



MAHENDRA ARTS & SCIENCE COLLEGE **(Autonomous)**

Affiliated to Periyar University, Salem.

Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC Act 1956
Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Value-added Courses
2018-2019



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Criterion I: - Curricular Aspects

1.3 Curriculum Enrichment

1.3.2 List of of value-added courses for imparting transferable and life skills offered during last five years.

Value-Added Courses - 2018-2019

| S.No. | Course Code | Name of the Value-Added Course |
|-------|-------------|---|
| 1. | CSVAC01 | Desktop Publishing |
| 2. | MAVAC01 | Quantitative Aptitude Techniques |
| 3. | COVAC01 | Tally |
| 4. | BTVAC01 | Mushroom Cultivation |
| 5. | PHVAC01 | Troubleshooting Electrical Appliances |
| 6. | CSVAC02 | Web Designing |
| 7. | ENVAC02 | Advanced Communicative Skills |
| 8. | BTVAC02 | Bio-fertilizer Production |
| 9. | PHVAC02 | Mobile Phone Servicing |
| 10. | CHVAC01 | Entrepreneurship in Chemistry |
| 11. | JMVAC01 | Mass Media |
| 12. | STVAC01 | Statistical Package for Social Sciences |

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Kalippatti (PO) - 637 501, Namakkal (Dt)



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Department of Computer Science & Applications

COURSE NAME - DESKTOP PUBLISHING

Academic Year : 2018-2019

Key Features

- ➡ Creating a Logo Design
- ➡ Merge two or more pictures using the layer option
- ➡ Create greeting card for some festivals using Corel Draw
- ➡ Creating Photo Studio Images and Work
- ➡ Creating Flex Printing Work Using Corel Draw.
- ➡ All Advance work of Photoshop Using Corel Draw

Desktop Publishing



COURSE CO-ORDINATOR

Mrs.M.KARTHIKA, Assistant Professor

WEB SITE:

www.mahendraarts.org



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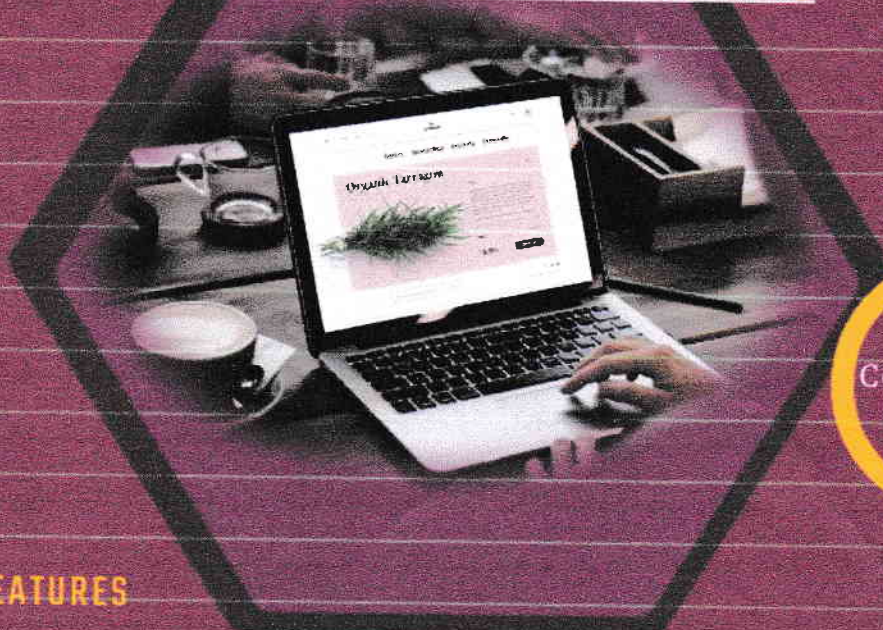
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DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

Academic Year : 2018-2019

COURSE NAME : WEB DESIGNING



Course Code
CSVAC02

KEY FEATURES

- ✓ Define the principle of Web page design
- ✓ Define the basics in web design
- ✓ Visualize the basic concept of HTML.
- ✓ Recognize the elements of HTML.
- ✓ Introduce basics concept of CSS.
- ✓ Develop the concept of web publishing

Course Co-ordinator

Mrs. M.KARTHIKA, Assistant Professor

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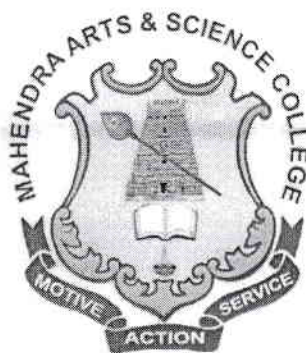
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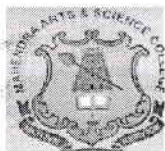
KALIPPATTI-637501



SYLLABUS FOR VALUE-ADDED COURSE CHOICE BASED CREDIT SYSTEM

**FOR THE STUDENTS ADMITTED FROM
THE ACADEMIC YEAR 2016 – 2017 ONWARDS**


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DEPARTMENT OF COMPUTER SCIENCE &

APPLICATIONS

SYLLABUS FOR VALUE - ADDED COURSES

(For UG Programmes) Academic Year 2016 – 2017

I. REGULATIONS:

These regulations shall take effect from the academic year 2016 - 2017, i.e., for students who are to be admitted to the first year of the course during the academic year 2016 - 2017 and thereafter.

1. Objectives of the Course:

The objective of the course is to introduce career and market-oriented, skill enhancing add-on courses that have utility for job, self-employment and empowerment of the students.

- Ability to apply knowledge in Mathematics, Physics, Chemistry, Biotechnology, Computer science, etc.,
- Ability to design, analyze and conduct experiments
- Ability to meet desire needs of industry, society and governments
- Ability to understand professional and ethical responsibility.
- Ability to engage in lifelong learning
- Ability in a knowledge of contemporary issues

2. Duration of the Course:

The candidates can choose any one Value – Added course from a list of courses and complete the same within one academic year.

