Tests, Group discussions, and Debates were conducted to imbibe the various skill of communication.

Add-on Course on Communication Skills: 2020-2021

In the year 2020-21, the Department organised the Add on course on Communication Skills from the month of July to March. Communication Skills is the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak Good English is a proof of competence. No matter how capable an individual may be in his / her studies or profession, it is the use of good communication skills that highlights this strength.

31 students from TheDepartment of English enrolled on the course and all students successfully completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practising Public speaking, Group Discussion, Interviews, Report writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. The students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

Classes on E mail writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on TelephoneEtiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

The students were introduced to the tips and techniques for drafting formal and informal letters and they were asked to work in groups and write out formal letters making use of the tips and following the guidelines given. They were asked to read out the letter drafted by their group and provided suggestions as to how the letters could have been made more appropriate and effective.

In general, the students could develop their communication skills to a certain extent by attending the Add-on Course.

Regular evaluation and Tests were carried out for assessing the improvement of the students. Written Tests, Oral Tests, Group Discussions, and Debates were conducted to imbibe the various skill of communication.

1899

F.D. Diary No. 4546 (FD-III)
Date: 04/06/15

UNIVERSITY GRANTS COMMISSION
35, FERROZSHAH ROAD
NEW DELHI - 110 001

F.No.4-473/2013 (COC) July, 2015

The Under Secretary (FD-III)
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi-110002

Subject:- Approval and release of Grant-in-aid to Sacred Heart College, Chalakudy, Distt. Trichr-680307, Kerala under the UGC scheme of Career Oriented Courses regarding.

Sir,

I am directed to convey the approval of the University Grants Commission to provide financial assistance of Rs 13, 16,000 (Rupees Thirteen lakh and sixteen thousand only) to The Principal, Sacred Heart College, Chalakudy, Distt. Trichr-680307, Kerala in the form of one-time grant as 'seed money' to be utilised for purchase of books and journal, equipments, augmentation of laboratory facilities, payment of remuneration to Guest/ internal Faculty, remuneration of course coordinator and contingency only for 5 years from the academic year 2015-16 for introduction of courses under Career Oriented Courses as details given below. In that case where the college/ University has started courses during 2013-14 or 2014-15 on the basis of the UGC notice issued in the month of April, 2013, five years will be counted from the academic session 2013-14/2014-15 respectively.

S.No.	Name of Course(s) approved	Amount Approved (As per estimates submitted by the college)
1.	"Communication Skills" under Arts/Social Science stream	Rs. 7,00,000/-
2.	"Quail Farming" under Science stream	Rs. 6,16,000/-
	Total	Rs. 13,16,000/-

Further, I am also directed to convey the sanction of the University Grants Commission for payment of grant of Rs. 11,84,400/- (Rupees Eleven lakh eighty four thousand and four hundred only) to The Principal, Sacred Heart College, Chalakudy, Distt. Trichr-680307, Kerala as 90% of approved grant as 1st instalment under the scheme of Career Oriented Courses for the expenditure to be incurred for five years.

SACRED HEART COLLEGE, CHALAKUDY

ADD ON COURSE EXAMINATION, MARCH, 2017 COMMUNICATION SKILLS

Time: 2 Hours

Maximum Marks: 50 Marks

1. Fill in the blanks using appropriate conjunctions:-

- a) Time _____ tide wait for no man.
- b) There is no doubt _____ the Earth is round.
- c) She had an unpleasant experience _____ she was in Delhi.
- d) I went to bed early _____ I was tired.
- e) Receptionists must be able to relay information _____ pass information accurately.
- f) _____ he is thin, he is strong.

[and, because, though, and, while, that] { $\frac{1}{2} \times 6 = 3$ }

2. Fill in the blanks with suitable pronouns.

- a) The teacher said, "John, you're a naughty boy _____ don't obey _____."
- b) Harry and Peter are brothers. I know _____ very well and my father like _____ very much.
- c) Reena or Anita must sell _____ property.
- d) The boys were late so the teacher scolded _____.

