

SRI C ACHUTHA MENON GOVERNMENT COLLEGE, THRISSUR

(RE-ACCREDITED BY NAAC with 'B+' GRADE)



Student Capability Enhancement Programme

2023-2024

Add on / Certificate Courses

PROSPECTUS

2023-24

A. Add on/ Certificate Courses for the First Semester UG Students

Sl. No	Name of the Department	Sl. No	Name of the Course	Course Code	Course Coordinator	Department Coordinator
1	Commerce and Management Studies	1	Public Speaking and Communication	AC23-CMS-01-PSC	Smt. Suchithra P P	Smt. Manju K V
		2	Entrepreneurship Development	AC23-CMS-02-ED	Dr Ajitharani Unnikrishnan	
2	Computer Science	3	Introduction to Office Automation	AC23-CS-01-OA	Smt. Asha P	Sri. Kumaresan K
3	Mathematics with Data Science	4	Basic Course in Mathematics	AC23-MAT-01-BCM	Sri Naveen V V	Dr Sujesh A S
4	Economics	5	Tourism: Principles and Practices	AC23-ECO-01-TP	Smt Sangeetha P G	Dr Smitha R
5	History	6	Basic Course in Law and Human Rights	AC23-HIS-01-LHR	Smt Saritha Sivadas	Smt. Saritha Sivadas
6	English	7	Fundamentals of Film Making	AC23-ENG-01-FLM	Smt. Razeena P R	Smt. Razeena P R
7	Political Science	8	Introduction to the Constitution of India	AC23-PS-01-CI	Sri. Ranjithkumar K C	Sri. Ranjithkumar K C
8	Physical Education	9	Fitness Management	AC23-PE-01-FM	Sri Vipin A U	Sri. Vipin A U
9	Statistics	10	Basics of Data Analysis using Excel	AC23-STS-01-DAX	Dr Unnikrishnan T	Smt. Flowery Francis

B. Add on/ Certificate Courses for the Third Semester UG Students

Sl. No	Name of the Department	Sl. No	Name of the Course	Course Code	Name of the Course Coordinator	Name of the Department Coordinator
1	Commerce and Management Studies	1	Basic Accounting through Tally	AC23-CMS-04-AC	Sri. Santhosh V C	Smt. Manju K V
		2	Artificial Intelligence for Commerce	AC23-CMS-05-AI	Dr. Anand K	
2	Psychology	3	Comprehensive Course on Sexuality	AC23-PSY-01-CX	Dr. Mahesh M M	Smt. Soumya Mohan C
3	Mathematics with Data Science	4	Vedic Mathematics for Quick Calculations	AC23-MAT-02-VM	Dr. Unnikrishnan T	Dr. Sujesh A S
4	English	5	Basic Course in Theatre and Performance Arts	AC23-ENG-02-TPA	Smt. Razeena P R	Smt. Razeena P R

C. Certificate Courses for the Fifth Semester BBA/B Com Students

Sl. No	Name of the Department	Sl. No	Name of the Course	Course Code	Name of the Course Coordinator	Name of the Department Coordinator
1	Commerce and Management Studies	1	Preparatory Course for GST Practitioner	AC23-CMS-03-GST	Smt. Liji V P	Smt. Manju K V

Rules and Regulations

1. All the first semester UG students should enrol for one Add on/ Certificate course.
2. Enrolment is optional for the Third semester UG students.
3. GST Practitioner Course is only for the Fifth Semester BBA/B Com Students.
4. Students shall submit their preferences to the Add on/ Certificate courses (minimum 5 preferences) in the prescribed application form to the **Department Coordinator** of their respective departments.
5. The list of students and the course allotted to them will be published on the college notice board, and the selected students must report to the **Department Coordinator of the course allotted to them** and take admission to the course.
6. The duration of the course is 30 hrs. Students are to attend all the classes. 75% of attendance is mandatory to appear for the examination at the end of the course. Only those students who get 'C' grade or above in the examination are eligible for the certificate at the end of the course.
7. All eligible students will be awarded certificates with their respective grades.

The last date for the submission of application to the Department Coordinator is 2 pm on 29 September 2023. The list of the selected students for all the courses will be published in the first week of October 2023 and the courses will begin immediately after that.

Coordinator

Principal

Sri C Achutha Menon Government College, Thrissur

Add on / Certificate Courses: 2023 – 2024

Application Form*

1. Name of the Applicant (in block letters) :
2. Department :
3. Admission No. :
4. Class :
5. Mobile No (WhatsApp) and email-id :
6. Preference for the courses :

Options	Name of the Course	Course Code	Name of the Course Coordinator
1			
2			
3			
4			
5			

7. Marks Obtained for the +2 Examination :

(A copy of the mark list should be attached)

8. Total Marks/ Out of : ----/----
9. Percentage of Marks :

Place :

Signature :

Date :

Name :

*Application form should be submitted to the **Department Coordinator** of the applicant.

For Office Use only

Name and Code of the Course allotted: