SCHOOL OF BIOLOGICAL SCIENCES

DEPARTMENT OF BIOCHEMISTRY

MINUTES OF THE BOARD OF STUDIES IN BIOCHEMISTRY HELD ON 27.03.2019

The Board of Studies meeting was held on March 27, 2019, at 11.00 a.m. in the Seminar Hall of the Biochemistry Department. The Head of the Department, Prof. T. Antony Diwakar Chandran, welcomed all the members of the board.

The board included one External Expert, Dr. Sugunabai , Head, Department of Biochemistry , Seethalakshmi Ramasami College, Tiruchirappalli, all the faculty of the Biochemistry Department, St. Joseph's college , Tiruchirappalli and one Alumni recently passed out and placed; Mr. Mail Raja (2016-18 Batch). The University Representative Dr. Antony Joseph Velankanni, Assistant Professor, Department of Biochemistry, Bharathidasan University and the Industrial Expert Mr. Antony Joe Sudarson, Zonal Branch Manager, Rangsubbs Pharma, Tiruchirappalli were absent for the meeting.

As the main agenda, the syllabus for the value added course – "Diet Therapy" was reviewed and the suggestions were incorporated. The draft syllabus for the above course was composed by the faculty of the Biochemistry Department.

The following are the suggestions given by the external expert and student Alumni with reference to value added course (Diet Therapy).

The paper "**Diet Therapy**" was approved by the panel members with the following corrections:

o Diet for metabolic disorders – Diabetes Mellitus, Obesity and Hypercholesteremia is included instead of Nutrition support in metabolic disorders in Unit 3.
o The expert insisted to remove the topic "Nutrient drug interaction" in Unit 4.
o The subject expert recommended the splitting of the title "Nutrition in burns and Surgery" into separate title as "Nutrition in Surgery".
o Practical topics in the given syllabus were removed and the panel decided to include chart preparation for Normal diet, Diet for Diabetes Mellitus, Diet for Hypertension and Atherosclerosis.
o In Unit 4, the title "Problems in feeding children in hospitals" was removed and "Feeding infants and children" was retained.

The following are the details of the MOOC:

o All the I M.Sc., students have completed one MOOC course in the first semester. All the II M.Sc., students are undergoing MOOC courses during fourth semester in NPTEL portal.

Any other Academic matters:

o The alumni, Mr. Mailraj represented the significance of the paper entitled " ADVANCES IN CLINICAL RESEARCH" during the interview and placement process he faced.

o He also praised the importance of the Campus Drive in our College, and wish to include many more Pharma and Chemical Companies for recruitment.

Finally, the Head of the Department, Prof. T. Antony Diwakar Chandran, thanked all the Board members for their valuable suggestions. The meeting came to the end by 12.00 noon.

After a thorough discussion based on the suggestions received from the stakeholders, the Department suggested the above mentioned new course and classified the course "Diet Therapy" as a Value Added Course.

Members

Dr. Sugunabai	-	External expert
Mr. Mail Raja	-	Alumni (2016-18)
Prof. T. Antony Diwakar Chandran	-	Head of the Department
Prof. A. Benno Susai Vijayakumar	-	Member
Prof. P. G. Geegi	-	Member
Prof. S.Venkateshwari	-	Member

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002

BOARD OF STUDIES IN BIOCHEMISTRY HELD ON 27.03.2019

MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. A. Antony Joseph Velankanni Assistant Professor Department of Biochemistry Bharathidasan University Tiruchirappall – 620 024.	ABSENT
02.	Dr. J. Suguna Bai Head, Dept. of Biotechnology Seethalakshmi Ramasamy College Tiruchirappalli – 620 002	*(signature)* 27/3/2019
03.	Mr. Antony Joe Zonal Branch Manager 19, Kavitha Illam 18th Cross, Kumaran Nagar Vayalur Road, Tiruchirappalli – 620 017.	ABSENT
04.	Mr. K. Mail Raja (ACCESS HEALTH CARE) 11/141, Nadakkapatty, Thogaimalai (PO), Kulithalai TK Karur District	K. *(signature)* 27/03/19.
05.	Mr. T. Antony Diwakar Chandran Head of the Department	*(signature)* 27032019
06.	Mr. A. Benno Susai Vijayakumar	*(signature)*
07.	Mr. P.G. Geegi	*(signature)*

VALUE ADDED COURSE: DIET THERAPY

Course Outcome:

At the end of the course, the students will be able to

~ Understand the fundamentals of diet and its therapeutic importance.

~ Follow the restriction of food items that aggravate diseases.

~ Formulate diet for common ailments

~ Follow regular diet plan and pattern

~ Feed diet for patients and children

Unit – I:

Basic concepts of diet therapy. Principles of diet therapy & therapeutic nutrition for changing needs. Nutrition for different age groups. Adaptation of normal diet for changing needs. Routine hospital diets - Regular diet, light diet, full liquid and tube feeding.

Unit – II:

Modification of diet - Febrile conditions, infections and surgical conditions. Diet for Gastrointestinal disorders – Constipation, Diarrhea and peptic ulcer. Diet for renal diseases - Nephritis, Nephrotic syndrome and renal failure. Diet for obesity and cardiovascular disorders. Diet for Diabetes mellitus.

Unit – II1:

Nutrition in cancer. Nutrition in Immune system dysfunction, AIDS & Allergy. Diet therapy for DM, Obesity and Hypercholesterolemia. Nutrition in burns and surgery. Nutrition - Addictive behaviour in anorexia, nervosa, bulimia & alcoholism.

Unit – 1V:

Feeding the patients - Psychology of feeding the patient, assessment of patient needs.
Feeding infants & children - problems in feeding children in hospitals. Nutrition & Diet clinics - Patients checkup and dietary counseling; educating the patient and follow up.

Unit – V:

Chart preparation for normal diet, diet for diabetes mellitus, hypertension, and atherosclerosis.

Books for reference:

1) Manual of Clinical Nutrition and Management by Morrison 2013.
2) Introduction to Human Nutrition (Third Edition) by Michael J Gibney, Susan A Lanham-New, Aedin Cassidy, Hester H Vorster
3) Davidson and Passmore Human nutrition and dietetics. Sir Stanley Davidson, Reginald Passmore, Martin A. Eastwood. 1986: Churchill Livingstone.
4) Dietetics. B. Srilakshmi, New Age, 2007.

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DEPARTMENT OF BIOTECHNOLOGY

MINUTES OF THE BOARD OF STUDIES MEETING IN BIOTECHNOLOGY

HELD ON 27.03.2019

The Board of Studies meeting was held on 27/03/19 at 11.00 am in the Department of Biotechnology. The Chairman welcomed the Board members. The University nominee, Dr. M. Manickavasagam, Associate Professor, Department of Biotechnology and Genetic Engineering, Bharathidasan University, Tiruchirappalli was absent; Mr. J. Dinesh Raja, Assistant Professor, Department of Biotechnology, Bishop Heber (Autonomous), Tiruchirappalli; Mr. P. Anand, Process Lead, Omega Health Care Management, Tiruchirappalli; Ms. A. Asha Monica (Alumni student) and the Faculty members of the Biotechnology Department attended the meeting.

The syllabus for the Value added course (**Probiotics and Prebiotics**) prepared by the Department was placed before the board. The Board members went through it and discussed elaborately. Mr. J. Dinesh Raja (Subject Expert) has insisted the inclusion of Probiotics and Prebiotics ongoing research in India. The Industrial Expert, Mr. P. Anand Babu has suggested the inclusion of commercialization of Probiotics and Prebiotics. Ms. A. Asha Monica (Alumni) has suggested the inclusion of various antimicrobials produced by the Probiotics and Prebiotics. The Faculties of Biotechnology has insisted the inclusion of entrepreneurship details for starting the business in Probiotics and Prebiotics. The syllabus is modified as per the discussions made, circulated among the board members and approved.

MOOCS Review – Inclusion of MOOCS courses were (Semester I & III) passed already in the previous academic council stating that the M. Sc Biotechnology students has to opt for MOOCS course in Semester I & III respectively. I M. Sc Biotechnology students who has completed their MOOCS course from SWAYAM and NPTEL in Semester I will be given extra credits. Simultaneously II M. Sc Biotechnology who has completed the MOOCS from NPTEL in Semester III course will also be given extra credits. I M. Sc and II M. Sc Biotechnology students also registered their names for new MOOCS courses in Semester II and Semester IV respectively. Hence the students who are going to complete their MOOCS course in Semester II & IV respectively will also be given extra credits.

Finally the chairman proposed vote of thanks and the meeting came to an end at 1.00 p.m.

Members Present:
1. Dr. A. Edward – Head & Chairman
2. Dr. M. Manickavasagam, Associate Professor, Department of Biotechnology, Bharathidasan University, Tiruchirappalli (University Representative).
3. Mr. J. Dinesh Raja, Assistant Professor, Department of Biotechnology, Bishop Heber College (Autonomous), Tiruchirappalli (Subject Expert).
4. Mr. P. Anand Babu, Process Lead, Omega Health Care Management, Tiruchirappalli. (Industrial Expert)
5. Ms. A. Asha Monica, Ph.D Scholar, Department of Botany, St. Joseph's College (Autonomous), Tiruchirappalli – 620 002 (Alumni).

Department Staff Members
1. Dr. R. Kamaraj Kennedy, Assistant Professor
2. Dr. V. Swabna, Assistant Professor

Based on the suggestions given by the stake holders, the course (Probiotics and Prebiotics) is considered as a new Value Added Course.

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PROBIOTICS AND PREBIOTICS

Course outcomes

i.   Understanding the human intestinal microbiota and its function in health & disease.
ii. Knowledge about the effects of Probiotics bacteria on human physiology.
iii. Review about the mechanism of action of Probiotics and Prebiotics.
iv. Understanding the research and commercialization of Probiotics & Prebiotics.

Unit – I:

Probiotics: Introduction and history of Probiotics, Probiotic microorganisms, safety of probiotic microorganisms. Probiotics characteristics: stability during storage and passage to intestinal sites, minimum effective dose.

Unit – II:

Role of probiotics in health: Treatment and Prevention of gastrointestinal bacterial infection, constipations and chronic urinary tract infection.

Unit – III:

Mechanism of probiotics: complete exclusion, production of antimicrobial substances, modulation of immune system, alteration of intestinal bacterial metabolite action.

Unit – IV:

Prebiotics: concept, definition, criteria, types and sources, Prebiotics and gut microflora.

Unit – V:

Prebiotics and health benefits: mineral absorption, immune response, cancer prevention, elderly health and infant health. Research in Probiotics and Prebiotics. Commercialization of Probiotics and Prebiotics.
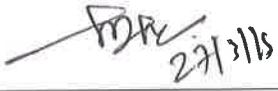
Books for Reference:

1) Ronald Watson Victor Preedy. 2015. Probiotics, Prebiotics, and Synbiotics. 1st Edition. Academic Press.
2) Glenn R. G. Marcel R. 2008. Handbook of Prebiotics, CRC press
3) Lee Y K and Salminen S 2009. Handbook of Probiotics and Prebiotics. A John Willey and Sons Inc. Publication.

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN BIOTECHNOLOGY HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. M. Manickavasagam Assistant Professor Dept. of Biotechnology and Genetic Engineering, Bharathidasan University Tiruchirappalli - 24	ABSENT
02.	Mr. J. Dinesh Raja Assistant Professor Dept. of Biotechnology Bishop Heber College, Puthur Tiruchirappalli – 620 017	27/3/19
03.	Mr. P. Anand Babu Process Lead, Omega Health Care Mgt. III Floor, Raja Trade Centre, 6/3, Bharathiar Salai, Cantonment, Tiruchirappalli – 620 001	
04.	Ms. Asha Monica Ph.D. Scholar, Dept. of Botany, St. Joseph's College, Tiruchirappalli – 620 002.	
05.	Dr. A. Edward Head of the Department	
06.	Dr. R. Kamaraj Kennedy Faculty, Dept. of Biotechnology	
07.	Dr. V. Swabna Faculty, Dept. of Biotechnology	

DEPARTMENT OF BOTANY

MINUTES OF THE BOARD OF STUDIES MEETING IN BOTANY
HELD ON 27.03.2019

After a minute of silent prayer, the meeting of the board of studies in BOTANY started on 27.03.2019 in the Department of Botany. All the members were present. The HOD welcomed the gathering. The following matters were discussed and approved.

1. **Extra credit course** for B.Sc. was finalized and the syllabus was discussed by the Board. The external members reviewed the syllabus and strengthened the paper with some inclusions and finally it was approved and passed. The title of the course is **Mass Cultivation of Herbal Plants** and the syllabus is given separately.

2. Scrutiny & approval of **Value added courses** one for B.Sc and one for M.Sc courses were discussed. The members of the Board went through the course content of all the papers in detail. Minor modifications were suggested in some of the papers and accepted by the members. The following courses were finalized.

B.Sc. BOTANY:

Title of the Course: **Terrace Gardening**

M.Sc Botany:

Title of the Course: **Preparation of herbal products**

- After a thorough and lengthy discussion the board members unanimously accepted the courses and the contents of the courses. It was resolved to have **30 hours** work in semester **V** outside the normal work load with remuneration. The external members also supported the view

- The members reviewed the MOOC online courses. They suggested that freedom should be given to the students to select any course in any discipline.

- Under Any other academic matter the faculty members of the department felt that in M. Sc course the paper **Research methodology** which is placed in the 4 the semester must be shifted to 3 rd semester as to enable the students to study the fundamentals of Research.

- In B.Sc. course, the forth semester of Biochemistry paper in unit IV phenols has to be replaced with alkaloids

HoD thanked the members and the meeting came to an end.

Members present:

Dr. J John	-	Chairman
Dr. D. Kanthavel	-	University representative
Dr. B. Muthukumar	-	External subject expert
Dr. TR Sasi Varier	-	Industrial expert
Dr. SR. Senthilkumar	-	Member
Dr. S. Sahaya Sathish	-	Member (Not Present)
Dr. K. Rajan	-	Member
Dr. A. Egbert Selwin Rose	-	Member
Dr. S Soosairaj	-	Member
Dr. T. Francis Xavier	-	Member
Dr. M. Francis Sathiya Seelan	-	Member
Dr. H. David Raja	-	Member
Dr. Y. Justin Koilpillai	-	Member
Dr. Johny Kumar Tagore	-	Member
Dr. S. Anusuya	-	Member
Mr. C. Walter Christuraj	-	Student Representative

MASS CULTIVATION OF HERBAL PLANTS

Hours: 30   **Credit: 2**

Course Outcomes

1. To inculcate the value of medicinal herbs
2. To design various methods of cultivation
3. To learn the in vitro techniques
4. To learn the mass cultivation technique
5. To develop skills in propagation techniques
6. To become an entrepreneur

Unit – I:

Introduction, importance of herbals in health care, System of herbal medicine – ayurveda, Siddha (6 hrs)

Unit – II:

Choice of plants, Soil and climatic conditions, propagation methods – vegetative, sexual and in vitro (6hrs)

Unit – III:

In vitro propagation – preparation of media, callus induction, multiple shoot, rooting and hardening (6 hrs)

Unit – IV:

Mass cultivation of Andrographis, Phyllanthus, Cissus, Ocimum (6 hrs)

Unit – V:

Harvesting, processing, storage and export of herbal plants (6 hrs)

VALUE ADDED COURSE FOR UG
TERRACE GARDENING

Hours: 30   **Credit : 2**

Course Outcomes

1. To inculcate the value of gardening
2. To design various types of gardening
3. To learn terrace gardening and the choice of plants
4. To promote esthetic interest towards cut flowers and hanging baskets
5. To develop skills in propagation techniques
6. To become an entrepreneur

Unit – I:

Introduction and history of gardening. Major types of gardens in India – Ornamental, kitchen, indoor and terrace gardening (6 hrs)

Unit – II:

Component of ornamental garden – lawn, flower beds, topiary, trophy, pergolas, rockery (6 hrs)

Unit – III:

Kitchen gardening – Selection of cite, choice of plants, period of cultivation, harvesting and maintenance (6 hrs)

Unit – IV:

Terrace garden – selection of cite, choice of plants, hanging basket, flower bots, manuring, watering and maintenance (6 hrs)

Unit – V:

Role of plant growth regulators – auxins, cytokinins, ABA, Gibberellins, preparation and application (6 hrs)

VALUE ADDED COURSE FOR PG
PREPARATION OF HERBAL PRODUCTS

Hours: 30   **Credit : 2**

Course Outcomes

1. To inculcate the value of medicinal herbs
2. To acquire skills to prepare herbal cosmetics
3. To gain skills to prepare herbal juice
4. To acquire skills to prepare herbal energy drinks
5. To prepare herbal chooranam
6. To learn how to market the herbal products

Unit – I:

Herbal cosmetics: Herbal bath powder, Hair wash (6 hrs)

Unit – II:

Herbal Juice: Arugampul, Nannari, Vazahi thandu (6 hrs)

Unit – III:

Herbal Chooranam: Thiripala, Amukkara, Adathoda (6 Hrs)
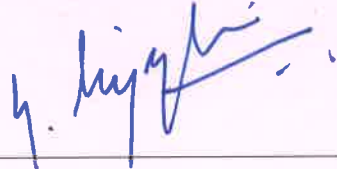
Unit – IV:

Energy drink: Herbal soup, Ulundha kanji (6 hrs)
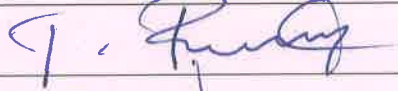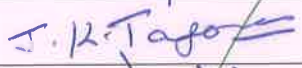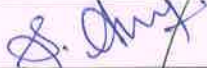
Unit – V:

Herbal Decoction: Herbal tea, Thulasi kashayam, omavalli kashayam, Semparuthi kashayam (6hrs)

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002

BOARD OF STUDIES IN BOTANY HELD ON 27.03.2019

MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. D. Kanthavel Associate Professor Department of Botany Periyar EVR College Tiruchirappalli – 620 023	
02.	Dr. B. Muthukumar Associate Professor Department of Botany National College Tiruchirappalli – 620 001	
03.	Dr. S. Sasi Varier, T·R· Executive Director K.S. Varier's Ayurvedics (P) Ltd Tiruchirappalli – 620 102	
04.	Mr. C. Walter Christhuraj, Ph.D. Scholar, Department of Botany, St. Joseph's College, Tiruchirappalli – 2	
05.	Dr. J. John Head of the Department	
06.	Dr S R Senthilkumar	
07.	Dr. S Sahaya Sathish	
08.	Dr. K. Rajan	
09.	Dr A Egbert Selwin Rose	
10.	Dr. S Soosairaj	
11.	Dr. T. Francis Xavier	
12.	Dr. M. Francis Sathiyaseelan	
13.	Dr. H. David Raja	
14.	Dr. Y. Justin Koilpillai	
15.	Dr. A. Johny Kumar Tagore	
16.	Dr. S. Anusuya	

SCHOOL OF COMPUTING SCIENCES

DEPARTMENT OF COMPUTER SCIENCE

MINUTES OF THE BOARD OF STUDIES MEETING IN COMPUTER SCIENCE

HELD ON 27.03.2019

The Board of Studies meeting started with the silent prayer in Department of Computer Science seminar hall. The Head of the Department introduce the panel members and welcomes all the BOS members. He also describes the Agenda of the meeting.

The panel members were

- Dr. R. Thamari Selvi (*Subject Expert*)
  Head, Department of Computer Science
  Bishop Heber College (Autonomous)
  Puthur, Tiruchirappalli – 17

- Mr. P. Tony Regan (*Industrial Expert*)
  Systech Hardware & Networking Academy (P) Ltd
  129, Aruri Block
  1st Floor, St. Paul's Complex
  Cantonment, Tiruchirappalli – 620 023

- Dr. S. Panneer Arockiaraj (*Alumni*)
  Associate Professor
  Department of Computer Science
  Periyar E.V.R. College (Autonomous)
  Tiruchirappalli – 620 023

The panel members gave the following suggestions and recommendations

UG:

S. No.	Year	Sem	Paper Code	Paper Title	Changes Removed (If Any)	Added (If Any)
1	2019-20	V	17UCS530217	SPL (POC): Python Programming	Unit 4: File handling portion	
2	2019-20	V	17UCS540601A	SBE (BS): Desktop Publishing Tools	Should remove preparatory names like CorelDraw and Page maker.	

PG:

S. No.	Year	Sem	Paper Code	Paper Title1	Changes Removed (if any)	Added (if any)
1	2019-20	II	16PMA2401	DC (WS): MATLAB	Course pattern 16PMA To be changed as 17PMA	

After a thorough discussion based on the suggestions received from the stakeholders the Department suggested the following new courses and classified the courses as Value Added and Extra Credit Courses

New Papers of Value Added Course: – (6 hours per unit should be added)

UG:

S. No.	Year	Sem	Paper Code	Paper Title	Changes	
					Removed (If Any)	Added (If Any)
1	2019-20			Quantitative Aptitude		New Paper Introduced

PG:

S. No.	Year	Sem	Paper Code	Paper Title	Changes	
					Removed (If Any)	Added (If Any)
1	2019- 20			Shell programming		New Paper Introduced

New Papers of Extra Credit Course:

UG:

S. No.	Year	Sem	Paper Code	Paper Title	Changes	
					Removed (If Any)	Added (If Any)
1	2019-20			Android app development	---	New Paper Introduced

PG:

S. No.	Year	Sem	Paper Code	Paper Title	Changes	
					Removed (If Any)	Added (If Any)
1	2019-20			Aptitude Development	----	New Paper Introduced

Suggestions from the Externals:

- One of the external (from company side) Mr. P. Tony Reagan insisted to add **NETWORK LAB, ROBOTIC and IOT** courses to strengthen the placement on that field.
- Prof DSR insisted to create resources for conduct that above mentioned courses. It may include in the value added courses.

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APTITUDE DEVELOPMENT

Course Outcomes

- To increase analytical and quantitative skills.
- To get better knowledge in Problems on Numbers, average, Ages, etc.,
- To improve problems solving and logical skills
- To acquire the knowledge in Time and Distance, Time and Work.

Unit – I:

Problems on Numbers - Simplification – Square Roots- Cube roots – Average.

Unit – II:

Problems on ages – Partnership - Permutation and Combination - Simple Interest - Compound Interest.

Unit – III:

Percentages - Profit and Loss – Time and Work – Time and Distance.

Unit – IV:

Area – Calendar- Permutation and Combination - Probability.

Unit – V:

Verbal Reasoning: Series Completion, Analogy, Data Sufficiency, Assertion and Reasoning – Non-Verbal Reasoning: Series, Classification

Book for References:

1. R.S. Aggarwal, "Quantitative Aptitude for Competitive Examinations", Revised Edition, S. Chand and Co. Ltd, New Delhi, 2010.

2. R.S. Aggarwal, "A Modern Approach to Verbal and Non –Verbal Reasoning", S. Chand and Co. Ltd, New Delhi, 2010.

EXTRA CREDIT COURSE:
ANDROID APP DEVELOPMENT

Course Outcomes:

- Provide concepts to enable the students for creating applications for smart devices using android.
- Providing essential skills and students experiences in developing applications on android platform.
- Students understand the operation of the application, application lifecycle, configuration files, intents and activities.

Unit – I:

Android Application – Introduction - The APK File-Android Application Components-Android Activities –life cycle - Creating your first Android Application –Running the App-android manifest XML -UI controls.

Unit – II:

Activities and Intents - Layouts: Screen Layouts Design- Android View Hierarchies-Nesting Views-Defining Screen Layouts-Using Relative Layouts-Using Padding and Margins with View sand Layouts.

Unit – III:

UI Design: Buttons, Menus, and Dialogs: Using Common UI Elements-Adding an Image Button to Your Layout- Replacing the Default Background-Adding a Text to Your Layout-Adding an Image.

Unit – IV:

Using Menus in Android - Creating the Menu Structure with XML- Running the Application in the Android Emulator-Making the Menu Work.

Unit – V:

An Introduction to Graphics Resource in Android: Introduction to the Drawables - Implementing Images- Creating Graphics Animation in Android.

Book(s) for Study:

1. Wallace Jackson, "Android Apps for Absolute Beginners", Apress, 2011.

Book for Reference:

1. Dave Smith and Jeff Friesen, "Android Recipes: A Problem Solution Approach", Rakmo Press (P) Ltd, New Delhi, 2011.

Web Reference

- Android Developer's Guides – available at :http://developer.android.com/

VALUE ADDED COURSE:
QUANTITATIVE APTITUDE

Course Outcomes

1. To revise and master the basic techniques of arithmetic operations
2. To improve analytical and quantitative skills.
3. To improve with problems solving and logical skills
4. To acquire the knowledge in Time and Distance, Time and Work.

Unit – I: (6)

Numbers- Decimal Fractions - Simplification - Square Roots- Cube roots.

Unit – II: (6)

Surds- Indices - Average - Problems in numbers and ages –Partnership.

Unit – III: (6)

Percentages - Profit and Loss- Time and Work - Time and Distance.

Unit – IV: (6)

Problems on Trains - Simple Interest - Compound Interest- Logarithms.

Unit – V: (6)

Area - Calendar- Permutation and Combination- Probability.

Book for Study

1. R. S. Aggarwal, "Quantitative Aptitude for Competitive Examinations", 21st Edition, S. Chand and Co. Ltd, New Delhi, 2015.

SHELL PROGRAMMING

Course Outcomes:

✧ To impart the basic concepts in Shell programming
✧ To understanding of the principles of Shell programming

Unit – I: (6)

Operating System Environment - Understanding Operating Systems - Linux File System - Understanding the Linux Tree Hierarchy - Shell Basics

Unit – II: (6)

Understanding Shell Login/Logout Files - Shell Environment – Redirection - Pattern Matching - Quoting Expansion

Unit – III: (6)

Shell Script Programming Concepts - Sequential Flow and Components of Shell Scripting - Decision Structures - Decision-Structure Theory - Statements & Operators

Unit – IV: (6)

Looping Structures - Loop Theory & Statements - Functions and Arrays - Functions Parts/Libraries & Arrays - Advanced Shell Programming

Unit – V: (6)

File Access, Sorts & Techniques - Advanced Tech & Tools – Awk & Sed - Script Design and Management Issues.

Book for Study:

1. Venkateshmurthy, "Introduction to Unix and Shell Programming", Pearson Education, 2009.

EXTRA CREDIT COURSE:
ROBOTICS

Course Outcomes:

- Understand fundamental concepts in robotics.
- Able to use Arduino IDE.
- Acquire the knowledge in Robot Assembling and configurations.

Unit – I:

Introduction to Robotics: Introduction - brief history, types, classification and usage, Science and Technology of robots. Introduction to Electronic components – Resistors, potentiometers, types of switches, Transistors, Capacitor, Diode, IC'S, and Microcontroller.

Unit – II:

Elements of robots - joints, links, actuators, and sensors: Different kinds of actuators – stepper, Gears, types of gears, DC servo and brushless motors, model of a DC servo motor, Types of transmissions, Purpose of sensors, internal and external sensors, common sensors – encoders, proximity and distance measuring sensors, and vision.

Unit – III:

Using Arduino IDE: Overview of the IDE, Walking through the Menus, Exploring the toolbars, Setting up the Arduino IDE, Using Serial monitor, build an Arduino sketch, Working with Variables, operators, Functions, Structured commands (if ,else if), Programming loops (for, while, do-while).

Unit – IV:

Using libraries: Introduction to libraries, Standard Libraries, contributed Libraries, Creating your own libraries. Working with Digital and Analog interfaces, using an LCD, interfacing with LCD Devices.

Unit – V:

Robot Assembling and configurations: Autonomous block programming with Motors and Sensors using Arduino Platforms. Obstacle Avoider, line Tracker, Line Follower, Wall follower, pit Avoider, Sensor based robots, Computer Controlled robots, Humanoid robots Assembling and configurations.

Book for Study:

1) Make Your First Robot – Vineesh Kumar K K, Notion Press, 2017.
2) Make a mind controlled Aurdino Robot – Tero Karvinen & Kimmo Karvinen, Maker Press, O'Reilly publication, 2017.
3) Arduino Robotics, John – David Warren, Josh Adams, and Harald Molle, Apress, 2011

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DEPARTMENT OF INFORMATION TECHNOLOGY
MINUTES OF THE BOARD OF STUDIES MEETING IN INFORMATION TECHNOLOGY HELD ON 27.03.2019

The meeting commenced with a silent prayer, after which the Head of the Department introduced the Experts to the staff

Experts

Dr. D. I George Amalarethinam, Bursor, Director – MCA, Associate Professor of Computer Science, Jamal Mohamed College, Tiruchirappalli (University Nominee)

Dr. K. Mani, Associate Professor of Computer Science. Nehru Memorial College, Puthanampatti (Subject Expert)

Mr. Michael Jayakumar, Managing Director, M/S. ADS DUNIA P (ltd), Chennai. (Industry Expert)

Mr. N. Murugenthiran, Junior Software Engineer, Paragon Dynamics Software Solutions, Pvt. Ltd. Chennai (Alumni)

Meeting Discussions

The experts reviewed the syllabi for the Value Added Courses, Extra Credit Courses and appreciated the department for introducing courses which are trending to the students at the appropriate level and gave the following suggestions.

In **Value added Courses** the following suggestions were given by the forum,

- Deep learning concept could be removed in AI and Blockchain , since it is a 30 hour course.
- Technical Aptitude could be offered in value added course instead of offering it as an Extra credit course.
- These courses could be conducted before beginning of the odd semester and certificate can be issued.

MOOC:

- It was suggested that the students should be allowed to register for any course from any domain rather than restricting their domain to Computer Science and Information Technology

Finally, regarding Internal Faculty as External Examiners for Practical the following suggestions were given by the forum:

- Evaluation may be unbiased during practical exams.
- Maintain standards while setting question papers.

After the vote of thanks by the HoD, the meeting ended at 12.15 pm

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EXTRA CREDIT COURSE: INTERACTING WITH THINGS ON THE INTERNET

Course Outcomes:

- ☐ Gain knowledge on Sensing and Actuating
- ☐ Knowledge in various communication protocols and Sensor Networks
- ☐ Apply Basic Electronic skills to build simple applications.
- • Create different sketches using Arduino C
- • Knowledge in connecting devices from the cloud
- • Create Applications which can display data over the cloud for analytics

Unit – I: (6 Hours)

INTRODUCTION: Sensing – Actuating – Basics of Networking. Logical Design of IoT – IoT Enabling Technologies – Types of IoT.

Unit – II: (6 Hours)

SENSOR NETWORKS: Communication Protocols – Sensor Networks – Machine to Machine communications.

Unit – III: (6 Hours)

IoT NETWORKS: Architecture of IoT – Protocol Architecture of IoT – MQTT and COAP – IoT Applications.

Unit – IV: (6 Hours)

PROGRAMMING IoT: Basic Electronics – Types of Sensors – Types of Actuators. **INTRODUCTION TO NODE MCU**: Getting started with the ESP8266 – Installing the Arduino IDE for the ESP8266 - Sketches – Simple Sketches.

Unit – V: (6 Hours)

CONNECTING to THINGS: Controlling the LED from a cloud dashboard - Logging data to Dweet.io

Books for Study

1. Pethuru Raj and Anupama C. Raman, "The Internet of Things: Enabling Technologies, Platforms, and Use Cases", (CRC Press)
2. Arshdeep Bahga and Vijay Madisetti, "Internet of Things: A Hands-on Approach", (Universities Press)
3. Marco Schwartz, "Internet of Things with ESP8266" Packt Publishing, USA.

