



ST. JOHN'S COLLEGE OF ARTS & SCIENCE

(Accredited with B++ by NAAC & Approved by UGC under section 2(f) & 12(B) status)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

(A Christian Minority Institution)

St. John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu, South India. Visit us at : www.stjohnskk.ac.in



Ph : 04651 200013 | E-mail : Off. : stjcas@gmail.com | e-mail Per. : desappanvy@gmail.com | Mob. 6282239186

1.2.3 Addon Courses/Certificate Courses Offered During 2023-2024

Syllabus for the Certificate course on "Maintenance of Electrical Home Appliances" (2023-2024) Odd Semester

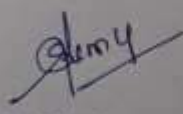
Unit: I- Basic safety measures: Fires in electrical Circuits & Precautions ; Treat a person for electric shock/ injury, Protective clothing: leather or asbestos gloves, flame proof aprons; proper handling of tools; safe lifting and carrying practices.

Unit: II- Basic ideas on Electrical Measuring Instruments: Multimeter (Digital/ Analog), Energy meter (Digital/analog), Insulation Tester (Megger), Earth tester, Ammeter, voltmeter, Different types of switches, fuse, thermostat, heating elements, registers, conductors, insulators, capacitors, wires and cables (for up to 15 amp) symbol of various components.

Unit: III- Demonstration of Magnetic and thermal Appliances: Heating Appliances –type, Working Principle, Uses; Magnetic Appliances- Type, working principle, uses.

Unit: IV- Maintenance and Repair: Replacement of coil, insulators, thermostat etc. for the following: (a) Repair & maintenance of room heater. (b) Repair & maintenance of electric iron. (c) Repair & maintenance of electric stove (Induction), electric kettle. (d) Repair & maintenance of ceiling and table fan. (e) Repair & maintenance of domestic pump motor. (f) Repair & maintenance of water cooler (g) Repair & maintenance of washing machine.

Unit: V- Assemble of Some Appliances: Assemble battery charger circuit used in inverter with protection circuit. Assemble Online/Offline UPS & its measurements. Test, faultfinding & repair of given power supply.


**Head of the Department of Physics
St. John's College of Arts & Science
Ammandivilai - 629 204**

ST. JOHN'S COLLEGE OF DISTANCE EDUCATION																													
DEPARTMENT OF PHYSICS																													
MARKING OF THEORY AND PRACTICE EXAMINATIONS																													
S.NO	NAME OF STUDENT			5/1/24	29/1/24	12/2/24	26/2/24	9/3/24	16/3/24	30/3/24	7/10/24	14/10/24																	
	1a	2a	3a	4a	5a	6a	1a	2a	3a	4a	5a	6a	1a	2a	3a	4a	5a	6a	1a	2a	3a	4a	5a	6a					
1	ANAND K.J			0	0	0	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
2	ANANT J			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
3	ANANTHIA M			/	/	/	/	/	0	0	0	/	/	/	/	/	/	/	/	/	/	/	/	/					
4	ARUN M			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
5	ARUNAN KUTTY			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
6	ARUN K.S			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
7	ARUNA CHANDR			/	/	/	/	/	/	/	/	/	0	0	0	0	/	/	/	/	/	/	/	/					
8	ARUN			/	/	/	/	/	/	/	/	/	0	0	0	/	/	/	/	/	/	/	/	/					
9	ARUN KUTTY			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
10	ARUN K			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
11	ARUN M			0	0	0	/	/	/	/	/	/	/	/	/	/	0	0	0	/	/	/	/	/					
12	ARUN KUTTY			/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
13	ARUN K			/	/	/	/	0	0	0	/	/	/	/	/	/	/	/	/	/	/	/	/	/					

Arjun

Head of the Department of
St. John's College of Arts & S
Ammandivilai - 629 20

St. John's College of Arts and Science, Ammandivilai

Department of Physics

Certificate Course Report

Odd Semester (2023-2024)

Department of Physics organized a certificate course on "Maintenance of Electrical and Home appliances" to enhance the student capability of self-employment in the field of maintenance and repairing of home appliances. The duration of the program was about 30 hrs. The course includes assembling of home appliances, components used in the gadgets, Layout of tools, equipment and instructions for winding shop, testing of the winding /coils, troubleshooting, testing of motor etc. Students should be able to troubleshoot and repair the given appliances at the end of the course to avail the certificate.



Head of the Department of Physics
St. John's College of Arts & Science
Ammandivilai - 629 204

Syllabus for the Certificate course on " Mobile Servicing" (2023-2024)

Unit I

Introduction to mobile phones, Generations of mobile phones, Basic electronics components.

Unit II

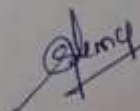
Handset Specific operating systems, Handset features & applications, working principle of mobile handset & Components used in mobile handsets.

Unit III

Tools & equipment used for repairing & maintenance of mobile handsets, types of batteries, troubleshooting basics.

Unit IV

Handsets assembly& disassembly, IC's, Basics of Computer, Installation of software, Flashing, PC based diagnostic tools, mobile sets formatting, used of secret codes.



Head of the Department of Physics
St. John's College of Arts & Science
Ammandivilai - 623 204

ST. JOHN'S COLLEGE ARTS & SOCIAL SCIENCES																																								
STUDENT WORKBOOK																																								
RECORDING OF STUDENT WORK																																								
DATE	25/1/24				26/1/24				27/1/24				28/1/24				29/1/24				30/1/24				31/1/24				1/2/24				2/2/24				3/2/24			
1. NAME																																								
2. ROLL NO.																																								
3. CLASS																																								
4. SECTION																																								
5. SUBJECT																																								
6. TOPIC																																								
7. DATE OF SUBMISSION																																								
8. MARKS																																								
9. COMMENTS																																								
10. SIGNATURE																																								
11. DATE																																								
12. PAGE NO.																																								
13. TOTAL MARKS																																								
14. DATE OF REVIEW																																								
15. REVIEWER'S NAME																																								
16. REVIEWER'S SIGNATURE																																								
17. REVIEWER'S DATE																																								


 Head of the Department of the
 St. John's College of Arts & Soc
 Amravati - 431 004

St. John's College of Arts and Science, Ammandivilai

Department of Physics

Certificate Course Report

Even Semester (2023-2024)

Department of Physics organized a certificate course on "Mobile Servicing" to enhance the student capability of self-employment in the field of mobile phone repairing. The duration of the program was about 30 hrs. The course includes generations of mobile phones, components used in mobile handsets, installation of software, troubleshooting, PC based diagnostic tools, broken screens, battery issues etc. Students should be able to troubleshoot and repair the given mobile handset at the end of the course to avail the certificate.



Head of the Department of Physics
St. John's College of Arts & Science
Ammandivilai - 629 204

St.John's College Of Arts and Science,Ammandivilai

Department of Computer Science-2024

Syllabus For Certificate Course

UI/UX Design

Unit 1:Introduction to UX(User Experience) – User Centered Designed process

Unit 2:Conceptualization and ideation-User's Mental Model - Products
Designed on User's Mental Model

Unit 3:Confused Mental Models Products Designed on Confused Mental Model

Unit 4:UCD Process – 5 Distinct Phases

Unit 5:Methods of UX research - Qualitative/Quantitative- Data Gathering
Methods and Sources Expert Review



Head of the Department

UDUX Design (2023-2024)

UDUX Design (2023-2024)

[illegible]

Head of the Department
Department of Computer Science
St. John's College of Arts and Science
Ammandivilai 625204

St. John's College of Arts and Science

Ammandivilai

Department of Computer Science

Certificate course Report (2023-2024)

Department of Computer Science organized a learning program for the enhancement for the student community. In order to improve the skill of our students we offered a separate subject related certificate course **UI/UX Design**. Dated from 25th January 2024 to 19th April 2024. 61 students attended the course. They utilized to develop their skills.

Outcome:

After the completion of this course

- Learn the fundamentals of UI /UX Design.
- Learned about User-Centered Design.
- Learned about simple design tools


Head of the Department
Department of Computer Science
St. John's College of Arts and Science
Ammandivilai 629204.

St. John's College Of Arts and Science, Ammandivilai

Department of Computer Science-2024

Syllabus For Certificate Course

Artificial Intelligence and its impact

Unit 1: What is AI?- How AI work-AI terminology? Foundation of AI

-History of AI Intelligent Agent

Unit 2: Datasets- machine learning- Types

Unit 3: Introduction to Data Science- Application of Data Science

Unit 4: Searching-BFS-DFS- Problem in game playing

Unit 5: Introduction to Expert System-Basic and Structure of Expert System.

The Human Element in Expert System


Head of the Department

AI AND ITS IMPACT (2023-2024)

AI AND ITS IMPACT (2023-2024)

AI AND ITS IMPACT (2023-2024)

[illegible]

Head of the Department
Department of Computer Science
St. John's College of Arts and Science
Arumandivilai 625204.

