



# PAZHASSIRAJA COLLEGE

Pulpally, Wayanad, Kerala, India, 673579

## CRITERION 5 STUDENT SUPPORT

**IQAC 2020-21**

**5.1.3**

**CAPACITY BUILDING AND SKILLS  
ENHANCEMENT PROGRAMMES**



*Submitted to*  
**National Assessment and Accreditation Council**  
**2016- 2021**

## PUPIL'S ATTENDANCE REGISTER

NAME OF SCHOOL PAZHASSIRAJA COLLEGE

STANDARD DCA DIVISION

PLACE PULPALLY

**MODERN BOOKS**

Chungam, S.Bathery, Ph : 220570







**PAZHASSIRAJA COLLEGE PULPALLY**  
**DIPLOMA IN COMPUTER APPLICATIONS (DCA)**  
**STUDENTS LIST (2017-2018)**

| SL.NO. | ROLL. NO.       | NAME                 | SIGNATURE        |
|--------|-----------------|----------------------|------------------|
| 1      | C1712066DCA0021 | ADARSH NARAYANAN A Y | <i>Adarsh</i>    |
| 2      | C1712066DCA0055 | NEETHU K PETER       | <i>Neethu</i>    |
| 3      | C1712066DCA0062 | ADHARSH RAM V S      | <i>Adharsh</i>   |
| 4      | C1712066DCA0013 | SINOMOL MATHEW       | <i>Sinomol</i>   |
| 5      | C1712066DCA0014 | AKHIL VARGHESE       | <i>Akhil</i>     |
| 6      | C1712066DCA0012 | REETHU MATHEWS       | <i>Reethu</i>    |
| 7      | C1712066DCA0044 | NAMITHA MATHEW       | <i>Namitha</i>   |
| 8      | C1712066DCA0025 | ANJITHA JOSE         | <i>Anjitha</i>   |
| 9      | C1712066DCA0057 | SANIJA S             | <i>Saniya</i>    |
| 10     | C1712066DCA0048 | RAJASREE P S         | <i>Rajasree</i>  |
| 11     | C1712066DCA0058 | LIBINA BABU          | <i>Libina</i>    |
| 12     | C1712066DCA0005 | DINESH M D           | <i>Dinesh</i>    |
| 13     | C1712066DCA0056 | SHARANNYA MOHAN      | <i>Sharna</i>    |
| 14     | C1712066DCA0052 | SOORYA C S           | <i>Soorya</i>    |
| 15     | C1712066DCA0030 | ATHIRA THANKACHAN    | <i>Athira</i>    |
| 16     | C1712066DCA0061 | SHEENA SEBASTIAN     | <i>Sheena</i>    |
| 17     | C1712066DCA0029 | ASWATHY T S          | <i>Aswathy</i>   |
| 18     | C1712066DCA0049 | SHIFNA P             | <i>Shifna</i>    |
| 19     | C1712066DCA0033 | DONA K BABY          | <i>Dona</i>      |
| 20     | C1712066DCA0054 | SUBHASREE P G        | <i>Subhasree</i> |
| 21     | C1712066DCA0059 | SUSMIN JAMES         | <i>Susmin</i>    |
| 22     | C1712066DCA0027 | ANJU GOERGE          | <i>Anju</i>      |
| 23     | C1712066DCA0028 | ASHNA SABU           | <i>Ashna</i>     |
| 24     | C1712066DCA0002 | SUKANYA SUNIL        | <i>Sukanya</i>   |
| 25     | C1712066DCA0024 | ANJITHA A P          | <i>Anjitha</i>   |
| 26     | C1712066DCA0047 | RAHUL P K            | <i>Rahul</i>     |
| 27     | C1712066DCA0037 | JINCY K J            | <i>Jincy</i>     |
| 28     | C1712066DCA0053 | VAISHNA T U          | <i>Vaishna</i>   |
| 29     | C1712066DCA0011 | ANAGHA P R           | <i>Anagha</i>    |
| 30     | C1712066DCA0004 | AKHILA V S           | <i>Akhila</i>    |
| 31     | C1712066DCA0034 | FATHIMATH SAHALA V C | <i>Fathimath</i> |
| 32     | C1712066DCA0051 | SNEHA SATHEESAN      | <i>Sneha</i>     |
| 33     | C1712066DCA0032 | DESLIN JOSE          | <i>Deslin</i>    |
| 34     | C1712066DCA0086 | JIBIN BIJU           | <i>Jibin</i>     |
| 35     | C1712066DCA0026 | ANJITHA N            | <i>Anjitha</i>   |

|    |                 |                   |                     |
|----|-----------------|-------------------|---------------------|
| 36 | C1712066DCA0038 | JOSLIN OUSEPH     | <i>Joslin</i>       |
| 37 | C1712066DCA0046 | PAVITHRA P        | <i>Pavithra</i>     |
| 38 | C1712066DCA0040 | LINTA M           | <i>Linta</i>        |
| 39 | C1712066DCA0023 | ANJANA RAJAN      | <i>Anjana Rajan</i> |
| 40 | C1712066DCA0050 | SIVAJA S D        | <i>Sivaja S D</i>   |
| 41 | C1712066DCA0035 | GIREESH KUMAR K H | <i>Gireesh</i>      |
| 42 | C1712066DCA0031 | ATHULYA K KURIAN  | <i>Athulya</i>      |
| 43 | C1712066DCA0022 | ANGEL PONNU V     | <i>Angel</i>        |
| 44 | C1712066DCA0043 | MAYA T R          | <i>Maya</i>         |
| 45 | C1712066DCA0042 | MARIYA TOMY       | <i>Mariya</i>       |
| 46 | C1712066DCA0045 | NANDITHA T R      | <i>Nanditha</i>     |
| 47 | C1712066DCA0003 | MRIDULA C M       | <i>Mridula</i>      |
| 48 | C1712066DCA0039 | JYOTHISH JOSEPH   | <i>Jyothish</i>     |
| 49 | C1712066DCA0060 | NIDHEESH K T      | <i>Nidheesh</i>     |
| 50 | C1712066DCA0041 | MANJUSHA K G      | <i>Manjusha</i>     |

*Neetha*

COURSE CO-ORDINATOR

Neetha Francis  
Assistant Professor  
Dept. Of Computer Applications  
Pazhassiraja College, Pulpally

*[Signature]*  
PRINCIPAL

**PRINCIPAL**  
**PAZHASSI RAJA COLLEGE**  
**PULPALLY 673 578**

**PAZHASSIRAJA COLLEGE PULPALLY**  
**DIPLOMA IN COMPUTER APPLICATIONS (DCA)**  
**STUDENTS LIST (2015-2016)**

| SL.NO | ROLL. NO.       | NAME                 | SIGNATURE        |
|-------|-----------------|----------------------|------------------|
| 1     | 160300660010018 | JITHYA SATHEESH      | <i>Jithya</i>    |
| 2     | 160300660010025 | KOSHY C J            | <i>Koshy</i>     |
| 3     | 160300660010059 | ARUN RAJ             | <i>Arun Raj</i>  |
| 4     | 160300660010072 | ANJITHA T P          | <i>Anjitha</i>   |
| 5     | 160300660010031 | SHAPRIN JOSEPH       | <i>Shaprin</i>   |
| 6     | 160300660010019 | ANUSHA T J           | <i>Anusha</i>    |
| 7     | 160300660010061 | ANWAR K              | <i>Anwar</i>     |
| 8     | 160300660010058 | SHAHIN V A           | <i>Shahin</i>    |
| 9     | 160300660010023 | ANEESH K M           | <i>Aneesk</i>    |
| 10    | 160300660010039 | DIDIN P              | <i>Didin</i>     |
| 11    | 160300660010048 | VISHNU E B           | <i>Vishnu</i>    |
| 12    | 160300660010021 | TEJNA SUNNY          | <i>Tejna</i>     |
| 13    | 160300660010013 | SARANG THOMAS        | <i>Sarang</i>    |
| 14    | 160300660010043 | AKHILA SABU          | <i>Akhila</i>    |
| 15    | 160300660010027 | ARUNNYA P R          | <i>Arunya</i>    |
| 16    | 160300660010049 | AKHILA C             | <i>Akhila</i>    |
| 17    | 160300660010041 | ANILA GEORGE         | <i>Anila</i>     |
| 18    | 160300660010047 | ABIN K K             | <i>Abin</i>      |
| 19    | 160300660010073 | AKHILA V AJAI        | <i>Akhila</i>    |
| 20    | 160300660010001 | SIBI THOMAS          | <i>Sibi</i>      |
| 21    | 160300660010022 | SHEREEF K A          | <i>Shereef</i>   |
| 22    | 160300660010062 | SRUTHI K K           | <i>Sruthi</i>    |
| 23    | 160300660010046 | DHANASREE RAVEENDRAN | <i>Dhanasree</i> |
| 24    | 160300660010051 | AMRUTHA PAILY        | <i>Amrutha</i>   |
| 25    | 160300660010002 | JINTO K JOHNSON      | <i>Jinto</i>     |
| 26    | 160300660010010 | ANJITHA REJI         | <i>Anjitha</i>   |
| 27    | 160300660010009 | JOSMI K JOY          | <i>Josmi</i>     |
| 28    | 160300660010044 | JOYAL P ANTU         | <i>Joyal</i>     |
| 29    | 160300660010034 | DEEPASREE K S        | <i>Deepasree</i> |
| 30    | 160300660010036 | NITHIN BABU          | <i>Nithin</i>    |
| 31    | 160300660010008 | ATHIRA E A           | <i>Athira</i>    |
| 32    | 160300660010040 | KAVYA VENUGOPAL      | <i>Kavya</i>     |
| 33    | 160300660010066 | ARYA ANILKUMAR K A   | <i>Arya</i>      |
| 34    | 160300660010017 | ANJU K P             | <i>Anju</i>      |



|    |                 |                   |                          |
|----|-----------------|-------------------|--------------------------|
| 35 | 160300660010029 | AKSHAY LAL B      | <i>Akshay Lal</i>        |
| 36 | 160300660010033 | SANU TOMY         | <i>Sanu Tomy</i>         |
| 37 | 160300660010038 | SHAMLA C          | <i>Shamla C</i>          |
| 38 | 160300660010037 | JISNA C S         | <i>Jisna C S</i>         |
| 39 | 160300660010016 | JITHYA POULOSE    | <i>Jithya Poulouse</i>   |
| 40 | 160300660010004 | ROBIN E K         | <i>Robin E K</i>         |
| 41 | 160300660010078 | AKSHAY KUMAR K R  | <i>Akshay Kumar K R</i>  |
| 42 | 160300660010068 | PRAVEEN A P       | <i>Praveen A P</i>       |
| 43 | 160300660010006 | JISHNA PUNNOOSE   | <i>Jishna Punnoose</i>   |
| 44 | 160300660010055 | JASNA P M         | <i>Jasna P M</i>         |
| 45 | 160300660010052 | VISHNUPRADAD M G  | <i>Vishnu Prasad M G</i> |
| 46 | 160300660010028 | ATHULYA V R       | <i>Athulya V R</i>       |
| 47 | 160300660010015 | AZEEZA BEEGUM T P | <i>Azeeza Beegum T P</i> |
| 48 | 160300660010064 | THAHIRA A K       | <i>Thahira A K</i>       |
| 49 | 160300660010063 | ANJU GEORGE       | <i>Anju George</i>       |
| 50 | 160300660010076 | VINOD M V         | <i>Vinod M V</i>         |
| 51 | 160300660010003 | JISHNU K K        | <i>Jishnu K K</i>        |
| 52 | 160300660010042 | NAVYA HARIDAS     | <i>Navya Haridas</i>     |
| 53 | 160300660010077 | SUJITH K R        | <i>Sujith K R</i>        |
| 54 | 160300660010035 | SUNITHA P C       | <i>Sunitha P C</i>       |
| 55 | 160300660010056 | NIMAL BHARATH K B | <i>Nimal Bharath K B</i> |
| 56 | 160300660010054 | SREENATH NANDAN M | <i>Sreenath Nandan M</i> |
| 57 | 160300660010005 | VINEESH K K       | <i>Vineesh K K</i>       |
| 58 | 160300660010057 | ASWIN VISWANATH P | <i>Aswin Viswanath P</i> |

*Neetha*

COURSE CO-ORDINATOR

Neetha Francis  
Assistant Professor  
Dept. Of Computer Applications  
Pazhassiraja College, Pulpally

*RA*  
PRINCIPAL

**PRINCIPAL**  
**PAZHASSI RAJA COLLEGE**  
**PULPALLY 673 579**

CENTRE FOR CONTINUING EDUCATION  
KERALA



DIPLOMA IN COMPUTER APPLICATION

CERTIFICATE ISSUE REGISTER

| SL NO | NAME                  | REGISTRATION NO/ROLL NO | DET | THEO | INT | OS  | DC  | DC  | DC | DC |
|-------|-----------------------|-------------------------|-----|------|-----|-----|-----|-----|----|----|
| 1.    | ADHARSH NARAYANAN A.Y | C172066DCA0021          | 134 | 125  | 121 | 106 | 135 | 625 |    |    |
| 2.    | NEETHU K PETER        | C1712066DIA0035         | 132 | 101  | 121 | 108 | 135 | 604 |    |    |
| 3.    | ADHARSH RAM V-S       | C1712066DIA0062         | 127 | 119  | 110 | 104 | 125 | 585 |    |    |
| 4.    | SINDOMI MATHEW        | C1712066DCA0015         | 111 | 121  | 122 | 107 | 122 | 583 |    |    |
| 5.    | AKHIL VARGHESE        | C1712066DCA0014         | 125 | 118  | 122 | 98  | 119 | 582 |    |    |
| 6.    | REETHU MATHWAS        | C1712066DCA0012         | 120 | 102  | 124 | 95  | 136 | 577 |    |    |
| 7.    | NAMITRA MATHEW        | C1712066DCA0044         | 99  | 115  | 124 | 99  | 140 | 572 |    |    |
| 8.    | ANJITHA JOSE          | C1712066DCA0025         | 126 | 97   | 126 | 97  | 127 | 573 |    |    |
| 9.    | SANIJA S              | C1712066DCA0057         | 123 | 98   | 113 | 104 | 131 | 569 |    |    |
| 10.   | RATASREE P.S          | C1712066DCA0048         | 123 | 109  | 115 | 99  | 121 | 567 |    |    |
| 11.   | LIBINA BABU           | C1712066DCA0058         | 121 | 102  | 121 | 110 | 113 | 567 |    |    |
| 12.   | DINESH M.D            | C1712066DCA0005         | 108 | 119  | 119 | 95  | 125 | 566 |    |    |
| 13.   | SHARANMYA MOHAN       | C1712066DCA0056         | 138 | 111  | 113 | 98  | 106 | 566 |    |    |

| DATE      | MARKS | CERTIFICATE NO | GRADE    | REMARKS   |
|-----------|-------|----------------|----------|---|
| OCT. 2018 | 19471 | 181014271      | 83.33 A  | Received certificate<br>12/11/18                |
| OCT. 2018 | 19503 | 181014303      | 80.53 B+ | Received certificate<br>for meeting<br>12/11/18 |
| OCT. 2018 | 19472 | 181014272      | 78 B+    | Received certificate<br>12/11/18                |
| OCT. 2018 | 19513 | 181014313      | 77.73 B+ | Received certificate<br>12/11/18                |
| OCT. 2018 | 19473 | 181014273      | 77.6 B+  | Received 12/11/18                               |
| OCT. 2018 | 19508 | 181014308      | 76.93 B+ | Received certificate<br>12/11/18                |
| OCT. 2018 | 19501 | 181014301      | 76.93 B+ | Received certificate<br>12/11/18                |
| OCT. 2018 | 19479 | 181014279      | 76.4 B+  | Received certificate<br>12/11/18                |
| OCT. 2018 | 19509 | 181014309      | 75.87 B+ | Received certificate<br>12/11/18                |
| OCT. 2018 | 19507 | 181014307      | 75.6 B+  | Received certificate<br>12/11/18                |
| OCT. 2018 | 19495 | 181014295      | 75.6 B+  | Received certificate<br>12/11/18                |
| OCT. 2018 | 19487 | 181014287      | 75.47 B+ | Received certificate<br>12/11/18                |
| OCT. 2018 | 19510 | 181014310      | 75.47 B+ | Received certificate<br>12/11/18                |

| SLNO | NAME                 | REGISTRATION/ROLL NO. | DC01 | DC02 | DC03 | DC04 | DC05 | TOTAL |
|------|----------------------|-----------------------|------|------|------|------|------|-------|
| 27.  | JINCY K.J            | C1712066DCA0037       | 131  | 100  | 101  | 82   | 119  | 533   |
| 28.  | VAISHNA T.U          | C1712066DCA0035       | 101  | 113  | 115  | 88   | 116  | 533   |
| 29.  | ANAGHA P.R           | C1712066DCA0011       | 100  | 100  | 112  | 90   | 126  | 528   |
| 30.  | AKHILA V.S           | C1712066DCA0004       | 87   | 124  | 118  | 84   | 113  | 526   |
| 31.  | FATHIMATH SAHALA Y.C | C1712066DCA0024       | 100  | 115  | 98   | 85   | 128  | 526   |
| 32.  | SNEHA SATHEESAN      | C1712066DCA0057       | 101  | 99   | 119  | 86   | 117  | 522   |
| 33.  | DESLIN JOSE          | C1712066DCA0032       | 104  | 107  | 113  | 90   | 107  | 521   |
| 34.  | JIBIN BITU           | C1712066DCA0026       | 95   | 104  | 112  | 83   | 127  | 521   |
| 35.  | ANJITHA N            | C1712066DCA0026       | 85   | 99   | 113  | 86   | 132  | 515   |
| 36.  | JOSLIN OUSEPH        | C1712066DCA0038       | 94   | 108  | 109  | 74   | 128  | 513   |
| 37.  | PAVITHRA P           | C1712066DCA0046       | 80   | 92   | 121  | 94   | 123  | 510   |
| 38.  | LINTA M              | C1712066DCA0040       | 94   | 101  | 109  | 99   | 106  | 509   |
| 39.  | ANJANA RAJAN         | C1712066DCA0023       | 80   | 118  | 92   | 94   | 124  | 508   |

| EXAMINABLE PERIOD | REG. NO. | MARSHAL NO. | CERTIFICATE NO. | % MARK | GRADE                                     | REMARKS | VERIFIED |
|-------------------|----------|-------------|-----------------|--------|---|---------|----------|
| OCT, 2018         | 19492    | 181014292   | 71.07           | B+     | Received certificate<br>20/04/19          |         |          |
| OCT, 2018         | 19520    | 181014320   | 71.07           | B+     | Received certificate<br>Vishal 6/5/2019   |         |          |
| OCT, 2018         | 19475    | 181014275   | 70.40           | B+     | Received certificate<br>10/7/19           |         |          |
| OCT, 2018         | 19474    | 181014274   | 70.13           | B+     | Received certificate<br>08/07/2019        |         |          |
| OCT, 2018         | 19489    | 181014289   | 70.13           | B+     | Received certificate<br>10/7/2019         |         |          |
| OCT, 2018         | 19515    | 181014315   | 69.68           | B+     | Received certificate<br>30/04/19 6/5/2019 |         |          |
| OCT, 2018         | 19486    | 181014286   | 69.47           | B+     | Received certificate<br>10/7/19           |         |          |
| OCT, 2018         | 19491    | 181014291   | 69.47           | B+     | received certificate<br>17/06/2019        |         |          |
| OCT, 2018         | 19480    | 181014280   | 68.67           | B+     | Received certificate<br>10/7/2019         |         |          |
| OCT, 2018         | 19493    | 181014293   | 68.40           | B+     | Received Certificate<br>08/07/2019        |         |          |
| OCT, 2018         | 19505    | 181014305   | 68              | B+     | Received Certificate<br>Pavithra 11/11/19 |         |          |
| OCT, 2018         | 19496    | 181014296   | 67.87           | B+     | Received Certificate<br>Linda 20/04/19    |         |          |
| OCT, 2018         | 19477    | 181014277   | 67.23           | B+     | Received certificate<br>Anjana 11/04/2019 |         |          |

| S.No | NAME              | ALBANY / DOLLAR  | ESTD | 1ST | 2ND | 3RD | 4TH | 5TH | 6TH | 7TH |
|------|-------------------|------------------|------|-----|-----|-----|-----|-----|-----|-----|
| 40   | SIVATA S D        | C1712066DCA00007 | 88   | 100 | 105 | 94  | 123 | 588 |     |     |
| 41   | GIREESH KUMAR K H | C1712066DCA00007 | 98   | 99  | 107 | 78  | 121 | 505 |     |     |
| 42   | ATHULYA K KURIAN  | C1712066DCA00001 | 87   | 108 | 113 | 95  | 102 | 485 |     |     |
| 43   | ANGEL PONNU V     | C1712066DCA00022 | 113  | 106 | 104 | 78  | 101 | 502 |     |     |
| 44   | MAYA T R          | C1712066DCA00043 | 93   | 100 | 122 | 68  | 104 | 487 |     |     |
| 45   | MARIYA TONY       | C1712066DCA00042 | 83   | 102 | 107 | 73  | 111 | 476 |     |     |
| 46   | NANDITHA T R      | C1712066DCA00045 | 89   | 94  | 114 | 58  | 121 | 471 |     |     |
| 47   | MRIDULA C M       | C1712066DCA00003 | 90   | 94  | 88  | 75  | 123 | 470 |     |     |
| 48   | JYOTHISH JOSEPH   | C1712066DCA00039 | 73   | 93  | 109 | 80  | 115 | 470 |     |     |
|      | NIDHEESH K T      | C1712066DCA00060 | 73   | 97  | 114 | 71  | 112 | 467 |     |     |
|      | MANJUSHA K.G      | C1712066DCA00041 | 89   | 81  | 86  | 53  | 108 | 417 |     |     |

| APPROVAL DATE | REG. NO. | MARKS     | REMARKS | GRADE | REMARKS                                     |
|---------------|----------|-----------|---------|-------|---|
| OCT, 2018     | 19514    | 181014314 | 67.73   | B+    | Received certificate<br>25/10/19            |
| OCT, 2018     | 19490    | 181014290 | 67.33   | B+    | Received certificate<br>12/07/2019          |
| OCT, 2018     | 19485    | 181014285 | 67.33   | B+    | Received certificate<br>24/9/2019           |
| OCT, 2018     | 19476    | 181014276 | 66.93   | B+    | Received certificate<br>20/08/19 11-09-19   |
| OCT, 2019     | 19499    | 181014299 | 64.93   | B     | Received certificate<br>20/08/2019          |
| OCT, 2018     | 19498    | 181014298 | 63.47   | B     | Received certificate<br>14/08/19            |
| OCT, 2018     | 19502    | 181014302 | 63.47   | B     | Received certificate<br>Nanditha<br>21/8/19 |
| OCT, 2018     | 19500    | 181014300 | 62.67   | B     | Received certificate<br>Mridula<br>20/8/19  |
| OCT, 2018     | 19494    | 181014294 | 62.67   | B     | Received certificate<br>Jyothish            |
| OCT, 2018     | 19504    | 181014304 | 62.27   | B     | Received certificate<br>Nidheesh            |
| OCT, 2018     | 19497    | 181014297 | 55.60   | B     | Received certificate<br>Manjusha            |

| S.No | NAME              | REGISTER NO.                  | ROLL NO.      |
|------|-------------------|-------------------------------|---------------|
| 14.  | JESTY RAJAN K R   | C1412066DCA0029 <sup>14</sup> | C14L203DCA014 |
| 15.  | JOICY MOL VM      | C1412066DCA0031               | C14L203DCA031 |
| 16.  | JUNY P JOHN       | C1412066DCA0022               | C14L203DCA022 |
| 17.  | LAKSHMI P T       | C1412066DCA0016               | C14L203DCA016 |
| 18.  | LENIYA E PAULY    | C1412066DCA0029               | C14L203DCA029 |
| 19.  | LINTA PAULOSE     | C1412066DCA0001               | C14L203DCA001 |
| 20.  | NOORA D.P         | C1412066DCA0012               | C14L203DCA012 |
| 21.  | RIYA JOSE         | C1412066DCA0032               | C14L203DCA032 |
| 22.  | SANIKA T.S        | C1412066DCA0015               | C14L203DCA015 |
| 23.  | SILPA P.S         | C1412066DCA0013               | C14L203DCA013 |
| 24.  | SRUTHI SUNIL      | C1412066DCA0025               | C14L203DCA025 |
| 25.  | SUJISHA KRISHNANI | C1412066DCA0010               | C14L203DCA010 |
| 26.  | TINTU E.T         | C1412066DCA0023               | C14L203DCA023 |

| TEAM MEMBER | FEES PAID | MARKS LIST CL. NO. | CORRESPONDENCE NO. | %     | GRADE | REMARKS           | REG. NO. |
|-------------|-----------|--------------------|--------------------|-------|-------|-------------------|----------|
| JULY, 2015  | 6000      | 1967               | 150700967          | 70.93 | B+    | Received July     |          |
| JULY, 2015  | 6000      | 1968               | 150700968          | 86.93 | A     | Received July     |          |
| JULY, 2015  | 6000      | 1969               | 150700969          | 74.13 | B+    | Received July     |          |
| JULY, 2015  | 6000      | 1970               | 150700970          | 80.27 | B+    | Received July     |          |
| JULY, 2015  | 6000      | 1971               | 150700971          | 70    | B+    | Received July     |          |
| JULY, 2015  | 6000      | 1972               | 150700972          | 76.8  | B+    | Received August   |          |
| JULY, 2015  | 6000      | 1973               | 150700973          | 76.93 | B+    | Received          |          |
| JULY, 2015  | 6000      | 1974               | 150700974          | 84.8  | A     | Received<br>Rejo  |          |
| JULY, 2015  | 3000      | 1975               | 150700975          | 78.53 | B+    | Received          |          |
| JULY, 2015  | 6000      | 1976               | 150700976          | 69.2  | B+    | Received<br>Rejo  |          |
| JULY, 2015  | 3000      | 1977               | 150700977          | 67.33 | B+    |                   |          |
| JULY, 2015  | 3000      | 1978               | 150700978          | 72.8  | B+    | Received          |          |
| JULY, 2015  | 6000      | 1999               | 150700979          | 74    | B+    | Received<br>Tintu |          |

**CENTRE FOR CONTINUING EDUCATION KERALA**

Final Examination October 2018

Diploma in Computer Application

**Result**

| Sl. No. | Name of Student      | Roll Number     | Total Marks | Percentage of Marks | Grade |
|---------|----------------------|-----------------|-------------|---------------------|-------|
| 22.     | ANJU GEORGE          | C1712066DCA0027 | 545         | 72.67               | B+    |
| 23.     | ASHNA SABU           | C1712066DCA0028 | 543         | 72.40               | B+    |
| 24.     | SUKANYA SUNIL        | C1712066DCA0002 | 541         | 72.13               | B+    |
| 25.     | ANJITHA A P          | C1712066DCA0024 | 540         | 72.00               | B+    |
| 26.     | RAHUL P K            | C1712066DCA0047 | 536         | 71.47               | B+    |
| 27.     | JINCY K J            | C1712066DCA0037 | 533         | 71.07               | B+    |
| 28.     | VAISHNA T U          | C1712066DCA0053 | 533         | 71.07               | B+    |
| 29.     | ANAGHA P R           | C1712066DCA0011 | 528         | 70.40               | B+    |
| 30.     | AKHILA V S           | C1712066DCA0004 | 526         | 70.13               | B+    |
| 31.     | FATHIMATH SAHALA V C | C1712066DCA0034 | 526         | 70.13               | B+    |
| 32.     | SNEHA SATHEESAN      | C1712066DCA0051 | 522         | 69.60               | B+    |
| 33.     | DESLIN JOSE          | C1712066DCA0032 | 521         | 69.47               | B+    |
| 34.     | JIBIN BIJU           | C1712066DCA0036 | 521         | 69.47               | B+    |
| 35.     | ANJITHA N            | C1712066DCA0026 | 515         | 68.67               | B+    |
| 36.     | JOSLIN OUSEPH        | C1712066DCA0038 | 513         | 68.40               | B+    |
| 37.     | PAVITHRA P           | C1712066DCA0046 | 510         | 68.00               | B+    |
| 38.     | LINTA M              | C1712066DCA0040 | 509         | 67.87               | B+    |
| 39.     | ANJANA RAJAN         | C1712066DCA0023 | 508         | 67.73               | B+    |
| 40.     | SIVAJA S D           | C1712066DCA0050 | 508         | 67.73               | B+    |
| 41.     | ATHULYA K KURIAN     | C1712066DCA0031 | 505         | 67.33               | B+    |
| 42.     | GIREESH KUMAR K H    | C1712066DCA0035 | 505         | 67.33               | B+    |
| 43.     | ANGEL PONNU V        | C1712066DCA0022 | 502         | 66.93               | B+    |

**CENTRE FOR CONTINUING EDUCATION KERALA**

Final Examination October 2018

**Diploma in Computer Application**

**Result**

| Sl. No. | Name of Student | Roll Number     | Total Marks | Percentage of Marks | Grade |
|---------|-----------------|-----------------|-------------|---------------------|-------|
| 44.     | MAYA T R        | C1712066DCA0043 | 487         | 64.93               | B     |
| 45.     | MARIYA TOMY     | C1712066DCA0042 | 476         | 63.47               | B     |
| 46.     | NANDITHA T R    | C1712066DCA0045 | 476         | 63.47               | B     |
| 47.     | MRIDULA C M     | C1712066DCA0003 | 470         | 62.67               | B     |
| 48.     | JYOTHISH JOSEPH | C1712066DCA0039 | 470         | 62.67               | B     |
| 49.     | NIDHEESH K T    | C1712066DCA0060 | 467         | 62.27               | B     |
| 50.     | MANJUSHA K G    | C1712066DCA0041 | 417         | 55.60               | B     |

**PRINCIPAL**  
**PAZHASSI RAJA COLLEGE**  
**PULPALLY 673 579**



Sd/-

Controller of Examinations







കേരളം കേരल KERALA

BS 032906

MEMORANDUM OF UNDERSTANDING

This Memorandum Of Understanding (MoU) is entered into at Thiruvananthapuram on this 7<sup>th</sup> day of December, 2017 between Pazhassiraja College, Pulpally, Wayanad..... College, having its registered office at hereinafter referred to as "CCEK sub-center" (which expression unless shall repugnant to the context be deemed to include its successors in office, administrators and assigns) of the First Part, **Center for Continuing Education, Kerala** having its registered office at Anathara Lane, Charachira, Kowdiar P.O., Thiruvananthapuram, Kerala-695003 and represented by its Director, hereafter referred to as "CCEK" (which expression unless shall repugnant to the context be deemed to include its successors in office, administrators and assigns) of the Second Part and IIB Education Pvt Ltd., (CIN U80902KL2007PTIC021072) represented by its Managing Director hereinafter referred to as "NSDC Training Partner" (which expression unless shall repugnant to the context be deemed to include its successors in office, administrators and assigns) of the Third Part

11460

07/12/2017

Director CCEK, Thiruvandrum.


- 6 DEC 2017

AND WHEREAS the NSDC Training Partner is a Nodal Training Partner of NSDC (National Skill Development Corporation) under the Ministry of Skill Development & Entrepreneurship, Govt. of India, for imparting Skill Development Training under PMKVY [Pradhan Mantri Koushal Vikas Yojna] in various constituencies across India and ASAP (Additional Skill Acquisition Programme) Training Partner accredited by Higher Education and General Education departments, Govt. of Kerala.

AND WHEREAS Government vide GO (Rt) No. 1209/14/HEdn. dated 17/6/2014 has accorded sanction to the Director, CCEK to restructure all parameters of the courses including, Governing, Conditions, Control, Curriculum, Fee Structure, Revenue Share of all existing and new courses conducting by CCEK directly, through its sub-centres, through affiliation and the Industry Institute Linkage Programme and directed CCEK to forward the same in the form of a prospectus.

AND WHEREAS Government vide GO(Rt.) No. 3229/16/HEdn. dated 25/11/2016 has approved the prospectus/guidelines for admission to the courses offered through the Continuing Education sub-centres. The GO stipulates that the Administrative/Academic control of all courses shall be vested with CCEK and the sub-centres/NSDC Training Partner shall not conduct courses without the prior approval of the Centre for Continuing Education Kerala.

AND WHEREAS CCEK has decided to empanel National Skill Development Training Partner [NSDC Training Partner] for appointment as the Coordination and implementation of CCEK-NSDT Programmes of CCEK and accordingly invited Expression of Interest vide notification No. CE(C)/6232/2016 Dated 13/10/2016 published in the news dailies "The Hindu" dated 21/10/2016, "Malayala Manorama" dated 21/10/2016 and the web-site of CCEK;

  
Principal  
Pazhassi Raja College  
Pulapally, 688 3579



  
DIRECTOR  
CCEK  
THIRUVANANTHAPURAM



## CENTRE FOR CONTINUING EDUCATION KERALA

Charachira, Kowdiar PO., Thiruvananthapuram, PIN - 695003.

Phone/ Fax : 0471-2313065/2311654

e-mail : [directorceek@gmail.com](mailto:directorceek@gmail.com), web : [www.ceek.org](http://www.ceek.org)

No. CE/C/3666/2013

04/11/2013

From

The Director

To

The Principal,  
Pazhassi Raja College  
Pulpally

Madam/Sir,

**Sub:- Centre for Continuing Education Kerala - extending the DCA programme to new sub-centres - request for establishing new sub-centres - regarding,**

Centre for Continuing Education Kerala [CCEK] under the administrative control of the Higher Education Department is organizing Continuing Education Programmes through its sub-centres established in Polytechnic, Engineering and Arts & Science Colleges across the State.

The course Diploma in Computer Applications (DCA) of CCEK is approved by Government of Kerala vide GO(Ms)No.37/2012/P&ARD dated.16/7/2012 of the Personnel and Administrative Reforms Department, Government of Kerala as a qualification for appointments through Kerala PSC. Considering the wide spread demand for the course, CCEK proposes to offer the DCA course across the state by establishing new sub-centers among the Arts & Science Colleges.

CCEK will organize the course, conduct the examinations and issue certificates to the successful candidates in a standardized pattern. Detailed guidelines regarding the methodology of implementation of the programme with the duties and responsibilities of each stakeholder in the programme is enclosed for your kind perusal.

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is submitted for  
the students,  
then apply

  
13.11.13

CCEK will provide necessary support to the sub-centres for the effective implementation of the programme. New programmes of potential demand among the industry and increased employability chances will be organized shortly. It will be introduced as soon as the programmes are finalized and got approved.

Your college has been identified as one of the institution for offering the course. If you desire to become a part of the project, we earnestly request you to take urgent necessary steps to register your institution as a sub-centre of CCEK at the earliest. A copy of the application form for registration of the sub-centre is enclosed.

*In case any further clarification is required, please feel free to contact the undersigned or Shri. Sudhir N., State Coordinator for the CE Programmes, at Phone : 0471-2313065/2311654 (Office), 9847927494 (Mobile) e-mail : statecoordinatorccek@gmail.com.*

Yours faithfully

  
DIRECTOR

Enclosure: 1) Detailed guideline of the programme  
2) Application form for registering the sub-centre

30383



GOVERNMENT OF KERALA  
Abstract

Scheduled Castes Scheduled Tribes Development Department - Proporsal for conducting Dipoma Course in Computer Application - Training to 1200 Scheduled Caste students for the year 2014-15 - Administrative sanction - accorded - Orders issued.

**SCHEDULED CASTES/ SCHEDULED TRIBES DEVELOPMENT (A) DEPARTMENT**

G.O.(Rt) No.1945/2014/SCSTDD

Dated, Thiruvananthapuram, 24.11.2014.

- Read: 1. G.O.(Rt)No.585/2014/SCSTDD dated 27.03.2014.  
2. Letter No.P1-28131/14 dated 10.11.2014 from the Director, Scheduled Castes Development Department.  
3. Agenda item No.3 in the minutes of the meeting of Departmental Working Group held on 17.11.2014.

**ORDER**

As per the order read as first paper above, Government have accorded administrative sanction to Centre for Continuing Education, Kerala for conducting Diploma in Computer Application course to 1200 Scheduled Caste students during 2013-14. Now the Director, Scheduled Castes Development Department has submitted a proposal for conducting Diploma in Computer Application course benefiting 1200 Scheduled Caste students in various Arts and Science Colleges for enhancing their employability chances for the year 2014-15.

2. The Departmental Working Group held on 17.11.2014 considered the proposal and recommended to sanction the same subject to the condition that future batches will be sanctioned after proper evaluation of the programme outcomes (especially the performance relative to non-SC students)

3. Government accept the recommendation of the Departmental Working Group and are pleased to accord administrative sanction for conducting Diploma Course in Computer Application to 1200 Scheduled Caste students through Centre for Continuing Education, Kerala (CCEK) at an estimated cost of Rs.75.60 lakh (Rupees Seventy Five Lakhs and Sixty Thousand Only) as detailed below:

| Item   | Amount (Rs)  |
|--|--------------|
| Fee proposed for the programme   | 6000.00      |
| Examination fee proposed for the programme (Registration for Regular Examination only)       | 300.00       |
| Total fee for the targetted 1200 beneficiaries belonging to SC communities (1200X(6000+300)) | 75,60,000.00 |

23.3.15

5. The expenditure in this regard will be met from the head of account 2225-01-102-96 Assistance for Training and Employment.

**By Order of the Governor,  
S.U. RAJEEV  
JOINT SECRETARY TO GOVERNMENT**

To ✓ The Director, Scheduled Castes Development Department, Thiruvananthapuram.

- The Principal Accountant General (S&G Sector/E & R Sector), Kerala, Thiruvananthapuram.
- The Chief, Decentralized Planning Division, State Planning Board, Thiruvananthapuram.
- Finance Dept (Welfare Wing)
- The Information Officer, Web & New Media I&PRD, Thiruvananthapuram
- Scheduled Castes and Scheduled Tribe Development (B) Dept
- Stock File/Office Copy.

**Forwarded/by Order**  
*Rashmi*  
**Section Officer.**



CENTRE FOR CONTINUING EDUCATION KERALA  
Anathara Lane, Charachira, Kowdiar P.O, Thiruvananthapuram

### PROCEEDINGS

Centre for Continuing Education Kerala, Thiruvananthapuram – Cosmetology and Beauty Parlour Management course for 200 SC students – Fund from SC Development Department – Remaining 119 SC Students admitted in four different sub centres – Financial assistance – Sanctioned – Orders issued.

### C SECTION

No: CE/C/834/2015

Thiruvananthapuram, Dated : 28/02/2018

- Read : 1) The MoU executed by the Director, CCEK and the Director, SC Development Department dated 28/12/2015,  
2) Order No.P1/29416/14 dated 23/08/2015 from the Director, SC Development Department.  
3) Letter and attachment No.CBM-CCEK-17-18 dated 29/01/2018 from the Principal, Pazhassiraja College, Pulpally, Wayanad.  
4) Letter and attachment No.AS18/2018 dated 30/01/2018 from the Principal, St.Mary's College, Bathery, Wayanad.  
5) Letter and attachment No.CESC/GL.364/2018 dated 08/01/2018 from the Principal, Govt.College for Women, Thiruvananthapuram.  
6) The letter and attachment dated 12/02/2018 from the Principal, IPT & GPTC, Shornur.

### ORDER No. 154/2018/CCEK

As per the MoU executed between the Director, CCEK and the Director SC Development Department and an amount of Rs.15 Lakhs was sanctioned to CCEK to provide financial assistance to 200 SC students for the course Cosmetology and Beauty Parlour Management.

The Principals of Pazhassiraja College, Pulpally, St.Mary's College, Sulthan Bathery, Government College for Women, Thiruvananthapuram and Institute of Printing Technology and Government Polytechnic College, Shornur have forwarded lists of SC students undergoing/undergone the course, Beauty Parlour Management and Cosmetology under the scheme. The Collegewise strength of students are as stated below.

|  |                              |
|--|------------------------------|
| 1) Pazhassiraja College, Pulpally              | - 30 Students                |
| 2) St.Mary's College, Sulthan Bathery          | - 52 Students                |
| 3) Govt. College for Women, Thiruvananthapuram | - 16 Students                |
| 4) IPT & GPTC Shornur                          | - <u>21 Students</u>         |
| <b>Total</b>                                   | <b>- <u>119 Students</u></b> |

The Structure of financial assistance admissible per student is as follows.

P.T.O

|  |                            |
|--|----------------------------|
| Tuition Fee  | - Rs.5000/-                |
| Monthly stipend for 3 months @ Rs.300 per month          | - Rs.900/-                 |
| Cost of course materials for months @ Rs.500/- per month | - Rs.1,500/-               |
| Examination Fee  | - Rs.100/-                 |
| <b>Total</b>   | <b><u>- Rs.7,500/-</u></b> |

Hence sanction is hereby accorded to draw and disburse a total amount of Rs.8,80,000/- (Rupees Eight Lakh Eighty Thousand only) to these institutions as financial assistance out of the fund sanctioned by the SC Development Department. The institutionwise grant is as stated below.

|   |                               |
|---|-------------------------------|
| 1) Pazhassiraja College, Pulpally (30 x 7400)             | - Rs.2,22,000/-               |
| 2) St.Mary's College Sulthan Bathery (52 x 7400)          | - Rs.3,84,800/-               |
| 3) Govt.College for Women, Thiruvananthapuram (16 x 7400) | - Rs.1,18,400/-               |
| 4) IPT & GPTC, Shornur (21 x 7400)                        | - Rs.1,55,400/-               |
| <b>Total</b>  | <b><u>- Rs.8,80,600/-</u></b> |

Sanction is also accorded to draw and credit an amount of Rs.20,000/- (Rupees Twenty Thousand only) to the general fund of CCEK being the total amount of examination fee due to this office (100 x 200) examination fee of Rs.300/- limited to Rs.100/- due to shortage of fund.

The Expenditure in this regard will be met from the funds received from SC Development Department for the conducting the course "Cosmetology & Beauty Parlour Management".