Examinations:

The course of study shall be based on Non-Semester pattern and the examinations shall be conducted at the end of the academic year.


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3. Structure of the Programme:

| Course Category | Title of the Course | Course Code | Hrs / Week | | No. of Credits | Max. Mark | | |
|-----------------|---------------------|-------------|------------|---|----------------|-----------|------|-------|
| | | | L | P | | Int. | Ext. | Total |
| | Desktop Publishing | CSVAC01 | 1 | 2 | | 100 | - | 100 |

IV – SCHEME OF EXAMINATION:

1. Question Paper Pattern for Theory Papers:

Time: Two Hours

Maximum Marks: 50

Part – A Answer all the Questions $10 * 1 = 10$ Marks(Objective Type)

Part – B Answer all the Questions $10 * 2 = 20$ Marks

Part – C Answer any Four out of Seven Questions $4 * 5 = 20$ Marks

2. Question Paper Pattern for Practical Papers:

Time: Three Hours

Maximum Marks: 50

3. Passing Minimum:

The Candidates shall be declared to have passed the examination if he/she secures not less than 40 marks in total with minimum of 20 marks in the theory examinations and 20 marks in the practical examinations.

V – ISSUE OF CERTIFICATES:

Certificate will be issued to students once they pass the examination, meeting all the requirements detailed above.


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| Paper Code | Value-Added Course |
|------------|--------------------|
| CSVAC01 | Desktop Publishing |

Objectives

To provide a conceptual understanding of the basis of Adobe PageMaker, Photoshop and in depth coverage of drawing and editing tools.

1. MS PAINT

2. PHOTOSHOP

3. PAGE MAKER / IN DESIGN

4. COREL DRAW

5. PROJECT WORK

PHOTOSHOP

Theory:-

Introduction to Photoshop - Intro to Tools Selection & Color Models – Working with Layers - Creating Shapes and Painting - Transforming & Retouching – Color and Tonal Adjustments - Sharpening Images - Working with Type - Color Corrections - Using the Gradient map comment in Photoshop - Pattern Maker

Hands on Project

Practical:-

- Create a business card using Photoshop
- Create greeting card for some festivals using Photoshop
- Merge two or more pictures using the layer option
- Creating Photo Studio Images and Work
- Creating Flex Printing Work
- Display a picture in texture and spherize effects using filter options.


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PAGE MAKER/IN DESIGN

Theory:-

Introduction to Page Maker - Managing Document Layer - Creating and Editing Text
- Managing Text as an Object - Working with Text & Graphics - Using Graphics - Applying
Colors to Graphics - Cropping & Masking Graphics - Working with Layers, Master Pages.
Plug-ins - Creating a PDF Document in PageMaker – Printing

Practical:-

- Create a simple logo using PageMaker –
- Create a simple logo using PageMaker –
- Import a picture and give the mask effect for the picture –
- Create a news paper for three
- Page and insert images -Draw two or more objects in a same place and bring forward,
backward using the arrange options –
- Create Function Invitation card with images using PageMaker.
- Create a certificates using PageMaker –
- Create a web page using slice tool and give link to it.

COREL DRAW

Theory:-

Introduction to Corel Draw - Various File Formats - Corel Draw Learning Tools Corel Basics
- Corel Techniques - Corel Draw Basics Effects - Artistic Effects - CD text Effects - Design, Layout
& Photos - Creating a Logo - Vectorising Images -Work with Layout & more etc..

Practical:-


- ❖ Creating a Logo Design
- ❖ Merge two or more pictures using the layer option
- ❖ Create greeting card for some festivals using Corel Draw
- ❖ Creating Photo Studio Images and Work
- ❖ Creating Flex Printing Work Using Corel Draw
- ❖ All Advance work of Photoshop Using Corel Draw

PROJECT WORK:-

REFERENCE BOOK

1. Marc Campbell, “Page Maker 7.0”, Redmond Technology Pr (October 1, 2001).


Course Co-ordinator


HOD


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(VALUE-ADDED COURSE OFFERED BY DEPARTMENT OF MATHEMATICS)
ACADEMIC YEAR – (2018 – 2019)

Course Name: QUANTITATIVE APTITUDE TECHNIQUES

Course Code: MAVACO1

Duration: 30 Hrs.

Offered to: Students of All streams.

COURSE OBJECTIVES

An aptitude test is used to determine an individual's ability, assessing how they are likely to perform in an area in which they have no prior training or knowledge.

In the work world, human resources departments at some companies will use career assessment tests to learn about a potential candidate's strengths and weaknesses.

COURSE OUTCOMES

An aptitude test is an exam used to determine an individual's skill or propensity to succeed in a given activity. Aptitude tests assume that individuals have inherent strengths and weaknesses, and have a natural inclination toward success or failure in specific areas based on their innate characteristics.

COURSE CONTENT

- ✓ Problems on numbers - Problems on Ages
- ✓ Simple Interest – Compound Interest
- ✓ Time & Distance – Problems on Train
- ✓ Area – Volume & Surface Areas
- ✓ Ratio and Proportion – Partnership

COURSE CO - ORDINATOR

Mr. C. JAYAKUMAR, ASSISTANT PROFESSOR.


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SYLLABUS FOR VALUE-ADDED COURSE

OUTCOME BASED EDUCATION - CHOICE BASED CREDIT SYSTEM

**FOR THE STUDENTS ADMITTED FROM
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MAHENDRA ARTS & SCIENCE COLLEGE
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Department of Mathematics

COURSE OBJECTIVES:

- ❖ An aptitude test is used to determine an individual's ability, assessing how they are likely to perform in an area in which they have no prior training or knowledge.
- ❖ In the work world, human resources departments at some companies will use career assessment tests to learn about a potential candidate's strengths and weaknesses.

| | | |
|----------------------|---|--------------------|
| VALUE-ADDED | Common for All Majors | 2016 - 2017 |
| Code: MAVAC01 | Quantitative Aptitude Techniques | |
| Credits: 1 | | |

Objectives:

This course introduces fundamental concepts such as Numbers, system in Quantitative aptitude. It covers concepts such Simple interest, Compound interest, proposition & partnership. It provides technical skills to understand and develop various department examinations like Group Exams, TNPSC, RRB, SSC & IBPS.

