M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 DMLT Course Approval Order
Year : 2022- 2023

ACADEMIC BOARD

ALL INDIA MEDICAL LABORATORY TECHNOLOGISTS' ASSOCIATION

Member Society, International Federation of Bio-Medical Laboratory Sciences, Hamilton, Ontario, Canada
(Registered under Societies Registration Act XXI of 1860; Regd. No. S/12081)

Registered Address: No. 105 (First Floor), K.K.Business Center, 19, Veer Savarkar Block, Shakarpur, Delhi-110092
Head Office: 404, Block-A,4th Floor, Capitol Tower, Fraser Road, Patna- 800001

RENEWAL CERTIFICATE

This is to certify that

" *M. M. E. S Women Arts & Science College* " (Code 2051), *Paramed. Course.*

Place ...*Melvisharam*... Distt... *Vellore* ...State... *T.N:*...

registered to the privileges of AB, AIMLTA has been granted and extended the period

of validity of the said Institute/College for a consecutive period of three years

from.*15.4.2023 - 14.4.2026.* to continue One Year Post Graduate DMLT course of study

subject to fulfilment of academic curriculum and honour all the provisions in the statute

and ordinances of the Governing Body of ACADEMIC BOARD, AIMLTA.

Dr. B. N. Shukla
Chairman
CHAIRMAN
Academic Board, AIMLTA

Date of Issue : 25th June 2023
Seal

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	**1.2.1 DMLT Course Approval Order**
1.2 Academic Flexibility	**Year : 2022- 2023**

ACADEMIC BOARD

ALL INDIA MEDICAL LABORATORY TECHNOLOGISTS' ASSOCIATION
Member Society, International Federation of Bio-Medical Laboratory Sciences, Hamilton, Ontario, Canada
(Registered under Societies Registration Act XXI of 1860; Regd. No. S/12081)
Registered Address: No. 105 (First Floor), K.K.Business Center, 19, Veer Savarkar Block, Shakarpur, Delhi-110092
Head Office: 404, Block-A,4th Floor, Capitol Tower, Fraser Road, Patna- 800001

RENEWAL CERTIFICATE

This is to certify that

" *MMES Women Arts & Science College (Code 2051). Paramed. Course.*

Place *Melvisharam* .... Distt. *Vellore* .... State *TN* ....

registered to the privileges of AB, AIMLTA has been granted and extended the period of

validity of the said Institute/College for a consecutive period of three years

from *15.4.2023 – 14.4.2026* to continue Two Years DMLT course of study subject to

fulfilment of academic curriculum and honour all the provisions in the statute and

ordinances of the Governing Body of ACADEMIC BOARD, AIMLTA.

Dr. B. N. Shukla
Chairman
CHAIRMAN
Academic Board, AIMLTA

Date of Issue : 25th June 2023
Seal :

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I   **1.2.1 DMLT Course Enrollment**
1.2 Academic Flexibility   **Year : 2022- 2023**

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
(Affiliated to Thiruvalluvar University)
HAKEEM NAGAR - MELVISHARAM- 632 509
Walaja Taluk, Arcot Block Phone:04172 266167, 266463
Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

DEPARTMENT OF BIOTECHNOLOGY: PARAMEDICAL COURSE

DMLT / I Year (2022-2024 Batch)

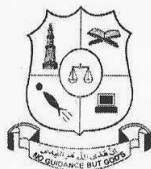| S.NO	NAME OF THE STUDENT
1	ABITHA. S
2	ANIKHA FARHANA. A
3	AYESHA BEE. S
4	AYISHA SIDDIQUA. M.R
5	DEEPA. A
6	DHARSHINI. M
7	HALEEMA SADIYA. D
8	HARINI. S
9	HEMADHARANI. V
10	HEMAMALINI. P
11	JANANI SRI. S
12	JOTHIKA. D
13	KAVI SHREE. V
14	KAVITHA. P
15	KAVYA. K
16	KEERTHANA. B
17	KRISHNAPRIYA. E
18	LAVANYA. B
19	LAVANYA. E
20	MONIKA. S
21	MUMTAJ BEGAM. N
22	NARMADHA. B

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 DMLT Course Enrollment
Year : 2022- 2023

23	NISHA. S
24	NIVETHA. M
25	NUSRA..R
26	PREETHI. V
27	PRINCY PRIYADHARSHINI
28	PRITHIKA. M
29	PRIYANKA. K
30	RAMYA. R
31	ROSHINI. G
32	SAHAMBARI DEVI. R
33	SANGEETHA. P
34	SARA TABASSUM. N
35	SATHYAVATHY. P
36	SHAFIYA KOWSER. A
37	SHAKTHI. C
38	SHALINI. G
39	SHARFUNNISA. R
40	SIVARUBINI. S
41	SNEKASREE. R
42	SONIYA. S
43	SWATHY. P
44	THASLEEMA. K
45	VARSHA. S
46	WASEEMA KHATOO. G
47	ZAINAB. M

No of Students Registered in 2022:   **47**

DMLT CO ORDINATOR
Dr.V.R.Punithavathi, Ph.d
Head, Dept of Biotechnology
M M.E.S Women's Arts & Science College
Melvisharam - 632509

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 DMLT Course Enrollment
1.2 Academic Flexibility	Year : 2022- 2023

BATCH - 2022-2024

S No	Registration Number	Roll No.	Name of the Students	Enrollment Signature	Marksheet I Year	Marksheet II year	Degree Certificate	Membership	Signature
1.	9799	T-784	Abitha . S	Abitha. S					
2.	9800	T-785	Anikha Farhana. A	Anikha Farhana					
3.	9801	T-786	Ayesha Bee . S	AYESHA BEE					
4.	9802	T-787	Ayisha Siddiqua.M.R	Ayisha Siddiqua					
5	9803	T-788	Bakkiyalakshmi	Bakkiyalakshmi					
6	9804	T-789	Deepa .A	A .Deepa					
7	9805	T-790	Dharshini . M	M. Dharshini					
8	9806	T-791	Haleema Sadiya. D	Haleema Sadiya					
9	9807	T-792	Harini . S	Harini.S					
10	9808	T-793	Hema Dharani . V	Hema Sharani . V					
11	9809	T-794	Hema malini . P	Hema malini					
12	9810	T-795	Janani Sri . S	S. Janani Sri					
13	9811	T-796	Jothika . D	Jothika . D					
14	9812	T-797	Kavi shree . V	V. Kavi					
15	9813	T-798	Kavitha . P	Kavitha . P					
16	9814	T-799	Kavya . k	Kavya . K					
17	9815	T-800	Keerthana . B	Keerthana . B					
18	9816	T-801	Krishna Priya . E	Krishna Priya . E					
19	9817	T-802	Lavanya . B	Lavanya. B					
20	9818	T-803	Lavanya . E	Lavanya. E					
21	9819	T-804	Monika . S	Monika . S					
22	9820	T-805	Mumtaj Begam.N	mtj B.					
23	9821	T-806	Narmadha. B	Narmadha.B					
24			Nisha . S						
25	9823	T-808	Nivedha . M	M. Nivetha					
26	9824	T-809	Nusra . R	Nusra . R					
27	9825	T-810	Preethi . V	V. Preethi					
28	9826	T-811	Pincy Priyadharshini	P. Pincy Priyadharshini					
29	9827	T-812	Priyanka . k	K.Priyanka					
30	9828	T-813	Ramya . R	R. Ramya					
31	9829	T-814	Roshini . G	G. Roshini					

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 DMLT Course Enrollment
Year : 2022- 2023

S.No	Registration Number	Roll No.	Name of the Student	Enrollment Signature	Marksheet I year	II year	Degree Certificate	Membership	Signature
32	9830	T-815	Sahambari Devi. R	R. Sahambari J					
33	9831	T-816	Sangeetha. P	P. Sangeetha					
34	9832	T-817	Sara Tabassum. N	N. sara Taba					
35	9833	T-818	Sathyavathy. P	P. Sathyava					
36	9834	T-819	Shafiya kowser. A	S. Shafi. k					
37	9835	T-820	Shakthi. C	C. Shakthi					
38	9836	T-821	Shalini. G	Shalini. G					
39	9837	T-822	Sharfunnisa. R	R. Sharfunnis					
40	9838	T-823	Sivarubini. S	Sivarubini.s					
41	9839	T-824	Sneha sree. R	Sneha sree R					
42	9840	T-825	Soniya. S	S. Soniya					
43	9841	T-826	Swathy. P	P. swathy					
44	9842	T-827	Thasleema. K	k. Thasleema					
45	9843	T-828	Varsha. S	S.Varsha					
46	9844	T-829	Waseema Khatoo G	Waseemk					
47	9845	T-830	Zainab. H	Zainab. H					

NAAC – SSR CYCLE -I   **1.2.1 DMLT Course Attendance**
1.2 Academic Flexibility   **Year : 2022- 2023**

Register of Attendance — Batch 2022-2024, I UG DMLT, Year 2022-2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I

1.2 Academic Flexibility

1.2.1 DMLT Course Attendance

Year : 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 DMLT Course Enrollment
1.2 Academic Flexibility	Year : 2022- 2023

2022-2023 (II YEAR)

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
(Affiliated to Thiruvalluvar University)
HAKEEM NAGAR - MELVISHARAM- 632 509
Walaja Taluk, Arcot Block Phone:04172 266167, 266463
Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

DEPARTMENT OF BIOTECHNOLOGY: PARAMEDICAL COURSE

DMLT / II Year (2021-2023 Batch)

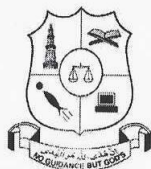| S.NO	NAME OF THE STUDENT
1	AFIYA FATHIMA. A
2	ALIYA
3	ASHRAFUNNISA. M
4	BARIRA BATHUL. H.M
5	DEEPA. R
6	DHIVYAPRIYA. V
7	DIVYABHARATHI. S
8	GEETHA. B
9	HARINI. B
10	KEERTHANA. N
11	KEERTHANA. V
12	KEERTHIKA. A
13	KIRUTHIKA. M
14	KOMETHAGAM. M
15	LIEYOSHINI. D
16	LINGESHWARI. S
17	LOGANAYAKI. L
18	MEENA. S
19	MUMTAJ NAZREEN. Z
20	NARMADHA. L

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I   **1.2.1 DMLT Course Enrollment**
1.2 Academic Flexibility   **Year : 2022- 2023**

21	NIROSHA. T
22	NIVETHA. J
23	NIVETHITHA. J
24	PARAMESWARI. S
25	PAVITHRA. R
26	PRAVEENA. L
27	RAJESWARI. R.K
28	RANJINI. K
29	SADIYA REEMA. F
30	SANDHIYA. R
31	SANGEETHA. S
32	SARANYA. M
33	SARUMATHI. N. A
34	SHABANA. K
35	SHAFIYA FATHIMA. N
36	SHAHINA. J
37	SHAIK KARISHMA
38	SHAREEN. S
39	SHAZIYA PARVEEN. S
40	SOWMIYA. B
41	SUQIYA BANU. G
42	SUSHNITHA. V
43	THASLEEM FIRDOSE. L
44	THASREENA. S
45	UMA MAGESWARI. P
46	VANDHANA. B
47	VIJAYALAKSHMI. S
48	VIJAYAMEENAKSHI. K

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 DMLT Course Enrollment
1.2 Academic Flexibility	Year : 2022- 2023

49	VINITHA. J
50	VISALATCHI. S
51	YUVASHREE. K

No of Students Registered in 2021:   52
No of Students appeared for Exam in 2022 (I Year):   52

GOUSIYA FARHANA. S discontinued DMLT course in II Year

DMLT CO ORDINATOR
Dr.V.R.Punithavathi, Ph.I
Head, Dept of Biotechnology
M M.E.S Women's Arts & Science College
Melvisharam - 332509

Dr. Freda Gnanaselvam, Ph.D.,
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NAAC – SSR CYCLE -I

1.2 Academic Flexibility

1.2.1 DMLT Course Attendance

Year : 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I

1.2 Academic Flexibility

1.2.1 DMLT Course Attendance

Year : 2022- 2023

Register of Attendance showing student names including SHABANA.K, SHAFIYA FATHIMA.N, SHAHINA.J, SHAIK KARISHMA, SHABEEN.S, SHAZIYA PARVEEN.S, SOWMIYA.B, SUBIYA BANU.Gi, SUSHNITHA.V, THASLEEM FIRDOSE.L, THASREENA.S, UMA MAGESWARI.P, VANDHANA.R, VIJAYALAKSHMI.S, VIJAYAMEENAKSHI.K, VINITHA.J, VISALATCHI.S, YUVA SHREE.K

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I　　　　　　　　　　　**1.2.1 DMLT Course Attendance**
1.2 Academic Flexibility　　　　　　　　　　**Year : 2022- 2023**

REGISTER OF ATTENDANCE FOR — 2023

Class & Section: II UG DMLT

Serial No.	Admission No.	NAME	1 (19/6/23)	2 (20/6/23)	3 (21/6/23)	4 (22/6/23)	5 (23/6/23)	6 (24/6/23)	7 (26/6/23)	8 (7/23)	8 (8/7/23)
1.		AFIYA FATHIMA. A	a	X	X	X	X	X	X	a	X
2.		ALIYA	X	a	X	X	Y	X	X	a	X
3.		ASHRAFUNNISA. M	X	X	X	X	Y	X	X	X	X
4.		BARIRA BATHUL. H.M	X	X	X	X	X	X	a	X	X
5.		DEEPA. R	a	X	X	X	X	X	X	X	X
6.		DHIVYA PRIYA. V	a	X	X	X	X	X	X	X	a
7.		DHIVYA BHARATHI. S	a	X	X	X	X	a	X	X	X
8.		GEETHA. B	X	X	X	X	X	Y	X	a	X
9.		HARINI. B	a	X	X	X	a	X	X	X	X
10.		KEERTHANA. N	X	X	X	X	X	X	X	a	X
11.		KEERTHANA. V	a	X	X	X	X	X	X	X	X
12.		KEERTHIKA. A	a	a	a	a	a	a	a	a	
13.		KIRUTHIKA. M	X	X	X	X	X	Y	X	a	X
14.		KOMETHAGAM. M	a	X	X	X	X	X	X	X	X
15.		LIEVDSHINI. D	a	X	X	X	X	X	X	a	X
16.		LINGESHWARI. S	a	X	X	X	X	X	X	a	X
17.		LOGANAYAKI. L	a	a	X	a	a	a	a	a	a
18.		MEENA. S	X	X	X	a	X	X	X	a	X
19.		MUMTAJ NAZREEN. Z	a	a	a	X	X	X	X	X	X
20.		NARMADHA. L	X	a	a	X	X	X	X	X	X
21.		NIROSHA. T	a	X	X	X	X	a	X	X	X
22.		NIVETHA. J	a	X	X	X	X	a	X	X	X
23.		NIVETHITHA. J	a	a	X	X	X	X	X	X	X
24.		PARAMESWARI. S	a	a	X	X	Y	X	X	X	a
25.		PAVITHRA. R	← Discontinued								
26.		PRAVEENA. L	a	a	X	X	X	X	X	a	X
27.		RAJESWARI. R.k	a	X	X	X	a	X	X	X	X
28.		RANJINI. k	a	X	X	X	X	X	X	a	X
29.		SADIYA REEMA. F	a	a	a	a	a	a	a	a	a
30.		SANDHIYA. R	a	X	X	X	X	X	X	a	X
31.		SANGEETHA. S	a	a	a	a	a	a	a	a	a
32.		SARANYA. M	X	X	X	X	X	a	X	a	X
33.		SARUMATHI. N.A	X	X	X	a	X	X	X	X	X

Number present daily { M E }

Initials of the teacher { M E }

No. of Roll at the beginning of month .... Admitted during the month .... Left .... No. of Roll at the end of month .... No. of School days .... Average attendance during the month .... Average No. on Roll during the month ....

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I　　　　　　　　　　**1.2.1 DMLT Course Attendance**
1.2 Academic Flexibility　　　　　　　　　　**Year : 2022- 2023**

Class & Section — REGISTER OF ATTENDANCE FOR — THE MONTH OF — 20

Serial No.	Admission No.	NAME	1 (19/6/2)	2 (20/6/23)	3 (21/6/23)	4 (22/6/23)	5 (23/6/23)	6 (24/6/23)	7 (26/6/23)	8 (27/6/23)	9 (8/7/23)	10
34.		SHABANA·K	a	a	X	X	X	x	X	a	✓	
35.		SHAFIYA FATHIMA·N	x	x	X	X	x	x	a	a	a	
36.		SHAHINA·T	a	a	X	X	X	X	a	X	a	
37.		SHAIK KARISHMA	a	a	a	a	a	a	a	a	a	
38.		SHAREEN·S	a	x	X	X	X	x	a	a	a	
39.		SHAZIYA PARVEEN·S	a	x	X	X	X	x	X	a	a	
40.		SOWMIYA·B	a	x	X	x	X	a	X	X	X	
41.		SUGIYA BANU·G	X	x	a	X	X	x	x	X	a	
42.		SUSHNITHA·V	a	X	X	X	X	x	X	X	X	
43.		THASLEEM FIRDOSE·L	x	X	X	X	x	X	x	a	a	
44.		THASREENA·S	x	X	X	x	X	x	a	a	a	
45.		UMA MAGESWARI·P	a	a	X	X	X	X	x	a	a	
46.		VANDHANA·B	x	x	X	a	X	x	X	X	X	
47.		VIJAYA LAKSHMI·S	a	x	X	X	X	a	x	X	a	
48.		VIJAYA MEENAKSHI·k	a	a	a	X	x	x	X	X	X	
49.		VINITHA·T	a	x	X	X	X	x	X	X	X	
50.		VISALATCHI·S	a	X	X	x	x	X	x	X	X	
51.		YUVA SHREE·K	x	X	X	X	X	x	x	a	a	

Number present daily { M: 36 42 A2 — 40 40 26 34; E: 36 42 A2 — 40 40 26 34 }

Initials of the teacher { M, E }

No. of Roll at the beginning of month .... Admitted during the month .... Left .... No. of Roll at the end of month .... No. of School days .... Average attendance during the month .... Average No. on Roll during the month ....

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 DMLT Course Attendance
1.2 Academic Flexibility	Year : 2022- 2023

ACADEMIC BOARD
ALL INDIA MEDICAL LABORATORY TECHNOLOGISTS ASSOCIATION
Member Society: International Association of Medical Laboratory Technologists, Thun, Switzerland
(Registered under Societies Registration Act XXI of 1860; Regd. No. S/12081)
Registered Address : L1/249-B, D.D.A. Flats, Kalkaji, New Delhi - 110019
Head Office : 404, Block-A, 4th Floor, Capitol Tower, Fraser Road, Patna-800 001

Estd. 1970

RENEWAL CERTIFICATE FOR RECOGNISED INSTITUTION

This is to certify (Name of the Inst.)

"M.M.E.S Women's Arts and Science College (Paramedical Course)"

Place Hakeem Nagar Dist. Melvisharam State _____

Has been Granted and Extended Renewal of the

Said Institute from 02.07.2019 - 01.07.2022 _____ for

three years subject to fulfilment of academic Curriculam

and Norms of the ACADEMIC BOARD, AIMLTA

Dr. B. N. Shukla
Chairman
Academic Board AIMLTA
2-B, Brij Enclave, Sunderpur
Varanasi-221005
Mob.-09451573824

Place :
Date : 09.01.2020
Seal :

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

Dr. B. N. Shukla
Chairman
Academic Board
AIMLTA
Academic Board, AIMLTA

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Essential English Skill Couse
Year: 2022-2023

VALUE ADDED COURSES - SYLLABUS

Course Name	Essential English Skills
Course Code	VAEE04
Duration	30 Hours
Offered By	Department of English
Academic Year	2022-2023 (ODD)

L	T	P	C
26	4		

COURSE OBJECTIVES

1. To encourage students to analyse and experiment with new words
2. To help students in developing narrative and communicative skills
3. To uplift learners to exercise their creative minds and practise using their imagination
4. To boost up learners thought process that leads to success in many areas
5. To help students in composing formal and informal writings

COURSE OUTCOMES

After course completion, the students will be able to:

UNIT I – Word Formation

1. Understand the essential skills in manipulating the language

UNIT II – Description and Narration

2. Overcome their fear in speaking by active participation in the class

UNIT III – Creative Writing

3. Refine their critical ideas, creative thinking and apply it in their writings

UNIT IV – Business Communication

4. Identifies the appropriate use of different channels of written communication in business

UNIT V – Expressing Yourself

5. Learn the skills necessary to write professional letters also develops their self-

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Syllabus
1.2 Academic Flexibility	Year: 2022-2023

SYLLABUS

UNIT I - WORD FORMATION

1. Acronyms, Analogy, Backformation, Blending
2. Borrowing, Clipping, Coining
3. Compounding, Reduplication, Prefixes, Suffixes

UNIT II - DESCRIPTION AND NARRATION

1. Habits and Customs: Describing habits
2. Retelling a story
3. Retelling events from different viewpoint of time
4. Some scientific process: Describing how things work
5. Food and Hygiene: Classifying and Converting information

UNIT III - CREATIVE WRITING

1. An introduction to creative writing
2. Creative writing in the world
3. Challenges of creative writing
4. Process of creative writing
5. Writing activities

UNIT IV - BUSSINESS COMMUNICATION

1. Business Communication : Definition, Process and Kinds
2. Non-verbal and Oral Communication
3. Requisite of an Effective Letter- Principles of Business Communication
4. Meetings Agenda and Minutes
5. Reports and Report writing
6. Precis Writing

UNIT V - EXPRESSING YOURSELF

1. Official letters: cover letter, resumes
2. Writing from experience
3. Reacting to imaginative writings
4. Reacting to poems

REFERENCE

1. Freeman, Sarah. *Written Communication in English*. Hyderabad: Orient Printers Private Limited, 1997.

2. Jarvie, Gordon. *Bloomsbury Grammar Guide*. 2nd. New Delhi: Bloomsberry Publishing India, 2016.

3. Morley, David. *The Cambridge Introduction to Creative Writing*. New York: Cambridge University Press, 2007.

4. Raghunathan, N.S. and Santhanam, B. *Business Communication*. Chennai: Margham Publications, 2015.

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS ENROLMENT DETAIL- 2022-2023 (ODD)

COURSE NAME	ESSENTIAL ENGLISH SKILLS
COURSE CODE	VAEE04

S.NO	NAME OF THE STUDENT	DEPARTMENT	SIGNATURE
1	A. SUJITHA	II B.SC., COMPUTER SCIENCE – 'B'	Sujitha .A
2	R. KEERTHANA	II B.SC., COMPUTER SCIENCE – 'A'	Keethu . R
3	A. SWETHA	II B.SC., COMPUTER SCIENCE – 'B'	Smetha A
4	D. SENTHAMIZH SELVI	II B.SC., COMPUTER SCIENCE – 'B'	Senthamizhselvi.
5	S. RESHITHA	II B.SC., COMPUTER SCIENCE – 'B'	S. Reshitha
6	K. SUMITHRA	II B.SC., COMPUTER SCIENCE – 'B'	Sumathra. K
7	S. DIVYALAKSHMI	II B.COM., GENERAL	Divyalakshmi
8	R. DEVIKA	II B.COM., GENERAL	Devika .R.
9	E. THIRUMALINI	II B.COM., GENERAL	E. Thirumalini
10	U.D. PREETHI	II B.COM., GENERAL	U.D. Preethii
11	S. SWETHA	II B.COM., GENERAL	S. swetha.
12	K. MUDASSIRA THASEEN	II ISM	Mudassira Thaseen
13	T. KAVYA	II BCA-'A'	Kavya. T
14	V. LAVANYA	II BCA-'A'	V. Lavanya
15	S. DEEPIKA	II BCA-'A'	S. Deepika
16	A. PRIYA	II BCA-'B'	A. Priya
17	G. VENNILA	II BCA-'B'	vennila. G
18	S. MONICA	II BCA-'B'	S. Monica.
19	T. VINDHYA	II BCA-'B'	T. vindhya
20	R. NIVETHA	II BCA-'B'	Nivetha. R
21	S. VISHALI	II BCA-'B'	S. Vishali.
22	A. TEJASWINI	II BCA-'B'	Tejaswini. A

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

23	R. SWETHA	II BCA-'B'	
24	A.M. HASEENA BEE	II B.COM., C.A	
25	B. ROSHINI	II B.COM., C.A	
26	A. AATHIFA THABASUM	II B.COM., C.A	
27	K. POOJA	II B.COM., C.A	
28	A. MONISHA	II BBA	
29	K.S. JANCI RANI	II BBA	
30	A. KAVIYA	II BBA	
31	J. VINITHA	II BIO TECHNNOLOGY	
32	V. KEERTHANA	II BIO TECHNNOLOGY	
33	K. VIJAYA MEENAKSHI	II BIO TECHNNOLOGY	
34	J. NIVETHITHA	II BIO TECHNNOLOGY	
35	R. DEEPA	II BIO TECHNNOLOGY	
36	S. PARAMESHWARI	II BIO TECHNNOLOGY	

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Attendance
1.2 Academic Flexibility	Year: 2022-2023

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ATTENDANCE SHEET 2022- 2023(ODD)

COURSE NAME: ESSENTIAL ENGLISH SKILLS   **COURSE CODE: VAEE04**

S.No	Student Name	03.01.2023	04.01.2023	05.01.2023	06.01.2023	07.01.2023	09.01.2023
1	A. SUJITHA						
2	R. KEERTHANA						
3	A. SWETHA						
4	D. SENTHAMIZH SELVI						
5	S. RESHITHA						
6	K. SUMITHRA						
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8	R. DEVIKA						
9	E. THIRUMALINI						
10	U.D. PREETHI						
11	S. SWETHA						
12	K. MUDASSIRA THASEEN						
13	T. KAVYA						
14	V. LAVANYA						
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19	T. VINDHYA						
20	R. NIVETHA						

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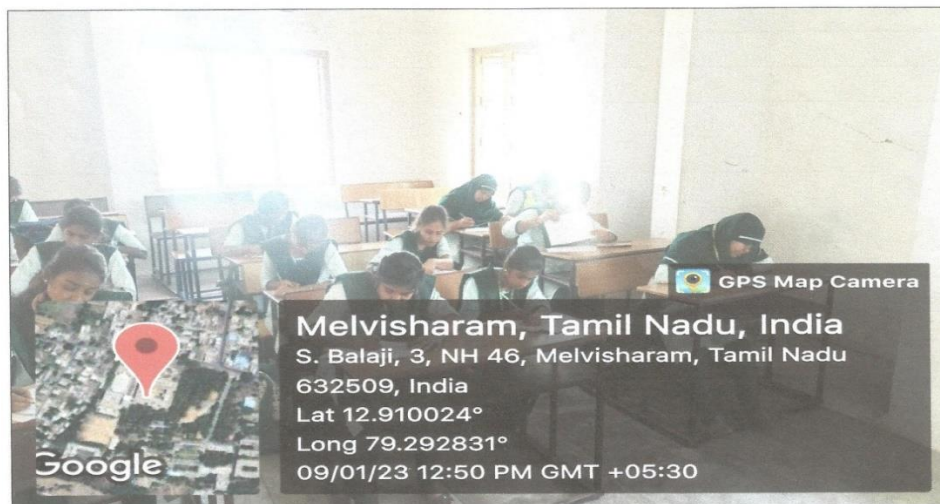### Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Attendance
1.2 Academic Flexibility	Year: 2022-2023

21	S. VISHALI																														
22	A. TEJASWINI																														
23	R. SWETHA																														
24	A.M. HASEENA BEE																														
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35	R. DEEPA																														
36	S. PARAMESHWARI																														
	Staff Sign																														

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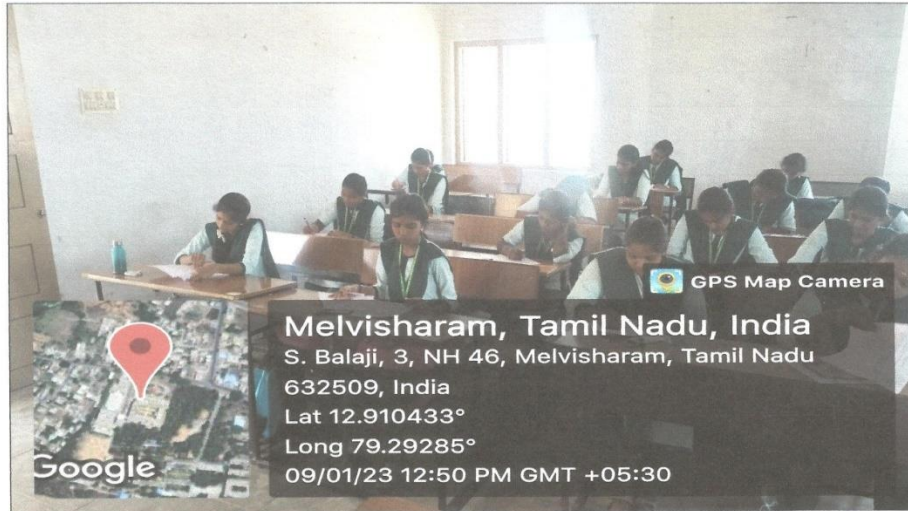M.M.E.S. Women's Arts & Science College
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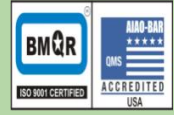### Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Photos
1.2 Academic Flexibility	Year: 2022-2023

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Value Added Photos -2022-2023(Odd)

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Essential English Skill Photos
Year: 2022-2023

Melvisharam, Tamil Nadu, India
S. Balaji, 3, NH 46, Melvisharam, Tamil Nadu
632509, India
Lat 12.910433°
Long 79.29285°
09/01/23 12:50 PM GMT +05:30

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Que Paper
1.2 Academic Flexibility	Year: 2022-2023

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COURSE: ESSENTIAL ENGLISH SKILLS
CODE: VAEE04
NAME OF THE STUDENT:

ANSWER ALL THE QUESTIONS   (MARKS: 25)

1. Select the correct Blending word: Electro + Execute
   a) Elcute b) Elecute c) Electrocute d) Elecxecute
2. From which language the word "minion" is taken in English language
   a) Dutch b) Chinese c) Celtic d) German
3. In word formation the removing of some segments in an existing word to create a synonym is called as
   a) Truncation b) Blending c) Reduplication d) Back formation
4. Least common process of word formation is
   a) Infix b) Analogy c) Coining d) Clipping
5. What is the full form of COBOL
   a) Common Basic Operating Language
   b) Computer Basic Oriented Language
   c) Computer Based Operating Language
   d) Common Business Oriented Language

Read carefully the below given description of typical day in the life of Anish and answer the questions: (6- 10)

Anish usually wakes up at 6.30, when the sunrise. He shaves and then takes hot bath and dresses. Before his breakfast, he goes to fetch newspaper from the nearby shop. He has breakfast at 7.45 am also reads newspaper while he eats. At 8 O' clock he hears news in the radio. By 8.25, he says goodbye to his wife and then drives to work. He begins his work at 9 O' clock.

6. What wakes Anish up in the morning?
   a) Alarm b) sun c) phone call d) door bell
7. Anish goes to nearby shop to get
   a) newspaper b) chocolate c) book d) fruits
8. By which time Anish had his breakfast?
   a) 7.30 am b)7.45 pm c)7.46 am d) 7.45 am
9. Anish hears news through which medium?
   a) radio b) television c) mobile d) none
10. Anish says adieu to
    a) his mother b) his sister c) his wife d) his friend
11. Arrange the correct sequence: the process of creative writing

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Essential English Skill Que Paper
Year: 2022-2023

1. Drafting 2. Planning 3. Sharing 4. Revising 5. Evaluating 6. Publishing 7. Editing
    a) 1,2,3,4,5,6,7 b) 2,1,3,5,4,7,6 c) 3,2,4,1,5,6,7 d) 4, 6,7,1,3,2,5

12. Which of the following is not considered as a genre of creative writing
    a) Romance b) Memoir c) Business d) Poetry

13. Which literary technique is often used in creative writing to add tension and suspense
    a) Foreshadowing b) Symbolism c) Flashback d) Personification

14. Kinzie labels the notation of kitsch as
    a) Passionate b) Sentimental c) Affectionate d) Humorous

15. Assertion: A novel or poem is the visible part of an ice-berg that the knowledge of a writer brings to their invisible submerged section of same iceberg
    Reason: The reflective essay erects it
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16. The interaction among peer group is called
    a) downward communication b) upward communication
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17. Which skills are necessary for business communication
    A) listening B) Speaking C) reading D) writing
    a) a, b b) b, c c) c, d d) d, a

18. Assertion: Agenda is virtually road map of a meeting
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19. Which is the correct example for analytic report
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20. The meaning of precis Writing is
    a) writing in a different way b) to explain clearly
    c) to summarize a paragraph d) all the above

21. Educational qualification is needed to be mentioned in
    a) Proposal writing b) Technical description c) Agenda d) Resume writing

Read the following poetic lines and answer the questions (22-25)

Nature! Nature! So lush and green,
The wonder of wonder anyone has seen.
So cool, calm and full of life, makes us forget all our strife.
Think of a forest full of trees, fluttering and dancing in the breeze.
Cut them down and construct towers,
Wait for ages to get a shower.
The birds that soar high in the sky
Can we imitate them however hard we try?
Learn to wonder and gape at things and see the happiness it brings.
We have got such wonderful things, do what you can and save a wing.
So that our children in future can see the things we have nurtured.