  
DIRECTOR

*Ju*

To,

- 1) Account Section with direction to issue cheque transfer the amount the account concerned.
- 2) The Principal, Pazhassiraja College, Pulpally, Wayanad.
- 3) The Principal, St.Mary's College, Sulthan Bathery, Wayanad
- 4) The Principal, Govt.College for Women, Thiruvananthapuram
- 5) The Principal, IPT & GPTC Shornur, Palakkad
- 6) Dispatch Section
- 7) Stock File / Office Copy





# CENTRE FOR CONTINUING EDUCATION KERALA

Anathara Lane, Charachira, Kowdiar P.O., Thiruvananthapuram, Kerala, PIN - 695 003

സി.ഇ.സി/834/2015

തീയതി: 25/01/2018

സ്വീകർത്താവ്

പ്രിൻസിപ്പാൾ

സർ,

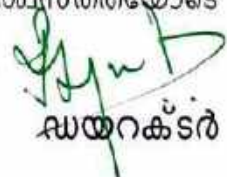
വിഷയം: സെന്റർ ഫോർ കണ്ടിന്യൂയിംഗ് എഡ്യൂക്കേഷൻ കേരളം - കോസ്മെറ്റോളജി ആൻഡ് ബ്യൂട്ടി പാർലർ മാനേജ്മെന്റ് കോഴ്സുമായി ബന്ധപ്പെട്ട് - സംബന്ധിച്ച്.

സൂചന : താങ്കൾ അയച്ചുതന്ന കത്തും പട്ടികയും

സൂചനയിലേക്ക് ശ്രദ്ധ ക്ഷണിക്കുന്നു. കോസ്മെറ്റോളജി ആൻഡ് ബ്യൂട്ടി പാർലർ മാനേജ്മെന്റ് കോഴ്സുമായി ബന്ധപ്പെട്ട് താങ്കളുടെ സ്ഥാപനത്തിന് ലഭിക്കേണ്ടുന്ന വിഹിതം നൽകുന്നതിന്റെ തുടർനടപടിയ്ക്കായി താഴെപ്പറയുന്നവ അയച്ചുതരുവാൻ ആവശ്യപ്പെടുന്നു.

- 1) അറ്റൻറൻസ് ബുക്കിന്റെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ്
- 2) പുരോഗതി റിപ്പോർട്ട്

വിശ്വസ്തതയോടെ

  
ഡയറക്ടർ

1. ഐ.പി.റ്റി - ജി.പി.റ്റി.സി, ഷൊർണൂർ
2. ഗവൺമെന്റ് കോളേജ് ഫോർ വിമെൻ, തിരുവനന്തപുരം
3. സെന്റ് മേരീസ് കോളേജ്, സുൽത്താൻ ബത്തേരി, വയനാട്
- ✓ 4. പഴശ്ശിരാജ കോളേജ്, പുൽപ്പള്ളി, **ഉമനാട്**

From,

മിജോ ജോർജ്ജ്

എസ്. ആർ. സി. & സി. സി. ഇ. കെ. കോ-ഓഡിനേറ്റർ

വയനാട്, കേരള

To,

പ്രിൻസിപ്പൽ / സെന്റർ മാനേജർ

പബ്ലിക് രാജാ കോളേജ് പൂർത്തളി

വയനാട്

സർ,

സെന്റർ ഹോൾ കണ്ടിസ്ട്രയിൽ എഡ്യൂക്കേഷന്റെ ബ്രൂസി പാർലർ 6 കോസ്മോറ്റോജി മാനേജ്മെന്റ് സ്കെപ്പൽ എസ്. സി. ബാച്ച് നമ്മുടെ കോളേജിൽ അനുവദിച്ച ക്ലാസ്സുകൾ തുടങ്ങിയതുമായി ബന്ധപ്പെട്ട് എല്ലാ ചിലവുകളും ഉൾപ്പെടെ 2,22,000 (രണ്ട് ലക്ഷത്തി ഇരുപത്തി രണ്ടായിരം) കോളേജിന് അനുവദിച്ചിരിക്കുന്നു. 30 വിദ്യാർത്ഥികളാണ് ഈ കോഴ്സിന് അർഹരായിട്ടുള്ളത്. ആയതിനാൽ കുട്ടികളുടെ പി.സിന്റെ 20% അതായത് (30x5000=150000) ന്റെ 30000 രൂപയും മൂന്ന് മാസത്തെ കോഴ്സിന് സ്റ്റൈഫന്റ് ഇനത്തിൽ ഒരു വിദ്യാർത്ഥിക്ക് 300 രൂപ വീതം മൂന്ന് മാസത്തേക്ക് 900 രൂപയും അതായത് (30x900=27000) രൂപയും ഉൾപ്പെടെ 57000 (അൻപത്തിയേഴായിരം) രൂപ കോളേജ് സി സെൽ അക്കാദമിക്സ് എടുക്കുകയും ബാക്കി തുക 165000 (ഒരു ലക്ഷത്തി അറുപത്തി അയ്യായിരം) കോഴ്സ് നടത്തിപ്പിനായി ചെങ്കായോ, ക്യാഷ് ആയോ അനുവദിച്ചു തരണമെന്ന് അപേക്ഷിക്കുന്നു.

- കോഴ്സ് നടത്തിപ്പിനായി വാഷിംഗ് സൗകര്യവും ഫർണിച്ചറുകളും ഉള്ള ഒരു ക്ലാസ് റൂം മാത്രം കോളേജ് അനുവദിച്ചു തന്നാൽ മതിയാകും.
- കുട്ടികളുടെ ഹാജർ നില അതാത് ആഴ്ചകളിൽ കൃത്യമായി പരിശോധിക്കുകയും അതാത് മാസങ്ങളിൽ സ്റ്റൈഫന്റ് വിതരണം ചെയ്യേണ്ടതും ക്ലാസ്സുകളുടെ നിലവാരം പരിശോധിക്കേണ്ടതും കോളേജിന്റെ ഉത്തരവാദിത്വമാണ്.
- കോഴ്സ് പ്രെപ്പോസൽ നൽകൽ മുതൽ സർട്ടിഫിക്കറ്റ് വിതരണം വരെയുള്ള എല്ലാ കാര്യങ്ങളും അനുബന്ധചിലവുകളും ചെയ്യേണ്ടത് കോ-ഓർഡിനേറ്ററുടെ ഉത്തരവാദിത്വമാണ്.

മുകളിൽ സൂചിപ്പിച്ച കാര്യങ്ങൾ അനുസരിച്ച് ഈ കോഴ്സുമായി ബന്ധപ്പെട്ട എല്ലാ കാര്യങ്ങളും കാലതാമസം വരുത്താതെ ഉത്തരവാദിത്വത്തോടുകൂടി ചെയ്യാൻ കോ-ഓർഡിനേറ്റർ എന്ന നിലയിൽ ഞാൻ കടപ്പെട്ടിരിക്കുന്നു. വിരഗ്ഭരായ അധ്യാപകരെ നിയോഗിച്ചുകൊണ്ടും കൃത്യമായ ക്രമീകരണങ്ങൾ നടത്തിക്കൊണ്ടും മൂന്ന് മാസത്തെ ഈ കോഴ്സ് മുന്നോട്ടു കൊണ്ടു പോകാൻ ഞാൻ തയ്യാറാണ്.

എന്ന് വിശ്വസ്യതയോടെ

JJO-GEORGE  
 C.C.E.K & S.R.C CO-ORDINATOR  
 WAYANAD





19/2/2019  
Pulankutty  
- G

12. TTS stands for  
a) Text To Speech      b) Type To Speech      c) True Type Speech      d) None of the above
13. ....key used for typing letter "ശ്" d)nd[  
a) nD]      b)Nd]      c)ND]
14. What is the generic web based Indic language computation framework by SMC?  
a) HTML      b) Dhavani TTS      c) SILPA      d).NET
15. Dhavani TTS supports  
a)5 Languages      b) 11 Languages      c)10 Languages      d)8 Languages
16. The key used for chillu (ചില്ലിക്കാശി) d) \  
a) +      b) [      c) ]
17. Which key combination is used to type ഹ് d) us  
a) ua      b) ue      c) u=
- 18 Which key combination is used to type റ് d) nx  
a) ne      b) na      c) nz
19. ....key used for typing letter "ഔ" d)shift+Q  
a) shift+M      b) shift+N      c) shift+P
20. ....key used for typing letter "൩" d) Q  
a) n      b) v      c) J



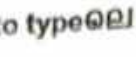
### Part II

(Answer all questions. Each question carries 1 mark)

(10 x 1)

21. ....key used for typing letters "അം"
22. WSIS stands for.....
23. KDE is.....
24. ....key used for typing letter "ജ്"
25. Select "MY" option for .....typing?
26. SMC has been active since.....
27. ....key combination is used for typing the word "വീട്"
28. ....key used for typing letter "ബ്"
29. ....is the slogan of the SMC
30. ....key combination is used for typing the word "അമ്മ"



12. TTS stands for  
 a) Text To Speech b) Type To Speech c) True Type Speech d) None of the above
13. \_\_\_\_\_key used for typing letter "ൗ"  
 a) n[] b) Nd[] c) ND[] d) nd[]
14. What is the generic web based Indic language computation framework by SMC?  
 a) HTML b) Dhavani TTS c) SILPA d) .NET
15. Dhavani TTS supports  
 a) 5 Languages b) 11 Languages c) 10 Languages d) 8 Languages
16. The key used for chillu (ചില്ലി)   
 a) + b) [ c) ] d) \
17. Which key combination is used to type   
 a) us b) ue c) u= d) us
18. Which key combination is used to type   
 a) ne b) na c) nz d) nx
19. \_\_\_\_\_key used for typing letter "൓"  
 a) shift+M b) shift+N c) shift+P d) shift+Q
20. \_\_\_\_\_key used for typing letter "ൎ"  
 a) n b) v c) J d) Q

## Part II

(Answer all questions. Each question carries 1 mark)

(10 x 1)

21. \_\_\_\_\_key used for typing letters "൓൐"  
 22. WSIS stands for.....  
 23. KDE is.....  
 24. \_\_\_\_\_key used for typing letter "ഘ"  
 25. Select "MY" option for .....typing?  
 26. SMC has been active since.....  
 27. \_\_\_\_\_key combination is used for typing the word "വീട്"  
 28. \_\_\_\_\_key used for typing letter "ൎ"  
 29. \_\_\_\_\_is the slogan of the SMC  
 30. \_\_\_\_\_key combination is used for typing the word "അമ്മ"

### Part III

(Answer all questions. Each question carries 2 marks)

(5 x 2 = 10)

31. How Malayalam fonts are installed in windows?
32. Write the key combination to write the malayam words :

“മലയാളം ലോകത്ത് എവിടെയുണ്ട് !”