Unit I:

Problems on numbers - Problems on Ages. (Section - I: 7, 8)

Unit II:

Simple Interest – Compound Interest. (Section-I: 21 and 22)

Unit III:

Time & Distance – Problems on Train . (Section-I: 17 and 18)

Unit IV:

Area – Volume & Surface Areas (Section-I: 24 , 25 & 35)

Unit V:

Ratio and Proportion – Partnership . (Section - I: 12, 13, 31)



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TEXT BOOK:

| S.No | Name of the Book | Author | Publisher | Year Of Publication |
|------|--|--------------|--|---------------------|
| 1. | Quantitative Aptitude for Competitive Examinations | R.S.Aggarwal | S.Chand Co Ltd,152, Anna salai ,Chennai. | 2001 |

SCHEME OF EXAMINATION:

Question Paper Pattern for Value-Added Paper:

Time: 1.30 Hours

Marks: 50

Part A: (10 x 1 = 10)

Answer ALL Questions

Two Questions from Each Unit
(Objective type)

Part B: (20 x 2 = 40)

Answer ALL Questions

Four Question from Each Unit
(Objective type)

Passing Minimum: 50 out of 100.


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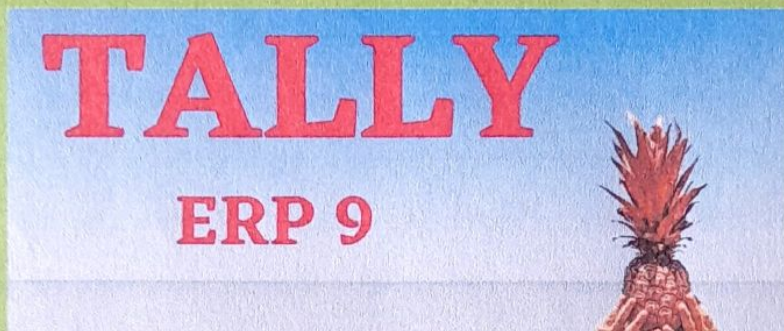


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PG & RESEARCH DEPARTMENT OF COMMERCE

2018-2019



COURSE FEATURES:

- *In their selected job routes, they should make use of resources and tools.*
- *Improve your communication skills.*
- *Collaborate with interdisciplinary professional groups.*
- *Graduates are more likely to engage in lifelong learning.*
- *Contribution to the growth and improvement of business and society*
- *Participation in commercial and other volunteer activities.*
- *Participate in leadership behavior and give back to their company and community.*

For Further Enquires: Dr.K.Selvaraj
HOD, Department of Commerce


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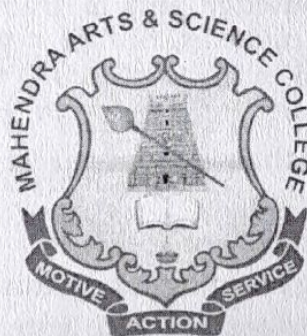
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VALUE ADDED COURSE

SYLLABUS FOR TALLY

CHOICE BASED CREDIT SYSTEM

FOR THE STUDENTS ADMITTED FROM

THE ACADEMIC YEAR 2018 – 2019


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Department of Commerce

B.COM.

ACADEMIC YEAR 2018 - 2019

I. PROGRAMME EDUCATIONAL OBJECTIVES:

- Create interests and bring talents among students to create knowledge across their respective disciplinary lines.
- Efficient and Effective balance breadth with depth in knowledge in undergraduate education prepare students for the global workforce.
- Be an entrepreneur due to innovation and discovery in their identified focus areas.
- Incorporate research and innovation into the learning experience of both undergraduate and graduate students.
- Recognize their level of knowledge and to transfer to industry, laboratories and governments.

II. PROGRAMME OUTCOMES:

- Utilize resources and tools in their chosen career paths.
- Develop effective communication.
- Work in multidisciplinary professional teams.
- Engagement towards life-long learning for graduates.
- Contribution towards the development and betterment of industry and society.
- Involvement in professional and other service activities.
- Take part in ethical leadership and contribute to their organization and community.

III. REGULATIONS:

These regulations shall take effect from the academic year 2018-2019, i.e., for students who are to be admitted to the first year of the course during the academic year 2018-2019 and thereafter.

1. Objectives of the Course:

The objective of the course is to introduce career and market-oriented, skill enhancing add-on courses that have utility for job, self-employment and empowerment of the students.

- Ability to apply knowledge in Accounts, Computer skills, Commerce, Economics, Statistics, etc.,
- Ability to design, analyse and conduct experiments
- Ability to meet desire needs of industry, society and governments
- Ability to understand professional and ethical responsibility.
- Ability to engage in lifelong learning
- Ability in a knowledge of contemporary issues

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301, 637 501, Namakkal-637 501

2. Duration of the Course:

The candidates can choose any one add-on course from a list of courses and complete the same within one academic year. The course of study shall consist of two semesters with a minimum of 2 credits.

3. Examinations:

The course of study shall be based on Non-Semester pattern and the examinations shall be conducted at the end of the academic year.

4. Structure of the Programme:

| Course Category | Title of the Course | Course Code | Hrs / Week | | No. of Credits | Max. Mark | | |
|-----------------|---------------------|-------------|------------|---|----------------|-----------|------|-------|
| | | | L | P | | Int. | Ext. | Total |
| | Tally | COVAC01 | 1 | 2 | 2 | 100 | - | 100 |

IV - SCHEME OF EXAMINATION:

1. Question Paper Pattern for Theory Papers:

Time: Two Hours

Maximum Marks : 50

Part - A Answer all the Questions 10 * 2 = 20 Marks
Part - B Answer all the Questions (Either or choice) 4 * 5 = 20 Marks
Part - C Answer any one out of three Questions 1 * 10 = 10 Marks

2. Question Paper Pattern for Practical Papers:

Time : Three Hours


Maximum Marks : 50

3. Passing Minimum:

The Candidates shall be declared to have passed the examination if he/she secures not less than 40 marks in total with minimum of 20 marks in the theory examinations and 20 marks in the practical examinations.