{ $\frac{1}{2} \times 4 = 2$ }

3. Match the words in Column A with their synonyms in Column B.

- | A | B |
|-----------------|--------------------------|
| a) lush | i) being put under water |
| b) display | ii) conservation |
| c) preservation | iii) exhibit |
| d) submergence | iv) growing thickly |

{ $\frac{1}{2} \times 4 = 2$ }

4. Write a summary of the following passage:-

It is obvious from the visible garbage around us that solid wastes are not being managed properly. However, housing colonies are the most disorganized sector as far as garbage is concerned. As a result the legal garbage dumps are overflowing and the number of illegal garbage dumps in the by-lanes, parks and roadside is on the increase in most colonies of

Delhi, and for that matter in all Indian cities. At present five percent of Delhi's land mass is being choked by the garbage. This five percent has become a wasteland, its utility is steadily declining and soil quality is deteriorating. Besides being eyesores, these garbage dumps pose health and environment hazard for the ten million people who live in Delhi. They are the breeding grounds for the germs of infectious diseases like plague,

tuberculosis, dysentery, diarrhoea, eye-infections and numerous skin ailments. Scientific management of garbage thus is one of the most important services that need to be regularized in all residential colonies. After exploring all viable solutions to this problem, I have successfully launched an indigenous scheme “Cleaning Brigade” in many colonies of Delhi. The Cleaning Brigades are managing solid wastes for at least twenty five thousand Delhites. A year and a half back the first cleaning brigade was launched during the Asiad. Since then it has been constantly expanding.

{4 x 1 = 4}

5. Punctuate the following sentences:

- a) i like playing with my friends meera amal and rahul
- b) we went through the smoky mountains, near shimla on our way to leh
- c) my favourite soap is pears and my favourite toothpaste is colgate
- d) hindus muslims christians sikhs live together in india
- e) long ago in a town in switzerland there lived a famous man called william

{1 x 5 = 5}

6. Write a paragraph on any two of the following topics;

- a) Popular superstitions
- b) The cinema
- c) The importance of social media in today’s life
- d) Indoor & outdoor games

{3 x 2 = 6}

7. a) Send an email to your friend sharing your experience about your college.

OR

b) Your younger brother likes only junk food. So, you decide to have a chat and make him understand the ill effects. Write at least ten exchanges. The first exchange is given for you to start the dialogue.

You: Rohan, have you noticed that you’re putting on weight?

Rohan: Yeah.....

{4 x 1 = 4}

8. Read the following passage carefully and answer the questions given below;

Let’s not romanticize terrorism, let’s not sentimentalise it. A terrorist is a criminal and like any other criminal, he must be dealt with firmly. Those who argue for a humane and soft approach towards terrorists do not understand the psychology of terror. Like crime which exists at all levels of society, terrorism too permeates all socio-economic sections of society. Our fond belief that terrorism stems from a feeling of alienation, of disenfranchisement, has been belied by the emerging profile of the terrorists behind the

Mumbai blasts. True, hardline approach to terrorism may result in greater mutations and intensity of terror in the short-run. But there is no alternative. When asked how he would deal with the terrorists, Mumbai's police chief put it succinctly. He would deal with them merely as the criminals they are, he said. Any 'soft' approach will be taken advantage of by the terrorist and he will up the ante. The terrorists must be made to understand in no uncertain terms that terrorism cannot pay in the long turn. After we negotiated with the Kandahar hijackers and the state caved in, terrorists attacks have intensified. India is seen to be a soft target.

The cost of a tough approach will be greater bloodshed and damage to property, but eventually only this can eradicate the evil of terrorism. If dialogue and reconciliation were viable alternatives, we would not be seeing so many terrorist movements across the world. Even when Israel under an earlier Prime Minister adopted a conciliatory approach to militant groups in the occupied territories, innocent people were still being killed in the country. Today, there is worldwide revulsion in terrorism, triggered off by the 9/11 incident. The international environment is conducive to escalating the drive against terror. Despite criticism from some quarters, it is widely acknowledged that President Bush was right in adopting a tough position on terror. It is India's image as a soft state that has encouraged the kind of attacks we witnessed in Mumbai. When terrorists understand that their tactics will be reciprocated in kind, they will think twice before they strike.