Book for Reference

1. Marco Schwartz, "ESP8266 Internet of Things Cookbook", Packt Publishing, USA.

VALUE ADDED COURSE: TECHNICAL APTITUDE TRAINING

Course Outcomes:

- To develop their personality eased with psychological personality skills.
- To inculcate the knowledge of reasoning skills.
- To empower the students with good technical skills in computer programming.
- To understand and analyze visual information and solve problems using visual reasoning.

Unit – I: **(6 Hours)**

Series Completion- Coding—Decoding- Blood Relations.

Unit – II: **(6 Hours)**

Direction Sense Test -Logical Venn Diagram – Data Interpretation.

Unit – III: **(6 Hours)**

Classification- Puzzle Test- Logical Sequence Of Words.

Unit – IV: **(6 Hours)**

Personality development- Interview skills- LSRW skills

Unit – V: **(6 Hours)**

Interview based aptitude on C, C++, Java and SQL.

Books for Study

1. R.S. Agarwal, " A Modern Approach to Verbal and Non- Verbal Reasoning", S.Chand Publications, 2018.
2. Ela Kashyap Sharma, "Technical Aptitude for Interviews", Raj Kamal Electric Press, Second Edition, November 2016.
3. R.S. Agarwal, "Quantitative Aptitude for competitive Examinations", S.Chand Publications, 2016.
4. Barun K.Mitra , " Personality Development and Soft Skills", Oxford University Press, Second Edition, 2016.

Book for Reference

1. M.Balasubramanian, "Cracking the IT Interview", Second Edition, July 2016.

VALUE ADDED COURSE: INTRODUCTION TO IoT

Course Outcomes:

- Understand the basic terminology in the digital logic used in computers
- Comprehend the Number system
- Understand the Database Management System and Internet Concepts
- Emphasize the need, role, importance and uses of databases in application development
- Explore the various types of Operating Systems
- Identify the various types of Networks

Unit – I: **(6 Hours)**

INTRODUCTION: Sensing – Actuating – Basics of Networking. Logical Design of IoT – IoT Enabling Technologies – Types of IoT. SENSOR NETWORKS: Communication Protocols – Sensor Networks – Machine to Machine communications.

Unit – II: **(6 Hours)**

IoT AND M2M: INTRODUCTION – M2M – Difference between IoT and M2M – SDN and NFV for IoT. DEVELOPING IOT: IoT Design Methodology

Unit – III: **(6 Hours)**

IoT ECOSYSTEM USING WIRELESS TECHNOLOGIES: Introduction- Architecture for IoT Using Mobile Devices - Mobile Technologies for Supporting IoT Ecosystem - Mobile Use Cases for IoT – Low Power Wide Area Networking Topologies – Sigfox- Weightless – NwaveIngenu- Lora.

Unit – IV: **(6 Hours)**

SECURITY: Introduction Security Requirements of an IOT Infrastructure - Authentication, Authorization and Audit Trail (AAA) Framework.

Unit – I: **(6 Hours)**

IoT CLOUD SECURITY: Defence In Depth-Security Concerns of Cloud Platforms - Security Threats of Big Data – Security Threats In Smartphones - Security Solutions For Mobile Devices - Security Concerns In IoT Components - Security Measures for IoT Platforms/Devices.

Books for Study:

1. Pethuru Raj and Anupama C. Raman, "The Internet of Things: Enabling Technologies, Platforms, and Use Cases", (CRC Press)
2. Arshdeep Bahga and Vijay Madisetti, "Internet of Things: A Hands-on Approach", (Universities Press)

Book for Reference:

1. Marco Schwartz, "Internet of Things with ESP8266" Packt Publishing, USA.

Value Added Course: INTRODUCTION TO AI AND BLOCKCHAIN

Course Outcomes:

- ☐ Gain knowledge on the History of AI
- ☐ Acquire knowledge in the Concept of Rationality
- • To introduce students to the basic concepts and techniques of Machine Learning
- • Able to discern between traditional and peer to peer networks.
- • Obtain knowledge in Hyperledger Fabric
- • Ability to comprehend the components in a Blockchain network

Unit – I: **(6 Hours)**

INTRODUCTION TO AI: Production Systems - AI problems, foundation of AI and history of AI intelligent agents - Agents and Environments - the concept of rationality - the nature of environments - structure of agents.

Unit – I: **(6 Hours)**

MACHINE LEARNING : Learning – Types of Machine Learning – Supervised Learning – The Brain and the Neuron – Design a Learning System – Perspectives and Issues in Machine Learning – Concept Learning Task – Concept Learning as Search – Finding a Maximally Specific Hypothesis – Version Spaces and the Candidate Elimination Algorithm – Linear Discriminants – Perceptron – Linear Separability – Linear Regression.

Unit – I: **(6 Hours)**

BLOCKCHAIN: Building blocks of Blockchain frameworks – Blockchain in the enterprise – Business considerations for choosing a Blockchain framework.

Unit – I: **(6 Hours)**

HYPERLEDGER: Hyperledger frameworks – Tools – Building blocks – Sample transaction – Actors in the Blockchain network.

Unit – I: **(6 Hours)**

ARCHITECTURE: Hyperledger Fabric architecture – Peer – Smart Contract – Private Data – Ordering Service.

Books for Study

1. Rich E, Knight K, "Artificial Intelligence", 2nd edition, TMH, 2005.
2. Ethem Alpaydin, ─Introduction to Machine Learning 3e (Adaptive Computation and Machine Learning Series), Third Edition, MIT Press, 2014
3. Nitin Gaur, Luc Desrosiers, Venkatraman Ramakrishna, Petr Novotny, Dr. Salman A. Baset, and Anthony O'Dowd, "Hands-On Blockchain with Hyperledger" Packt Publishing, UK.

Books for Reference

1. Rajneesh Gupta, "Hands-On Cybersecurity with Blockchain", Packt Publishing, UK.

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Sem V
17UMA530502

<div align="right">

Credit: 2

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<div align="center">

EXTRA CREDIT COURSE -I

ADVANCED DIFFERENTIAL EQUATIONS

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Learning Assurances:

- Learning the various types of advanced differential equations.
- Understanding the applications of D.E and P.D.E in other branches
- Power Series Method
- Concepts of Singular points
- Boundary Value Problems.

Unit – I:

Picard's method of successive approximation - solving simultaneous differential equations with initial conditions
(Part I Chap I. Sec 1.1, 1.2, 1.3)

Unit – II:

Linear equations of second order – complete solution – Integral of complimentary function.
 (Part I Chap 4. Sec 4.1—4.5).

Unit – III:

Power series solution - ordinary and singular points - Integration in series.
(Part I Chap 8. Sec 8.1-8.4)

Unit – IV:

Monge's method - solving equations of the form $Rr+Ss+Tt = V$.
(Part II Chap 5. Sec 5.1, 5.2)

Unit – V :

Boundary value problems - solution of heat equation and wave equation (one and two dimensions only).
(Part III Chap 1. Sec 1.7 to 1.14, 1.16, 1.17)

Textbook:

1. M.D. Raisinghania, Advanced Differential Equations, Sultan Chand Limited, 1995.

References:

1. S. Deo, V.Lakshmikantham and V.Raghavendra, Text Book of Ordinary Differential Equations, Second Edition, Tata McGraw Hill Education, 2002.
2. Zafar Ahsan, Differential Equations and their Applications, Second Edition, PHI learning Pvt. Ltd., 2004

Sem – V
17UMA 530502B   Credit: 2

EXTRA CREDIT COURSE – II
ADVANCED CALCULUS

Learning Assurances:

- To study the geometrical properties of curves.
- Functions of two variables,
- Continuity and differentiability of function of two variables.
- Concepts of maxima and minima, saddle points.
- Applications of Calculus

Unit – I: Applications of Derivatives

Curve Sketching-Points of inflexion-Maxima and Minima
Sections: 3.1-3.5 Pages 180-214

Unit II: Applications of Integrals

Area between two curves-Volumes by slicing-length of a plane curve-Area of surface of revolution.
Sections: 5.1-5.7 Pages 315-348

Unit – III: Partial Derivatives

Function of two variables-Limits and Continuity-Chain Rule
Sections: 15.1-15.4 Pages 794-817

Unit – IV: Maxima and Minima for two variables

Maxima and Minima-Saddle Points-Lagrange Multipliers
Sections: 15.9, 15.10 Pages 854-875

Unit – V: Differential Forms and Double Integrals

Exact differentials-Double Integrals-Finding area-Applications
Sections: 15.11, 15.12, 16.1-16.5 Pages 876-884, 894-916

Textbook:

George B.Thomas & Ross L.Finney. Calculus and Analytical Geometry, Sixth Edition Narosa Publishing House 1998.

References:

1. Olmesled John M.H. Advanced Calculus, Eurasia Pub. House, Delhi, 1970
2. Fitz John & Richard Courant Introduction to Calculus and Analysis, Springer 2010.

VALUE ADDED COURSE
QUANTITATIVE APTITUDE

Unit – I:

Numbers – Decimal Fractions – Surds and Indices – H.C.F & L.C.M of Numbers – Square Roots & Cubic Roots Whole Numbers Problems Permutations and Combination

Unit – II:

Interest – Mixture and Allegation – Discount – Profit and Loss – Percentage Problems – Ratio and Proportion – Square Roots – Averages

Unit – III:

Time and distance Series – Time and Work - The Data Interpretation part covers Tabulation – Races and Games of Skills – Clocks – Calendar

Unit – IV:

Simplification – Problems on Trains – Numbers and Ages – Pipes and Cistern – Boats and Streams – Heights and Distances

Unit – V:

Volume and Surface Areas – Stocks and Shares – Probability – Banker's Discount – Data Interpretation – True Discount – Bar Graphs – Tabulation – Pie Charts – Line Graphs

Text Book

"Quantitative Aptitude" by R.S Aggarwal, S. Chand Publications, 2018

VALUE ADDED COURSE
LATEX PROGRAMMING

Unit – I:

Basics of A Latex file - Command names and arguments - Environments - Declarations - Lengths - Special characters.

Unit – II:

Fragile commands – Document class - Page style - Parts of the document - Table of contents - Changing font - Lists.

Unit – III:

Theorem-like declarations - Tables - Footnotes and marginal notes - Mathematical Formulas - Mathematical environments - Main elements of Math mode - Mathematical symbols.

Unit – IV:

Additional elements - Fine-tuning Mathematics - Floating tables and figures.
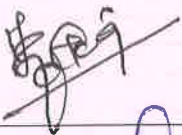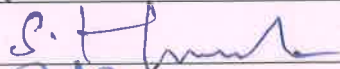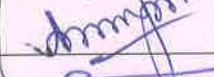
Unit – V:

Drawing with Latex - The picture environment - Extended picture - Other drawing packages.

Text Book

"Guide to LATEX (Fourth Edition)" by Helmut Kopka and Patrick W. Daly. Addison Wesley Publications, 2004

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN INFORMATION TECHNOLOGY HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr D I George Amalarethinam Associate Professor Dept. of Computer Science, Jamal Mohamed College Tiruchirappalli – 620 020.	
02.	Dr. K. Mani Associate Professor Dept. of Computer Science Nehru Memorial College Puthanampatti – 621 007	
03.	Mr. Micheal Jayakumar Ms ADSDUNIA Private Limited 4/14, G-4, Perumal Illam, 2nd Cross Street, 3rd Main Road Venkateswara Nagar Velachery, Chennai – 42,	
04.	Mr. Murugenthiran Junior Software Engineer Paragon Dynamics Info Systems Chennai – 32	
05.	Dr. T. Lucia Agnes Beena Head of the Department	
06.	Dr. P. Joseph Charles	
07.	Mr. S. Hendry Leo Kanickam	
08.	Mr. George Gabriel Richard Roy	
09.	Mr. A. Antony Prakash	
10.	Mr. V. Maria Antoniate Martin	
11.	Mr. P. Bastin Thiyagaraj	
12.	Mr. C. Venish Raja	
13.	Mrs. S. Thulasi Bharathi	
14.	Mrs. R. Mangai Begum	
15.	Mrs. A. Angelpreethi	
16.	Mr. D. Richard	
17.	Dr. I. Carol	
18	Mr. S. Antony Joseph Raj	

DEPARTMENT OF MATHEMATICS
MINUTES OF THE BOARD OF STUDIES MEETING IN MATHEMATICS
HELD ON 27.03.2019

The Board of Studies was started with silent prayer and the Head of the Department Prof. L. Benedict Michael Raj welcomed the gathering.

1. Prof. S. Arumugam (Subject expert), Manipal
2. Mr. R. Murugan (Industrial Expert), Auditor, Trichy
3. Mr. Pradeep Alwyn Albuquerque, II M.Sc (Student Representative)

were introduced to the gathering.

Prof. S. Arumugam suggested the following:

1. The text book for "Advanced Calculus" to be changed as the existing book is very old, way back to 1947.
2. For the value added course "Latex Programming" the methodology of conducting the program is both theory and practical and the evaluation method is to be objective type with terminal practical exam at the end.

He also gave some suggestions on the existing B.Sc and M.Sc Syllabi. These can be incorporated in the forth coming revision.

1. Include "Counting principle and Proof by induction" topics in "Basic Mathematics (17UMA130201)"
2. Vector Calculus now in "Analytical Geometry (17UMA230203)" has to be shifted to "Integral Calculus (17UMA130202)" and in that place "Cone and Cylinder" have to be included.
3. In "Differential Equations (17UMA230204)", remove Unit IV (Fourier Series) and it may be added to "Integral Calculus (17UMA130202)" and a new unit in DE as "Applications of Differential Equations" to be added.
4. In "History of Mathematics (17UMA530213)" paper, include some Indian Mathematicians as a new unit.
5. The text book for "Real Analysis (17UMA530209)" is to be changed to a book "Modern Analysis" by S. Arumugam.
6. In each course of PG Programme a separate unit may be assigned for problem solving. Objective type questions are to be asked form this unit.

    A unit in each course is to be fixed for problem in the paper. A separate on-line test comprising of all these units in all paper in the semester is to be conducted. This will help the students to tackle NET/SLET/GATE exams.
7. Combinatorics is made as a core paper for UG students instead of elective paper.

The Industrial Expert Mr. R. Murugan suggested that UG Students are to be taught some subjects on Computer Applications which help the students to use in Banks and Industries as most of the Industries are automated.

Student Representative Mr. Pradeep Alwyn Albuquerque suggested that PG Project may be made optional. Those who have opted may be have to find a teaching training program in

Schools for the full semester and submit a consolidated report as a project work. These will have the students to get training in teaching learning. These can be accomplished in the afternoon.
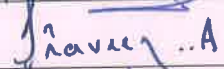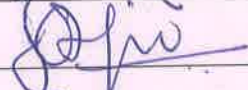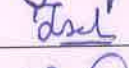
Regarding MOOC program it was told that all the III year and PG students of our department had enrolled the previous programs. Many have not completed the program and new initiative would be taken for next set of students.
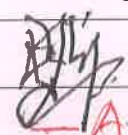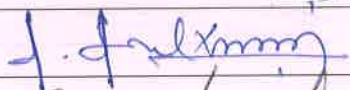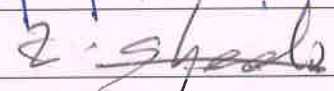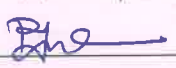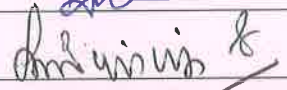
It was resolved to install SWAYAM-NPTEL local Chapter in our campus so that students can access all the courses online.

The HOD proposed a resolution thanks Dr. U. Karuppiah, for all his service rendered to the College and the Department, in particular for Board of Studies. Prof. T. Rajaretnam seconded it.

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN MATHEMATICS HELD ON 16.03.2017
MEMBERS PRESENT
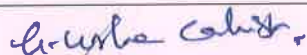
Sl. No.	Name	Signature
01.	Dr. A. Tamil Selvan Associate Professor & Head Department of Mathematics Bharathidasan Universtiy Tiruchirappalli - 620 024.	— ABSENT —
02.	Mr. S. Arumugam Shambhavi Karthic 203, Paramballi Road Manipal Karnataka – 576 104.	
03.	Shri. R. Murugan Auditor 8, New Colony Near Salai Road Housing Unit Tiruchirappalli – 620 003	
04.	Mr. Elanjeran I M.Sc Dept. of Mathematics IIT Madras Chennai – 600 036	— ABSENT —
05.	Dr L Benedict Michaelraj Head of the Department	
06.	Dr. U. Karuppiah	
07.	Dr. T Rajaretnam	
08.	Dr. M Thiagarajan	
09.	Dr. Y. Dominic	
10.	Dr. J. Umamaheswari	
11.	Dr. A Anthony Eldred	
12.	Dr. A Praveen	
13.	Dr. J. Christy Roja	
14.	Dr. J. Maria Joseph	
15.	Mr. J. Arockia Jeyakumar	
16.	Mr. S. Ithaya Ezhil Manna	
17.	Mr. V. Vairaperumal	
18.	Dr. Geetha Sivaraman	
19.	Dr. J. Amalorpava Jerline	
20.	Dr. R. Lenin	

Sl. No.	Name	Signature
21	Mr. J. Felix	
22	Mr. P. Lawrence Rozario Raj	ABSENT
23	Ms. J. Mercy Arockiarani	
24	Mr. A. Arul Xavier	
25	Mrs. A. Sheela	
26	Mr. P. Joyal Roy	P. Joyal Roy
27	Mrs. P. Julia Mary	
28	Mr. J. Carmel Pushpa Raj	
29	Mrs. D. Philomine Jeevitha	ABSENT
30	Ms. D. Arockia Jaya Seeli	

31. Ms. G. USHA CALISTA

32. Dr. A. Jeny Jordon

33. Pradeep Alwyn
    (Student representative)

Dr. L. BENEDICT MICHAEL RAJ
Head & Associate Professor,
PG & Research Department of Mathematics
St. Joseph's College (Autonomous)
Trichy - 620 002.

DEPARTMENT OF STATISTICS

MINUTES OF THE BOARD OF STUDIES MEETING IN STATISTICS

HELD ON 27.03.2019

The BOS meeting was started with a silent prayer in the department at 11.00 am. The following members were present for the discussion.

External Experts:

1. Dr.H.Alexis Selvaraj (University Nominee)
2. Dr.S.RaviSankar (Subject Expert (Absent)
3. Mr.S.Lawrence Joseph (Industrial Expert)
4. Ms.S.Archana (Alumni)

Internal Experts:

1. Dr. Lilly George - Head
2. Dr. R.Vijayakumar
3. Dr. J. Glory Persial
4. Dr. T.Venkatesan
5. Dr. A. Philip Arokiadoss

Dr. Lilly George, HOD of Statistics welcomed the gathering and presented the corrections and modifications in the existing UG syllabus. After having a detailed discussion, the following suggestions were given by the BOS members.

1. In **Descriptive Statistics** paper , the following corrections were carried out:

    i) Partial and multiple correlation coefficient(concepts only)
    ii) Note 2 : Illustrative examples only be asked

2. In **Computers in Statistics – II** paper , the following corrections were carried out:

    The concept Structure was removed from the heading and Union was added in the content.

3. In **Probability Theory** paper, the following corrections have been made.

    Moments: Mean, Variance, Skewness and Kurtosis.

4. In **Allied Mathematics–I** Paper, Unit–II subheadings are modified without changing the content of the unit as given below.

Unit – I: Theory of Equation :

Relation between the roots and coefficients of an equation – imaginary and real roots – symmetric functions of the roots of an equation in terms of its co efficient – Reciprocal equations – Horner's method.

In unit IV, the existing topic Differentiation has now been replaced with Differential Equations.

Unit – IV: Differential Equations :

Solving the differential equations of the form Mdx + Ndy =0 –first order , higher degree differential equations : Solvable for x, Solvable for y, solvable for dy/dx , Clairaut's form – simple problems

The Reference Book No. 3 is now given as Text book 1.

Text Book:
Allied Mathematics by Dr.P.R Vittal (Margam Publications), 3 rd edition 2012.

5. In **Sampling Theory** paper, the sub headings were changed without disturbing the contents in the IIIrd unit and IVth unit as given below.

Unit – III: Stratified Random Sampling – I:

Principal Advantages of stratified Random sampling – Notations and Terminology –Estimate of population mean and its variance.

Unit – IV: Stratified Random Sampling – II :
Allocation of sample size – proportional and optimum allocation – Neyman's allocation – Comparison of Stratified and Simple random sampling.

6. In **Allied Mathematics –II** paper, the titles of Unit IV and Unit V have been changed and also the contents were revised by including a new concept the Rabbe's test.

Unit – IV: Sequence and Series – I:
Sequence – bounded sequence – convergence sequence – divergence sequence – oscillation sequence – Comparison test – D. Alembert's ratio test – Raabe's test.

Unit – V: Sequence and Series – II:
Integral test – Alternating series - Leibnitz's test – series of positive and negative terms – Absolute and conditional convergence.

In the existing list of text books, keeping the First one and removing the other text books, two new text books were added.

Text Books:
1. Dr.S.Arumugam , Sequence and Series New Gamma publishers (1999) (unit 4 & 5).
2. Engineering Mathematics –I (2013 Regulation) by Dr.G.Balaji (unit 4 & 5).

7. For **Estimation Theory** paper , some relevant text books have been requested from the BOS members for contents given in Units IV and V.

8. For **Linear Models , Econometrics & Random Processes** paper, a new text book has been suggested which includes the contents in Units III,IV& V

Text Book :
1. Probability and Random Processes by Dr. A. Singaravelu (Units 3, 4, 5).

9. In **Engineering Statistics** paper for explaining the concepts in unit –IV, relevant text books were not given in the syllabus. So we requested the BOS members to suggest some books for these concepts.

10. The Syllabi for the following Courses were kept for the approval of BOS members:
   (i)   Value Added Course I - Functional English Practice.
   (ii)   Value Added Course II - WEKA Tool for Data mining.
   (iii) Extra Credit Course   - PYTHON for Data Analysis.

After a thorough discussion all the BOS members approved the syllabus for the Value added courses and the syllabus for Extra Credit course has been approved with a modification.

Unit V has been removed and Unit IV has been bifurcated as Unit IV & Unit V.

11. For MOOC - online courses, the BOS members suggested that a single course would be selected and given for all the students with the faculty participation.

12. Regarding M.Phil. Syllabus, the BOS members unanimously accepted to have the same syllabus for the coming years.

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SEM V
17UST530501

<div align="right">
Hours : 30
Credit: 2
</div>

PYTHON FOR DATA ANALYSIS
(Extra Credit Course)

Course Outcomes :

- Learn the basics of Python language
- Learn to represent data in both diagrammatic and graphical representation
- Perform statistical data analysis using Python

Unit – I:

Introduction to Python: Python as a Data Analysis Language-Arithmetic operation in Python-Functions-Strings-Exceptions-Lists-Tuples-Dictionaries-Sets-Control flow.

Unit – II:

Data Visualization : Matplotlib-Bar Charts-Line Charts-Scatter Plots-Practical Examples

Unit – III:

Measures of Central Tendency: Mean, Median, Mode, Geometric mean, Harmonic mean, weighted mean, Partition values.

Measures of Dispersion: Range, Mean Deviation, Quartile Deviation, Standard Deviation, Combined Standard Deviation, Coefficient of Variation.

Unit – IV:

Correlation: Karl Pearson's correlation coefficient, Spearman's rank correlation coefficient,

Unit – V:

Linear Regression: Simple Linear Regression Model-Using Gradient Descent-Maximum Likelihood Estimation-Multiple Linear Regression-Regularization-Practical Examples

Book for Study :

1. Joel Grus, "Data science from scratch", Shroff Publishers, 2015

Books for Reference:

1. Wes Mxkinney. "Python for Data Analysis", O Reilly Publications, 2016
2. John Paul Mueller, " Python for Data Science", Wiley Publications, 2015

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VALUE ADDED COURSE -1

WEKA TOOL FOR DATA MINING

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Course Outcomes:

After completing the course the student can easily handle the data.

Unit – I: **(6 Hours)**

Introduction to Data Mining:Concepts of Data Mining- Knowledge Discovery in Database (KDD) Process-Data Mining Techniques.

Unit – II:

Data mining tools: SAS Enterprise Miner- Intelligent Miner-PASW Modeler-Alpha Miner-Rapid Miner.

Unit – III:

Introduction to WEKAtool:Downloading and Installation – WEKA GUI chooser-WEKA Data Format-Explorer-Big Data – WEKA for Big Data.

Unit – IV: **(6 Hours)**

Data preprocessing: Data cleaning-Data transformation -Data reduction -Discretization and generating concept hierarchies -Installing WEKA for Data Mining System -Experiments withWEKA - filters, discretization - Data mining algorithms: Classification – Clustering - Association rule mining – Prediction.

Unit – V:

Data mining knowledge representation:Task relevant data -Background knowledge-Interestingness measures -Representing input data and output knowledge -Visualization techniques-Experiments with WEKA - visualization.

Book(s) for Reference:

1. Michael J.A. Berry, Gordon S. Linoff, ―Data Mining Techniques‖, John Wiley & Sons, 1997.
2. David J. Hand, HeikkiMannila, Padhraic Smyth, ― Principles of Data Mining‖, Massachusetts Institute of Technology, 2001.
3. Ian H. Witten; Eibe Frank; Mark A. Hall (2011). "Data Mining: Practical machine learning tools and techniques, 3rd Edition". Morgan Kaufmann, San Francisco. Retrieved 2011-01-19.
4. Jiawei Han and MichelineKamber, ―Data Mining: Concepts and Techniques‖, Morgan Kaufman Publishers (Elsevier Science), 2001, (ISBN: 81-7867-023-2)

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VALUE ADDED COURSE -1I
Functional English Practice

Course Outcomes:

At the end of the Course, the learner will be able to demonstrate that she/he will be able to manage any situation to converse or narrate.

Unit – 1: Recap (6 Hours)

Objective: By the end of this Unit the candidates will have sound knowledge of the theoretical English they have learnt so far.
Content: Tenses and forms – Usage of tense forms - What is a sentence? – Formulation of a sentence – Auxiliary verbs and main verbs – Conjugation

Unit – II: Types of sentences (6 Hours)

Objective: By the end of this Unit the candidates will be able to have the basic conversation elements and Simple Narration.
Content: Affirmative sentences and formulation – Negative sentence and formulation – Interrogative sentence and formulation – Imperative sentence and formulation – writing a paragraph technique

Unit – III: Phonetics 1(Based on Oxford Advanced Learners Dictionary) (6 Hours)

Objective: By the end of this unit, the candidates will understand how to pronounce Vowel sounds properly in relation with Tamil Pronunciation
Content: What are the different sounds? – 14 Single vowel sounds – 8 Double Vowel sounds (Diphthongs) – Phonetic symbols for vowel sounds

Unit – IV: Phonetics 2 (6 Hours)

Objective: By the end of this unit, students will be able to find the proper pronunciation of any word using an Oxford Advanced Learners Dictionary.
Content: 24 Consonant sounds – Their phonetic symbols – Transcription: Word to symbol and Symbol to word

Unit - V: Conversation practice (6 Hours)

Objective: By the end of this unit students will apply what they have learnt in the four units and create and converse in English and narrate a story/Event.
Content: How to make simple sentences with limited words? - Group work and presentation

Reference :

1. Louise Hashemi with Raymond Murphy. *English Grammar in Use Supplementary Exercises,* Cambridge University Press 2004
2. Wren & Martin. *High School English Grammar & Composition,* Revised by N.D.V. Prasada Rao, S. Chand & Company Ltd.,
3. *Oxford Advanced Learner's Dictionary*, 9th Edition, Oxford University Press

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN STATISTICS HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. H. Alexis Selvaraj Assistant Professor Department of Statistics Periyar EVR College Tiruchirapalli – 620023	27/3/19
02.	Dr. S. Ravi Sankar Assistant Professor Department of Statistics Government Arts College Coimbatore – 641 018	ABSENT
03.	Mr. S. Lawrence Joseph Quantitative Research Consulting 2/133, I Floor, Bala Street, Thirunagar, Ponmalaipatti Tiruchirappalli – 620 004.	
	Ms. S. Archana No. 666, Peer Mohamed Store M.D. Salai, Thuvakudi Malai (South), Tiruchirappalli – 620 022	S. Archana
04.	Dr. Lilly George Head of the Department	Lilly 27/3/19
05.	Dr. R. Vijayakumar	R.
06.	Dr. J. Glorypersial	J. Glory
07.	Dr. T. Venkatesan	
08.	Dr. A. Philip Arokiadoss	

PRINCIPAL

SCHOOL OF LANGUAGES & CULTURE
DEPARTMENT OF ENGLISH
MINUTES OF THE BOARD OF STUDIES MEETING IN ENGLISH
HELD ON 27.03.2019

The meeting commenced with a silent prayer.

Extra Credit Course: Dr. S. Joseph Arul Jayraj, the HoD, after reading out the syllabus for Extra Credit Course, circulated it and invited suggestions from the members. The External Expert Dr. K. T. Tamilmani, Associate Professor of Nehru Memorial College, Puthanampatti, proposed the idea of entering into MoU with external agencies to enable the students to acquire industrial exposure. Ms. Mariselle Gomez, Industrial Expert (language trainer), hinted at the futility of having a paper as a dormant one. Dr. J. John Love Joy observed that the syllabus was too heavy as fiction-writing and one-act-play writing would be unmanageable, and the fourth unit was, in particular, overloaded. He recommended the gathering to have an exclusive focus on poetry-writing and short story-writing. Prof. S. Sajeev was appointed to revise the syllabus.

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EXTRA CREDIT COURSE:
SHORT STORY WRITING

Course Outcomes:

At the end of the course, students will be able to successfully

- create different kinds of fictional characters
- describe the characters, their emotions and actions
- match a character with its locale, vice versa
- understand the plot/setting/ponit of view/tone/themes/motives
- follow a standard structure in writing a short story
- write short stories of different genres

Unit – I: Characters   (6 Hours)

1. Developing main characters and their qualities
2. Describing appearance, manners and clothing
3. Choosing verbs and adverbs to describe the action of a character
4. Revealing a character through speech

Unit – II: Setting and Narration   (6 Hours)

5. Inventing and describing a locale
6. Connecting locale and time to characters
7. Narrating a character's backstory
8. Selecting a point of view

Unit – III: Action/Plot   (6 Hours)

9. Expressing a character's motive
10. Imagining how different characters would act and react
11. Displaying emotions in actions and expressions
12. Deciding a short story writer's purpose and voice

Unit – IV: Structure   (6 Hours)

13. How does the story end?
14. Where should your story begin?
15. Effective sequence of actions in a story
16. Finding a suitable title to your story

Unit – V: Genre   (6 Hours)

17. Elements of an autobiographical story
18. Elements of a historical story
19. Elements of a detective story
20. Elements of a sci-fi story

Short Stories for Extensive Reading:

1. "An Astrologer's Day" by R. K. Narayan (Connecting characters with locale)
2. "The Postmaster" by Rabindranath Tagore

3. "The Gift of the Magi" by O' Henry
4. "The Monkey's Paw" by W.W. Jacobs (Horror Story)
5. "The Purloined Letter" by Edger Allen Poe (Detective Story)
6. "All Summer in a Day" by Ray Bradbury (Sci-fi Story)
7. "Speech Sounds" by Octavia Butler (Sci-fi Story)
8. "My Christmas in New York" by Harper Lee (Autobiographical Story)
9. "A House in the Country" by Romesh Gunesekera
10. "Eve's Diary" by Mark Twain (a story in two perspectives)

References:

- Blau, Sheridan. *The Writer's Craft*. New York: McDoughal, Littell & Company, 1994.
- Nelson, Jo. *Creative Writing with Charlie and the Chocolate Factory*. London: Puffin Books, 2019.
- Perrett, Jeanne. *Writing is Fun: A Writing Activity Book*. Gurgaon: Puffin Books, 2018.

Value-Added Courses: "Theatre Arts" and "Cinematic Arts":

Dr. D.R. Edwin Christy intimated the members that he was directed by Rev. Fr. Principal to convert drama into a separate course. Accordingly, the paper entitled "Theatre Arts" had been framed and would be categorized under Value-Added Courses. Dr. D.R. Edwin Christy presented the syllabus for the paper. Dr. K.T. Tamil Mani raised a question as to how the students would be assessed. Dr. D.R. Edwin responded that the students would enact a play, and certificates would be given to them. Dr. J. John Love Joy put forth the proposal of converting a play into action. Rev. Fr. U. Godwin Rufus, SJ insisted on reducing the theory and focusing on practice, and this suggestion was recommended by the HoD as well. Prof. S. Sam Jerome Sharone presented the outcomes and the syllabus of the paper, "Cinematic Arts," which would be another Value-Added Course. This paper also was considered too heavy. Recommendation was made to incorporate the units II and III into unit I, and to give less importance to history and more weightage to practice.

According to the suggestions given by the Board of Studies the following papers are modified and presented below:

VALUE ADDED COURSE: I
DRAMATIC ARTS

Course Outcomes:

- Learning the origin and development of drama.
- Familiarizing the various elements and forms of drama.
- Understanding the concepts and nature of drama.
- Introducing histrionic skills.
- Analyzing and interpreting scripts and characters.
- Staging and enacting a drama.

Theory: (5 Hours)

Unit–I : (2 Hours)

1. Elements of drama
2. Forms of drama
3. Terms, Concepts and Techniques

Unit – II: (2 Hours)

4. Costumes
5. Stage-Settings, Properties and Background
6. Sound and Lighting
7. Music

Unit – III: (1 Hour)

8. Directing
9. Back stage work- Management, Planning, Execution.

Practice: (25 Hours)

Unit – IV: (15 Hours)

10. Floor exercises: Theatre games, Improvisation, Exploring situations, Scene building.
11. Basics of Acting: Role play, developing character, developing relations with other characters.
12. Speech and Gestures (Body Language)

Unit – V: (10 Hours)

13. Script Analysis
14. Staging a Drama.

References :

1. Pickard, Frank. *Theatre Arts: Fundamental Theory & Practice*. Dubuque, IA: Kenall-Hunt Pub, 2009.
2. Catagirone, Dennis, and Joan Moran. *Theatre Arts: The Dynamics of Acting*. Lincolnwood, III., USA: National Textbook, 1997.
3. Austin. *Theatre Arts: Framework for Grades 7-12*. TX: Texas Education Agency, 1980.
4. Lal, Ananda. Ed. *The Oxford Companion to Indian Theatre*. Oxford: OUP, 2011.
5. Craine, Debra and Judith Mackrell. Eds. *The Oxford Dictionary of Dance*. Oxford: OUP, 2016.

VALUE ADDED COURSE: II
CINEMATIC ARTS

Course Outcomes:
- To understand the basic approaches and major aesthetic trends in the history of cinema
- To explore different genres, its evolution and transformation
- To familiarise the basic characteristics of the cinematographic properties of a shot
- To learn how to develop, write and revise workable screenplays
- To understand the nature and process of film production
- To make a short film on their own

THEORY:

Unit-I: Introduction to Film History   **(4 hours)**

1. A Short Overview of Film History
Precinema - Series Photography - The First Movies –Origins of the Classical Hollywood Style -The Silent Period -French Avant-Garde Filmmaking

Unit –II: Film Genres   **(4 hours)**

1. Types of Movies
Narrative Movies - Documentary Movies - Experimental Movies - Hybrid Movies

2. Genre: Evolution and transformation
Genre conventions - Story formulas - Theme - Character types - Setting –Presentation-Stars

Unit –III: Cinematography   **(6 hours)**

1. Cinematographic Properties of the Shot
Introduction to Cinematography- Film Stock – Lighting – Lenses

2. Framing of the Shot
Shot types – Camera angle and height – Camera movements – Speed and length of a shot - Special Effects

PRACTICE

Unit –IV: Writing Screenplay for a Film   **(8 hours)**

1. The Importance Outlines, Synopses and Treatments
Outlines - Step outlines -identifying with the hero - Creating interesting characters- subplot - What is a synopsis? Sample synopsis

2. The Three-Act Structure
Structuring your screenplay: Act I (the set up) - Act II (complicating the conflict) - Act III (Intensifying the action) - The inciting incident

3. Techniques to Make Your Script Stand Out
Writing powerful opening scenes - Writing Compelling scenes
Foreshadowing - Using subtext - Creating suspense - Manipulating point of view - Creating fast pacing

4. Writing effective dialogue

Making dialogue real and effective - Avoiding 'on the nose' dialogues, feeder lines - Unusual dialogue formats - Dialogue and body language - Professional script formatting - Basic principles

Unit –V: Making a Short film   (8 hours)

1. Making a Short film for 10 minute of duration

Script Writing- Casting- Location -Properties and costumes- Scene and sequence Rehearsal-Cinematography- Editing the film - Sound track

References:

1. Barsam, Richard M, and Dave Monahan. *Looking at Movies: An Introduction to Film.* New York: W.W. Norton & Co, 2010.
2. Costello, John. *Writing a Screenplay.* USA: Pocket Essentials, 2010.
3. Dethridge, Lisa. *Writing Your Screenplay.* Australia: Allen &Unwin, 2004.
4. *James, Linda M. How to Write Great Screenplays: And Get Them into Production .UK: How To Books Ltd, 2009.*
5. Lewis, Jon. *Essential Cinema: An Introduction to Film Analysis.* Boston, MA: Wadsworth, Cengage Learning, 2014.
6. Proferes, Nicholas. *Film Directing Fundamentals See Your Film Before Shooting.* Taylor and Francis, 2012.

Any Other Matter:
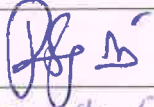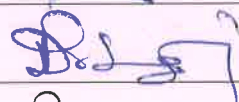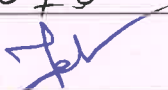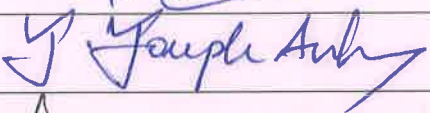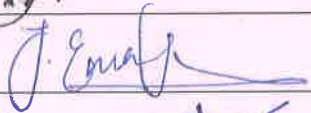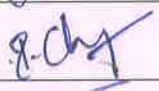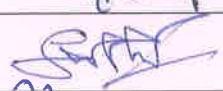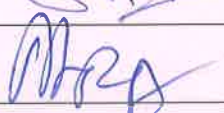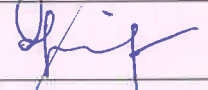
No Change in the Syllabus: HoD read out the minutes of the previous Board of Studies Meetings for the sake of the external experts to get acquainted with the background wherein the present PG syllabus got emerged. The issue pertaining to the papers, "Women's Writing" and "Cultural Studies," peeped into the meeting. After serious and long discussion and deliberations, it was unanimously decided that the present PG syllabus would go unchanged until the completion of its term. An assurance was made that these papers would be considered for next syllabus revision.

Dr. K.T. Tamilmani offered a suggestion to generate funds for the Department through consultancy services. He also insisted on evolving an effective feedback mechanism for each paper in the next syllabus revision. Ms. Mariselle urged the need for enhancing the skills that would make the students more employable, by bridging the gap between the expectations of the employers and the training given to students at the collegiate level.

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46

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN ENGLISH HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. V. Vinod Kumar, Professor Department of English, Bharathidasan University, Tiruchirappalli-620 024.	ABSENT
02.	Dr. K.T. Tamilmani Dean, Academic Affairs & Associate Professor, Department of English, Nehru Memorial College, Puthanampatti – 621007	27/03/19
03.	Mr / Mrs. Mariselle Gomez Dinkys Global Enterprises, Melapudur Tiruchirapplli – 620 001	Mariselle Gomez
04.	Dr (Major) S Joseph Arul Jayraj Head of the Department	
05.	Rev. Fr. U. Godwin Rufus, SJ	
06.	Dr. V.L. Jayapaul	
07.	Dr. V Francis	
08.	Dr J John Love Joy	
09.	Mrs. R. Qurshid Begum	Qurshid Begum
10.	Mr. M. John Britto	
11.	Dr. D.R. Edwin Christy	
12.	Dr. R. Jayakanth	R. J
13.	Dr. S. John Bosco	ABSENT
14.	Dr. Cheryl Davis	Cheryl Davis
15.	Dr. M. Amutha	M. Amutha
16.	Mr. A. Abraham	27/3/19
17.	Mr. S. Jerald Sagaya Nathan	
18.	Mr. B. Sam Jerome Sharone	
19.	Dr. J. Amalaveenus	
20.	Mr. S. Sajeev	S. Sam
21.	Mrs. Beverly Maria Francis	Beverly

Sl. No.	Name	Signature
22.	Dr. M.S. Xavier Pradheep Singh	
23.	Ms. K. Primrose	
24.	Mr. A. Johnson Francis	
25.	Mr. D. Loyola Innaci	
26.	Mr. J. Rajesh Kumar	
27.	Mr. J. Charles Arockiasamy	
28.	Mr. Johnny Philip Elston Sturt	
29.	Mr. M. Joseph Anandaraj	
30.	Mr. A. Ezhugnayiru	
31.	Mr. G. Kannaiyan	
32.	Mr. J. Joseph Antony	
33.	Mr. A. James Anto	
34.	Ms. J. Emagulate Rani	
.35.	Mr. I. Christuraj	
36.	Ms. S. Yasmeen Banu	
37.	Mr. S. Thiyagarajan	
38.	Mr. A. Ukkirapandian	
39.	Ms. A.L. Grisha	
40.	Mr. K.M. Vargeesh	
41.	Ms. A. Assunta Cristy	

DEPARTMENT OF FRENCH

MINUTES OF BOARD OF STUDIES MEETING IN FRENCH HELD ON 30.03.2019

The Board of Studies for French met on 30th March 2019 (Saturday) at 11.00 a.m. in the Department of Languages Room (Lawley Hall Block: Room No 8), St. Joseph's College, Tiruchirappalli – 620 002.

The following members were present:

1. Prof. Mohammed Siraj, Associate Professor, Department of French, Jamal Mohamed College, Tiruchirappalli – 620 020 (University Representative)

2. Dr. C. Thirumurugan, Associate Professor, Department of French, Pondicherry University Kalapet, Puducherry – 605 014 (Subjecrt Expert)

3. Dr. T. Priya, Assistant Professor& Coordinator, Centre for French, School of English and Foreign Languages, Bharathidasan University, Tiruchirappalli-620024 (Industrial Expert)

4. Mr. Ndayishimiye Chris, I B.C.A., St. Joseph's College (Autonomous), Tiruchirappalli (Student Representative).

5. Ms. M. Mohanalakshmi, Assistant Professor, Department of French, St. Joseph's College (Autonomous), Tiruchirappalli. (Chairman)

The syllabus for Part–I French for the four semesters was discussed. It felt that the syllabus can be continued. It was unanimously decided to follow Synchronies I and II. The question paper pattern was also discussed. As per the agenda, the board has framed the syllabus for the Extra Credit Course and Value Added Course and resolved to approve it.

The meeting came to an end by 12.30 p.m.

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VALUE ADDED COURSE (Purely Internal)
FRANCAIS POUR LE DEBUTANT

Code: **Hours: 30**

Course Outcomes:

Students will acquire some knowledge to:

1. Remember the vocabularies for basic communication
2. Understand and apply verb conjugation in appropriate phrases
3. Analyze and comprehend the socio-cultural aspects of France
4. Frame some simple sentences and write a friendly letter

Unit – I : Entrer En Contact   (6 Hours)

Titre	Production Orale	Production Ecrite	Grammaire
• Salutations • Contacter quelqu'un	• Epeler son nom et son prénom • Comprendre des personnes qui se saluent.	• Les formules de politesse	• L'alphabet • Les nombres de 0 à 10 • Le genre et le nombre d'un nom • Les articles

Unit – II : Enchante   (6 Hours)

Titre	Production Orale	Production Ecrite	Grammaire
• Se presenter • Presenter quelqu'un • Remercier	• Comprendre des informations essentielles • Echanger l'opinion	• Remplir une fiche d'inscription / un cheque bancaire	• Les pronoms sujets • La conjugaison des verbes auxiliaires et du 1er groupe • Les jours de la semaine • Les nationalités • Les professions • Masculin et féminin

Unit – III: Une Rencontre   (6 Hours)

Titre	Production Orale	Production Ecrite	Grammaire
• Exprimer ses goûts • Participer à une soirée	• Parler de ses projets de week-end • Comprendre et apprécier le goût d'une autre personne • Organiser une soirée	• Ecrire de brefs messages et cartes postaux à un ami	• L'interrogation et la négation • Les lieux touristiques de la ville • Verbe : aller/venir

Unit – IV: Demander A Quelqu'un   (6 Hours)

Titre	Production Orale	Production Ecrite	Grammaire
• Demander un service à quelqu'un • Accueillir une personne • Parler d'actions passées	• Imaginer et raconter au passé • Comprendre un message sur un répondeur téléphonique	• Ecrire une lettre amicale et une histoire	• Le passé composé • Les couleurs • Les adjectifs possessifs

Unit – V: Exprimer Son Point De Vue (6 Hours)

Titre	Production Orale	Production Ecrite	Grammaire
• Proposer, accepter ou refuser une invitation • Prendre ou fixer un rendez-vous	• Accepter un rendez-vous par téléphone ou par courriel • Faire des achats dans un magasin	• Ecrire un message d'invitation pour organiser une fête	• L'heure et la date • Les mois de l'année • Pourquoi ? parce que

Books for Reference:

1. Le français avec les jeux ludiques et les activités - European Language Institute
2. Talk French - Isabelle Fournier - BBC ACTIVE
3. Latitudes 1 – Regine Merieux/ Yves Loiseau – DIDIER
4. La conjugaison - Nathan

COMMUNICATION EN FRANÇAIS - I

Code :   **Hours : 30**
                                                                 Credit :

Course Outcomes:
Students will acquire some knowledge to:

1. Remember the vocabularies for basic conversation
2. Understand and apply verb conjugation in appropriate phrases
3. Analyze and comprehend the intention of the speaker
4. Frame some simple sentences creatively and communicate effectively

Unit – I: Premier Contact   (6 Hours)

Titre	Production Orale	Grammaire
Demander et donner des informations sur soi et sur les autres	Mots de salutation et de courtoisie	Le genre et le nombre d'un nom, Les articles, les nombres (0-10), les activités quotidiennes

Unit – II : En Famille   (6 Hours)

Titre	Production Orale	Grammaire
Relation familiale	Les vocabulaires essentiels pour la famille	Les pronoms sujets, La conjugaison des verbes auxiliaires et du 1er groupe, Les jours de la semaine, les relations sociales, amicales et familiales, parler de vous

Unit – III : Se Situer Dans L'Espace   (6 Hours)

Titre	Production Orale	Grammaire
Expliquer un itinéraire, demander son chemin	Les vocabulaires essentiels pour la direction et les lieux touristiques de la ville	Les pronoms sujets, La conjugaison des verbes auxiliaires et du 1er groupe, Les jours de la semaine, conjugaison des verbes aller et venir

Unit – IV : Raconter Quelque Chose   (6 Hours)

Titre	Production Orale	Grammaire
Parler d'actions passées	Imaginer et raconter au passé, évoquer un souvenir et relater un incident ou une petite histoire	les moments de la journée, la date et l'heure, le passé composé, les adjectifs possessifs

Unit – V: Proposer Quelque Chose   (6 Hours)

Titre	Production Orale	Grammaire
Faire des projets, donner des conseils, proposer un rendez-vous	une conversation a la restaurant, Faire des achats dans un magasin	les habitudes alimentaires en France, les vocabulaires pour la nourriture, la comparaison, Pourquoi ? Parce que

Books for Reference:
1. FESTIVAL– Sylvie Poisson Quinton – CLE INTERNATIONAL
2. ECHO A1 – Girardet et J. Pécheur - CLE INTERNATIONAL
3. FRENCH GUIDE – Natesan Kailasam - ADILATCHOUMIE
4. Le français avec les jeux ludiques et les activités - European Language Institute
5. Talk French - Isabelle Fournier - BBC ACTIVE

EXTRA CREDIT COURSE (Purely Internal)

FRENCH FOR BUSINESS

Code :   Hours: 30
                                                                          Credit :

Course Outcomes:

Students will be able to:

1. Remember the important terminology for official conversation
2. Understand and apply verb conjugation in appropriate phrases
3. Analyze and comprehend the intention of the co-speaker
4. Frame some simple sentences creatively and communicate effectively

Unit – I : Au Bureau   (6 Hours)

Titre	Production Orale	Grammaire
• Se présenter et introduire son collègue dans une réunion professionnelle • Savoir se vendre • Un appel officiel • Aller à un entretien	• Salutation • Faire face à un entretien	• Singulier / Pluriel • Articles • Verbes Auxiliaires • Verbes du 1er groupe
	Production Ecrite	**Vocabulaire**
	• Curriculum vitae	• Organigramme • Outil de bureau

Unit – II : A La Banque   (6 Hours)

Titre	Production Orale	Grammaire
• Retirer / Déposer l'argent • Echanger des dollars	• Demander des informations poliment au guichet	• Conjugaison des verbes : déposer, retirer, échanger, endosser, faire la queue etc. • Les nombres • Masculin / Féminin • Le conditionnel présent
	Production Ecrite	**Vocabulaire**
	• Remplir une fiche • Faire un chèque	• Noms : Taux, guichet, l'employé

Unit – III : Le Transport Et Le Voyage   (6 Hours)

Titre	Production Orale	Grammaire
• Réservation et annulation à l'agence de voyage • Etaler un itinéraire des lieux touristiques • Ses Loisirs	• Conversation téléphonique	• Préposition des lieux • Pronoms • Verbes : Aller / Venir
	Production Ecrite	**Vocabulaire**
	• Carte postale	• Jours de la semaine • Mois de l'année

Unit – IV : L'Hotel Et Le Restaurant   (6 Hours)

Titre	Production Orale	Grammaire
• Occuper une chambre dans un hôtel • Commander un repas entier • Comparer un plat indien et français	• Dialogue avec un serveur/se	• Impératif • Verbes irréguliers
	Production Ecrite	**Vocabulaire**
	• Préparer un menu français	• A la table • Dans la cuisine

Unit – V : Le Commerce   (6 Hours)

Titre	Production Orale	Grammaire
• Aller à l'hypermarché • Faire ses courses • Vendre quelque chose (annonce) • E-Commerce	• Savoir négocier / marchander dans un marché	• Adjectifs • Transformations des verbes en noms
	Production Ecrite	**Vocabulaire**
	• Décrire un produit pour une vente d'occasion • Achat sur E-commerce	• Catalogues des produits • noms des légumes / fruits / céréales

Books for Reference:

1. A VOTRE SERVICE - Rajeswari Chandrashekar et al. W.R Goyal, New Delhi, 2002
2. FRENCH GUIDE – Natesan Kailasam - ADILATCHOUMIE
3. Le français avec les jeux ludiques et les activités - European Language Institute
4. Talk French - Isabelle Fournier - BBC ACTIVE

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN FRENCH HELD ON 30.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Prof. Mohammed Siraj Associate Professor Department of French Jamal Mohamed College Tiruchirappalli – 620 020	
02.	Dr. C. Thirumurugan Associate Professor Department of French Pondicherry University Kalapet, Puducherry – 605 014	
03.	Dr. T. Priya Assistant Professor & Coordinator Centre for French School of English and Foreign Languages Bharathidasan University Tiruchirappalli–620024	
04.	Mr. Ndayishimiye Chris I B.C.A. St. Joseph's College Tiruchirappalli - 620002	
05.	Mrs. M. Mohanalakshmi Head of the Department St. Joseph's College Tiruchirappalli- 620002	

DEPARTMENT OF HINDI

MINUTES OF THE BOARD OF STUDIES IN HINDI

EXTRA CREDIT COURSES AND VALUE ADDED COURSES

Board of Studies meeting of the Department of Hindi was conducted on 27.03.2019 at 11.00 a.m. in the Department of Hindi.

The following members were present in the meeting except Subject Expert Prof. S. Prasanna Devi, Assistant Professor, Department of Hindi, National College, Tiruchirappalli.

1. Prof. R. Vijayalakshmi, Head, Department of Hindi, Cauvery College for Women, Tiruchirappalli – 18 (University Representative)
2. Dr. S. Sreedevi, Assistant Professor, Department of Hindi, St. Joseph's College, Tiruchirappalli – 2 (Staff Member)
3. Alok Tigga (Student Representative)

Dr. S. Sreedevi, initial remarks pointed out this meeting as a historic moment. The Board discussed the matters as per the agenda.

Agenda I: To approve the syllabus of Extra Credit Course & recommend to Academic Council.
It is decided that the syllabus of Extra Credit Course of Dept. of Hindi by incorporating the following aspects from 2019 admission.

1. Specific mentioning should be made in the curriculum with regard to:
   a) Program outcomes
   b) Program specific outcomes
   c) Course objectives
   d) Course outcomes
2. Develop curricula with relevance to:
   a) Local needs
   b) National needs
   c) Regional needs
   d) Global needs

"Resolved that the syllabus of Extra Credit Course be approved & recommended to Academic Council for further action"

Agenda II: To approve the syllabus of Value Added Course& recommend to Academic Council.

It is decided that the syllabus of Value Added Course of Dept. of Hindi by incorporating the following aspects from 2019 admission.

1. Develop the curricula with focus on:
   a) Employability
   b) Entrepreneurship
   c) Skill development.
2. Develop the curricula with focus on:
   a) Gender
   b) Environment and Sustainability
   c) Human Values and Professional Ethics

"Resolved that the syllabus of Value Added Course be approved & recommended to Academic Council for further action"

Meeting ended with vote of thanks in chair.

Paper – I: Code   **Credit: 4**
                                                        Hours: 6

PATHRAKARITHA

Program outcomes
- Problem analysis
- Environment and sustainability
- Individual and team Work
- Ethics

Program specific outcomes
- Understand an define different issues present in Indian society
- Have a clear concept of communication and mass med
- Lifelong learning
- Communication

Course Objectives
- To empower the students with globally employable soft skills.
- To encourage the students to have the ideas on human values.
- To enrich the development of communication.

- **Course Outcomes:**
- Learn values of Journalism
- Recall historical background of Journalism
- Analyze different eras of Journalism.
- Evaluate Hindi Journalism in south India

Unit – I: 1. Pathrakaritha
                  2. Udbhava
                  3. vikas

Unit – II: 1. Filmi pathrakaritha
                  2. Moolyangan

Unit – III: 1. Radio pathrakaritha
                  2. Moolyangan

Unit – IV: 1. Television pathrakritha
                  2. Moolyangan

Unit – V: 1. E-pathrakaritha
                  2. Varthaman sandarb mein pathrakaritha

Reference Books:

1. Dr.Laskhmikanth Pandey,(2003) Pathrakaritha:Siddhanth Aur Prayog,Sahitya Rathnalay, Kanpur.
2. Dr.Ramachandra Tiwari,(2004) Pathrakaritha Ke Vividh Roop, Alokh Prakasan,New Delhi.
3. Sivakumar Dube,(2004), Hindi Pathrakaritha-Ithihas Evam Swaroop, Parimal Prakashan,   Allahabad.

Sem- V   Hours/Week: 0
                                                           Credit: 2

CREATIVE WRITING IN HINDI

Course Outcomes

- Students will understand critical thinking.
- Students will learn effective communication skill.
- Students will demonstrate social interaction.
- Students will demonstrate effective citizenship.
- Students will learn ethics.
- Students will understand environment and sustainability.
- Students will acquire the ability to be independent and lifelong learning.

Unit – I:	1.	Srijanathmak lekan ke thathnuv
	2.	Avashyakatha
Unit – II:	1.	Kavitha lekhan
	2.	Kahanee lekhan
Unit – III:	1.	Niband lekhan
	2.	Upanyas lekhan
Unit – IV:	1.	Eakanangy lekhan
	2.	Natak lekhan
Unit – V:	1.	Moolyangan
	2.	Suchav

Reference Books:

1. Dr. Laskhmikanth Pandey,(2003) Pathrakaritha:Siddhanth Aur Prayog,Sahitya Rathnalay,Kanpur.
2. Dr. Ramachandra Tiwari,(2004) Pathrakaritha Ke Vividh Roop, Alokh Prakasan,New Delhi.
3. Sivakumar Dube,(2004), Hindi Pathrakaritha-Ithihas Evam Swaroop, Parimal Prakashan, Allahabad.

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002

BOARD OF STUDIES IN HINDI HELD ON 27.03.2019

MEMBERS PRESENT

SI. No.	Name	Signature
01.	Prof. R. Vijayalakshmi Head, Department of Hindi Cauvery College for Women Annamalai Nagar Tiruchirappalli – 620 018	R.Vijayalakshmi 27/03/19.
02.	Prof. S. Prasanna Devi Assistant Professor & Head Department of Hindi National College (Autonomous) Tiruchirappalli – 620 001	Absent
03.	Mr. Alok Tigga II B.A. English St. Joseph's College Tiruchirappalli – 620 002	27/03/2019
04.	Dr. S. Sreedevi Head of the Department	27-3-19

PRINCIPAL

DEPARTMENT OF HISTORY

MINUTES OF THE BOARD OF STUDIES MEETING IN HISTORY

HELD ON 27.03.2019

The Board of Studies meeting began at 11.35 a.m. at Computer Lab, Department of History on 27th March 2019. Rev. Dr. S. Aruldoss, SJ, the Head of the Department welcomed the gathering.

The following members were present:

1. Dr. R. Ramachandran (Industrial Expert), Advocate, Tiruchirappalli District Court, Cantonment, Tiruchirappalli – 620 001,

2. All the Staff members of the Department.

Dr. S. Manikandan, Assistant Professor, Department of History presented the syllabus of Extra Credit Course and Value Added Course in the Board of Studies Meeting. The contents of Women Issues in India for Extra Credit Course and Tour Package Preparation for Value Added Course were discussed.

Dr. R. Ramachandran, Industrial Expert suggested to add a few contents in both syllabi. The members of the meeting accepted to carry out those suggestions proposed by the expert. With regard to Women Issues in India, he asked to merge the first and second units and suggested to frame the fifth unit with incorporating the various acts introduced to protect the women and their rights.

With regard to Tour Package Preparation, it was accepted that the course would be continued for another three years. The expert suggested to change the second unit and asked to add a few points in the fourth unit.

Regarding MOOC online courses, the Expert suggested the Department to offer a few online courses on Indian Constitution and Constitutional Remedies with having tied up with the management. Further he requested to the Department to organise a workshop on Constitution and Basic Law for the Students and he insisted to create Audio Visual programmes to be uploaded in the YouTube.

The Head of the Department assured that the staff of the department would come forward to initiate those programmes in the next academic year. The meeting came to an end at 1.00 pm.

The following corrections were carried out.

Sl. No.	Course	Unit	Presented	Suggested
1.	Women Issues in India	5	---	Tamil Nadu Prohibition of Harassment of Women Act 1998 – Protection of Women from Domestic Violence Act 2005 – Dowry Prohibition Act 1961 – Succession Act 1925 – Divorce Act 1869
2.	Tour Package Preparation	2	Meaning - Concept- Scope- Significance - Elements - Types	Basic of Itinerary Planning – Steps in Itinerary Planning – Special Interest in itineraries
		4		Travel Regulations – Insurances – Permits

TOUR PACKAGE PREPARATION

Course Outcomes:

- ❖ To make the students understand the strategy and steps in tour package preparation.
- ❖ To enable the student with the skills of tour package preparation.
- ❖ To prepare the student as entrepreneur in the field of tourism.
- ❖ To develop practical skill in travel formalities.
- ❖ To develop skill in guiding the Tourists.

Unit – I: Tour Package   (6 Hours)

Meaning – Concept- Scope- Significance – Elements –Types.

Unit – II: Itinerary Planning   (6 Hours)

Basic of Itinerary Planning – Steps in Itinerary Planning – Special Interest in Itineraries.

Unit – III: Tour Packaging   (6 Hours)

Definition – Steps – Yardsticks - Naming – Costing – Pricing – Marketing.

Unit – IV: Operational Process   (6 Hours)

Travel Needs – Travel Regulations – Insurances – Permits - Accommodation – Inventory Management – Payment.

Unit – V: Model Package (Practical)   (6 Hours)

Independent Package – Inclusive Package – Escorted Package.

Books for Reference

1. Barkat Ali, Abu, Travel & Tourism Management, PHI Learning Pvt. Ltd., Delhi, 2015.
2. Bhatia, A.K., Tourism in India, New Delhi, 1984.
3. Krishnan K Kamra., Managing Tourist Destination, New Delhi, 2001.
4. Pran Nath Seth, Successful tourism Management, New Delhi, 1997.

EXTRA CREDIT COURSE

WOMEN ISSUES IN INDIA

Course Outcomes:

* To make the students understand women's condition in India.
* To analyse the issues that affect the women community.
* To motivate the students to find the solution for the different issues.

Unit – I: Women in India

Women – Feminism – Appearance –Women in Urban areas – Women in Rural areas - Women fighting for equal rights – Women considered dependent – Behavior of Men

Unit – II: Violence Against Women

Domestic Violence – Molestation – Sexual Harassment – Rape – Spraying Acid

Unit – III: Issues at Working Place

Ragging – Educational Pressure – Relationship Problems – Romance – Dating

Unit – VI: Women in Media

Projection in Media – Vulgar Comments – Unwanted Filthy Pictures – Sexual Messages

Unit – V: Legal Solutions

Tamil Nadu Prohibition of Harassment of Women Act 1998 – Protection of Women from Domestic Violence Act 2005 – Dowry Prohibition Act 1961 – Succession Act 1925 – Divorce Act 1869
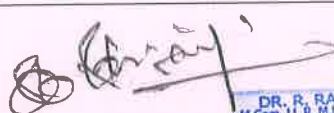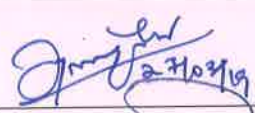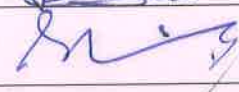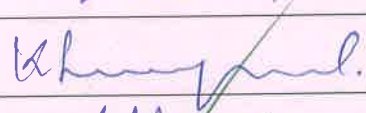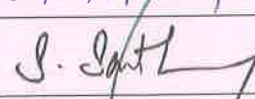
References:

1. Misra, Lakhsmi, Women's Issues: An Indian Perspective, Northern Book Centre, New Delhi, 1992.

2. Kalpagam. U and Jaya Arunachalam, Rural Women and Development in India: Issues and Challenges, Rawat Publications, New Delhi, 2008.