V - ISSUE OF CERTIFICATES:

Certificate will be issued to students once they pass the examination, meeting all the requirements detailed above.


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VALUE ADDED COURSE - SYLLABUS

| Paper Code | Value Added Course | 2018-2019 |
|------------|--------------------|-----------|
| COVAC01 | TALLY | |

Objectives:

- ✓ To facilitates the students to apply the basic principles of accounting.
- ✓ To develop a expertise in handling the accounting standards.
- ✓ To provide the students about the procedure for preparation of company final accounts.

Tally Course Syllabus

Tally course syllabus is framed by Tally certified experts which will help you to understand how to Perform Accounting, Inventory and Basic Taxation (GST, TDS) from the basic to advanced level. This Tally ERP syllabus makes you expert in Accounting and Finance domain from the scratch.

BASIC OF ACCOUNTING

- ✓ Introduction
- ✓ Types of Accounts
- ✓ Accounting Principles or concepts
- ✓ Mode of Accounting
- ✓ Rules of Accounting
- ✓ Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY.ERP 9

- ✓ Company Features
- ✓ Configuration
- ✓ Getting functions with Tally.ERP9
- ✓ Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP 9

- ✓ Chart of Groups
- ✓ Groups
- ✓ Multiple Groups
- ✓ Ledgers
- ✓ Multiple Ledgers

INVENTORY MASTERS IN TALLY.ERP9

- ✓ Stock Groups
- ✓ Multiple Stock Groups
- ✓ Stock Categories
- ✓ Multiple Stock Categories
- ✓ Units of Measure


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- ✓ Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9

- ✓ Introduction
- ✓ Types of Vouchers
- ✓ Chart of Vouchers
- ✓ Accounting Vouchers
- ✓ Inventory Vouchers
- ✓ Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9

- ✓ Bill-wise details
- ✓ Cost centers and Cost Categories
- ✓ Multiple currencies
- ✓ Interest calculations
- ✓ Budget and controls
- ✓ Scenario management
- ✓ Bank Reconciliation

ADVANCE INVENTORY IN TALLY.ERP9

- ✓ Order Processing
- ✓ Recorder Levels
- ✓ Batch-wise details
- ✓ Bill of Materials
- ✓ Batch-Wise Details
- ✓ Different Actual and Billed Quantities
- ✓ Price Lists
- ✓ Zero-Valued Entries
- ✓ Additional cost details
- ✓ POS

TAXES IN TALLY.ERP9

- ✓ TDS
- ✓ TDS Reports
- ✓ TDS Online Payment
- ✓ TDS Returns filing
- ✓ TDS Certificate issuing
- ✓ 26AS Reconciliation
- ✓ TCS
- ✓ TCS Reports
- ✓ GST
- ✓ GST Returns
- ✓ EPF
- ✓ ESIC


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- ✓ Professional Tax

TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9

- ✓ Tally vault
- ✓ Security controls
- ✓ Tally Audit
- ✓ Backup and restore
- ✓ Split company data
- ✓ Import and export of data
- ✓ Printing Reports and Cheques
- ✓ Create a Company Logo

PAYROLL ACCOUNTING IN TALLY.ERP9

- ✓ Employee Creation
- ✓ Salary Define
- ✓ Employee Attendance Register
- ✓ Pay Heads Creation
- ✓ Salary Report

GENERATING REPORTS IN TALLY.ERP9

- ✓ Financial Statements
- ✓ Trading Account
- ✓ Profit & Loss Account
- ✓ Balance Sheet
- ✓ Accounts Books and Reports
- ✓ Inventory Books and Reports
- ✓ Exception Reports
- ✓ Statutory Reports
- ✓ Payroll Reports
- ✓ Trail balance
- ✓ Day Book
- ✓ List of Accounts
- ✓ Stock Summary
- ✓ Outstanding Statement


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REFERENCE BOOKS:

| S.No | Title of the Book | Author | Publisher |
|------|---|---------------------------------|---------------------------------------|
| 1. | Comprehensive Computer Learning-Tally ERP 9 | SHRADDHA SINGH NAVNEET MEHRA | V & S Publishers Value & Substance |
| 2. | Tally Work Book – A real practical accounting | RAKESH SANGWAN | Ascent Prime Publication |
| 3. | Simple Tally – version 6.3 | A.K. NADHANI, K.K. NADHANI | BPB Publications |
| 4. | Advanced Accounting with Tally ERP 9 | Dr. ABHISHEK SHRIVASTAVA | - |


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DEPARTMENT OF BIOTECHNOLOGY

Value – Added Course -Mushroom Cultivation

Brochure-2018-19

Course Code: BTVACO1

Duration: 30 Hrs.

Offered to: Students of the Mahendra Arts and Science College

COURSE OBJECTIVES

- To use extensively in cooking in many cuisines in the culinary industry, processed foods and households
- To become a Food and Fermentation Expert and consultant in the Agricultural sector
- To get a job from quality control laboratories in the bio and agriculture based industries
- To gaining popularity in the pharmaceutical industry.
- To earn great potential with cultivation of variety of mushroom to another.
- To Start-up Entrepreneurs in Agribusinesses sector

COURSE OUTCOMES

- To use extensively in cooking in many cuisines in the culinary industry, processed foods and households
- To become a Food and Fermentation Expert and consultant in the Agricultural sector
- To get a job from quality control laboratories in the bio and agriculture based industries
- To gaining popularity in the pharmaceutical industry
- To earn great potential with cultivation of variety of mushroom to another
- To Start-up Entrepreneurs in Agribusinesses sector

FOR DETAILS CONTACT:

Dr.T.Selvankumar,
Professor and Head, Department of Biotechnology,
Mobile: 94434 70394.