- 1) What is common between 'crime' and 'terrorism'?
 - a) Both of them are against democracy.
 - b) Both of them can be found in all the social stratum.
 - c) Both of them use violence.
 - d) Both of them work against the law of nature.

- 2) If we deal with terrorism sternly-----
 - a) The terrorists will surrender quickly.
 - b) Terrorist organisations will change its tactics.
 - c) Terrorists may react by indulging in violence for a short period.
 - d) It will give a message to other nations.

- 3) If we adopt a liberal attitude towards terrorism-----
 - a) Terrorists will only gain from it.
 - b) The entire world will support us.
 - c) It will send a right message among terrorist outfits.
 - d) Negotiation with terrorist organisations would be easy.

- 4) Which of the following is true in context of the passage?
 - a) The author supports a soft approach towards terrorists.
 - b) Terrorism has become a global issue.
 - c) Terrorism is a sentimental issue.
 - d) Terrorism is more deadly in nature than crime.

9. Attempt any two of the following in 250 words.

- i) Write a review of a book that you have read recently.
- ii) You see a classified advertisement in the newspaper inviting applications for the post of assistant manager in a reputed bank. Write a cover letter with resume to the HDFC Bank, Indira Nagar, New Delhi, applying for the post advertised. You are Arathy of 46, Arathy Nivas, Palm Beach Road, New Delhi.
- iii) Write an appreciation of the poem.

The Bangle Sellers

-Sarojini

Naidu Bangle sellers are we who bear Our
shining loads to the temple fair... Who will
buy these delicate, bright Rainbow-tinted
circles of light?

Lustrous tokens of radiant lives, For
happy daughters and happy wives.

Some are meet for a maiden's wrist,
Silver and blue as the mountain mist,
Some are flushed like the buds that dream
On the tranquil brow of a woodland stream,
Some are aglow with the bloom that cleaves
To the limpid glory of new born leaves

Some are like fields of sunlit corn,
Meet for a bride on her bridal morn,
Some, like the flame of her marriage fire,
Or, rich with the hue of her heart's desire,
Tinkling, luminous, tender, and clear,
Like her bridal laughter and bridal
tear.

Some are purple and gold flecked grey
For she who has journeyed through life midway,
Whose hands have cherished, whose love has
blest,
And cradled fair sons on her faithful breast,
And serves her household in fruitful pride,
And worships the gods at her husband's side.

{10 x 2 = 20}

Department of Commerce

Add-On Course : 2016-2017

Diploma in Sales Tax Practice (DSTP)

The Department of Commerce in association with Kerala State Rutronix organized an add-on course in Diploma in Sales Tax Practice (DSTP) to the Bcom students. 41 students joined the add on course. Classes started on 13th August 2016 and completed on 26th April 2017. It is a 3 months course and the classes were taken by the faculties arranged by Kerala State Rutronix every Saturday. They completed the classes in 75 hours.. The department provided necessary infrastructure support and arranged a Computer lab facility for practical sessions in Tally.they have conducted class tests to assess the learning progress. Ms. Delmy Davis was the teacher in charge of the course. After the course period they have arranged a theory and practical examination for the course completion. 37 students passed the exams and they got certificates which were issued by Kerala Rutronix. From these two of them couldn't complete the course and the remaining two of them failed in the exams.

Add-On Course : 2017-2018

Diploma in Sales Tax Practice (DSTP)

The Post Graduate Department of Commerce in association with Kerala State Rutronix has organized an add on course program in Diploma in Goods & sales Tax Practice (DGST). This program was mainly focused on B.Com students. Ms. Keerthana T U was the teacher in charge of this course. The classes were provided by the faculties from Kerala State Rutronix. 37 students have participated in this program. The classes were scheduled to

complete in 50 hours (4 hours per day and only on Saturdays) from 23rd September 2017 to 04th May 2018. At the end of the program, there were practical and theory exams conducted for the students, to know the effectiveness of the classes. It was conducted by Kerala State Rutronix. Among 37 students, 33 of them completed the course by clearing the exams and obtained the certificate issued by Kerala Rutronix. And the remaining 3 of them haven't completed the course and one among them failed in the exam.