33. Explain transliteration software?
34. Write the importance of language computing?
35. What is difference between ASCII and UNICODE?

### Part IV

(Answer any two questions. Each question carries 5 marks)

(2 x 5 = 10)

36. Explain keyboard layouts?
37. How do you enable Malayalam on Windows XP?
38. Write key combinations of the following Malayalam words

\*\*\*\*\*



GOVERNMENT OF KERALA  
CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No.: 150700981

Registration No.: C1412066DCA0033

Online Verification Code: C160010165

Certified that Mr./Ms. **VIPINA VINOD T N**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

**Pazhassi Raja College Pulpally, Wayanad**

for the period from **December, 2014** to **May, 2015**

The candidate has been awarded the Grade **A** for his / her performance

in the examination conducted on **July, 2015**

Date of Issue: **04.03.2016**



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Controller of Examinations

(Grade : A+ : Marks ≥ 91% A : Marks ≥ 81% and < 91% B+ : Marks ≥ 66% and < 81% B : Marks ≥ 51% and < 66% C : Marks : ≥ 35% and < 51%)  
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## STATEMENT OF MARKS

|                  |                                 |
|------------------|---------------------------------|
| Name of Course   | Diploma in Computer Application |
| Name of Student  | VIPINA VINOD T N                |
| Registration No. | C1412066DCA0033                 |

| Subject                          | Marks Awarded | Maximum Marks |
|----------------------------------|---------------|---------------|
| Informatics [ DC 01 ]            | 135           | 150           |
| MS Office and Internet [ DC 02 ] | 138           | 150           |
| Linux and Open Office [ DC 03 ]  | 127           | 150           |
| PC Techniques [ DC 04 ]          | 133           | 150           |
| Malayalam Computing [ DC 05 ]    | 132           | 150           |
| Total Marks                      | 665           | 750           |
| Percentage of Marks              | 88.67%        |               |
| Final Grade                      | Grade: A      |               |

Grade:

|                              |    |
|------------------------------|----|
| Marks $\geq$ 91%             | A+ |
| Marks $\geq$ 81% and $<$ 91% | A  |
| Marks $\geq$ 66% and $<$ 81% | B+ |
| Marks $\geq$ 51% and $<$ 66% | B  |
| Marks $\geq$ 35% and $<$ 51% | C  |

Compared by: *h*Verified by: *h*

Date of Issue: 04.03.2016



*h*  
Controller of Examinations

**CENTRE FOR CONTINUING EDUCATION KERALA**  
**Diploma in Computer Application [DCA]**

(Final Examination – September 2016)

**PC Techniques [DC 04]**

Time: 2 Hours

*Answers can be written either in English or Malayalam*

Max. Marks : 100

**Part I**

*(Answer all questions. Each question carries 1 mark)*

(40 x 1 = 40)

1. Which devices are used to play sound?  
 a. Speaker                      b. Mouse                      c. Monitor                      d. Printer
2. Which device store data temporarily?  
 a. RAM                              b. ROM                              c. CD                              d. DVD
3. Which is volatile memory?  
 a. RAM                              b. ROM                              c. PROM                              d. EPROM
4. Which device transfers data from a computer on to paper?  
 a. Printer                              b. Joystick                              c. Light pen                              d. Monitor
5. S M P S stands for  
 a. Switchedmode power supply                      c. Simple mode power supply  
 b. Singlemode power supply                      d. None of these
6. Which device is used in the 3<sup>rd</sup> Layer of OSI architecture?  
 a. Bridge                              b. Router                              c. Modems                              d. None of these
7. What is the layout of connected device?  
 a. Topology                              b. Modem                              c. Protocol                              d. IP Address
8. Which topology integrates multiple star topologies together onto a bus?  
 a. Tree                              b. Star                              c. Bus                              d. Ring
9. BIOS is located at  
 a. Motherboard                              b. Key board                              c. Memory                              d. Smart Card
10. Which type of memory that store data even main computer power is off  
 a. ROM Bios                              b. Core chips                              c. PROM                              d. None of these
11. Example for system software  
 a. Linux                              b. Tally                              c. MS Office                              d. Oracle
12. Pick odd one  
 a. EEPROM                              b. RAM                              c. Hard disk                              d. Floppy

13. Which port is used to connect monitor to a system?  
 a. Ps/2                                  b. VGA                                  c. Parallel                                  d. Serial
14. How many number of keys in keyboard?  
 a. 103                                      b. 108                                  c. 100                                  d. 95
15. Which of the following is an IP address?  
 a. www.example.com                  b. 192.168.1.10                      c. 225                                  d. 128
16. Which is true about LAN ?  
 a. Topology                              b. Protocol                              c. Network                              d. All of these
17. Which one is not a virus?  
 a. Firefox                                b. Logic Bomb                        c. Melisa Tape                        d. Trojan
18. The protocol used in internet  
 a. SMTP                                  b. TCP/IP                              c. FTP                                  d. NMTP
19. Buring a DVD means  
 a. destroying DvD                      b. Writing data                        c. Deleting data                        d. None of these
20. File permission not available in windows  
 a. Read                                    b. Modify                              c. Write                                  d. All of these
21. Which one of the following represents a processor?  
 a. INTEL                                  b. IBM                                    c. MODEM                              d. None of these
22. Which of the following is/are the technology/technologies used in printers?  
 a. Laser                                  b. Inkjet                                c. Thermal                              d. All of these
23. Which type of the memory is used to process in computer system ?  
 a. Standardmemory                    b. Secondary memory                c. Primary memory                    d. Auxiliary Memory
24. CD is a \_\_\_\_\_ data storage device  
 a. Optical                                b. Magnetic                            c. Electrical                            d. Electronics
25. The software used to access internet  
 a. Chrome                                b. Gateway                            c. Open office                        d. Router
26. Which command is used to create disk's track and sectors?  
 a. Fdisk                                  b. Format                                c. Attrib                                d. Run
27. Which is used in cache memory?  
 a. SRAM                                b. DRAM                                c. Magnetic Tape                    d. RAM
28. UPS stands for  
 a. Uninterrupted Power Supply                  c. Unique Power Supply  
 b. United Power Supply                            d. None of these
29. Expansion of AGP  
 a. Accelerated Graphics Port                    c. Audio graphics port  
 b. Alter Graphics port                            d. Audio Graphic Part
30. Example for multicore processor  
 a. Intel 8086                              b. Intel 15                              c. Intel Pentium                      d. intel 8606
31. What is the section in Windows that enables to modify the computer's settings?  
 a. Help and Support                    b. Recycle Bin                        c. Control Panel                      d. My Documents

# CENTRE FOR CONTINUING EDUCATION KERALA

## Diploma in Computer Application [DCA]

(Final Examination - September 2016)

INFORMATICS [DC 01]

*Answers can be written either in English or Malayalam*

Max. Marks: 100

Time: 2 Hours

### Part I

*(Answer all questions. Each question carries 1 mark)*

(40 x 1 = 40)

- 1) Which color is used for keyboard port?  
 (a) Green (b) Yellow (c) Purple (d) Red
- 2) A monitor's front is called a screen with a ..... Attached to the screen?  
 (a) CRT (b) LCD (c) SVGA (d) Laser printers
- 3) First generation year?  
 (a) 1964-1959 (b) 1959-1965 (c) 1959-1971 (d) 1963-1959
- 4) What type classification of computer Capable of supporting hundreds of users simultaneously?  
 (a) Main frame (b) Mini computer (c) Super computer (d) Personal computer
- 5) Secondary storage, sometimes called?  
 (a) Main memory (b) Auxiliary memory (c) Primary memory (d) Control unit
- 6) A joystick is primarily used for .....?  
 (a) Input (b) Output (c) Gaming (d) Pointing
- 7) A dual layer blue-ray disc can store data up to?  
 (a) 700mb (b) 1gb (c) 4.7gb (d) 50gb
- 8) Which programming languages are classified as low level languages?  
 (a) BASIC, COBOL, FORTRAN (c) C, C++  
 (b) PROLOG (d) Assembly Languages
- 9) Which type of software is an operating system?  
 (a) Utility (b) System (c) Application (d) Firmware
- 10) Which is an example for page description language?  
 (a) GIMP (b) BASIC (c) PageMaker (d) None of These
- 11) Which type of cache memory?  
 (a) Primary memory (c) Double data rate memory  
 (b) Semi-conductor memory (d) Prom memory

- 12) Which among these is a translator program?  
 (a) File Search (b) Interpreter (c) Subroutines (d) Disk Defragmenter
- 13) Contents of secondary memories are first transferred to main memory?  
 (a) CDROM (b) CPU (c) PEN DRIVE (d) Magnetic tape
- 14) First generation of computers was based on ----- technology?  
 (a) Transistor (b) Vacuum-tube (c) LSI (d) VLSI
- 15) Name the processor which is manufactured by AMD?  
 (a) Xeon (b) Duron (c) Celeron (d) Pentium 4
- 16) A..... is the smallest addressable unit in a disk?  
 (a) Tracks (b) Sectors (c) surfaces (d) None of these
- 17) What is Expansion DVD?  
 (a) Digital Versatile Disc (c) Digital Valuable Disc  
 (b) Digital Veritable Disc (d) None of these
- 18) Memory is counted in?  
 (a) Watt (b) Ampere (c) Bytes (d) Hertz
- 19) Which ram is used for cache memory?  
 (a) RDRAM (b) SRAM (c) DRAM (d) SDRAM
- 20) The brain of the computer system is?  
 (a) Control unit (b) Memory unit (c) CPU (d) ALU
- 21) ..... is a set of electronic components in an integrated circuit board that manages the data flow between the processor?  
 (a) Chipset (b) CMOS (c) MOSFET (d) BIOS
- 22) Which output device is used in CAD, CAE, and CAM?  
 (a) Plotter (b) Printer (c) Monitor (d) Speaker
- 23) Which is an interface between an application software and computer?  
 (a) GUI (b) OS (c) Hardware (d) Memory
- 24) Which port is called mouse port?  
 (a) Serial port (b) Parallel port (c) I/O port (d) USB
- 25) In which generation, Integrated Circuits were introduced?  
 (a) First (b) Second (c) Third (d) Fourth
- 26) Which is an example for a Page Description Language?  
 (a) GIMP (b) BASIC (c) Page Maker (d) Post Script
- 27) In which multitasking, the OS slices the CPU time and assigns to each processes?  
 (a) Pre-emptive (b) Cooperative (c) Batch (d) None of these
- 28) Which language generation is independent of particular computers?  
 (a) First (b) Second (c) Third (d) Fourth
- 29) What is the illegal copying, distribution, or use of software?  
 (a) Crime (b) Piracy (c) Abuse (d) Theft
- 30) What is a self-replicating computer programs called?  
 (a) Spyware (b) Antivirus (c) Malware (d) Virus