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BACHELOR OF SCIENCE

SYLLABUS FOR - VALUE ADDED PROGRAM

**FOR THE STUDENTS ADMITTED FROM
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MUSHROOM CULTIVATION

Objectives

To understand the morphology, types and nutrient value of mushroom.

To impart knowledge about the identification of edible and poisonous mushrooms.

To learn about the Diseases of Mushrooms and Post harvesting techniques.

To study the prospects and scope of mushroom cultivation in small scale industry and also facilitate the self-employment.

UNIT - I

Introduction to Mushroom Cultivation - Importance of Mushroom, scope, past, present status & future prospects. Knowledge of General Safety, health and hygiene. Mushroom morphology. Mushroom edible types, Poisonous mushrooms.

UNIT - II

Cultivation - Different substrates - Spawn preparation - Composting. Different methods of cultivation - bed method, polythene bag method, field cultivation. Cultivation of Paddy Straw Mushroom and ingredients used for Oyster Mushroom, Milky Mushroom and Button Mushroom cultivation.

UNIT - III

Farm layout - Principles of mushroom farm layout- location of building plot, design of farm, bulk chamber, composting platform, equipments & facilities, pasteurization room & growing rooms.

UNIT - IV

Mushroom for health: ingredients in mushroom, i.e. Protein, Carbohydrate, Fiber, Fat, Vitamins, Minerals etc. Maintenance of mushroom - pest control. Cropping & crop management - picking & packing. Problems in mushroom cultivation & its remedies.

UNIT - V

Post-harvest handling and value addition of mushrooms. Preservation of Mushroom. Economics of Mushroom cultivation.


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Kalippelli (PO) - 637 501, Namakkal (DT)

PRACTICAL: MUSHROOM CULTIVATION

1. Selection and Processing of straw for bed preparation
2. Sterilization process practice
3. Growing and Identification of viable Spawn
4. Preparation of beds for cultivation of various mushrooms and its maintenance
5. Post Harvesting care and processing Visit to Mushroom farms

Field Study: Visit to mushroom cultivating areas.

REFERENCE

1. Mushroom Cultivation, Tripathi, D.P. (2005) Oxford & IBH Publishing Co. PVT.LTD, New Delhi
2. Mushroom Production and Processing Technology, Pathak Yadav Gour (2010) Published by Agrobios (India).
3. Handbook on Mushrooms, Nita Bahl, oxford & IBH Publishing Co.


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Kalippatti (Po) – 637 501, Namakkal (Dt), Tamil Nadu.

Department of Physics

Value Added Course

on

“Troubleshooting Electrical Appliances”

With effect from January 09th 2017 Onwards

COURSE TOPICS

1. Electrical Appliances
2. Kitchen Appliances
3. Electronic Instruments
4. Office Electronics
5. Measuring Instruments

For more details
Contact

Dr. K. Prabakaran / AP Physics
Mobile: 7010574377

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Department of Physics

Value Added Course

on

“Mobile Phone Servicing”

With Effect from January 22th 2018 Onwards

COURSE TOPICS

- 1. Energy Sources
- 2. Solar Energy
- 3. Wind Energy; Bio Mass
- 4. Mobile Communication
- 5. Signals

For more details
Contact

Dr. K. Prabakaran / AP Physics
Mobile: 7010574377

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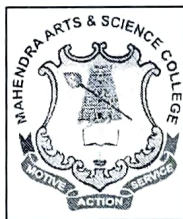
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KALIPPATTI-637501.



VALUE ADDED COURSE

SYLLABUS FOR

ALL UNDERGRADUATE & POST GRADUATE STUDENTS

**FOR THE STUDENTS ADMITTED FROM THE
ACADEMIC YEAR 2018 – 2019 ONWARDS**

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MAHENDRA ARTS & SCIENCE COLLEGE
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Department of PHYSICS

PREAMBLE

The Department of Physics offers programs in conventional Physics to a broad range of students through creative and learning and teaching methodology which enables them to integrate this knowledge into their normal thought processes. Also, The department provides a forward-looking curriculum to undergraduate Physics majors, involving not only conventional Physics topics but also state-of-the-art instruction through Theory and Practical experimental techniques. On the other hand, the department offers Value added courses for data acquisition and analysis, as well as active involvement in professional growth and research.

COURSE OBJECTIVES:

- Technical Proficiency: Obtaining successful employment to their respective interests, education and to become socially responsible physicist
- Professional growth: Developing life long learning, higher education and research in their respective areas of specialization
- Management growth: Improving leadership quality through innovative manner

COURSE OUTCOMES:

- **Knowledge:** has substantial knowledge in electrical instruments and their trouble shooting process along with mobile phone servicing
- **Skill:** can combine and use knowledge from several disciplines and independently assess and evaluate research methods and results
- **General competence:** has the ability to successfully carry out advanced tasks and projects, both independently and in collaboration with others, and also across disciplines



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TROUBLE SHOOTING ELECTRICAL APPLIANCES

UNIT-I: ELECTRICAL APPLIANCES

Electric Iron box- Vacuum Cleaner - Washing Machine- Lightening- Fans- UPS- Voltage Stabilizer- Water Heater.

UNIT- II: KICHEN APPLIANCES

Water purifier- Microwave Oven- Mixer- Juicer- Wet Grinder- Electric Cooker- Air Cooler- Food Processor- Refrigerator.

UNIT- III: ELECTRONIC INSTRUMENTS

Mobiles- Tablet- Laptop- Television- Audio- Video- Digital Cameras.

UNIT- IV: OFFICE ELECTRONICS

Paper Shredder- Label Printer- Printing Calculator- Basic Calculator- Landline Phone

UNIT-V: MEASURING INSTRUMENTS

Capacitor- Resistor- Inductor- Types of lamps- Electrical Bulbs- Measuring Meter- Galvanometer- Ammeter- Voltmeter and multimeter- Transformer- Applications.

BOOKS FOR REFERENCES:

1. A text book in electrical technology, B.L.TERAJA and A.K.TERAJA, S.CHAND & CO, NEW DELHI
2. A text book in electric power, P.L.SONI, T.V. KUPTA, V.S. BHATNAGAR



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MOBILE PHONE SERVICING

UNIT-I: ENERGY SOURCES

Introduction – Energy Sources- Availability- Renewable Energy sources- New energy Techniques.