3. Gupta, Suman, Women in Modern India: Problems & Issues, National Publications House, New Delhi, 1999.

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002

BOARD OF STUDIES IN HISTORY HELD ON 27.03.2019

MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. T. Asokan Assistant Professor & Head, Department of History Bharathidasan University Tiruchirappalli–620 024	Absent
02..	Dr. J. John Gilbert Assistant Professor & Head Department of History Government Arts College Tiruverumbur, Tiruchirappalli – 620 022	Absent
03.	Dr. R. Ramachandran Advocate Tiruchirappalli District Court, Cantonment, Tiruchirappalli – 620 001	*(signature)* DR. R. RAMACHANDRAN M.Com.,LL.B.,M.I.M.,M.B.A.,LL.M.,Ph.D. ADVOCATE - MS # 2727 / 2013
04.	Mr. P. Krishnan PG Teacher R.V. Government Boys Hr. Sec. School Kamarajar Colony Hosur – 635 109	Absent
05.	Rev. Dr. M. Arockiasamy Xavier SJ Principal	
06.	Rev. Dr S. Aruldoss, SJ Head of the Department	*(signature)* 27/03/19
07.	Dr. J. Santhosh Kumar	*(signature)*
08.	Dr. S. Manikandan	*(signature)*
09.	Dr. K. Lingammal	*(signature)*
10.	Ms. T. Beatinal Amalorpava Mary	*(signature)* Beatinal Amary
11.	Dr. S. Santhanakkumar	*(signature)*
12.	Mr S. Vadivel	*(signature)*

DEPARTMENT OF SANSKRIT

MINUTES OF THE BOARD OF STUDIES IN SANSKRIT HELD ON 27.03.2019

The following members were present in the Board of studies meeting held in the Department of Sanskrit. St. Joseph's College (Autonomous), Tiruchirappalli – 620 002 on 27.03.2019 Wednesday at 11.00 a.m.

1. Dr. Latha Sreedhar, Assistant Professor, Department of Sanskrit, Srimad Andavan Arts & Science College, Tiruchirappali – 620005 (University Representative).

2. Dr. R.S. Srinivasa Raghavan, Principal, S.R.P.V. Sanskrit College, Srirangam, Tiruchirappalli – 620 006 (subject Expert).

3. Dr. Usha, Head, Department of Sanskrit, Seethalakshmi Ramasami College (Autonomous), Tiruchirappalli – 620 002.

4. Mr. Ghadadhar U Mehta, M.Sc. Botany, St. Joseph's College (Autonomous), Tiruchirappalli – 620 002. (Alumni)

5. Dr. M.S. Madhavachari, St. Joseph's College (Autonomous), Tiruchirappalli – 620 002. (Chairman).

Resolved to approve the syllabus of Extra Credit / Value Added Courses in Sanskrit.

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EXTRA CREDIT/VALUE ADDED COURSES

Semester: **Hours/Week:**

Code: **Credit:**

EXTRA CREDIT COURSE
LEARNING SAMSKRITHAM: - THE EASY WAY
(PURELY INTERNAL)

Course Outcomes:

1. To understand the basics of Sanskrit Language
2. To have an idea on Puranas, Ramayana, Mahabharata, Vedas.
3. To give an idea on Sanskrit Literature

Unit – I:

Varnas,Vowels,Consonants

Unit – II:

Letter combinations(Matrayen-Vocabulary)names of the animal,days,months,time.

Unit – III:

Vocabulary-Fruits,trees,vegetables,relations,grains,flowers.

Unit – IV:

Grammatical aspects-Noun,Gender 10 words,Antonyms ,Pronouns and their categories.

Unit – V:

Interogative Pronouns : Kaha,Kim,Numbers 1 to 50.

Books for Reference:

1. Samskara Bindu, Aksharam, 8th Cross, 2nd Phase, Girinagar, Bangalore.
2. Shabda Manjari, Published by R.S. Vadhyar & Sons, Book Sellers and Publishers, Kalpathi, Palghat-678 003, edition 2017.

VALUE ADDED COURSES

Code: Hours :
Paper – 1   Credit: 2
SANSKRIT COMMUNICATIVE
(PURELY INTERNAL)

- The lessons have been planned in such a way that the students will be able
- To form sentences on their own.
- To learn a lot about declinable in and their uses.
- To know important facts about the famous poets and writers.
- To develop translation skills.

Unit – I:

SADHU-UPADESAH – 5 SlSokas.

Unit – II:

SAMSKRTA GRANTHA PARICAYAH

Unit – III:

ANUVADA PARAYOGAH

Unit – IV:

TUMUN PRATHAYA KTVA PRATYAYA VAKYA PRAYOGHH

Unit – III:

SUGANDHAH

Books for Reference:-

1. Sarala Sanskrit shikshaya , Bharatiya vidya Bhavan, Kulapati K.M.Munshi Marg, Mumbai – 400007.
2. Sugandhah – Sanskrita Bharati, Aksharam, 8th Cross, II phase, Girinagar, Bangalore – 560 085.
3. Samskrita Bharati, G. Aksya Appartment, S. Doctor Subrayan Street, Databath Sivanate Kalani. Coimbatore – 641 072.

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தமிழாய்வுத்துறை

பாடத்திட்டக்குழுக்கூட்டப் பதிவுகள்

தமிழாய்வுத்துறையின் பாடத்திட்டக்குழுக் கூட்டம் 27-03-2019 அன்று முற்பகல் 11:00 மணியளவில் தமிழாய்வுத்துறையின் ஒலி ஒளிக் காட்சியகத்தில் நடைபெற்றது. பாடத்திட்டக்குழு வல்லுநர்கள் மற்றும் துறைப்பேராசிரியர்கள் கலந்துகொண்ட இக்கூட்டத்தில் கூட்டத்தின் நோக்கத்தைத் துறைத்தலைவர் வரவேற்புரையோடு எடுத்துரைக்க, பல்வேறு விவாதங்களின் அடிப்படையில் பின்வருமாறு முடிவுகள் எடுக்கப்பெற்றன.

1. **Extra Credit Course** – என்ற இந்தப் பாடத்திற்கு **மொழிபெயர்ப்புக்கலை** என்ற தாள் முன்மொழியப்பெற்றது. ஐந்து அலகுகளாக அமைக்கப்பெற்றிருந்த இந்தத்தாள் அதிகமான பாட உட்பிரிவுகளைக் கொண்டிருப்பதால் 30 மணிநேரத்திற்குள் நடத்தப்படுகின்ற விதத்தில் எளிமைப்படுத்த வேண்டும் எனவும், 5-ஆம் அலகில் உள்ள பாடங்கள் மாணவர்களுக்குச் செய்முறைப் பயிற்சி அளிக்கும் விதத்தில் அமைக்கப்பட வேண்டும் எனவும் முனைவர் பெஸ்கி எடுத்துரைத்தார். பாடத்திட்ட வல்லுநர் முனைவர் மு. சாதிக் பாட்சா அவர்கள் தாளின் ஏதாவது ஓர் அலகில் மாணவர்கள் ஆங்கிலப் பேச்சுப்பயிற்சி பெறும் விதமாக மாற்றி அமைத்தால் நலமாக இருக்கும் என்று கூறினார். விவாதத்திற்குப் பிறகு மாணவர்களுக்கு ஆங்கிலப் பேச்சுப்பயிற்சி அளிக்கும் விதமாக தாளினை அமைப்பது எனவும் **மொழிபெயர்ப்புக்கலை** என்ற இந்தத்தாள் மேற்குறிப்பிட்ட மாற்றங்களோடு தொடர்வது எனவும் வல்லுநர் குழுவின் ஒப்புதலோடு முடிவெடுக்கப்பெற்றது.

2. **Value Added Course** – என்ற இளங்கலைத்தமிழ் மாணவர்களுக்கான பாடத்திற்குக் **கல்வி உளவியலும் தமிழ் கற்பிக்கும் முறைகளும்** என்ற தாள் முன்வைக்கப் பெற்றது. கற்றலின் விளைவுகள் எண்ணிக்கை ஐந்திற்குப் பதிலாக ஆறு அமைக்கப்பட வேண்டும் எனவும், முப்பது மணி நேரத்திற்கு ஏற்றாற்போல் அலகுகள் மாற்றி அமைக்கப்பட வேண்டும் எனவும், அலகு 5இல் கற்பித்தல் பயிற்சியைத் தர வேண்டும் எனவும், முடிவெடுக்கப்பெற்றது. வல்லுநர்குழு உறுப்பினர் முனைவர் மு. சாதிக் பாட்சா அவர்கள் பார்வை நூல் பட்டியலில் கூடுதலாக நூல்கள் இணைக்கப்பட வேண்டும் என்றும், அலகுகளில் உள்ள கடினமான சொற்களை மாணவர்களுக்குப் புரிகின்ற வகையில் எளிமைப்படுத்தித் தரவேண்டும் என எடுத்துரைத்தார்.

3. **Value Added Course** - என்ற முதுகலைத்தமிழ் மாணவர்களுக்கான பாடத்திற்கு மாணவர்கள் இந்து அறநிலைத்துறையில் வேலை வாய்ப்பு பெறும் நோக்கத்தோடு **கோயில் கலை** என்ற தாள் முன்வைக்கப்பெற்றது. ஐந்து அலகுகளாக அமைக்கப்பட்ட இந்தத் தாளில் அலகுகளில் சில மாற்றங்கள் செய்வது என்றும் அலகு ஐந்தில் திருச்சியில் அமைந்துள்ள கோயில்களைப் பார்வையிட்டு அதன் அடிப்படையில் அறிக்கையினை மாணவர்கள் தயார் செய்து அளிக்கும் விதமாக மாற்றி அமைக்கப்பட வேண்டும் எனவும் முடிவெடுக்கப்பட்டது. இன்னும் சிறந்த விதத்தில் இத்தாளினைச் செம்மைப்படுத்திடவேண்டும் எனவும், முனைவர் பி.செல்வக்குமாரன் மற்றும் பேராசிரியர் இ. சூசை ஆகிய இருவரும் இத்தாளுக்குப் பொறுப்பாளராக இருப்பார்கள் என்றும் முடிவெடுக்கப்பட்டது.

4. **MOOC ONLINE COURSE** – 18 மாணவர்கள் பதிவு செய்திருந்த நிலையில் ஆங்கில வழிப் பயிற்சி கடினமாக இருக்கின்ற காரணத்தால் ஒரு மாணவரைத் தவிர மற்ற மாணவர்கள் தொடரமுடியாத நிலை ஏற்பட்டது. எனவே MOOC Online Course தமிழ் வழியில் வரும்வரை அதற்குப் பதிலாக Extra Credit Course-

இல் இலக்கியங்களில் **பிறமொழிச் சொந்கள்** அல்லது **பெண்ணியம்** அல்லது **அற இலக்கியங்கள்** என்ற ஏதாவது ஒரு தாளை நடத்த நிர்வாகத்தின் அனுமதியைக் கோருவது என முடிவெடுக்கப்பட்டது.

5. பிற செய்திகள் - தற்போது மாணவர்கள் பயின்று வருகின்ற Basic Tamil & Advanced Tamil என்ற தாள்களுக்கு மற்ற தாள்களுக்குரிய நடைமுறையே இவற்றிற்கும் பின்பற்றப்பட வேண்டும் என்றும் ERP இல் இவற்றை இணைக்க உடனடியாகக் கல்லூரி நிர்வாகத்திடம் கோருவது எனவும் பாடத்திட்ட வல்லுநர் குழுவினரின் ஒப்புதலோடு முடிவெடுக்கப்பெற்றது.

ஒட்டுமொத்தமாக இப்பாடத்திட்டக் கூட்டம் குறித்தத் தங்களின் கருத்துக்களை வல்லுநர் குழுவினர் பகிர்ந்து கொண்டனர். அதில் முனைவர் கோ. வீரமணி அவர்கள் குறிப்பிடும் போது தமிழாய்வுத்துறையின் பாடத்திட்டம் எப்பொழுதுமே மற்ற கல்லூரிகளுக்கு முன்மாதிரியாக அமையும் என்றும். தமிழாய்வுத்துறையினரின் கூட்டு முயற்சிக்கு இதுவே சான்று என்றும் குறிப்பிட்டு அனைவரையும் பாராட்டினார்.

முனைவர் மு. சாதிக் பாட்சா அவர்கள், மாணவர்களின் வளர்ச்சிக்கு ஏற்ற விதத்தில் பாடத்திட்டம் தயாரிக்கப்பட்டிருக்கின்றது என்றும், மாணவர்களை வேறு பல துறைகளுக்கு இட்டுச் செல்லும் இம்முயற்சி தொடர வேண்டும் என்றும் இதற்காக உழைத்த அத்துனை ஆசிரியப்பெருமக்களையும் வாழ்த்துவதாகவும் தெரிவித்தார்.

முனைவர் ஜெ. சந்திரகலா, பாடத்திட்டம் மிகச்சிறப்பாக வடிவமைக்கப் பட்டிருப்பதாகவும், வேலை வாய்ப்பைக் கருத்தில் கொண்டு உருவாக்கி இருப்பது போற்றுதற்குரியது என்றும் பாராட்டினார். மேலும் மொழிப்பெயர்ப்புக்கலை என்ற தாள் வாயிலாக மாணவர்கள் இருமொழி இலக்கண அமைப்பையும், மூலமொழி பேசும் மக்களின் பண்பாட்டையும் அறிந்து கொள்வர் என்றும், கோயில்கலை என்ற தாள் வாயிலாக வழிபாட்டு முறைகளையும், கோயிலின் கட்டடக்கலையின் நூட்பத்தையும் அறிந்து கொள்ளும் ஆற்றல் பெறுவர் என்றும் எடுத்துரைத்தார்.

மாணவர்களின் சார்பாக கலந்து கொண்ட கா. சுரேஷ்குமார் பாடத்திட்டம் மாணவர்களுக்குப் பயனுள்ள விதமாக இருக்கிறது என்றும் படிப்பிடைப்பயிற்சியில் மாணவர்களைச் சுற்றியுள்ள பள்ளிகளுக்கு அனுப்பினால் சிறப்பாக இருக்கும் என்றும் கருத்து தெரிவித்தார்.

இந்நாள் மாணவர் ஜெ. கார்த்தி தன்னுடைய கருத்தாக பாடத்திட்டம் மாணவர்களின் வேலைவாய்ப்பை மைய படுத்தியிருப்பது மகிழ்ச்சியானது என்றும். மேடைப்பேச்சுக்கலை போன்ற தாள்களை தமிழ் மாணவர்களுக்கும் பாடமாக வைக்க வேண்டும் என்றும் குறிப்பிட்டார்.

இறுதியாக, புலத்தலைவரும் தமிழாய்வுத்துறைப் பேராசிரியருமான முனைவர் ஞா.பெஸ்கி அவர்கள் இக்கூட்டத்தில் விவாதிக்கப்பெற்ற கருத்துக்களைத் தொகுத்துக் கூற, பேரா. இ. சூசை அவர்களின் நன்றியுரையோடு இக்கூட்டம் இனிதே நிறைவுற்றது.

பாடத்திட்டக்குழுக் கூட்டத்தில் கலந்து கொண்டவர்கள்:

விடுப்பின் காரணமாக முனைவர் பொன். புஷ்பராஜ் மற்றும் த. அருள் பிரகாசம் ஆகியோரைத்தவிர மற்ற அனைவரும் கலந்து கொண்டனர்.

****

63

EXTRA CREDIT COURSES
மொழிபெயர்ப்புக்கலை
ART OF TRANSLATION

கற்றலின் விளைவுகள்

1. மாணவர்கள் இருமொழிப் புலமை பெறச் செய்தல்.

2. இருமொழி இலக்கிய அறிவைப் பெறச்செய்தல்

3. அன்றாட வழக்குச் சொற்களை மொழிபெயர்க்கும் திறன் பெறச்செய்தல்

4. மூலமொழி பேசும் மக்களின் பண்பாடுகளை அறிதல்

5. மொழிபெயர்ப்பாளர் பணிக்கான வாய்ப்பைப் பெறுவர்.

6. அகராதியைப் பயன்படுத்தும் ஆற்றல் பெறுதல்.

அலகு-1

மொழிபெயர்ப்பு விளக்கம்- தமிழில் மொழிபெயர்ப்பு வரலாறு

அலகு-2

மொழிபெயர்ப்பின் இன்றியமையாமை - மொழிபெயர்ப்பு நோக்கங்கள்

அலகு-3

மொழிபெயர்ப்பின் வகைகள்- மொழிபெயர்ப்பாளர் தகுதிகள் - மொழிபெயர்ப்பாளர் வகைப்பாடுகள்.

அலகு-4

சொல்லாக்கம்- ஒலிபெயர்ப்பு- துறைசார்ந்த சொற்கள்- மொழிபெயர்ப்பில் அகராதியின் பங்கு

அலகு-5

மொழிபெயர்ப்புப் பயிற்சிகள்- எளிய சொற்கள், வாக்கியங்களை மொழிபெயர்த்தல்- பழமொழிகள், மரபுச்சொற்றொடர்களை மொழிபெயர்த்தல்- அரசாணைகளை மொழிபெயர்த்தல்

பாடநூல்கள்

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பார்வை நூல்கள்

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VALUE ADDED COURSE
கல்வி உளவியலும் தமிழ் கற்பிக்கும் முறைகளும்

கற்றல் விளைவுகள் :

1. இளநிலை பட்டம் பெற்றவர்கள் கல்வியியல் பட்டப்படிப்பு பயில்வதற்கு அடிப்படையாய் அமைந்திடும்.

2. அடிப்படை உளவியல் கற்பதன் வாயிலாக கற்றலை எளிமை படுத்த இயலும்.

3. கற்றல் செயல்பாடுகளை மேம்படுத்தும்.

4. மன அழுத்தங்களை எதிர்கொள்ளக் கூடிய ஆற்றலை வளர்க்கும்.

5. வளரிளம் பருவத்தினரிடையே எழக்கூடிய மனப்பிறழ்வுகளை களைவதற்கு உறுதுணை புரிந்திடும்.

6. உளவியல் நோக்கில் தமிழ் கற்பித்தல் குறித்த நெறிமுறைகளை அறிந்து கொள்ளல்

அலகு–1

உளவியல் - உளவியலின் தோற்றமும் வரலாறும் - உளவியல் முறைகள் - அகநோக்கு முறை – உற்றுநோக்கல் முறை – களஆய்வு முறை – பரிசோதனை முறை – தனியாள் வரலாற்று ஆய்வுமுறை

அலகு–2

கவனித்தல் - அடிப்படை கோட்பாடுகள் - கவனவீச்சு – கவனமாற்றம் - கவனப்பகுப்பு – கவனத்தைத் தீர்மானிக்கும் காரணிகள் - கவன வகைகள்

அலகு–3

புலன்காட்சி – சாயல் - கற்றல் விதிகள் – புலன் காட்சியில் ஏற்படும் தவறுகள் - கற்றல் - நினைவு – மறதி – ஆளமை – தனியாள் வேற்றுமைகள்

அலகு–4

கற்றல் கோட்பாடுகள் - தார்ண்டைக்கின் முயன்று தவறிக்கற்றல் - கற்றல் விதிகள் - பாவ்லோ – ஸ்கின்னர் – கோஹ்லர் – காக்னே – மாஸ்லோ – நுண்ணறிவு பற்றிய மனவியல் கோட்பாடுகள் -

அலகு–5

உளவியல் செய்முறைகள் - பாடத்திட்டம் தயாரித்தல் - கற்பித்தல் பயிற்சி
பாடநூல்:
கல்வி உளவியல் - பேராசிரியர் கி. நாகராஜன், ராம் பதிப்பகத்தார், 74, விவேகானந்தர் தெரு, காந்தி நகர், சாலிகிராமம், சென்னை:600 093

பார்வை நூல்:
கற்றல் மற்றும் மனித வளர்ச்சி – அ. மீனாட்சிசுந்தரம், காவ்யமாலா பப்ளிசர்ஸ், 7-8 SS நகர் சின்னாளப்பட்டி, திண்டுக்கல் மாவட்டம், தமிழ்நாடு

VALUE ADDED COURSE
கோயிற் கலைகள்

கற்றலின் விளைவு :

❖ கோயில், தமிழர்களின் வாழ்வியல் கூறுகளை உள்ளடக்கியது.

❖ தமிழக வரலாற்றில் கோயில்கள் பங்கினையும், சிறப்பினையும் வெளிக் கொணர்தல்.

❖ தமிழர்களின் நாகரிகம் பண்பாட்டில் கோயில்களின் பங்களிப்பை அறிதல்.

❖ தமிழர்களின் கலை வளர்ச்சியில் கோயில்களின் பங்களிப்பை அறிதல்.

❖ கோயில்களில் காணலாகும் சிற்பங்கள், சிலைகளின் அபிநயங்கள் கல்வெட்டுகள் இவற்றின் வரலாற்றுப் பின்புலங்களை அறிதல்.

❖ இறை வழிபாட்டில் முன்னோர்களின் வாழ்வியல் மதிப்பீடுகளை உணரச்செய்தல்.

அலகு – 1
தமிழகத்தில் கோயில்களின் தோற்றம் - தமிழகப் பண்டைய கோயில்கள் - கோயில்களின் வகைகள் - இவற்றின் வரலாறு.

அலகு – 2
உலகாய்த மதக்கொள்கை – புத்தம் -சமணம் - சாங்கியம் - மீமாம்சம் -.வைணவம் - சைவம் - சைவ சமயக்கிளைகள்

அலகு – 3
ஆலயம் -கோபுரம் - பிரகாரங்கள்- விமானம்- கொடிமரம் - கொடிமரப் பிரதிட்டையின் நோக்கம் - கர்ப்பக்கிரகம் - சிவலிங்கம் - திருநந்தித்தேவர் - பலிபீடம்.

அலகு – 4
அடியார்களின் சமயப்பங்களிப்பு - மாணிக்கவாசகர்- திருஞானசம்பந்த மூர்த்தி நாயனார் - திருநாவுக்கரசர் - சுந்தரமூர்த்தி சுவாமிகள் - நாயன்மார்களும் குரு பூஜை நாட்களும் - சந்தானாசாரியர்கள் - மெய்கண்ட தேவர் - அருணந்தி சிவாசாரியர்- மறைஞான சம்பந்தர்- ஆழ்வார்கள்.

அலகு – 5
சமயம் வளர்த்த கலைகள் - கட்டடம் - சிற்பம்- ஓவியம் போன்றவற்றை களஆய்வு வழி அறிதல். (திருச்சி, தஞ்சை, மதுரையில் உள்ள சிறப்புக்குரிய கோயில்கள் மட்டும்.)
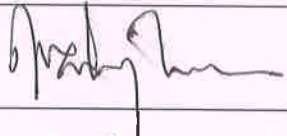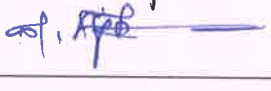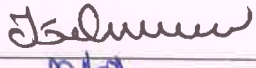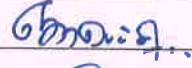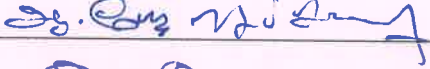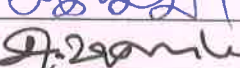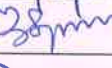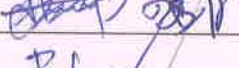
வரையறுக்கப் பட்ட பாடநூல்கள் :
1. தமிழகக் கலைகள் - கோயிற்கலைகள் - தொல் பொருள் ஆய்வுகள்
2. இந்துமத இணைப்பு விளக்கம் - கே. ஆறுமுக நாவலர், பாரி நிலையம், தி.நகர், சென்னை – முதல் பதிப்பு -1991

பார்வை நூல்கள்:
1. மயிலை சீனி வேங்கடசாமி - தமிழர் வளர்த்த அழகுக் கலைகள், மயிலாப்பூர், சென்னை – 1967.
2. தங்கவேலு, கோ.- இந்தியக்கலை வரலாறு, தமிழ்நாடு பாடநூல் நிறுவனம்,சென்னை.
3. கோதண்டராமன், பி. - இந்தியக் கலைகள், நியூ செஞ்சுரி புத்தக நிலையம், சென்னை.
4. தெய்வநாயகம், கோ. - தமிழர் கட்டடக் கலை, உலகத் தமிழாராய்ச்சி நிறுவனம், சென்னை.

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN TAMIL HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. G. Veeramani Associate Professor & Head, Department of Tamil, Urumu Dhanalakshmi College Tiruchirappalli – 620 019.	
02.	Dr. J. Chandrakala Professor, Department of Tamil Bharathidasan University, Tiruchirappalli	
03.	Dr. M. Sadik Batcha Associate Professor, Dept. of Tamil Jamal Mohamed College, Tiruchirappalli	
04.	Mr. K. Suresh Proprietor, K.S. Coaching Centre 5/43, Inam Puliyur Road, Srirangam TK Tiruchirappalli District.	
05.	Dr. F Selvakumaran Head of the Department	
06.	Mr. I Susai	
07.	Dr. P. Pushparaj	
08.	Dr. G Beschi	
09.	Dr. A Joseph Sahayaraj	
10.	Dr. S Kennedy	
11.	Dr. D Wilson	
12.	Dr. J Benjamin Aron Titus	
13.	Dr. A. Rajathi	
14.	Dr. S. Shagila Banu	
15.	Dr. A. Maria Dhanabal	
16.	Dr. S. Arockia Dhanaraj	
17.	Ms. S. Backya Selva Rathi	
18.	Dr. R. Nallamuthu	
19.	Dr. D. Donstony	
20.	Mr. T. Arul Prakasam	
21.	Mr. D. Infant Jefferson Jesus	
22.	Mr. A. Adaikkalaraj	
23.	Dr. S. Srinivasan	
24.	Dr. M. Dhanalakshmi	
25.	Dr. R. Muralikrishnan	
26.	Dr. S.A. Annaiyappan	

SCHOOL OF MANAGEMENT STUDIES

DEPARTMENT OF BUSINESS ADMINISTRATION
MINUTES OF THE BOARD OF STUDIES MEETING HELD ON 27.03.2019

The Board of Studies meeting for the Department of Business Administration was held on 27.03.2019. The meeting commenced with a formal prayer followed by introduction of the external and internal members by the Head of the Department, Dr.B.Augustine Arockiaraj. An industrial expert Mr. N. Kanagasabapathy, President TIDITSSIA, academic expert Dr. S. Mohammed Mohideen, Assistant Professor, Jammal Mohammed College and our alumnus Mr. Yugeshwar Ravichandran, Assistant Manager, Sales, Bajaj Finance Ltd., were the external panel members for the meeting. The discussions mainly focused on the viability and usefulness of the proposed value added courses and extra credit courses with regard to the scope of its employability, entrepreneurship and skill based factors apart from the regular stream of courses offered.

I. The following are the proposed **"Value Added Courses"** to be offered

1. Business Analytics for Industries:

- It was suggested that all the application in subject like analysis of various division could be taught only with excel so that the student will be able to get expertise knowledge in usage of Microsoft excel, which would help him shape his career as a banker or financial analyst etc.
- Introduction to banking was suggested to be included in one of the units to help him gain knowledge about the workings of a bank.
- Industrial expert insisted that it was important to acquaint the students with practical knowledge by helping them work online relative to the course.
- The need for helping the students to solve practical real time problems through case studies was also insisted to be a regular part of coursework.

2. NGO Management:

- Discussion regarding how this subject promotes employability was highly focused citing examples of various skill development programmes being given to Tamil Nadu NGO's.
- Simplification of units 4 & 5 was suggested,
- Suggestion for including the rules and legal framework for forming an NGO and its subsequent working was highlighted.
- Project management was asked to be eliminated and instead Unit-5 was suggested to be made completely practical like asking the students to visit an NGO for defined hours, bring in experts from outside to explain about various aspects of an NGO.
- Help the students to gain international exposure through LISA networks was also suggested.

3. **Practice of Life Insurance**
   - Motivating the students to take up examination with insurance companies and preparing them for the same was insisted.
   - This course would be certified by the IRDA if the students take up the supposed exams.

II. The following are the proposed "Extra Credit Courses" to be offered:

1. **Financial Planning for Young Investors**
   This subject was considered useful and would help the students to gain adequate knowledge about investment opportunities in financial markets, share market and other securities.
   No Changes was required in the drafted syllabus

2. **Public Relations Management:**
   - This subject was considered useful and has an increasing demand for public relationship officer across all the industries, institutions, agencies etc.
   - No changes was required in the drafted syllabus.

The above mentioned changes are suggested and approved by the Board Unanimously.

After this the assessment for the proposed subjects was discussed. It was decided to assess the value added courses with 40 internal marks and 60 external marks. The assessment for extra credit courses was decided to stick to regular 100 marks pattern. Further suggestions were invited for making MOOC courses more effective. The panel suggested adding in compulsory lab hours for these MOOC course. The meeting ended with a vote of thanks at 1.00 pm.

After a thorough discussion based on the suggestions received from the stakeholders the department suggested the following new courses and classified them as courses that would promote skill Development, Employability and Entrepreneurship.

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VALUE ADDED COURSE
BUSINESS ANALYTICS FOR INDUSTRIES

Total Hours: 30

Course outcomes

1. Aims to develop an understanding the use of business analytics in industries.
2. Students get in depth knowledge with Business case studies
3. To know the impact of Business analytics and intricate details about its use in the Major industrial domains.
4. To help the students understand the trend flow in any business

Unit –I: Introduction to BA for Industries and Open Standards:
Understanding briefly - Banking Industry. Insurance Industry - Retail & CPG Industry and Media & Communication (Telecom) Industry. Introduction to Industry Vertical Open Standards: Advantages of Open Industry standards: Healthcare, Retail, Insurance verticals

Unit – II: BA for Banking Industry:
Banking Industry Overview: IT Landscape / Business Applications: Key Issues/Pain points: Business Analytics solutions & Use case Scenarios for below Business Areas/Organization Units: Finance, Sales and marketing distribution, Risk, Claims & HR Case Studies.

Unit – III: BA for Insurance Industry:
Insurance Industry Overview: IT Landscape / Business Applications: Key Issues/Pain points: Business Analytics solutions & Use case Scenarios in below are as: Finance, Sales and marketing distribution, Risk, Claims & HR Case Studies.

Unit – IV: BA for Retail & Consumer Products:
Retail & CPG Industry Overview; IT Landscape / Business Applications; Key Issues/Pain points; Business Analytics solutions & Use case Scenarios; Case Studies :Sales, Marketing and Brand Distribution, HR Case Studies.

Unit – V: BA for Media& Communication:
Media & Communication (Telecom) Industry Overview; IT Landscape/Business Applications: Key Issues/Pain points: Business Analytics solutions & Use. Case Scenarios:, Product development, Customer care Case Studies. Brand, Distribution, HR Care Structures

* Applying appropriate descriptive and predictive analytical methods with an implementation through the market dominated statistical tools, Excel calculation, Trend Analysis and Ratio Analysis.

Text Books:
1. Business Analytics for Industries by IBM ICE publications

References:
1. Sesil, J.C. (2013). Applying Advanced Analytics to HR Management Decisions: Methods for Selection, Developing Incentives, and Improving, Pearson FT Press.
2. Pavel Ryzhov (2013), Haskell Financial Data Modeling and Predictive Analytics, Packt Publishing
3. Chuck Hemann& Ken Burbary (2013), Digital Marketing Analytics: Making Sense of Consumer Data in a Digital World (Que Biz-Tech).