- 31) Choose the smallest memory size?  
 (a) terabyte (b) gigabyte (c) megabyte (d) kilobyte
- 32) Which is the technology behind mobile commerce?  
 (a) Wi-Fi (b) WAP (c) VOIP (d) None of these
- 33) Who invented IC circuits?  
 (a) Ken Thompson (b) Douglas Karl Engelbert (c) Alan Shugart (d) Jack Kilby
- 34) WAN stands for?  
 (a) Wide Array Net (b) WAP Area Network (c) Wide Area Network (d) Wireless Area Network
- 35) What is called intangible property created by individuals or corporations?  
 (a) Corporate (b) Commercial (c) Personal (d) Intellectual
- 36) Which is an exclusive monopoly on the ideas behind an invention for 20 years?  
 (a) Copyright (b) Patent (c) Trade Secret (d) Whole mark
- 37) Which is the standard that refers to serial ports?  
 (a) USB1.1 (b) EPP (c) RS-232 (d) ECP
- 38) Which is the first AMD processor?  
 (a) K6 (b) Athlon (c) Sempron (d) Duron
- 39) In which ROM, instructions can be written once?  
 (a) CD-RW (b) EPROM (c) EEPROM (d) CD-ROM
- 40) Which rotates the magnetic medium in Hard Disk?  
 (a) Spindle motor (b) Stepper motor (c) Actuator (d) Spindle

## Part II

(Answer all questions. Each question carries 1 mark)

(20 x 1 = 20)

- 41) The first microprocessor is.....
- 42) In hard disk .....Access of data is used.
- 43) The first commercially available computer is.....
- 44) The fifth generation used .....technology in circuits.
- 45) The term CPU stands for.....
- 46) Program stored in rom are called.....
- 47) The data inside the floppies are stored in .....and .....
- 48) Compact disks most popularly known as .....
- 49) A .....is data storage devices that includes flash memory.....
- 50) A standard computer keyboard is called.....
- 57) The speed of computer is calculated in .....
- 58) Difference Engine is invented by .....
- 59) The first microprocessor is .....
- 60) The fifth generation used .....technology in circuits.

- 51) .....register holds the address of the next instruction to be executed.  
52) .....is the fastest cache.  
53) In hard disk, .....access of data is used.  
54) Laser printer is a/an .....printer.  
55) .....translates a high level source code into executable code one line at a time.  
56) Websites offering free classifieds, auctions, and forums uses.....type of e-commerce.

### Part III

*(Answer all questions. Each question carries 2 marks)*

*(10 X 2 = 20)*

61. List of different type of e-commerce.
62. What did you understand by the term free software?
63. Write about hard disk?
64. What is input devices?
65. What are the four components of computer?
66. Draw the block diagram of a computer.
67. What is a port?
68. What is a blue ray disk?
69. What is a system software?
70. What is a computer virus?

### Part IV

*(Answer any four questions. Each question carries 5 marks)*

*( 4 X 5 = 20)*

71. Explain 5 generation.
72. Different Types of operating system.
73. What is motherboard? Parts of motherboards.
74. What is primary memory?
75. What is printer? Different type of printers?
76. Explain output devices.



**CENTRE FOR CONTINUING EDUCATION KERALA**

**DIPLOMA IN COMPUTER APPLICATION  
(DCA)**

[approved vide GO(Ms)No.37/2012/P&ARDdated.16/7/2012]

**SYLLABUS**  
( Duration - 6 Months )

**CENTRE FOR CONTINUING EDUCATION KERALA**

Anathara Lane, Charachira, Kowdiar P.O.

Thiruvananthapuram - 695003

Phone / Fax: 0471-2311654, 2313065

e-mail : [directorccek@gmail.com](mailto:directorccek@gmail.com), web : [www.ccek.org](http://www.ccek.org)



# DIPLOMA IN COMPUTER APPLICATION (DCA)

## I. INTRODUCTION

Computer knowledge is essential in all types of jobs. It will give added waitage to the job seekers. This curriculum is framed so as to impart the theoretical and practical knowledge in computer application such as windows , Linux , word processing, spreadsheets, Presentation , Internet, Open Office, DBMS, Malayalam computing, etc.

The course Diploma in Computer Applications (DCA) of CCEK is approved by Government of Kerala vide GO(Ms)No.37/2012/P&ARD dated.16/7/2012 of the Personnel and Administrative Reforms Department, Government of Kerala as a qualification for appointments through Kerala PSC. Considering the wide spread demand for the course, CCEK proposes to offer the DCA course across the state by establishing new sub-centers among the Arts & Science Colleges.

## II. ELIGIBILITY FOR ADMISSION

SSLC

## III. DURATION OF THE COURSE

SIX months

## IV. MEDIUM OF INSTRUCTION

The medium of instruction in all the theory and practical subjects shall be English & Malayalam.

## V. COURSE FEE

The course fee is Rs. 6000/-

The fee can be collected in three equal installments at the discretion of the sub-centre.

## VI. EXAMINATION FEE

Fee for registering regular examination -Rs.300/-

Fee for supplementary examination-Rs. 100/- per paper

Examination fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.

## VII. EXAMINATION

There will be an examination for theory and practical subjects as per the notification of the Director, C.C.E.K.

### VIII. RULES AND REGULATIONS FOR EXAMINATION AND PROMOTION

- 1) Duration of the course is six months
- 2) The minimum qualification prescribed for admission is SSLC.
- 3) The examinations will be conducted by C.C.E.K.
- 4) Minimum attendance required for a candidate to register for the examination is 70%.
- 5) Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condensation fee of Rs.200/- on the recommendation of the course coordinator of the sub-centre. Condonation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.
- 6) No candidate will be allowed to register for examination in piecemeal. If in any case this happens, registration shall automatically be cancelled at any stage of the process of the examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.
- 7) Each candidate is entitled for three chances to pass the examination, including the regular with in a period of 2 Years after the registration for the first examination.
- 8) A minimum of 35% marks in theory and practical is required to pass in each subject
- 9) Supplementary examination fee of Rs. 100/- per paper will be charged subject to a maximum amount of Rs. 500/-
- 10) There will be 5 classifications of passed candidates in the following grading system.

|            |    |
|------------|----|
| 35 to 50%  | C  |
| 51 to 65 % | B  |
| 66 to 80%  | B+ |
| 81 to 90%  | A  |
| 91 to 100% | A+ |
- 11) The total marks shall be considered to classify the successful candidates.
- 12) Revaluation for theory papers is done on application addressed to the Director, C.C.E.K. within 15 days of the publication of the results, along with revaluation fee of Rs. 100/- per paper. In case CCEK decides to conduct the theory examination on-line, there will be no revaluation.
- 13) There will be no revaluation for practical.
- 14) Any other details not specifically mentioned herein will be decided by the Director, C.C.E.K. and decision will be final.

## IX. SYLLABUS

| Subject Code | Subject Name           | Theory Hours | Practical Hours | Internal Marks | End Exam   |            | Total Marks |
|--------------|------------------------|--------------|-----------------|----------------|------------|------------|-------------|
|              |                        |              |                 |                | Theory     | Practical  |             |
| DC 01        | Informatics            | 10           | -               | 50             | 100        | -          | 150         |
| DC 02        | MS Office and Internet | 10           | 90              | 50             | 50         | 50         | 150         |
| DC 03        | Linux and Open Office  | 4            | 30              | 50             | 50         | 50         | 150         |
| DC 04        | PC Techniques          | 4            | 20              | 50             | 100        | -          | 150         |
| DC 05        | Malayalam Computing    | 2            | 10              | 50             | 50         | 50         | 150         |
| <b>Total</b> |                        | <b>30</b>    | <b>150</b>      | <b>250</b>     | <b>350</b> | <b>150</b> | <b>750</b>  |

### 1. DC 01- INFORMATICS

#### Introduction To Information Technology

Characteristics of Computers, Stored Program Concept

History of Computers

Evolution of Computer - Generations

Computer classifications-Micro, Mini, Mainframe and Super Computers

Microcomputers - Desktop PCs, Laptops, Palmtops and PDAs

#### Computer Organization

CPU, Memory, I/O Devices- Block Diagram of a computer

System components - Motherboards, Chip sets, Buses and Expansion Slots

I/O Ports -Serial Port (RS-232 ), Parallel ports, USB, PS/2

Microprocessors - Brief introduction to the Intel Family, Different Models of Intel Pentium IV and AMD Athlon/ Duron processors

(characteristics - Number of bits, Speed, Memory Addressing, other features like Hyper Threading etc)

#### Memory

Characteristics of Primary Memory and Secondary Memory

Classification of Primary Memory

ROM - EPROM, EEPROM

RAM- SRAM, DRAM, SDRAM, DDRAM, RDRAM

Cache Memory - L1, L2 and L3 Cache

### Secondary Memory

Sequential and Direct Access Storage Characteristics

Magnetic Tapes, Magnetic Disks-

Floppy Disks-Hard disks

Optical Storage - CDROMs Different types of CDROMs CDR, CDR/W

CD-Drives - Speed of CD- Drives, CD Writers, DVDs - DVD - R/W, Blu-Ray Disk

Advanced Removable Storage Devices - Pen Drives, Zip Drives, Super disks

### Input Devices

Keyboard - Different types of keyboards

Graphical Input - Mouse - Optical Mouse, Trackball, Track pad, Trackpoint, Joystick, Scanners, Optical Mark Readers, Barcode reader, Smart Card Readers

Touch Screens, ATM, Web Cameras

Voice Input - Microphones

### Output Devices

Computer Output - Soft Copy and Hard Copy

Monitor - CRT, LCD, TFT displays (Dimensions, Resolution, and comparison - overview only)

LCD Projectors

Printers- Impact and Non Impact printers

Dot matrix Printers, Thermal Printers, Inkjet and Laser Printers, Plotters, Computer Output

Microfilm

Audio Output - Speaker

### Computer Software

Software Classification- System Software and Application Software

Operating Systems - Functions of OS - Types of OS - Single User,

Multi-User, Multitasking, Real Time OS

Language Translators - Compilers and Interpreters

Programming Languages and Classification - Machine Language, Assembly Language, High Level Language and 4GLs (Comparative study of these languages)

Computer Viruses, Software Piracy, Free Software Philosophy

### Information Technology

IT in communication, Business, Governance, Medicine, Office Automation, and Health Care, Education, Science, Entertainment, Engineering Manufacturing. IT

Policy in the State  
E-Commerce - Types of e-commerce, B2B, B2C, C2C, P2P, M-commerce.  
On-line trading and Net-Banking

### **Ethical and Social Issues**

Understanding ethical and social issues related to systems  
A Model for Thinking About Ethical, Social, and Political Issues  
Five Moral Dimensions of the Information Age  
Key Technology Trends that Raise Ethical Issues  
Ethics In An Information Society-Basic Concepts: Responsibility, Accountability, and Liability, Ethical Analysis-Candidate Ethical Principles  
Professional Codes of Conduct  
Some Real-World Ethical Dilemmas  
The Moral Dimensions Of Information Systems-  
Information Rights: Privacy and Freedom in the Internet Age,  
Property Rights: Intellectual Property,  
Accountability, Liability, and Control,  
System Quality: Data Quality and System Errors  
Quality of Life: Equity, Access, and Boundaries

### **Text Books:**

Alexis Leon & Mathews Leon, Computers Today, Leon Viks Pub  
Curtin, Foley, Sen. & Motrin , Tata Me Graw Hill Pub  
IT Tools and Applications - Me Millan

### **References:**

Peter Dyson, The PC User's essential accessible Pocket Dictionary, BPB  
Ron White, How Computers Work (with CD) BPB New Delhi  
Alexis & Mathew Leon, Fundamentals of Information Technology, Leon Vikas Pub

## **2. DC 02 - MS OFFICE AND INTERNET**

### **Office Automation Basics**

Concept of office  
Nature of work in office  
Meaning of office automation  
Needs & future trends of Office Automation

Office system requirements  
Document preparation  
Document storage & retrieval  
Integrated office systems

**Disk Operating System:**

Simple DOS Commands  
Simple File Operations  
Directory Related  
Commands.