UNIT-II: SOLAR ENERGY

Solar constants- solar radiation- Beam and Diffuse- Air Mass- Scattering- Zenith Angle- Day length- Local solar time- Solar Cells.

UNIT-III: WIND ENERGY, BIO MASS

Introduction- Basic principle- Nature- power- Wind energy- Wind data- Types of wind machines- Energy storage- Bio mass conversion Techniques- Generation- Method- Applications.

UNIT-IV: MOBILE COMMUNICATION

Mobile and wireless services- A short history of wireless communication- Overview- Signal- Antenna Signal propagation.

UNIT-V: SIGNALS

Path loss of Radio signals- Additional Signal Propagation Effects- Multi Path Propagation- Time division multiplexing.

BOOKS FOR REFERENCES

1. G.D.RAI, Non Conventional energy sources, Khauna publications, Delhi
2. S.P.SUKHATME, Solar Energy, TMH
3. M.P.AGARWAL, Solar Energy, S.Chand & Co



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DEPARTMENT OF ENGLISH

VALUE - ADDED COURSE

ADVANCED COMMUNICATIVE SKILLS

COMMENCES FROM DEC 2018

COURSE FEATURES:

- **DEVELOPS VERBAL & NON-VERBAL COMMUNICATION**
- **HELPS IN EMPLOYABILITY**
- **FACILITATE THE ABILITY TO COMMUNICATE**



**FOR FURTHER ENQUIRIES:
MRS.P.SUJATHA, ASSISTANT PROFESSOR,
DEPARTMENT OF ENGLISH.**

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Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

SYLLABUS 2018-19

ADVANCED COMMUNICATIVE SKILLS

Objectives:

1. To train and prepare the students to seek and find employment in the corporate, media, English language teaching and content writing sectors
2. To develop communicative competence in students
3. To impart knowledge, ideas and concepts in the technicalities of proper pronunciation, structure, appropriate use and style of the English Language as well as the application areas of English communication
4. To expose the students to the employment opportunities, challenges and job roles.

Unit-I

Preparing for a Career - Identifying job openings - Applying for a job - Preparing Cover letters - Preparing a CV/Resume - Effective Profiling

Unit-II

Presentation Skills - Preparing a PowerPoint Presentation - Greeting and introducing -Presenting a Paper - Group Discussions - Preparing for and Facing a Job Interview

Unit-III

Business Communication - Preparing Agenda and Minutes for Meetings - Writing Notices and Memos - Drafting an E-mail, Press Release - Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)

Unit-IV

Telephone Skills - Basics of Telephone communication - How to handle calls- telephone manners - Leaving a message - Greeting and Leave Taking over phone(etiquette)

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DEPARTMENT OF BIOTECHNOLOGY

Value – Added Course Bio-fertilizer Production

Brochure-2018-19

Course Code: BTVAC02

Duration: 30 Hrs.

Offered to: Students of the Mahendra Arts and Science College

COURSE OBJECTIVES

- To promote organic farming in the region through technical capacity building of all stakeholders.
- To facilitate the students to understand basics of bio-fertilizers.
- To provide exposure to bio-fertilizer production technology.
- To make students ready for industry as entrepreneurs.
- To improve the professional competencies and upgrade the knowledge and develop technical skills of bio-fertilizer production.

COURSE OUTCOMES

- To obtain sustainable growth in the agriculture sector.
- To become a research analyst, fermentation expert and consultant in the life sciences sector.
- To get a job from quality control laboratories in the bio and agriculture based industries.
- To Start-up entrepreneurs.

FOR DETAILS CONTACT:

Dr.T.Selvankumar,

Professor and Head, Department of Biotechnology,

Mobile: 94434 70394.

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BACHELOR OF SCIENCE

SYLLABUS FOR VALUE ADDED PROGRAM

**FOR THE STUDENTS ADMITTED FROM
THE ACADEMIC YEAR 2016 - 2017 ONWARDS**


PRINCIPAL
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(Autonomous)
Kalippatti (PO) - 637 501, Namakkal (DT)

BIO-FERTILIZER PRODUCTION

Objectives:

To understand the scope, importance and types of bio-fertilizers

To impart the hands on training on the skills associated with bio-fertilizer producing organism's isolation, production and their application.

To learn low cost media preparation and ecofriendly agricultural inputs in bio-fertilizer production.

UNIT - I

Bio-fertilizers: Introduction, history, concept, scope and importance of Bio fertilizers, Classification of Bio fertilizers.

UNIT – II

Structure and characteristic features of bacterial Bio fertilizers- Azospirillum, Azotobacter, Bacillus, Pseudomonas, Rhizobium and Frankia; Cynobacterial bio-fertilizers- Anabaena, Nostoc, Hapalosiphon and fungal bio fertilizers- AM mycorrhiza and ectomycorhiza.

UNIT – III

Production technology: Strain selection, sterilization, growth and fermentation, equipment, mass production of carrier based and liquid bio-fertilizers. FCO specifications and quality control of bio fertilizers.

UNIT – IV

Application technology for seeds, seedlings, tubers, sets etc. Bio-fertilizers – Packaging, Storage, shelf life, quality control and marketing. Factors influencing the efficacy of bio fertilizers.

UNIT – V

Quality standard and control methods of bio-fertilizers. Strategies of mass multiplication, packing, marketing and registration of bio-fertilizers.


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PRACTICAL: BIO-FERTILIZER PRODUCTION

1. Laboratory Equipment's-. Autoclave, BOD incubator, Laminar air flow, Colony counter, Hot air oven, Spectrophotometer and Bioreactor.
2. Isolation of *Rhizobium* from root nodules.
3. Isolation of *Pseudomonas fluorescence*.
4. Isolation of *Azospirillum* from plant roots.
Mass production of bio-fertilizers-Rhizobium.
5. Methods of evaluation of bio-fertilizers.