St. John's College of Arts and Science
Ammādivilai
Department of Computer Science
Certificate course Report (2023-2024)

Department of Computer Science organized a learning program for the enhancement for the student community. In order to improve the skill of our students we offered a separate subject related certificate course **AI AND ITS IMPACT** Dated from 23rd July 2023 to 14th October 2023. 61 students attended the course. They utilized to develop their skills.

Outcome:

After the completion of this course

- Learn about Artificial Intelligence
- Learn about the applications of AI in real life
- Learned to smart appliances .



Head of the Department
Department of Computer Science
St. John's College of Arts and Science
Ammādivilai 629204.

St.John's College of Arts and Science, Ammandivilai
Department of Business Administration
Certificate Course in Digital Marketing 2023-24

Scheme and Syllabus

Module-I (10 hrs)

Fundamentals of Digital marketing & Its Significance, Traditional marketing Vs Digital Marketing, Evolution of Digital Marketing, Digital Marketing Landscape, Key Drivers, Digital Consumer & Communities, Gen Y & Netizen's expectation & influence wrt Digital Marketing.

Module-II (10 hrs)

The Digital users in India, Digital marketing Strategy- Consumer Decision journey, POEM Framework, Segmenting & Customizing messages, Digital advertising Market in India, Skills in Digital Marketing, Digital marketing Plan.

Module-III (10 hrs)

Terminology used in Digital Marketing, PPC and online marketing through social media, Social Media Marketing, SEO techniques, Keyword advertising, Google web-master and analytics overview, Affiliate Marketing, Email Marketing, Mobile Marketing

Suggested Books

- 1. Digital Marketing –Kamat and Kamat-Himalaya**
- 2. Marketing Strategies for Engaging the Digital Generation, D. Ryan,**
- 3. Digital Marketing, V. Ahuja, Oxford University Press**
- 4. Digital Marketing, S.Gupta, McGraw-Hill 5. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition**



Mrs.S.Asha Parvin
Head, BBA Department

Department of Business Administration Certificate Course - DIGITAL MARKETING 2023 - 2024

S.NO	NAME OF THE STUDENT	07/15/2023			07/22/2023			08/12/2023			08/24/2023			09/02/2023			09/09/2023			09/16/2023			09/30/2023			10/07/2023			10/14/2023		
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th
1	Aarthi T	/	/	/	/	/	/	/	a	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2	Abinеш Bejino J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3	Ajin T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	a	a	
4	Ajisha G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5	Alen A Hadson	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6	Angel A	/	/	/	a	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	a	a	a	/	/	/	/	/	/	/	
7	Annu Moll V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8	Anto Micheal Sam R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9	Arockia Divini S	/	/	/	/	/	/	/	/	a	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10	Ashik J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	a	a	/	/	/	/	/	/	/	/	/	/	
11	Ashik Thipu M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12	Ashin Kowsik J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13	Asin Kowshik A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
14	Asper Anisha A	/	/	/	/	/	/	/	/	/	/	/	a	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
15	Aswin S K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
16	Babin J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
17	Bebisha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
18	Brittia B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
19	Esther Rajathi	a	a	a	/	/	/	/	/	a	a	a	/	/	/	/	/	a	a	a	/	/	/	/	/	/	/	/	/	/	
20	Gladson	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
21	Herman Xavier A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
22	Hudsitha A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	a	a	/	/	/	/	
23	Ignatius Anton S	/	/	/</																											

St.John's College of Arts and Science, Ammandivilai
Department of Business Administration
Certificate Course in Digital Marketing 2023-24

Scheme and Syllabus

Module-I (10 hrs)

Fundamentals of Digital marketing & Its Significance, Traditional marketing Vs Digital Marketing, Evolution of Digital Marketing, Digital Marketing Landscape, Key Drivers, Digital Consumer & Communities, Gen Y & Netizen's expectation & influence wrt Digital Marketing.

Module-II (10 hrs)

The Digital users in India, Digital marketing Strategy- Consumer Decision journey, POEM Framework, Segmenting & Customizing messages, Digital advertising Market in India, Skills in Digital Marketing, Digital marketing Plan.

Module-III (10 hrs)

Terminology used in Digital Marketing, PPC and online marketing through social media, Social Media Marketing, SEO techniques, Keyword advertising, Google web-master and analytics overview, Affiliate Marketing, Email Marketing, Mobile Marketing

Suggested Books

- 1. Digital Marketing –Kamat and Kamat-Himalaya**
- 2. Marketing Strategies for Engaging the Digital Generation, D. Ryan,**
- 3. Digital Marketing, V. Ahuja, Oxford University Press**
- 4. Digital Marketing, S.Gupta, McGraw-Hill 5. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition**



Mrs.S.Asha Parvin
Head, BBA Department

St. John's College of Arts and Science, Ammandivilai

Department of Business Administration

Certificate Course Report – 2023-2024 – Odd Semester

Digital Marketing

The Department of Business Administration successfully conducted a certificate course on **Digital Marketing** for undergraduate students from **15th July 2023 to 14th October 2023**. This program aimed to equip students with essential skills and knowledge to thrive in the ever-evolving digital landscape. The course, tailored for aspiring marketers, was designed to bridge the gap between theoretical knowledge and practical applications in the field of digital marketing.

The curriculum covered a wide range of topics, including Search Engine Optimization (SEO), Social Media Marketing, Content Marketing, Email Campaigns, Analytics Tools, and Pay-Per-Click Advertising. Delivered through a mix of interactive lectures, case studies, hands-on workshops, and live projects, the course encouraged active student participation.

Guest speakers from industry-leading organizations were invited to provide insights into current trends and real-world challenges. Participants also had the opportunity to work on a capstone project, enabling them to develop and execute comprehensive digital marketing strategies.

The course concluded with an evaluation based on project submissions, quizzes, and practical assignments. 60 students successfully completed the program, gaining a valuable certification that enhances their employability in the competitive job market.

Course Outcome

1. Gained practical skills in digital marketing tools, including SEO, social media, and analytics.
2. Developed creative content strategies and data-driven decision-making abilities.
3. Built industry-readiness through hands-on projects and professional portfolio development.



S.Asha

Parvin Head, BBA

Department

St.John's College of Arts and Science, Ammandivilai

Department of Business Administration

Certificate Course in Introduction to Logistics Management 2023-24

Module 1: Introduction to Logistics Management (4 hours)

- **Definition and Scope of Logistics**
 - o What is logistics?
 - o History and evolution of logistics
 - o Role of logistics in supply chain management
- **Key Concepts in Logistics**
 - o Logistics vs. supply chain management
 - o Functions of logistics: transportation, warehousing, inventory management, etc.
- **Types of Logistics**
 - o Inbound, outbound, reverse, and third-party logistics (3PL)

Module 2: Logistics Network and Infrastructure (5 hours)

- **Transportation Management**
 - o Modes of transportation (road, rail, sea, air, and pipeline)
 - o Criteria for selecting transportation modes
 - o Freight forwarding and carrier management
- **Warehousing and Distribution**
 - o Types of warehouses (public, private, distribution centers)
 - o Warehouse layout and design
 - o Inventory management in warehouses
- **Logistics Technology**
 - o Role of technology in logistics (WMS, TMS, GPS, RFID)
 - o Introduction to logistics software solutions

Module 3: Supply Chain Management Integration (5 hours)

- **Relationship Between Logistics and Supply Chain Management**
 - End-to-end supply chain process
 - Inventory control and demand forecasting
- **Just-In-Time (JIT) and Lean Logistics**
 - Principles of JIT and lean in logistics
 - Reducing waste and improving efficiency in the supply chain
- **Global Logistics**
 - Challenges and opportunities in global logistics
 - Customs and international shipping regulations

Module 4: Inventory and Warehouse Management (5 hours)

- **Inventory Control Techniques**
 - Economic Order Quantity (EOQ), Reorder Point (ROP)
 - Safety stock and inventory turnover
- **Warehouse Management Systems (WMS)**
 - Key features and functions of WMS
 - Barcode scanning, RFID, and automated storage systems
- **Stock Picking and Packing Strategies**
 - Picking methods: single order, batch picking, zone picking
 - Packaging considerations in logistics

Module 5: Logistics Planning and Strategy (4 hours)

- **Logistics Network Design**
 - Designing efficient transportation and distribution networks
 - Location analysis and network optimization
- **Logistics Cost Management**
 - Identifying and controlling logistics costs
 - Total landed cost calculation
 - Key performance indicators (KPIs) in logistics
- **Risk Management in Logistics**

- o Identifying risks (e.g., transportation delays, inventory stockouts)
- o Mitigation strategies for logistics risks

Module 6: Customer Service and Performance Measurement (3 hours)

- **Customer Expectations in Logistics**
 - o Delivery speed, accuracy, and order fulfillment
 - o Customer service metrics and KPIs
- **Performance Measurement Tools**
 - o Cost-to-serve analysis
 - o Logistics performance benchmarking

Module 7: Emerging Trends and Technologies in Logistics (4 hours)

- **Sustainability in Logistics**
 - o Green logistics and reducing environmental impact
 - o Carbon footprint reduction strategies
- **Innovations in Logistics**
 - o Automation, drones, and robotics in logistics operations
 - o Artificial intelligence (AI) and machine learning in supply chain management
 - o Blockchain technology and its impact on logistics

Module 8: Case Studies and Practical Application (4 hours)

- **Industry Case Studies**
 - o Real-world logistics challenges and solutions
 - o Best practices from leading logistics companies
 - **Hands-On Exercises**
 - o Simulation of logistics planning and problem-solving
 - o Group discussions and role-playing on logistics decision-making
-

Suggested Books

1. **Logistics and Supply Chain Management** by *Martin Christopher*
2. **Designing and Managing the Supply Chain** by *David Simchi-Levi, Philip Kaminsky and Edith Simchi-Levi*
3. **Logistics Management and Strategy: Competing through the Supply Chain** by *Alan Harrison and Remko Van Hoek*
4. **Purchasing and Supply Chain Management: Analysis, Strategy, Planning and Practice** by *Arjan J. Van Weele*

A handwritten signature in blue ink, appearing to read 'S. Asha Parvin', is centered on the page.

Mrs.S.Asha Parvin Head, BBA Department

St.JOHN'S COLLEGE OF ARTS & SCIENCE, AMMANDIVILAI

Department of Business Administration

Certificate course - Introduction to Logistics Management- 2023 - 2024 Attendance sheet

[illegible]

St. John's College of Arts and Science, Ammandivilai
Department of Business Administration
Certificate Course Report – 2023-2024 – Even Semester

Introduction to Logistics Management

The Department of Business Administration conducted a certificate course titled Introduction to Logistics Management for undergraduate students from 25th January 2024 to 19th April 2024. This course aimed to familiarize students with the fundamental concepts, strategies, and operations of logistics management, focusing on the critical role it plays in global supply chains.

The course curriculum included modules on inventory management, transportation and distribution strategies, warehouse operations, supply chain integration, and the use of technology in logistics. A practical approach was emphasized through case studies, real-world logistics scenarios, and interactive sessions with industry experts.

Course Outcome

- A foundational understanding of logistics processes and their interdependence with supply chain management.
- Practical skills in designing and managing efficient logistics operations.
- Knowledge of the latest technological advancements and sustainability practices in logistics.

The course was completed by 60 students, who received certification acknowledging their skills and learning. Student feedback highlighted the relevance of the content and the clarity of instruction. This course represents the department's commitment to equipping students with industry-relevant competencies for career success in logistics and supply chain management.



S.Asha

Parvin Head, BBA

department

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE OF COMPLETION

This is to certify that Reshma . M has successfully
completed the Add-On course on Introduction to logistics Management
during the period from 25/01/2024 to 19/4/2024. and passed
the final examination.

Dr. MEDWIN GNANADHAS

Principal
ST. JOHN'S COLLEGE OF ARTS & SCIENCE
AMMANDIVILAI - 629 204
KANYAKUMARI DISTRICT

REV. FR. SAM.F MATHEW

Secretary
St. John's College of Arts & Science
Ammandivilai - 629 204
Kanyakumari District

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE

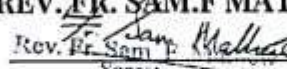
OF COMPLETION

This is to certify that Nisma .K has successfully
completed the Add-On course on Introduction to logistics Management
during the period from 25/01/2024 to 19/01/2024 and passed
the final examination.

Dr. M EDWIN GNANADHAS


Principal
ST. JOHN'S COLLEGE OF ARTS & SCIENCE
AMMANDIVILAI - 629134
KANNIYAKUMARI DISTRICT

REV. FR. SAM.F MATHEW


Secretary
St. John's College of Arts & Science
Ammandivilai - 629134
Kanniyakumari District

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE

OF COMPLETION

This is to certify that Mancy has successfully
completed the Add-On course on Introduction to Logistics Management
during the period from 25/01/2024 to 19/01/2024 and passed
the final examination.

Dr. MEDWIN GNANADHAS


Principal
St. John's College of Arts & Science
AMMANDIVILAI - 629204
Kanyakumari District

REV. FR. SAM.F MATHEW


Secretary
St. John's College of Arts & Science
Ammandivilai - 629 204
Kanyakumari District

St;John's College of Arts and Science
Ammandivillai
Department of mathematics
Add on Course (2023-2024) Odd Semester
Vedic mathematics
Syllabus

Unit I (10 hrs)

High speed addition and subtraction: Addition without carrying Dot method- Subtraction by Nikhilam Navatashcaramamdashatah (All from 9 last from 10 – Fraction Addition and subtraction)

Unit II (10 hrs)

Miracle multiplication and Excellent Division: Multiplication by vertically and crosswise method- Nikhilam method- Anurupyen method – Special cases- Ekadhikenapurvena, Series of 9, 1 etc – division up to three digits by Nikhilam method- Flag digit method- paravartayojayet method

Unit III (10 hrs)

Divisibility- osculation method – Duplex method – Powers upto three digits – squares and square roots – Cubes and cube roots- Vedic Algebra - Multiplication and division – Factorisation- Anurupyen method – solving the equation

Reference Books:

1. Introduction to Vedic mathematics By Bharati Krishna thirthaji
2. Essential of Vedic mathematics By Rajesh Kumar Thakur
3. A Modern Introduction to Ancient Indian Mathematics By T.S. Bhanumurthy



Head of the Department

ST. JOHN'S COLLEGE OF ARTS & SCIENCE,
AMMANDIVILAI

Department of Computer Applications - July 2023

Essentials of macOS

S.NO	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Abhi Anil S	X	X	X	X	X	X	ab	X	X	X	ab	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	Abimol A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X
3	Abinaya N	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	Agnes Hershiya 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
7	Ajith K	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	ab	X	X	X	X	X	X	ab	X	X
8	Akash L	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	ab	X	X	X	X	X	X	X	X	X
9	Ancy R G	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X
10	Anish K	X	X	ab	X	X	X	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	Aron T	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	Ashlin Nithisha P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X
13	Blessy Jany S	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	Brithin Vincent V	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	Chris Liffia C	X	X	ab	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X
16	Constantine Beski 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
17	Fretlin E	ab	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Janiha 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
19	Jasmine R	ab	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X
20	Jeffuriya V S	X	X	X	ab	X	X	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	Jenisha A R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	Jesmi E	X	X	X	ab	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	Mary Jalu Thioel J	ab	X	X	X	X	X	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	Sahaya Ahila Karishma J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	Sahaya Jenika 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
26	Sajitha C	X	X	ab	X	X	X	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	Sarmi M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	Seethu N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X
29	Selva Nanthini R	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	Sheela	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ab	X	X	X	X	X	X

Head of the Department
Department of Computer Applications
St. John's College of Arts & Science,
Ammandivilai

**ST. JOHN'S COLLEGE OF ARTS & SCIENCE,
AMMANDIVILAI**

Department of Computer Applications
Web Development - January 2024

S.NO	NAME OF THE STUDENT	1 hr	2 hr	3 hr	4 hr	5 hr	6 hr	7 hr	8 hr	9 hr	10 hr	11 hr	12 hr	13 hr	14 hr	15 hr	16 hr	17 hr	18 hr	19 hr	20 hr	21 hr	22 hr	23 hr	24 hr	25 hr	26 hr	27 hr	28 hr	29 hr	30 hr
1	Abicalin A	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	Ahinaya	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	ab	x
3	Agnes Selshiya A	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x
4	Angelin Sherin S M	x	x	ab	x	x	x	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	Anshitha S 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	x
8	Anu Jokkin J A	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	ab	x
9	Arun Dharsaun N	x	x	x	x	ab	x	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	Ashhadual Fahadh S	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	Binisha 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
12	Brindh K G	ab	x	x	x	x	x	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	Bruno Neefun P	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	Charu P	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x
15	Dhanushya A	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	ab	x	x	x	x
16	Divya M	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17	Evanjalin Mijusha 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
18	Frango Ashmi 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
19	Gifson J	x	ab	x	x	x	x	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	Infant Tharson 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
21	Jahin Meholin	x	x	x	x	x	x	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	Jeffri 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
23	Jenison S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x
24	Jerisha V	x	x	x	x	ab	x	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	John Krishan 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
26	Lidviya Julie	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x
27	Linsy Rasme B	x	x	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
28	Livinya Rose Berk S	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x
29	Mariya Protsini	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
30	Mary Abisha S	x	x	x	x	x	x	x	x	x	x	x	x	ab	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

[Signature]

Head of the Department
Computer Applications
St. John's College of Arts and Science
Ammandivilai
Tamil Nadu - 605 006

St. John's college of arts and science

Ammandivilai

Department of English

2023-2024

Syllabus for Certificate Courses

Effective Business Communication

Unit-1:

Communication: Meaning, Significance and process. Importance of communication skills in Business Management, Types of communication, Barriers and Gateways to communication.