<div align="center">

VALUE ADDED COURSE
NGO MANAGEMENT

</div>

Total Hours:30

Course Outcomes:

- To Acquire specific knowledge on project and NGO management
- To understand the project management dimensions, Planning and its implementation
- To enhance skills and technique of project evaluation and resource mobilization.
- To understand the basic concepts and principles involved in managing NGOs
- To understand the Human resource management in NGO's
- To enhance knowledge on project proposal writing and maintenance of the accounts in NGO's

UNIT – I: INTRODUCTION OF NGO'S

NGO's: Meaning, Definition, Concepts, Types, Functions, - Vision, Mission of NGOs - Role of NGO's in Social Community Development.

UNIT – II: FORMATION OF NGO'S AND LEGAL FRAME WORK

Legal - rational structure of Non-profits: Trusts and Societies with Special reference to Trust and Society Registration Acts- Foreign contributions and Regulation Act (FCRA) - Methods and Techniques of Fund Raising- Statutory Obligations- Income Tax Exemption (80-G, 12-A, & 35AC) - National Policy 2003.

UNIT – III: CORPORATE SOCIAL RESPONSIBILITY OF NGO'S

CSR Activities: Definition, concepts and need - Concentration areas of CSR - Role of social workers in CSR- National and International CSR activities.

UNIT – IV: PROJECT MANAGEMENT OF NGO's   8 Hours

Concept, Definition, Objectives, principles, Scopes, Importance and Methodology - Micro and Macro Level Planning - Project Dimensions: Identification – Need assessment – Problem Tree - Formulation Project Proposal - Project Appraisal: Technical, Economic and Financial Feasibility.

UNIT- V: DRAFTING OF PROJECTS IN NGO's

Concept, Meaning, Definition and Types of projects – Projects Implementation and Management: Project Planning Matrix - Project Cycle Management - Identification and Formulation of Details Projects Report.

* Action Plan:

1. Types of NGO's   2. Process in NGO Registration 3. Practice of HRM in NGO's   4. To prepare a project planning   5.To Prepare a model proposal on any issues and 6. To practice of PRA technique in any rural areas

Text Book and Reference:

1. Behera M. C. (2012). *Globalizing Rural Development*. New Delhi: Sage.
2. Chowdhry Paul. (2010). *Administration of Social Welfare Programmes in India*. Bombay: Somaiy.
3. Emmanuvel. S. Fermando. (1999). *Prospect from Problems. Mumbai*: St. Francis Xavier's Church.
4. Ginsbery Leon. H. (2001). *Social Work Evaluation – Principles and Methods*. Singapore: Allyn and Bacon.
5. P.A. Baiju , NGOs and Participatory Development in India, I MPACT PUBLISHER AND DISTRIBUTORS Delhi , Delhi
6. Sakararan and Rodrigues. (1983). *Handbook for the Management of Voluntary Organization*. Madras: Alfa.

VALUE ADDED COURSE
PRACTICE OF LIFE INSURANCE

Total Hours:30

Course Outcomes:

1. To provide an insight into the different types of Life Insurance Plans
2. To Enable then students to understand the importance of nomination and assignments
3. To know an overview of policy claims

UNIT–I: PRACTICE AND PLANS OF LIFE INSURANCE: Overview of the Indian Insurance Market-Growth of Insurance Business in India – Organizational structure of LIC – Postal Life Insurance – Appointments of Life Insurance Agents and their functions – Need of an Agent in Life Insurance Selling – Trends in Life Insurance Distribution Channels

UNIT–II: PREMIUMS, BONUSES AND ANNUITIES: Concept of premium – Types of premium – Factors considered in calculating premium – Premium calculation – Surrender Value and non forfeiture options – Revival of Lapsed polices and its Types – Revival of postal Life Insurance policies – Bonus in polices – Types of Bonus in Life Insurance polices

UNIT–III: GROUP INSURANCE AND LINKED LIFE POLICES: Importance of Group Insurance Schemes – Eligibility conditions in Group Insurance – Types of Group Insurance Schemes – Group Term Insurance Scheme – Group Gratuity Scheme – Group Superannuation Scheme – Types. Social Security Scheme

UNIT–IV: POLICY DOCUMENTS AND ASSIGNMENT, NOMINATION & SURRENDER OF POLICY: Life Insurance Policy Application and process – Proposal form and related documents – Importance of a policy Documents – Format of a policy documents – Policy Schedule and its various components – Conditions and privileges in a policy documents – Duplicate polices – Surrender polices

UNIT–V: POLICY CLAIMS : Types of Policy Claims – Survival Benefits – Death Claims – Maturity Claims- Submission of proof of Title at Claim processing Stage – Early Claims – Documents required for processing Early Claims – Death due to Un-natural Causes or Accidents-Nominations – IRDA Regulation for Claim Payments.

References:

1. P.Venugobal, Secretary , IRDA, "Practice of Life Insurance", Eastern printing press, Fort Mumbai , 2018
2. Vaughan and Vaughan, Risk Management and Insurance
3. Guide of Risk Management : Sagar Sanyal
4. Insurance and Risk Management : P.K. Gupta
5. Insurance Theory and Practice, : Tripathi
6. Principles of Insurance Management: Neelam C Gulati, Excel Boo

Suggested Websites:

www.irda.gov.in,   www.policyholder.gov.in,   www.irdaindia.org.in

EXTRA CREDIT COURSE
FINANCIAL PLANNING FOR YOUNG INVESTORS

Course Outcomes

1. To understand the latest trends in financial market condition
2. To engage in learning and doing of stock trading
3. To get the knowledge about stock trading mechanism
4. To indentify the risk and return on investment
5. To identify the investment strategies to achieve the goals
6. To enable the students to make smart financial planning and investment ideas.

UNIT – I: FINANCIAL PLANNING

Financial Planning – Importance of financial planning-Financial planning process-Smart Goals – Risk Vs Return- Saving Vs Investment- Investment Strategies

UNIT – II: THE PRIMARY & SECONDARY MARKET

Functions of New Issue Market – Methods of Floating of New Issues – Operators in the New Issue Market – Listing of Securities. Secondary Market- National Stock Market System – Over the Counter Markets – SHCIL – Depository System – Stock Exchange – Derivatives (Practical Work)

UNIT – III: TRADING MECHANISM OF STOCK EXCHANGE

Classification of Stock Markets – Listed Shares – Procedure for Buying and Selling Shares – Steps in Buying and Selling – Types of Delivery – Transfer of Securities – Stock Market Reporting – Stock Market Index – Insider Trading.

UNIT – IV: OPTIONS & FUTURE

Option – Meaning – Types – Option Trading – Margins Valuation of options – Valuation of put option –Index option - Option Markets Hedgers and speculators – Future contracts – Future Markets – Clearing house – Margins future positions – Spot prices- Forward prices Vs Future Prices- Future Vs Options.

UNIT – V: ACTION PLAN

1. Identify the types of Deposits, Government Schemes, Bonds, debentures, Mutual funds and Insurance policy
2. Practical Learning in the field of Capital and Money Market
3. Day To-Day Practices of Stock Market
4. Model Demo of Share Trading
5. Online Trading
6. Spot Trading and DMA

TEXT BOOK:

1. M. Y.Khan, "Indian Financial System", Tata Mc-Graw Hill. 2014
2. Clifford Gomez, "Financial Markets, Institutions and Financial Services", PHI Learning Private Limited, New Delhi-2009.
3. V.K Bhalla, Investment & Securities markets in India, Himalaya Publishing House , New Delhi. 2010

REFERENCES:

1. R.P. Rustagi, "Financial Analysis and Financial Management". 2010
2. L.C. Gupta, "Export Study of Tracking in Shares and Stock exchange".
3. Report on Currency and Finance – RBI.
4. P.N.Varshney, D.K.Mittal , "Indian Financial System", Sulthan Chand & Sons
5. **H.R**.Machiraju, "Indian Financial Sysem", Vikas Publishing House.
6. Online Trading: Http://virtualstocks.icicidirect.com / Gamesite/ customer/ login.aspx

Suggested Websites:

1. www.sebi.gov.in
2. www.rbi.org.in
3. www.amfindia.com
4. www.mcx-sx..com
5. www.investor.sebi.gov.in
6. www.nseindia.com
7. www.federalreserve.gov
8.. www.bseindia.com

EXTRA CREDIT COURSE
PUBLIC RELATIONS MANAGEMENT

Course Outcomes:
1 To understand the role of public relations in building and maintaining a healthy corporate image
2. To understand the role of public relations between an organization and its publics

UNIT – I: INTRODUCTION TO PUBLIC RELATIONS:

Meaning and Definitions, Basic elements of PR. Nature, role and scope, PR as a tool of modern management - PR role in the Indian Setting – Developing economy. Multicultural and international public relations

UNIT – II: PUBLIC OPENION:

Meaning   and definition – Opinion. Leaders- Individuals. Institution, Roots of Public attitudes – Culture, the family, religion, Economic and Social classes – Role of PR in opinion formation – persuasion – The Ethics of PR – Social Responsibility Code of Professional Standards for the practice of PR – IRSI – Code of Ethics.

UNIT – III: PUBLIC RELATIONS PROCESS:

Internal Relations and Employee Communication- The Process- Elements of Communication, Nature, Role and Scope of Communication. Public opinion and Democracy, Communication – Socio economic Development.

UNIT – IV: MEDIA AND TOOLS:

Introduction to Mass Media, Functions of Mass Media, Characteristics. Principal categories of newspapers and periodical, News Agencies, Government and Press- Mass Media as Social Instruments. Annual Reports, Bulletins. House Journals, News, Direct mailing. External Media and Media Relations.

UNIT – V: PROMOTIONAL TECHNIQUES:

Advertising as a PR tool – Status and future of advertising in India. Salesmanship – sales promotion and public Relations-Exhibitions, Open house – Managing Rumors – Lobbying-Propaganda-publicity..

REFERENCES:

1. C.V. Narasimha Reddy, Effective public relations and media strategy, PHI learning India PVT Ltd , 2012.
2. Iqbal, Public Relations principles and practices with solution manual , 2013
3. Schramm, Wilbur, The process and effectiveness of Mass communication., 2014
4. Cutlip Scott M & Center Allen H, Effectiveness Public Relations (Practices)
5. Black Sam, Practical Public Relations, Universal - 1994
6. Allen H.Center and Patric Jackson, Public Relations Practices, India Edition, PHI Learning India PVT Ltd, 2010.

7. ********

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN BUSINESS ADMINISTRATION (B.B.A.) HELD ON 27.03.2019
MEMBERS PRESENT

SI. No.	Name	Signature
01.	Dr. M.K. Rajkumar Associate Professor & Head, Department of Commerce, Periyar E.V.R. College Tiruchirappalli – 620 023	ABSENT –
02.	Dr. S. Mohamed Mohideen Assistant Professor, Department of B.B.A. Jamal Mohamed College Tiruchirappalli – 620 020	*signature*
03.	Mr. N. Kanagasabapathy President of TIDITSS Tiruchirappalli District Small Scale Industries Association Ariyamangalam, Tiruchirappalli – 620 010	N. *signature*
04.	Mr. Yugeshwar Ravichandran Assistant Manager Sales, Bajaj Finance Limited, R.S. Towers 1st Floor, Thillainagar Tiruchirappalli – 620 018	R. *signature*
05.	Dr. B. Augustine Arockiaraj Head of the Department	B. *signature*
06.	Mrs. C.F. Octovia Antony Sessammal	Octovia Antony Sebant
07.	Mr. T.A. Louis Stevenson	*signature*
08.	Mr. S. Arputharaj	*signature*
09.	Ms. S. Clemence Jenifer	MEDICAL LEAVE
10.	Mr. P. Bastin Arockiaraj	PB *signature*
11.	Mrs. P. Premakumari	P. *signature* 27/3/19

DEPARTMENT OF COMMERCE

MINUTES OF THE BOARD OF STUDIES MEETING IN COMMERCE
HELD ON 27.03.2019

The Board of Studies of the Department of Commerce was held on Wednesday, March 27, 2019, at 11.00 a.m. in the Commerce A.V. Hall. After silent prayer the Head of the Department Dr. LJ. Chaarlas welcomed the members and introduced the University Nominee Dr. Revathi, Periyar EVR College, Tiruchirappalli, Subject Expert Dr. V. Pugazhenthi, Rajah Sharfoji College, Thanjavur, the Industrial Expert Mr. T. Alwin Charles, Dalmia Cements, Ariyalur and Alumnus Ms. Shubbulakshmi, Dinamalar, Tiruchirappallito the members.

1. It was resolved to submit for ratifying the shifting of following courses as per the advice from the office of the Dean

S. No.	Course Code	Course Name	From Sem.	To Sem.
1.	18PCO2107	NGO Management	III	II
2.	18PCO2108	Financial Services	III	II
3.	18PCO2109A	Self Paced Learning I: Customer Relationship Management	III	II
4.	18PCO2109B	Self Paced Learning II: Entrepreneurial Development	III	II
5.	18PCO2109C	Self Paced Learning III: Internet and Ecommerce	III	II
6.	18PCO2109D	Self Paced Learning IV Commerce for Competitive Examinations	III	II
7.	18SMS3101	Human Resource Management	II	III

2. It was resolved to introduce the following as Extra Credit Courses (ECCs):

S. No.	Course Name	Course Code	Class
1.	Insurance and Risk Management	17UCO540501	UG
2.	Online Trading with DEMAT Operations	17UCO540502	UG

3. It was resolved to introduce the following as Value Added Courses (VACs):

S. No.	Course Name	Course Code	Programme
1.	Business and Commercial Application of Spread Sheet	19COVAC01	UG
2.	Statistical Packages for Business Research	19COVAC02	PG
3.	Mass Media and Business Development	19COVAC03	UG & PG

4. In connection with the Extra Credit Course: Insurance and Risk Management, the subject expert suggested to have a tie-up with the Insurance Institute of India (Triple I) to make the course more meaningful.

5. The floor also suggested framing modalities in consultation with the Department of Visual Communication for the Value Added Course: Mass Media and Business Development

6. It was resolved to arrange for GST Practitioner Training Programme for the faculty members.

7. The Industrial Expert suggested motivating students to develop Mobile Apps that is the need of the hour and help the students to be proficient with communication skills, presentation skills and situation management.

8. The representative of alumni suggested motivating students to learn interpersonal and problem solving skills which every industry expects.

9. Finally the head of the department thanked the external members and faculties for their valuable contributions in the BOS's Meeting. The meeting came to an end at 12.30pm.

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EXTRA CREDIT COURSE: RISK AND INSURANCE MANAGEMENT

Course outcomes:

After learning the course, the students will be able to

1. be aware of the concept of risk and its various forms
2. understand the need for managing risks
3. explore different ways of managing and mitigating risks
4. become familiar with various types of insurances
5. prepare various documents relating to insurance
6. gain exposure in the recent trends of life insurance.

Unit – I:
Risk – Meaning – Nature – Concept of Risk – Causes of Risks – Dangers of Uncontrolled Risks – Characteristics of Insurable Risks - Important Classification of Risks.

Unit – II:
Risk Management – Definition – Nature – Importance – Advantages - Limitations – Process of Risk Management – Principles of Risk Management.

Unit – III:
Meaning and Definition of Insurance – Functions of Insurance – Importance of Insurance – Benefits of Insurance - Scope of Insurance Business – Reinsurance – Types of Insurance.

Unit – IV:
Principles and Documents of Insurance Contract – Essential Elements of a contract of Insurance – Insurance Documents – Proposal forms – Cover Note – Certificate of Insurance – Endorsement

Unit – V:
Life Insurance – Corporates in Life insurance – Introduction – Concept of Insurance Market – Characteristics of Life Insurance Services – Life Insurance Marketing Mix – 4 C's of LIC Marketing.

References

1. George, E. Rejda, *Principles of Risk Management and Insurance*, Pearson Education.
2. Dorfman, Marks S., *Introduction to Risk Management and Insurance*, Pearson
3. Crane, F., *Insurance Principles and Practices*, John Wiley and Sons, New York
4. Gupta. P.K, *Insurance and Risk Management*, Himalaya Publishing House.
5. Mishra, M. N., *Principles and Practices of Insurance*, S. Chand and Sons.
6. Vaughan, E. J. and T. Vaughan, *Fundamentals of Risk and Insurance*, Wiley & Sons

EXTRA CREDIT COURSE: ON-LINE TRADING AND DEMAT OPERATIONS

Course Outcomes:

After learning the course the student will be able to

1. learn the basics of online trading
2. gain theoretical and Practical exposure in online trading.
3. Know Demat account and its application in the operation of online trading activities
4. observe the trends and to learn the positive and negative effect of trading
5. make choice of companies to earn profit
6. advise investors to make choice of companies for online trading

UNIT – I: ON LINE TRADING

Introduction- On-Line Trading in India- Objectives of present trading system

UNIT – II: MECHANISM OF ON- LINE TRADING

Mechanics of On-Line trading- Feature of On-Line Trading- Benefits of On-Line Trading- Problems of On-Line Trading

UNIT – III: ON LINE SHARE TRADING AND COMMODITY TRADING

On-Line Share Trading —Intra —day Trading- Inter-day Trading- Online Commodity Trading

UNIT – IV: DEMATERIALISATION ACCOUNTS

Opening of dematerializations' accounts-Benefits of Dematerializations' Accounts- Primary Benefits —Other Benefits

UNIT – V: MECHANISM OF DEMAT OPERATIONS

Procedure for purchasing dematerialized securities- Procedure of selling dematerialization securities

Reference Websites:

www.Indiabulls.com
www.Investopedia.com
www.powerindiabulls
www.bseindia.com
www.nseindia.com
www.moneycontrol.com
www.equitymarket.com
www.demat.com.

VALUE ADDED COURSE:

BUSINESS AND COMMERCIAL APPLICATION OF SPREADSHEET

Course outcomes:

After learning the course students will be able to

1. familiarize with Excel interface
2. be conversant with Excel environment
3. possess basic skills of entering and editing data and manage worksheet and workbook
4. understand Formulas and Functions
5. apply knowledge of Excel in preparing various accounting statements
6. use financial functions for decision making.

Unit – I:
Creating a Spreadsheet -Inputting Data -Entering your data -Editing data - Filling cells automatically -Managing Columns and Rows-Copying, pasting, cutting, dragging, and dropping cells.

Unit – II:
Formula and Functions Basics-Adding, Subtracting, and More -Adding and other arithmetic - Adding with the Sum function.Creating a work book, Rearranging Worksheet, Organizing Charts and graphs. Data sorting – Ascending and Descending (both numbers and alphabets)

Unit – III:
Finance Functions – PV, FV, NPV, PMT, RATE, NPER, IRR (Internal Rate of Return), EMI (Equated Monthly Installments, Compounding Yearly, periodic and monthly)

Unit – IV:
Payroll statements and Pay Bill preparation - Electricity Bill preparation - Inventory Report preparation - Invoice.Report preparation - Ratio Analysis - Capital Budgeting - Depreciation Accounting

Unit – V:
Data Validation & Protection - Create a dropdown list from a range of cells - Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook

References

1. Boockholdt, J.L. *Accounting Information System: Transaction Processing and Control*, Irwin Mcraw-Hill.
2. Hall, J.A., *Accounting Information System*, South-Western College Publishing.
3. Rajaraman, V., *Introduction to Information Technology*, PHI.
4. Bharihoka, Deepak, *Fundamentals of Information Technology*, Excel Book.
5. Madan, Sushila, *Computer Applications*, Mayur Paperbacks, New Delhi.

Semester   Hours:
19COVAC02   Credits:

STATISTICAL PACKAGES FOR BUSINESS RESEARCH

Course Outcomes:

After learning the course students will be able to

1. familiarize with SPSS interface
2. define variables and feed data
3. inherit skills of extracting various statements
4. apply skills in interpreting various statistical results
5. apply various statistical techniques to draw inferences
6. Generate statistical reports.

Unit – I:
Construction of Frequency tables-Univariate Frequency tables - CrossTabulation. Graphical representation of Data: Bar diagram – Simple Bar diagram, Multiple Bar Diagram, Sub divided Bar Diagram, Histogram Pie Diagram

Unit – II:
Calculation of Measures of Central Tendencies: Mean,Median and Mode, Geometric mean. Calculation of Methods of Dispersion - Standard Deviation, Quartiles, Skewness, Kurtosis

Unit – III:
Calculation of Correlation Coefficient: (a) Karl Pearson's Correlation Coefficient, Spearman's Rank Correlation Coefficient . Calculation of Regression Trend: (a) Trend Line

Unit – IV:
Test of Significance for Single and two Samples – Large Sample Test (Z-Test) - Test for Mean, Test for Proportion, (c) Test for Standard Deviation - Test of Significance for Single and two Samples – Small Sample Test (t-Test, F test) Test of Mean - Test of Variances

Unit – V:
Non-Parametric Test . - One –Way Chi-square test (test for Homogeneity) - Two–Way Chi-square test (test for Attributes). Test of Homogeneity of Means for more than 2 samples - One –Way ANOVA - Two–Way ANOVA

References

1. *"SPSS for Beginners"*, 1999 Vijay Gupta, Published by VJBooks Inc.
2. *"Levine's Guide to SPSS for Analysis of Variance"*.2nd Edition, Melanie C. Page, Sanford L. Braver and David P. MacKinnon, Lawrence Erlbaum Associates, Publishers 2003 Mahwah, New Jersey, London.

Semester   **Hours:**
19COVAC03   **Credits:**

MASS MEDIA AND BUSINESS DEVELOPMENT

Course Outcomes:

After learning the course the student will be able to :

1. Identify the role of Information Technology in business sector;
2. Choose their career in business in terms of mass media and modern business availabilities
3. Students will be able to analyze individual media businesses and understand the economic drivers of the media economy.
4. Students will have gained a perspective on the evolution of media in the last 25 years and on key current trends.
5. Students will be able to develop an integrated marketing plan using a wide variety of media that will take a comprehensive approach to a marketing challenge.
6. Students will have developed hands-on experience as content marketers using journalistic and digital techniques.

UNIT – I:
Visual Editing - Documentaries, Short Films, Films, Promos, Songs, Annual Reports, Sound Recording - Voice Over for Projects, Documentaries & Skits, Background Music, Recording Voice for Songs, Composing, Mixing, Album Songs

UNIT – II:
2D Animation Projects - Educational Syllabus text to animation, Animation of Characters, Creating Visual Effects for Videos, Creating Stories through Animation.

UNIT – III:
Designing - Marriage Albums, Flexes, Notices, Brochures, Books, Magazines, ID Cards, Photography & Videography for Events and Functions

UNIT – IV:
Producing Documentaries, Short Films, Films, Advertisements, - From Pre-Production to Post Production - Website Designing & Hosting

UNIT – V:
Mobile Apps - Education, Religious, Events & Functions (Marriage Albums), etc. - Both Android & Apple iOS

YouTube Channels – Ringtones - Planning to start a Website and app for business - Providing our content CDs, DVDs, Books, Statues, Crafts - Online Marketing.

OUTCOME OF THE COURSE
- Individual Project for (within) 5 minutes documentary, short film or advertisement - Worked on Adobe Premiere Pro.
- Individual Project for(within) 2 minutes using Flash .

Duration:
- The students are allowed to work on their project for a period of one month.
- The students are allowed to do internship for a period of two months.
- The students will have marketing experience for one month.

General Instructions for students:

- All records should contain exercises done by students during the course of the year (with proper dates) duly attested and verified by the concerned faculty.
- The minimum number of exercises as specified by for each paper should be completed in the students.
- For Drawing, thump-nail sketch would accompany the original. No cutting and pasting from magazines or any other secondary material will be allowed.

Books for Reference

1. *Herbert C. McKay, F.R.P.S.,* **Fundamentals of Photography**
2. *Daniel Johnson, voyageur press,* **4H Guide to Digital Photography**.
3. *Adobe systems Incorporated.,CLASSROOM IN A BOOK.,(Techmedia)*
4. *Adobe Illustrator10, Techmedia., Macmillan Computer Publishing, USA., 2005*
5. *Adobe Photoshop CS, Techmedia., Macmillan Computer Publishing, USA., 2005*
6. *Macromedia flash, Macromedia.*
7. *Gupta, shalini and Gupta, Adity, Flash in simple steps, (Dream tech press, New Delhi) 2006*
8. *Robert Rrinhardt and Snow Dowd. Macromedia Flash 8 Bible, (Wiley India, New Delhi), 2006*

Adobe systems Incorporated. CLASSROOM IN A BOOK. (Techmedia)Adobe Premier, CLASSROOM IN A BOOK 2.0, Macmillan Computer Publishing, USA., 2005Techmedia

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN COMMERCE HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No	Name	Signature
01.	Dr. Revathi Associate Professor, Dept. of Commerce Periyar E.V.R. College, Tiruchirappalli – 23.	
02.	Dr. V. Pugazhendhi, Associate Professor & Head Dept of Commerce, Rajah Serfoji Govt. College, Thanjavur	
03.	Mr. T. Alwin Charles HR Executive, Dalmia Cements, Thamaraikulam, Ariyalur – 621 705	
04.	Ms. Subalakshmi, Dinamalar, Tiruchirappalli – 620 001.	
05.	Dr. LJ Chaarlas Head of the Department	
06.	Dr. F R Alexander Pravin Durai	
07.	Dr. T Joseph Rex	
08.	Dr. K Alex	
09.	Dr. G John	
10.	Mr. D. Maria Antony	
11.	Dr. V Bastin Jerome	
12.	Dr. M Antony Jesuraja	
13.	Dr. A. Francis Vijayakumar	
14.	Rev. Fr. M. Berchmans SJ	
15.	Dr. M. Julias Caesar	
16.	Dr. Arockia Rajasekar	
17.	Dr. S. Aruldass	
18.	Mr. S. Kirubakaran	
19.	Mrs. L. Georgia	
20.	Mrs. C. Soundarya	
21.	Mr. Dennis Edward Fernando	
22.	Mr. S. Gokila	
23.	Mr. S. Arul Kaveeswarar	
24.	Dr. S. Jerome	

DEPARTMENT OF COMMERCE COMPUTER APPLICATION

MINUTES OF THE BOARD OF STUDIES MEETINGS IN

COMMERCE COMPUTER APPLICATION HELD ON 27.03.2019

The board of studies meeting was conducted in the department on **27th March 2019 at 11.00 a.m.** The Head of the department Prof. J. Rajees welcomed the external members to the department and Dr. D. John Prabakaran introduced them to the other members. The meeting began with silent prayer then the Head of the department initiated the discussion. The following are the points were discussed:

Agenda :

1. Extra Credit Course for the UG 2017 batch for V semester

2. Value Added Course for UG and PG

3. Any other matter

Extra credit course for the UG students of 2017 batch for the V semester was discussed. The external members also appreciated the course and agreed it. The value added courses also discussed and the external members also agreed them after making some correction in the content. The meeting came to an end 12.30pm.

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EXTRA CREDIT COURSE:
STRATEGIES FOR EVENT MANAGEMENT

Code:17UCC530502   **Credit : 2**

Course Outcomes:

1. To acquaint with the concept issues and various aspects of event management.
2. To give basic knowledge on concepts of event Management.
3. To take up facets of event management
4. To use the various concepts of activities in event Management

Unit – I: CONCEPT OF EVENT MANAGEMENT

Event Definition - - Event Management- Event Marketing- 5 G's of Events-Event Designing-Relative Importance of Events as a Marketing Communication Tool- Problems associated with traditional media.

Unit – II: FACETS OF EVENT MANAGEMENT

Event Infrastructure- Core Concepts- People- Talent- Structure Set Objectives for the Event-Selecting Event Categories to Serve Selecting and Contracting Venue : In-house Venue-External Venue.

Unit – III: MARKETING OF AN EVENT

Concept of Market in Events- Revenue Generating Customers- Non revenue Generating Customers-Segmentation and Targeting of the Market - Competitive Events- Artistic Expression- Cultural Celebrations- need -Special Business Events- Retail Events.

Unit – IV: STRATEGIES OF EVENT MANAGEMENT

Strategic Approach- Critical Success Factor Analysis- Strategic Alternatives Arising From Environmental Analyses- Maintenance Strategy Developmental Strategy- PREP Model.

Unit – V: ACTIVITIES IN EVENT MANAGEMENT

Networking Components- Print Media- Radio Television- Internet- Outdoor Media- Direct Marketing- Sales Promotions- Audience Interaction- Public Relations- Merchandising-Publicity-Activities in Event Management- Pre-event Activities- During-event Activities-Post event Activities- Planning-Organizing- Staffing- Leading and Coordination Controlling-Event Management Information System- Setting Objectives

Text Book

1. Sita Ram Singh, (2009), Event Management, 1st edition, Published by APH Publishing Corporation, New Delhi.

References

1. Tallon, A.F. (1986), Fashion Marketing and Marchandising, 3rd edition, Published by Sequuoia Books.
2. Panwar, J.S(1998), Marketing in the New Era, 2nd edition published by Sage Publications India Pvt. Ltd

Code: 19CCA1101

<center>VALUE ADDED COURSES:

DIGITAL MARKETING</center>

UNIT – I:

Marketing Fundamentals: Framework, What : your Business, Who & When your customer, Where: Marketing Channels.

Content Strategy: Plan your strategy, Create content, Distribute & Promote Content, Optimize website UX & Landing Pages, Measure Impact.

UNIT – II:

Social Media Marketing (Organic): Landscape, Channels, Content, Implement & Monitor Campaigns, Measure Impact, Jobs in Social Media Marketing -

Social Media Advertising (Paid): Intro to Social media Advertising, Platforms for Social Ads, Facebook – Getting Started, Facebook – Create Ad Sets, Manage Ads, Jobs in Social Media Advertising.

UNIT – III:

Search Engine Optimization (SEO): How search works, Keywords, On-Site SEO: Optimize UX & Design, Off-Site SEO: Link-building, SEO Audit & Future of SEO, Jobs in SEO –

Search Engine Marketing with Ad Words (SEM): Ad works & Keyword Selection, Create Text Ads, CPC Bidding, Navigate Ad works, SEM Metrics & Optimization, Jobs in SEM.

UNIT - IV:

Display Advertising: How to Display Ads Work?, Display Ads & Targeting, Sales Models, Display Models, Display Ads in Ad works, Video Advertising, Jobs in Display Advertising.

Email Marketing: Email List Generation, Create an Effective Email Campaigns, Create and Email Plan, Measure Results, Jobs in Email Marketing.

UNIT – V:

Measure & Optimize with Google Analytics: Get Oriented in Google Analytics, Understand Your Audience, Evaluate Acquisition, Understand Behaviour, Evaluate Conversions, Optimize Campaign Budgets, Jobs in Analytics.

REFERENCES:

1. Digital Marketing: Strategy, Implementation & Practice Dave Chaffey & Fiona Ellis-Chadwick
2. The Power of Visual Storytelling Ekaterina Walter
3. Digital Marketing for Dummies By Ryan Deiss and Russ Hennesberry, 2017
4. Email Persuasion: Captivate and Engage Your Audience, Build Authority and Generate More Sales With Email Marketing By Ian Brodie, 2013
5. Social Media Marketing All-In-One for Dummies By Jan Zimmerman and Deborah Ng, 2017

19CCA1102

MAKING BAKERY PRODUCTS

UNIT – I:

Introduction – Definition of the term Bakery. Raw material used in the preparation of baked products. Classification – essential and optional Ingredients. Bakery equipment in brief. Different types of oven – Their use care & maintenance.

UNIT – II:

Biscuit making and other flour & Sugar confectionery items.