Add-On Course : 2019-2022

Association of Chartered Certified Accountants (ACCA)

The Post Graduate Department of Commerce in association with International Skill Development Corporation (ISDC) Projects India Pvt. Ltd. has organized an add on course program in Association of Chartered Certified Accountants (ACCA). This program was mainly focused on B.Com students. Ms.Farsana P M was the teacher in charge of this course. The classes were provided by the faculties from International Skill Development Corporation (ISDC) . 9 students have participated in this program. The classes were scheduled to complete within 3 years. The ACCA course covers aspects of Chartered Accountancy such as Accounting, Financial Reporting,Auditing,Taxation,Business Finance and Financial Management. ACCA Syllabus has a total of 13 examinations that a candidate must appear for.The 13 exams are split into 3 levels: knowledge ,Skill and Professional.

Add-On Course : 2019-2020

Goods & Service Tax (GST)

The Post Graduate Department of Commerce in association with Kerala State Rutronix has organized an add on course program in Goods & Service Tax (GST). This program was mainly focused on B.Com students. Ms. Nimitha P M was the teacher in charge of this course. The classes were provided by the faculties from Kerala State Rutronix. 73 students have participated in this program. The classes were scheduled to complete in 75 hours (4 hours per day and only on Saturdays) . At the end of the program, there were practical and theory exams conducted for the students, to know the effectiveness of the classes. It was conducted by Kerala State Rutronix. Total 73 students completed the course by clearing the exams and obtained the certificate issued by Kerala Rutronix.

Department Of Chemistry

Skill Development Programmes

Mobile Lab

In order to inculcate scientific temperament in school students, B.Sc chemistry students conducted a mobile lab programme at Kottat High School and Sacred Heart High School on 8/12/2016. Our students performed various science experiments in an interesting manner which attracted the school students very much. The students explained the theory behind different chemical experiments. We have conducted mobile lab to nearby schools upto year 2019 and we couldn't conduct the event in 2020 due to covid-19 pandemic period.

Year	Participating Schools	Date
2016	Sacred Heart Higher Secondary School, Chalakudy	8 th December
2017	St. Antony's High School, Kottat, Chalakudy	10 th October
2018	St. Antony's High School, Kottat, Chalakudy	5 th December
2019	Sacred Heart Higher Secondary School, Chalakudy	28 th November



Sacred Heart Higher Secondary School, Chalakudy



St. Antony's High School, Kottat



St. Antony's High School, Kottat



Sacred Heart Higher Secondary School, Chalakudy



Mobile lab programme at nearby schools on 28/11/2019

Human Periodic table

The students of the department have made a living periodic table in the College ground set one after another in the form of an actual periodic table as part of celebrating the International Year of Periodic Table on 11-12-2019.. It really shows the talents and it definitely helps to improve the skills of the students. In the year of 2019, we have organized an interdepartmental 3D Periodic Table making competition and exhibition. Students and faculties of various department visited the same.

The hidden skills inside the students were exposed and very nice models of periodic tables were prepared by them. Cash prize of rupees 1000 was given to III DC Chemistry as first prize and rupees 500 to IDC as second prize consolation prize was given to IIDC and PG students and faculties of various departments visited the same.



Live Periodic Table Demonstration.



3D Periodic Table Model



Exhibition conducted for the 3D Periodic Table prepared by our students

Intercollegiate quiz programme

The department has conducted one day intercollegiate quiz competition in honor of Maria Jose, HOD of Chemistry department on 03-01-2020. Dr. Tito Varghese from Christ College, Irinjalakuda was the quiz master. About 15 teams from various colleges of Mahatma Gandhi and Calicut University participated. Students got good awareness about Chemistry as the different fields of chemistry were covered in the quiz programme.