22. What are the poets last thought?

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Essential English Skill Que Paper
Year: 2022-2023

a) We should cut trees and wait for shower b) We can imitate birds soaring in the sky
c) Nature should be nurtured for posterity d) Human should gape at nature for
happiness

23. According to poet, what is beyond the capacity of human?
    a) gape at things b) save a wing c) construct towers d) bring a shower

24. What does the word strife means
    a) harmony b) discord c) peace d) cooperation

25. Read the following statements:
    A) Protect nature to nurture future
    B) Protect nature to protect posterity
    a) (A) and (B) both are correct b) (A) is correct and (B) is incorrect
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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Answer Key
1.2 Academic Flexibility	Year: 2022-2023

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VALUE ADDED ANSWER KEY

1. C
2. C
3. A
4. C
5. D
6. B
7. A
8. D
9. A
10. C
11. B
12. C
13. A
14. B
15. B
16. C
17. C
18. A
19. B
20. C
21. D
22. C
23. D
24. B
25. A

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NAAC – SSR CYCLE -I 1.2 Academic Flexibility	1.2.1 Essential English Skill Answer Script Year: 2022-2023

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COURSE: ESSENTIAL ENGLISH SKILLS
CODE: VAEE04
NAME OF THE STUDENT: E . THIRUMALINI

21/25

ANSWER ALL THE QUESTIONS   (MARKS: 25)

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   a) Elcute b) Elecute c) Electrocute d) Elecxecute
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| NAAC – SSR CYCLE -I | 1.2.1 Essential English Skill Answer Script |
| 1.2 Academic Flexibility | Year: 2022-2023 |

1. Drafting 2. Planning 3. Sharing 4. Revising 5. Evaluating 6. Publishing 7. Editing
   a) 1,2,3,4,5,6,7 b) 2,1,3,5,4,7,6 c) 3,2,4,1,5,6,7 d) 4, 6,7,1,3,2,5

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Wait for ages to get a shower.
The birds that soar high in the sky
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So that our children in future can see the things we have nurtured.

22. What are the poets last thought?

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Essential English Skill Answer Script
Year: 2022-2023

a) We should cut trees and wait for shower b) We can imitate birds soaring in the sky
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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Mark List
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS MARK REGISTER -2022-2023 (ODD)

COURSE NAME	ESSENTIAL ENGLISH SKILLS
COURSE CODE	VAEE04

S.NO	Name of the Student	Department	Marks
1	A. SUJITHA	II B.SC., COMPUTER SCIENCE – 'B'	20
2	R. KEERTHANA	II B.SC., COMPUTER SCIENCE – 'A'	21
3	A. SWETHA	II B.SC., COMPUTER SCIENCE – 'B'	22
4	D. SENTHAMIZH SELVI	II B.SC., COMPUTER SCIENCE – 'B'	20
5	S. RESHITHA	II B.SC., COMPUTER SCIENCE – 'B'	20
6	K. SUMITHRA	II B.SC., COMPUTER SCIENCE – 'B'	18
7	S. DIVYALAKSHMI	II B.COM., GENERAL	19
8	R. DEVIKA	II B.COM., GENERAL	20
9	E. THIRUMALINI	II B.COM., GENERAL	21
10	U.D. PREETHI	II B.COM., GENERAL	20
11	S. SWETHA	II B.COM., GENERAL	22
12	K. MUDASSIRA THASEEN	II ISM	20
13	T. KAVYA	II BCA-'A'	18
14	V. LAVANYA	II BCA-'A'	20
15	S. DEEPIKA	II BCA-'A'	19
16	A. PRIYA	II BCA-'B'	19
17	G. VENNILA	II BCA-'B'	20
18	S. MONICA	II BCA-'B'	21
19	T. VINDHYA	II BCA-'B'	20
20	R. NIVETHA	II BCA-'B'	18
21	S. VISHALI	II BCA-'B'	20
22	A. TEJASWINI	II BCA-'B'	18

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Mark List
1.2 Academic Flexibility	Year: 2022-2023

23	R. SWETHA	II BCA-'B'	19
24	A.M. HASEENA BEE	II B.COM., C.A	20
25	B. ROSHINI	II B.COM., C.A	21
26	A. AATHIFA THABASUM	II B.COM., C.A	22
27	K. POOJA	II B.COM., C.A	18
28	A. MONISHA	II BBA	16
29	K.S. JANCI RANI	II BBA	19
30	A. KAVIYA	II BBA	20
31	J. VINITHA	II BIO TECHNNOLOGY	21
32	V. KEERTHANA	II BIO TECHNNOLOGY	22
33	K. VIJAYA MEENAKSHI	II BIO TECHNNOLOGY	21
34	J. NIVETHITHA	II BIO TECHNNOLOGY	23
35	R. DEEPA	II BIO TECHNNOLOGY	20
36	S. PARAMESHWARI	II BIO TECHNNOLOGY	21

Head of the Department of
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Melvisharam-632 509

Dr. Freda Gnanaselvam, Ph.D.,
Principal
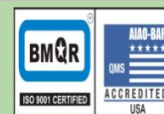M.M.E.S. Women's Arts & Science College
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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Work Diary
1.2 Academic Flexibility	Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
3/1/23		1	II year	VAEEO4	Introduction to word formation	Bloomsbury
		2	II year		Acronyms , Analogy	Grammar
		3	II years		Backformation , Blending	Guide
		4	II year		Borrowing , Clippling	
		5	II year		Compounding , Reduplication	
		6	II year		Prefix , Suffix	
4/1/23		1	II years		Habits and customs Describing Habits	Written
		2	II year		Retelling a story	Communication
		3	II years		Retelling events from different point of view	in English
		4	II years		Some Scientific process: Describing How things works	
		5	II years		Food and Hygiene Classifying converting formation	
		6	II years		Retelling a story	
5/1/23		1	II year		An Introduction of Creative Writing	
		2	II years		Creative Writing in the world	The
		3	II years		Challenges of creative writing	Cambridge
		4	II year		Process of creative Writing	Introduction
		5	II years		Writing activities	to Creative
		6	II year		Writing activities	Writing

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Essential English Skill Work Diary
Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
6/1/23		1	II year		Business Communication : Definition Process Kinds	
		2	II years		Non Verbal and Oral Communication Business	Business
		3	II years		Requisite of Effective letter Principle of Communication	Communication
		4	II year		Meeting Agenda and Minutes	
		5	II year		Reports and Report Writing	
		6	II year		Precis Writing	
7/1/23		1	II year		Official letter : Resume	
		2	II year		Writing from experience	
		3	II year		Reacting to imaginative Writings	
		4	II year		Reacting to poem	
		5	II year		Official letter cover letter Resume	
		6	II year		Reacting to poems	
9/1/23		1	II year		Evaluation	
		2	II year		Evaluation	
		3	II year		Evaluation	

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NAAC – SSR CYCLE -I	1.2.1 Essential English Skill Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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E. mail: mmeswc@yahoo.in._website: mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM – 2022-2023(ODD)

Name of the Student: AATHIFA THABASUM.A

Course Name: ESSENTIAL ENGILISH SKILLS

Course Code: VAEEO4

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the content meet your expectations

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

   Excellent ☐   Very Good ☐   Good ☐   Average ☑   Below average ☐

3. The learning experience you had in this course was

   Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

4. Please rate the course faculties Communication

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

   High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

   High ☐   Average ☑   Low ☐

Suggestions if any:

Thabasum .A
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Self Development Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

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VALUE ADDED COURSES

Course Name	SELF DEVELOPMENT
Course Code	VASD08
Duration	30 HOURS
Offered by	DEPARTMENT OF BUSINESS ADMINISTRATION

L	T	P	C
28	2	0	1

Course Objectives:

1. The course is designed to cover various dimensions and importance of Self Development.

2. To learn basic awareness about values and importance, Priorities of self

3. To re-engineer attitude and develop communication skills.

4. To enhance holistic development of individual and improve their personal skills.

Course Outcome:

1. Student will be able to understand, analyze and develop their skills

2. Students will be able to identify the importance of Individual

3. Students will be able to know the values; norms practiced and develop better relationships.

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PRINCIPAL
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NAAC – SSR CYCLE -I	1.2.1 Self Development Syllabus
1.2 Academic Flexibility	**Year: 2022- 2023**

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SELF DEVELOPMENT

SYLLABUS .

UNIT I- INTRODUCTION TO SELF DEVELOPMENT

Self Development – Meaning – Definition – Scope – Importance – Types – Theories of Self Development.

UNIT II -SELF MONITORING

PERCEPTION Definition- Factor influencing perception- Perception process Concept of motivation-Significance-Internal and External motives-Importance of self-motivation – Theories of Motivation-factors leading to de-motivation – Emotional Intelligence.

UNIT III-TEAM BUILDING

Team: Introduction, Types of Teams – Encouraging Teamwork. LEADERSHIP – Definition – Leadership style- Theories of leadership – Qualities of an Effect leader.

UNIT IV- COMMUNICATION

COMMUNICATION – Definition – Importance of communication – Process of communication - Communication Symbols – Dimensions/Flow of Communication – Modern forms of Communication – Barriers of Communication – Measures to Overcome Barriers.

UNIT V-HUMAN VALUES

Human Values: Meaning – Definition – Basic Guidelines – Ethics: Meaning – Morale – Harmony in Human Relationships.

Salma Faslu. M. N.
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NAAC – SSR CYCLE -I	1.2.1 Self Development Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

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STUDENTS ENROLMENT DETAIL 2022 – 2023(ODD)

Course Name	Self development
Course Code	VASD08

S.No	Name of the Student	Department	Signature
1	SUMAIYA FATHIMA P	B.SC N&D	
2	LIKATH AFRIN F	B.SC N&D	
3	ZAIBASAMAN J	B.SC N&D	
4	JEEVITHA A	B.SC CS A	
5	KRITHIKA S	B.SC CS A	
6	MANJU N	B.SC ISM	
7	AMRIN BANU N	B.SC CS A	
8	GOVARDHINI G	B.SC CS A	
9	AYISHA BEE D	B.SC CS A	
10	PAVITHRA S	B.COM A (G)	
11	NANDHINI D	B.SC CS B	
12	SRIMATHI S	B.SC CS B	
13	NAZEEFA FIRDHOUS S	B.SC CS B	
14	JAYASHREE N	B.SC CS A	
15	DIVYA K	B.SC CS A	
16	DEEPIKA P	B.SC CS A	
17	DHANASRI K	B.SC CS A	
18	ABINAYA SHRI K	B.SC CS A	
19	DHANALAKSHMI M	B.SC CS A	
20	SATHIYA PRIYA T	B.SC CS B	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Enrollment List
Year: 2022- 2023

21	SWATHI V	B.SC CS B	
22	MONICA A	B.COM CA	
23	ARIFA A	B.COM CA	
24	MYTHILI K	B.COM CA	
25	DURGA G	BCA A	
26	ABINAYA M	BCA A	
27	GAYATHRI R	BCA A	
28	AISHWARYA LAKSHMI S	BCA A	
29	MOHANA PRIYA G	BCA A	
30	ARUL JOTHI J	BCA A	
31	DIVYA R	BCA A	
32	JAYASHRI S	BCA A	
33	KAVIYA S	BSC MATHS	
34	YAZHINI B	BSC MATHS	
35	RESHMA S	BSC MATHS	
36	SWETHA G	BSC MATHS	
37	VIJAYALAKSHMI A	BSC MATHS	
38	JUVERIYA I	B.COM (G)	
39	VISALATCHI S	B.SC BIOTECHNOLOGY	
40	SUSMITHA V	B.SC BIOTECHNOLOGY	
41	SANDHIYA T	B.SC ISM	
42	MADHUMITHA A	BCA A	
43	AANISHA FATHIMA A	B.SC ISM	
44	NEHA THABASSUM K	B.SC ISM	
45	ZAINAB AASHIKA N	B.SC ISM	
46	KEERTHIKA	B.SC BIOTECHNOLOGY	

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NAAC – SSR CYCLE -I　　　　　　　　　　**1.2.1 Self Development Attendance**
1.2 Academic Flexibility　　　　　　　　　　　　　　　**Year: 2022- 2023**

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HAKEEM NAGAR,MELVISHARAM
RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME : SELF DEVELOPMENT

COURSE CODE   VASDC8

S.NO	NAM OF THE STUDENTS	3.1.2023	4.1.2023	5.1.2023	6.1.2023	7.1.2023	9.1.2023
1	P.SUMAIYA FATHIMA						
2	F. LIKATH AFRIN						
3	J. ZAIBA SAMAN						
4	A. JEEVITHA						
5	S. KRITHIKA						
6	N. MANJU						
7	N. AMRIN BANU						
8	G. GOVARDHINI						
9	D.AYISHA BEE						
10	S. PAVITHRA						
11	D.NADHINI						
12	S. SRIMATHI						
13	S. NAZEEFA FIEDHOUS						
14	N. JAYASHREE						
15	K.DIVYA						
16	P.DEEPIKA						
17	K.DHANASRI						
18	K.ABINAYASHRI						
19	M.DHANALAKSHMI						
20	T.SATHYA PRIYA						
21	V.SWATHI						

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Attendance
Year: 2022- 2023

	Name																												
22	A.MONIKA																												
23	A.ARIFA																												
24	K.MYTHILI																												
25	G.DURGA																												
26	M.ABINAYA																												
27	R.GAYATHRI																												
28	S.AISHWARYA LAKSHMI																												
29	G.MOHANA PRIYA																												
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35	S.RESHMA																												
36	G.SWETHA																												
37	A.VIJAYALAKSHMI																												
38	I.JUVERIYA																												
39	S.VISALATCHI																												
40	V.SUSHNITHA																												
41	T.SANDHIYA																												
42	V.MADHUMITHA																												
43	A.AANISHA FATHIMA																												
44	K.NEHA TABASSUM																												
45	N.ZAINAB ASHIKA																												
46	KEERTHIGA																												
	Staff Initial																												

Salma Farhu.M.N
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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Photos
Year: 2022- 2023

VALUE ADDED COURSE – SELF DEVELOPMENT

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Que Paper
Year: 2022- 2023

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COURSE : SELF DEVELOPMENT

COURSE CODE: VASD08

TIME: 45 MINS

TOTAL MARKS:25

DATE: 09.01.2023

1. The process by which you became aware of messages through sense is called

a. Organization b. Sensation c. Interpretation-Evaluation **d. Perception**

2. which theory is the study of people making interdependent choices.

a. Game theory b. Chaos theory c. Motivation theory d. Leadership theory e. none of the above

3. An example of external factor of attention is

a. Memory b. Forgetting **c. Competitive spirits** d. Interests

4. Which of the following words does NOT describe perception?

a. passive process b. psychological process c. no direct with physical world **d. using sense organ**

5. Psychophysics has a central concept of measuring the ... of sensory systems?

a. Detection limits b. Discrimination limits c. Thresholds d. None of the above

6. In an organization open communication should be encouraged in a successful team.

a. True b. False

7. Which of the following is not a characteristic of a successful team in an organization?

a. Appropriate Leadership b. Balanced Participation c. Cohesiveness d. Mutual Enmity

8. Which of the following is not a part of the forming stage of team development in an organization?

a. Team's purpose b. Member's role c. Acceptance of role d. Hostiles and personal needs

9. Which of the following is not a stage of team development in an organization?

a. Performing stage b. Maintenance stage c. Evaluation stage **d. Deforming stage**

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Que Paper
Year: 2022- 2023

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COURSE : SELF DEVELOPMENT

COURSE CODE: VASD08

DATE: 09.01.2023

TIME: 45 MINS

TOTAL MARKS:25

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NAAC – SSR CYCLE -I   **1.2.1 Self Development Que Paper**
1.2 Academic Flexibility   **Year: 2022- 2023**

10. Organizational efficiency is improved by the use of _____

a. Programmed decisions b. Non-programmed decision c. Less planning d. Lower expectations and lower demands by top manager.

11. Behavioral theories of leadership focused on _____.

a. Who effective leader b. what characteristics effective leaders c. How to identify effective leader d. What effective leaders did

12. Which leadership style tends to centralize authority and make unilateral decisions?

a. Cultural Style **b. Autocratic style** c. Democratic style d. Laissez – faire

13. Communication starts with

a. Message **b. Sender** c. Channel d. Feedback

14. The number of key elements in the communication process

a. four b. Five c. Six **d. Seven**

15. The two board areas of communication are

a. Oral & Written b. Verbal & Written **c. Verbal & Non-Verbal** d. Oral & Non-Verbal

16. Which of the following numbers of participants would be considered a small group?

a. 15 b.10 c. 8 **d. 4**

17. Small-group communication is defined as
a. Face-to-face communication among any three or more people

b. Face-to-face communication among a small number of people who share a common goal or objective

c. Virtual or electronic communication among people who share a common goal or objective

d. Intrapersonal, as opposed to interpersonal, communication

18. To maintain harmony we have to work at four levels of living .Identify second level of living.

a. Self **b. Family** c. Nature d. Society

19. What is the third level of living?

a. Society b. Individual c. Family d. Nature

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NAAC – SSR CYCLE -I	1.2.1 Self Development Que Paper
1.2 Academic Flexibility	Year: 2022- 2023

20. What are the outcomes of realization and understanding?

a. Work **b. Values** c. Happiness d. Health

21. Contents of self-exploration are

a. Desire and needs b. Program and needs c. Program and practical

d. Desire and Program

22. Value education is becoming important for students now a days because value education helps students to correctly identify our

a. Values b. Key to success c. Aspirations d. Need

23. When we participate in the larger order, this participation at different levels is our _____.

a. Work **b. Value** c. Behavior d. Realization

24. What is the first level of living?

a. Society **b. Individual** c. Family d. Nature

25. The participation of human beings is seen in two forms

a. Prosperity and Work b. Values and Understanding c. Behavior and Wealth

d. Behavior and Work

Dr. Freda Gnanaselvam, Ph.D.,
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Self Development Answer Script
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in

COURSE : SELF DEVELOPMENT

COURSE CODE: VASD08

DATE: 09.01.2023

$\frac{25}{25}$

TIME: 45 MINS

TOTAL MARKS:25

1. The process by which you became aware of messages through sense is called

a. Organization b. Sensation c. Interpretation-Evaluation d. Perception ✓

2. which theory is the study of people making interdependent choices.

a. Game theory ✓ b. Chaos theory c. Motivation theory d. Leadership theory e. none of the above

3. An example of external factor of attention is

a. Memory b. Forgetting c. Competitive spirits ✓ d. Interests

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a. passive process b. psychological process c. no direct with physical world d. using sense organ ✓

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6. In an organization open communication should be encouraged in a successful team.

a. True ✓ b. False

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NAAC – SSR CYCLE -I	1.2.1 Self Development Answer Script
1.2 Academic Flexibility	Year: 2022- 2023

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Answer Script
Year: 2022- 2023

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Answer Script
Year: 2022- 2023

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COURSE : SELF DEVELOPMENT

COURSE CODE: VASD08

19/25

DATE: 09.01.2023

TIME: 45 MINS

TOTAL MARKS:25

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Answer Script
Year: 2022- 2023

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NAAC – SSR CYCLE -I   **1.2.1 Self Development Answer Script**
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NAAC – SSR CYCLE -I	1.2.1 Self Development Answer Script
1.2 Academic Flexibility	Year: 2022- 2023

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COURSE : SELF DEVELOPMENT

$\frac{18}{25}$

COURSE CODE: VASD08

TIME: 45 MINS

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TOTAL MARKS:25

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1.2 Academic Flexibility

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Year: 2022- 2023

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Mark List
Year: 2022- 2023

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Serkkadu, Vellore District – 632115

STUDENTS ENROLMENT DETAIL 2022 – 2023(ODD)

Course Name	Self-development
Course Code	VASD08

S.No	Name of the Student	Department	Marks
1	SUMAIYA FATHIMA P	B.SC N&D	25
2	LIKATH AFRIN F	B.SC N&D	21
3	ZAIBASAMAN J	B.SC N&D	24
4	JEEVITHA A	B.SC CS A	23
5	KRITHIKA S	B.SC CS A	25
6	MANJU N	B.SC ISM	24
7	AMRIN BANU N	B.SC CS A	21
8	GOVARDHINI G	B.SC CS A	20
9	AYISHA BEE D	B.SC CS A	19
10	PAVITHRA S	B.COM A (G)	22
11	NANDHINI D	B.SC CS B	23
12	SRIMATHI S	B.SC CS B	22
13	NAZEEFA FIRDHOUS S	B.SC CS B	23
14	JAYASHREE N	B.SC CS A	24
15	DIVYA K	B.SC CS A	24
16	DEEPIKA P	B.SC CS A	21
17	DHANASRI K	B.SC CS A	19
18	ABINAYA SHRI K	B.SC CS A	18
19	DHANALAKSHMI M	B.SC CS A	18
20	SATHIYA PRIYA T	B.SC CS B	20

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NAAC – SSR CYCLE -I	1.2.1 Self Development Mark List
1.2 Academic Flexibility	Year: 2022- 2023

21	SWATHI V	B.SC CS B	22
22	MONICA A	B.COM CA	18
23	ARIFA A	B.COM CA	23
24	MYTHILI K	B.COM CA	24
25	DURGA G	BCA A	22
26	ABINAYA M	BCA A	25
27	GAYATHRI R	BCA A	19
28	AISHWARYA LAKSHMI S	BCA A	22
29	MOHANA PRIYA G	BCA A	23
30	ARUL JOTHI J	BCA A	24
31	DIVYA R	BCA A	22
32	JAYASHRI S	BCA A	25
33	KAVIYA S	BSC MATHS	19
34	YAZHINI B	BSC MATHS	21
35	RESHMA S	BSC MATHS	21
36	SWETHA G	BSC MATHS	22
37	VIJAYALAKSHMI A	BSC MATHS	23
38	JUVERIYA I	B.COM (G)	24
39	VISALATCHI S	B.SC BIOTECHNOLOGY	19
40	SUSMITHA V	B.SC BIOTECHNOLOGY	22
41	SANDHIYA T	B.SC ISM	20
42	MADHUMITHA A	BCA A	22
43	AANISHA FATHIMA A	B.SC ISM	20
44	NEHA THABASSUM K	B.SC ISM	24
45	ZAINAB AASHIKA N	B.SC ISM	24
46	KEERTHIKA	B.SC BIOTECHNOLOGY	25

Salma Farhu
HOD
H.O.D. of Business Administration
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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Self Development Lesson Plan
Year: 2022- 2023

Class :			LESSON PLAN	Semester :
SUBJECT :				
Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
			Unit I: Introduction to self Development: Self Development - Meaning - Definition - Scope - Importance - Types - Theories of Self Development.	
			Unit II: Self Monitoring. Perception: Definition - Factor influencing perception - perception process - Concept of Motivation - Significance - Internal and External motives - Importance of Self - Motivation - Theories of Motivation - Factors leading to de-motivation - Emotional Intelligence.	
			Unit III: Team Building: Team: Introduction, Types of Teams - Encouraging Teamwork Leadership - Definition - Leadership style - Theories of Leadership - Qualities of an Effect Leader.	
			Unit IV: Communication: Communication - Definition - Importance of communication - process of communication -	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1. 2.1 Self Development Work Diary
Year: 2022- 2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
18.2.23		1			Self. Development - Meaning & Definition	
		2			Qualities of a Effective Leader	
		3			What is Communication & its Importance	
		4			Perception : Definition - Factors that Influence	
		5			Human Values: Meaning & Definition	
		6			Emotional Intelligence	
25.2.23		1			Scope & Importance of self development	
		2			Basic Guidelines of Human values	
		3			Perception Concept & process	
		4			Importance & process of communication	
		5			Team: Introduction & overview	
		6			What is Motivation & Concept	
11.3.23		1			Significance & Importance of Self-Motivation	
		2			Types of self development	
		3			What is Ethics & Morale & Harmony	
		4			Internal & External Motives	
		5			Communication symbols & Meaning	
		6			Dimensions/Flow of Communication	
25.3.23		1			Theories of Motivation	
		2			Harmony in Human Relationships ?explanation	
		3			Modern forms of Communication	
		4			Theories of self-development	

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NAAC – SSR CYCLE -I	1.2.1 Self Development Feed back
1.2 Academic Flexibility	**Year: 2022- 2023**

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Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Visalatchi .S
Course Name : Self development
Course Code : VASDOP

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations
   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

2. To what level did the course expose you to new knowledge & practices
   Excellent ☐ Very Good ☐ Good ☐ Average ☐ Below average ☐

3. The learning experience you had in this course was
   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

4. Please rate the course faculties
   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

5. How would you rate the overall course content
   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

6. Please rate the relevance of the course
   High ☑ Average ☐ Low ☐

7. Please rate the usefulness of the course
   High ☑ Average ☐ Low ☐

Suggestions if any :

Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

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VALUE ADDED COURSES

COURSE NAME	OFFICE FUNDAMENTALS
COURSE CODE	VAMS09
DURATION	30 hours
OFFERED BY	DEPARTMENT OF COMPUTER APPLICATIONS

L	P	C
15	15	1

Course Objectives:

The Course is aiming to equip all the aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets and for building databases through the use of Microsoft Office Word and Excel.

Course Outcome

At the end of the program students will be learnt

- To create professional quality documents, letters, reports, resumes, etc., and also allows you to edit or modify your new or existing document.
- To enter and edit data. Modify a worksheet and workbook. Work with cell references. Learn to use functions and formulas.

Syllabus

Unit – I: Introduction to Microsoft word

Word processor – Components of MS word – Cursor Movements – Creating Opening, Saving and Closing a document. Text Manipulations – Text Formatting – Using Cut, Copy and Paste – Spell Check – Undo and Redo- Bullets and Numbering.

Unit – II: Page Layout

Header and Footer – Border and Shading – Page Formatting - Watermark – Margins – Page Borders – Rulers – Printing Document.

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Syllabus
1.2 Academic Flexibility	Year: 2022- 2023
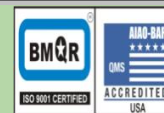
Unit – IV

Computer Networks – Types of Networks – Local Area Network – Metropolitan Area Network– Wide Area Network – Internet and World Wide Web.

Unit – V:

Computers at Home, Education, Entertainment, Science, Medicine and Engineering– Introduction to Computer Security – Computer Viruses, Bombs, Worms.

Reference Book:

1. Fundementals of Information Technology, Alexis Leon And Mathews
2. Introduction to Information technology, P. Rizwan Ahmed & A. Zakiuddin Ahmed.

Related Links:

Generation of Computers

https://gksgenius.blogspot.com/2021/07/Complete-Computer-Fundamental.html

https://www.tutorialspoint.com/fundamentals_of_science_and_technology/information_technology.html

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)

HAKEEM NAGAR MELVISHARAM – 632 509

DEPARTMENT OF COMPUTER APPLICATIONS

VALUE ADDED COURSE – OFFICE FUNDAMENTALS
COURSE CODE: VAMS09

SNO	NAME	DEPARTMENT	SIGNATURE
1	SABEYA BANU.A	II BA(ENG)	Sabeya. Banu. A
2	AFREEN BANU.M	II BA(ENG)	Afreen Banu. M
3	KAVIYA.S	II BA(ENG)	Kaviya.S
4	RAJALAKSHMI.Y	II BA(ENG)	V. Rajalakshmi
5	KALAPNA.G	II BA(ENG)	Kalpana. G
6	KHATHIJA BEE.S	II BBA	Jeevitha. R
7	JEEVITHA.R	II BBA	R. Jeevitha.
8	KHANITHA HARMAIN	II BBA	Kanitha Harmain
9	AYSHA SIDDIQUA.K	II BBA	Aysha siddiquik
10	SHAFIYA AAFEEN T.P	II BBA	Shafiya AafeenT.P
11	FAIZA FIRDOUSE.M	II BBA	Faiza Firdouse.M
12	NABIYA FARHEEN.K	II BBA	Nabiya farheen.k
13	MADIHA TABASSUM.K	II BBA	Madidha Tabassum.k.
14	SHAINAZ	II BBA	Shainaz
15	HEMALATHA.P	II BBA	Hemalatha.P
16	KARTHIKA.V	II BBA	Karthika. V
17	KEERTHANA.S	II BBA	Keerthana..S
18	YAMANALINI.S	II BBA	Yamanalini.S
19	YOGALAKSHMI.S	II BBA	Yogalashmi. S
20	PAVITHRA.P	II BBA	P. Pavithra
21	BANUPRIYA.V	II BBA	BanuPriya.V
22	SUJITHA.K	II BBA	Sujitha. k
23	SATHIYAPRIYA.S	II BBA	Sathiya Priya.S
24	KEERTHIKA.R	II BBA	Keerthika. R

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

25	ABINAYA.H	II BCOM(G)	Abinaya. H
26	HAMIDA BANU.D	II BCOM(G)	Hamida Banu. D
27	ARCHANA.V	II BCOM(G)	V. Archana
28	YAMINI.S	II BCOM(G)	S. Yamini
29	UMITHA.B	II BCOM(G)	Umitha. B .
30	KOMATHI.S	II BCOM(G)	S. komathy
31	SADDAF THEHAREEM.N	II BCOM(G)	
32	SABAHATH SABIHA S	II BCOM(G)	Sabahath.sabiha.S
33	HARINI J	II BCOM(G)	J. Harini
34	SRIMATHI S.P	II BCOM(G)	S.P. Sri mathi
35	TOASMITHA P	II BCOM(G)	Toasmitha.p
36	USHA.K	II BSC(MAT)	K. Usha.
37	MEENA.M	II BSC(MAT)	Meena
38	DEEPA.R	II BSC(MAT)	R. Deepa
39	SASIKALA.B	II BSC(MAT)	B. sasikala
40	AYISHA SIDDIGA.M.J	II BSC(MAT)	Ayisha Siddiga. M.J
41	ALIYA	II BSC(BIO-TECH)	Aliya.
42	MEENA.S	II BSC(BIO-TECH)	S. Meena
43	GEETHA.B	II BSC(BIO-TECH)	B. Geetha.
44	KEERTHANA.N	II BSC(BIO-TECH)	N.keerthana.
45	AYISHA SIDDIQUA.E.M	II BSC(N&D)	Ayisha Siddiqua.EM
46	FARHA AEJAZ AZEEM	II BSC(N&D)	Farhaejazeem
47	SUMAIYA TABASSUM.N	II BSC(N&D)	Sumaiya Tabassum.N
48	NAFIYA SAMREEN.L	II BSC(N&D)	Nafiya Samreen .L
49	SUMAYA BANU.S	II BSC(N&D)	S. sumayabanu .
50	HIMA TASKEEN.S	II BSC(N&D)	Hima taskeen.s
51	SUFIYA ANJUM.Y	II BSC(N&D)	Y. Sufiya Anjum
52	MUNEERA.A	II BSC(N&D)	A. Muneera
53	ANANDHI.R	II BSC(N&D)	R. Anandhi
54	THIRISHA.S	II BSC(N&D)	S. Thirisha
55	MONIKA S	II BSC(N&D)	S. Monika
56	SHANMUGAPRIYA.K	II BSC(N&D)	k. Shanmugopriya .

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

57	SHREENIDHI.A.R.S	II BSC(N&D)	A.R.S Shreenidhi
58	SHURUTHIKA.B	II BSC(N&D)	B. Shuruthika
59	KAVITHA.V	II BSC(N&D)	V. Kavitha
60	ASHWINI.S	II BSC(N&D)	S. Ash
61	SHALINI.A	II BSC(N&D)	Shalini.A
62	SHEERIN FATHIMA.M	II BSC(N&D)	Sheerin fathima.M
63	KEERTHANA.S	II BSC(N&D)	s.keerthana

DATE: 03/01/2023

HEAD OF THE DEPARTMENT

Head Of the Department of
Computer Applications,
M.M.E.S. Women's
Arts & Science College,
Hakeem Nagar,
Melvisharam-632509

PRINICIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Office Fundamentals Attendance
Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
({Affiliated to Thiruvalluvar University)
HAKEEM NAGAR, MELVISHARAM
RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME :OFFICE FUNDAMENTALS

COURSE CODE :VAMS09

S.NO	NAME OF THE STUDENTS	3.1.2023					4.1.2023					5.1.2023					6.1.2023					7.1.2023					9.1.2023				
1	SABEYA BANU.A	x	x	x	x	x	x	x	x	x	x	✓	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	AFREEN BANU.M	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	KAVIYA.S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	RAJALAKSHMI.Y	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	KALAPNA.G	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	KHATHIJA BEE.S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	JEEVITHA.R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	KHANITHA HARMAIN	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9	AYSHA SIDDIQUA.K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	SHAFIYA AAFEEN T.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	FAIZA FIRDOUSE.M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	NABIYA FARHEEN.K	x	x	x	x	x	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	MADIHA TABASSUM.K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	SHAINAZ	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	HEMALATHA.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16	KARTHIKA.V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17	KEERTHANA.S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18	YAMANALINI.S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19	YOGALAKSHMI.S	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20	PAVITHRA.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21	BANUPRIYA.V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I   **1.2.1 Office Fundamentals Attendance**
1.2 Academic Flexibility   **Year: 2022- 2023**

22	SUJITHA.K
23	SATHIYAPRIYA.S
24	KEERTHIKA.R
25	ABINAYA.H
26	HAMIDA BANU.D
27	ARCHANA.V
28	YAMINI.S
29	UMITHA.B
30	KOMATHI.S
31	SADDAF THEHAREEM.N
32	SABAHATH SABIHA S
33	HARINI J
34	SRIMATHI S.P
35	TOASMITHA P
36	USHA.K
37	MEENA.M
38	DEEPA.R
39	SASIKALA.B
40	AYISHA SIDDIGA.M.J
41	ALIYA
42	MEENA.S
43	GEETHA.B
44	KEERTHANA.N
45	AYISHA SIDDIQUA.E.M
46	FARHA AEJAZ AZEEM
47	SUMAIYA TABASSUM.N
48	NAFIYA SAMREEN.L
49	SUMAYA BANU.S
50	HIMA TASKEEN.S
51	SUFIYA ANJUM.Y

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I **1.2.1 Office Fundamentals Attendance**
1.2 Academic Flexibility **Year: 2022- 2023**

52	MUNEERA.A
53	ANANDHI.R
54	THIRISHA.S
55	MONIKA S
56	SHANMUGAPRIYA.K
57	SHREENIDHI.A.R.S
58	SHURUTHIKA.B
59	KAVITHA.V
60	ASHWINI.S
61	SHALINI.A
62	SHEERIN FATHIMA.M
63	KEERTHANA.S
	Staff Initial

X7.Plcl 9/1/2023

Head Of the Department of
Computer Applications,
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Hakeem Nagar,
Melvisharam-632509

9/1/23
Dr. Freda Gnanaselvam, Ph.D.,
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Melvisharam - 632 509

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Photos
1.2 Academic Flexibility	Year: 2018- 2019

VALUE ADDED COURSE OFFICE FUNDAMENTALS

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Office Fundamentals Answer Script
Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCECOLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University, Serkkadu, Vellore dist., - 632115)

Course Name: Office Fundamentals **Course Code:** VAMS09

Date: 10.01.2023 **Total Marks:** 25

Student Name: Archana . V   23/25 (A) **Class:** II B.Com (G)

I . Choose correct answer:

1. The ability to combine name and addresses with a standard document is called _____

   (A) Document formatting (B) Database management   (C) Mail merge (D)Form letters

2. Which enables us to send the same letter to different people?

   (A)Macros   (B) Template   (C) Mail merge   (D) None of above

3. A word processor would most likely be used to

   (A) Keep an account of money spent   (B) Do a computer search in media center

   (C) Maintain an inventory   (D) Type a biography

4. What is gutter margin?

   (A) Margin that is added to the left margin when printing

   (B) Margin that is added to the right margin when printing

   (C) Margin that is added to the binding side of the page when printing

   (D) Margin that is added to the outside of the page when printing

5. Which can be used for quick access to commonly used commands and tools?

   (A) Status bar   (B)Toolbar   (C) Menu bar   (D) Title bar

6. Which bar shows the current position as far as the text goes?

   (A) Title bar   (B) Menu bar (C) Scroll bar   (D) Status bar

7. Select all the text in MS Word document by

   (A) Ctrl +S   (B) Ctrl + 1   (C) Ctrl + A   (D) Ctrl + V

8. _____ is not a part of a MS Word document.

   (A) Quick access toolbar (B) Start Menu button (C) Home panel   (D) View option

9. The name of a word document displays in _____.

   (A) Ribbon   (B) Title bar   (C) Status bar   (D) Home tab

10. Each line represents how many letters in WordStar?

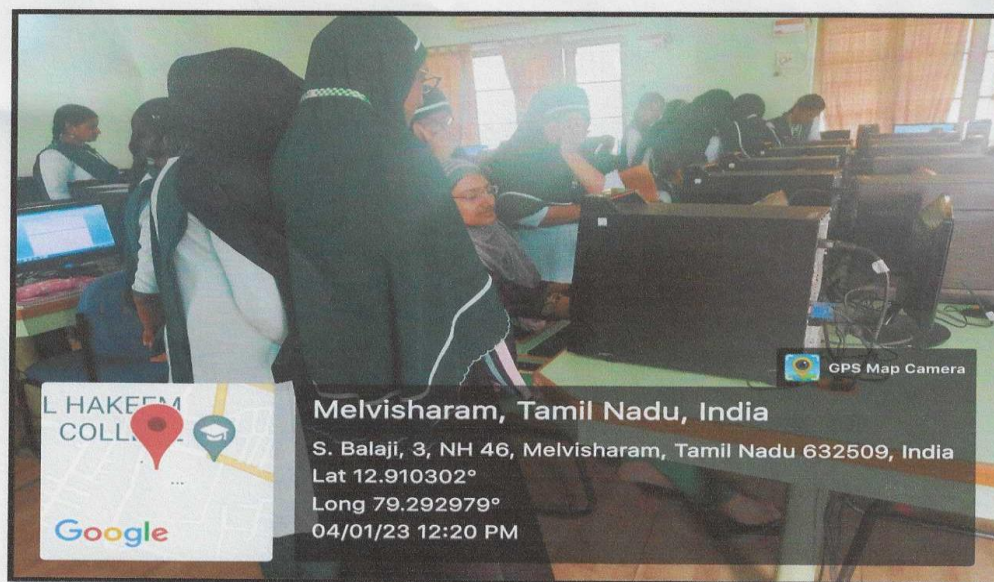   (A) 20   (B) 35   (C) 65   (D) 75

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Answer Script
1.2 Academic Flexibility	Year: 2022- 2023

11. Which of the following are word processing software?

(A) WordPerfect   (B) Wordpad   (C) MS Word   (D) All of above

12. Which file starts with MS Word?

(A) Winword.exe   (B) Word.exe   (C) Msword.exe   (D) Word356.exe

13. Ctrl + N is used to

(A) Save the Document   (B) Open the Document

(C) Create a New Document   (D) Close the Document

14. How to specify cell range from A10 to A30?

(A) A10-A30   (B) A10 to A30   (C) A10:A30   (D) A10 – A30

15. Which of the following is not valid data type in MS – Excel?

(A) Number   (B) Character   (C) Label   (D) Date/Time

16. Which of the following is not valid in MS –Excel?

(A) Count()   (B) Sum()   (C) Subtract()   (D) Min()

17. _____ in MS –Excel always begin with an equal to (=) sign.

(A) Numbers   (B) Text   (C) Formulae   (D) Tables

18. _____ table appears as a spread sheet grid.

(A) Record   (B) Datasheet   (C) Queries   (D) Tables.

19. What is the maximum height of a row in MS – Excel?

(A) 255 points   (B) 100 points   (C) 409 points   (D) 650 points

20. What is shortcut for writing in bold?

(A) Ctrl+A   (B) Alt+B   (C) Ctrl+B   (D) Shift + B

21. Ctrl + C used for _____.

(A) Clear   (B) Copy   (C) Cut   (D) Save

22. _____ text function useful for combining values from different cells into single cell.

(A) ADD   (B) SUM   (C) CONCENTRATE   (D) MERGE

23. Ctrl + S   used for _____.

(A) Save   (B) Shift cells   (C) Print   (D) paste

24. Ctrl + P used for _____.

(A) paste   (B) Print   (C) Cut   (D) Copy

25. Ctrl + V used for _____.

(A) Cut   (B) Copy   (C) Paste   (D) save as

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NAAC – SSR CYCLE -I	**1.2.1 Office Fundamentals Mark List**
1.2 Academic Flexibility	**Year: 2018- 2019**

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
(Affiliated to Thiruvalluvar University)
HAKEEM NAGAR MELVISHARAM - 632 509
DEPARTMENT OF COMPUTER APPLICATIONS
MARK SHEET

COURSE NAME: OFFICE FUNDAMENTALS   **COURSE CODE: VAMS09**

SNO	NAME	DEPARTMENT	MARKS(25)
1	SABEYA BANU.A	II BA(ENG)	25
2	AFREEN BANU.M	II BA(ENG)	24
3	KAVIYA.S	II BA(ENG)	24
4	RAJALAKSHMI.Y	II BA(ENG)	25
5	KALAPNA.G	II BA(ENG)	23
6	KHATHIJA BEE.S	II BBA	25
7	JEEVITHA.R	II BBA	22
8	KHANITHA HARMAIN	II BBA	21
9	AYSHA SIDDIQUA.K	II BBA	20
10	SHAFIYA AAFEEN T.P	II BBA	22
11	FAIZA FIRDOUSE.M	II BBA	23
12	NABIYA FARHEEN.K	II BBA	22
13	MADIHA TABASSUM.K	II BBA	21
14	SHAINAZ	II BBA	22
15	HEMALATHA.P	II BBA	23
16	KARTHIKA.V	II BBA	22
17	KEERTHANA.S	II BBA	21
18	YAMANALINI.S	II BBA	22
19	YOGALAKSHMI.S	II BBA	23
20	PAVITHRA.P	II BBA	21
21	BANUPRIYA.V	II BBA	23
22	SUJITHA.K	II BBA	23
23	SATHIYAPRIYA.S	II BBA	21
24	KEERTHIKA.R	II BBA	23
25	ABINAYA.H	II BCOM(G)	21

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Mark List
1.2 Academic Flexibility	Year: 2018- 2019

26	HAMIDA BANU.D	II BCOM(G)	22
27	ARCHANA.V	II BCOM(G)	23
28	YAMINI.S	II BCOM(G)	24
29	UMITHA.B	II BCOM(G)	25
30	KOMATHI.S	II BCOM(G)	25
31	SADDAF THEHAREEM.N	II BCOM(G)	24
32	SABAHATH SABIHA S	II BCOM(G)	25
33	HARINI J	II BCOM(G)	25
34	SRIMATHI S.P	II BCOM(G)	24
35	TOASMITHA P	II BCOM(G)	24
36	USHA.K	II BSC(MAT)	24
37	MEENA.M	II BSC(MAT)	22
38	DEEPA.R	II BSC(MAT)	22
39	SASIKALA.B	II BSC(MAT)	23
40	AYISHA SIDDIGA.M.J	II BSC(MAT)	22
41	ALIYA	II BSC(BIO-TECH)	21
42	MEENA.S	II BSC(BIO-TECH)	21
43	GEETHA.B	II BSC(BIO-TECH)	22
44	KEERTHANA.N	II BSC(BIO-TECH)	22
45	AYISHA SIDDIQUA.E.M	II BSC(N&D)	22
46	FARHA AEJAZ AZEEM	II BSC(N&D)	23
47	SUMAIYA TABASSUM.N	II BSC(N&D)	22
48	NAFIYA SAMREEN.L	II BSC(N&D)	23
49	SUMAYA BANU.S	II BSC(N&D)	22
50	HIMA TASKEEN.S	II BSC(N&D)	24
51	SUFIYA ANJUM.Y	II BSC(N&D)	25
52	MUNEERA.A	II BSC(N&D)	25
53	ANANDHI.R	II BSC(N&D)	25
54	THIRISHA.S	II BSC(N&D)	20
55	MONIKA S	II BSC(N&D)	25
56	SHANMUGAPRIYA.K	II BSC(N&D)	25
57	SHREENIDHI.A.R.S	II BSC(N&D)	25

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Office Fundamentals Mark List
Year: 2018- 2019

58	SHURUTHIKA.B	II BSC(N&D)	24
59	KAVITHA.V	II BSC(N&D)	22
60	ASHWINI.S	II BSC(N&D)	24
61	SHALINI.A	II BSC(N&D)	24
62	SHEERIN FATHIMA.M	II BSC(N&D)	23
63	KEERTHANA.S	II BSC(N&D)	22

HEAD OF THE DEPARTMENT

PRINICIPAL

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Computer Applications,
M.M.E.S. Women's
Arts & Science College
Hakeem Nagar

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Melvisharam - 632 509

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Lesson Plan
1.2 Academic Flexibility	Year: 2018- 2019

LESSON PLAN

Class :   Semester :

SUBJECT : OFFICE FUNDAMENTALS.

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
		I	INTRODUCTION TO MICROSOFT WORD Word processor – Components of MS word – Cursor Movements – Creating Opening, Saving and closing a document – Text Manipulations – Text formatting – Using Cut, Copy and Paste – Spell check – Undo and Redo – Bullets and Numbering.	Net Content Introduction to information Technology 'P. Rizwan Ahmed'
		II	PAGE LAYOUT Header and Footer – Border and Shading – Page Formatting – Watermark – Margins – page Border – Rulers – printing Document.	Refer Website 'peter John'
		III	TABLE MANIPULATION Table – insert and delete rows and Column – Word Art – clip Art – Text Box – Background Editing – picture Insertion – picture Manipulation.	Net Content. 'Rizwan Ahmed'

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Lesson Plan
1.2 Academic Flexibility	Year: 2018- 2019

LESSON PLAN

Class :   Semester :

SUBJECT :

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
		IV	INTRODUCTION TO MICROSOFT EXCEL	
			Ms Excel – Spread Sheet – Features	Net
			of Excel – Creating a Workbook	Content
			Entering text, numbers, date	
			and times.	'Peter
			Components of Ms-Excel –	John'
			Entering data in a cell, Merging	
			cells – Wrapping Text.	
		V	MANAGING WORKSHEET	
			Working with Rows and	Net
			Column – Importing an External	Content.
			data file – printing Options –	
			charts in Excel – Function in	'Peter
			Excel – Mathematical and	John'.
			Statistical Formula.	

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Work diary
1.2 Academic Flexibility	Year: 2018- 2019

OFFICE FUNDAMENTALS

WORK DIARY

UNIT-I- INTRODUCTION TO MICROSOFT WORD

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
03-01-22		1		MS WORD	Word processor, Components of Ms. Word.	Introduction to information Technology
		2.		MS WORD	Creating Opening, Saving and closing a document.	'P. Rizwan Ahmed' &
		3.		MS WORD	Text Manipulation	A. Zakiuddin Ahmed
		4.		MS WORD	Text Formatting - Using Cut, Copy and paste.	
		5.		MS WORD	Spell Check, Undo and Redo Bullets and Numbering	

UNIT-II - PAGE LAYOUT

04-01-23		1.		MS WORD	Header and Footer	MS Word and
		2.		MS WORD	Border and shading	MS Excel 2021
		3.		MS WORD	Page Formatting - Watermark, Margins, Page Borders	'Peter John',
		4.		MS WORD	Rulers.	
		5.		MS WORD	Printing Document.	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Office Fundamentals Work Diary
Year: 2018- 2019

WORK DIARY

UNIT-III   TABLE   MANIPULATION

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
05-01-23		1.		MS WORD	Table, Table Manipulation	Introduction to information
		2.		MS WORD	Insert and delete rows and column	Technology 'p. Rizwan Ahmed &
		3.		MS WORD	Word Art – clip Art	A. Zakiuddin Ahmed
		4.		MS WORD	Text Box – Background Editing	
		5.		MS WORD	Picture Insertion	

UNIT -IV – INTRODUCTION TO MICROSOFT EXCEL

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
06-01-23		1		MS WORD	Picture Manipulation	
		2.		MS Excel	MS EXCEL, Spreadsheet.	Introduction to information Technology
		3.		MS Excel	Features of Excel	'p. Rizwan Ahmed &
		4.		MS Excel	Creating a workbook.	A. Zakiuddin Ahmed
		5.		MS Excel	Entering Text, numbers, date and times	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Office Fundamentals Work Diary
Year: 2018- 2019

WORK DIARY

UNIT – IV

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
07-01-23		1		MS EXCEL	Components of MS Excel	MS Word, & Ms Excel 2021, Peter John
		2.		MS EXCEL	Entering data in a cell	
		3.		MS EXCEL	Delete data in a cell.	
		4.		MS EXCEL	Merging cells	
		5.		MS EXCEL	Wrapping Text	
UNIT– V			MANAGING WORKSHEET			
09-01-23		1		MS EXCEL	Working with Rows and Column.	MS Word, & Ms Excel 2021, Peter John.
		2.		MS EXCEL	Importing External data file	
		3.		MS EXCEL	Printing options	
		4.		MS EXCEL	CHARTS in Excel, Funtions	
		5.		MS EXCEL	Mathematical and Statistical Formula.	

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NAAC – SSR CYCLE -I	1.2.1 Office Fundamentals Feed Back
1.2 Academic Flexibility	**Year: 2018- 2019**

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Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: JEEVITHA . R

Course Name : OFFICE FUNDAMENTALS

Course Code : VAMS09

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent [✓] Very Good [ ] Good [ ]   Average [ ]   Below average [ ]

2. To what level did the course expose you to new knowledge & practices

Excellent [ ]   Very Good [ ] Good [✓] [ ]   Average [ ]   Below average [ ]

3. The learning experience you had in this course was

Excellent [✓] Very Good [ ] Good [ ]   Average [ ]   Below average [ ]

4. Please rate the course faculties

Excellent [✓] Very Good [ ] Good [ ]   Average [ ]   Below average [ ]

5. How would you rate the overall course content

Excellent [ ]   Very Good [ ] Good [✓] [ ]   Average [ ]   Below average [ ]

6. Please rate the relevance of the course

High [✓]   Average [ ] Low [ ]

7. Please rate the usefulness of the course

High [✓]   Average [ ] Low [ ]

Suggestions if any : We learned many things from this course

R. Jeevitha
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Syllabus
1.2 Academic Flexibility	Year: 2022-2023

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VALUE ADDED COURSES

Course Name	Organisational Behaviour
Course Code	VAOB10
Duration	30 HRS
Offered by	Department of Commerce(G)

L	T	P	C
30			1

Course Objectives:

- To understand the basic concepts of Organisational Behaviour.
- To understanding on different types of motivational theories.
- To facilitate the student to know the stress management.
- To understand the employee behaviour within the organisation and tries to control, improve and develop it.

Course Outcome

By successfully this course, students will able to :

- Summarise Organisational Behaviour.
- Summarise Motivation and Leadership.
- Describe Work, Stress, Family Issues.
- Describe procedures for Training and Development.

Syllabus

Unit – I

Organisational Behaviour- Concepts, Nature and Scope- Organisational Behaviour Model, Learning.

Unit – II

Personality- Perception- Motivation- Theories by Maslow, Herzberg- Effective on Work Behaviour.

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Syllabus
1.2 Academic Flexibility	Year: 2022-2023

1 – 2

Unit – III

Group Behaviour- Group Decision Making- Work Stress- Stress Management- Coping Strategies of Stress.

Unit – IV
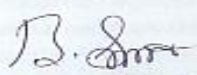
Leadership ,Types of Leadership, Theories of Leadership- Conflicts Management- Communication.

Unit – V

Organisational Culture- - Training and Development- Performance Appraisal.

Reference Book

1. Stephen P.Robbins, Organizational Behaviour, Pearson Education, New Delhi.

2. L.M. Prasad, Organisational Behaviour, Sultan Chand and Sons, New Delhi.

2. Margie Parikh and Rajen Gupta, Organisational Behaviour, Tata McGraw Hill Education, New Delhi.

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

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Phone 04172 266167, 266463
STUDENTS ENROLMENT DETAIL   2022 - 2023 EVEN.

Course Name	Organisation Behaviour
Course Code	VAOB10

S.No	Name of the Student	Department	Signature
1	Aysha Siddiqa	II B.A English	Aysha Siddiqa
2	Hameedha. K	II B.A English	Hameedha .k
3	Sandhiya. K	II B.A English	Sandhiya.K
4	Aafrin Jainab. Y	II B.A English	Aafrin Jainab Y
5	Sridevi. M	II B.A English	Sridevi. M
6	Afiya Fathima. A	II B.Sc – Bio-Tech	Afiya Fathima
7	Lubaba Takhrem. N	II B.Sc – Bio-Tech	Lubaba Takhrem.N
8	Praveena. L	II B.Sc – Bio-Tech	Praveena. L
9	Ranjini. K	II B.Sc – Bio-Tech	Ranjini.K
10	Sandhiya. R	II B.Sc – Bio-Tech	Sandhiya .R.
11	Shaziya Parveen. S	II B.Sc – Bio-Tech	Shaziya Parveen .S
12	Srija. K	II B.Sc –Computer Science	Srija. K
13	Ranjitha. M	II B.Sc –Computer Science	Ranjitha. M
14	Nisha. A	II B.Sc –Computer Science	Nisha A.
15	Santhana Lakshmi. S	II B.Sc –Computer Science	Santhanalakshmi .S
16	Vijaya Bharathi. P	II B.Sc –Computer Science	Vijaya Bharathi.P
17	Charumathy. D	II BCA	Charumathy D
18	Devadharshini. P	II BCA	Devadharshini P
19	Lavanya. G.S	II BCA	Lavanya G.S
20	Harithaa. A.M	II B.Com (CA)	Harithaa .A.M
21	Janani. Y	II B.Com (CA)	Janani .Y

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

22	Afrin Fathima. E	II B.Com (CA)	
23	Angelin. P	II B.Com (CA)	
24	Muneera. H	II B.Com (CA)	
25	Dhivya. A	II B.Com (CA)	
26	Pavithra. s	II B.Com (CA)	
27	Ramya. N	II BBA	
28	Suqiya Banu.G	II B.Sc – Bio-Tech	
29	Praveena.M	II BA English	

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NAAC – SSR CYCLE -I   **1.2.1 Organisational Behaviour Attendance**
1.2 Academic Flexibility   **Year: 2022-2023**

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HAKEEM NAGAR, MELVISHARAM
RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME : Organisational Behaviour   **COURSE CODE :** VAOB10

S.No	NAM OF THE STUDENTS	3.1.2023					4.1.2023					5.1.2023					6.1.2023					7.1.2023					9.1.2023			
1	Aysha Siddiqa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	Hameedha. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	Sandhiya. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	Aafrin Jainab. Y	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
5	Sridevi. M	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	Afiya Fathima. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	Lubaba Takhrem. N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	Praveena. L	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	Ranjini. K	X	X	X	X	X	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	Sandhiya. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a	a	a	a	
11	Shaziya Parveen. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	Srija. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	Ranjitha. M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	Nisha. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a	a	a	a	a	X	X	X	X	X
15	Santhana Lakshmi. S	X	X	X	X	X	a	a	a	a	a	X	X	X	X	X	a	a	a	a	a	a	a	a	a	X	X	X	X	
16	Vijaya Bharathi. P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	Charumathy. D	X	X	X	X	X	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	Devadharshini. P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	Lavanya. G.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	Harithaa. A.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	Janani. Y	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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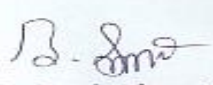**NAAC – SSR CYCLE -I**
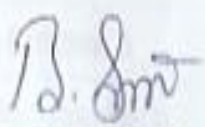**1.2 Academic Flexibility**

1.2.1 Organisational Behaviour Attendance
Year: 2022-2023

22	Afrin Fathima. E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
23	Angelin. P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
24	Muneera. H	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
25	Dhivya. A	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x
26	Pavithra. S	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
27	Ramya. N	a	a	a	a	a	x	x	x	x	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x
28	Suqiya Banu.G	a	a	a	a	a	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
29	Praveena.M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Staff Initial																														

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Photos
1.2 Academic Flexibility	Year: 2022-2023

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Organisational Behaviour Answer Script
Year: 2022-2023

Ranjini-K.
II Bsc Bio-Tech.

MMES WOMEN'S ARTS AND SCIENCE COLLEGE.
VALUE ADDED COURSE
EXAMINATION – 2022-2023

Course Name : Organisational Behaviour   Marks : 25
Corse Code : VAOB10   Time   : 30 Min

$\frac{25}{25}$

1. _____ is the tendency for two individuals to emotionally coverage.
   a. Emotional dissonance b. Emotional labour
c. Emotional contagion d. Cognitive dissonance

2. The main keys to managing stress are
   a. Recognizing and understanding the signs of stress b. Identifying sources of stress
c. Identifying what we can and can't control   d. All of the above

3. Symptoms such as moodiness, hostility, and fearfulness are signs that stress is effecting the
   a. Body   b. Mind   c. Emotions   d. Behaviour

4. Acting impulsively, abusing drugs and alcohol, and changes in appetite indicate that stress is
_____ affecting our behaviour.
   a. Benefiting b. Adversely c. Positively d. None of the above.

5. Which of the following causes stress?
   a. Illness b. Academic Demand c. Loss of a family member d. All of the above

6. Taking care of and supporting yourself during stressful times include all of the following
except:
   a. Talking with someone about the stress   b. Providing some down time for yourself
   c. Suppressing true feelings.   d. Creating an emotional outlet

7. In which type of interview trainees divided into groups and ask to play role?
   a. Interview method   b. Incidental Method
   c. Business game   d. Basket method

8. Which of these is an On – job-training method where the trainee placed on various jobs of the
organisation.
   a. Job instruction training b. Coaching c. Committee assignment d. Job rotation

9. Which of the following functions of an organisation enhance the skills and capabilities of the
employees?
   a. Placement b. Training c. Induction d. Development.

10. _____ leader is self confident and can attract followers by his great influence
    a. Charismatic b. Autocratic c. Laissez-faire d. Bureaucratic

11. A study of human behaviour in organizational settings is
    a. Individual behaviour. b. Group behaviour. c. Organizational behaviour. d. None of these.

12. In Maslow's hierarchy needs which of the following pair of needs is   ranked as"
lower order needs?
    a. Physiological and safety needs.   b. Physiological and social need.
    c. Self actualization and safety needs. d. Social and esteem needs.

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NAAC – SSR CYCLE -I
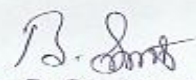**1.2 Academic Flexibility**

1.2.1 Organisational Behaviour Answer Script
Year: 2022-2023

13. Maslow grouped the five needs into two categories
   a. Higher-order needs and local needs.   b. Supreme needs and local needs.
   c. Self needs and others needs.   d. Luxurious needs and comfort needs.

14. Most valuable asset in an organization is
   a. Land and building.   b. Cash and bank balances
   c. Human being.   d. Technology

15. Conflict between actual and desired emotions is called
   a. Emotional contagion   b. Emotional dissonance

16. Who is the father of psychoanalysis?
   a. Carl Jung   b. Eric Erikson   c. Jacques Lacan   d. Sigmund Freud

17. When designing reward system for teams, it is best to encourage cooperative efforts rather than_____
   a. Collectivist b. Individualistic c. Cooperative d. Competitive.

18. Which one of the following characteristics is part of the definition for group?
   a. Unstable relationship b. Personal accountability c. Interdependent efforts d. Interdependent behaviour.

19. All stress is bad and _____ for the body.
   a. Healthy   b. Harmful   c. Useful   d. All of the above.

20. _____ skills are very important in managing the effects of stress.
   a. Interpersonal skills b. Time management   c. Communication d. Problem solving

21. _____ skills are very important in managing the effects of stress.
   a. Interpersonal skills b. Time management   c. Communication   d. Problem solving

22. The 4 A's for managing stress include:
   a. Avoid   b. Alter c. Accept   d. All the above

23. _____ is increasing Leadership rapidly:
   a. Strategy b. Command c. Control d. Getting others to follow.

24. According to the situational leadership theory, a follower with the desired ability and willingness is likely.
   a. Lacking in the area of motivation   b. Deficient in the specific skills required
   c. Comfortable in his ability to do the job well d. Highly skilled in relevant areas but low on experience.

25. According to the situational leadership theory, if employees are unwilling and unable, the appropriate leadership style in this situation would be _____.
   a. Participate b. Democratic c. Person-oriented d. Directive.

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Mark List
1.2 Academic Flexibility	Year: 2022-2023

1-8

MMES WOMENS ARTS AND SCIENCE COLLEGE
DEPARTMENT OF COMMERCE(G)
VALUE ADDED COURSE - 2022-2023
Organisation Psychology-VAOP10

S.No	Student Name	Department	Marks(25)
1	Aysha Siddiqa	B.A English	24
2	Hameedha. K	B.A English	25
3	Sandhiya. K	B.A English	24
4	Aafrin Jainab. Y	B.A English	AAA
5	Sridevi. M	B.A English	22
6	Afiya Fathima. A	B.Sc – Bio-Tech	23
7	Lubaba Takhrem. N	B.Sc – Bio-Tech	24
8	Praveena. L	B.Sc – Bio-Tech	24
9	Ranjini. K	B.Sc – Bio-Tech	25
10	Sandhiya. R	B.Sc – Bio-Tech	24
11	Shaziya Parveen. S	B.Sc – Bio-Tech	25
12	Srija. K	B.Sc –Computer Science	24
13	Ranjitha. M	B.Sc –Computer Science	25
14	Nisha. A	B.Sc –Computer Science	24
15	Santhana Lakshmi. S	B.Sc –Computer Science	25
16	Vijaya Bharathi. P	B.Sc –Computer Science	24
17	Charumathy. D	BCA	23
18	Devadharshini. P	BCA	25
19	Lavanya. G.S	BCA	24
20	Harithaa. A.M	B.Com (CA)	24
21	Janani. Y	B.Com (CA)	22
22	Afrin Fathima. E	B.Com (CA)	24
23	Angelin. P	B.Com (CA)	23
24	Muneera. H	B.Com (CA)	24
25	Dhivya. A	B.Com (CA)	24
26	Pavithra. s	B.Com (CA)	25
27	Ramya. N	BBA	23
28	Suqiya Banu.G	B.Sc – Bio-Tech	24
29	Praveena.M	BA English	25

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility
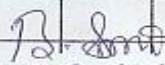
1.2.1 Organisational Behaviour Lesson Plan
Year: 2022-2023

1-9

Class : II Year   **LESSON PLAN**   **Semester :** 2022-2023

SUBJECT : Organisational Behaviour

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
I	3.1.2023	I	Organisational Behaviour – Concept – Nature, Scope.	Dr. Jayasankar
	4.1.2023	I	Organisational behaviour Model – Learning	"
	5.1.2023	II	Personality – Perception – Motivational Theories by Maslow, Herzberg – Effective on work behaviour	"
	6.1.2023	III	Group Behaviour – Decision Making – work Stress – Stress Management Coping Strategies of Stress	"
	7.1.2023	IV	Leadership – Types of Leadership Theories of Leadership, Conflicts Management – Communication	"
	9.1.2023	V	Organisational Culture – Training and Development – Performance appraisal.	"

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NAAC – SSR CYCLE -I
**1.2 Academic Flexibility**

1.2.1 Organisational Behaviour Work Diary
Year: 2022-2023

WORK DIARY   2022 – 2023.

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
3.1.23	I	1			organisation- Introduction	
		2			Personality	
		3			Group Behaviour	
		4			Decision Making	A. Shahes
		5			organisational culture.	S.Saopna
4.1.23	II	1			organisational Concept.	
		2			Perception.	
		3			Types of Leadership.	
		4			Theories of leadership.	V.D
		5			Group Decision Making.	A.Shahes
5.1.23	III	1			Nature of organisation.	
		2			Decision Making Process	
		3			Motivational Theories.	
		4			Training & Its need	S.Saopna
		5			Theories of leadership.	V.D
6.1.23	IV	1			Maslow's Theory	
		2			Work Stress	
		3			Scope of organisation	
		4			Coping Strategies of stress	A.Shahes
		5			Conflicts & Performance	V.D
					Appraisal.	

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Work Diary
1.2 Academic Flexibility	Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
7.1.23	V	1			Organisation Behaviour Model	B.Sami
		2			Types of Stress	A.Shahes
		3			Training & Development	S.Sapina
		4			Stress Management	
		5			Herzberg Theory	G.Loganayagi
9.1.23	VI	1			organisation Learning	B.Sami
		2			Types of stress & Management	
		3			Effective on more behaviour	V.Devi
		4			Organisational Learning	P.Prithi
		5			coping strategies of stress	A.Shahes

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NAAC – SSR CYCLE -I	1.2.1 Organisational Behaviour Feed Back
1.2 Academic Flexibility	Year: 2022-2023

N. Ramya

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Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: N. Ramya

Course Name : Organisational Behaviour

Course Code : VAOB 10.

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

2. To what level did the course expose you to new knowledge & practices

   Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

3. The learning experience you had in this course was

   Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

4. Please rate the course faculties

   Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

5. How would you rate the overall course content

   Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

6. Please rate the relevance of the course

   High [ ]   Average [✓]   Low [ ]

7. Please rate the usefulness of the course

   High [ ]   Average [✓]   Low [ ]

Suggestions if any :

N. Ramya

Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Syllabus
1.2 Academic Flexibility	Year: 2022-2023

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Phone 04172 266167, 266463
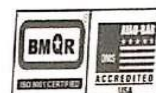
VALUE ADDED COURSES

Course Name	INNOVATION AND ENTREPRENEURSHIP MANAGEMENT
Course Code	VAEM11
Duration	30 Hours
Offered by	Commerce (Computer Applications)

L	T	P	C
25	5	-	1

Course Objectives:

- To develop idea generation, creative and innovative skills
- To understand the role and importance of entreprfeneurship for economic development
- To enable students to design business plans by considering all dimensions of business

Course Outcome

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

CO 1: Understand the , Steps of Innovation Management and Idea Management System,

CO 2: Know the various strategies in Entreprenuership management.

CO 3: Elucidate strategic involvement in sustainable development

UNIT I

Analyzing the Current Business Scenario, Innovation and Creativity. Types of Innovation, School of Innovation. Challenges of Innovation, Steps of Innovation Management, Idea Management System, Divergent V/s Convergent Thinking, Design Thinking and Entrepreneurship

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Syllabus
1.2 Academic Flexibility	Year: 2022-2023

UNIT II

Experimentation in Innovation Management, Idea Championship, Participation for Innovation, Co-creation for Innovation, Proto typing to Incubation. Brainstorming ideas, reverse Brainstorming, out of the box thinking. What is a Business Model? Who is an Entrepreneur, Social Entrepreneurship, Blue Ocean Strategy-I, Blue Ocean Strategy-II

UNIT III
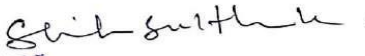
Marketing of Innovation, Technological Innovation Management Planning, Technological Innovation Management Strategies, Technology Forecasting. Disruptive Innovation and Mind Mapping

UNIT IV

Sustainability Innovation and Entrepreneurship, Innovation Sustainable Conditions, Innovation: Context and Pattern, SME'S strategic involvement in sustainable development, Reverse Innovation, Central and State Government schemes to foster entrepreneurship

UNIT V

Business Models and value proposition, Why Start-ups Fail: Reasons and Remedies, Role of venture capitalists and angel investors- Incubators: Business Vs Technology, Managing Investor for Innovation, Future markets and Innovation needs for India.

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

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Phone 04172 266167, 266463

STUDENTS ENROLMENT DETAIL 2022 - 2023 (ODD)

Course Name	Innovation and Entrepreneurship Management
Course Code	VAEM11

S.No	Name of the Student	Department	Signature
1	Mehatab Banu l	BCA	mehatab banu .I
2	Almass Begum A	BCA	Almass Begum.A
3	Umme Kulsum S	BBA	Omme Kuchum.S
4	Shameela A	BBA	Shameela. A
5	Mehar Taj F	BCA	Mehar taj .F
6	Swetha E	B.SC.CS 'A' Sec	Swetha.E
7	Sri Durga K	B.SC.CS 'A' Sec	Sri durga. k.
8	Mythili S	B.SC.CS 'A' Sec	Mythili - s
9	Nandhini R	B.SC.CS 'B' Sec	Nandhini. R
10	Musadiqha Naz M	B.SC.CS 'B' Sec	Musadiqha Naz. M
11	Shahina J	B.SC.CS 'B' Sec	Shahina. J
12	Maliha Firdouse K	B.SC.N&D	Maliha Firdouse. K
13	Fathima Takreem K	B.SC.IDD	Fathima Takreem K
14	Aiman Aafiya H	B.SC.IDD	Aiman Aafiya H
15	Athufa Farheen A	B.A. (ARABIC)	Athufa Parheen .A
16	Hasheema Firdhouse K S	B.SC.BIOTECHNOLOGY	Hasheema Firdous.K.S
17	Ariba Madhat A	B.SC.IDD	Ariba Madhat A.
18	Aafreen Farha S	BCA	Aafreen farha.S
19	Samha Fathima K	B.SC.N&D	Samha fathima.k
20	Shahin A	B.SC.N&D	Shahin. A
21	Hemalatha T	B.SC.BIOTECHNOLOGY	Hemalatha.T

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Enrollment List
Year: 2022-2023

S.No	Name of the Student	Department	Signature
22	Rajeswari R K	B.SC.BIOTECHNOLOGY	Rajeswari.R.k
23	Loganayaki L	B.SC.BIOTECHNOLOGY	Loganayaki.L
24	Dhivyapriya V	B.SC.BIOTECHNOLOGY	Dhivyapriya.V
25	Divya Bharathi S	B.SC.BIOTECHNOLOGY	Divya Bharathi.S
26	Saliha Firdouse K	B.A. (ENGLISH)	Saliha Firdouse.k
27	Mariya Anjum	B.A. (ENGLISH)	Mariya Anjum
28	Bareera Iffat T	BCA	Bareera Iffat.T
29	Aaliya Thabasum L	BCA	Aaliya Thabasum.L
30	Deepana M	BCA	Deepana M
31	Kokila R	BCA	Kokila.R
32	Dhivya N S	BCA	Dhivya N.S
33	Nathiya B	BCA	Nathiya.B
34	Bhuvaneshwari M	B.SC. BIOTECHNOLOGY	Bhuvaneshwari.M

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Attendance
Year: 2022-2023

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HAKEEM NAGAR,MELVISHARAM
RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME : INNOVATION AND ENTREPRENEURSHIP MANAGEMENT

COURSE CODE :VAEM11

S.NO	NAM OF THE STUDENTS	3.1.2023					4.1.2023					5.1.2023					6.1.2023					7.1.2023					9.1.2023				
1	Mehatab Banu I	y	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	x	x	x	x	y	a	a	a	a	a
2	Almass Begum A	x	x	x	x	x	x	x	x	x	a	a	a	a	a	a	a	a	a	x	x	x	y	y	a	a	a	a	a		
3	Umme Kulsum S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
4	Shameela A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
5	Mehar Taj F	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
6	Swetha E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
7	Sri Durga K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x		
8	Mythili S	x	x	x	x	x	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	a	a	a	a		
9	Nandhini R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
10	Musadiqha Naz M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
11	Shahina J	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
12	Maliha Firdouse K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
13	Fathima Takreem K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
14	Aiman Aafiya H	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
15	Athufa Farheen A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
16	Hasheema Firdhouse K S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
17	Ariba Madhat A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
18	Aafreen Farha S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
19	Samha Fathima K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
20	Shahin A	x	x	x	x	x	x	x	x	x	a	a	a	a	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x		
21	Hemalatha T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Attendance
1.2 Academic Flexibility	Year: 2022-2023

	Name																																	
22	Rajeswari R K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	Loganayaki L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	Dhivyapriya V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	Divya Bharathi S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	Saliha Firdouse K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a	a	a	a	a	X	X
27	Mariya Anjum	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	Bareera Iffat T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	Aaliya Thabasum L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	Deepana M	X	X	X	X	X	a	a	a	a	a	X	X	X	X	a	a	a	a	X	X	X	X	X	X	X	X	a	a	a	a	a	X	X
31	Kokila R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	Dhivya N S	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	Nathiya B	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	Bhuvaneshwari M	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Staff Initial																																	

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I   **1.2.1 Innovation and Entrepreneurship Photos**
1.2 Academic Flexibility   **Year: 2022-2023**

Head
Department of B.Com(Computer Applications)
M M.E.S. Women's
Art's and Science College,
Melvisharam - 632 509

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Answer Script
1.2 Academic Flexibility	Year: 2022-2023

Dhivya. N.S

M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE,MELVISHARAM
DEPARTMENT OF COMMERCE (CA)
COURSE NAME: Innovation and Enrepreurship Management   COURSE CODE:VAEM11

CHOOSE THE CORRECT ANSWER

1. The innovation process is translating new or existing knowledge into _____ .
A) Marketable products B) Solutions C) Services D) All the above.

2. The innovation process helps business to _____ , introduce new concepts, and business model innovation
A) Strategize B) Systematic C) Recognize D) Solving problems.

3. Idea management is a structured approach to generating and _____ ideas that could help improve an organization's bottom line.
A) analyzing B) evaluating C) collecting D) All the above.

4. _____ thinking is the process of finding concrete and familiar solutions to problems.
A) Convergent B) Divergent C) Flexibility D) Focused.

5. _____ is important when we need to adapt and find new paths, but it slows down the process of finding a solution.
A) Convergent B) Processing C) Divergence D) Generating.

6. _____ thinking process in entrepreneurship focuses on the mindset towards a problem.
A) Future B) Design C) Focused D) All the above.

7. Organizations are not able to _____.
A) Innovate B) Imitate C) Connect D) Communicative.

8. An idea champion's main task is to help individuals usually go beyond business and form innovation as a _____.not just as a program.
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9. _____ is a group problem –solving method that involves the spontaneous contribution of creative ideas and solutions.
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10. Group think is a _____ that occurs when the team's need for consensus overshadows the judgement of individual group members.
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11. A _____ describes how an organization creates,delivers,and captures value.
A) Blue print B) business model C) Flexibility D) All the above.

12. _____ works within the structures of the business world to influence social change.
A) E-Commerce B) E-business C) Social entrepreneurship D) Rural Development.

13. _____ is a metaphor that means to think differently,unconventionally,or from a new prospective.
A) Thinking outside the box B) Design Thinking C) Creative Thinking D) None of the above.

14. _____ are self-sustaining businesses that address social or environmental concerns.

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I 1.2 Academic Flexibility	1.2.1 Innovation and Entrepreneurship Lesson Plan Year: 2022-2023

A)Environmental issues   B)Social Enterprise   C)Innovation D)All the above.

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A)Irrelevant   B)Demand   C)Supply   D)Existing Demand.

16.Types of innovation in marketing are_____.
A)Architectural   B)Disruptive   C)Radical   D)All the above.

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18._____gradual ,continuous improvements on existing products and services.
A)Incremental   B)Radical   C)Sustaining D)Architectural.

19._____is a group of techniques that predict the direction,character,rate,implication,and impact of technological advances.
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20._____is about defining economic development as the creation of private and social wealth to ultimately eliminate harmful impacts on ecological systems,human health,and communities.
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21._____will transform just about every industry,including energy,health care,transportation,housing,and consumer products.
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NAAC – SSR CYCLE -I 1.2 Academic Flexibility	1.2.1 Innovation and Entrepreneurship Lesson Plan Year: 2022-2023

NADHIYA ·B

M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE,MELVISHARAM
DEPARTMENT OF COMMERCE (CA)

COURSE NAME: Innovation and Enrepreurship Management   COURSE CODE:VAEM11

CHOOSE THE CORRECT ANSWER

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A) Strategize   B) Systematic   C) Recognize   D) Solving problems.

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A) analyzing   B) evaluating   C) collecting   D) All the above.

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A) Convergent   B) Divergent   C) Flexibility   D) Focused.

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A)Convergent   B)Processing   C)Divergence   D)Generating.

6. _____ thinking process in entrepreneurship focuses on the mindset towards a problem.
A)Future   B) Design   C)Focused   D)All the above.

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A)Innovate   B)Imitate   C)Connect   D)Communicative.

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10.Group think is a _____ that occurs when the team's need for consensus overshadows the judgement of individual group members.
A)Participation   B)Phenomenon   C)Membership   D)Brainstorming

11.A _____ describes how an organization creates,delivers,and captures value.
A)Blue print   B)business model   C)Flexibility   D)All the above.

12. _____ works within the structures of the business world to influence social change.
A)E-Commerce   B)E-business   C)Social entrepreneurship D)Rural Development.

13. _____ is a metaphor that means to think differently,unconventionally,or from a new prospective.
A)Thinking outside the box B)Design Thinking C)Creative Thinking D)None of the above.

14. _____ are self-sustaining businesses that address social or environmental concerns.

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Answer Script
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18._____gradual ,continuous improvements on existing products and services.
A)Incremental   B)Radical   C)Sustaining D)Archictectural.

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20._____is about defining economic development as the creation of private and social wealth to ultimately eliminate harmful impacts on ecological systems,human health,and communities.
A)Innovation   B)Limitations C)Transformation D)Sustainable innovation.

21._____will transform just about every industry,including energy,health care,transportation,housing,and consumer products.
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C)Motivate entrepreneurs. D)All the above.

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A)Attract investment   B)Trends C)Premium D)Clear statement.

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A)Low   B)Medium   C)Average D)High.

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Answer Script
1.2 Academic Flexibility	Year: 2022-2023

Mehatab Banu . I

M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE,MELVISHARAM
DEPARTMENT OF COMMERCE (CA)

COURSE NAME: Innovation and Enrepreurship Management   COURSE CODE:VAEM11

CHOOSE THE CORRECT ANSWER

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A) Strategize   B) Systematic   C) Recognize   D) Solving problems.

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A)Convergent   B)Processing   C) Divergence   D)Generating.

6. _____ thinking process in entrepreneurship focuses on the mindset towards a problem.
A)Future   B) Design   C)Focused   D)All the above.

7.Organizations are not able to _____.
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Answer Script
Year: 2022-2023

A)Environmental issues   B)Social Enterprise   C)Innovation D)All the above.

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21. _____will transform just about every industry,including energy,health care,transportation,housing,and consumer products.
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Answer Script
Year: 2022-2023

Kokila . R

M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE, MELVISHARAM
DEPARTMENT OF COMMERCE (CA)

COURSE NAME: Innovation and Enrepreurship Management   COURSE CODE: VAEM11

CHOOSE THE CORRECT ANSWER

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12. _____ works within the structures of the business world to influence social change.
A) E-Commerce   B) E-business   C) Social entrepreneurship D) Rural Development.

13. _____ is a metaphor that means to think differently, unconventionally, or from a new prospective.
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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Answer Script
1.2 Academic Flexibility	Year: 2022-2023

A)Environmental issues   B)Social Enterprise   C)Innovation D)All the above.

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M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Answer script
Year: 2022-2023

ALMASS BEGUM.A

M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE, MELVISHARAM
DEPARTMENT OF COMMERCE (CA)

COURSE NAME: Innovation and Enrepreurship Management   COURSE CODE: VAEM11

CHOOSE THE CORRECT ANSWER

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Answer Script
Year: 2022-2023

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M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Answer Script
1.2 Academic Flexibility	Year: 2022-2023

AAFREEN FARHA -S

M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE,MELVISHARAM
DEPARTMENT OF COMMERCE (CA)

COURSE NAME: Innovation and Enrepreurship Management   COURSE CODE:VAEM11

CHOOSE THE CORRECT ANSWER

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A)Innovate   B)Imitate   C)Connect   D)Communicative.

8.An idea champion's main task is to help individuals usually go beyond business and form innovation as a ____,not just as a program.
A)Technology   B)Mindset   C) Blue print   D)Mind mapping.

9. _____ is a group problem –solving method that involves the spontaneous contribution of creative ideas and solutions.
A)Brainstorming B) Creativity   C)Innovation   D)Forecasting.

10.Group think is a _____that occurs when the team's need for consensus overshadows the judgement of individual group members.
A)Participation   B)Phenomenon   C)Membership   D)Brainstorming

11.A _____describes how an organization creates,delivers,and captures value.
A)Blue print   B)business model   C)Flexibility   D)All the above.

12. _____ works within the structures of the business world to influence social change.
A)E-Commerce   B)E-business   C)Social entrepreneurship D)Rural Development.

13. _____ is a metaphor that means to think differently,unconventionally,or from a new prospective.
A)Thinking outside the box B)Design Thinking C)Creative Thinking D)None of the above.

14. _____ are self-sustaining businesses that address social or environmental concerns.

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Answer Script
1.2 Academic Flexibility	Year: 2022-2023

A)Environmental issues   B)Social Enterprise   C)Innovation D)All the above.

15.Blue Ocean strategy make the competition_____.
A)Irrelevant   B)Demand   C)Supply   D)Existing Demand.

16.Types of innovation in marketing are_____.
A)Architectural   B)Disruptive   C)Radical   D)All the above.

17._____Technological break through that transforms industries,often creates a new market.
A)Sustaining   B)Architectural   C)Disruptive D)Radical.

18._____gradual ,continuous improvements on existing products and services.
A)Incremental   B)Radical   C)Sustaining D)Archictectural.

19._____is a group of techniques that predict the direction,character,rate,implication,and impact of technological advances.
A)Evaluation   B)Technology forecasting C)Diffusion D)Prediction.

20._____is about defining economic development as the creation of private and social wealth to ultimately eliminate harmful impacts on ecological systems,human health,and communities.
A)Innovation   B)Limitations C)Transformation D)Sustainable innovation.

21._____will transform just about every industry,including energy,health care,transportation,housing,and consumer products.
A)Reverse Innovation B)Globalization C)Sustainability Innovation D)None of the above.

22.Goverment provides various incentives to entrepreneurs to_____.
A)Encourages and support entrepreneurs. B)Enhance their productivity,and
C)Motivate entrepreneurs. D)All the above.

23._____are a one time lump sum amount given to the entrepreneur by the government.
A)Incentives   B)Subsidies C)Bounties D)Motivation.

24.Business models help developing companies_____recruit talent,and motivate management and staff.
A)Attract investment   B)Trends C)Premium D)Clear statement.

25.Countries with _____innovation capabilities have invested heavily in human capital development at all levels.
A)Low   B)Medium C)Average D)High.

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Mark List
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Course Name   Innovation and Enrepreurship Management

Course Code   VAEM11

ASSESSMENT MARKS

S.NO.	NAMES	DEPT	MARKS
1	Mehatab Banu I	BCA	20
2	Almass Begum A	BCA	25
3	Umme Kulsum S	BBA	24
4	Shameela A	BBA	23
5	Mehar Taj F	BCA	22
6	Swetha E	B.SC.CS 'A' Sec	24
7	Sri Durga K	B.SC.CS 'A' Sec	21
8	Mythili S	B.SC.CS 'A' Sec	23
9	Nandhini R	B.SC.CS 'B' Sec	21
10	Musadiqha Naz M	B.SC.CS 'B' Sec	22
11	Shahina J	B.SC.CS 'B' Sec	24
12	Maliha Firdouse K	B.SC.N&D	18
13	Fathima Takreem K	B.SC.IDD	20
14	Aiman Aafiya H	B.SC.IDD	23
15	Athufa Farheen A	B.A. (ARABIC)	22
16	Hasheema Firdhouse K S	B.SC.BIOTECHNOLOGY	21
17	Ariba Madhat A	B.SC.IDD	25
18	Aafreen Farha S	BCA	24
19	Samha Fathima K	B.SC.N&D	22
20	Shahin A	B.SC.N&D	21
21	Hemalatha T	B.SC.BIOTECHNOLOGY	21
22	Rajeswari R K	B.SC.BIOTECHNOLOGY	22
23	Loganayaki L	B.SC.BIOTECHNOLOGY	24
24	Dhivyapriya V	B.SC.BIOTECHNOLOGY	19
25	Divya Bharathi S	B.SC.BIOTECHNOLOGY	18
26	Saliha Firdouse K	B.A. (ENGLISH)	22
27	Mariya Anjum	B.A. (ENGLISH)	21
28	Bareera Iffat T	BCA	23
29	Aaliya Thabasum L	BCA	24
30	Deepana M	BCA	23
31	Kokila R	BCA	21
32	Dhivya N S	BCA	20
33	Nathiya B	BCA	22
34	Bhuvaneshwari M	B.SC.BIOTECHNOLOGY	21

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Lesson Plan
1.2 Academic Flexibility	Year: 2022-2023

Class VALUE ADDED COURSE   LESSON PLAN   Semester :

SUBJECT : INNOVATION AND ENTREPRENEURSHIP MANAGEMENT

Sl No	Proposed Date/Week	Unit	Topics to be covered	Book referred
1.	3:01:2023	I	Analyzing the current business scenario, Innovation and creativity - Types of innovation, school of innovation - challenges of innovation - steps of innovation management - idea management system - Divergent v/s convergent thinking - Design Thinking and Entrepreneurship.	
2.	4:01:2023	II	Experimentation in innovation management, Idea championship - participation for innovation, co-creation for innovation - protyping to incubation, brainstorming ideas - reverse brainstorming - out of the box Thinking - what is business model? who is an Entrepreneur - Social Entrepreneurship blue Ocean Strategy - 1	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Lesson Plan
Year: 2022-2023

Class			LESSON PLAN	Semester :
SUBJECT :				

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
3.	5:01:23	III	Marketing of innovation, Technological innovation management planning, Technological innovation management strategy, Technology forecasting, disruptive innovation and mind maping	
4	6:01:23	IV	Sustainability innovation and Entrepreneurship, innovation sustainable conditions, innovation; context and pattern, SME's strategic involvement in sustainable development, reverse innovation, central and state Government schemes to the forster entrepreneur-ship.	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Lesson Plan
Year: 2022-2023

Class :			LESSON PLAN	Semester :
SUBJECT :				

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
5.	7:01:23	V	Business models and value proposition. why startup fail: reasons and remedies, role of venture capitalists and angels investors — incubators: business vs Technology, managing investor for innovation, future markets and innovation needs for india.	

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Work Diary
1.2 Academic Flexibility	Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
3·1·23		1.		I	SHAMILA SULTANA·K Analyzing the Current Business Scenario.	Net Source.
		2.		II	FASILA BEGUM·A·S Types of Innovation School of Innovation.	Net Source
		3.		V	HINA KOUSER Business Models and Value proposition, Why start-ups fail.	Net Source.
		4.		III	ZULAIKHA BEE·P·K Marketing of Innovation Technological Innovation Management planning.	Net Source.
		5.		IV	KAMILA·S Sustainability Innovation and Entrepreneurship.	Net Source.
4·1·23		1		II	FASILA BEGUM·A·S Idea Championship. participation for	Net Source.

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Work Diary
Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
					Innovation, Co-Creation For Innovation, Prototyping to Incubation.	
				I	KAMILA.S Challenges of Innovation. Steps of Innovation Management.	
				III	HINA KOUSER. Technological Innovation Management Strategies.	Net. Source.
				IV	ZULAIKHA BEE.P.K Innovation Sustainable Conditions, Innovation.	Net Source
				V	SHAMILA SULTANA.K Reasons and Remedies Role of Venture capitalists and angel investors - Incubators.	Net.Source
5.1.23				I	HINA KOUSER Idea Management System. Divergent v/s Convergent Thinking.	Net.Source.

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Work Diary
1.2 Academic Flexibility	Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
				III	ZULAIKHA BEE. P.K	
					Technology Fore Casting	Net.Source.
				II	FASILA BEGUM.A.S	
					Brain storming Ideas	
					reverse Brainstorming,	
					out of the Box	
					Thinking	
				IV	FARILA.S	
					Context and pattern	Net.Source.
					SME's strategic	
					involvement in Sustainable	
					development.	
				V	SHAMILA SULTANA.K	
					Business Vs Technology	Net.Source.
					Managing Investor for	
					Innovation.	
6.1.23				I	FASILA BEGUM.A.S	
					Design Thinking and	Net.Source.
					Entrepreneurship.	
				II	SHAMILA SULTANA.K	
					what is a Business	Net.Source.
					Model? who is an	
					entrepreneur, Social	
					entrepreneurship.	

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Work Diary
1.2 Academic Flexibility	Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
				III	Zulaikha Bee.P.K	
					Disruptive Innovation	Net Source.
				IV	HINA KOUSER	
					Reverse Innovation	Net Source.
				V	KAMILA.S	
					Future Markets and	Net Source.
					Innovation needs for	
					India.	
7.1.23				I	SHAMILA SULTANA	
					Idea Management	
					System.	Net Source.
				III	FASILA BEGUM.A.S	
					Mind Mapping.	Net Source.
				II	HINA KOUSER	
					Blue Ocean Strategy	Net Source.
					Blue Ocean Strategy	
9.1.23				IV	ZULAIKHA BEE.P.K	
					Central and state	Net Source
					Government Schemes to	
					foster entrepreneurship.	
				V	KAMILA.S	
					Future Markets and	Net Source
					Innovation needs	
					for India.	

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: MEHAR TAJ ∙ F

Course Name : INOVATION AND ENTERPRENEURSHIP MANAGEMENT

Course Code : VAEM11

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

High ☐   Average ☑   Low ☐

Suggestions if any :

We need more classes, We need more exvelent updates on this Cources. Need more knowledge on this course

Signature of the student

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Principal
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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Swetha .E

Course Name : Innovation and Entrepreneurship management

Course Code : VAEM11

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

High ☐   Average ☑   Low ☐

Suggestions if any : This course was really helpful to the students ,and we still expect more classes like this....

Swetha.E
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Feed Back
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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Nandhini R.

Course Name : Innovation and Entreprenueurship Management

Course Code : VAEM 11

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☐   Good ☐   Average ☑   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

High ☐   Average ☑   Low ☐

Suggestions if any :

we Need Extra class

Nandhini R
Signature of the student

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Innovation and Entrepreneurship Feed Back
Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: KOKILA.R
Course Name : INVOATION AND ENTREPRENEURSHIP MANAGEMENT
Course Code : VAEM11

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

    Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

3. The learning experience you had in this course was

    Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

4. Please rate the course faculties

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

    Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

6. Please rate the relevance of the course

    High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

    High ☑   Average ☐   Low ☐

Suggestions if any : We Heed more update version.

Kokil.R.
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Innovation and Entrepreneurship Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Divya Isharathi. S

Course Name : Innovation & Entrepreneurship Management

Course Code : VAEM11

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐ Very Good ☐ Good ☑ Average ☐ Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐ Very Good ☑ Good ☐ Average ☐ Below average ☐

3. The learning experience you had in this course was

Excellent ☐ Very Good ☑ Good ☐ Average ☐ Below average ☐

4. Please rate the course faculties

Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

5. How would you rate the overall course content

Excellent ☐ Very Good ☐ Good ☑ Average ☐ Below average ☐

6. Please rate the relevance of the course

High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any :

we want more innovatives
ideas and knowledge about
the course.

Divya Isharathi. S

Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Syllabus
1.2 Academic Flexibility	Year: 2022-2023

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VALUE ADDED COURSE

Course Name	NURSERY AND GARDENING
Course Code	VANG16
Duration	30 Hours
Offered by	Department of Biotechnology

L	T	P	C
25	0	5	1

Course Objectives:
1. To know about Nursery and gardening
2. To study about types of seed
3. To understand about the Hardening of plants
4. To know about gardening operation
5. To study about the cultivation of vegetables, storage and marketing procedure

Course Outcome
1. The student will be able to gain knowledge on Nursery and gardening
2. The student will be able to study the types of seed
3. The student will be able to understand Hardening of plants

The student will be able to know the gardening operations

5. The student will be able to learn cultivation, storage and marketing methods of vegetables

Syllabus

Unit- I

Nursery: definition, objectives and scope and building up of infrastructure for nursery, planning and seasonal activities-Planting-direct seeding and transplants.

Unit-II

Seed: structure and types-seed storage: Seed banks, Factors affecting seed viability, Seed production technology- Seed testing and certification.

Unit-III

Hardening of plants- green house-mist chamber, shed root, shed house and glass house, vegetative propagation: air layering, cutting, selection of cutting, collecting season, treatment of cutting.

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NAAC – SSR CYCLE -I **1.2 Academic Flexibility**	**1.2.1 Nursery and Gardening Syllabus** **Year: 2022-2023**

Unit-IV

Gardening: definition, objectives and scope- Different types of gardening, Gardening operation- soil types & laying, manuring, watering, management of pests and diseases.

Unit-V

Transplanting of seedlings - Study of cultivation of vegetables: Cabbage, spinach, brinjal, lady's finger, onion, tomato, radish, green chilies- Storage and marketing procedure

Reference Book

1. Basic Concept of Vegetable Science, Neeraj Pratap Singh, Second Revised & enlarged edition, CBS Publishers.

2. Janick Jules. 1979. Horticultural Science. (3rd ED.), W.H. Freeman and co., San Francisco, USA.

3. https://www.agrifarming.in/

4. Sandhu, M.K., 1989, Plant Propagation, Wile Eastern LTD., Bangalore, Madras.

5. Kumar, N., 1997, Introduction to Horticulture, Raja Lakshmi Publications, Nagerkoil.

Dr.V.R.Punithavathi, Ph.D.
Head & Assistant Professor
Department of Biotechnology
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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Enrolment List
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   Website: www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS
ENROLMENT DETAIL

Course Name	NURSERY AND GARDENING
Course Code	VANG16

S.No	Name of the Student	Department	Signature
1	AISHA RIDA. A. P	B.COM (CA)	
2	AYESHA RIDHA. A	B.COM (CA)	
3	AYSHA MA	B. A. ENGLISH	
4	AYSHA NIDA. A	B.COM (CA)	
5	AZRA MARIYAM. I	B.COM (G)	
6	KAVIYA PRIYA. R	B. SC MATHEMATICS	
7	MUNEERA KOUSER. S.G	B.COM (G)	
8	NASIKA FARHAT. N	B.COM (CA)	
9	PRIYA DHARSHINI. V	B.COM (CA)	
10	PRIYADHARSHINI. G	B. SC COMPUTER SCIENCE	
11	RASHIQHA. S	B.COM (CA)	
12	SABIHA FATHIMA. K	B.COM (CA)	
13	SADIYA. N	B.COM (CA)	
14	SANDHIYA. E	B. SC COMPUTER SCIENCE	
15	SANTHOSHINI. Y	B. SC COMPUTER SCIENCE	
16	SEEMA BADAR. T. Y	B. SC MATHEMATICS	
17	SINDHUJA. S	B.COM (G)	
18	SITHARA BEGUM. S. K	B. A. ENGLISH	
19	UMA MAGESHWARI. K	B. SC COMPUTER SCIENCE	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Enrollment List
Year: 2022-2023

20	UMERA. S	B. SC COMPUTER SCIENCE	
21	VITHYA. A	B.COM (CA)	
22	VITHYA. P	B. A. ENGLISH	
23	VITHYA. S	B. SC COMPUTER SCIENCE	
24	ZAINAB. M	B.COM (CA)	

V·R·P·தமிழ்

Dr V P Punithavathi, Ph.D.
Head & Assistant Professor
Department of Biotechnology
M.M.E   Women's Arts and Science College
Melvisharam - 632509.

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 506

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Attendance
Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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HAKEEM NAGAR, MELVISHARAM
RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME : NURSERY AND GARDENING

COURSE CODE : VANG16

S.NO	NAM OF THE STUDENTS	3.1.2023	4.1.2023	5.1.2023	6.1.2023	7.1.2023	9.1.2023
1	AISHA RIDA. A. P						
2	AYESHA RIDHA. A						
3	AYSHA MA						
4	AYSHA NIDA. A						
5	AZRA MARIYAM. I						
6	KAVIYA PRIYA. R						
7	MUNEERA KOUSER. S.G						
8	NASIKA FARHAT						
9	PRIYA DHARSHINI. V						
10	PRIYADHARSHINI. G						
11	RASHIQHA. S						
12	SABIHA FATHIMA. K						
13	SADIYA. N						
14	SANDHIYA. E						
15	SANTHOSHINI. Y						
16	SEEMA BADAR. T. Y						
17	SINDHUJA. S						
18	SITHARA BEGUM. S. K						
19	UMA MAGESHWARI. K						
20	UMERA. S						
21	VITHYA. A						
22	VITHYA. P						
23	VITHYA. S						
24	ZAINAB. M						

Staff Signature

Dr.V.R.Punithavathi, Ph.D.
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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

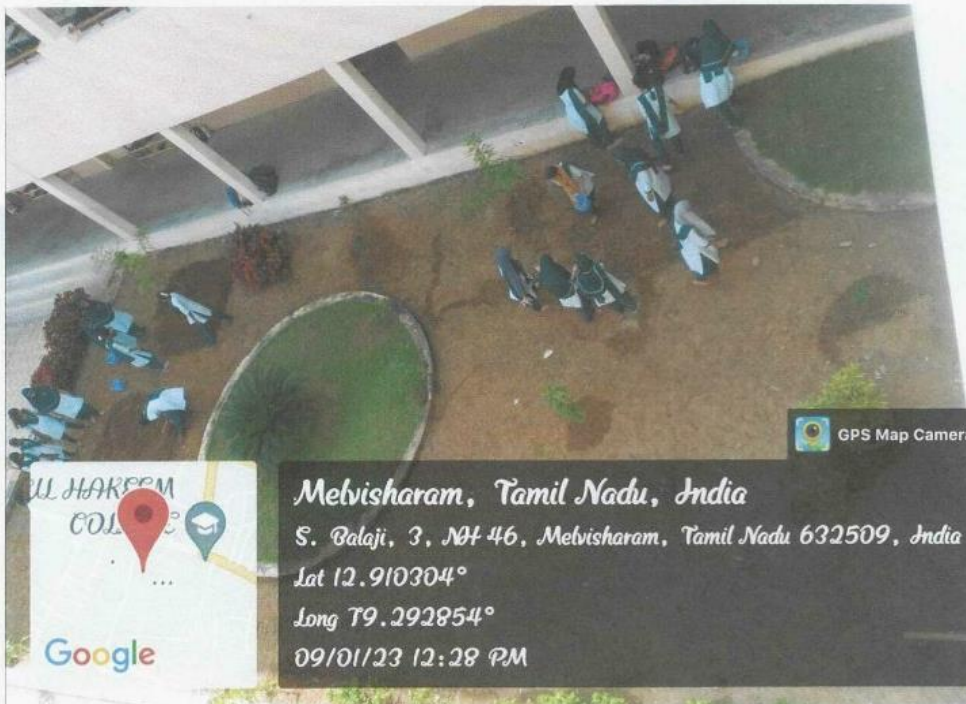**1.2.1 Nursery and Gardening Photos**
Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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VALUE ADDED COURSE

Course Name	NURSERY AND GARDENING
Course Code	VANG16
Duration	30 Hours
Offered by	Department of Biotechnology

Melvisharam, Tamil Nadu, India
S. Balaji, 3, NH 46, Melvisharam, Tamil Nadu 632509, India
Lat 12.910304°
Long 79.292854°
09/01/23 12:28 PM

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Answer Script
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

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HAKEEM NAGAR - MELVISHARAM- 632 509

VALUE ADDED COURSE

SUBJECT CODE: VANG16   **NAME OF THE STUDENT:** VITHYA·A

DATE: 09·01·2023

SUBJECT NAME: NURSERY & GARDENING   **TOTAL MARKS: 25 MARKS**

MULTIPLE CHOICE QUESTIONS

1. **What is the primary purpose of a nursery?**

   a) Plant conservation
   b) Pet breeding
   c) Music production
   d) Building construction

2. **Which infrastructure component is essential for controlling temperature and humidity in a nursery?**

   a) Fencing
   b) Greenhouse
   c) Storage shed
   d) Watering cans

3. **Which season is ideal for sowing seeds of spring-flowering plants in a nursery?**

   a) Summer
   b) Winter
   c) Autumn
   d) Spring

4. **What is the main objective of a nursery's pest and disease management?**

   a) Maximize pest populations
   b) Ensure plant biodiversity
   c) Minimize pest and disease damage
   d) Promote pest infestations

5. **What is the key activity during the winter season in a nursery?**

   a) Active plant growth
   b) Harvesting vegetables
   c) Dormancy period for plants

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Answer Script
Year: 2022-2023

d) Planting new seedlings

6. **What is the outer protective covering of a seed called?**
   a) Endosperm
   b) Embryo
   c) Seed coat ✓
   d) Seed layer

7. **What is a major challenge in seed storage over long periods?**
   a) Excessive moisture ✓
   b) High temperature
   c) Low humidity
   d) Rapid seed germination

8. **What is the purpose of seed treatment in seed production technology?**
   a) To increase seed moisture content
   b) To reduce seed size
   c) To protect seeds from pests and diseases ✓
   d) To speed up seed germination

9. **Which of the following is NOT typically included in seed testing?**
   a) Purity analysis
   b) Germination testing
   c) DNA sequencing ✓
   d) Moisture content analysis

10. **What does seed certification aim to ensure?**
    a) That seeds are of high genetic diversity
    b) That seeds are organic
    c) That seeds meet specific quality standards ✓
    d) That seeds are stored in a seed bank

11. **What is the purpose of hardening off plants?**
    a) To make plants softer
    b) To acclimate plants to outdoor conditions ✓
    c) To increase water supply to plants
    d) To promote rapid growth

12. **Which structure is primarily used for protecting plants from extreme weather conditions while allowing controlled sunlight and temperature regulation?**
    a) Greenhouse ✓
    b) Mist chamber
    c) Shed root
    d) Glass house

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Answer Script
Year: 2022-2023

13. **What is the purpose of a mist chamber in plant propagation?**
    a) To reduce humidity around plants
    b) To provide artificial lighting
    c) To maintain high humidity levels for rooting cuttings
    d) To protect plants from pests

14. **What is the term for a method of vegetative propagation that involves removing a ring of bark from a stem and encouraging it to root while still attached to the parent plant?**
    a) Air layering
    b) Cutting
    c) Grafting
    d) Seed propagation

15. **When is the best season for collecting cuttings for propagation from most plants?**
    a) Spring
    b) Winter
    c) Summer
    d) Autumn

16. **What is the primary purpose of adding organic matter (manure) to garden soil?**
    a) To reduce soil pH
    b) To provide structural support to the soil
    c) To improve soil fertility and nutrient content
    d) To increase soil compaction

17. **Overwatering plants can lead to which of the following problems?**
    a) Dehydration
    b) Root rot
    c) Increased growth
    d) Enhanced nutrient absorption

18. **What is the term for a propagation method in which a stem or branch of a plant is bent down and covered with soil to encourage root formation while still attached to the parent plant?**
    a) Grafting
    b) Pruning
    c) Layering
    d) Transplanting

19. **Which of the following is a common disease control method that involves removing and destroying infected plant parts to prevent the disease from spreading?**
    a) Fertilization
    b) Mulching

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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Answer Script
1.2 Academic Flexibility	Year: 2022-2023

c) Pruning

d) Watering

20. **What is a common organic method for controlling garden pests that involves introducing natural predators or parasites of the pests into the garden?**

    a) Chemical spraying

    b) Companion planting

    c) Crop rotation

    d) Pesticide application

21. **Why is it common to transplant seedlings rather than directly sowing seeds for some crops?**

    a) Transplanting saves time.

    b) Transplants are more disease-resistant.

    c) It allows for better control over plant spacing and growth.

    d) It conserves water.

22. **What is a common method of storing onions to keep them fresh for an extended period?**

    a) Refrigeration

    b) Sun drying

    c) Underground storage

    d) Canning

23. **Brinjal is another name for which vegetable?**

    a) Cabbage

    b) Spinach

    c) Eggplant (Aubergine)

    d) Radish

24. **Which factor is essential for successful marketing of vegetables to consumers?**

    a) Planting depth

    b) Temperature during storage

    c) Packaging and presentation

    d) Seedling transplantation technique

25. **Which vegetable is often dried and used as a spice, adding flavor and heat to various dishes?**

    a) Spinach

    b) Green chilies

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    d) Tomato

V.R.P JHK

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NAAC – SSR CYCLE -I **1.2 Academic Flexibility**	**1.2.1 Nursery and Gardening Answer Script** **Year: 2022-2023**

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)

HAKEEM NAGAR - MELVISHARAM- 632 509

VALUE ADDED COURSE

SUBJECT CODE: VANG16

DATE: 09. 01. 2023

SUBJECT NAME: NURSERY & GARDENING

NAME OF THE STUDENT:

PRIYADHARSHINI.G

TOTAL MARKS: 25 MARKS

14/25

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Answer Script
Year: 2022-2023

d) Planting new seedlings

6. **What is the outer protective covering of a seed called?**

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Answer Script
Year: 2022-2023

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| NAAC – SSR CYCLE -I | 1.2.1 Nursery and Gardening Answer Script |
| 1.2 Academic Flexibility | Year: 2022-2023 |

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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Mark List
1.2 Academic Flexibility	Year: 2022-2023

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Phone 04172 266167, 266463

Course Name	NURSERY AND GARDENING
Course Code	VANG16

S.No	Name of the Student	MARKS
1	AISHA RIDA. A. P	24
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3	AYSHA MA	21
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NAAC – SSR CYCLE -I
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1.2.1 Nursery and Gardening Mark List
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22	VITHYA. P	24
23	VITHYA. S	23
24	ZAINAB. M	22

V·R·சுந்தரி

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Nursery and Gardening Work Diary
Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
3.1.23		1	II Year	Nursery & Gardening	Definition, scope of gardening	Introduction to Horticulture by N. Kumar
		2	II year	"	Objectives of Gardening.	Text book of gardening
		3	II year	"	Gardening tools, Potting Soil	"
		4	II year	"	Types of propagation, planning and sesonal activities	Vegetable Science by Pratap Singh
		5	II year	"	Different types of Gardening (vegetable gardening)	"
4.1.23		1	II year	Nursery & Gardening	Flower and Root Gardening.	"
		2	II year	"	Herbal gardens, fruit gardens, terrace gardening	"
		3	II year	"	Composting - types of composting,	Text book Vermicomposting by Mary violet
		4	II year	"	Types of Manure, green Manure Farmyard Manure.	"
		5.	II year	"	Vermi composting	"

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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Work Diary
1.2 Academic Flexibility	**Year: 2022-2023**

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
5.1.23		1	II year	Nursery & Gardening	Fertilizer and its types	Vermitechnology Mary violet
		2	II Year	"	Gardening Operations -Intro	Net Source
		3	II Year	"	Soil types of laying, manuring watering	Introduction to Horticulture by N. kumar
		4	II Year	"	Management of pests e diseases.	Vegetable science
		5	II Year	"	Cabbage Cultivation Methods	Vegetable Science
06.1.23		1		Nursery & Gardening	Spinach cultivation methods	"
		2	II year	"	Brinjal cultivation methods	"
		3	II year	"	Onion cultivation Methods	"
		4	II year	"	Lady's finger cultivation methods	"
		5	II year	"	Totamto cultivation methods	"
07.1.23		1	II Year	Nursery & Gardening	Raddish Cultivation Methods	"
		2	II Year	"	Green chilies cultivation methods	"
		3	II year	"	storage of markting	Basic concept ab Vegetable science by Neeraj pratap
		4	II year	"	Procedure Involved in cultivated plants & fruits	
09.1.23		1,2,3 4,5	II Year	Nursery & Gardening	Field Work [Planting & Sowing Seeds]	

V.R.R

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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Feed Back
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Vithya.P

Course Name : Nursery and Gardening

Course Code : VANG16

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any : No

Vithya.P

Signature of the student

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Kaviya Priya. R

Course Name : Nursery & Gardening.

Course Code : VANG1b

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

2. To what level did the course expose you to new knowledge & practices

Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

3. The learning experience you had in this course was

Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

4. Please rate the course faculties

Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

5. How would you rate the overall course content

Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

6. Please rate the relevance of the course

High [✓]   Average [ ]   Low [ ]

7. Please rate the usefulness of the course

High [✓]   Average [ ]   Low [ ]

Suggestions if any : —

R. Kaviya Priya.

Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Sithara Begum.S.K

Course Name : Nursery & Gardening

Course Code : VANG16

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

2. To what level did the course expose you to new knowledge & practices

   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

3. The learning experience you had in this course was

   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

4. Please rate the course faculties

   Excellent ☐ Very Good ☑ Good ☐ Average ☐ Below average ☐

5. How would you rate the overall course content

   Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

6. Please rate the relevance of the course

   High ☑ Average ☐ Low ☐

7. Please rate the usefulness of the course

   High ☑ Average ☐ Low ☐

Suggestions if any : No

S.K Sithara Begum

Signature of the student

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Nursery and Gardening Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Santhoshini.Y

Course Name : Nursery & Gardening

Course Code : VANG116

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

    Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

2. To what level did the course expose you to new knowledge & practices

    Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

3. The learning experience you had in this course was

    Excellent ☑ Very Good ☐ Good ☐ Average ☐ Below average ☐

4. Please rate the course faculties

    Excellent ☐ Very Good ☑ Good ☐ Average ☐ Below average ☐

5. How would you rate the overall course content

    Excellent ☐ Very Good ☑ Good ☐ Average ☐ Below average ☐

6. Please rate the relevance of the course

    High ☑ Average ☐ Low ☐

7. Please rate the usefulness of the course

    High ☑ Average ☐ Low ☐

Suggestions if any :

Y. Santhoshini

Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Value Added Course Circular
1.2 Academic Flexibility	Year: 2022-2023

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VALUE ADDED COURSES

Course Name	
Course Code	INTERNET AND WEB TECHNOLOGY
Duration	VAIT18
Offered by	30 Hrs
	Computer Science

L	T	P	C
20	-	10	1

OBJECTIVES:

This course is intended to teach the basics involved in publishing content on the World Wide Web. This includes the 'language of the Web' – HTML, the fundamentals of how the Internet and the Web function, a basic understanding of graphic production with a specific stress on creating graphics for the Web, and a general grounding introduction to more advanced topics such as programming and scripting. This will also expose students to the basic tools and applications used in Web publishing.

LEARNING OUTCOMES:

The student will be able to:

• Analyze a web page and identify its elements and attributes.
• Create web pages using XHTML and Cascading Style Sheets.
• Build dynamic web pages using JavaScript (Client side programming).
• Create XML documents and Schemas.
• Build interactive web applications using AJAX.

UNIT-I

Networking Protocols and Internet: Introduction, Protocols in Computer Communications, the OSI Model, OSI Layer Functions. Why Internet Working?, Problems in Internet Working, Dealing with Incompatibility Issues, A Virtual Network, Internet Working Devices, Repeaters, Bridges, Routers, Gateways, A Brief History of the Internet, Growth of the Internet.

UNIT-II

Introduction, Brief History of WWW, the Basics of WWW and Browsing, Fundamentals/ Basic HTML, Text formatting on Web Pages, Incorporate images, Creating hyperlinks, Tables and Frames, Inserting web page, Setting & modifying field properties, Validating HTML.

UNIT-III

JavaScript: Introduction, JavaScript, Basic Concepts, Controlling JavaScript Execution, Miscellaneous Features, JavaScript and Form Processing, Pop-up Boxes.

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Syllabus
1.2 Academic Flexibility	Year: 2022-2023

UNIT-IV

Introduction to XML: What is XML?, XML versus HTML, Electronic Data Interchange, XML Terminology, Introduction to DTD, Document-Type Declaration, Element-Type Declaration, Attribute Declaration, Limitations of DTD.

UNIT-V
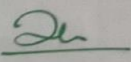
Creating Good Web Pages: Introduction, Top Level Navigation, Creating Sample Layouts, Metaphor, Theme, and Storyboard, Screen Resolution, 3-Column Layout, Using Frameworks, Using Graphics, Designing the Basic Elements of a Home Page.

Text Books:

1. Achyut Godbole,Atul Kahate"Web Technologies:TCP/IP,Web/Java Programming, and Cloud Computing",Third Edition,McGraw Hill Education.

Reference Books:

1. Deitel, Deitel, Goldberg, "Internet & World Wide Web How to Program", Third Edition, Pearson Education, 2006.
2. Raj Kamal, "Internet and Web Technologies", Tata McGraw-Hill.

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

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STUDENTS ENROLMENT DETAIL 2022-2023(ODD)

Course Name	INTERNET AND WEB TECHNOLOGY
Course Code	VAIT18

S.No	Name of the Student	Department	Signature
1.	DIVYALAKSHMI .N.R	II-B.Sc NFSMD	Divyalakshmi N.R
2.	SOWMIYA.T	II-B.Sc NFSMD	Sowmiya .T
3.	SALMA BANU.S.M	II-B.Sc NFSMD	Salma banu .S.M
4.	SOWMIYA.N	II-B.Sc MATHS	Sowmiya
5.	SHARMILA.K	II-B.Sc MATHS	Sharmila K.
6.	PREETHIKA .M.S	II-B.Sc MATHS	Preethika .M.S.
7.	GAYATHRI.S	II-B.Sc MATHS	S.Gayathri
8.	NANTHINI.A	II-B.Sc MATHS	Nanthini .A
9.	SUBASHINI.P	II-B.A ENGLISH	Subashini.P
10.	SATHYA SRI.K	II-B.A ENGLISH	Sathya Sri.K
11.	RABIYA AIEMAN B.J	II-B.A ENGLISH	Rabiya Aieman.B.J.
12.	AYESHA.H	II-B.A ENGLISH	Ayesha .H
13.	MAHEERA TAZEEN.A.M	II-B.A ENGLISH	Maheera tazeen .k.
14.	DIVYA BHARATHY.A	II-BBA	A.Divya up
15.	MONISHA.R	II-BBA	Monisha.R
16.	HEMAVATHI.A	II-BBA	Hemavathi. A
17.	KAVIYA.R	II-BBA	R.K p.
18.	SHOBANA.B	II-BBA	Shobana B.
19.	SANDHIYA.G	II-BBA	G.Sandhiya
20.	ILLAIYA BHARATHI.K	II-BBA	Illaya bharathi k.

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

S.No	Name of the Student	Department	Signature
21.	DIVYA.B	II-BBA	
22.	AMINTHA.B	II-BBA	
23.	AARTHI.V	II-BBA	
24.	SOWMIYA.B	II-BIO.TECH	
25.	MOHANA PRIYA.K	II-B.Sc.,MATHS	
26.	JAYASHREE.E	II-B.Sc.,MATH	
27.	PRAMILADEVI.M	II-B.Sc.,MATH	
28.	YASMEEN.I	II-B.A ARABIC	
29.	KUBRA MEHAATH.D	II-B.A ARABIC	
30.	AAFIYA IFFATH.F	II-B.A ARABIC	
31.	RIZWANA.J	II-B.A ARABIC	
32.	AASHIKA.I	II-B.A ARABIC	
33.	THABASUM FATHIMA.Z	II-B.A ARABIC	
34.	SAYEMA ANJUM .T.M	II-B.A ARABIC	
35.	NANDHINI.K	II-B.Sc.,MATHS	
36.	DILNAAZ.M	II-B.Com[CA]	
37.	AKSHAYA NIVASINI.D	II-B.Com[CA]	
38.	PRIYA.R	II-BIO.TECH	
39.	NIVETHA.J	II-BIO.TECH	
40.	VARSHINI.M	II-BIO.TECH	
41.	BHAVYA.S	II-B.Com[G]	
42.	SIVA AKSIDDHA.S	II-B.Com[G]	
43.	PRAKALYA.N	II-B.Com[G]	
44.	DHARANI SRI.K	II-B.Com[G]	
45.	PRIYANKA.S	II-B.Com[G]	
46.	SARANYA.K	II-B.Com[G]	
47.	GAYATHRI.G	II-B.Com[G]	
48.	GOMATHI.R	II-B.Com[G]	
49.	RUFAIDA	II-B.Sc.,IDD	
50.	ARFA NUHA	II-B.Sc.,IDD	

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

S.No	Name of the Student	Department	Signature
51.	SAIMA AMREEN	II-B.Sc.,IDD	
52.	ZUVEARIYA THABASSUM	II-B.Sc.,IDD	
53.	AYESHA MUTHAHARA	II-B.Sc.,IDD	
54.	AAMINA AIMAN.H	II-B.Sc.,IDD	
55.	AYESHA SIDDIQUA.S	II-B.Sc.,IDD	
56.	NASIRA ANJUM.N	II-B.Sc.,IDD	
57.	SAMEENA.H	II-B.Sc.,IDD	
58.	SUPHIYA PARREI.S	II-B.Com[CA]	
59.	SWARNALAKSHMI.R	II-B.Com[CA]	
60.	SHEERIN BANU.N	II-B.Com[CA]	
61.	KAVITHA.G	II-B.Com[CA]	
62.	DEVADHARSHINI.A	II-B.Com[CA]	
63.	DIVYA.K	II-B.Com[CA]	
64.	RIZWANA.K	II-B.Com[CA]	
65.	KIRUTHIKA.R	II-B.Com[CA]	
66.	MADHUMITHA.M	II-B.Sc.,MATHS	
67.	PAPITHA.P	II-B.Sc.,MATHS	
68.	PRIYADHARSHINI.K	II-B.A ENGLISH	
69.	KHANEEZ FATHIMA.A	II-B.A ENGLISH	
70.	AYSHA NAAZ.A	II-B.A ENGLISH	

HOD

Head of the Department of
Computer Science
M.M.E.S.Women's
Arts & Science College,
Hakeem Nagar
Melvisharam - 632

PRINCIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Attendance
1.2 Academic Flexibility	Year: 2022-2023

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ATTENDANCE SHEET:2022-2023(ODD)

Course Name :INTERNET AND WEB TECHNOLOGY

COURSE CODE:VAIT18

S.No	Student Name	03.01.2023					04.01.2023					05.01.2023					06.01.2023					07.01.2023					09.01.2023				
1	DIVYALAKSHMI .N.R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	SOWMIYA.T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	SALMA BANU.S.M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	SOWMIYA.N	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	SHARMILA.K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	PREETHIKA .M.S	x	x	x	+	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	GAYATHRI.S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	NANTHINI.A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9	SUBASHINI.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	SATHYA SRI.K	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	RABIYA AIEMAN B.J	x	x	x	+	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	AYESHA.H	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	MAHEERA TAZEEN.A.M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	DIVYA BHARATHY.A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	MONISHA.R	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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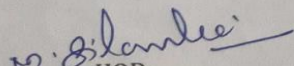Affiliated to Thiruvalluvar University
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NAAC – SSR CYCLE -I
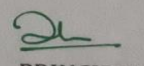**1.2 Academic Flexibility**

1.2.1 Internet & Web Tech Attendance
Year: 2022-2023

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ATTENDANCE SHEET:2022-2023(ODD)

COURSE NAME :INTERNET AND WEB TECHNOLOGY

COURSE CODE:VAIT18

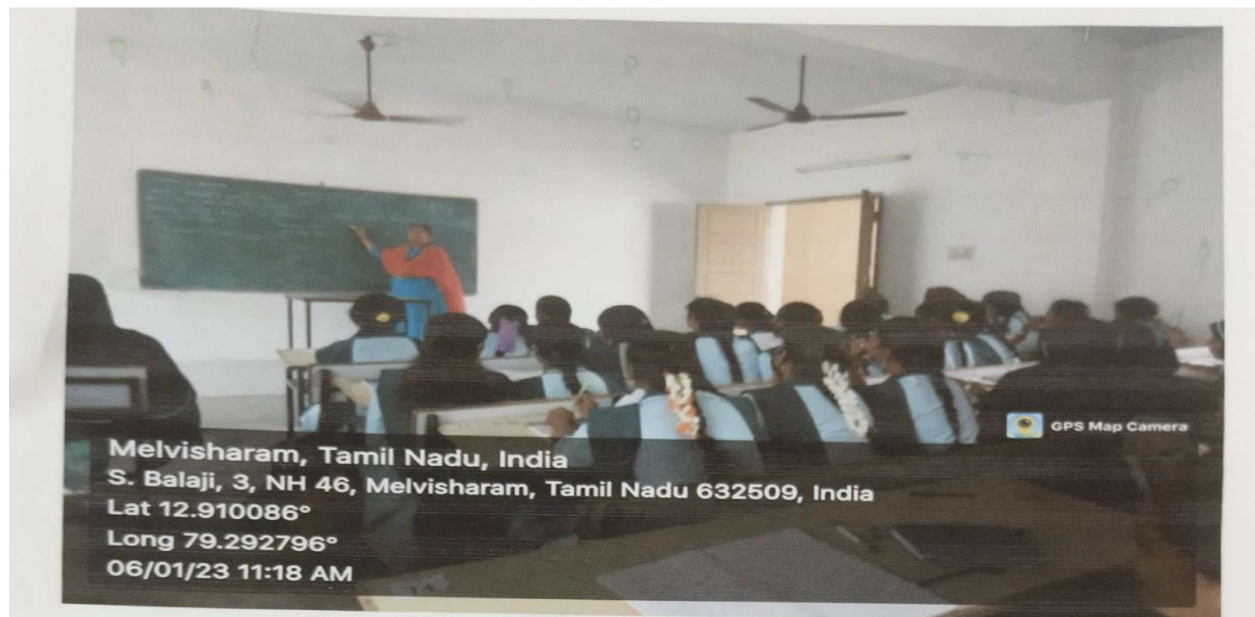| S.No	Student Name	03.01.2023					04.01.2023					05.01.2023					06.01.2023					07.01.2023					09.01.2023				
16	HEMAVATHI.A																a	a	a	a	a										
17	KAVIYA.R																														
18	SHOBANA.B																														
19	SANDHIYA.G																														
20	ILLAIYA BHARATHI.K																														
21	DIVYA.B																														
22	AMINTHA.B																														
23	AARTHI.V																														
24	SOWMIYA.B																														
25	MOHANA PRIYA.K																														
26	JAYASHREE.E																														
27	PRAMILADEVI.M																														
28	YASMEEN.I																														
29	KUBRA MEHAATH.D																														
30	AAFIYA IFFATH.F																														
31	RIZWANA.J																														
32	AASHIKA.I																														

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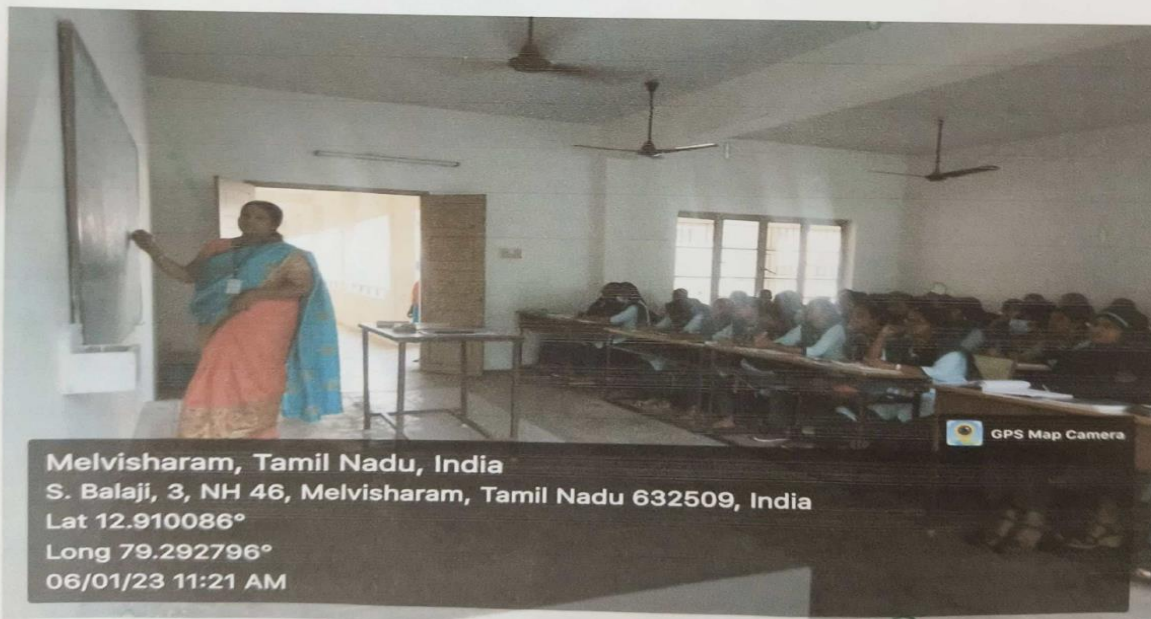| NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Attendance
1.2 Academic Flexibility	Year: 2022-2023

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ATTENDANCE SHEET:2022-2023(ODD)

COURSE NAME :INTERNET AND WEB TECHNOLOGY   COURSE CODE:VAIT18

S.No	Student Name	03.01.2023					04.01.2023					05.01.2023					06.01.2023					07.01.2023					09.01.2023				
33	THABASUM FATHIMA.Z																														
34	SAYEMA ANJUM .T.M																														
35	NANDHINI.K																														
36	DILNAAZ.M																														
37	AKSHAYA NIVASINI.D																														
38	PRIYA.R																														
39	NIVETHA.J																														
40	VARSHINI.M																														
41	BHAVYA.S																														
42	SIVA AKSIDDHA.S																														
43	PRAKALYA.N																														
44	DHARANI SRI.K																														
45	PRIYANKA.S																														
46	SARANYA.K																														
47	GAYATHRI.G																														
48	GOMATHI.R																														

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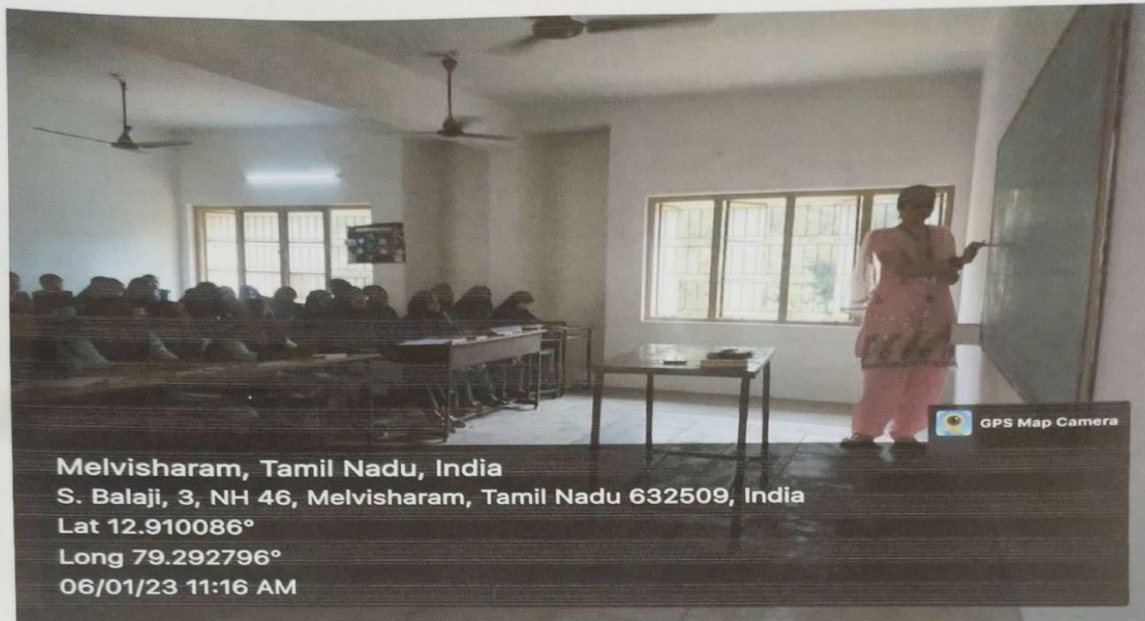| NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Photos
1.2 Academic Flexibility	Year: 2022-2023

Melvisharam, Tamil Nadu, India
S. Balaji, 3, NH 46, Melvisharam, Tamil Nadu 632509, India
Lat 12.910086°
Long 79.292796°
06/01/23 11:18 AM

Melvisharam, Tamil Nadu, India
S. Balaji, 3, NH 46, Melvisharam, Tamil Nadu 632509, India
Lat 12.910086°
Long 79.292796°
06/01/23 11:21 AM

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Internet & Web Tech Photos
Year: 2022-2023

Melvisharam, Tamil Nadu, India
S. Balaji, 3, NH 46, Melvisharam, Tamil Nadu 632509, India
Lat 12.910086°
Long 79.292796°
06/01/23 11:16 AM

Melvisharam, Tamil Nadu, India
S. Balaji, 3, NH 46, Melvisharam, Tamil Nadu 632509, India
Lat 12.910086°
Long 79.292796°
06/01/23 12:48 PM

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Que Paper
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE

HAKEEM NAGAR, MELVISHARAM -632509

(Affiliated to Thiruvalluvar University)

Serkkadu, Vellore District – 632115

Course Name: Internet and Web Technology   Total Marks:25

Course Code: VAIT18   Class:

1. A process is a _____.
   a. single thread of execution   b. program in the execution
   b. program in the memory   d. task

2. The word processing feature that catches most random typographical errors and misspellings is known as _____.

   a. Grammar Checker   b. Spell Checker   c. Word Checker   d. None of these

3. What is smallest unit of the information?
   a. A bit   b. A byte   c. A block   d. nibble

4. What is the decimal equivalent of the binary number 10111?

   a. 21   b.39   c. 42   d. 23

5. What is the term for a temporary storage area that compensates for differences in data rate and data flow between devices?
   a. Bus   b. Buffer   c. Channel   d.Modem

6. A device that allows users to feed data into a computer for analysis and storage and to give commands to the computer is called _____.

   a. Output device   b. Input device   c.Memory   d. Both a and b

7. Which of the following groups are only input devices?

   a. Mouse, keyboard, monitor, Joystick   b. Mouse, keyboard, printer, Light pen

   c. Mouse, keyboard, Scanner, Joystick, Light pen   d. Both c and b

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| NAAC – SSR CYCLE -I | 1.2.1 Internet & Web Tech Que Paper |
| 1.2 Academic Flexibility | Year: 2022-2023 |

8. Which of the following is not a pointing device?

    a. Mouse   b. Joystick   c. Light pen   ✓ d. Digitizer

9. The number of function keys in a keyboard is

    a. 14   ✓ b. 12   c. 13   d. 15

10. Ctrl, Shift, and Alt are known as _____ keys.

    a. function   b. modifier   c. alphanumeric   ✓ d. adjustment

11. RAM and ROM are the examples of :

    a. Sequential   b. Secondary   c. Primary   ✓ d. First

12. ………………… are manufactured as blank chips which data/program can be written on a special device called a PROM programmer.

    a. PROM   b. EPROM   ✓ c. ROM   d. EEPROM

13. Which of the following is sequential access storage device?

    a. Hard Disk   b. CD-ROM   ✓ c. Tape Cartridge   d.Main Memory

14. Pick the wrong statement about the hard disk?

    a. Hard disk has multiple platters and each platter has two read/write heads

    ✓ b. It's a non-volatile & random access storage device

    c. Hard disk can only have IDE or USB interface

    d. Data Transfer rate is over 80 MBPS

15. What does GUI stand for?

    a. Graphical User Instruction   ✓ b. Ground User Interface

    c. General User Instruction   d. Graphical User Interface

16. What does GUI stand for?

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Que Paper
1.2 Academic Flexibility	Year: 2022-2023

18. Software programs developed for performing particular tasks related to managing computer resources is called

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   a. Linux   b. Windows   c. Chrome os   d. Android

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   a. 1950   b. 1952   c. 1960   d. 1956

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24. What is FIFO scheduling?