UNIT – III:

Cakes – Elements in Cake Making, Role of each Element in Cake Making. Methods, Recipes for Basic Cakes, Faults in Cake Making, Recipe Balancing. Different types, methods, fault correction remedies.
Cake decoration – different types of icing

UNIT – IV:

Bread preparation – Importance of choosing the right Ingredients, quality and quantity. Essential and optional ingredients. Role of each ingredient. Bread – Method of mixing, baking, time and temperature

UNIT – V:

Cookies Ingredients used, Method – Muffins Ingredients used, Method

Reference :

Sarah R. Labensky, Textbook of Baking and Pastry Fundamentals. Study Guide for On Baking

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN COMMERCE COMPUTER APPLICATION HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. P. Kavitha Associate Professor, Dept of Commerce, Cauvery College for Women Tiruchirappalli – 620 018	ABSENT
02.	Dr. K. Vijayakumar Assistant Professor, Dept of Commerce Jamal Mohamed College Tiruchirappalli – 620 020	27/8/19
03.	Mr. J. Chetan Parekh HR Leader, Capgemini Tech Services Sivam Plaza, 5, Karur Byepass Road Annamalai Nagar, Woraiyur Tiruchirappalli – 620 018	J. Cw 27/03/19
04.	Mr. S. Arunkumar Trainee – SBI, Thillainagar Tiruchirappalli – 620 018	27/03/19
05.	Mr. J. Rajees Head of the Department	
06.	Dr. D. John Prabakaran	
07.	Dr. F.X. Virgin Fraga	27/3/19
08.	Dr. N. Maheswari	27/3/19
09.	Mr. J. Arputha Sahaya Raj	27/03/19
10.	Dr. R. Arul	27-3-19 .
11.	Ms. S. Punithavathi	27/3/19.
12.	MS. B. FATHIMA MARY	27/3/19
13.	M. VENKATESH SARAVANA KUMAR	27/3/19

DEPARTMENT OF ECONOMICS

MINUTES OF THE BOARD OF STUDIES MEETING HELD ON 27.03.2019

The Board of Studies was held in the Department of Economics on 27th March 2019 at 11.00 a.m. with the following agenda:

1. Extra Credit Courses
2. Value Added Courses
3. Review of MOOC – Online Courses
4. Any other academic matter

The following members attended the Board of Studies meeting:

1. Dr. R. Rajendran, Associate Professor, Department of Economics, Periyar EVR College, Tiruchirappalli – 620 023 (Subject Expert)

2. Lion. R. Swarnamani, MD, Trichy Ceramics (P) Ltd., Tiruchirappalli – 620 021 (Industrial Expert).

3. Mr. K. Sankara Narayanan, Assistant Professor, Department of Economics, PSG Arts & Science College, Coimbatore (Alumni).

4. Staff members of the Department of Economics, St. Joseph's College (Autonomous), Tiruchirappalli – 620 002.

The first agenda was regarding the extra credit courses, for which the syllabus had been framed for the paper titled, **'Current Indian Economic Affairs'** and was perused by the board members and it was approved with certain modifications. The modifications included in the syllabus are as follows:

Unit I: Budget, National Income, Population indicators – HDI, GNHI, GDI
Unit II: Organic farming, Precision farming, Genetically Modified Crops
Unit III: Topics included in the place of Transport are Logistics and E-commerce.
Unit IV: IT & ITES Sector to be included in this unit.

Regarding the Value Added courses, a paper each was introduced for UG and PG and it was approved by the Board Members with certain alterations. The papers are:

UG – Computer Application in Managerial Functions of Economics
PG – NET/SET – Paper I

Regarding the MOOC Online courses, 14 students initially expressed their willingness and 8 of them enrolled for various courses. Though they registered for the courses, they were unable to get the certificate as they failed to write the online exam due to the inability to pay the fee. The concerned staff members were requested to follow it up promptly in the next academic year.

The meeting came to an end.

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(Extra Credit Course (UG))

Credit: 2   **SEM: V**

Subject Code: 17UEC530502

CURRENT INDIAN ECONOMIC AFFAIRS

Course Outcome:

- To understand the issues and major Economic Indicators in Indian Economy
- To give a basic knowledge on Indian Economy
- To know the various farming methods of Indian Agriculture.
- To assess the role of Industrial Sector and Service Sector in Economic Development of India.
- To identify the various Economic Institutional setup of India

Unit–I: Issues and Major Economic Indicators: Macro Economic Indicators: National Income- Budget- Population –Demographic Dividend- HDI-GNI-GDI-Employment- Impact of Structural Changes after the 25th year of implementing LPG.

Unit–II: Agriculture Sector: Characteristics of Indian Agriculture-Second Green Revolution- Contract Farming- Precision Farming- Agricultural Finance and Crop Insurance- Agricultural Marketing.

Unit – III: Industrial Sector: Classification of Industries- Public Sector-Private Sector- Large Scale Industries-Small Scale Industries and MSMEs.

Unit – IV: Service Sector: Role of Service Sectors-Banking- Insurance- Tourism-Education - Health-Logistic and Supply Chain Management- Information Technology and ITES - E-Commerce.

Unit–V: Economic Institutional Setup: – NITI Aayog and GST Council– Financial Institutions- Trade Related Institutions :Export Credit Guarantee Corporation- Federation of Indian Chamber of Commerce- Export Processing Zone- India as member in International Economic Institutions.

Books for Reference:

1. Ruddar Datt and Sundharam K.P.M., Indian Economy, Sultan Chand, New Delhi, 2016
2. Uma Kapila, Indian Economy, 9th Edition, ISBN:8171887902, Published by Academic Foundation, 2010.
3. Ishwar C. Dhingra -The Indian Economy, Twenty first edition, Sultan Chand, New Delhi, 2016.
4. Mishra & Puri - Economics of Development and Planning, Himalaya, Mumbai, 7th edition, 2005.
5. Meier, G.M. Leading Issues in Economic Development, O U P, New Delhi, 6th edition, 1995.
6. Economic Survey of India.

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VALUE ADDED COURSE
MANAGERIAL FUNCTIONS OF ECONOMICS

Course Outcomes:

- ➢ To acquaint students with the fundamental concepts and principles
- ➢ To understand the Economic motives and behavior patterns of an individual consumer.
- ➢ To know the scope and methodology of Managerial Economics.
- ➢ To know the idea of Producer's Equilibrium and Consumer's Equilibrium.
- ➢ To understand the Concept of Production Function.
- ➢ To get to know the idea of different Cost curves and Revenue curves.

Unit – I: Meaning, Scope and Methodology of Micro Economics:
Meaning – Difference between Micro and Macro Economics - Definition of Economics – Marshall - Robbins -- Samuelson - Methodology of Economics - Deductive Method and Inductive Methods - Static and Dynamics – Economic Laws.

Unit–II: Cardinal Utility Analysis:
Concept of Utility - Law of Diminishing Marginal Utility - Law of Equi-Marginal utility -- Concept of Demand -Law of Demand –Types of Elasticity of Demand - Measurement of Elasticity of Demand - Factors influencing Elasticity of Demand - Concept of Demand Forecasting - Consumer's Surplus– Supply- Law of Supply.

Unit–III: Ordinal Utility Analysis: Indifference:
Curve Technique - Features of Indifference Curve - Consumer's Equilibrium - Price Effect - Income Effect - Substitution Effect - Samuelson's Revealed Preference Theory.

Unit–IV: Production Function:
Production Function – Short run Production- Law of Variable Proportions- Long-Run Production- Law of Returns to Scale -Law of Diminishing Returns, Law of Increasing Returns and Law of Constant Returns – Producer's Equilibrium.

Unit–V: Cost and Revenue Curves:
Concepts of Cost - Fixed Cost -Variable Cost -Total Cost - Average Cost - Marginal Cost - Average Cost Curves - Nature of Short Run and Long Run Average Cost Curves - Revenue Concepts - Total Revenue - Average Revenue and Marginal Revenue Curves under different Market Structure - Relationship between Average Revenue and Marginal Revenue - Break-even Analysis- Types of Pricing

Books for Reference:

1. Ahuja H.L. (1996) - Principles of Micro Economics, A New look at Economic Theory, S. Chand, New Delhi.
2. Dewett K.K - Micro Economics, S. Chand, New Delhi, 2009.
3. Jhingan M.L, (2008) Micro Economic Theory, Konark, New Delhi.
4. S. Sankaran - Economic Analysis, Margham Publications, Madras,1991
5. Salvatore - Micro Economics, 4/e, OUP, New Delhi, 2002.

PAPER–II

CODE:19ECA02

COMPUTER APPLICATION IN ECONOMICS

Course Outcomes:

- ➤ To enable the students to understand the fundamentals of computer.
- ➤ To acquire knowledge of MS Word, MS Excel, MS PowerPoint.
- ➤ To impart skills in proper procedures to create documents.
- ➤ To know and understand the importance of recent Operating System.
- ➤ To understand the impact of internet in recent scenario.
- ➤ To know the importance of social networks in this current era.

Unit–I: Fundamentals Of Computer:

Basic concepts and components of a Computer – CPU, I/O Devices, Bit and Byte, Boot, Data Storage and Retrieval, Hard Disk. -Types of Computer and their applications, Computer Networking and Resource Sharing, Hardware, Software and Firmware.- Operating Systems, DISK OPERATING SYSTEM, WINDOWS as an Operating System.

Unit –II: MS WORD:

Introduction: Overview, Basic terminology, Toolbars, Scrolling; - Managing Word Documents: Creating new documents, Using Templates and Wizards, Saving documents, Opening saved documents, Page setup options, different viewings of documents, Viewing multiple documents, Arrange All options, Printing a document; - Working with Text: Typing text, Selecting text, Moving, copying and pasting text, Changing font style, Creating bulleted and numbered lists, inserting text box, Indenting text, Alignment; - Creating Tables: Using the Menu option, Using the Toolbar option, Adding information, Moving around and selecting within a table, Formatting tables; - Special Features: Adding Clipart, Borders and Shading, Spelling and Grammar checks, Language tool, Word count, AutoSummarize, AutoCorrect, Find, Replace and Go To options

Unit–III: MS EXCEL:

Introduction: Overview, Screen Layout, Row and column headings, Cell Referencing; Changing margins, Changing page orientation -. Working with the Data: Selecting a cell, Entering and editing data, Clearing cell contents, Moving the data; - Managing Excel Workbooks and Worksheets: Creating a new, Opening, Saving and closing. - Formulas and Functions: Constants and formulas, Functions, Using the Fill Handle to copy formulas & functions, AutoSum button, Using the Paste Function Tool; -

Formatting Data: Formatting toolbar, Changing numeric data, Alignment, Placing borders around cells, Changing column and row widths, Merge cells; - Charts: Creating a chart, Moving the chart, Changing size of chart

Unit–IV: INTERNET

Introduction: Overview of the Internet, How the Internet works, Internet addresses and domains, Internet services, The World Wide Web; - Internet in Education: Why use the Internet in education, Technology adaption in Schools, Evaluating Web sites; Global Resources for Teaching and Learning

Communications: Text and mail communication using computers; Email; Chat; Voice mail; Document transfer and delivery; - File Searching: Finding things in the Internet, Other search tools, Search strategies; Internet in business: use for business and commercial activities like e business and e-commerce; Electronic stock market and exchanges;

Unit–V: Computer Applications:
Elasticities- Marginal Values- Retrieve the data from the Internet for Economic Research- Break-even Analysis.

References:

1. Rajaraman, V. (1996). Fundamentals of Computers, Prentice Hall of India, New Delhi.
2. Sanders, D H. (1988). Computer Today, 3rd Edition McGraw Hill, New York.
3. Sinha, P K. (1992). Computer Fundamentals, BPB Publications, New Delhi.
4. Rajaraman, V. (1996). Fundamentals of Computers, Prentice Hall of India, New Delhi.
5. Joyce Cox, Curtis Frye etc, (2007), "Step by 2007 Microsoft Office System", Prentice Hall of India Private Ltd., New Delhi

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MINUTES OF THE BOARD OF STUDIES MEETING IN
HUMAN RESOURCE MANAGEMENT HELD ON 27.03.2019

On March 27, 2019 the Board of Studies was convened to discuss specific issues related PG syllabus at 11.00 am in AV Hall of HRM Department. The meeting started with a silent prayer. Dr J Wilfred Angello Gerald, Head of the Department, welcomed the Board members.

External Members invited for the Board of Studies were;

1. Dr. R. Mangaleshwaran, Assistant Professor, Department of Social Work, Khajamalai Campus, Bharathidasan University, Tiruchirappalli – 620 023 (University Representative)
2. Dr. A. Lourdu Raja, Associate Professor, Jamal Institute of Management, Jamal Mohammed College, Tiruchirappalli – 620 020 (Subject Expert)
3. Mr. F Israel Inbaraj, GM – HR, TATA Consultancy services Ltd, 12th Floor, A Block, Tidel Park, OMR, Chennai- 600 113 (Industrial expert)
4. Mr. A. Felix Susil, Executive recruitment ,Bahwan Cyber Tek, 148 Old Mahabalipuram Road, Subbarayan Nagar, Thoraipakkam, Chennai- 600 097(Alumni)

Internal Members invited for the Board of Studies were;

1. Dr. J. Wilfred Angelo Gerald, Assistant Professor & Head, Department of HRM, St. Joseph's College, Tiruchirappalli - 2.
2. Rev Fr K Arockiam SJ, Assistant Professor & Dean, Department of HRM, St. Joseph's College, Tiruchirappalli - 2.
3. Prof. J. Michael Raj, Assistant Professor, Department of St. Joseph's College, Tiruchirappalli - 2.
4. Prof. Louis Victor, Assistant Professor, Dept of HRM, SJC, Tri-2
5. Dr. Vijila, Assistant Professor, Dept of HRM, SJC, Tri-2
6. Dr. J Vincent Xavier, Assistant Professor, Dept of HRM, SJC, Tri-2
7. Prof. Annie Jane C, Assistant Professor, Dept of HRM, SJC, Tri-2
8. Mr. R Arul Joseph Raj, Assistant Professor, Dept of HRM, SJC, Tri-2

Among the invited External Members, Dr. R. Mangaleshwaran, Assistant Professor, Department of Social Work, Bharathidasan University, Khajamalai Campus, Tiruchirappalli – 620 023 (University Representative) was absent and in the case of internal members, all were present.

Three major points were taken for discussions. They are as follows:

1. Value added course,
2. Review on the MOOCs online courses and
3. Any other academic matters.

➤ While discussing about the value added course, the objectives of the course were highlighted to the members by the HOD. The nature of the participants of the course comprises our students as well as students from other departments were discussed in detail. The total minimum contact 30 hours for the programme was also taken into consideration. Syllabus for the following three vital papers were discussed namely;

i) Life Skills Enhancement Programme,
ii) Effective Communication in the workplace and
iii) Accounting for Managers.

The Members analyzed the syllabus of the above three papers from different perspectives that would be useful for the students. In every phase of the discussion, the viability and the outcome of the course were taken into consideration. Finally, the members decided to have the paper related to communication that turns out to be the vital in the present employment scenario. With due changes in the syllabus of 'Effective Communication in the workplace', the paper was named as "Communication and Presentation skills in workplace" and then approved by the Board. Besides, Dr. Vijila was more particular to include Excel and Pay roll in the value added course. Later, Rev. Dr. Arockiam SJ also consistently insisted to include Excel in the value added course even though the paper deals with 'Communication & Presentation Skills at Workplace'. Therefore, it has been decided to include Excel in the fifth unit of this paper.

➢ With regard to the review of MOOCs online courses. The detailed list of the online courses selected by the present I PG students (Both shift I & II) was displayed for discussion. The problems expressed by the students were narrated by the faculties of HRM Department in the board. Technical problems and the procedural difficulties were discussed. Even faculty members expressed their difficulties to proceed further in SWAYAM portal. Mr. F Israel Inbaraj (Industrial Expert) proposed to go for the Lindal which is part of linked in portal. This portal happens to be more user friendly despite being somewhat expensive. Finally, the board expressed that the students should be given much more inputs related to the importance of the programme by creating a change in their attitude.

➢ Towards the final agenda of any other academic matters, there was vibrant discussion to escalate the status of HRM Department on par with XLRI. In this regard, Mr. F Israel Inbaraj (Industrial Expert) proposed to bring positive enhancement through his special initiatives with the help of his team in coordination with the notable former students of HRM. He proposed the need to bring change in the attitude of faculty first rather than looking at the outcome.

➢ The discussion went on for two hours and it came to an end at 1.00 PM. Finally, the Head of the Department, Dr J Wilfred Angello Gerald thanked all the members of the Board of studies. To summarize the outcome of the board of studies "Communication and Presentation skills in workplace" will be the paper for Value added course. Importance for MOOCs online course are to be stressed more and the attitude change will escalate the status of HRM Department was proposed by the Industrial Expert.

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Code: 19PHR 101

COMMUNICATION AND PRESENTATION SKILLS IN WORK PLACE

Course Outcomes:

- To acquire the required skills to communicate effectively at the work place.
- To understand the existing communicative skills for an industry
- To be conversant with the presentation skills needed to work together.

Unit – I: THE BASICS
Communication – Definition, Facets of Communication - Packaging you Message - Adjusting with other styles

Unit – II: BUSINESS COMMUNICATION
Business Etiquette for Communication –- Communicating in Groups – Communicating in Multi-national Groups - Assertive Communication – Persuasive Communication

Unit – III: TECHNOLOGY AT WORK
Communicating with Technology in the Workplace – Collaborative Technologies for virtual organization - effective e-mails and text messages for the workplace - PowerPoint application.

Unit – IV: PRESENTATION SKILLS
Art of Presentation - Essence of effective presentation – Audience and Presenter Personality Analysis - Elevator Pitch and Small talk - Cultural sensitivity for presenting to multi-cultural audience
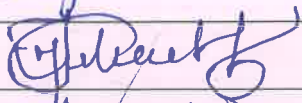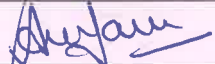
Unit – V: PRESENTATION SKILLS – PRACTICAL
Live Exercise - Connecting with the audience and create win-win interactions - Managing difficult audience and dealing with objections - Introduction to excel

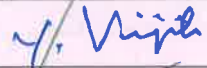**References:**

1. JASS (2013).Winners in the Making. Introduction to Soft Skills. St. Joseph"s College, Tiruchirappalli – 2.
2. Brain Tracy, (2008) Speak to win (How to present with power in any situation)
3. Murphy, Raymond. (1998). *Essential English Grammar*. 2nd ed., Cambridge University Press.
4. Peter Drucker, F (2000), Management Tasks, Responsibilities and Practices, New York, Harper and Row
5. Maxwell, John C. (2010), Everyone Communicates, Few Connect, Yates & Yates

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002

BOARD OF STUDIES IN HUMAN RESOURCE MANAGEMENT HELD ON 27.03.2019

MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. R. Mangaleshwaran Assistant Professor Department of Social Work Khajamalai Campus Bharathidasan University Tiruchirappalli – 620 023.	Absent
02..	Dr. A. Lourdu Raja Associate Professor Jamal Institute of Management Jamal Mohamed College Tiruchirappalli – 620 020	
03.	Mr. F. Isarel Inbaraj General Manager Dept. of Human Resource Tata Consultancy Services Ltd. 12th floor, 'A' Block, Tidel Park OMR, Chennai – 600 113	
04.	Mr. A. Felix Susil Bahwan Cyber Tek 148, Old Mahabalipuram Road Subbarayan Nagar Thoraipakkam Chennai – 600 097	
05.	Dr. J. Wilfred Angello Gerald Head of the Department	J. Wilfred Angello Gerald
06.	Rev. Dr. K. Arockiam SJ	
	Mr. J. Michael Raj	
07.	Mr. G. Louis Victor	
08.	Dr. Y. Vijila	
09.	Dr. J. Vincent Xavier	
10.	Mrs. C. Annie Jane	

SCHOOL OF PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
MINUTES OF THE BOARD OF STUDIES MEETING IN CHEMISTRY
HELD ON 27.03.2019

Type of Meeting	Meeting of the Board of Studies, Department of Chemistry
Date & Time	March 27, 2019 11.00 am – 12.30 pm
Venue	Chemistry Department – FIST Library

Members Present	* All the Faculty Members of Chemistry
	
	* Subject Experts:
	
	  1. Dr. A. Jaffa Ahamed, Associate Professor, Dept of Chemistry, Jamal Mohamed College, Tiruchirappalli – 620 020
	  2. Mr. R.B. Augustus Camellus, MPhil. Chemistry, St. Joseph's College, Tiruchirappalli – 620 002.
	
	The following Experts are absent due to their official assignments:
	
	Subject Expert
	
	Dr. A. Elangovan, Professor & Head, Dept of Chemistry, Bharathidasan University, Tiruchirappalli – 620 024
	
	Industrial Expert
	
	Mr A Vijayakumar, Asst General Manager, Dalmia Cements Co. Ltd., Ariyalur

Objectives	• To discuss and pass the Extra-Credit Courses for UG & PG Chemistry Programmes (for academic year June 2018) with the subject- and industrial- experts • To discuss and pass the Value-added Courses for the UG & PG Programmes • To Review the MOOC – On-line Courses

Dynamics of the Meeting	* Dr. M Amaladasan, HoD initiated the meeting with a silent prayer.
	
	* Dr. M Amaladasan welcomed the Subject Experts Dr. A. Jaffar Ahamed and Mr RB Augustas Camellus. Also, he welcomed Dr. A. Elangovan of BARD and Mr A Vijayakumar, AGM, Dalmia Cements, in their absence. He gave an official welcome note to all the Staff of Department of Chemistry.
	
	* The Extra-Credit Course for UG Chemistry – *Solid Waste Management* was taken-up for discussion. The suggestions were put-forth by Dr A Jaffar:
	  1. To have Title for the Unit 2.
	  2. The terms 'incineration' to be deleted from unit 4.
	  3. Practical Experiments need not be given as it is a self-study course.
	Thus, the course was passed by the Board.
	
	* The Extra-Credit Course for PG Chemistry – *Milk Processing and Diary Products* was taken-up for discussion. The suggestions were put-forth:

| | 1. The term 'Technology' to be removed from the Course Title
2. Some of the topics from Unit 2 to be shifted to Unit 1.
3. The terms 'cow-dung' & 'Bio-gas Industry' to be deleted from unit 4.
Thus, the course was approved.

* The Value-added Course for UG Chemistry – Computer Skills for UG students of Chemistry was discussed. The following suggestions were put-forward

1. Learning Objectives to be changed to 'Learning Assurance'
2. The total number of hours to be down-sized to 30 only
Thus the course was given approval by the Board

* The Extra-Credit Course for PG Chemistry – *Analytical Instrumentation* was taken-up for discussion. The following suggestions were made:

1. An alternative Course Title, suggested by the Expert, as an option. Instrumental Methods of Chemical Analysis.
2. Number of References to be restricted to two or three.
3. The over all contents in all the units to be modified.

Thus the course was subject to approval based on the due modifications.

* Review on the On-line Courses – MOOC for UG & PG Chemistry Programmes were discussed. The following points were suggested:

1. Only one MOOC Course can be given in the programme and it could be made compulsory such that the financial burden on Students would be less.
2. The only one MOOC Course for the UG Programme to be made compulsory.

* In 'any other matter', the modality of conducting and assessing the regular practical classed were discussed. The 'Work-load' and 'Subject-allotment' were discussed.

* The meeting came to a close with a formal Vote of Thanks by the HoD – Dr. M. Amaladasan.

* All the Members of the Board were invited for the Lunch. |

EXTRA CREDIT COURSE (UG)
SOLID WASTE MANAGEMENT

Course Outcomes:

· Students learn the protection of the environment through effective waste management measures
· Students learn to protect the health and wellbeing of people by providing an affordable waste collection service
· Students feel easy to aware of the number of jobs within waste services, recycling and recovery sectors
· Students can design and manufacture of products that avoid or minimize waste generation
· Students can increase consumer awareness of waste minimization issues
· Students can increase reuse and recycling rates of products

Unit - I Introduction to Environment (12 hrs)

Ecosystem –meaning- Types -Components- Structure – Functions, Levels of organization in nature- Food chain and Trophic structure, Biogeochemical Cycles, Energy flow.

Unit - II Municipal solid waste (12 hrs)

Definition - Sources and types of solid waste- composition and its determinants of Solid waste-factors influencing of Municipal solid waste – generation - quantity assessment of solid wastes - methods of sampling and characterization.

Unit – III Collection and Transfer (12 hrs)

Collection: Collection of Solid waste – collection services – collection system, equipments – time and frequency of collection – labour requirement – factors affecting collection – analysis of collection system – collection routes – preparation of master schedules.

Transfer and Transport: Need for transfer operation – transfer stations – types – transport means and methods – location of transport stations – Manpower requirement – collection routes: Transfer stations – selection of location, types & design requirements, operation & maintenance.

Unit - IV Processing Techniques and Recovery of Energy (12 hrs)

Processing techniques – purposes mechanical volume reduction – necessary equipments – chemical volume reduction – incinerators – mechanical size reduction selection of equipments – components separation – methods – drying and dewatering.

Recovery of Resources, conversion products and energy recovery – recoverable materials – processing and recovery systems – incineration with heat recovery.

Unit - V Disposal of Solid Wastes (12 hrs)

Refuse disposal – various methods – incinerations – principle features of an incinerator – site selection and plant layout of an incinerator – sanitary landfill- methods of operation – advantages and disadvantages of sanitary land fill - site selection – reactions accruing in completed landfills – gas and leachate movement and control – equipments.

Textbook:

* Ramesha Chandrappa, Diganta Bhusan Das, Solid Waste Management: Principles and Practice , Springer- Verlag Berlin Heidelberg (2012).

* Thomas H. Christensen, Solid Waste Technology & Management, Wiley Publications, Denmark

References

1) George Techobanoglous et al,"Integrated Solid Waste Management" McGraw - Hill, 1993.
2) Manual on Municipal 1 Solid Waste Management, CPHEEO, Ministry of Urban Development, Govt. Of. India, New Delhi, 2000.
3) Ecology Science and Practice; Claude Fourie, Christian Ferra, Paul Medori, Tean Devaux, Oxford and IBH Publishing Co (Pvt) LTD, special Indian edition.

VALUE ADDED COURSE
ANALYTICAL INSTRUMENTATION

Course Outcomes:

To learn chromatographic techniques for chemical separation.

To learn the working principles of instruments used in chemical analysis.

To understand the basic instrumentation.

To have hands on training on instruments.

Unit – I: Separation Techniques   (6 Hours)

Chromatography – thin layer Chromatography Paper Chromatography, HPLC and electrophonesis.

Unit – II: Electro Analytical Techniques   (6 Hours)

Polarography, cyclic voltametery, electrogravimetry, ampherometry, Principle of pH measurement, glass electrodes, hydrogen electrodes, reference electrodes, Conducto-meter, potentiometer.

Unit – III: Infrared Spectroscopy   (6 Hours)

Principle and instrumentation of microwave, infrared and Ram spectroscopy.

Unit – IV: Spectrophotometric, Structure Analysis Techniques   (6 Hours)

Ultra-violet, Circular Dichroism, Polarimeter, Luminescence studies.
SEM, TEM and Mass spectrometers, Particle size analyzer.
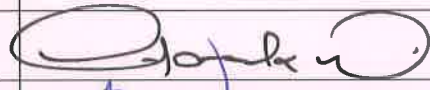
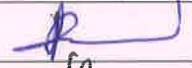### Unit – V: Non-Destructive Analytical Techniques   (6 Hours)
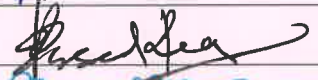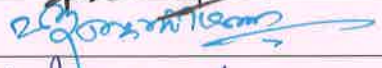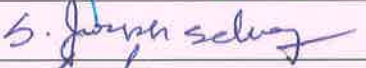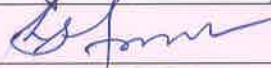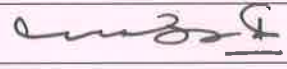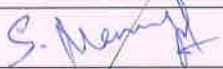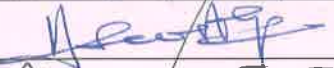
Colorimetry, Industrial gas analyzer and pollution monitoring, Dipole meter, ultrasonic interferometer.

Refrences:

1. Daniels et al., Experimental Physical Chemistry, 7th Ed., New York, Mc Graw Hill,   1970.
2. Findlay A, Practical Physical Chemistry, 7th Ed., London, Longman, 1959.
3. Charkarabarthy B N, Industrial Chemistry, Oxford and IBH Publishing. Co. 1st Edition. New Delhi.
4. Sharma B K, Industrial Chemistry, Goel Publishing House, 1st Edition, Meerut.
5. Furniss B S, Hannaford A J, Smith P W G and Tatchell A R, Vogel's Textbook of   Practical Organic Chemistry, 5 th Ed., Pearson Publication.
6. Gary D Christian, Analytical Chemistry, 6th Ed., John Wiley & Sons Inc., 2004.
7. Gopalan R, Subramanian P S, Rengarajan K, Elements of Analytical Chemistry, 3rd Ed., Sultan Chand & Sons, New Delhi, 2003.
8. Skoog D A, Holler F J and Crouch S R, Principles of Instrumental Analysis, 6th Ed., Thompson Brooks/Cole, Belmont CA, 2007.
9. Skoog D A, West D M, Holler F J and Crouch S R, Fundamentals of Analytical Chemistry, 9th Ed., Brooks/Cole, Belmont , CA.
10. Noel M and Vasu K I, Cyclic voltammetry and the Frontiers of Electrochemistry, Oxford and IBH,   1990
11. Kissinger P T and Heinman, Laboratory Techniques in Electroanalytical Chemistry, Editors, Marcel, Dekker, Inc., New York, 1984

Syllabus for VAC to PG
→ missing

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN CHEMISTRY HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. A. Ilangovan Professor & Head, Dept of Chemistry, Bharathidasan University Tiruchirappalli – 620 024	
02.	Dr A. Jafar Ahamed Associate Professor, Dept of Chemistry Jamal Mohamed College Tiruchirappalli – 620 020	27.03.19
03.	Mr. A. Vijayakumar Assistant General Manager, Dalmia Cements, Ariyalur – 621 705	
04.	Mr. R.B. Augustas Camellus Andimadam PO, Udayarpalayam Ariyalur District – 621 801	
05.	Dr. M Amaladasan Head of the Department	
06.	Dr. A Paul Raj	
07.	Dr. A Peter Pascal Regis	
08.	Dr. V Alex Ramani	
09.	Dr. S Joseph Selvaraj	
10.	Dr. S Dennis Arockiaraj	
11.	Dr. A N Paul Angelo	
12.	Dr. A Rose Venis	
13.	Mr. A. Irudaya Jothi	
14.	Dr. S Antony Sakthi	
15.	Dr. A Edwin Vasu	
16.	Dr. A S Stella Shalini	
17.	Dr. A. Simi	
18.	Dr. S. Britto	
19.	Mr. A. Ceril Jeoffrey	
20.	Mr. C. Rajarathinam	
21.	Dr. S. Mangalaraj	
22.	Dr. A. Leostandly	
23.	Mr. A. Arun Joseph Rosario	
24.	Mr. P. Arockia Doss	

25. DR. A. ARUN VIVEKE

26. Dr. S. Ignatius

PRINCIPAL

DEPARTMENT OF ELECTRONICS

MINUTES OF THE BOARD OF STUDIES MEETINGS HELD ON 27.03.2019

Date: 27.03.19   **Place: CKS AV Hall**
Time: 11.30 AM - 12.45 PM

Board of studies meeting started with a silent prayer. Chairman of the Board Dr. I. Johnson welcomed and introduced the External Experts. Prof. V. Anuradha (University Representative) was absent. Dr. Anbarasu (Subject Expert), Mr. Er. Felix Samuel (Industrial Expert) and Mr. P. Aravind (Alumni Representative) and other board members were present. Head of the department readout the previous board of studies minutes and the minutes was passed.