First Prize : Athira M and Anusree of IIDC Chemistry , SH College ,3000 /- Rs

Second Prize : Students from Vimala College 2000 /- RS



Intercollegiate quiz programme on 03/01/2020



Online Demonstration Competition

An innovative approach was made by the department to coordinate the students of various colleges during the lockdown period and conduct an online demonstration competition. 'Preparation of everyday products based on Chemistry' was conducted on 23 October 2020. Number of participants was 32. The winner was Ashik Mattekatt of S.H.College, Thevara. He bagged the cash prize for an online demonstration competition. This was to commemorate the international mole day.

SACRED HEART COLLEGE, CHALAKUDY
Department of Chemistry
is organizing
ALL KERALA COMPETITION
PREPARATION OF EVERYDAY PRODUCTS BASED ON CHEMISTRY

As part of celebrating
INTERNATIONAL MOLE DAY
On
23rd OCTOBER, 2020

Guidelines

- Make products useful for daily life preferably using cost effective and eco-friendly materials
- The product preparation should be based on the knowledge of chemistry
- A video of maximum 3 minutes product's preparation should be sent to chemistryckdvi@gmail.com
- Supportive evidences if any may also be sent to the e-mail provided
- Individual or a team comprising of 2 persons may also participate
- Chemicals of explosive nature are not allowed
- Last date for registration: 14th October, 2020
- Submission date: 23rd October, 2020
- Time : 06.02 am to 06.02 pm
- No registration Fee
- The competition is only for college students

1st Prize :- 2000/-
2nd Prize :- 1000/-

Technical Writing using LaTeX



Course Description:

LaTeX, which is pronounced «Lah-tech» or «Lay-tech» (to rhyme with «blech» or «Bertolt Brecht»), is a document preparation system for high-quality typesetting. It is most often used for medium-to-large technical or scientific documents but it can be used for almost any form of publishing.

LaTeX is not a word processor! Instead, LaTeX encourages authors not to worry too much about the appearance of their documents but to concentrate on getting the right content. This course is open to All PG Students

Course Name: Certificate Programme in **Technical Writing using LaTeX**

Course Offered and Designed by:

Department of Computer Science, Sacred Heart College, Chalakudy.

1. Dr Sr Mini T V
2. DrJisha Jose Panackal
3. Ms Julie P A
4. MsSindhu T

Course Co-ordinated and Delivered by: Dr Jisha Jose Panackal

Course Syllabus

Introduction to LaTeX-Installation of LaTeX package- Basics of LaTeX: Document Classes and Formats-Text Documentation: Paragraphs and Headings-Creation of Tables- Creation of Lists-Creation of Figures- Creation of Table of Contents, List of Figures, Tables etc.

Difference between book format and paper format- two-column, three-column Formats-Introduction to Sample Conference Templates(IEEE)- Introduction to Sample Conference Templates(Springer)- Representing Bibliography, Appendices, Index etc. Introduction to LaTeX presentation

Case Study: Creation of a Sample Paper, Creation of Sample Book, Creation of Sample LaTeX Presentation.

Course Offered and Designed by

1. **DrSr Mini T V**

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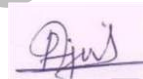
2. **DrJisha Jose Panackal**

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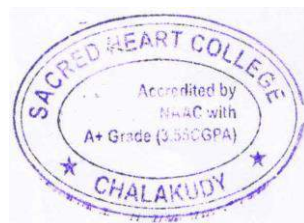
3. **Ms Julie P A**

:



4. **MsSindhu T**

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Dr Sr Reena Ittyachan
Principal
Sacred Heart College
Chalakudy

Certificate Programme in Technical Writing using LaTeX
Offered by Department of Computer Science, Sacred Heart College, Chalakudy