Unit-2:

Verbal and Non-Verbal Communication: Importance of verbal and Non-verbal communication, personal language and body language.

Types of managerial speeches: Occasional speech, thematic speech.

Unit-3:

Group Communication: Group discussions, meetings, seminars and conferences, Art of facing interviews, Listening: Listening Comprehensions.

Unit-4:

Channel, Media types of communication: Electronic Media, Choice of channel and Media, Telephone conversation, formal and Informal communication.

Unit-5:

Reading and oral communication: Generic skill of Reading, placement Interview, oral presentation, Grammatical tips, sentence correction.

Unit-6:

Written Communication: The importance of writing, condensed writing, preparing to write a Report, features and types of Reports, Barriers to communication.

ANIRANDIVILAI

EFFECTIVE BUSINESS COMMUNICATION 2023-2024

[illegible][illegible]

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE

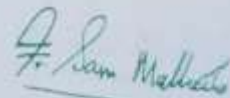
OF COMPLETION

This is to certify that ANN ZIPPORAH C has successfully
completed the Add-On course on EFFECTIVE BUSINESS COMMUNICATION
during the period from 1st August 2023 to 5th October 2023 and passed
the final examination.



Dr. M EDWIN GNANADHAS

Principal



REV. FR. SAM F MATHIEW

Secretary

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

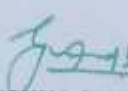
AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

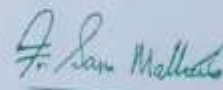
CERTIFICATE

OF COMPLETION

This is to certify that ANILIN RINU. S has successfully
completed the Add-On course on EFFECTIVE BUSINESS COMMUNICATION
during the period from 7th August 2023 to 5th October 2023 and passed
the final examination.


Dr. M EDWIN GNANADHAS

Principal


REV. FR. SAM.F MATHEW

Secretary

St. John's College of Arts and Science

Ammandivilai

Department of English

Certificate course

Report 2023-2024

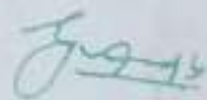
Department of English organised a learning resource program for the betterment of our student community. To improve the skill of our students we offered the separate certificate course **Effective Business Communication**, it was successfully conducted dated from 7th August 2023 to 25th October 2022 here by 52 students attended and utilized to develop their skills.

Outcome:

After the completion of this course

- The main purpose of this course is to equip the students with the nuances of the English language which includes proficiency in grammar and its effective usage in speaking and writing.
- It further helps them to prepare for various competitive exams and to keep up with the increasing demand for English in Indian society and at the global level.
- It also develops their overall confidence and personality

HOD



J. M. EDWIN GNANADHAS
PRINCIPAL
St. John's College of Arts and Science
Ammandivilai- 629 204

St. John's College of Arts and Science, Ammandivilai
PG and Research Department of Commerce
Certificate Course in Data analysis using SPSS 2023-24

Scheme and Syllabus

Module I: Introduction to SPSS (4 Hours)

Opening a data file in SPSS – Variable view – Data view – Entering data into the data editor – Saving the data file– Table creation – Descriptive statistics: Percentile values, Measures of central tendency, Measures of dispersion, Distribution – Cronbach's Alpha test – Charts and graphs - Editing and copying SPSS output.

ModuleII: Working with Data (6 Hours)

Computing Variables - Recoding (Transforming) Variables: Recoding Categorical String Variables using Automatic Recode - Rank Cases - Sorting Data - Grouping or Splitting Data.

Module III: Exploring Data (10 Hours)

Descriptive Statistics for Continuous Variables - The Explore procedure - Frequencies Procedure – Descriptive - Compare Means - Frequencies for Categorical Data.

Non-parametric Tests in SPSS

Chi-square test - Mann Whitney's test for independent samples – Wilcoxon matched pairs sample test– Friedman's test– Wilcoxon signed rank test – Kruskal Wallis test

Module IV: Analyzing Data (10 Hours)

Parametric Tests in SPSS

Compare means: One-sample t-test, Independent Samples t-test, Paired-samples t-test and One-way ANOVA, Two-way ANOVA - Correlation: Bi-variate, Partial and Multiple. Simple linear regression.