Regarding the value added course syllabus for UG Prof. J. Sheik Shabjan explained the syllabus for CCTV Installation and maintenance. Staff members suggested that the syllabus should be easy for other department students also. Head of the department observed that this paper is a unique paper for entire college. HOD asked about the book for reference which is mentioned in the syllabus, Prof. J. Sheik Shabjan replied that this book is common book for this syllabus but we should refer other books also than this book and internet for the reference. Dr. Anbarasu suggested including the practical in this course so that the other department students will be attracted by this paper. Finally the board has decided to give appropriate weightage to both theory and practical's and the paper has been passed.

The value added course for PG is Programming in Java, Prof. R. Charles Silvester Joe explained the syllabus to the board members. Dr. Anbarasu asked whether this paper will be included in regular syllabus. Prof. R. Charles Silvester Joe and HOD explained that this paper will be chosen by the students on their own interest. Mr. Aravind suggested adding the Java script & JSON in the Unit V. Experts asked about the practicals for Java. Prof. R. Charles Silvester Joe replied that we don't have the lab facility for Java. If students choose this paper we should ask the JCICT for practical session. Finally the board decided that after the announcement of management for the mode of evaluation of value added course we will ask the lab facilities. Then the paper has been passed successfully.

Regarding Extra credit course for UG in V semester Prof. A. Arputharaj briefed the syllabus on Optoelectronics. According to the suggestion from Dr. Anbarasu the slight modification could be carried out and the syllabus has been passed. For MOOC courses the separate log notebook has to be maintained by the respective class in-charges.

Prof. C. Josphine ArockiaMary informed to the board members that the modification carried out for the syllabus PG2018 to include the inter disciplinary core, MEMS and nano Electronics paper has been removed, Robotics and Control system both papers has been coupled as a single paper and Sensor and transducers paper assigned as a inter disciplinary core. The board accepted the ratification carried out for the PG 2018 syllabus. All the suggestion given by the panel members were noted and implemented. Finally the Head of the Department proposed the vote of thanks to the entire panel and the Board members.

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OPTO ELECTRONICS

Course Outcomes:

- To understand the basics of light
- To understand the basics of display devices.
- To understand the optical detection devices.
- To understand the design of optoelectronic integrated circuits.

Unit – I : Elements of Light   (5 Hours)

Wave nature of light, Polarization, Interference, Diffraction, Light Source, Introduction to optoelectronics

Unit – II: Display Devices and Lasers   (7 Hours)

Introduction, Photo Luminescence, Cathode Luminescence, Electro Luminescence, Injection Luminescence, Injection Luminescence, LED, Plasma Display, Liquid Crystal Displays, Numeric Displays, Laser Emission, Absorption, Radiation, , Optical Feedback, Threshold condition, Laser Modes, Classes of Lasers,Mode Locking, laser applications.

Unit – III: Optical Detection Devices   (8 Hours)

Photo detector, Thermal detector, Photo Devices, Photo Conductors, Photo diodes ,Detector Performance.

Unit – IV: Optoelectronic Modulator   (5 Hours)

Introduction, Analog and Digital Modulation, Electro-optic modulators, Magneto Optic Devices, , Optical, Switching and Logic Devices.

Unit – V: Optoelectronic Integrated Circuits   (5 Hours)

Introduction, hybrid and Monolithic Integration, Application of Opto Electronic Integrated Circuits, Integrated transmitters and Receivers, Guided wave devices.

Textbooks:

- Pallab Bhattacharya "Semiconductor Opto Electronic Devices", Prentice Hall of India Pvt., Ltd., New Delhi, 2006.
- Jasprit Singh, "Opto Electronics – As Introduction to Materials and Devices", Mc Graw-Hill International Edition, 1998

References:

- S C Gupta, Opto Electronic Devices and Systems, Prentice Hal of India, 2005.
- J. Wilson and J.Haukes, "Opto Electronics – An Introduction", Prentice Hall, 1995

Code: **Hours: 30**

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VALUE ADDED COURSE

CCTV INSTALLATIONS AND MAINTENANCE

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Unit-I: CCTV Basics

CCTV systems: Introduction, History & its Uses. Elements of CCTV systems: Cameras, Monitor & Digital video monitor. Camera Types: Box, Standard, Covert, Anti-Vandal, IP Cameras and PTZ cameras Camera Spec: Sensitivity, signal to noise ratio & resolution.

Unit-II: Signals and cables

Signal Transmission: Selecting, connecting & installing cables, types - Coax, CAT5, CAT6 Connectors: Crimping BNC, CAT5 & keystone connectors.

Unit-III: Video recorders

Video Recorder: Overview of DVRs available on the market, advanced setup functions, NVR functions. Video Transmission: Analogue to digital, megapixel cameras Lenses and lens theory: Field of View, Vari-focal and fixed lenses.

Unit-IV: Storage devices

Digital CCTV Storage: Types of HDD, Lighting conditions

Unit-V: Network essentials for CCTV

Network: Setting up LAN, WAN and IP connections, DVR network with four cameras

Reference book
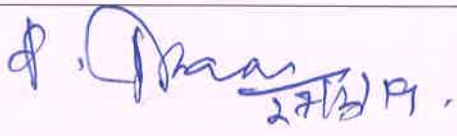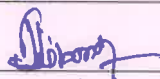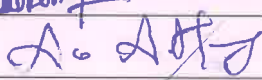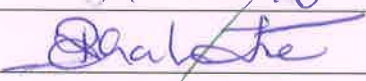
CCTV Technology Handbook Published by Homeland Security Science and Technology, July 2013

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One Syllabus - missing

ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN ELECTRONICS HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Mr. V. Anuradha Head, Department of Electronics Seethalakshmi Ramasami College Tiruchirappalli – 620 002	— ABSENT —
02.	Dr. Anbarasu Head, Department of Electronics Government Arts College Kulithalai, Karur District	*(signed) 27/3/19*
03.	Er. Felix Samuel MATZ PCB Design Services Aishwarya Towers Deluxes Lodges Ganthi Road, 10/7, Patel Road Sriramapuram, Srirangam Tiruchirappalli – 620 006	*(signed)*
04.	Mr. Aravind IOT Engineer, Adyog Software Solutions 221, 9th Street Viduthalai Nagar S. Kolathur Road, Kovilampakkam Chennai – 600 117	P. Aravind
05.	Dr. I. Johnson Head of the Department	*(signed)*
06.	Rev. Fr. J. John Wilson SJ	*(signed)*
07.	Mr. A. Arputharaj	*(signed)*
08.	Mr. R. Charles Silvestor Joe	*(signed)*
09	Dr. U. Dinesh Kumar ✗	
10	Dr. K. Vairamani	*(signed)*
11	Mrs. V. Sivakamasundari	*(signed)*
12	Ms. C. Josephine ArockiaMary	*(signed)*

DEPARTMENT OF PHYSICS

MINUTES OF THE BOARD OF STUDIES MEETING IN PHYSICS
HELD ON 27-03-2019

The meeting of the Board of Studies in Physics Department started at 11.10 am in the smart class room with the prayer by Dr. P. Rajendran. All the Faculty members of the Department were present except the University representative Dr. S. Rajasekar from Bharathidasan University and Dr. S. Alfred Cecil Raj.

The Subject Expert, Dr. G. Muralidharan, Professor of Physics, Gandhigram Rural Institute, Gandhigram. Industrial Expert, Mr. M. Jcsuraj, Chief Executive, Hi-Tech Electronics, Trichy and Alumni Miss. R. Divina, Research Scholar, Gandhigram Rural Institute were present.

The Chairman of the Board welcomed the External members and the faculty members of both Shift – I & Shift – II. He read out the minutes of the previous Board of studies meeting held on 09th March 2018 and the same was passed.

The chairman briefed about the Extra Credit Course and Value Added Courses.

The modifications have been done for the following Papers as suggested by the External Expert and industrial expert.

1. Extra credit course: The title of the course is INSTRUMENTATION. It is offered only to the students of III UG form 2017 batch onwards. In unit II, frequency domain, electromagnetic frequency domain can be removed. Also the headings analog transducers and digital transducers can be removed. Objectives should be changed as course outcome. Book for reference to be corrected. With above corrections, the paper was passed.

2. Value Added Course: The title of the course is HANDS ON TRANINING ON ELECTRICAL WIRING. This paper is offered outside the working hours. In Unit II, basics can be introduced. Open and concealed wiring can be combined. Placing UPS, microwave oven, refrigerator can be introduced. Calculation of load can also be included. Field experience for the students to be introduced. Book for study and books for reference to be added. With above corrections, the paper was passed.

3. Cell Phone Servicing: Objective to be replaced as course outcome. Book for study and books for reference to be added. Field experience can be given as UNIT V. With above corrections, the paper was passed.

4. Practical Training on Photography: The title can be given as Practical training on Digital Photography. In UNIT V, instead photo quality printing, photo quality enhancement can be introduced. Book for study to be added. Objective should be changed as course outcome. UNIT V heading Photo editing II to be corrected. With above corrections, the paper was passed. It should be offered to both UG and PG.

5. Home appliances - Electrical maintenance and servicing: Industrial Expert gave suggestion to include Water purifier in UNIT V. Field experience can be introduced. The subject expert gave suggestion to include electrical measurement and Crimping tool in the UNIT I. Book for study, unit title, course outcome to be added. With above corrections, the paper was passed.

6. Physics Laboratory Equipments and Troubleshooting: Hours for each unit to be mentioned. It should be offered to both UG and PG. The industrial expert mentioned the inclusion of DSO , dual beam and multi trace in UNIT –IV. The subject expert suggested to include testing specifications in UNIT – V. Objectives should be changed as course outcome. Course material to be given. With above corrections, the paper was passed.

7. The chairman briefed about the importance of MOOC. He requested the staff members of the department to take an effort in monitoring the students and to take step to strengthen the MOOC courses.

8. Correction in PG syllabus 2018: In Condensed Matter Physics paper, the correction to be carried out in unit wise sections given in the syllabus.

9. HOD requested the faculties to suggest few more external examiners with area of specification for setting question papers.

The Chairman briefed about the Opinion and Suggestions made by the External members. He also thanked and appreciated the External Experts for their suggestions and which are well taken. The External Experts **appreciated and approved** the value added courses and extra credit course.

The HOD thanked the staff members, the subject expert, industrial expert and Alumni for their kind co-operation and their contribution in smooth functioning of BOS of the department.

The meeting came to an end at 12.40 pm.

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VALUE ADDED COURSE

Total Hours: 40

Course: PRACTICAL TRAINING ON CELL PHONE SERVICING

Course Outcomes (COs):

After completing the course, the students are able to

➢ *Understand the fundamentals of cell phone*
➢ *Learn the chip level study and troubleshooting*
➢ *Acquire the practical knowledge.*

Unit – I: Tools and it's usage   (5 Hours)

Basics of tools and usage of Tools (Plastic Shim, T6 Screw driver, Soldering Iron, Hot air Blower etc.) - Practice on Multimeter

Unit – II: Theory of disassembling and assembling   (7 Hours)

Various model of cell phones (minimum 7)

Identification and study of the function of the modules (Power amplifier, Antenna, LCD

Display, Speakers, vibrator, Camera, microphone, Buzzer, Charge connector, etc.)

Unit – III: Trouble shooting- I   (10 Hours)

Basic idea and practice of cell phone circuits - Different cell phone codes

Practice of wave soldering (SMD re-working) (2 Hours) Identification and testing of modules of cell phone (Battery, Charge connector, vibrator etc.)

Unit – IV: Trouble Shooting-II   (10 Hours)

Cellular phone with the following faults: Battery Problem, Display problem, Antenna problem, Network problem, SIM card problem

Basic Idea and practice on Software Flashing and PC Suite Software

Unit – V: Field experience   (8 Hours)

Training in service center

Book for Study:

Course study material prepared by Department of Physics.

Books for Reference:

1. Mobile Repairing Jumper Book Hot Collection Paperback – 2016 by GT Publications.
2. **Learn Cell Phone Repair,** Kindle Edition, by **William L. Armstrong**

VALUE ADDED COURSE

Total Hours: 40

Course: HANDS-ON TRAINING ON ELECTRICAL WIRING

Course Outcomes (COs):

After completing the course, the students are able to

➢ *Study the different electric parameters and units used and also the different types of power generation.*
➢ *Understand the distribution symbols and electrical connections used in electrical wiring.*
➢ *Provide practical training in basic aspects of electrical wiring.*

Unit – I: Tools, Theory and Practical: (4 Hours)

Basics and hands-on experience on tools: (Screw driver, Cutting Player, Sleeve cutter, Tester, etc.)
i) Series connection - Resistive Load-(Tungsten), Inductive Load (Motors) and Capacitive load (Capacitors)
ii) Parallel connection - Resistive Load-(Tungsten), Inductive Load (Motors) and Capacitive load (Capacitors) Trouble shooting

Unit – II: Theory of Wiring and Practice: (10 Hours)

Types of wires – methods of joining the wires - Distribution board- construction and study – load power calculations – MCB - ELCB

Open wiring and Concealed wiring: i) One point (1 switch and 1 holder), ii) Three point (1 Holder,1 ceiling rose, 1 socket), Multi points (As per students need) and Trip switches - Gordon and Industrial wiring practice

Unit – III: Commission on House Wiring (6 Hours)

Insulation Testing (Using Megger) (half an hour), House wiring Commissions: Capacity of sockets depending on load - Capacity of Switch requirement for different load and Earthing Tester

Unit – IV: Assembling and Testing (8 Hours)

Tube light connection- (Copper choke, Electrical ballet, LED)
Study of Home appliances: Working of Iron Box – Fan – Refrigerator - induction stove - Eliminator (5V, 12V) – UPS - Microwave oven.

Unit – V: Project Assignment (12 Hours)

Mini Project (Test cum Extension board, night lamp, Iron box, Choke, Starter, Series and open circuit) – Field Experience

Book for Study:
Course study material prepared by Department of Physics.

Books for Reference:
1. Practical Electrical Wiring, Residential, Farm, and Industrial by H. P Richter, McGraw-Hill, 1996.
2. Wiring Simplified by Frederic P. Hartwell, Herbert P. Richter, W.C. Schwan, Park Publishing 2017
3. House Wiring Simplified by Floyd M. Mix, Goodheart-Willcox Company, 1999

VALUE ADDED COURSE

HOME APPLIANCES, ELECTRICAL MAINTENANCE AND SERVICING

Course Outcomes (COs):

After completing the course, the students are able to

Installation, electrical maintenance and servicing of the home appliances

1. *FAN*
2. *Grinder and water pump motor*
3. *Calling bell, Led and Tube light*
4. *Uninterruptible power supply (UPS)*
5. *Iron box and water heater*
6. *Refrigerator and Air conditioner*
7. *Washing machine*

Unit – I: (4 Hours)

Phase - neutral and earth - parallel and series connection - distribution of electricity in a house - current voltage – power – power factor measurements - electrical outlet – fuse – volt - current- power, electrical wires- three pin socket and top - switches- tester - screw driver - cutting plier - cutter- volt meter - ammeter – crimping tool.

Unit – II: (8 Hours)

Capacitor- coil, parts of FAN- principle and working of FAN. Maintenance tips. Troubleshooting Practical: Slow speed, reverse- not working, replacing the capacitor and bearing. Principle and working of Grinder and water pump motor. Maintenance tips. Troubleshooting Practical: Slow speed- replacing wires- capacitor, commutator and bearing.

Unit – III: (8 Hours)

Principle and working of calling bell- Led and Tube light. Maintenance tips. Troubleshooting Practical: flickering, one side red- not working, replacing the starter and choke/ballast. Principle and working of home UPS. Installation and Maintenance tips. Troubleshooting Practical: over load- short circuit, replacing wires- battery.

Unit – IV: (8 Hours)

Principle and working of Iron box and water heater. Maintenance tips.
Troubleshooting Practical: low or no heat - replacing wires- auto cut switch and heating element.
Principle and working of Refrigerator and Air conditioner. Installation and Maintenance tips.
Trouble shootingPractical: low or no cooling - stabilizer- replacing wires - thermostat- bulb.

Unit – V: (12 Hours)

Principle and working of Washing machine. Installation and Maintenance tips.
Troubleshooting Practical: no water intake - no rotation - replacing wires- cleaning valves.
Principle and working of Water purifier. Installation and Maintenance tips. Field experience.

Book for Study:
Course study material prepared by Department of Physics.

Books for Reference:

1. Appliance Service Handbook by George Meyerink, PrenticeHall, 1988
2. Major Appliances: Operation, Maintenance, Troubleshooting, and Repair by Billy C. Langley, Regents/PrenticeHall, 1993.

III UG - EXTRA CREDIT COURSE: INSTRUMENTATION

Course Outcomes (COs):
After completing the course, the students are able to

➤ *Study the function of various instruments and their performance characteristics.*
➤ *Understand the working principles of various transducers.*
➤ *Understand the knowledge of intermediate, display, motion and force measurements.*
➤ *Acquire the knowledge of pressure, temperature, flow and acoustic measurements.*

Unit – I: Instruments and their Static Performance Characteristics
Functional elements of a measurement system – classification of instruments – standards and calibration – errors and uncertainties in performance parameters – types - propagation of uncertainties in compound quantities – static performance parameters – impedance loading and matching – specifications of instrument static characteristics

Unit – II: Transducers
Electromechanical, Potentiometric, Inductive – Electrodynamic – Electromagnetic – Eddy current – Variable inductance- Capacitive – Piezoelectric – resistance strain gauges - bonded resistance strain gauges – ionization transducer – opto electric transducer - Opto electrical frequency domain - variable string transducers

Unit – III: Intermediate, Display, Motion and Force Measurements
Amplifiers: Mechanical - Hydraulic – Pneumatic – Optical – Electrical: AC,DC, carrier, chopper, amplifiers - CRO.

Relative motion measuring devices: Electromechanical – Optical –Pneumatic types - seismic devices – Gyroscopic devices

Force measuring devices: Balance – Hydraulic load cell – Pneumatic load cell – Elastic force devices-

Unit – IV: Pressure and Temperature Measurements
Pressure measurements: Manometers – Elastic types- characteristics – Mcleod gauge –Pirani gauge – Ionisation gauge – Knudsen gauge
Temperature measurements: Non electrical methods – Electrical methods – radiation methods

Unit – V: Flow and Acoustic Measurements
Flow measurements: Ultrasonic flow meter – hot wire anemometer – Laser Doppler anemometer
Acoustical measurements: Characteristics of sound – sound pressure and power levels – loudness – Typical sound measuring systems – Microphones

Books for study:
1. B.C. Nakra and K.K. Chaudhry, Instrumentation measurement and Analysis, Second Edition , Tata Mc Graw Hill, New Delhi, 2004.
2. Albert D Helfrick and William D. Cooper, Modern electronic Instrumentation and Measurement Techniques, 3/e, PHI, New Delhi 1995.

Books For Reference:
1. MIT open course – Lecture and Animation series
2. Relevant Web sites.

VALUE ADDED COURSE

PRACTICAL TRAINING ON DIGITAL PHOTOGRAPHY

Course Outcomes (COs):

After completing the course, the students are able to

➢ *Acquire knowledge about parts and types of camera.*
➢ *Get trained in taking still photograph, editing and printing.*
➢ *Acquire knowledge about digital photography.*
➢ *Study the different types of video cameras.*
➢ *Understand the video editing softwares.*

Unit – I: Fundamentals of Camera and Its Operation (6 Hours)

Parts of Camera: Body-lens-shutter, View pointer- Controls of Camera-aperture, shutter speed, focusing. Types of camera-Modern Reflex Camera-Basic digital Camera, Mid-range digital camera-The high end digital camera-Exposure for taking photograph-Stationary subject-moving subject. Panning-Exposure guidelines for taking photos.

Unit – II: Filter, Setting Photolab-Developer-Fixer (6 Hours)

Filter-Filter factors, types of Filters -Layout of darkroom –Required Materials -preparation for developer and fixer.

Unit – III: Film Developers-Enlarging-Printing (6 Hours)

Basic principles of film developing – dish developing- tank developing-enlarger-step by step procedure for enlarging-Basic principles of printing-Practical hints in enlarging

Unit – IV: Editing Software-Selection of Tools (6 Hours)

Different types of tools-saving photos-cropping-straightening-resizing-sharpening-brightening and darkening of photos- Removal of red eye

Unit – V: Tool for Drawing and Navigating (6 Hours)

Pen (P) tool, Horizontal type (T) tool, Path selection (A) tool, Rectangle (U) tool, Hand (H) tool, Zoom (Z) tool, Brush (B) tool, types of printing, types of images, colours separation, photo quality enchancement.

Book for Study:

Course study material prepared by Department of Physics.

Books for Reference:

1. O. P. Sharma, 'Practical Photography', Hind Pocket Books(P) Ltd., 1997
2. Alex May, 'DigitalPhotography', A Dorling Knidersley Book, London, 2002
3. Doug Harman, The Digital Photography, Hand Book, Quercus Publishing Ltd., USA.2010
4. The textbook of Digital Photography , Dennis P. Curtin, Second Edition 2007 USA
5. The digital Photography book, Part 4, Scott Kelby, Peachpit Press, 2012, USA
6. Digital Photography step by step, Tom Ang, Dorling Kindersley Limited., 2011

PHYSICS LABORATORY EQUIPMENTS & TROUBLESHOOTING

Course Outcomes (COs):

After completing the course, the students are able to

➢ *Understand and handling of the types of electronic instruments*
➢ *Analyse the various types of DC power supply and their performance*
➢ *Recognize the oscillatory circuits and function generators and their applications*
➢ *Describe the function of various sections of cathode ray oscilloscope and its uses*
➢ *Apply the knowledge of trouble shoot the problems in electronic instruments*

Unit – I: Basic Ideas in Electronic Instruments

Types of instruments / equipments – Commercial, industrial, entertainment, lab, research – Basic structure of instrument – Applications – Handling

Unit – II: DC Power Supply

Introduction – Block diagram of power supply – Transformer – center tap transformer – rectifier – filters C – LC – pi – variable power supply – voltage & current rating – voltage regulator – Monolithic IC regulator with current sensors – PWM regulator power supply

Unit – III: Function Generators

Introduction – Internal components – power supply - Function generator – amplitude controller – frequency selectors – range – output amplifier – impedance matching – Trigger input circuits

Unit – IV: Cathode Ray Oscilloscope

Introduction - CRO tube – Electron gun – deflection plates – high tension voltage circuits – horizontal oscillator – vertical sweep generators – panel controllers – amplitude – time X-Y inputs – level – external /internal trigger – double beam CRO - Digital Storage of Oscilloscope, multi trace

Unit – V: Trouble Shooting Techniques

Instrument performance observation – I/P – OI/P measurements – instrument disassembling – Assembling – safety measures – forward trouble tracing – back ward trouble tracing – passive component testing – voltage measurements at various sections – list of troubles and solutions

Book for Study:
Course study material prepared by Department of Physics.
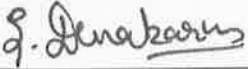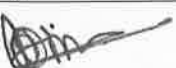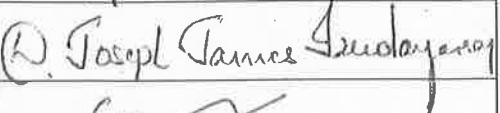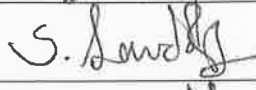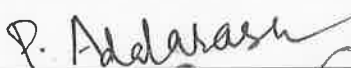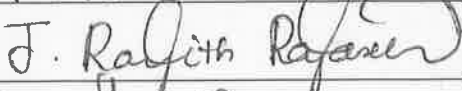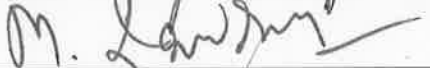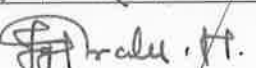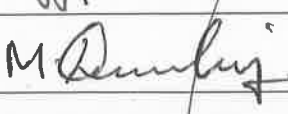
Books for Reference:
1. Trouble shooting & maintenance of Electronic equipments by K. Sudeep Singh, S K Kataria and sons, 2013
2. Electronic troubleshooting Daniel Tomal, Aram Agajanian, McGraw-Hill Education; 4 editions 2014.
3. How to Diagnose and Fix Everything Electronic, Michael Jay Geier, McGraw-Hill Education TAB; 2 edition 2015

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN PHYSICS HELD ON 27.03.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. S. Rajasekar Professor Department of Physics Bharathidasan University Tiruchirapalli 620 024	ABSENT
02.	Dr. G. Muralidharan Professor of Physics The Gandhigram Rural Institute Gandhigram - 624 302,	27/05/19
03.	Mr. M. Jesuraj, BE Chief Executive Hi-Tech Electronics C92, 5th Cross Road E Thillainagar Tiruchirappalli – 620 018	M. Jesuraj 27/3/19.
04.	Ms. R. Divina, (M.Phil. GRI) 10/54, Bodinayakkanpatti Nagal Nagar Dindigul – 624 003	Divina
05.	Dr. I. Arul Rayappan Head of the Department	23/03/16
06.	Dr. P Rajendran	
07.	Dr. N Ravi	
08.	Dr. S Alfred Cecil Raj	ABSENT
09.	Dr. I Johnson	
10.	Mr. A Patrick Prabhu	
11.	Dr. B Kanickairaj	
12.	Dr. J Charles	
13.	Mr. S Dominique	
14.	Dr. P Christuraj	
15.	Mrs. A. Maggie Dayana	
16.	Dr A Leo Rajesh	
17.	Dr M M Armstrong Arasu	
18.	Dr A J Clement Lourduraj	

Sl. No.	Name	Signature
19.	Dr. M. Antony Arockiaraj	
20	Dr. R. Jerald Vijay	
21.	Dr. S. Dinakaran	
22.	Dr. S. Anbarasu	
23.	Dr. A. Antony Raj	
24.	Mr. D Joseph James Irudayaraj	
25.	Dr. G. Samuel	
26.	Mr. S. Lourduraj	
27.	Mrs. F. Celin Hemalatha	
28.	Mr. M. Francis	
29.	Mr. P. Adal Arasu	
30.	Mr. J. Ranjith Rajasekar	
31.	Dr. M. Lawrence	
32.	Dr. H. Joy Prabhu	
33.	Dr. H.M. Dinesh Raja	
34.	Mr. A. Anand	

PRINCIPAL

OTHER DEPARTMENTS

MINUTES OF THE BOARD OF STUDIES MEETING IN
B.Sc. VISUAL COMMUNICATION HELD ON 27.10.2018

Agenda: 1. **Syllabus approval for B.Sc. Visual Communication**
2. **Any other matter**

The Board of Studies of B.Sc. Visual Communication started with the prayer led by Rev. Dr. A. Irudayaraj SJ at 10:30 am on 27.10.2018 in Dept of Visual Communication with Dr. A. Poorani, Head, Department of Visual Communication, Government Arts and Science College, Tiruchirappalli, as University Nominee, Dr. I. Senthila Devi, Asst. Prof. Dept of Visual Communication, Periyar E.V.R. College, Tiruchirappalli as the Subject Expert, all the Board members and with the absence Industrial Expert: Mrs. Shirley Deepak, Touch Stone Events, Tiruchirappalli.

Prof. S. Tamilarasi, Head-In-charge, Visual Communication Technology welcomed Dr. A. Poorani, University Nominee, Dr. I. Senthila Devi, the Subject Expert and all the Board members. The Board of Studies activity was initiated by her with the detail presentation about the nomenclature of B.Sc. Visual communication.

At the outset of the meeting, Prof. Tamilarasi presented the course pattern and the syllabus of all the three years. The Board members completely revised the syllabus and gave corrections on the following papers such as Human Communication, Advertising, Graphic Design, Reporting and Editing, Mass Communicat.ion Theories and Media Research Orientation.

In the syllabus of I year, the board suggested to change the scope and purpose of communication in Unit III and also insisted to correct the models of communication in Unit IV in Human Communication. The board gave suggestion to change topics such as Marketing and Media Strategy in Unit III and sales promotion and public relation in unit IV of Advertising.

In 2nd year syllabus, the board recommended the department to encourage students to maintain the record note to exhibit their creative works and also advised to give more importance to the practical component titles in the paper Graphic Design. The board gave corrections on the titles perception and attitude in the paper Mass Communication Theories. In the paper, reporting and editing, the boardsuggested to add topics related to recent techniques applied for news coverage in newspaper as well as television medium. In the final year syllabus, the board insisted to revamp the topic and syllabus of Media Research orientation.

At the end of the meeting, Prof. S. Tamilarasi, Head of the Department, thanked every member of the board and the board came to an end by 12.30 p.m.