Reference Books:

1. Motsora, M.R., P. Bhattacharya and Beena Srivastava.1995. Bio-fertilizer Technology, Marketing and Usage-A Source Bookcum-Glossary (FDCO, New Delhi).
2. Subbarao, N.S. 1993. Biofertilizers in Agriculture and Forestry (Oxford and IBH Pub. Co., New Delhi).
3. NIIR Board. 2012. The Complete Technology Book on Bio-fertilizer and Organic Farming (2nd Revised Edition). NIIR Project Consultancy Services.
4. Mahendra Rai. 2008. Handbook of Microbial Biofertilizers. Routledge Tailor and Francis group.
5. Eiri, B. 2009. Hand Book of Biofertilizers & Vermiculture. Engineers India Research Institute. New Delhi.
6. Kannaiyan, S. K. Kumar and K. Govindarajan. 2010. Biofertilizers Technology. Scientific Publishers, New Delhi.
7. Ajar Nath Yadav, 2021. A Laboratory Manual for Production Technology for Bioagents and Biofertilizers.


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MAHENDRA ARTS & SCIENCE COLLEGE (Autonomous)



ENTREPRENEURSHIP IN CHEMISTRY

Academic Year – 2018-2019

(A Value-Added Course Offered by the Department of Chemistry)

Total hours: 30

This course in chemistry is intended to make the students to get knowledge about the utilization of various Chemical components required to prepare cosmetic items, incense sticks and candles. In addition to learning they will also be made aware of the various methods of preparation techniques and its applications in day to day life. At the completion of the course they are also envisioned regarding the procedure to prepare them practically also about further processes like packing and marketing techniques.

AIM & OBJECTIVES:

The course is mainly inculcate to students who wanted to work in the beauty and fragrance sector with the aim to learn, develop and practice required by the market.


1. Develop Professional attitude and knowledge of hair, skincare, cleaning agents, incense sticks and candles preparation techniques and methods.
2. Produce capable and skillful workforce as required by prevailing market demands.
3. Equip students with skills and knowledge to ensure adherence on importance of studying the course.

OFFERED TO: Students of all streams

COURSE OUTCOMES:

1. Students have basic knowledge about chemical compounds their structure and formulation.
2. Gains synthetic awareness about chemicals used in day to day life.
3. The students interpretation skills are improved by the course content and it also serve as a basic platform to impact them in self employment.

COURSE CO-ORDINATOR: Mrs. M. Saranya, Assistant Professor of Chemistry.


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| | | |
|-------------|--------------------------------------|-------------|
| VALUE-ADDED | BA/ B.Sc./B.Com./BCA/BBA | 2016 - 2017 |
| CHVAC01 | ENTREPRENEURSHIP IN CHEMISTRY | |

UNIT-1: CLEANING AGENTS: SOAPS, DETERGENTS AND SHAMPOO

THEORY

Introduction to cleaning agents: Chemistry of cleaning agents - soaps, detergents and shampoo. Structure of soap molecules - cleansing action of soaps and detergents. Difference between soaps and detergents. Raw materials used for the preparation of soaps, detergents and shampoo.

PRACTICAL

- ❖ Hands on training for the preparation of soaps.
- ❖ Hands on training for the preparation of detergent.
- ❖ Hands on training for the preparation of shampoo.

UNIT-2: COSMETICS: FACE CREAM, FACE POWDER, LIPSTICK, HAIR DYES

THEORY

Introduction to cosmetics: Composition and their preparation. Face cream and face powder - types and composition. Lipstick - composition, Hair dyes - classification-chemical and herbal dyes. Raw materials used for their preparation of face cream, face powder, lipstick and hair dyes.

PRACTICAL

- ❖ Hands on training for the preparation of face cream.
- ❖ Hands on training for making face powder.
- ❖ Hands on training for making Lipstick.
- ❖ Hands on training for making of herbal hair dyes.

UNIT-3: PERFUMES AND DEODORANTS

THEORY

Introduction to perfumes and deodorants: History of perfumes. Fragrance in perfumes -Difference between perfumes and deodorants. Materials used for making perfumes and deodorants. Preparation of perfumes and deodorants.

PRACTICAL

- ❖ Extraction of fragrance oil from the fragrance materials.
- ❖ Hands on training for making perfumes.
- ❖ Hands on training for making of deodorants.

UNIT-4: SANITIZING AGENTS: HAND SANITIZERS AND HAND WASH LIQUIDS

THEORY

Introduction to sanitation and sanitizing agents: Definition and types of sanitizers. Theory behind the formulation of sanitizing agents. Differences between hand wash and sanitizers. Materials needed for the manufacture of hand wash and hand sanitizers.

PRACTICAL

- ❖ Hands on training for the formulation of hand sanitizer.
- ❖ Hands on training for making liquid hand wash using grated soaps and water.

UNIT-5: CANDLES AND INCENSE STICKS

THEORY

Incense stick: Basic theory, Origin, Requirements, Preparation Techniques – By-products, Types and uses.

Candles: Introduction, Raw material, Manufacturing process – Preparation of wick wax base, moulding and extrusion. Types of candles and their application.

PRACTICAL

- ❖ Hands on training for making Incense stick.
- ❖ Preparation of wax and wick.
- ❖ Moulding of candles in different shapes.

REFERENCE BOOKS

| S. No. | Name of the Book | Author | Publisher | Year of Publication |
|--------|---|--------------------------------------|---|---------------------|
| 1 | Industrial Chemistry | B.K. Sharma | Goel Publishing, House, Meerut. (First Edition) | 2014 |
| 2 | Engineering chemistry fundamentals & Applications | Shikha & Agarwal | Cambridge University Press | 2016 |
| 3 | Perfumes, Cosmetics and Soaps | Poucher | Springer (Tenth Edition) | 2000 |
| 4 | Manufacture of Perfumes Fragrances Scents Essences and Incense Sticks Agarbatti. | EIRI | EIRI Publisher | 2016 |
| 5 | The Complete Book of Candle Making | Webster, William E & Claire McMullen | Bibliohound, Carlsbad, CA. U.S.A. | 1973 |



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DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

Value-Added Course

2018 – 2019



Course Features :

- Utilize resources and tools in their chosen career path.
- Develop effective communication.
- Engagement towards life-long learning from graduate.
- Contribution towards the development and betterment of industry and society.
- Involvement in professional and other service activities.
- Take part in ethical leadership and contribute to their organization and community.