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   a. Library   b. System calls   c. Assembly instructions   d. API

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Answer Script
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115

25/25

Course Name: Internet and Web Technology

Total Marks:25

Course Code: VAIT18

Class: II BSc (MATHS)

Student Name : GAYATHRI - S

1. A process is a _____.
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   b. program in the execution ✓
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   b. Mouse, keyboard, printer, Light pen
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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Answer Script
1.2 Academic Flexibility	**Year: 2022-2023**

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Answer Script
1.2 Academic Flexibility	Year: 2022-2023

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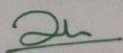
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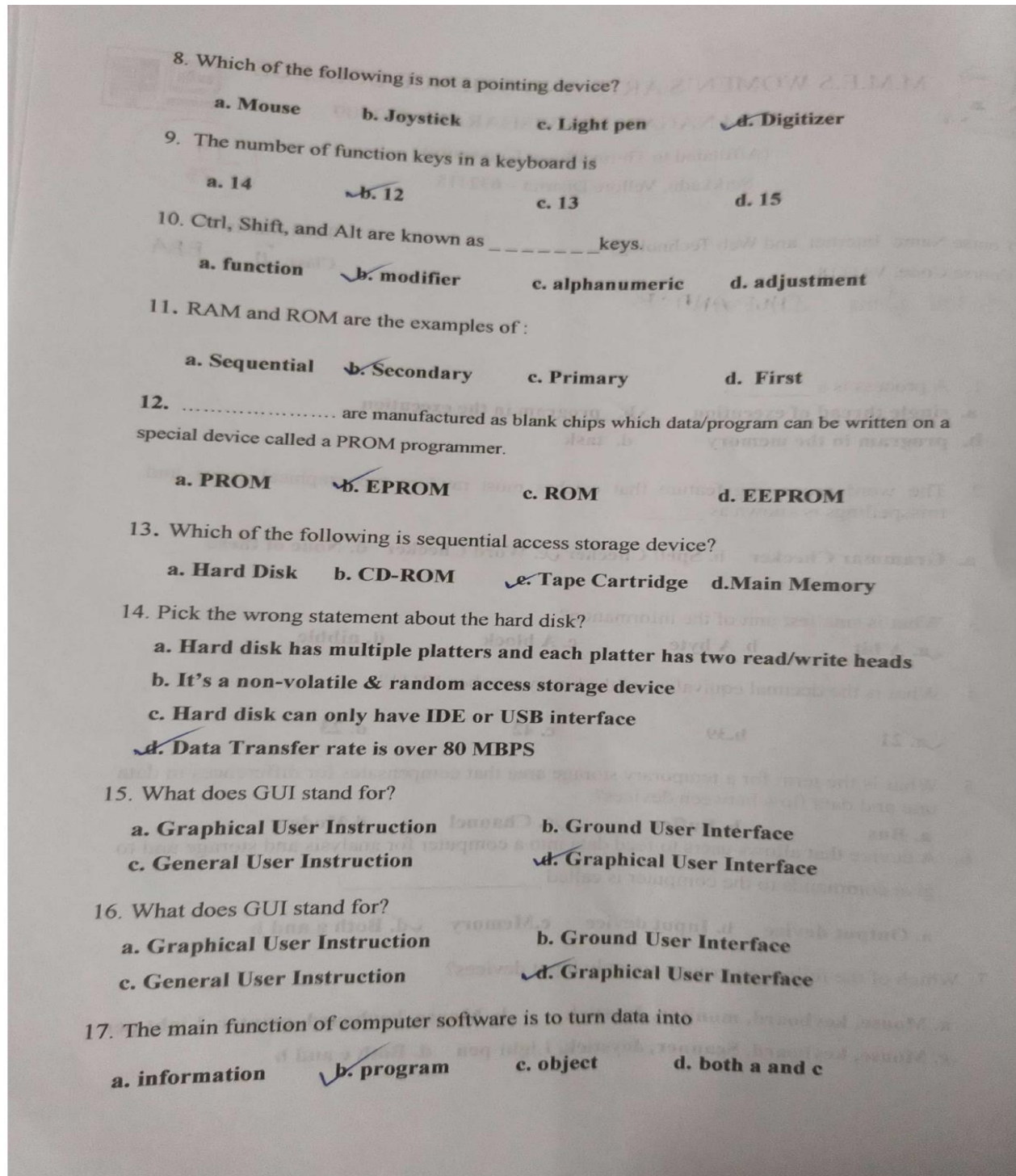| NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Answer Script
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE

HAKEEM NAGAR, MELVISHARAM -632509

(Affiliated to Thiruvalluvar University)

Serkkadu, Vellore District – 632115

$\frac{19}{25}$

Course Name: Internet and Web Technology   Total Marks:25

Course Code: VAIT18   Class: II – BBA

Student Name : SHOBANA · B

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Answer Script
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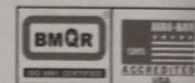Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Mark List
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115

VALUE ADDED COURSE 2022-2023 (ODD)

INTERNET AND WEB TECHNOLOGY –VAIT18

S.No	Name of the Student	Department	Marks
1.	DIVYALAKSHMI .N.R	II-B.Sc NFSMD	24
2.	SOWMIYA.T	II-B.Sc NFSMD	23
3.	SALMA BANU.S.M	II-B.Sc NFSMD	21
4.	SOWMIYA.N	II-B.Sc MATHS	20
5.	SHARMILA.K	II-B.Sc MATHS	24
6.	PREETHIKA .M.S	II-B.Sc MATHS	23
7.	GAYATHRI.S	II-B.Sc MATHS	25
8.	NANTHINI.A	II-B.Sc MATHS	25
9.	SUBASHINI.P	II-B.A ENGLISH	24
10.	SATHYA SRI.K	II-B.A ENGLISH	23
11.	RABIYA AIEMAN B.J	II-B.A ENGLISH	22
12.	AYESHA.H	II-B.A ENGLISH	21
13.	MAHEERA TAZEEN.A.M	II-B.A ENGLISH	20
14.	DIVYA BHARATHY.A	II-BBA	21
15.	MONISHA.R	II-BBA	21
16.	HEMAVATHI.A	II-BBA	19
17.	KAVIYA.R	II-BBA	20
18.	SHOBANA.B	II-BBA	19
19.	SANDHIYA.G	II-BBA	21
20.	ILLAIYA BHARATHI.K	II-BBA	22

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Mark List
1.2 Academic Flexibility	Year: 2022-2023

21.	DIVYA.B	II-BBA	22
22.	AMINTHA.B	II-BBA	23
23.	AARTHI.V	II-BBA	22
24.	SOWMIYA.B	II-BIO.TECH	21
25.	MOHANA PRIYA.K	II-B.Sc.,MATHS	23
26.	JAYASHREE.E	II-B.Sc.,MATH	21
27.	PRAMILADEVI.M	II-B.Sc.,MATH	24
28.	YASMEEN.I	II-B.A ARABIC	23
29.	KUBRA MEHAATH.D	II-B.A ARABIC	22
30.	AAFIYA IFFATH.F	II-B.A ARABIC	21
31.	RIZWANA.J	II-B.A ARABIC	23
32.	AASHIKA.I	II-B.A ARABIC	22
33.	THABASUM FATHIMA.Z	II-B.A ARABIC	22
34.	SAYEMA ANJUM .T.M	II-B.A ARABIC	23
35.	NANDHINI.K	II-B.Sc.,MATHS	24
36.	DILNAAZ.M	II-B.Com[CA]	25
37.	AKSHAYA NIVASINI.D	II-B.Com[CA]	25
38.	PRIYA.R	II-BIO.TECH	25
39.	NIVETHA.J	II-BIO.TECH	25
40.	VARSHINI.M	II-BIO.TECH	25
41.	BHAVYA.S	II-B.Com[G]	25
42.	SIVA AKSIDDHA.S	II-B.Com[G]	23
43.	PRAKALYA.N	II-B.Com[G]	24
44.	DHARANI SRI.K	II-B.Com[G]	24
45.	PRIYANKA.S	II-B.Com[G]	25
46.	SARANYA.K	II-B.Com[G]	23
47.	GAYATHRI.G	II-B.Com[G]	24
48.	GOMATHI.R	II-B.Com[G]	24
49.	RUFAIDA	II-B.Sc.,IDD	21

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
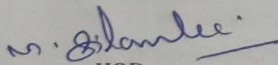### Affiliated to Thiruvalluvar University
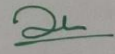### Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Mark List
1.2 Academic Flexibility	Year: 2022-2023

50.	ARFA NUHA	II-B.Sc.,IDD	22
51.	SAIMA AMREEN	II-B.Sc.,IDD	21
52.	ZUVEARIYA THABASSUM	II-B.Sc.,IDD	23
53.	AYESHA MUTHAHARA	II-B.Sc.,IDD	22
54.	AAMINA AIMAN.H	II-B.Sc.,IDD	23
55.	AYESHA SIDDIQUA.S	II-B.Sc.,IDD	24
56.	NASIRA ANJUM.N	II-B.Sc.,IDD	25
57.	SAMEENA.H	II-B.Sc.,IDD	25
58.	SUPHIYA PARREI.S	II-B.Com[CA]	23
59.	SWARNALAKSHMI.R	II-B.Com[CA]	25
60.	SHEERIN BANU.N	II-B.Com[CA]	24
61.	KAVITHA.G	II-B.Com[CA]	22
62.	DEVADHARSHINI.A	II-B.Com[CA]	21
63.	DIVYA.K	II-B.Com[CA]	21
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65.	KIRUTHIKA.R	II-B.Com[CA]	21
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67.	PAPITHA.P	II-B.Sc.,MATHS	23
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HOD
Head of the Department of
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M.M.E.S.Women's
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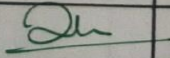Hakeem Nagar,
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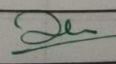Melvisharam - 632 509

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Lesson plan
1.2 Academic Flexibility	**Year: 2022-2023**

Class :   **LESSON PLAN**   **Semester :**

SUBJECT : INTERNET AND WEB TECHNOLOGY.

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
		01	Networking protocols and Internet: Introduction, Protocols in computer communications, the OSI Model, OSI Layer Functions. Why Internet Working ?, Problem in Internet working, Dealing With Incompatibility Issues, A virtual Network, Internet Working Devices, Repeaters, Bridges, Routers, Gateways, A Brief History of the Internet, Growth of the Internet.	Internet & World Wide Web
		02	Introdution, Brief History of WWW, the Basics of WWW and Browsing, Fundamentals/Basic HTML, Text formatting on Web pages, Incorporate images, Creating hyperlinks, Tables and Frames, Inserting web page, Setting & modifying field properties, validating HTML.	Internet & World Wide Web

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Lesson plan
1.2 Academic Flexibility	Year: 2022-2023

LESSON PLAN

Class :   Semester :

SUBJECT :

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
		03	Java Script : Introduction, Javascript, Basic concepts, controlling Java Script Execution, Miscellaneous Features, Java Script and Form processing, POP-up Boxes	Internet & World Wide Web
		04	Introduction to XML : What is XML?, XML Versus HTML, Electronic Data Interchange, XML Terminology, Introduction to DTD, Document-Type Declaration, Element-Type Declaration, Attribute Declaration, Limitations of DTD.	Internet & World Wide Web
		05	Creating Good Web pages : Introduction, TOP Level Navigation, creating Sample layouts, Metaphor, Theme, and storyboard, Screen Resolution, 3-column Layout, Using Frame works, Using Graphics, Designing the Basic Elements of a Home page.	Internet & World Wide Web

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NAAC – SSR CYCLE -I	**1.2.1 Internet & Web Tech Work diary**
1.2 Academic Flexibility	**Year: 2022-2023**

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
6/1/23		1,2		Internet & web technology	Introduction to XML, what is XML (i) XML versus HTML (ii) Electronic data	Internet & world wide web
		3,4			XML Terminology, introduction to DTP, Document type, Declaration element.	
		5		Practical	Document type Definition (DTD) HTML with CSS	practical Demo
7/1/23		1,2		Internet & web technology	Creating good web pages Introduction, top level navigation, creating sample layouts metaphor	Internet & world wide web.
		3,4			(i) Story board (ii) Screen Resolution (iii) 3-Column layout using frameworks using graphic design	
		5		Practical	Creating simple layouts & design the web page, screen resolution	practical Demo
9/1/23		1,2			Inserting web page, setting, modifying field properties, validating HTML (i) Growth of Internet	
		3,4			Virtual network, working devices Bridges, Router, Gateways	
		5			Creating table with 3-Column layout using frame work.	practical Demo

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Work diary
1.2 Academic Flexibility	**Year: 2022-2023**

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
8/1/23		1,2	1,2	Internet & Web Technology	Networking protocole and internet i)Protocols in computer communication ii) the OSI Model iii) OSI layer Functions (iv) Why intern -et works	Internet & Web Technology
		3,4			A virtual network, internet working devices, bridges, routers, gateways, a brief history of internet, growth of Internet	www. javat point-com
		5		Practical	(i)Access an HTML document in browser	Geeks for geeks.com
4/1/23		1,2		Internet & Web technology	Brief history of www The basics of WWW & Browsing fundamentals / Basic HTML Text formatting on web pages.	Internet & world wide web
		3,4			Incorporate images, creating a hyperlink, tables and frames. (i)Inserting web page, setting (ii) Modifying field properties	
		5		Practical	Creating web pages using XHTML & CSS, text formatting on web page.	Demo
5/1/22		1,2		Internet & web technology	Javascript Introduction Java Script (i) Basic concepts (ii) Controlling Java Script (iii) javascript eform processing	Internet & world wide web
		3,4			Pop-up boxes, micellaneous. Java Script execution, Javascript features	
		5		Practical	Javascript form processing	Demo

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NAAC – SSR CYCLE -I	1.2.1 Internet & Web Tech Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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Serkkadu, Vellore District – 632115

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Sowmiya.T (II BSc NFSMD)

Course Name: Internet and Web Technology

Course Code: VASTIP

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent [✓] Very Good [ ] Good [ ] Average [ ] Below Average [ ]

2. To what level did the course expose you to new knowledge & practices

   Excellent [ ] Very Good [ ] Good [✓] Average [ ] Below Average [ ]

3. The learning experience you had in this course was

   Excellent [ ] Very Good [✓] Good [ ] Average [ ] Below Average [ ]

4. Please rate the course faculties

   Excellent [ ] Very Good [ ] Good [✓] Average [ ] Below Average [ ]

5. How would you rate the overall course content

   Excellent [ ] Very Good [ ] Good [✓] Average [ ] Below Average [ ]

6. Please rate the relevance of the course

   High [✓] Average [ ] Below Average [ ]

7. Please rate the usefulness of the course

   High [✓] Average [ ] Below Average [ ]

Suggestions if any: This class was very useful and I learn everything about internet and web Technology

Sowmiya .T

Signature of the Student

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

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E. mail: mmeswc@yahoo.in   website: www.mmeswc.edu.in
Phone 04172 266167, 266463

VALUE ADDED COURSES

Course Name	QUANTITATIVE TECHNIQUES FOR COMPETITIVE EXAMINATIONS
Course Code	VAQT25
Duration	30 HOURS
Offered by	DEPARTMENT OF MATHEMATICS

L	T	P	C
20	10	0	1

Course Objectives:

To introduce Concepts of Mathematics with emphasis on Quantitative Techniques and Computational Skill needed in Competitive Examinations

Course Outcome

At the end of the course the student should be able to

(i)   Know the Simple Interest Problems
(ii)   Know the Complex Interest Problems
(iii)   Analyze the Time And Work problems
(iv)   Analyze the Simplification and Approximation
(v)   To find percentage

Syllabus

Unit – I

SIMPLE INTEREST

Definition – Amount – Amount becomes N Times the Principal – Repayment of Debt in Equal Installments – Rate and Time are Numerically Equal – Simple Problems.

Unit – II

COMPOUND INTEREST

Introduction – Conversion Period - Basic Formula – Special Cases – To Find the Principal/Time/Rate – Difference between Compound Interest and Simple Interest – Simple Problems.

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

Unit – III

TIME, DISTANCE AND WORK

Definition – Basic Concepts – Average Speed – Distance Covered is same - Distance Covered is Different – Simple Problems.

Unit – IV

SIMPLIFICATION AND APPROXIMATION

Operation Order Sequence – Simplification of Decimal Fraction – Simplification of a Mixed Fraction – Continued Fraction and its Simplification – Simple Problems.

Unit – V

PERCENTAGE

Introduction – Fraction to Rate per cent – Rate per cent to Fraction – Rate per cent of a Number – Converting a decimal into a percentage – Converting a percentage into decimal – Simple Problems.

Reference Book

1. Abhijit Guha, Quantitative Aptitude for Competitive Examination, Tata McGraw-Hill Publishing Company Limited, New Delhi.
2. R. S. Aggarwal, Quantitative Aptitude for Competitive Examination, S. Chand and company, New Delhi.
3. Praveen, Quantitative Aptitude and Reasoning, PHI P.Ltd

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

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STUDENTS ENROLMENT DETAIL 2022 – 2023(ODD)

Course Name	Quantitative Techniques for Competitive Examinations
Course Code	VAQT25

S.No	Name of the Student	Department	Signature
1	YOGAPRIYA K	II B.COM(G)	K. YogaPriya
2	SHANMATHI S	II B.COM(G)	Shanmathi .S
3	ANITHA B	II B.COM(G)	B. Anitha
4	MEENAKSHI.L	II B.COM(G)	L. Meenakshi
5	ROHITHA.S	II B.COM(G)	S. Rohitha.
6	ABINAYA SHREE. R	II B.COM(CA)	R. AbinayaShree
7	PRIYANKA.T	II B.COM(CA)	T. Priyanka.
8	MONICKA R	II B.COM(CA)	R. Monika
9	HARISHA KUMARI E	II B.COM(CA)	Harisha kumari E
10	THASLIM R	II B.COM(CA)	R. Thaslim
11	UMERA A	II B.COM(CA)	A. Umera.
12	MOHANA PRIYA M	II B.COM(CA)	M. MohanaPriya
13	ASHA P	II B.SC., COMPUTER SCIENCE	P. Asha
14	LAKSHMI PRIYA K	II B.SC., COMPUTER SCIENCE	Lakshmi Priya. K
15	HEMAVATHI.A.I	II B.SC., COMPUTER SCIENCE	I. Hemavathi
16	MONISHA .B	II B.SC., COMPUTER SCIENCE	B. Monisha
17	SASI S	II B.SC., COMPUTER SCIENCE	S. sasi
18	SHREEKOMATHI R	II B.SC., COMPUTER SCIENCE	SHREEKOMATHI·R
19	NIVETHA S	II B.SC., COMPUTER SCIENCE	S. Nivatha

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Quantitative techniques for competitive exam Enrollment List
Year: 2022- 2023

20	PRIYADHARSHINI U	II B.SC., COMPUTER SCIENCE	U. Priyadharshini
21	NEEVETHA.M	II B.SC., COMPUTER SCIENCE	M. Neevetha.
22	FOUZIYA BANU.I	II BCA	I. Fouziya Banu
23	ASIFA ANJUM H	II BCA	H. Asya Anjum
24	KEERTHANA S	II BCA	S. keerthana
25	FOUZIYA A	II BCA	A. Fouziya
26	DHIVYA. V	II BCA	V. Dhivya.
27	MAHALAKSHMI.V	II BCA	V. Mahalakshmi
28	GOWTHAMI.S	II BCA	S. Growthami
29	LOGAPRIYA. G	II BCA	G. Loga priya
30	MOGANA PRIYA.S	II BCA	S. moganPriya
31	DEVIPRIYA S	II BCA	S. Devipriya.
32	DHARANI R	II BCA	R. dharani
33	KALAIVANI. E	II BCA	E. Kalaivani
34	VIJAYALAKSHMI S	II BCA	S. Vijayalakshmi
35	SANDHIYA.G	II BCA	G. Sandhiya.
36	VIJAYALAKSHMI P	II BCA	P. Vijayalakshmi
37	SHALINI.K	II BCA	K. Shalini.
38	SABIYA ANJUM A	II BCA	A. Sabiyaanjum

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Quantitative techniques for competitive exam Attendance
Year: 2022- 2023

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RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME :QUANTITATIVE TECHNIQUES FOR COMPETITIVE EXAMINATIONS

COURSE CODE : VAQT25

S.NO	NAME OF THE STUDENTS	3.1.2023	4.1.2023	5.1.2023	6.1.2023	7.1.2023	9.1.2023
1	YOGAPRIYA K	X X X X X	X X X X X	X X X X	X X X X	X X X X X	X X X X X
2	SHANMATHI S	X X X X X	X X X X X	X X X X X	X X X X	X X X X	X X X X X
3	ANITHA B	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
4	MEENAKSHI.L	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
5	ROHITHA.S	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
6	ABINAYA SHREE. R	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
7	PRIYANKA.T	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
8	MONICKA R	X X X X X	X X X X X	a a a a a	X X X X	X X X X X	X X X X X
9	HARISHA KUMARI E	X X X X X	X X X X X	X X X X	X X X X	X X X X X	X X X X X
10	THASLIM R	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
11	UMERA A	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
12	MOHANA PRIYA M	X X X X X	X X X X X	a a a a a	X X X X	X X X X X	X X X X X
13	ASHA P	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
14	LAKSHMI PRIYA K	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
15	HEMAVATHI.A.I	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
16	MONISHA .B	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
17	SASI S	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
18	SHREEKOMATHI R	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
19	NIVETHA S	a a a a a	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
20	PRIYADHARSHINI U	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X
21	NEEVETHA.M	X X X X X	X X X X X	X X X X X	X X X X	X X X X X	X X X X X

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Quantitative techniques for competitive exam Attendance
Year: 2022- 2023

No	Name	Attendance
22	FOUZIYA BANU.I	X X X X X X X X X X X X X X X X X X X X X X X X X
23	ASIFA ANJUM H	X X X X X X X X X X X X X X X X X X X X X X X X X
24	KEERTHANA S	X X X X X X X X X X X X X X X X X X X X X X X X X
25	FOUZIYA A	X X X X X X X X X X X X X X X X X X X X X X X X X
26	DHIVYA. V	X X X X X X X X X X X X X X X X X X X X X X X X X
27	MAHALAKSHMI.V	X X X X X X X X X X X X X X X X X X X X X X X X X
28	GOWTHAMI.S	X X X X X X X X X X X X X X X X X X X X X X X X X
29	LOGAPRIYA. G	X X X X X X X X X X X X X X X X X X X X X X X X X
30	MOGANA PRIYA.S	X X X X X X X X X X X X X X X X X X X X X X X X X
31	DEVIPRIYA S	a a ? a ? X X X X X X X X X X X X X X X X X X X X
32	DHARANI R	X X X X X X X X X X X X X X X X X X X X X X X X X
33	KALAIVANI. E	X X X X X X X X X X X X X X X X X X X X X X X X X
34	VIJAYALAKSHMI S	X X X X X X X X X X X X a a a a a X X X X X X X X
35	SANDHIYA.G	X X X X X X X X X X X X X X X X X X X X X X X X X
36	VIJAYALAKSHMI P	X X X X X X X X X X X X a a a a a X X X X X X X X
37	SHALINI.K	X X X X X X X X X X X X X X X X X X X X X X X X X
38	SABIYA ANJUM A	X X X X X X X X X X X X X X X X X X X X X X X X X
	Staff Initial	

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Lesson Plan
1.2 Academic Flexibility	Year: 2022- 2023

Class :		**LESSON PLAN**		Semester :

SUBJECT : QUANTATIVE TECHNIQUES FOR COMPETITIVE EXAMINATIONS [VAQT25]

Sl. No.	Proposed Date/Week	Unit	Topics to be covered	Book referred
1.		I	SIMPLE INTEREST Definition-Amount - Amount becomes N Times the Principal - Repayment of Debt in equal Instalments- Rate and Time are Numerically Equal - Simple Problems.	Abhijit Guha, Quantitative Aptitude for competitive exam. Tata McGrawHill Publishing company Limited, New Delhi
2.		II	COMPOUND INTEREST Introduction - Conversion period - Basic Formula - Special cases - To find the principal/Time/ Rate - Difference between Compound Interest and Simple Interest - Simple Problems.	Abhijit Guha, Quantitative Aptitude for competitive exam. Tata McGrawHill Publishing company Limited New Delhi
3.		III	TIME, DISTANCE AND WORK Definition - Basic Concepts- Average speed- Distance Covered is Same- Distance Covered is different - Simple Problems.	R.S Aggarwal, Quantitative Aptitude for Competitive exam, S. Chand and Company, New Delhi

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Quantitative techniques for competitive exam Work Diary
Year: 2022- 2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
3.1.23		1	II-Yr	QTCE	Introduction about Simple interest, definitions & simple problems	
		2	II-Yr	QTCE	Introduction about Compound interest Conversion Period	Quantitive Aptitude.
		3	II-Yr	QTCE	Introduction about time, distance & work with definition	R.S. Aggarwal Quantitative Aptitude for Competitive exam. S.Chand and company New Delhi
		4	II-Yr	QTCE	Operation Order Sequence	
		5	II-Yr	QTCE	Introduction about percentage	
4.1.23		1	II-Yr	QTCE	Amount becomes N Times the Principal.	
		2	II-Yr	QTCE	Conversion Period - Basic Formula	Quantitative Aptitude-Abhijit Guha
		3	II-Yr	QTCE	Basic concepts - Average Speed.	R.S. Aggarwal Quantitative Aptitude for Competitive exam, S.Chand & Company.
		4	II-Yr	QTCE	Simplification of Decimal Fraction	
		5	II-Yr	QTCE	Fraction to Rate Percent	
5.1.23		1	II-Yr	QTCE	Amount becomes N Times the Principal.	
		2	II-Yr	QTCE	Basic Formula - special cases To find the Principal	Quantitative Aptitude - Abhijit Guha
		3	II-Yr	QTCE	Distance Covered is same	R.S. Aggarwal Quantitive Aptitude for competitive exam, S.Chand & Company.
		4	II-Yr	QTCE	Simplification of a mixed fraction	
		5	II-Yr	QTCE	Rate percent to fraction.	
6.1.23		1	II-Yr	QTCE	Repayment of Debt. in Equal Installment	
		2	II-Yr	QTCE	Special cases to find Time	Quantitative Aptitude A Bhijit Guha
		3	II-Yr	QTCE	Distance covered is different	R.S. Aggarwal Quantitive Aptitude for Competitive exam, S.Chand & Company.
		4	II-Yr	QTCE	Simplification of a mixed fraction	
		5	II-Yr	QTCE	Rate percent of a Number	

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NAAC – SSR CYCLE -I   **1.2.1 Quantitative techniques for competitive exam Work Diary**
1.2 Academic Flexibility   **Year: 2022- 2023**

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
7.1.23		1	II-Yr	QTCE	Repayment of Debt. in equal Installments	
		2	II-Yr	QTCE	Special cases to find rate	Quantitative Aptitude - Abji cuha
		3	II-Yr	QTCE	Problems based on average speed	R.S. Aggarwal Quantitative
		4	II-Yr	QTCE	Continued fraction & its Simplification	Aptitude for competitive
		5	II-Yr	QTCE	Converting a decimal into a Percentage	exam, S.Chand & Company New Delhi
9.1.23		1	II-Yr	QTCE	Rate & Time are Numerically equal and simple problems.	
		2	II-Yr	QTCE	Difference between C.I & S.I simple Problems	Quantitative Aptitude - Abji cuha
		3	II-Yr	QTCE	Distance covered is same & different simple problems.	R.S. Aggarwal Quantitative
		4	II-Yr	QTCE	Continued fraction & its Simplication	Aptitude for competitive
		5	II-Yr	QTCE	Converting a percentage into decimals	exam S.Chand & Company, New Delhi

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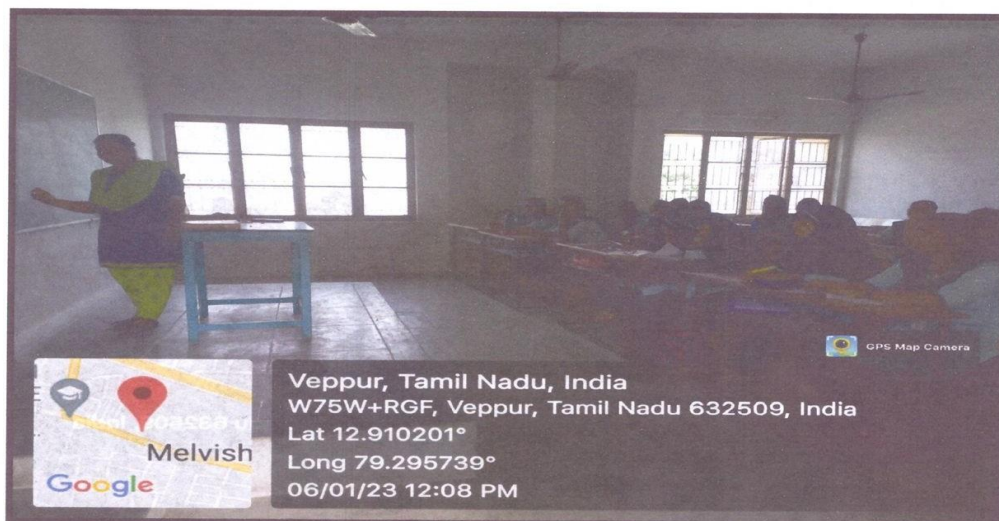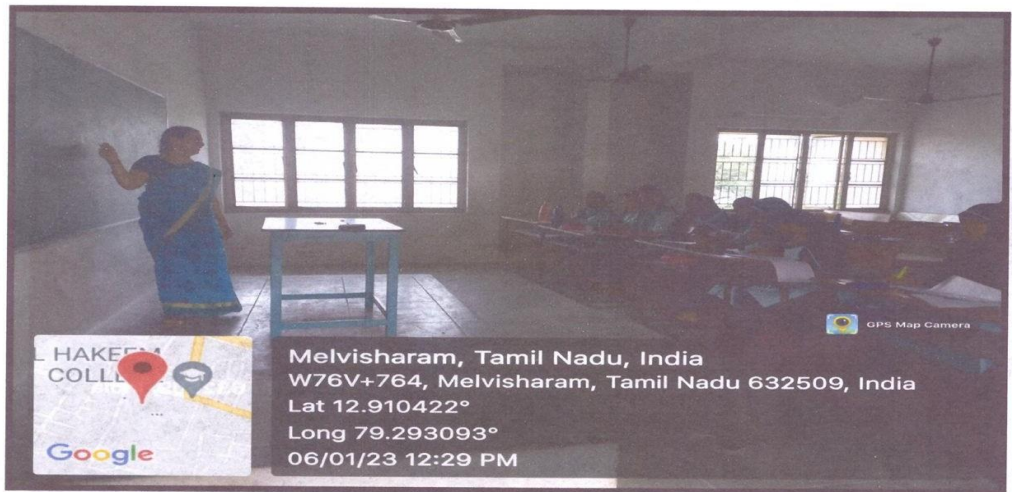Melvisharam - 632 509

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Photos
1.2 Academic Flexibility	Year: 2022- 2023

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DEPARTMENT OF MATHEMATICS

VALUE ADDED COURSE 2022-2023

Melvisharam, Tamil Nadu, India
W76V+764, Melvisharam, Tamil Nadu 632509, India
Lat 12.910422°
Long 79.293093°
06/01/23 12:29 PM

Veppur, Tamil Nadu, India
W75W+RGF, Veppur, Tamil Nadu 632509, India
Lat 12.910201°
Long 79.295739°
06/01/23 12:08 PM

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| NAAC – SSR CYCLE -I | 1.2.1 Quantitative techniques for competitive exam Photos |
| 1.2 Academic Flexibility | Year: 2022- 2023 |

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VALUE ADDED COURSE 2022-2023

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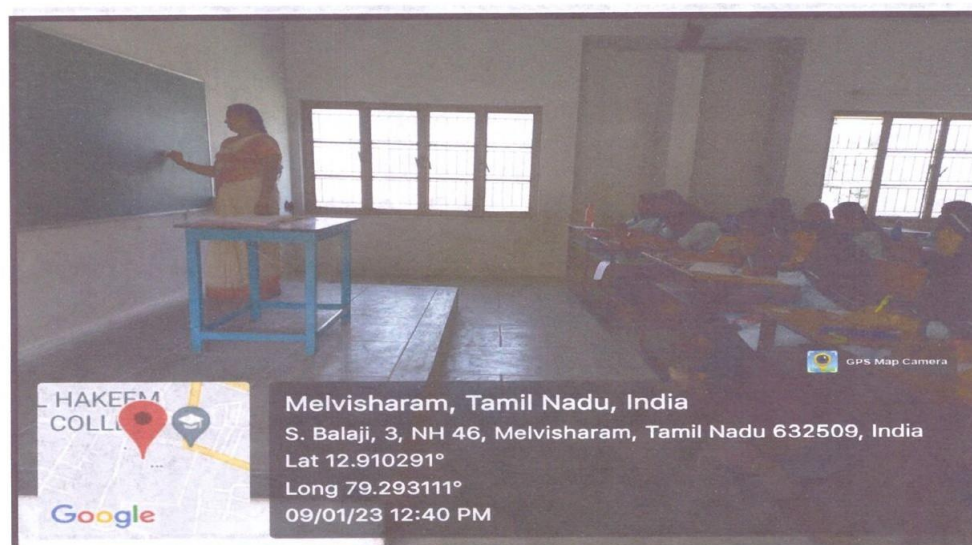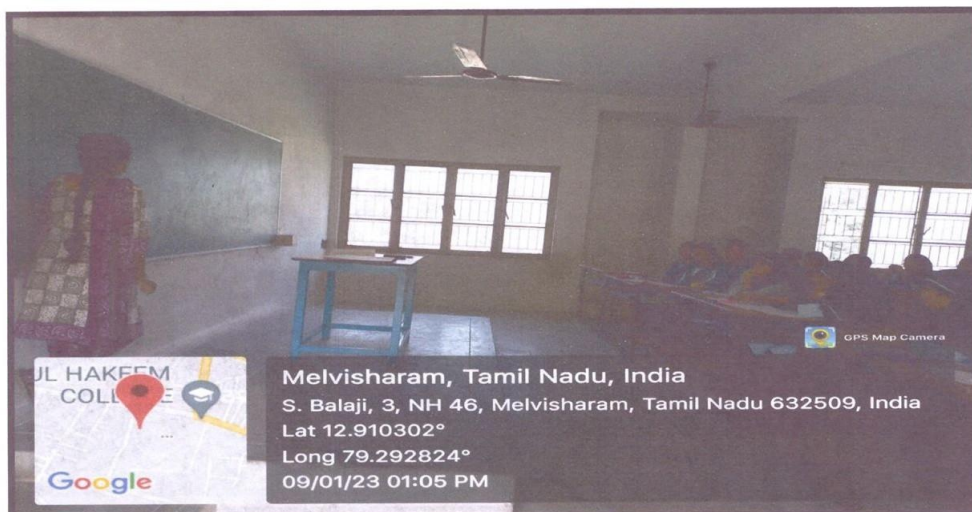### Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I 1.2 Academic Flexibility	1.2.1 Quantitative techniques for competitive exam Answer Script Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE MELVISHARAM

VALUE ADDED COURSE ASSESSMENT

SUBJECT NAME: QUANTITATIVE TECHNIQUES FOR COMPETITIVE EXAMINATIONS

SUBJECT CODE: VAQT25

CLASS: ALL UG II YEAR

50/50

ANSWER ALL QUESTIONS (10X5=50)

1. At what rate of simple interest a certain sum will be doubled in 15 years?

   a. $6\frac{2}{3}$　　b. $5\frac{2}{3}$　　c. $6\frac{1}{3}$　　d. $5\frac{1}{3}$

2. At what rate per cent per annum a sum of Rs. 1,800 will become Rs. 2,700 in 10 years?

   a. 5%　　b. 6%　　c. 10%　　d. 6.75%

3. Find the compound interest on Rs. 8,000 at 15% per annum for 2 years 4 months, compounded annually?

   a. 11100　　b. 11109　　c. 11111　　d. 10011

4. A certain sum amounts to Rs. 1,452 in two years and to Rs. 1,597.20 in three years at compound interest then rate

   Per cent is:

   a. 10　　b. 11　　c. 13　　d. 9

5. A cyclist covers a distance of 750m in 2 min 30 sec. What is the speed in km/hr of the cyclist ?

   a. 17 km/hr　　b. 15 km/hr　　c. 18 km/hr　　d. 10 km/hr

6. Rajesh and Ajay can complete a job in 16 days. Rajesh alone can do it in 24 days. How long will Ajay alone take to finish the whole work?

   a. 20 days　　b. 48 days　　c. 30 days　　d. 36 days

7. The cost of 4 bags and 3 boxes is Rs 555 and the cost of 3 bags and 4 boxes is Rs 460. What is the cost of one bag?

   a. 120　　b. 1200　　c. 210　　d. 100

8. If $\sqrt{2^n}$=64, then find the value of n?

   a. 13　　b. 10　　c. 12　　d. 20

9. Evaluate 70% of 320+45% of 240.

   a. 335　　b. 323　　c. 332　　d. 333

10. The number 0.05 is what percentage of 20?

    a. 1.5　　b. 0.025　　c. 0.25　　d. 2.5

J. Yog

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Quantitative techniques for competitive exam Answer Script
Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE MELVISHARAM

VALUE ADDED COURSE ASSESSMENT

SUBJECT NAME: QUANTITATIVE TECHNIQUES FOR COMPETITIVE EXAMINATIONS

SUBJECT CODE: VAQT25

CLASS: ALL UG II YEAR

$\frac{40}{50}$

ANSWER ALL QUESTIONS (10X5=50)

1. At what rate of simple interest a certain sum will be doubled in 15 years?

   a. $6\frac{2}{3}$ b. $5\frac{2}{3}$ c. $6\frac{1}{3}$ d. $5\frac{1}{3}$

2. At what rate per cent per annum a sum of Rs. 1,800 will become Rs. 2,700 in 10 years?

   a. 5%   b. 6%   c. 10%   d. 6.75%

3. Find the compound interest on Rs. 8,000 at 15% per annum for 2 years 4 months, compounded annually?

   a. 11100   b. 11109   c. 11111   d. 10011

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   a. 335   b. 323   c. 332   d. 333

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Answer Script
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE MELVISHARAM

VALUE ADDED COURSE ASSESSMENT

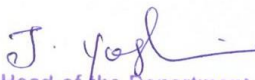SUBJECT NAME: QUANTITATIVE TECHNIQUES FOR COMPETITIVE EXAMINATIONS

SUBJECT CODE: VAQT25   CLASS: ALL UG II YEAR

ANSWER ALL QUESTIONS (10X5=50)

30/50

1. At what rate of simple interest a certain sum will be doubled in 15 years?

   a. $6\frac{2}{3}$ b. $5\frac{2}{3}$ c. $6\frac{1}{3}$ d. $5\frac{1}{3}$

2. At what rate per cent per annum a sum of Rs. 1,800 will become Rs. 2,700 in 10 years?

   a. 5%   b. 6%   c. 10%   d. 6.75%

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8. If $\sqrt{2^n}=64$, then find the value of n?

   a. 13   b. 10   c. 12   d. 20

9. Evaluate   70% of 320+45% of 240.

   a. 335   b. 323   c. 332   d. 333

10. The number 0.05 is what percentage of 20?

    a. 1.5   b. 0.025   c. 0.25   d. 2.5

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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Mark List
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115

VALUE ADDED COURSES

ASSESSMENT SCORE DETAIL 2022-2023 (ODD)

Course Name	Quantitative Techniques for Competitive Examinations
Course Code	VAQT25

S.NO.	NAME OF THE STUDENT	DEPARTMENT	TOTAL MARKS(50)
1	YOGAPRIYA K	II B.COM(G)	50
2	SHANMATHI S	II B.COM(G)	45
3	ANITHA B	II B.COM(G)	50
4	MEENAKSHI.L	II B.COM(G)	50
5	ROHITHA.S	II B.COM(G)	40
6	ABINAYA SHREE. R	II B.COM(CA)	45
7	PRIYANKA.T	II B.COM(CA)	50
8	MONICKA R	II B.COM(CA)	50
9	HARISHA KUMARI E	II B.COM(CA)	40
10	THASLIM R	II B.COM(CA)	50
11	UMERA A	II B.COM(CA)	50
12	MOHANA PRIYA M	II B.COM(CA)	50
13	ASHA P	II B.SC., COMPUTER SCIENCE	45
14	LAKSHMI PRIYA K	II B.SC., COMPUTER SCIENCE	45
15	HEMAVATHI.A.I	II B.SC., COMPUTER SCIENCE	50
16	MONISHA .B	II B.SC., COMPUTER SCIENCE	50
17	SASI S	II B.SC., COMPUTER SCIENCE	50
18	SHREEKOMATHI R	II B.SC., COMPUTER SCIENCE	45

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Quantitative techniques for competitive exam Mark List
Year: 2022- 2023

19	NIVETHA S	II B.SC., COMPUTER SCIENCE	50
20	PRIYADHARSHINI U	II B.SC., COMPUTER SCIENCE	50
21	NEEVETHA.M	II B.SC., COMPUTER SCIENCE	50
22	FOUZIYA BANU.I	II BCA	30
23	ASIFA ANJUM H	II BCA	50
24	KEERTHANA S	II BCA	45
25	FOUZIYA A	II BCA	50
26	DHIVYA. V	II BCA	50
27	MAHALAKSHMI.V	II BCA	50
28	GOWTHAMI.S	II BCA	50
29	LOGAPRIYA. G	II BCA	45
30	MOGANA PRIYA.S	II BCA	45
31	DEVIPRIYA S	II BCA	50
32	DHARANI R	II BCA	50
33	KALAIVANI. E	II BCA	50
34	VIJAYALAKSHMI S	II BCA	50
35	SANDHIYA.G	II BCA	50
36	VIJAYALAKSHMI P	II BCA	45
37	SHALINI.K	II BCA	50
38	SABIYA ANJUM A	II BCA	50

Head of the Department
Department of Mathematics
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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: HARISHA KUMARI. E (II B.Com(CA))
Course Name : Quantitative Techniques for Competitive Examination
Course Code : VAQT 25

Dear Student,

You are required to give your feedback on the following aspects.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any : Very useful class.