Course Schedule

Total Contact Hours: 30

Schedule	Contact Hours	Topics to be Covered	Mode of Delivery
Week1	2	Introduction to LaTeX	Hands-on-Sessions
Week2	2	Installation of LaTeX package	
Week3	2	Basics of LaTeX: Document Classes and Formats	
Week4	2	Text Documentation: Paragraphs and Headings	
Week5	2	Creation of Tables	
Week6	2	Creation of Lists, Figures	
Week7	2	Creation of Table of Contents, List of Figures, Tables etc.	
Week8	2	Difference between book format and paper format	
Week9	2	Introduction to Sample Conference Templates(IEEE)	
Week10	2	Introduction to Sample Conference Templates(Springer)	
Week11	2	Representing Bibliography, Appendices, Index etc.	
Week12	2	Introduction to LaTeX presentation	
Week13	2	Case Study: Creation of a Sample Paper	
Week14	2	Case Study: Creation of a Sample Book	
Week15	2	Case Study: Creation of a LaTeX Presentation	

Course Offered and Designed by

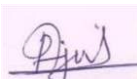
1. DrSr Mini T V

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2. DrJisha Jose Panackal

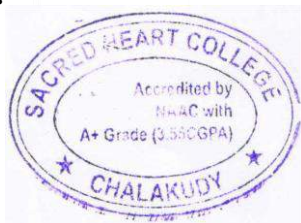
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3. Ms Julie P A

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4. MsSindhu T

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 Dr Sr Reena Ittyachan
 Principal
 Sacred Heart College
 Chalakudy

Certificate Course in Office Automation



Course Description

Microsoft Office is Microsoft's suite of software applications for office use. The key components of MS Office are: MS Word, a word processor to write and organize documents; MS Excel, a spreadsheet for calculation, graphing tools, pivot tables, and MS Power point, a slide show presentation software to develop slide-based presentations.

Our Office Automation course offers training in these three applications of MS Office 2013, a widely used MS Office version and introduction to internet. Training in these applications enable students to electronically build, gather, save, adjust, and communicate workplace information necessary for completing fundamental business (and personal) activities.

Course Name: Certificate Course in **Office Automation:** Open to All

Course Offered by: Department of Computer Science,
Sacred Heart College, Chalakudy.

Course Designed by

1. DrSr Mini T V
2. DrJisha Jose Panackal
3. Ms Julie P A
4. MsSindhu T

Course Co-ordinated and Delivered by: Dr. Sr. Mini T.V.

Course Syllabus

Unit – I

Introduction to Computer & History of development of computers : Computer system concepts Characteristics Capabilities and limitations Generations of computers. Basic components of a computer system – Control Unit, ALU, I/ O Devices, memory – RAM, ROM, EPROM, PROM, Flash Memory and other types of memory

Unit –II

Windows : Windows concepts, features, windows structure, desktop, taskbar, start menu, my computer, Recycle Bin. Windows Accessories – Calculator, Notepad, Paint, WordPad, Character map. Windows Explorer – Creating folders and other Explorer facilities. Entertainment – CD Player, DVD Player, Media Player, Sound Recorder, Volume Control.

Unit – III

Microsoft Office (MS Word) Word Processing: MS Word- Introduction to MS Word: features, Creating, Saving and Opening documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut. Editing a Document – Moving, Scrolling in a document, Opening Multi document windows, Editing Text –Printing documents – Print a document from the standard toolbar, Print a document from the menu, Formatting Documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers, Multiple Columns.

Worksheet(MS Excel): Worksheet basics Creating worksheet, entering data into worksheet, heading information, data, text, dates, Cell formatting values, saving & protecting worksheet. Toolbars and Menus, keyboard shortcuts–Working with formulas & cell referencing. - Auto sum Working with ranges –sorting. Formatting of worksheet –alignment, character styles, column width, date format, borders & colours, currency signs. Previewing & Printing worksheet –headers and footers. Graphs and charts –formatting grid lines & legends, previewing & printing charts.