St. John's College of Arts and Science, Ammandivilai
PG and Research Department of Commerce
Certificate Course in MS-Office 2023-24

Scheme and Syllabus

Unit I: Microsoft Word

Working with Microsoft Word: Constructing a new document – Revising and formatting a document – Alter the Page Layout, Watermark -Background and Borders – Headers & Footers – Page Numbering

Unit II: Microsoft Word -II

Applying Templates - Formulating Tables – Editing tables – Incorporate Word Art, Clip Arts, Smart art & Pictures – Search & Replace – Transferring and Receiving Documents, Sharing information to others – Encrypt and decrypt a document -Mail Merge.

Unit III : Microsoft Excel

Microsoft Excel - create a spreadsheet using Auto fill, setting margin, adding and removing Rows and Columns, creating and copying formulae, changing Column widths and row heights, using Auto format, creating and printing a chart, Page Layout, converting files in to a different format, finding total in rows and columns and Mathematical Expression such as Add, Subtract, Multiply and Divide.

Unit IV: Microsoft Excel

More Advanced Excel Functions: Normal, Page Layout, Page Break View – Employing the Freeze Panes Tool – Employing Financial Functions: PMT, RATE, NPER, PV, FV – Logical Functions: AND, FALSE, IF, NOT, OR, TRUE – BAHTTEXT Text Function – LEFT Concatenation – Using LOWER and UPPER – Value Function – Examining Date & Time Functionality.

Unit V: Microsoft Power Point

Applying the Auto-content wizard to create and Store a presentation -Design template – Creating a Blank presentation – Opening a Previously-made presentation – Adjusting the Background – Choosing the Presentation Layout – Establishing the Presentation Style.

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE OF COMPLETION

This is to certify that SAHAYA ANCY J has successfully
completed the Add-On course on Data Analysis Using SPSS
during the period from 15-07-2023 to 14-10-2023 and passed
the final examination.

Dr. M EDWIN GNANADHAS


Principal

REV. FR. SAMUEL MATHIEW


Secretary

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE OF COMPLETION

This is to certify that SAHAYA SATHYA S has successfully
completed the Add-On course on Data Analysis Using SAS
during the period from 15-07-2023 to 14-10-2023 and passed
the final examination.

Dr. M EDWIN GNANADHAS


Principal

REV. FR. SAMUEL MATHEW


Secretary

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE OF COMPLETION

This is to certify that JOEL M DANIEL has successfully
completed the Add-On course on Data Analysis Using SPSS
during the period from 15-07-2023 to 14-10-2023 and passed
the final examination.

Dr. M EDWIN GNANADHAS


Principal

REV. FR. SAMUEL MATHEW


Secretary

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE OF COMPLETION

This is to certify that REGIN R has successfully
completed the Add-On course on "MS- OFFICE"
during the period from 25-01-2024 to 09-04-2024 and passed
the final examination.

Dr. MEDWIN GNANADHAS


Principal

REV. FR. SAM.F MATHIEW


Secretary

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

CERTIFICATE OF COMPLETION

This is to certify that RAKSHITHA B has successfully
completed the Add-On course on "MS - OFFICE"
during the period from 25-01-2024 to 09-04-2024 and passed
the final examination.

Dr. M EDWIN GNANADHAS

7-4-24
Principal

REV. FR. SAM.F MATHEW

Fr. Sam Mathew
Secretary

ST. JOHN'S COLLEGE OF ARTS AND SCIENCE

AMMANDIVILAI

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

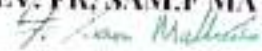
CERTIFICATE OF COMPLETION

This is to certify that KEBISHA A has successfully
completed the Add-On course on "M.S. OFFICE"
during the period from 25-01-2024 to 09-04-2024 and passed
the final examination.

Dr. M EDWIN GNANADHAS


Principal

REV. FR. SAMUEL MATHIEW


Secretary



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(Accredited with B++ by NAAC & Approved by UGC under section 2(f) & 12(B) status)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

(A Christian Minority Institution)

St. John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu, South India. Visit us at : www.stjohnskk.ac.in



Ph : 04651 200013 | E-mail : Off. : stjcas@gmail.com | e-mail Per. : desappanivy@gmail.com | Mob. 6282239186

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Dr. V.Y. DASAPPAN M.A., M.Phil., Ph.D.
PRINCIPAL
ST. JOHN'S COLLEGE OF ARTS & SCIENCE
AMMANDIVILAI - 629204
KANYAKUMARI DISTRICT