E. Harisha kumari
Signature of the student

J. Yogi
Head of the Department
Department of Mathematics
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NAAC – SSR CYCLE -I	1.2.1 Quantitative techniques for competitive exam Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: SASI . S (II.Bsc, Computer science)

Course Name : Quantitative Techniques for competitive Examinations

Course Code : VAQT25

Dear Student,

You are required to give your feedback on the following aspects.

1. To what degree did the course content meet your expectations

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

    Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

    Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

    High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

    High ☑   Average ☐   Low ☐

S . Sasi
Signature of the student

Suggestions if any :

Good! Its a useful class

J. Yiesli
Head of the Department
Department of Mathematics
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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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VALUE ADDED COURSES

Course Name	FLORAL ARRANGEMENT
Course Code	VAFA24
Duration	30 HOURS
Offered by	INTERIOR DESIGN AND DECOR DEPARTMENT

L	T	P	C
15	5	15	1

Course Objectives:
To enable the students
1. To apply the elements and principles of design in Floral arrangement.
2. Obtain practical knowledge about flower arrangement
3. To demonstrate the ability to identify floral design styles and color harmonies along with Fresh and dry flowers and preservation methods.

Course Outcome:
After completion of the course the students will be able to
1. Do floral arrangement based on principles and elements of design.
2. Can able to demonstrate important value addition processes in flower.
3. Gain skill in production of floral crafts and dry flower making.
4. Make different types of floral arrangement.
5. It helps the students to become a self-employed person.

SYLLABUS
Unit – I
Flower arrangement – meaning, importance, materials and equipment needed. Principles and elements of floral arrangement, attributes of floral arrangement .

Unit – II
Types of flower arrangement - Line, mass, miniature, dry, floating, fruit and vegetable arrangement .Other Variations – accessories , garland, wreath.

Shapes in flower arrangement, fern, triangle, Hogarth, circle, etc. Styles - Traditional, oriental, modern. Modern - Oriental, ikebana, moribana, negerie.

Unit – III
Dry flower arrangement - Materials for dried arrangement. Preservations of plant materials-foliage and flowers. Merits and demerits of dry flower arrangement. Selection and care of flowers during Arrangement.

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

Unit – IV

Fresh flower arrangement – meaning ,importance ,Prolonged vase life of flowers, Merits and demerits of fresh flower arrangement. Difference between Fresh and dry flower. Care and maintenance of fresh flower arrangements.

Unit – V

Arranging flowers for various occasions - wedding, reception, bouquets, hair decorations, garlands and button holes. Steps involved in arranging flowers for an event.
Flowers in interiors – flowers choosen for interiors, Importance of Flowers in Interior Design.

Reference :

1. https://www.baxtercountymg.com/uploads/8/4/4/5/84459238/principles_of_floral_arrangement.pdf
2. https://www.doorsan.co.uk/blog/2018/11/the-importance-of-flowers-in-interior-design/
3. https://agritech.tnau.ac.in/horticulture/horti_Landscaping_freshflower.html#:~:text=Flower%20arrangement%20is%20a%20tribute,in%20an%20individually%20conceived%20design.
4. https://www.yourarticlelibrary.com/home-management/interior-decoration-arrangement-of-flowers/47903
5. https://www.baxtercountymg.com/uploads/8/4/4/5/84459238/principles_of_floral_arrangement.pdf

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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STUDENTS ENROLLMENT DETAIL 2022-2023 (ODD)

Course Name	FLORAL ARRANGEMENT
Course Code	VAFA24

S.No	Name of the Student	Department	Signature
1.	SADIYA MUKRIEN. S	II - B.COM (G)	
2.	ALIYA FIRDOSE. I	II - B.COM (G)	
3.	SHAHISTHA AMREEN. B	II - B.COM (G)	
4.	AMREEN FATHIMA. S	II - B.COM (G)	
5.	ARSHIYA KOUNAIN. K	II - B.COM (G)	
6.	DEVI. P	II - B.COM (G)	
7.	YOGESHWARI. V	II - B.COM (G)	
8.	MANOSHA. S	II - B.COM (G)	
9.	SABIYA PARVEEN	II - B.A ENGLISH	
10.	RABIYA BASARI. A	II - B.Sc., BIO-TECH	
11.	ASHRA FUNNISA. M	II - B.Sc., BIO-TECH	
12.	KARTHIKA. N	II - B.Sc., BIO-TECH	
13.	FARRAH. F	II - B.Sc., BIO-TECH	
14.	HARINI. B	II - B.Sc., BIO-TECH	
15.	LINGESHWARI. S	II - B.Sc., BIO-TECH	
16.	KOMETHAGAM. M	II - B.Sc., BIO-TECH	
17.	LIEYOSHINI. D	II - B.Sc., BIO-TECH	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Enrollment List
Year: 2022- 2023

18.	SANGAVI. V	II - B.C0M (CA)	U. Sangavi
19.	BAVANI. V	II - B.C0M (CA)	V. Bavani
20.	DEEPIKA BAI. R	II - B.C0M (CA)	R. Deepika Bai
21.	BHAVANI. M	II - B.C0M (CA)	M. Bhavani
22.	FARHANA. G	II - B.C0M (CA)	G. Farhana
23.	DHANALAKSHMI. S	II - B.C0M (CA)	S. D
24.	UMME AMMARA. A	II - B.C0M (CA)	A. Umme Ammara
25.	THARANI. J	II - B.C0M (CA)	J. Tharani
26.	THAHA AFREEN. K	II - B.C0M (CA)	K. Thaha Afreen
27.	RAJASHREE. D	II - B.C0M (CA)	Rajashree
28.	VANITHA. I	II - B.C0M (CA)	I. Vanitha
29.	MADHUJA. V	II - B.C0M (CA)	V. Madhuja
30.	ARSHIYA BANU. S	II - B.C0M (CA)	Arshiya Banu S
31.	MAHALAKSHMI	II - B.C0M (CA)	Mahalakshmi
32.	ARUNA. C	II - BBA	C. Aruna
33.	SIVA SANKARI. S	II - BBA	S. Siva Sankari
34.	SUJATHA	II - BBA	Sujatha
35.	KOWSALYA. S	II - BBA	S. Kowsalya
36.	NIRANJINI. B	II - BBA	B. Niranjani
37.	PAVITHRA SRI. U	II - BBA	U. Pavithra Sri
38.	ANUSUYA. S	II - BBA	S. Anasuya
39.	RABIYA BEGUM	II - BBA	Rabiya Begum
40.	VISWA PRIYA	II - BBA	Viswapriya
41.	ISWARIYA. E	II - BBA	E. Iswariya
42.	HARITHA. P	II - BBA	P. Haritha

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

43.	NISHA. B	II - BBA	
44.	PRIYA. V	II - BBA	
45.	VINEETHA SHREE. S	II - BBA	
46.	MAYAVATHI. P	II - BBA	
47.	RAMYA. N	II - BBA	
48.	PREETHI. P	II - BCA	
49.	SNEHA. C	II - BCA	
50.	NISHA. B	II - BCA	
51.	SAVVITHA. R	II - BCA	
52.	SRINITHI. M.T	II - BCA	
53.	SNEKA. G	II - BCA	
54.	SNEHA. B	II - BCA	
55.	PAVITHRA. N. D	II - BCA	
56.	UDHAYAPRIYA. T	II - BCA	
57.	NANCY. H	II - BCA	
58.	AISHWARYA. R	II - B.Sc., CS	
59.	ASWINI. R.S	II - B.Sc., CS	
60.	AVANTHIKA. P	II - B.Sc., CS	
61.	BABY SHALINI. R	II - B.Sc., CS	
62.	BHARATHI. T	II - B.Sc., CS	
63.	BHUVANESWARI. R	II - B.Sc., CS	
64.	BOOMIKA. G	II - B.Sc., CS	
65.	DHVIYA. J	II - B.Sc., CS	
66.	ESWARI. K	II - B.Sc., CS	
67.	GOMATHI. A	II - B.Sc., CS	

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

68.	HARINI. K	II - B.Sc., CS	K. Harini
69.	HEMA MALINI. M	II - B.Sc., CS	M. Hemamalini
70.	JANANI. S	II - B.Sc., CS	S. Janani
71.	JOTHI LAKSHMI. D	II - B.Sc., CS	D. Jothi Lakshmi
72.	KALAISELVI. R	II - B.Sc., CS	R. Kalaiselvi
73.	KARTHIGA. S	II - B.Sc., CS	S. Karthiga
74.	KEERTHIGA. B	II - B.Sc., CS	B. Keerthika
75.	LAVANYA. K	II - B.Sc., CS	K. Lavanya.
76.	MAHALAKSHMI. G	II - B.Sc., CS	G. Mahalakshmi
77.	MONISHA. B	II - B.Sc., CS	B. Monisha
78.	RAGAVI. S	II - B.Sc., CS	S. Ragavi
79.	PAVITHRA. S	II - B.Sc., CS	S. Pavithra
80.	RAJALAKSHMI. S	II - B.Sc., CS	S. Rajalakshmi
81.	ROOBASUNDARI. D	II - B.Sc., CS	D. Roobasundari
82.	SANDHIYA. K	II - B.Sc., CS	Sandhiya.

Dr. Freda Gnanaselvam, Ph.D.,
Principal
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Melvisharam - 632 509

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Attendance
Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)

HAKEEM NAGAR,MELVISHARAM

RANIPET DISTRICT - 632509

ATTENDANCE SHEET - 2022 - 2023

| COURSE NAME : FLORAL ARRANGEMENT |
| COURSE CODE : VAFA24 |

S.NO	NAME OF THE STUDENT
1	SADIYA MUKRIEN. S
2	ALIYA FIRDOSE. I
3	SHAHISTHA AMREEN. B
4	AMREEN FATHIMA. S
5	ARSHIYA KOUNAIN. K
6	DEVI. P
7	YOGESHWARI. V
8	MANOSHA. S
9	SABIYA PARVEEN
10	RABIYA BASARI. A
11	ASHRA FUNNISA. M
12	KARTHIKA. N
13	FARRAH. F
14	HARINI. B
15	LINGESHWARI. S
16	KOMETHAGAM. M
17	LIEYOSHINI. D
18	SANGAVI. V
19	BAVANI. V

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Attendance
1.2 Academic Flexibility	Year: 2022- 2023

No.	Name
20	DEEPIKA BAI. R
21	BHAVANI. M
22	FARHANA. G
23	DHANALAKSHMI. S
24	UMME AMMARA. A
25	THARANI. J
26	THAHA AFREEN. K
27	RAJASHREE. D
28	VANITHA. I
29	MADHUJA. V
30	ARSHIYA BANU. S
31	MAHALAKSHMI
32	ARUNA. C
33	SIVA SANKARI. S
34	SUJATHA
35	KOWSALYA. S
36	NIRANJINI. B
37	PAVITHRA SRI. U
38	ANUSUYA. S
39	RABIYA BEGUM
40	VISWA PRIYA
41	ISWARIYA. E
42	HARITHA. P
43	NISHA. B
44	PRIYA. V
45	VINEETHA SHREE. S
46	MAYAVATHI. P
47	RAMYA. N
48	PREETHI. P
49	SNEHA. C
50	NISHA. B
51	SAVVITHA. R
52	SRINITHI. M.T

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Attendance
Year: 2022- 2023

No	Name
53	SNEKA. G
54	SNEHA. B
55	PAVITHRA. N. D
56	UDHAYAPRIYA. T
57	NANCY. H
58	AISHWARYA. R
59	ASWINI. R.S
60	AVANTHIKA. P
61	BABY SHALINI. R
62	BHARATHI. T
63	BHUVANESWARI. R
64	BOOMIKA. G
65	DHVIYA. J
66	ESWARI. K
67	GOMATHI. A
68	HARINI. K
69	HEMA MALINI. M
70	JANANI. S
71	JOTHI LAKSHMI. D
72	KALAISELVI. R
73	KARTHIGA. S
74	KEERTHIGA. B
75	LAVANYA. K
76	MAHALAKSHMI. G
77	MONISHA. B
78	RAGAVI. S
79	PAVITHRA. S
80	RAJALAKSHMI. S
81	ROOBASUNDARI. D
82	SANDHIYA. K
	Staff Initial

Dr. Freda Gnanaselvam, Ph.D.,
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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Photos
Year: 2022- 2023

VALUE ADDED COURSE –FLOWER ARRANGEMENT
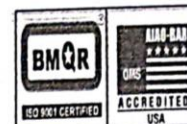Students done with their practical floral arrangement

Dr. Freda Gnanaselvam, Ph.D.,
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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Que Paper
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
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HAKEEMNAGAR-MELVISHARAM-632502
Walaja Taluk, Arcot Block, Phone: 04172 266167,266463
Email: mmeswc@ynhoo.in website: www.mmeswc.edu.in

VALUE ADDED COURSE TEST – 2022- 2023 YEAR

SUB NAME: FLOWER ARRANGEMENT TIME: 1 HOUR

SUB CODE: VAFA24 MAX MARKS: 25

1. Flowers for flower arrangement should be cut
   a) Early in the morning
   b) In the afternoon
   c) In the Forenoon
   d) None of these

2. When the height exceeds width the container is usually referred as a
   a) bottle b) Bowl c) vase d) cup

3. Japanese mode of flower arrangement gives the impression of
   a) Fast growth b) artificial growth c) slow growth d) natural growth

4. The most suitable arrangement for a dinning table is
   a) Vertical Arrangement
   b) Mass Arrangement
   c) Dry Arrangement
   d) shallow arrangement

5. Wood roses, wood berries and cones are more suitable for
   a) Foliage arrangement b) mass arrangement c) dry arrangement d) floating arrangement

6. _____ is used for large formal parties
   a) Line arrangements b) Mass arrangements c) Both a and b d) Miniature arrangements

7. The lines in Hogarth courses are
   a) Straight Line b) Curved Line c) Serpentine Line d) Zig Zag Line

8. The Earth is refer to as _____
   a) Soe representation
   b) Hikae Representation
   c) Shin Representation
   d) All of these

9. ---------- shapes which move the eye along ups and downs or in different direction of flower arrangements.
   a) form b) space c) texture d) line

10. -----------style gives a multi coloured effect
    a) traditional b) modern c) oriental d) all of the above

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Que Paper
Year: 2022- 2023

11. --------- is refer to outline of the flower arrangement
    a) form   b) space   c) line   d) shape

12. Which type of the plant material placed on either side is not exactly in the same position.
    a) Formal Balance b) informal balance c) proportion d) radiation

13. It refers to feel of things in flower arrangements
    a) color   b) texture   c) form   d) light

14. In following which is the advancing colors in the flower arrangements
    a) Red, Yellow, Orange
    b) Green, blue, Purple
    c) Red, Yellow, Blue
    d) Blue purple, Yellow green, Red

15. Rough Texture makes colors looks like------------
    a) Lighter   b) Darker   c) Brighter   d) Both a and b

16. Plant material should be in relation to the size of container
    a) Balance   b) Emphasis   c) Proportion   d) Harmony

17. Heaven is refer to as _____
    a) Hikae Representation b) Soe Representation c) Shin Representation d) Both a and b

18. Soe represents the --------------
    a) earth   b) heaven   c) man   c) none of the above

19. --------- is termed as oasis
    a) florist tape   b) florist foam   c) pin holders   d) twig stem

20. If a florist was limited to two tools, the least useful ones would have to be:
    a) oasis and cardettes
    b) pruning shears and wire cutters
    c) sharp knife and floral shears
    d) ribbon and anchor tape

21. Flower preservatives should be used when conditioning flowers for which of the following reasons?
    a) intensify color b) to aid in the absorption of dye   c) prevent bacterial growth d) none

22. Ferns, baby's breath, statice, croton, huckleberry are all examples of ___ flowers.
    a) Mass   b) Line   c) Form   d) Filler

23. Which is another name for florist tape?
    a) green tape   b) parafilm   c) wax tape   d) none of the above

24. The Earth is refer to as _____
    a) Soe representation b) Hikae Representation c) Hikae Representation d) All of these

25. The flowers which are growing during the winter months from _____
    a) October to March b. April to September c. March to June d. September to December

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Answer Script
1.2 Academic Flexibility	Year: 2022- 2023

VALUE ADDED COURSE TEST – 2022– 2023 YEAR

SUB NAME: FLOWER ARRANGEMENT **TIME: 1 HOUR**
SUB CODE: VAFA24 **MAX MARKS: 25**

1. Flowers for flower arrangement should be cut
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   c) In the Forenoon
   d) None of these

   25/25 U.Good.

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Answer Script
Year: 2022- 2023

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    d) Blue purple, Yellow green, Red

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NAAC – SSR CYCLE -I	**1.2.1 Floral Arrangement Lesson Plan**
1.2 Academic Flexibility	**Year: 2022- 2023**

2022 -2023
ODD

Class:			**LESSON PLAN**	Semester:
SUBJECT:	FLORAL ARRANGEMENT			
Sl. No	Proposed Date/Week	Unit	Topics to be covered	Book referred
		1.	Flower Arrangement – meaning, importance, materials and equipment needed. Principles and elements of floral arrangement, attributes of floral arrangement.	www.Floral arrangement. com
		2.	Types of flower arrangement – Line, mass, miniature, dry, floating, fruit and vegetable arrangement. Other variations – accessories, garland, Wreath. Shapes in flower arrangement, fern, triangle, Hogarth, circle, etc. Styles – Traditional, oriental, modern. Modern - oriental, ikebana, moribana, negeria.	www.wikipe dia. com
		3.	Dry Flower arrangement - Materials for dried arrangement. Preservations of plant materials – foliage and	www.door countrying. com

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Lesson Plan
Year: 2022- 2023

Class:			LESSON PLAN	Semester:
SUBJECT:				
Sl. No	Proposed Date/Week	Unit	Topics to be covered	Book referred
			and flowers. Merits and demerits of dry flower arrangement. Selection and care of flowers during Arrangement.	
		IV	Fresh Flower arrangement – meaning, importance, Prolonged vase life of flowers, merits and demerits of fresh flower arrangement. Difference between fresh and dry flower. Care and maintenance of fresh flower arrangement.	WWW. agritech. com
		V	Arranging Flowers for various occasions- wedding, reception, bouquets, hair decorations, garlands and button holes. Steps involved in arranging flowers for an event. Flowers in interiors – Flowers choosen for interiors, Importance of flowers in Interior Design.	WWW. Wikipedia. Com

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Work Diary
Year: 2022- 2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Book Referred
				Floral Arrangement	Types of flower arrangement. meaning, importance, materials and equipment principles & elements of floral arrangement, attributs of floral arrangement.	
				Floral Arrangement	Types of flower arrangement- material line, mass, miniature, dry, floating, fruit and vegitable arrangement. other variations- accessories. garland, wreath, shapes in flower arrangement-fern triangle, Hogarth, circle, etc. styles- Traditional, oreintal, modern, modern-oriental, ikebana, moritan negerie.	
				Floral Arrangement	Dry flower arrangement- materials fordried arrangement. preservation plant materials- foliage and flowers, merits and demerits dry flower arrangement selection and care of flower arrangement	
				Floral Arrangement	Fresh flower arrangement- meaning importance, prolonged vase life merits and demerits and fresh flower arrangement. fresh flower care and maintanance of fresh flower arrangement.	
				Floral Arrangement	Arranging flower for various occasions- wedding, reception, bouquets, hair decoration, garlands and button hole steps involved arranging flower event flours in interior flower choosen interiors, important of flower in interior design.	

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Harini .B
Course Name : Floral Arrangement
Course Code : VAFA24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any :

Harini .B
Signature of the student

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Principal
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Melvisharam - 632509

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Farrah. F
Course Name : Floral arrangement
Course Code : Vafa24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

2. To what level did the course expose you to new knowledge & practices

Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

3. The learning experience you had in this course was

Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

4. Please rate the course faculties

Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

5. How would you rate the overall course content

Excellent [ ]   Very Good [ ]   Good [✓]   Average [ ]   Below average [ ]

6. Please rate the relevance of the course

High [✓]   Average [ ]   Low [ ]

7. Please rate the usefulness of the course

High [✓]   Average [ ]   Low [ ]

Suggestions if any :

Dr. Freda Gnanaselvam, Ph.D.,
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Melvisharam - 632 509

Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Manosha.S
Course Name : floral Arrangement
Course Code : VAFA04

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

    Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

    Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

    Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

    High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

    High ☐   Average ☑   Low ☐

Suggestions if any :

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Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

Signature of the student

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Feed Back
Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: *Devi.P*
Course Name : *Floral Arrangement*
Course Code : *VAFA24*

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

   Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

4. Please rate the course faculties

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

   High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

   High ☐   Average ☑   Low ☐

Suggestions if any :

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Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

P. Devi
Signature of the student

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Lieyoshini.D
Course Name : Floral arrangement
Course Code : VAFA24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☐   Good ☑   Average ·   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any :

Lieyo
Signature of the student

Dr. Freda Gnanaselvam, Ph.D.,
Principal
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Melvisharam - 632 509

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Aliya firdass .I

Course Name : floral arrangement

Course Code : VAFA24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

High ☐   Average ☐   Low ☑

Suggestions if any :

Dr. Freda Gnanaselvam, Ph.D.,
Principal
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Signature of the student

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Floral Arrangement Feed Back
Year: 2022- 2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: A. Omme Ammara, II -B.Com [CA].
Course Name : Floral Arrangement.
Course Code : VAFA24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

   Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

   High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

   High ☑   Average ☐   Low ☐

Suggestions if any :

Course days can be extended.

Dr. Freda Gnanaselvam, Ph.D.,
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A. Omme Ammara
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Floral Arrangement Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

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STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: G. Sneka - BCA - II yr.
Course Name : Floral Arrangement.
Course Code : VAFA24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

   Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

   High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

   High ☑   Average ☐   Low ☐

Suggestions if any :
Should extend the course duration.
Should we want to do Practical for each students.

G. Sneka
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Syllabus
1.2 Academic Flexibility	Year: 2022-2023

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VALUE ADDED COURSES

Course Name	CERTIFICATE IN BAKERY & CONFECTIONARY
Course Code	VABC27
Duration	30 HRS
Offered by	DEPARTMENT OF NUTRITION, FSM& DIETETICS

L	T	P	C
20	0	10	1

Course Objectives:

1. Understand basic concepts of baking.
2. Discuss with the role of various major and minor ingredients in bakeryproducts.
3. Explain baking process and operation.
4. Determine quality parameters of baking products.
5. Formulate the icing and pasturing preparation.

Course Outcome:

1. The student will be able to understand the basic ingredients and equipment used in bakery unit.
2. The student will be able to relate preparation techniques followed in cake preparation
3. The student will be able to apply knowledge on preparation of cookies and biscuits, able find out faults and remedies in cookies and biscuits preparation
4. The student will be able to do icing and pastries products

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Syllabus
1.2 Academic Flexibility	Year: 2022-2023

Reference Book:

1. Wayne Gisslen, The Professional Baking, Sixth Edition, Publishers John Wiley &Sons (2012).
2. Pat Sinclair, Basic Baking, Publisher Agate (2006).
3. John Kingslee, Professional Text to Bakery and Confectionary, First Edition, NewAge International (P) Limited Publishers (2006).
4. Yogambal Ashokkumar, Theory of Bakery and Confectionery, Fifth Edition, PHILearning Private Limited, New Delhi(2009).
5. William C, Practical in baking, 2000
6. Kenneth J.Quail (1996).Arabic Bread production. American Association of Cerealchemist. St.Paul, Minnesota.
7. John Kingslee (2006). A professional text book to Bakery and Confectionary. NewAge International Pvt Limited Publisher, New Delhi.
8. Uttam K Singh (2011).Theory of Bakery and Confectionary An operational approach.Kanishka Publishers and Distributors, New Delhi.
9. Nicolello, I. and Foote, R (2000). Complete Confectionary Techniques. Hodder andSolution, London.
10. Bakers hand Book on practical Baking (2000). Published by U.S. Wheat Associates,New Delhi.
11. Dubey. S.C (2002). Basic Baking. Published by the society of Indian Bakers, NewDelhi.

HOD

Mrs. M. KATHY, M.Sc., NET.,
HEAD & ASSISTANT PROFESSOR,
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M.M.E.S. WOMEN'S ARTS & SCIENCE COLLEGE,
MELVISHARAM, RANIPET - 632 509.

PRINCIPAL

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Enrollment List
Year: 2022-2023

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Phone 04172 266167, 266463

STUDENTS ENROLMENT DETAIL

Course Name	CERTIFICATE IN BAKERY & CONFECTIONARY
Course Code	VABC27

S.No	Name of the Student	Department	Signature
1	JANANI. S	II B.COM(CA)	S. janani
2	LOKESHWARI. M	II B.COM(CA)	Lokeshwari . M
3	MONIKA. D	II B.COM(CA)	Monika . D
4	NAVEEDA SAMEEN. S	II B.COM(CA)	S.Naveeda Sameen
5	SABEEYA DOULATH. S	II B.COM(CA)	Sabeeya Doulaths
6	AAFREEN. S	II BBA	S. Afrin
7	DURGA DEVI. S	II BBA	S. Du
8	KEERTHANA. V. R	II BBA	V.R.K. thara
9	MYVISHA. B	II BBA	B. Myvisha
10	NASREEN MOUFIKA. F	II BBA	J. Nasreen Moufika
11	SANDHIYA. S	II BBA	S. Sandhiya
12	THABASUM FIRDOSE. L	II BBA	L. T
13	LOGESHWARI. S	II IDD	Logy. S
14	NIDHA TASKEEN	II IDD	Nidha Taskeen
15	SHAKILA. M	II IDD	Shukl. M
16	VALARMATHI. K	II IDD	V. thi.k
17	ALIYA THABASSUM. M	II CS 'A'	Aliye Thabasun
18	AYESHA SULTANA. K	II CS 'A'	Ayesha Sulthana
19	ADEEBA SAMREEN. S	II CS 'A'	Adeeba Samreen. S

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Enrollment List
1.2 Academic Flexibility	Year: 2022-2023

20	ANNAI SATHYA. G	II CS 'A'	
21	GAYATHRI. D	II CS 'A'	
22	MAGALAKSHMI. T	II CS 'A'	
23	NADHIYA. V	II CS 'B'	
24	SHARMILA. V	II CS 'B'	
25	SANDHIYA. J	II CS 'B'	
26	VAISHNAVI. P	II CS 'B'	
27	VENMATHI. K	II CS 'B'	
28	DHANALAKSHMI. R	II ENGLISH	
29	JOTHY. M	II ENGLISH	
30	NOOR THASEEN. R	II ENGLISH	
31	THAHIRA. N	II ENGLISH	
32	SUPRAJA. R	II ENGLISH	
33	SHAMALA DEVI. A.C	II B.COM(G)	
34	YOGA PRIYA. R	II B.COM(G)	
35	VISHALINI. S	II B.COM(G)	
36	JEEVA. P	II B.COM(G)	
37	SRILEKHA. S	II B.COM(G)	
38	SASAMA SUNDERI. S	II B.COM(G)	
39	VINOTHINI. S	II B.COM(G)	
40	DHIVYA. S	II B.COM(G)	
41	RITIKA. S	II B.COM(G)	
42	YUVASRI. C	II B.COM(G)	
43	JOHNCY PRIYA. G	II B.COM(G)	
44	MOHANAPRIYA. R	II B.COM(G)	
45	KUSHI. P	II B.COM(G)	
46	SHAHISTA BEGUM. N	II BCA	
47	ROSHINI. S	II BCA	
48	RITHISRI. S	II BCA	

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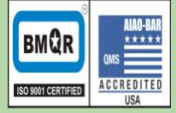
NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Enrollment List
Year: 2022-2023

49	SALMA AYESHA BEE. N	II BCA	N Salma
50	PATHIMITHRA. V	II BCA	V. Pathimithra
51	RAMIZA. A	II BCA	Ramiza A
52	SHEERIN. N	II BCA	sheerin
53	NAZIYA. B	II BCA	Naziya
54	NADHIYA. S	II BCA	Nadhiya. S.
55	SAMEERA. M	II BCA	M Sameera.
56	SANGAVI. S	II BCA	S. Sangavi
57	SHAIEEN BANU. G	II BCA	G. Shaieen Banu
58	KAVIYA. S	II BCA	S. Kaviya
59	LATHIFUNISA. H	II BCA	Lathi H
60	THASLEEM FIRDOSE. L	II BIOTECH	L. Thasle Firdos
61	UMA MAGESWARI. P	II BIOTECH	P. uma
62	YUVASHREE. K	II BIOTECH	K. Yuvashree
63	PAVITHRA. V	II BIOTECH	V. Pavithra
64	NAZIRA. N SULTHANA. N	II BIOTECH	N. Nazira Sulthana
65	NIROSHA. T	II BIOTECH	T. Nirosha
66	VIJAYALAKSHMI. S	II BIOTECH	S. Vijayalakshmi
67	FARHEEN. Y	II MATHS	Y. Farheen.