Unit –IV

Presentation Graphics: MS Power Point Features and various versions Creating presentation using Slide master and template in various colour scheme–Alignment, editing, inserting, deleting, selecting, formatting of text, find and replace text. Bullets, footer, paragraph formatting, spell checking. Printing presentation – Print slides, notes, handouts and outlines. Inserting Objects – Drawing and inserting objects using Clip Art's pictures and charts. Custom Animation

Certificate Course in Office Automation

Offered by Department of Computer Science, Sacred Heart College, Chalakudy

– slide transition effects and other animation effects. Presenting the show – making stand alone presentation

Unit –V

Internet Evolution, Protocols, Interface Concepts, Internet Vs Intranet, Growth of Internet, ISP, Connectivity – Dial-up, Leased line, VSAT etc. World Wide Web (WWW) History, Working, Web Browsers, Its functions, Concept of Search Engines. Searching the Web, HTTP, URLs, Web Servers, Web Protocols.

Course Schedule

Total Contact Hours: 30

Schedule	Contact Hours	Topics to be Covered	Mode of Delivery
Week1	2	Introduction to Computer Fundamentals	Presentation
Week 2	2	Windows Introduction & concepts	Presentation
Week3	2	Introduction and application of Word	Presentation
Week4	2	Text Documentation: Paragraphs and Headings	Hands-on-Sessions
Week5	2	Creation of word Document, Tables, List etc	
Week6	2	Creation of Excel Sheet	
Week7	2	Creation of Table of Contents, List of Figures, Tables etc.	
Week8	2	Creation of Graphs in Excel sheet	
Week9	2	Introduction to Sample Conference Templates(IEEE)	
Week10	2	Creation of Sample Word document	
Week11	2	Creation of Sample Excel sheet	
Week12	2	Introduction to Powerpoint	
Week13	2	Working with formulas & cell referencing in Excel	
Week14	2	Introduction to Internet , WWW	Presentation
Week14	2	Case Study: Creation of a Word Document	Assignments
Week15	2	Case Study: Creation of a Powerpoint Presentation	

Course Offered and Designed by

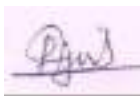
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Chalakudy

Human Rights course 2020-21

Human Rights certificate course 2020-21 has been started on 1st July 2020. About 50 students joined the course. We conducted most of the classes through an online platform. With an aim for the students to get familiar with the notion of human rights, the Dept. of Political Science along with the Dept. of History organized this certificate course at the college level. Many students especially girls are not aware of their basic human rights. Women are the most vulnerable section of society.

Therefore, in order to create a thorough awareness regarding human rights, we started this course. Moreover, at the end of the academic year, we provided an online certificate for the entire enrolled students of human rights. Without access to basic human rights nobody can lead a dignified life. Human rights protection is an internationally acclaimed concept. Even the United Nations Organisation celebrates Dec 10 every year as world human rights day.

Sacred Heart College for Women, Chalakudy



CERTIFICATE COURSE ON HUMAN RIGHTS AND DUTIES EDUCATION 2020-2021

THIS IS TO CERTIFY THAT

SANCHAL MARIA
has successfully completed the 30 hours Certificate course conducted by Department of History-Political Science, SH College, Chalakudy


JOSE JAMES
Asst. Professor, Dept. of Political Science & main course instructor


DR. REENA ITTYACHAN
SH College, Principal




DATE OF ISSUE OF E-CERTIFICATE : 8TH APRIL, 2021

Human Rights course 2019-20

The college-level certificate course on 'Human Rights and Duties' was inaugurated on 02.07.2019 by Adv. Priyanka, is a renowned lawyer working at District Court, Thrissur. She delivered a talk on the Domestic Violence Act and motivated students regarding the protection of their human rights. In that inaugural session, college Principal Dr.Sr. Irene presided over. About 50 students attended the programme enthusiastically. Moreover, we conducted many classes for students from Nov 2019 to Feb 2020. Most of the classes were taken by Mr. Jose James and Mr. Libin Francis, faculties of Political Science and History Departments respectively. At the end of the academic year, we offered online certificates for the students of the Human Rights course. Human Rights are those which are essential for the very existence of Human beings in the universe with dignity. Therefore, nobody can ignore the importance of human rights. It will not only enrich the college curriculum but also a leading light to the future family life of students. Hence, the value of human rights education is not measurable.