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**For Further Enquires : A.Thahar Basha
(Assistant Professor)**

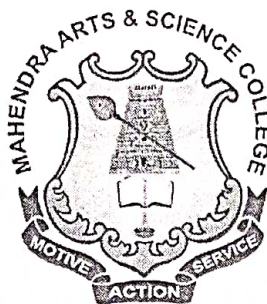
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Value-Added Course

MASS MEDIA

SYLLABUS

CHOICE BASED CREDIT SYSTEM (CBCS)

FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR

2018 – 2019 ONWARDS

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MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)
Department of Journalism and Mass Communication

Value-Added Course Syllabus

Mass Media

I. Programme Educational Objective:

- Create Interest and bring talents among Students to create knowledge across their respective disciplinary lines.
- Efficient and effective balance breadth with depth in knowledge in undergraduate education prepares students for the global workforce.
- Be an entrepreneur due to innovation and discovery in their identified focus areas
- Incorporate research and innovation into the learning experience of both undergraduate and graduate students.

II. Programs outcomes:

- ❖ Utilize resources and tools in their chosen career path.
- ❖ Develop effective communication
- ❖ Work in multidisciplinary professional teams.
- ❖ Engagement towards life-long learning from graduate.
- ❖ Contribution towards the development and betterment of industry and society
- ❖ Involvement in professional and other service activities
- ❖ Take part in ethical leadership and contribute to their organization and community.

| | | |
|---------------|-----------------------|-------------|
| VALUE-ADDED | Common for All Majors | 2018 - 2019 |
| Code: JMVAC01 | Mass Media | |
| Credits: 1 | | |

Unit – I (Basics of Mass Media)

Communication-Definition, Nature, Purpose and Scope of communication, SMCR Model, Shannon and weaver model, Bullet theory, Structure of News, Concept of News, Reporter – functions and qualities of reporter, Types of News.


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Unit – II (Technical view of Media)

Basics of television studio structure, Light & Lighting instrument, History of Photography, Functions of Camera, Types of Light, Aperture, Shutter Speed, ISO, Origin of Cinema, and Basics feature of a video camera, Framing and Composition.

Unit – III (Script for Media)

Script for Radio

Script for Television

Unit – IV (Effective Photography)

Still life Photography

Product Photography

Key light

Fill light

Flora and Fauna Photography

Unit – V (Art of Videography)

Extreme Close up

Close up

Mid Close up

Medium Shot

Cow Boy Shot

Long Shot

Extreme Long Shot

Reference Book:

1. Mass Communication in India, Keval J.Kumar, PHI publisher, 2007
2. A Text book of Editing and Reporting , M.K.Joseph, Wisdom free Publisher, 2010
3. Basic Photography, John Hedge Coe, London : Collins & Brown, 1993



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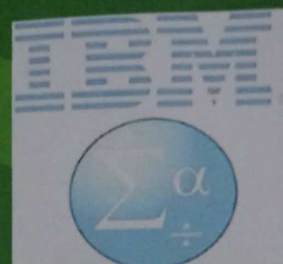
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COURSE OBJECTIVES

- The goal of the course is to increase knowledge and requisite skills of participants on the use of SPSS and to enable them make the most of this powerful software package while allowing them to work independently with SPSS on their own data and provide a solid foundation for advanced data analysis work.

COURSE OUTCOME

After studying this course, Student should be able to:

- Understand how to start SPSS
- Define a variety of statistical variables
- Enter basic data into SPSS
- Carry out a statistical analysis that can test hypotheses.

COURSE COORDINATOR

Mr.M.Iyyappan,
Assistant Professor in Statistics,
Department of Statistics,
Mahendra arts & Science College
(Autonomous).

☎ 9994796404

🌐 maschodstat@gmail.com

NOTE:

Interested candiadtes are requested to give your name in respective course coordinator.


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DEPARTMENT OF STATISTICS

Offered

Value Added Course

STATISTICAL
SOFTWARE PACKAGES
FOR SOCIAL SCIENCES

2018 - 2019

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SYLLABUS FOR VALUE-ADDED COURSE

CHOICE BASED CREDIT SYSTEM

**FOR THE STUDENTS ADMITTED FROM
THE ACADEMIC YEAR 2018- 2019 ONWARDS**

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MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)
(Affiliated to Periyar University)
Department of Statistics

COURSE OBJECTIVES:

The goal of the course is to increase knowledge and requisite skills of participants on the use of SPSS and to enable them make the most of this powerful software package while allowing them to work independently with SPSS on their own data and provide a solid foundation for advanced data analysis work.

COURSE OUTCOMES:

After studying this course, Student should be able to:

- Understand how to start SPSS
- Define a variety of statistical variables
- Enter basic data into SPSS
- Carry out a statistical analysis that can test hypotheses.

| | | |
|---------------|---|-----------|
| VALUE-ADDED | Common for All Majors | 2018-2019 |
| Code: STVAC01 | STATISTICAL SOFTWARE PACKAGES FOR SOCIAL SCIENCES | |
| Credits: 1 | | |

UNIT – 1

Introduction: Samples and the Population, Scale of Measurement, Independent and Dependent Variables.

UNIT – 2

Frequency Tables, Graphical Representation and Diagrammatic Representation

UNIT -3

Descriptive Statistics: Mean Median, Mode, Geometric Mean, and Harmonic Mean - Measures of Dispersion: Range, Quartile Deviation, and Standard Deviation.

UNIT – 4

Correlation and Regression Analysis (Bivariate), Analysis of Variance: One Way & Two way.

UNIT – 5

Test of Attributes: Chi square test – Small Sample test: t test, F test – Large Sample Test: Z test.


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