**Windows XP/2000/Nista/7**

Introduction to Windows  
Desktop, Taskbar, Start Menu, My Computer, Windows Explorer, Recycle Bin  
Accessories- Calculator, Notepad, paint, WordPad.

**Microsoft Word**

Introduction to MS Office & MS Word  
Introduction to MS Office Package  
MS Word  
Text Formatting Features  
Paragraph, Change Case, Font, Tabs, Drop Cap, Bullets and Numbering,  
Advanced Formatting Features  
Borders and Shading, Auto shape, Caption, Columns, Text Box, Footnote,  
Tables and Drawing Features  
Insert Table, Draw Table, Formula, Sort, Forms  
Graphics - Word Art and Clip Art,  
Tools - Mail Merge, Spelling and Grammar, Thesaurus, Autocorrect.

**MS Excel**

Worksheets, Cell, Cell Range Operations, Fill Series, Protecting  
Worksheets  
Functions- sum, average, if. Financial and statistical functions,  
Mathematical functions.  
Database Operations Sort, Filter - Auto filter and Advanced filter,  
Subtotals, Table, Validation  
Charts - Column, Pie, XY, Line, Scatter

**MS Power point- Introduction**

Slide Sorter  
Slide Background  
Slide Transition  
Slide show

Front Alignment  
Background  
Action Buttons  
Setup Show  
Custom Animations.

### **Introduction to database system concepts**

Database  
Characteristics of Data in Database  
DBMS-Advantage of DBMS  
Different type of Database Systems  
Introduction to Relational DBMS  
RDBMS Terminology  
Databases-Tables - Relations- Domains- Attributes -Tuples  
Primary key- Foreign key

### **MS-Access**

Introduction  
Blank Database, Database Wizard  
Database Window, Design View, Data Sheet View  
Creating Tables in Design View  
Field Properties , Primary key, Indexes  
Record Manipulations' - Adding, Editing,  
Deleting  
Sorting and Filtering  
Creating Query in Design View,  
Query Wizard, Deleting Queries  
Creating Form with Wizard  
Creating Reports Using Wizard  
Import and Export

### **INTERNET & EMAIL**

Introduction to Internet Technology, Introduction to Internet Explorer, Concept of Websites and WebPages, Use my connection for dialing, Log on to Internet, Browsing/Surfing with the help of Internet- Explorer(File, Edit, View, Go Favorites, Toolbar), Closing Internet Explorer, Learning to use E-mailing, Read/Send mails through send & receive options, Working with Boxes (Inbox, Outbox, Sent box), Composing/Attaching a file, Using the Address book, Import/Export-message/address, Internet options, Working online, Open free E-mail IDs. Using search engine to find sites, Closing your Dial-up networking

connection.

### HTML

Basic HTML tags, advanced HTML tags

### **Textbooks:**

Microsoft Office XP Plain & Simple - Brown Resource - PHI

Microsoft Office XP Fast & Easy - Koers PHI

Faster Smarter Microsoft Office XP - Murray - PHI

## DC03 - LINUX AND OPEN OFFICE

### Linux

History and features of Linux, Linux Structure, File System of Linux, Hardware requirements of Linux, Various flavors of Linux, Linux Kernel, Login and Logout from Linux system, Linux command -ls, cat, cd, chmod, clear, cp., rmdir, wc, who, grep, write, mv, find, mkdir, more, date, vi Editor.

### Open office Writer

Entering and Editing Text in a Writer Document, Formatting a Writer Document, Checking your spelling automatically using the AutoCorrect, Manually running the Spell checker, Finding Synonyms with the Thesaurus, Create Table, Table Formatting, Summing Table Rows and Columns, Finding items in a Document, Create and modify Headers and Footers ,Create and modify Page numbers ,Adding Graphics, Formatting a Picture, Resize a picture, Wrapping a picture around text, Adding borders and colours, Creating a Form Letters, Creating a Data Source, Reviewing the Mail Merge document, Addressing Mailing Labels

### OpenOffice.org

System Requirements , Start of the programs , File management , Create a new Document, Save a document, Open a document, Close an active document, Send document by email, Export to PDF, Export to HRML, Importing from other documents, Information management, Text selection, Copy the information, Move information, Find and replace text , Browse through the document , Styles and templates , Type of styles, Create new styles , Modifying styles , Page breaks , Create and manage Templates, Print, Page margins, Size of the page, Page background, Headers, Footnotes , Print Preview.

### OpenOffice.org Writer

Writer interface, Text input, Characters format, Font effects, Position, Background color, Paragraph formats, Paragraph, Alignment, Text flow, Bullets



and Numbering. Applying Bullets and Numbering, Change the type of numbering, Applying numbering, Styles of numbering , Outline numbering , Restart numbering , Stop numbering and Indent, Tabs and tables, Spacing, Tables. Delete column and lines, Column width, Alignment , Merge cells , Insert lines and columns , Borders , Calculate in a table , Number formats, Sort, table charts, Text boxes and images, Insert images, Insert external images, Size, Anchor, Position, Adjustment, Font work , Index, Index with default styles, Index with user styles, Index updates, Index links.

### OpenOffice.org Calc

Calc features, Calc Interface, Data types, Create formulas, Lines and columns, Format, Numbers, Font, Font effects, Alignment, Border, Background, Height and weight cells , Merge/Split Cells , Functions , Statistical functions , Time and date statistical , Text function , Math function , Information function , Logical function , Chart, Data Types, XY axis, Object properties, Identifying cells, Absolute ranges, Assign range and names , Automatic range, Print ranges , Data ranges , Sheets, Change names , Add sheets, reference sheets, delete sheets, select multiple sheets, Database ranges, Auto filter, Sort, Subtotals, Consolidate, Workgroup, Notes, Versions, Protect cells, Validity.

### OpenOffice.org Impress

Impress characteristics, Start Impress, Presentation Wizard, Drawing, Zoom, Lines, Rectangle , Freeform line filled , Polygon, Convert objects , Curves , Select objects , Copy objects, Delete objects, Flip objects, Arrange objects, Group objects, Export drawing, , Area Fills, Color, Gradient, Hatching, Bitmaps , Transfer settings, Images, Insert images, Filters, Graphics mode, Color, Transparency, Crop, Gallery, Glue points, Size and position, Rotate, Alignment, Text, Text to polygon, Text boxes, Slides, Insert, Clone, Rename, Delete slides, Format, Character, Paragraph, Textbox format , Slide effects , Slide transitions , Sounds , Automatic transition , Manual transition, Hyperlinks , From text, From images, Bitnaps.

### Linux OS Installation

Driver Installation

Package Installation

User Creation

### **Text Books:**

Linux In Easy Steps - Mike Me Grath - DreamTech

Comdex Linux and Open Office Course Kit - Vikas Gupta - DreamTech

Greg Perry, SAMS Teach Yourself Open Office.org, SAMS Pub

**References:**

John Ray, 10 Minute Guide to Linux PHI

## **4. DC04 - PC TECHNIQUES**

### **Parts of a PC**

Main Unit/Cabinet, Power supply

Outside main unit - Front panel, switches and indicators, back panel, ports

Inside system unit - SMPS- signals and functions, connectors, POST, BIOS,

Bootstrap

Motherboard- Processor, version, technology and speed

Identify ROM and BIOS Chips

Identifying Computer Expansion Slots

Identifying RAM and RAM Sockets

Input, output devices and drivers

Storage devices

Video Card Identification

BIOS/ROM

Floppy Disk Drive

Hard Drive Identification

CD-ROM I DVD drive Identification

### **Windows OS Installation**

Driver Installation

Changing File Views in Windows

Control Panel

User creation and rights

Hard Drive Preparation Using FDISK and FORMAT, DM utility

Troubleshooting

Install a Driver

Create a startup Disk

### **Windows XP/7 Operating System**

Installation Demonstration of Windows XP/7

Using Simple File Sharing to Share Files

Internet Connection and Firewall

Using Windows XP/7 Start Menu and Windows Explorer

**Application Software Installation**

Ms Office, Tally, Data entry S/W, DTP S/W Etc

**Transferring Computer Software**

Floppy disks

USB flash drives

CD/DVD - Burning a CD/DVD

**Maintaining Computer Software**

Antivirus Installation

Cookies-cleaning out cookies

Cleaning out temporary internet files, Recycle bin

System tools - Disk Cleanup , Disk Defragmentation

Back up of user data

Updating operating system and web browser software

**Computer Networks**

Definition of Computer network-Classification-LAN,MAN,WAN and

Internetwork, LAN Topologies

Protocols-Definition -TCP/IP, UDP, Application level protocols

HTTP, FTP, SMTP, NNTP, SNMP, DHCP, DNS (ideas only)

Connectivity Devices Repeater, Hub, Switch, Bridge, Router, Gateway, Firewall.

Modems-Dialup, Cable and Digital Modems.

## **5. DC 05 - MALAYALAM COMPUTING**

**Introduction-**

Malayalam through computers, Unicode, IT and Malayalam, Language Computing, Importance of language computing, Free software and language computing, Malayalam and technology, Malayalam digital technology.

Enabling Malayalam in Linux and Windows. Downloading and installing

Malayalam fonts.

Malayalam using transliteration.

Structure of Malayalam Keyboard, Overview of Malayalam characters, Typing on the Malayalam keyboard.

Malayalam word processing.