@. Kathy
HOD 9/1/23

Mrs. M. KATHY, M.Sc., NET.,
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M.M.E.S. WOMEN'S ARTS & SCIENCE COLLEGE,
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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Attendance
Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
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HAKEEM NAGAR,MELVISHARAM
RANIPET DISTRICT - 632509
ATTENDANCE SHEET - 2022-2023

COURSE NAME : CERTIFICATE IN BAKERY & CONFECTIONARY

COURSE CODE : VABC27

S.NO	NAM OF THE STUDENTS	3.1.2023	4.1.2023	5.1.2023	6.1.2023	7.1.2023	9.1.2023
1	JANANI. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
2	LOKESHWARI. M	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
3	MONIKA. D	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
4	NAVEEDA SAMEEN. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
5	SABEEYA DOULATH. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
6	AAFREEN. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
7	DURGA DEVI. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
8	KEERTHANA. V, R	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
9	MYVISHA. B	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
10	NASREEN MOUFIKA. F	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
11	SANDHIYA. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
12	THABASUM FIRDOSE. L	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
13	LOGESHWARI. S	X X X X X	X X X X a	a a a a a	a a a a a	a a a a a	a X X X X
14	NIDHA TASKEEN	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
15	SHAKILA. M	X X X X X	X X X X a	a a a a a	a a a a a	a a a a a	X X X X X
16	VALARMATHI. K	X X X X X	a a a a a	X X X X X	X X X X X	X X X X X	X X X X X
17	ALIYA THABASSUM. M	X X X X X	X X X X X	a a a a a	a a a a a	X X X X X	X X X X X
18	AYESHA SULTANA. K	X X X X X	X X X X X	a a a a a	a a a a a	X X X X X	X X X X X
19	ADEEBA SAMREEN. S	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
20	ANNAI SATHYA. G	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
21	GAYATHRI. D	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
22	MAGALAKSHMI. T	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X
23	NADHIYA. V	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Attendance
Year: 2022-2023

24	SHARMILA. V	X	X	x	x	X	X	x	X	x	x	X	X	X	X	X	X	x	X	X	X	X	X	X	X	x	X	X	x	X	X	x	X
25	SANDHIYA. J	x	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X
26	VAISHNAVI. P	x	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x
27	VENMATHI. K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	DHANALAKSHMI. R	x	X	X	X	X	X	x	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X
29	JOTHY. M	x	X	X	X	X	X	x	x	X	X	x	X	X	X	X	X	x	X	X	X	x	X	X	X	x	X	x	x	X	x	x	X
30	NOOR THASEEN. R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x	X
31	THAHIRA. N	x	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	SUPRAJA. R	x	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	SHAMALA DEVI. A.C	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X
34	YOGA PRIYA. R	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X
35	VISHALINI. S	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	x	x	X	X	X	x	X	X	X	X	X	x
36	JEEVA. P	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	x	X	X	x	X	X	X
37	SRILEKHA. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X
38	SASAMA SUNDERI. S	x	X	X	X	X	x	x	X	X	X	X	x	x	X	a	a	a	a	a	X	X	x	X	X	X	X	X	X	X	X	X	X
39	VINOTHINI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X
40	DHIVYA. S	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X
41	RITIKA. S	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	YUVASRI. C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	x	X	X	X
43	JOHNCY PRIYA. G	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X
44	MOHANAPRIYA. R	X	X	X	X	X	X	X	X	X	a	a	a	a	a	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	x	X	X
45	KUSHI. P	X	X	X	X	X	X	X	X	X	X	a	a	a	a	a	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	x	X
46	SHAHISTA BEGUM. N	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X
47	ROSHINI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x	X	X	X	X	X	X	X
48	RITHISRI. S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	x	X	X	X	x	X	X	X	X
49	SALMA AYESHA BEE. N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	x	X	X
50	PATHIMITHRA. V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X
51	RAMIZA. A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	X	X
52	SHEERIN. N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x	X	X
53	NAZIYA. B	X	X	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x	X	x	X

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Attendance
Year: 2022-2023

54	NADHIYA. S
55	SAMEERA. M
56	SANGAVI. S
57	SHAIEEN BANU. G
58	KAVIYA. S
59	LATHIFUNISA. H
60	THASLEEM FIRDOSE. L
61	UMA MAGESWARI. P
62	YUVASHREE. K
63	PAVITHRA. V
64	NAZIRA. N
65	NIROSHA. T
66	VIJAYALAKSHMI. S
67	FARHEEN. Y
	Staff Initial

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Work Diary
1.2 Academic Flexibility	Year: 2022-2023

CERTIFICATE IN BAKERY & CONFECTIONARY
WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
3/1/23		5	II	Bakery	Staff: Mrs. Fathima Thasbin. ✓ Introduction of bakery- definition, principles, types of baked and confectionary products. Major and minor equipment- required to start a small bakery unit. Oven & baking: knowledge and working of various types of Oven. Hygiene and Sanitation in baking establishment.	Professional Baking by Wayne Gisslen
4/1/23		5	II	Bakery	Principles and Methods involved in the preparation of Bread, faults and remedies. Major and minor ingredients - types, role in bakery.	Bakery & Confectionery by Ashok Kumar
5/1/23		5	II	Bakery	Staff: Ms. Nusra Sulthana Principles and Methods involved in the preparation of Cake, types of Cake. faults and remedies in baked Cakes. Types of icing and pastry making. Major and minor ingredients - types, role in bakery.	John Kingslee Bakery and Confectionery
6/1/23		5	II	Bakery	Principles involved in cookies preparation, methods for mixing	

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility
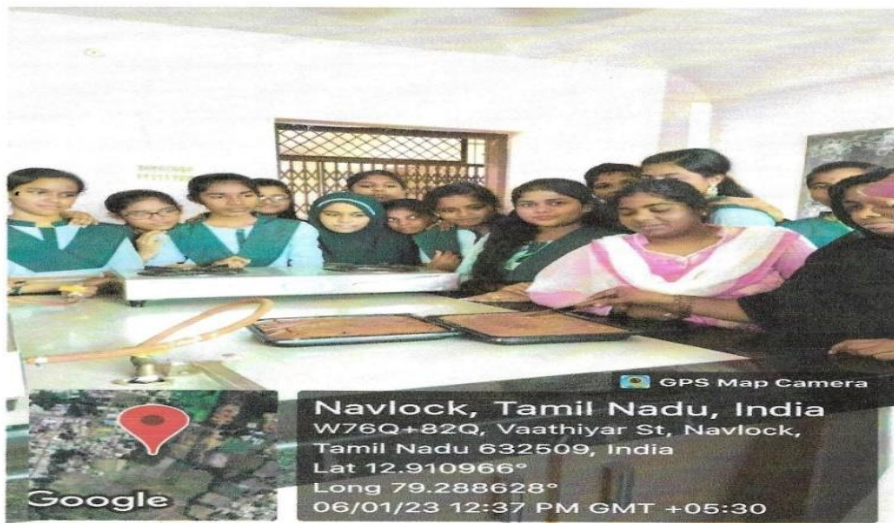
1.2.1 Bakery & confectionery Photos
Year: 2022-2023

VALUE ADDED COURSE- BAKERY PRACTICALS

STUDENTS PREPARED BISCUITS

CAKE PREPARED AND DISPLAYED

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Answer Script
1.2 Academic Flexibility	Year: 2022-2023

S. Ayesha Siddia

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HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
VALUE ADDED COURSE TEST- 2021-2022 YEAR

SUB CODE: VABC27 **SUB NAME:** Bakery and confectionary

TIME: 1 HOUR **MAX MARKS:** 25 MARKS

SCORE MARKS	25
	25

I. Choose the best answer – Answer all the Questions: (1×25= Marks)

1. There are conduction & convection ovens. Convection ovens....
   - (a) Reach a higher temperature
   - (b) Have a fan that circulates air around the food ✓
   - (c) Require you to change the rack halfway through
   - (d) Are no different than conduction

2. Baking is a _____ cooking method
   - (a) Mois
   - (b) Dry ✓
   - (c) Both a and b
   - (d) None of the above

3. Main purpose of fats in baking.....
   - (a) Gives texture ✓
   - (b) Binds ingredients together
   - (c) Controls yeast growth
   - (d) Adds calories

4. In Yeast Breads, which ingredient is food for the yeast to grow?
   - (a) Sugar ✓
   - (b) Salt
   - (c) Flour
   - (d) Egg

5. What is the purpose of liquids in baked goods?
   - (a) To activate and help develop the gluten in the dough
   - (b) To bind ingredients together ✓
   - (c) Food for yeast
   - (d) Control yeast growth

6. One stick of butter is equal to
   - (a) 1/4 cup
   - (b) 1/2 cup ✓
   - (c) 3/4 cup
   - (d) 1 cup

7. "Cutting In" means
   - (a) Cutting dough with a bench scraper
   - (b) Vigorously combining softened fat and sugar until smooth
   - (c) Mixing solid fat with dry ingredients until small lumps remain ✓
   - (d) Working dough by hand to develop gluten

8. A food processor that can speed some preparation steps by chopping, grinding and mixing.
   - (a) mixing spoons
   - (b) Electric mixer ✓
   - (c) bread machine
   - (d) None Of The Above

9. This is used to remove cookies from baking sheets or bars from pans. One with a short, wide blade works best.
   - (a) Rolling pin cover ✓
   - (b) pancake turner
   - (c) wire whisk
   - (d) None of the above

10. What is the ingredient that helps products rise?
    - (a) Flour
    - (b) Fat
    - (b) Sugar
    - (d) Leavening Agent ✓

11. How are chiffon cakes different from unshortened cakes?
    - (a) Have a tender moist
    - (b) Rely on egg whites and steam for leaving ✓
    - (c) Cling to the sides of the pan when done
    - (d) Contain fat

12. Brownies are a type of
    - (a) Pudding
    - (b) Syrup
    - (c) Cake ✓

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Answer Script
Year: 2022-2023

13. Which of the following milk can from the basis of a caramel sauce?
    (a) Buttermilk
    (b) Powdered milk
    (c) Condensed milk
    (d) Evaporated milk

14. One popular traditional cake is
    (a) Birthday cake
    (b) Wedding cak
    (c) Christmas cake
    (d) All the above

15. To produce a more chewy cookie_____ increase the amount of_____ in the cookie dough.
    (a) Sugar
    (b) Sugar, moisture eggs
    (c) Fat and moisture
    (d) Fat and sugar

16. This icing in its basic form is made by mixing together butter and icing sugar or powder with flavorings added. It is often used for cake fillings and cupcakes. Which type of icing is being described?
    (a) Butter cream
    (b) Royal Icing
    (c) Fondant
    (d) Pastillage

17. What kitchen implement is preferred when applying a creamy icing mixture to a cake, to either completely cover it or to fill between layers?
    (a) Spoon
    (b) Spatula
    (c) Spade
    (d) Fork

18. What ingredients are combined to create a simple butter cream?
    (a) Butter, powdered sugar, and flavoring
    (b) Butter, solid shortening, powdered sugar, egg whites, and flavoring
    (c) Solid shortening, powdered sugar, and flavoring
    (d) Solid shortening, powdered sugar, and milk

19. Which is the MOST appropriate icing for a dense cake?
    (a) Fudge type icing
    (b) Italian butter cream
    (c) Swiss butter cream
    (d) Whipped cream

20. Which cake has the lowest saturated fat content?
    (a) Chiffon
    (b) Chocolate
    (c) Pineapple upside down
    (d) Pound

21. Swiss style butter cream is a combination of:
    (a) Beaten egg yolks, Swiss meringue, and butter
    (b) Butter, shortening, and fondant
    (c) Butter, shortening, and fondant
    (d) Swiss meringue and butter

22. Which of the following is not a type of puff pastry?
    (a) Quarter puff
    (b) Half puff
    (c) Third- quarter puff
    (d) Full puff

23. Puff pastry is not used for the following:
    (a) Vol-au-vents
    (b) Profiteroles
    (c) Bouchées
    (d) Palmiers

24. Which of the following creams should be boiled?
    (a) Pastry cream
    (b) Chantilly cream
    (c) English custard
    (d) Crème brulée

25. The Biscuits shelf life is
    (a) 6-12 months
    (b) 1 week
    (c) 2 week- 3 months
    (d) 4-6 months

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Mark List
1.2 Academic Flexibility	Year: 2022-2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
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Serkkadu, Vellore District – 632115

STUDENTS MARK LIST

Course Name	CERTIFICATE IN BAKERY & CONFECTIONARY
Course Code	VABC27

S.No	Name of the Student	MARKS
1	JANANI. S	20
2	LOKESHWARI. M	22
3	MONIKA. D	23
4	NAVEEDA SAMEEN. S	24
5	SABEEYA DOULATH. S	22
6	AAFREEN. S	22
7	DURGA DEVI. S	22
8	KEERTHANA. V. R	20
9	MYVISHA. B	21
10	NASREEN MOUFIKA. F	22
11	SANDHIYA. S	20
12	THABASUM FIRDOSE. L	20
13	LOGESHWARI. S	20
14	NIDHA TASKEEN	18
15	SHAKILA. M	17
16	VALARMATHI. K	15
17	ALIYA THABASSUM. M	14
18	AYESHA SULTANA. K	12
19	ADEEBA SAMREEN. S	8
20	ANNAI SATHYA. G	15
21	GAYATHRI. D	18
22	MAGALAKSHMI. T	20
23	NADHIYA. V	21

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Mark List
Year: 2022-2023

24	SHARMILA. V	22
25	SANDHIYA. J	24
26	VAISHNAVI. P	22
27	VENMATHI. K	20
28	DHANALAKSHMI. R	20
29	JOTHY. M	22
30	NOOR THASEEN. R	20
31	THAHIRA. N	18
32	SUPRAJA. R	19
33	SHAMALA DEVI. A.C	20
34	YOGA PRIYA. R	21
35	VISHALINI. S	22
36	JEEVA. P	23
37	SRILEKHA. S	24
38	SASAMA SUNDERI. S	20
39	VINOTHINI. S	22
40	DHIVYA. S	20
41	RITIKA. S	18
42	YUVASRI. C	17
43	JOHNCY PRIYA. G	15
44	MOHANAPRIYA. R	14
45	KUSHI. P	13
46	SHAHISTA BEGUM. N	12
47	ROSHINI. S	15
48	RITHISRI. S	18
49	SALMA AYESHA BEE. N	19
50	PATHIMITHRA. V	20
51	RAMIZA. A	22
52	SHEERIN. N	23
53	NAZIYA. B	25
54	NADHIYA. S	22

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Mark List
1.2 Academic Flexibility	Year: 2022-2023

55	SAMEERA. M	24
56	SANGAVI. S	23
57	SHAIEEN BANU. G	23
58	KAVIYA. S	20
59	LATHIFUNISA. H	20
60	THASLEEM FIRDOSE. L	21
61	UMA MAGESWARI. P	18
62	YUVASHREE. K	18
63	PAVITHRA. V	20
64	NAZIRA. N	21
65	NIROSHA. T	22
66	VIJAYALAKSHMI. S	23
67	FARHEEN. Y	24

SIGNATURE OF THE STAFF

PRINCIPAL
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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Bakery & confectionery Work Diary
Year: 2022-2023

WORK DIARY

Date	Day order	Hrs	Class	Subject	Topics Covered	Books Referred
					Cookies types. difference between biscuits and cookies, faults & remedies in baked biscuits and Cookies. Staff :Mrs.Rathy. M	
7/1/23	II	5	II	Bakery	Introduction to Confectionary work. Study of Sugar boiled Confectionery like amorphous Confectionary & crystalline Confectionery. Introductions to the basic tools used. Role of flour, Sugar, Shortening & egg. knowledge of different sauces used in Confectionery	Bakery and Confectionery by Yogambal
9/1/23	II				Practical: Breads Cakes Cookies Chocolates & candies	

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NAAC – SSR CYCLE -I	1.2.1 Bakery & confectionery Feed Back
1.2 Academic Flexibility	Year: 2022-2023

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E. mail: mmeswc@yahoo.in website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: Nidha Taskeen. A.

Course Name : Certificate in Bakery & Confectionery

Course Code : VABC2Y

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

   Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

3. The learning experience you had in this course was

   Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

4. Please rate the course faculties

   Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

   Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

6. Please rate the relevance of the course

   High ☐   Average ☑   Low ☐

7. Please rate the usefulness of the course

   High ☐   Average ☑   Low ☐

Suggestions if any:

Nidha Taskeen. A
Signature of the student

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NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

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HAKEEM NAGAR MELVISHARAM – 632 509

VALUE ADDED COURSES

Course Name	BASIC ARABIC LEARNING
Course code	VABA24A
Duration	30 HRS

L	T	P	C
30	-		1

About the course:

This programme aims at acquainting the beginners with essential rudiments of the Arabic language, and gradually and systemically inculcates in them an ability to speak, write and read the language with a certain degree of accuracy and confidence.

Course objectives:

After completion of the course students will be able

- ❖ To read in Arabic without Harakah
- ❖ To identify the carry opportunities related to technology

Course content:

Module 1 : Attributes of Salah , method of wudu, meaning of surah fathiha, meaning of surah naas, meaning of surah falaq

Module 2: Durusul lugahathul arabiyya from lesson-1 to lesson-10

Module 3: Letters of Arabic Alphabet, vowel system of Arabic, the numbers in Arabic, fruits name in Arabic, adjectives in Arabic

Module 4: Pronouns, demonstratives, prepositions, interrogatives, basic Arabic expressions, greetings in Arabic

Module 5: Direction to be following Arabic letters, notations that give rise to sounds, doubled notations and the sounds they raise

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NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Syllabus
1.2 Academic Flexibility	Year: 2022- 2023

Reference:

1. Salat for girls by author- bakhtiar sherwani
2. Durusul lughathul arabiyah by Author – Dr.Abdur rahim
3. Easy steps to functional Arabic by Author- Dr.s.k.Bahmani
4. Read and write Arabic by Author – Dr .s. Abdul maliq

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NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Enrollment List
1.2 Academic Flexibility	Year: 2022- 2023

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Phone 04172 266167, 266463

STUDENTS ENROLMENT DETAIL

Course Name	Basic Arabic learning
Course Code	VABA24

S.No	Name of the Student	Department	Signature
1.	Adeeba badar . S	BCA	
2.	Asfiya banu . A	BCA	A. Asfiya B
3.	Farisha Amreen. S	BCA	
4.	Fathima Mushmira. c	BCA	C Fathima Mushmira
5.	Farhath musskan	BCA	A-farhath
6.	Khatijatul kubra. P. A	BCA	
7.	Libnaze. U	BCA	Libnaze. U
8.	Malin bee. B	BCA	B. Malinbee.
9.	Rabiya basree	BCA	Rabiya Basree.
10.	Sameema tabassum. s	BCA	sameena.
11.	Saleequa suman. Gi	BCA	Saleeqa Suman.
12.	sheema sadaf. s	BCA	sheema
13.	Sumaiya tabassum. S	BCA.	Sumaiya
14.	Musfira Fathima . A	BSC (cs)	A. Musfira Fathima
15.	Umme Athiya . M. K	BSC (E8)	Athiya
16.	sumaiya praveen. M. J	BSC (cs)	Suma Parveen m.j
17.	Parveen simnash	BSC (cs)	parveen Sidf
18.	Noorarfiya Fathima . R	BSC (cs)	
19.	Aamina Farhath. W. J. S	BSC(cs).	Aw feplulk.

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NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Attendance
1.2 Academic Flexibility	Year: 2022- 2023

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HAKEEM NAGAR,MELVISHARAM

RANIPET DISTRICT - 632509

ATTENDANCE SHEET - 20:.022-2023

COURSE NAME :BASIC ARABIC LEARNING   COURSE CODE : VABA24

S.NO	NAME OF THE STUDENTS	3.01.2023						4.01.2023						5.01.2023						6.01.2023						7.01.2023						9.01.2023					
1	ADEEBA BADDARS .S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	ASFIYA BANU .A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	FARISHA AMREEN .S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	FATHIMA MUSHMIRA .C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	FARATH MUSKAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a	a	a	a	a	a	a	a	a	a	a	X	X	X	X	X	X	X	X
6	KATHIJATHUL KUBRA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	LIBNAZE U	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	MALIN BEE .B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	RABIYA BASREE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	SAMEENA THABASSUM S	X	X	X	X	X	X	a	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	SALEEQUA SUMAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	SHEEMA SADAF	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	SUMAIYA TABASSUM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	MUSFIRA FATHIMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	UMME ATHIYA .M.K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	SUMAIYA PARVEEN M.J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	X	X	X	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	PARVEEN SIMNASH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	NOORANIYA FATHIMA .R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	AAMINA FARHATH W.J.S	a	a	a	a	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	Staff Initial																																			

HOD

**Head
Department of Arabic
M.M.E.S. Women's
Art's and Science College
Melvisharam - 632 509**

PRINCIPAL

**Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College,
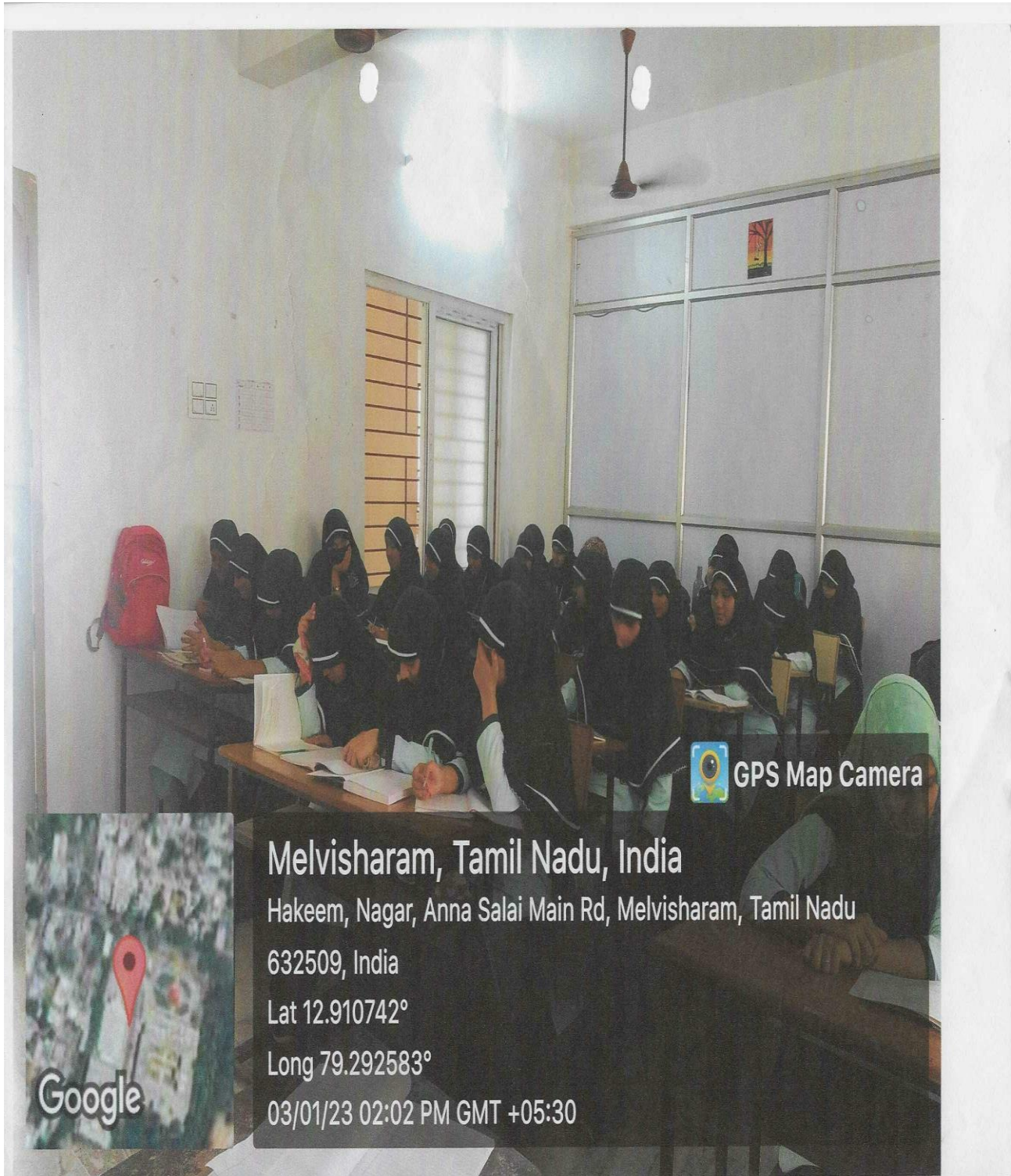Melvisharam - 632 509.**

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Photos
1.2 Academic Flexibility	Year: 2022- 2023

Melvisharam, Tamil Nadu, India

Hakeem, Nagar, Anna Salai Main Rd, Melvisharam, Tamil Nadu 632509, India

Lat 12.910742°

Long 79.292583°

03/01/23 02:02 PM GMT +05:30

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Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Basic Arabic Learning Answer Script
Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
(Affiliated to Thiruvalluvar University)
HAKEEM NAGAR - MELVISHARAM- 632 509
Walaja Taluk, Arcot Block Phone:04172 266167, 266463
Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

COURSE   NAME: NEW BASIC ARABIC LEARNING
COURSE CODE: VABA24

MARKS : 25
TIME :30 min

FAISHA AMREEN.S
BCA
24/25

1.Arabic word for Teacher is
a.Ustadh   b. Ajnabi   c.iradah

2.journey arabic is called
a.safar   b.sukun   c. sukkar

3.Tea is arabic is called
a.shair   b.shai   c.sharab

4.Building in arabic is called
a.imarah   b.bana   c.yab

5.Qahwah in arabic is
a.coffee   b.writer   c.dress

5.what is mean by "Fi amanillah"
a.welcome   b.thank you   c.good bye

6.what is mean by "salah"
a.zakath   b.sadqah   c.Namaz

7.How to start "Ablution"
a.leg   b.hand   c.face

8.what is mean by "Al Qalam"
a.pencil   b.pen   c.sharpner

9.
a.Hisanun   b.inabun   c.baqaratun

10.   a.hadeeqatun   b.baitun   c.masjidun

11.   a.sayyaratun   b.darrajatun   c.qitarun

12.what is the plural of "masjid"
a.al masajid   b.masajidun   c.masjiduna

12.match the following

Head
Department of Arabic
M.M.E.S. W......'s
Art's and Science College,
M.....isharar   632 509

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Basic Arabic Learning Answer Script
Year: 2022- 2023

c.alfeelu - sareeun

13.what is the opposite of "fakheerun"

a.taajirun   b.ghaniyyun   c.mareezun

14.what is the Reply of "salam"

a.walaikummussalam   b.walaikum assalam

c.walaikum assalam warahmatullahi wabarakatuhu

15.Fill in the blanks:

Alqalamu_____ a.qadeemun   b.bintun   c.rajulun

16.What is the last prayer of the day

a.maghrib   b.asar   c.Isha

17.what is the singular of "awladun"

a.rajulun   b.waladun   c.bintun

18.   a.sayyaratun   b.sa'atun   c.qalamun

19.   a.tabeebun   b.muhandisun   c.mareezun

20.what is the meaning of "dog" in arabic

a.qhittun   b.kalbun   c.deekun

21.ما هذا؟.   a.وردة   b.نمير   c.بيت

22   a. _____ هذا.b.هذه c.هذان   رجل

23.First arabic alphabet is

a.Alif   b.yaa   c.hamza

24.A Book in Arabic is called

a.katab   b.al kitab   c.kitab

25.Opposite of "Al jadeed"

a.old   b.new   c.big

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Basic Arabic Learning Answer Script
Year: 2022- 2023

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
(Affiliated to Thiruvalluvar University)
HAKEEM NAGAR - MELVISHARAM- 632 509
Walaja Taluk, Arcot Block Phone:04172 266167, 266463
Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

COURSE NAME: BASIC ARABIC LEARNING   MARKS : 25
COURSE CODE: VABA24   TIME :30 min

KAthijathul kubra A.P
BCA
15/25

1.Arabic word for Teacher is
a.Ustadh   b. Ajnabi   c.iradah

2.journey arabic is called
a.safar   b.sukun   c. sukkar

3.Tea is arabic is called
a.shair   b.shai   c.sharab

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a.imarah   b.bana   c.yab

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a.coffee   b.writer   c.dress

5.what is mean by "Fi amanillah"
a.welcome   b.thank you   c.good bye

6.what is mean by "salah"
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a.leg   b.hand   c.face

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a.pencil   b.pen   c.sharpner

9.
.   a.Hisanun   b.inabun   c.baqaratun

10.   a.hadeeqatun   b.baitun   c.masjidun

11.   a.sayyaratun   b.darrajatun   c.qitarun

12.what is the plural of "masjid"
a.al masajid   b.masajidun   c.masjiduna

12.match the following
a.aljamalu   - kabeerun
b.alhisanu   - taweelun

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Basic Arabic Learning Answer Script
Year: 2022- 2023

c.alfeelu - sareeun

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21.ما هذا؟   a. وردة   b. نمير   c.بيت

22   a. _____   b.هذا c.هذه d.هذان   رجل

23.First arabic alphabet is

a.Alif   b.yaa   c.hamza

24.A Book in Arabic is called

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25.Opposite of "Al jadeed"

a.old   b.new   c.big

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NAAC – SSR CYCLE -I	**1.2.1 Basic Arabic Learning Mark List**
1.2 Academic Flexibility	**Year: 2022- 2023**

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
DEPARTMENT OF ARABIC

VALUE ADDED COURSE- 2022-2023

ORGANISATIONS CERTIFICATE IN ARABIC LANGUAGE VAAL38

S.NO	Name of the Student	Department	MARKS
1	ADEEBA BADAR .S	BCA	18
2	ASFIYA BANU .A	BCA	16
3	FARISHA AMREEN .S	BCA	24
4	FATHIMA MUSHMIRA .C	BCA	18
5	FARATH MUSSKAN	BCA	17
6	KATHIJATHUL KUBRBRA .P.A	BCA	15
7	LIBNAZE .U	BCA	18
8	MALIN BEE .B	BCA	20
9	RABIYA BASREE	BCA	21
10	SAMEENA TABASSUM .S	BCA	22
11	SALEEQUA SUMAN .G	BCA	23
12	SHEEMA SADAF .S	BCA	18
13	SUMAIYA TABASSUM .S	BCA	19
14	MUSFIRA FATHIMA .A	BSC(CS)	18
15	UMME ATHIYA.M.K	BSC(CS)	16
16	SUMAIYA PARVEEN .M.J	BSC(CS)	17
17	PARVEEN SIMNASH	BSC(CS)	20
18	NOORNIYA FATHIMA .R	BSC(CS)	21
19	AAMINA FARHATH W.J.S	BSC(CS)	22

HOD

PRINCIPAL

Head
Department of Arabic
M.M.E.S. Women's
Art's and Science College.
Melvisharam - 632 509

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

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NAAC – SSR CYCLE -I
1.2 Academic Flexibility

1.2.1 Basic Arabic Learning Lesson Plan
Year: 2022- 2023

III year

Class : Value added course LESSON PLAN				Semester :	
SUBJECT : Funcational Arabic					
Sl. No.	Proposed Date/Week	Unit	Topics to be covered		Book referred
1.		1.	preposition		حرف الجر
			Examples written form		
2.		2.	pronouns		
			The personal pronouns		
			personal pronoun (written forms)		ضمائر اللغة
			personal pronoun (spoken form)		العربية
			The personal pronominal		
			suffixes.		
3.		3.	DEMONSTRATIVE		
			noden sentence		ضمائر اللغة
			Relative pronouns		العربية
			الاسم الموصول		
4.		4.	Basic Arabic Expressions		
			characteristic of noun,Gender		ضمائر اللغة
			singular , Dual or plural		العربية
			Adjective the phrase Adjective		
			Phrase ,possessive , prefix		
			suffix prohibition , greetings		
5.		5.	INTEROGATIVE written		الاسم والفعل
			form Defnation		
			الفعل والحروف		

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NAAC – SSR CYCLE -I	**1.2.1 Basic Arabic Learning Feed Back**
1.2 Academic Flexibility	**Year: 2022- 2023**

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: FASIHA AMREEN.S
Course Name : BASIC ARABIC LEARNING
Course Code : VABA-24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☐   Good ☑   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

5. How would you rate the overall course content

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

6. Please rate the relevance of the course

High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any :
I want to learn about hadees.

Signature of the student

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Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632115
E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: ADEEBA BADAR.S
Course Name : BASIC ARABIC LEARNING
Course Code : VABA-24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

    Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

2. To what level did the course expose you to new knowledge & practices

    Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

3. The learning experience you had in this course was

    Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

4. Please rate the course faculties

    Excellent [✓]   Very Good [ ]   Good [ ]   Average [ ]   Below average [ ]

5. How would you rate the overall course content

    Excellent [ ]   Very Good [✓]   Good [ ]   Average [ ]   Below average [ ]

6. Please rate the relevance of the course

    High [✓]   Average [ ]   Low [ ]

7. Please rate the usefulness of the course

    High [✓]   Average [ ]   Low [ ]

Suggestions if any : We want to more Knowledge about quran. Translation

A Badar
Signature of the student

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University
Hakeem Nagar, Melvisharam, Ranipet -632509

NAAC – SSR CYCLE -I	1.2.1 Basic Arabic Learning Feed Back
1.2 Academic Flexibility	Year: 2022- 2023

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
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E. mail: mmeswc@yahoo.in   website :www.mmeswc.edu.in
Phone 04172 266167, 266463

STUDENTS FEEDBACK FORM FOR VALUE ADDED COURSE

Name of the Student: FATHIMA MUSHMIRA.C
Course Name : BASIC ARABIC LEARNING
Course Code : VABA-24

Dear Student,

You are required to give your feedback on the following aspects. Please circle your response.

1. To what degree did the course content meet your expectations

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

2. To what level did the course expose you to new knowledge & practices

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

3. The learning experience you had in this course was

Excellent ☑   Very Good ☐   Good ☐   Average ☐   Below average ☐

4. Please rate the course faculties

Excellent ☐   Very Good ☑   Good ☐   Average ☐   Below average ☐

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6. Please rate the relevance of the course

High ☑   Average ☐   Low ☐

7. Please rate the usefulness of the course

High ☑   Average ☐   Low ☐

Suggestions if any : Try to give us arabic handwriting Practice.

Signature of the student