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B.Sc . VISUAL COMMUNICATION – 2018
COURSE PATTERN

SEMESTER –I:

Sem	Part		Paper	Subject Code	Hrs	Cr
I	I	Language	Tamil–I/Hindi – I/French–I/ Sanskrit-I	18UGT110001	4	3
	II	English	General English - I	18UGE120102	5	3
	III	Core	Introduction to Visual Communication	18UVC130201	6	4
	III	Core	Visual Literacy (P)	@	4	-
	III	Core	Media Presentation Skills (P)	@	3	-
	III	Allied	Human communication	18UVC130401	6	5
	IV	NMC	Communicative English	18UCE140801		5
	IV	V. Edn	Essentials of Humanity	18UFC141001	2	2
			Total for Semester : I		30	22

SEMESTER - II:

Sem	Part		Paper	Subject Code	Hrs	Cr
II	I	Language	Tamil–II/Hindi–II/French–II/Sanskrit-II	18UGT210002	4	3
	II	English	General English - II	18UGE220102	5	3
	III	Core	Basics of Advertising	18UVC230202	5	4
	III	Core	Visual Literacy (P)	18UVC230203	3	3
	III	Core	Media Presentation Skills (P)	18UVC230204	3	4
	III	Allied	Allied : Art and Visual Aesthetics	18UVC230402	6	5
	IV	NMC	Computer Literacy	18UCE240802	2	2
	IV	V. Edn	Fundamentals of Human Rights	18UFC241002	2	2
			Total for Semester : II		30	26

SEMESTER - III:

Sem	Part		Paper	Subject Code	Hrs	Cr
III	I	Language	Tamil–III/Hindi–III/French–III/Sanskrit-III	18UGT310003	4	3
	II	English	General English - III	18UGE320103	5	3
	III	Core	Graphics Design	18UVC330205	4	3
	III	Core	Writing For Mass Media	18UVC330206	4	3
	III	Core	Computer Graphics (P)	18UVC330207	3	2
	III	Allied	Allied : Photography	18UVC330403	4	4
	III	@	Allied Practical : Photography (P)	@	2	
	IV	NMC	Environmental studies (Partial online course)	18UCE340901	2	2
	IV	V. Edn	Formation of youth- I (OR)	18UFC341003A	2	2
			Religious Doctrine- I	18UFC341003B		
			Total for Semester : III		30	22

SEMESTER - IV:

Sem		Part	Paper	Subject Code	Hrs	Cr
IV	I	Language	Tamil–IV/Hindi–IV/French–IV/Sanskrit-IV	18UGT410004	4	3
	II	English	General English - IV	18UGE420104	5	3
	III	Core	Reporting and Editing	18UVC430208	6	4
	III	Core	Elements of Film and Film Appreciation (P)	18UVC430209	3	3
		Core Elec	Elective I: Mass Communication Theories	18UVC430301	4	4
	III	Allied	Allied : Media Culture and Society	18UVC430404	4	4
	III	@	Allied Practical : Photography (P)	18UVC430405	2	2
	IV	V. Edn	Formation of youth- II	18UFC441004A	2	2
			Religious Doctrine - II	18UFC441004B		
			Total for Semester : IV		**30**	**25**

SEMESTER- V:

Sem		Part	Paper	Subject Code	Hrs	Cr
V	III	Core	News Production	18UVC530210	4	3
	III	Core	Script Writing	18UVC530211	4	3
	III	Core	Media Research Orientation	18UVC530212	4	3
	III	Core	Radio Production (P)	18UVC530213	5	4
	III	Core	Television Production (P)	18UVC530214	5	4
	III	Core. Ele	Elective II : Introduction to 2D animation	18UVC530302	4	4
	IV	SBE	Desk Top Publishing	18UVC540601	2	2
	IV	IDC	Soft Skills	18USS540701A	2	2
			National Cadet corps (For NCC cadets)	18USS540701B		
			Total for Semester : V		**30**	**25**

SEMESTER- VI:

Sem		Part	Paper	Subject Code	Hrs	Cr
VI	III	Core	Public Relation	18UVC630215	5	4
	III	Core	Online Journalism	18UVC630216	5	4
	III	Core	Development communication	18UVC630217	5	4
	III	Core	Internship (P)	18UVC630218	4	3
	III	Core	Project (P)	18UVC630219	5	4
	III	Core. Ele	Elective: III - Web Designing (P)	18UVC630303	4	4
	IV	SBE	Event Management	18UVC640602	2	2
			Total for Semester : VI		**30**	**25**
	V	Shepherd	Community Service Work (SHEPHERD) & Gender Studies	18UCW651101		5
			Total for All Semester :		**180**	**150**

DEPARTMENT OF VISUAL COMMUNICATION TECHNOLOGY
MINUTES OF THE BOARD OF STUDIES MEETING IN
B.VOC. VISUAL COMMUNICATION TECHNOLOGY HELD ON 02.04.2019

Agenda: 1. **Syllabus Ratification**
2. **Any other matter**

The Board of Studies of B.Voc. Visual Communication Technology started with the prayer led by Rev. Dr. A. Irudayaraj SJ at 2:30 p.m. on 02.04.2019 in the Department of Visual Communication Technology with Dr. I. Senthila Devi, Assistant Professor, Department of Visual Communication, Periyar E.V.R. College, Tiruchirappalli as the Subject Expert, all the Board members, Mr. N. John Paul, Director, N TV, Tiruchirappalli, Industrial Expert and with the absence of University Nominee: Dr. A. Poorani, Head, Department of Visual Communication, Government Arts and Science College, Tiuchirappalli.

Prof. S. Tamilarasi, Coordinator, Visual Communication Technology welcomed Dr. I. Senthila Devi, the Subject Expert, Mr. N. John Paul, Industrial Expert and all the board members. The BOS activity was initiated by her with the detail presentation about the nomenclature of B. Voc. Visual Communication Technology.

Prof. S. Tamilarasi read minutes of the previous Board and the same was passed by the Board. The course pattern of Vth and VIth semester was presented by her. Prof. S. Radha Lakshmi presented the syllabus of Media Research Orientation and Visual Analysis Techniques of Vth semester.

The Subject Expert recommended to include the titles such as source of data, method of data collection in Unit IV and Ethics of Report Writing, Plagiarism in Unit V in Media Research Orientation Paper and in the paper Visual Analysis Techniques, all the units should be elaborated in detail and also the board recommended to remove the title some basic concepts in unit IV and to give precise titles. So that, the students will get in depth knowledge about the subject.

Dr. I. Arul Rayappan, Nodal Officer, B. Voc. Visual Communication Technology and the Industrial Expert commonly expressed their opinion to include the paper related to digital media for the final year students. Mr. N. John Paul, Industrial Expert, explained the importance of digital media and you tube channels and other social media changing the style of media system.

Nodal Officer, recommended, to include papers in terms of giving importance to papers called digital media and internet radio broadcasting. So, it would help the students to start to their own you tube channels and also get the platformto become successful entrepreneur in future. Thus, the Board unanimously recommended to change the paper Media equipment maintenance and Media presentation skills and to include the paper in the name of Digital Media and Production.

The Board members raised queries about the qualification package papers and its modifications. So, Nodal Officer, briefed about the qualification Package paper which is directly offered by the Media and Entertainment Sector council and he expressed that previously the board approved to change the qualification Package paper every year

according to the modification made by MESC at the very first board of studies meeting conducted for the Visual Communication Technology.

Since the Board of Studies Panel members are advisory committee members for B. Voc. Visual Communication Technology, the Committee advised the Department to maintain the alumni database regarding their job status, income and educational status to know about the alumni progression. Since from next board of studies meeting onwards, the summary report of the alumni should be read and passed in the board.

At the end of the meeting, Prof. S. Tamilarasi, Head In-charge of the Department, thanked every member of the Board and the board came to an end by 4.30 p.m.

University Nominee

Dr. A. Poorani, Assistant Professor, Department of Visual Communication, Government Arts College, Tiruchirappalli.

Subject Expert

Dr. I. Senthila Devi, Assistant Professor, Department of Visual Communication, Periyar E. V. R. College, Tiruchirappalli.

Industrial Expert

Mr. N. John Paul, Director, N TV, Tiruchirappalli.

Nodal Officer

Dr. I. Arul Rayappan, B.Voc. Visual Communication Technology, St. Joseph's College, Tiruchirappalli.

Coordinator

Prof. S. Tamilarasi, Coordinator, Department of Visual Communication Technology, St. Joseph's College, Tiruchirappalli.

Visual Communication Faculties

Dr. Fr. A. Irudayaraj SJ
Prof. S. Radha Lakshmi
Prof. G. Sathish
Prof. M. Parthiban

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COURSE PATTERN FOR SEMESTER V AND VI

SEMESTER – V   **NSQF Level: L7**

S. No.	GE/SC	Paper	Subject Code	Type	Hours	Credits General	Skill	Total
29		Media Research Orientation	17UVT530211	Core-Theory	4	4		4
30	GE	Visual analysis Technique	17UVT530212	Core-Theory	4	4		4
31		Digital Media and Production	17UVT530213	Core-Theory	4	4		4
32	SC	Executive Producer QP: MES/ Q2801	@	Theory	3		3	9
				Practical	3		3	
				Field Work	3+3*		3	
33		Director Of Photography QP: MES/ Q 0601	@	Theory	3		3	9
				Practical	3		3	
				Field Work	3+3*		3	
					30+6*=36	12	18	30

* - Field work outside the class hours for each major 2hrs (2x3=6)
@ - Practical examination in the following Semester

SEMESTER – VI   **NSQF Level: L7**

S. No.	GE/SC	Paper	Subject Code	Type	Hours	Credits General	Skill	Total
34		Media Management	17UVT630216	Core-Theory	4	4		4
35	GE	Public Relations	17UVT630217	Core-Theory	4	4		4
36		Media Internship	17UVT630218	Core-Theory	4	4		4
37	SC	Executive Producer QP: MES/ Q 2801	17UVT630214	Theory	3		3	9
				Practical	3		3	
				Field Work	3+3*		3	
38		Director Of Photography QP: MES/ Q 0601	17UVT630215	Theory	3		3	9
				Practical	3		3	
				Field Work	3+3*		3	
					30+6*=36	12	18	30

* - Field work outside the class hours for each major 2hrs (2x3=6)

Semester-V
17UVT530211

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MAJOR PAPER- V
MEDIA RESEARCH ORIENTATION

Course Outcomes:

- Ability to understand the types of research in social science.
- Ability to analyze the research problem
- Knowledge about the research hypothesis
- Ability to understand the sampling procedures
- Acquire knowledge on writing thesis report.

UNIT – I: NATURE OF SOCIAL RESEARCH

Meaning and definition of research — Objective– types of research – significance of research Criteria of good research.

UNIT – II: LEVELS OF RESEARCH PROJECTS AND PROBLEM SELECTION

Research selection and formulation - Selecting a topic for research - Research problems - Review of literature - Formulating and stating the problem.

UNIT – III: RESEARCH HYPOTHESIS

Hypothesis - Functions of hypothesis - Criteria of hypothesis - Difficulties in formulation of hypothesis - False & barren hypothesis.

UNIT – IV: SAMPLING

Sampling – Types of sample – Random, Cluster, Stratified Systematic, Probability and non-probability, Convenience, Judgment, Quota, etc - Choosing a sample design.

UNIT – V: EVALUATION AND WRITING THESIS REPORT

Preparation and tabulation of collected data - Data analysis - Identifying interdependencies - steps involved in writing a research paper/report.

TEXT BOOK

Saravanavel (2015) Research Methodology, Kitab Mahal Publishers, NewDelhi.

BOOK FOR REFERENCE

1. Hansen, Andresse A.L (1998) -Mass Communication Research Methods, Sage, California
2. Sharma, S.R., (1996) Research in Mass Media, Radha publications, New Delhi
3. Roger D.Wimmer& Joseph R Dominick (1998) The Survey Research Handbook. Belmont, USA
4. Denscombe, Martyn (1999) The Good Research Guide, Viva Books, New Delhi.
5. Wimmer D. Roger (2003), Mass Media Research, Wadsworth, Canada.

L   P   C
4   0   4

CORE PAPER- VI
VISUAL ANALYSIS TECHNIQUES

Course Outcomes:

- Ability to understand the media text.
- Ability to analyze the feminist analysis and media
- Knowledge about the psychoanalytic criticism
- Ability to understand the sociological analysis
- Acquire knowledge on interpretation of visual advertisements.

UNIT – I: SEMIOTIC ANALYSIS

Signs-Signs and truth-Language and speaking-Connotation and denotation-Syntagmatic analysis Paradigmatic analysis-Metaphor and metonymy.

UNIT – II: FEMINIST ANALYSIS

Portrayal of Women in Media – Portrayal of women in News Media - Male gaze – Male domination – Women Marginalization in the Media –the consumer society.

UNIT – III: PSYCHOANALYTIC CRITICISM

The unconscious -The oedipus complex-Symbols-Defense mechanisms-Dreams-Aggression and guilt-Psychoanalytic analysis of media.

UNIT – IV: SOCIOLOGICAL ANALYSIS

Some basic concepts-Uses and gratifications-Content analysis.

UNIT – V: INTERPRETATIONS OF PRINT ADVERTISEMENT

A case study-Psychoanalysis aspects of the text- Stereotypes and Gender Discrimination.

BOOK FOR STUDY

Berger, Arthur Asa - Media Analysis Techniques, Sage publisher's, (2002)

BOOKS FOR REFERENCE

1. Bignell, Jonathan (2002), Media Semiotics, Routledge, London
2. Leewen and Jewitt Carey(2001) – Handbook of Visual Analysis, Sage Publication, New Delhi,
3. Carey ,Jewitt(1999)- The Handbook of Visual Analysis, Himalaya publishers.
4. Leewen , Thompson (2001),- Introducing Social Semiotics, Routledge, London.
5. Rose, Gillian(2006) ,Visual Methodologies: An Introduction, Amazon publishers.

CORE PAPER- VI
DIGITAL MEDIA AND PRODUCTION

Course Outcomes:

- Ability to understand the digital media.
- Ability to analyze the online Audio and Video Channels.
- Knowledge about YouTube channels
- Ability to understand the Web Radio.
- Acquire knowledge on ethics of digital media.

UNIT – I : DIGITAL MEDIA

Digital Media: Definition and Characteristics of Digital Media- Digital Media Platforms - Facebook, Twitter, YouTube, Instagram, WhatsApp, WordPress, Social Bookmarking, Skype and the 'Blogosphere' - Internet as a Convergent Media Platform

UNIT – II : DIGITAL MEDIA MARKETING

Digital Media Marketing – Introduction- Social Media Management – Strategies, Tools and Technologies - Social Media Audience Measurement - Case studies of successful social media marketing campaigns

UNIT – III: MOBILE TELEVISION

Streaming of Video and Audio - Comparison of digital media with Print, TV & Radio - Writing for Web Media –Creating own you tube news channel -Impact of You tube channels video for social development citizen Journalism - on reading habits of people and media industry - Analysis of important Indian news-based websites.

UNIT – IV: ONLINE RADIO

Introduction to Online Radio Journalism – The growth of internet radio –Genre of internet radio programme-preparing own radio program - Digital editing using free and open source audacity - Saving and exporting file.

UNIT -V: DIGITAL MEDIA: ETHICAL CONCERNS

Information Rights and Intellectual Property Rights – Copyright and Copy Left, Plagiarism, Open Source Approach and Creative Commons - Facets of Cybercrime - Electronic Documents and Digital Signature - Internet Governance and Regulatory Frameworks

BOOK FOR STUDY

Lindgren ,Simon (2017)- Digital Media and Society, Sage publishers.

BOOKS FOR REFERENCE

1. Deiss, Ryan (2017) - Digital Marketing For Dummies, John Wiley & Sons.
2. Ess, Charles (2013) - Digital Media Ethics: Digital Media and Society, John Wiley & Sons Publishers.
3. Priestman, Chris (2001) - Web Radio: Radio Production for Internet Streaming, Routledge Publishers.
4. Giuditta De Prato (2014) - Digital Media Worlds: The New Economy of Media, Palgrave Macmillan Publishers.

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ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 620 002
BOARD OF STUDIES IN B. VOC. – VISUAL COMMUNICATION TECHNOLOGY
HELD ON 02.04.2019
MEMBERS PRESENT

Sl. No.	Name	Signature
01.	Dr. A. Poorani Assistant Professor & Head Dept. of Visual Communication Government Arts College`` Tiruchirappalli – 620 022.	Absent.
02.	Dr. I. Senthila Devi Assistant Professor, Dept. of Visual Communication Periyar E.V.R. College, Tiruchirappalli – 620 023.	I. Senthila 2/4/19.
03.	Mr. John Paulraj Director, N TV Tiruchirappalli – 620 0001	2/4/19
04.	Dr. I. Arul Rayappan Nodal Officer	2/4/19.
05.	Mr. S. Tamilarasi	Tamil
06.	Mrs. S. Radhalakshmi	2/4/19
07.	Rev. Dr. A. Irudayaraj SJ	A 2/4/19
08.	Mr. G. Sathish	G. 2/4/19
09.	Mr. M. Parthiban	Absent

DEPARTMENT OF B.VOC. SOFTWARE DEVELOPMENT & SYSTEM ADMINISTRATION

MINUTES OF THE BOARD OF STUDIES MEETING IN
B.VOC. SOFTWARE DEVELOPMENT & SYSTEM ADMINISTRATION
HELD ON 29.03.2019

The meeting began with a silent prayer. The Coordinator welcome the University nominee, Academic Expert, Industry Expert and other staff members of the department. The following agenda are discussed in the meeting.

Agenda

1) Extra Credit Courses
2) Value Added Courses
3) Review of MOOC – Online Courses
4) Any Other academic matter

Agenda 1: Extra Credit Courses

Not Applicable

Agenda 2: Value Added Courses

A new value added course **Introduction to Linux Operating System** is proposed to impart transferable skill for other department students.

Agenda 3: Review of MOOC – Online Courses

Very few students have enrolled in MOOC – Online Courses. In the department meeting the course coordinator instructed the class in-charge to monitor the progression.

Agenda 4: Any Other academic matter

The syllabus content is modified in few units based on the opinion sought from staff and students. The respective modifications are tabulated below.

Sem.	Course code	Course Name	Modification
IV	17USS430404	System Concept -II	**Unit III** • This unit is revamped with Shell scripting topics • A new book is added for Shell Script **Unit IV** • Unit III contents like Security issues and firewall are moved to here.
V	17USS530205	Distributed Technologies	• Unit I and II are combined • In Unit I, SQL Server Architecture is introduced • In Unit II C#.Net contents are introduced • Unit II Text book is modified.
VI	17USS630210	Principles of Mobile Computing	**Unit I** • Few topics like WML scripts and Mobile computing environment are moved from Unit II. **Unit II** • New topics are introduced on GSM, GPRS, UMTS and Software Development Kit.

VALUE ADDED COURSE OFFERED BY B. VOC. (SD & SA)

INTRODUCTION TO LINUX OPERATING SYSTEM

Course Code: 19USSVAC01   **Hours: 30**

Course Outcome:

➤ Teach fundamentals of Linux Operating Systems.
➤ To learn the Installation procedure and various methods of Linux.
➤ To learn the mechanisms involved in Linux Boot Process
➤ To learn the Basic Commands for Linux
➤ To know the Basic File system concepts and Basic Network.
➤ How to Identify the errors and Troubleshooting the Linux

Unit – I:
Introduction to Unix& Linux - History of Unix & Linux - Basic Concepts of Operating Systems, Kernel, shell and file system structure

Unit – II:
Installation of Linux- Interactive Installation - Kickstart Installation - Network based Installation

Unit – III:
Startup and Shutdown scripts - Boot Sequence - Kernel Initialization INIT Process

Unit – IV:
Basic Commands of Linux - Advanced Linux Commands - Software Package Administration - Installing and deleting software packages - Querying and updating software packages

Unit – V:

Basic File System – Network - Linux User Administration – User, Group, Others

Books for Study

Linux System Administrator's Guide, Version 9 – Lars Wirzenuis, Joanna Oja, Stephen Stafford and Alex Weeks.

Note: Theory Hours: 15
            Practical Hours: 15

Practical:

➤ Linux Installation
➤ User and Group Administration
➤ Basic Commands and Software Installation
➤ Creating Linux Partition
➤ Configure IP Address and Set up LAN

Sem. IV   Hours/Week: 3
17USS430404   Credits: 3

SYSTEM CONCEPTS - II

Course Outcomes

- Understand the principles of Linux Operating System for effective System administration
- Understand the basics of networking
- Understand various security issues in networking

Unit I

Linux Introduction and Installation: Linux-Advantages-Red Hat Linux- New Features-Installation procedures and Methods. Using Desktop-GNOME-KDE-Linux Commands Accessing and Running Applications-Installing Red Hat Linux Applications, Running Window Application, Running Windows, DOS and Macintosh Applications – Tools for using Internet and Web.

Unit II

Administration: Understanding System Administration: Root login super user- GUI Tools, Commands and Log files-Configuring Hardware-File System and Disk Management-Monitoring Performances. Setting Up and Supporting users: Creating User Accounts – Setting User Defaults – Creating Desktops-Modifying and Deleting Accounts.

Unit III

Security Issues: Hacker versus Cracker-Password Protection-Protection from break-in-Filtering Network Access-Firewalls- Detecting Intrusions – Encryption Techniques

Unit IV

Networking: Setting up a LAN- LAN- Wireless-LAN- Understanding IP Addresses Connecting to Internet: Dial up Connection- Red Hat Linux as a Router-VPN Connection-Red Hat Linux as a Proxy Server-Proxy Clients.

Unit V

Setting up File Server: Setting up- NFS- Netware File Server Setting up a Web Server: Web Server- Starting Apache Web Server –Configuring Apache Server –Starting and Stopping the Server – Monitoring Activities.

Book(s) for Study

Christopher Negus "Red Hat Linux 9 Bible", John Wiley& Sons, 2005

Book(s) for Reference

Thomas Schenk, "Red Hat Linux System Administration", Techmedia, New Delhi, 2003.

Sem. IV
17USS430404

Hours/Week: 3
Credits: 3

SYSTEM CONCEPTS - II

Course Outcomes

- Understand the principles of Linux Operating System for effective System administration
- Understand the basics of Shell Scripting
- Understand the basics of networking
- Understand various security issues in networking
- Know various Firewall policies
- Discuss the webserver (Apache)

Unit I

Linux Introduction and Installation: Linux-Advantages-Red Hat Linux- New Features-Installation procedures and Methods. Using Desktop-GNOME-KDE-Linux Commands Accessing and Running Applications-Installing Red Hat Linux Applications, Running Window Application, Running Window Applications – Tools for using Internet and Web.

Unit II

Administration: Understanding System Administration: Root login super user- GUI Tools, Commands and Log files-Configuring Hardware-File System and Disk Management-Monitoring Performances. Setting Up and Supporting users: Creating User Accounts – Setting User Defaults – Creating Desktops-Modifying and Deleting Accounts.

Unit III

Shell Basics - Writing script - Conditional statements - Loops - Command line arguments - Functions & file manipulations - Regular Expression & Filters - SED & AWK - Processes

Unit IV

Networking: Setting up a LAN- LAN- Wireless-LAN- Understanding IP Addresses-Security Issues: Hacker versus Cracker-Password Protection-Protection from break-in-Filtering Network Access-Firewalls

Unit V

Setting up File Server: Setting up- NFS- Netware File Server Setting up a Web Server: Web Server- Starting Apache Web Server –Configuring Apache Server –Starting and Stopping the Server – Monitoring Activities.

Book(s) for Study
1. Christopher Negus "Red Hat Linux 9 Bible", John Wiley& Sons, 2005
2. Mastering Linux Shell Scripting, Second Edition, Mokhtar Ebrahim, Andrew Mallett, 2018

Book(s) for Reference
Thomas Schenk, "Red Hat Linux System Administration", Techmedia, New Delhi, 2003.

Sem. V
17USS530205

Hours/Week: 4
Credit: 4

DISTRIBUTED TECHNOLOGIES

Course Outcomes

- Know various tier models in web development
- Understand the different architectures in web development
- Understand the fundamentals of ASP.NET programming
- Working with databases using ADO.NET

Unit – I:

Client server architecture: 2-tier model – 3-tier model – n-tier model

Unit – II:

J2EE architecture – DOTNET architecture – MVC architecture

Unit – III:

ASP.NET: Introduction – Architecture – ASP.NET Runtime – ASP.NET Parser – Assembly – Page class

Unit – IV:

Web Server Controls – HTML Controls – AdRotator and Calendar controls – Validation Controls – Security Management.

Unit – V:

ADO.NET: System.Data, SqlClient and Xml namespaces – Provider objects and Consumer objects – Disconnected data access – GridView&FormView.

Book(s) for Study

1. Justin Couch, Daniel H.Steinberg, "J2EE Bible", Wiley India(P) Ltd, New Delhi, 2002 Units I & II
2. Paul Tremblett, "Instant Enterprise Java y - Beans", Tata McGraw Hill Publishing Company, New Delhi, 2001 Unit III
3. Platt S David, "Introducing Micorsoft .Net", Prentice Hall of India, New Delhi, 2003. Units IV & V

Book(s) for Reference

1. Stephanie Bodoff, Dale Green, Eric Jendrock, "The J2EE tutorial", Addison-Wesley, 2002.
2. Hitesh Seth, "Microsoft .NET: kick start", Sams Publishing, 2004.

SEM. V   Hours/Week: 4
17USS530205   Credit: 4

DISTRIBUTED TECHNOLOGIES

Course Outcomes

1. Understand the fundamental concepts of .NET frame work
2. Know various tier models in web development
3. Understand the different architectures in web development
4. Understand the C# Fundamentals
5. Understand the fundamentals of ASP.NET programming
6. Demonstrate the database connectivity in ASP.NET
7. Discuss and extend data list and data grid controls

Unit – I:

Client server architecture: 2-tier model – 3-tier model – n-tier model, SQL architecture – DOTNET architecture – MVC architecture.

Unit – II:

Introduction to C# language – Variables-Data Types-Boxing and Unboxing-Data Type Conversion-Operators and Expressions – Branching-Looping Statements - Arrays- Methods.

Unit – III:

ASP.NET: Introduction – Architecture – ASP.NET Runtime – ASP.NET Parser – Assembly – Page class.

Unit – IV:

Web Server Controls – HTML Controls – AdRotator and Calendar controls – Validation Controls – Security Management.

Unit – V:

ADO.NET: System.Data, SqlClient and Xml namespaces – Provider objects and Consumer objects – Disconnected data access – GridView&FormView.

Book(s) for Study

Unit – I:
1. Justin Couch, Daniel H.Steinberg, "J2EE Bible", Wiley India(P) Ltd, New Delhi, 2002.
2. Paul Tremblett, "Instant Enterprise Java y - Beans", Tata McGraw Hill Publishing Company, New Delhi, 2001.

Unit I, II, V
3. DR. C.MUTHU, "ASP.NET", Vijay Nicole Imprints, Chennai, 2004.

Unit III IV, V
4. Platt S David, "Introducing Micorsoft .Net", Prentice Hall of India, New Delhi, 2003.

Book(s) for Reference

1. Stephanie Bodoff, Dale Green, Eric Jendrock, "The J2EE tutorial", Addison-Wesley, 2002.
2. Hitesh Seth, "Microsoft .NET: kick start", Sams Publishing, 2004.

Sem. VI

17USS630210

Hours/Week: 4

Credits: 4

PRINCIPLES OF MOBILE COMPUTING

Course Outcomes

- Understand the concepts of mobile computing and learn the technologies for developing applications on mobile platforms.
- Provide concepts to enable the students for creating applications for smart devices using android.
- Better understanding of the UI - components, layouts, event handling, and screen orientation.

Unit – I:

Wireless Networks – Emerging Technologies – Blue tooth, WiFi, WiMAX, 3G, 4G, WATM – Mobile IP Protocols – WAP Push Architecture.

Unit – II:

WML Scripts and Applications - Mobile Computing Environment – Functions – Architecture – Design Considerations, Content Architecture – CC/PP Exchange Protocol, Context Manager.

Unit – III:

Introducing the Android Software Development Platform: Understanding Java SE and Dalvik - The Directory Structure - Common Default Resources Folders- The Values Folder- Leveraging Android XML- Screen Sizes- Desktop Clocks- Using Android Application Resources- Launching Application: The AndroidManifest.xml File - Creating First Android Application- Running the App- Adding an Application Icon- Adding Transparency.

Unit – IV:

Screen Layout Design- Android View Hierarchies- Nesting Views- Defining Screen Layouts- Editing the main.xml File- Using Relative Layouts- Sliding Drawers- Using Padding and Margins with Views and Layouts.

Unit – V:

UI Design: Buttons,Menus, and Dialogs: Using Common UI Elements- Adding an Image Button to Your Layout- Defining Multistate Image Button Graphics in XML - Editing the main.xml File- Replacing the Default Background- Adding a Text to Your Layout - Adding an Image- Using Menus in Android- Creating the Menu Structure with XML- Running the Application in the Android Emulator- Making the Menu Work- Adding Dialogs.

Book (s) for Study

1. Ivan stojmenovic, Hand book of Wireless Networks and Mobile computing, John wiley&sons Inc, Canada, 2002. Unit I
2. Asoke K Taukder, Roopa R Yavagal, Mobile Computing, Tata McGraw Hill Pub Co., New Delhi, 2005. Unit II
3. Wallace Jackson, "Android Apps for Absolute Beginners", Apress, Copyright © 2011 by Wallace Jackson, ISBN-13 (pbk): 978-1-4302-3446-3,ISBN-13 (electronic): 978-1-4302-3447-0, Unit III – Chapter 4, Unit IV – Chapter 6 & Unit V – Chapter 7

Book(s) for Reference

Dave Smith and Jeff Friesen, "Android Recipes: A Problem – Solution Approach" ,Rakmo Press (P) Ltd, New Delhi, 2011.
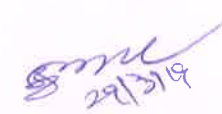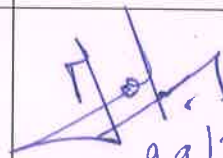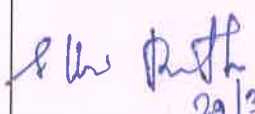
Sem. VI   **Hours/Week: 4**
17USS630210   **Credits :   4**

PRINCIPLES OF MOBILE COMPUTING

Course Outcomes

1) Understand the concepts of mobile computing.
2) know the Evolutions of mobile computing
3) know the Mobile IP Address communication
4) Learn the technologies for developing applications on mobile platforms.
5) Create applications for smart devices using android.
6) Understand UI - components, layouts, event handling, and screen orientation.

Unit – I:

Wireless Networks – Emerging Technologies – Blue tooth, WiFi, WiMAX, 3G, 4G, WATM – Mobile IP Protocols – WAP Push Architecture. WML Scripts and Applications - Mobile Computing Environment – Functions – Architecture – Design Considerations, Content Architecture – CC/PP Exchange Protocol, Context Manager.

Unit – II:

Global System for Mobile Communication (GSM) – General Packet Radio Service (GPRS) – Universal Mobile Telecommunication System (UMTS). Software Development Kit: iOS, Android, BlackBerry, Windows Phone.

Unit – III:

Introducing the Android Software Development Platform: Understanding Java SE and Dalvik - The Directory Structure - Common Default Resources Folders- The Values Folder- Leveraging Android XML- Screen Sizes- Desktop Clocks- Using Android Application Resources- Launching Application: The AndroidManifest.xml File - Creating First Android Application- Running the App- Adding an Application Icon- Adding Transparency.

Unit – IV:

Screen Layout Design- Android View Hierarchies- Nesting Views- Defining Screen Layouts- Editing the main.xml File- Using Relative Layouts- Sliding Drawers- Using Padding and Margins with Views and Layouts.

Unit – V:

UI Design: Buttons,Menus, and Dialogs: Using Common UI Elements- Adding an Image Button to Your Layout- Defining Multistate Image Button Graphics in XML - Editing the main.xml File- Replacing the Default Background- Adding a Text to Your Layout - Adding an Image- Using Menus in Android- Creating the Menu Structure with XML- Running the Application in the Android Emulator- Making the Menu Work- Adding Dialogs.

Book (s) for Study

1. Ivan stojmenovic, Hand book of Wireless Networks and Mobile computing, John wiley & sons Inc, Canada, 2002. Unit I

2. Uwe Hansmann, Lothar Merk, Martin S. Nicklons and Thomas Stober, "Principles of Mobile Computing", Springer, 2003.
3. William. C.Y. Lee, "Mobile Cellular Telecommunications-Analog and Digital Systems", Second Edition, Tata Mc Graw Hill Edition ,2006
4. Asoke K Taukder, Roopa R Yavagal, Mobile Computing, Tata McGraw Hill Pub Co., New Delhi, 2005. Unit II
5. Wallace Jackson, "Android Apps for Absolute Beginners", A press, Copyright © 2011 by Wallace Jackson, ISBN-13 (pbk): 978-1-4302-3446-3,ISBN-13 (electronic): 978-1-4302-3447-0, Unit III – Chapter 4, Unit IV – Chapter 6 & Unit V – Chapter 7.

Book(s) for Reference

Dave Smith and Jeff Friesen, "Android Recipes: A Problem – Solution Approach" , Rakmo Press (P) Ltd, New Delhi, 2011
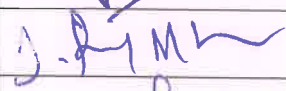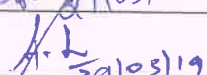
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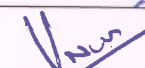
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B. VOC. – SOFTWARE DEVELOPMENT & SYSTEM ADMINISTRATION

HELD ON 29.03.2019

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