

ST. CYRIL'S COLLEGE
ADDOOR
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ST. CYRIL'S COLLEGE, ADDOOR

1.2.2 & 1.2.3
Syllabus of Certificate Course

ST. CYRIL'S COLLEGE, ADOOR

Affiliated to University of Kerala

DIPLOMA IN ENVIRONMENTAL SAFETY

Offered by

DEPARTMENT OF CHEMISTRY

ST. CYRIL'S COLLEGE, ADOOR

2023-2024

Course Coordinator:

Dr. Runcy Wilson (HOD)

Contact no.: 9946260113

ENVIRONMENTAL SAFETY

Objectives:

To instruct and inspire students in preserving and enhancing the quality of environment as well as avoiding and reducing pollution.

Develop a positive attitude to solve the environmental problem concerning the principles of sustainable development.

Analyse the hazardous waste with its management.

UNIT-I

Scope and Importance; need for public awareness about our environment; Economic and social security; Environmental impact assessment (EIA) — purpose, procedure and benefits of EIA; Biodiversity and its conservation; Sustainable development. Global environmental issues - GreenHouse Effect, Global Warming, Urbanization, Acid Rain, Ozone Layer Depletion, Nuclear Accidents.

UNIT- II

Environmental pollution — causes, effects and control measures of air pollution, water pollution, soil pollution, marine pollution, noise pollution and nuclear hazards, Solid waste management-urban and industrial waste- causes, effects and control measures, population explosion.

UNIT-III

Renewable and non-renewable natural resources — Forest resource, Water resource, Mineral wealth / resource, Food resource, Energy resources, Growing energy needs, renewable and non-renewable energy sources, Use of alternate energy sources, Land resource and land degradation, Role of an individual in conservation of natural resources, equitable use of resources for sustainable life styles.

UNIT-IV

Role of Government in environment protection, legal aspects of environment protection, NGO initialization, National Committee on environmental Planning (NCP), Environmental Appraisal Committee (EAC), central and state boards for prevention and control of pollution, goals of environment impact policy, Disaster management floods, earth quake, cyclone, landslides, role of individual in prevention of pollution.

UNIT V

General laboratory safety rules, Safety policies, First aid, Use of fire safety, Use of laboratory hood, Safe Handling of Hazardous Chemicals, Rules for handling chemicals, Essential practices for handling hazardous chemicals, Laboratory waste management, Storage and labeling of chemicals, Storage of Explosive and reactive hazardous chemicals, Transportation of hazardous chemicals.

UNIT VI

Ethics of environmental conservation: Need for conservation and concept of sustainable development. Industrial Emissions Liquids and gasses; pollution caused by various chemical industries and its overall effect on quality of human life and the environment, Environmental Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act

References:

1. Benny Joseph (2005) Environmental Studies — Tata Mc Graw Hill - Publishers.
2. Rao CS (2006) - Environmental Pollution Control — New Age International Pvt. Ltd Publishers.
3. Manjunath D..L (2007) - Environmental Studies - Pearson Education Publishers.
4. Yaji R.K (2006) - Text Book of Environmental Studies - United Publishers.
5. Centre for Environmental Education (1990) - Essential learning's in Environmental education.
6. Venugopal Rao P (2006) - Principles of Environmental Science and Engineering — Prentice Hall.
7. Fundamentals of Environmental Pollution, Krishnan Khannan, S. Chand and Company Ltd.,1994. 3.
8. Environmental Pollution Control, C.S.Rao, Wiley Eastern Ltd.,1993
9. Environmental Chemistry by B. K. Sharma S. H. Kaur Goel Publishing House, Meerut




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ST. CYRILS COLLEGE
ADOOR



ST.CYRIL'S COLLEGE

ADDOOR, PATHANAMTHITTA

Aided College - Affiliated to University of Kerala



CERTIFICATE COURSE IN BUSINESS COMMUNICATIONS

30

Hours

**November to
March**

**1-2 Hours
per week**

Benefits:

- Develop communication skills
- Team collaboration & professionalism
- Assist in preparing for interviews

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE

ST.CYRIL'S COLLEGE, ADOOR

Cyril's Mount ,Vadakkadathucavu P.O .691526,Adoor,Kerala

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CERTIFICATE IN BUSINESS COMMUNICATION SYLLABUS

MODULE I

Communication- Meaning- Definition- Features- Objectives- process- classification – principles of effective communication- Importance of communication in management .

MODULE II

Body Language-Non-Verbal Communication-Types of Body Language-Functions of Body Language-Role of Body Language-Proxemics-Art of Good Communication

MODULE III

Team Behaviour-Types of Teams-Team Roles and Behaviour-virtual teams-how to build an effective team-role and role set-group conflict- Group Discussion

MODULE IV

Interview Preparation-Introduction-Resume Writing-Dress Code-Mock Interview-How to be Successful in an Interview

MODULE V

External communication-Corporate identity and branding-Communication in social media and online marketing-Communication with stakeholders



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ADOOR



**PG DEPARTMENT OF ENGLISH
ST CYRIL'S COLLEGE, ADOOR
CERTIFICATE COURSE 2023-2024
ENHANCE YOUR ENGLISH LANGUAGE SKILLS
DURATION: 30 HRS**

FROM 4 JANUARY 2024 TO 15 FEBRUARY 2024

**Ensure your seats and better your
communication skills.**

**For queries contact
Ms Sowmya Mary Thomas
Coordinator
9446555338**

PG Department of English

St Cyril's College Adoor

Capability Enhancement Programme for Developing Communication Skills

SCCEN01 - Enhance Your English Language Skills

No of Instructional Hours: 30 hrs

Objectives

1. Enable learners to get a better understanding of the basics of communication
2. Equip them with the grammatical structures that can enhance communication skills
3. To better the pronunciation and accent of the students
4. Enable them to speak sentences without errors
5. Create an awareness about the development of English

Course Outcome

CO1 – Gains working knowledge of English

CO2 – Learns English for daily use

CO3- Acquires soft skills that harmonize with communication skills like preparation for interview

Unit 1 – Communication - Understanding Basic Grammatical Structures

What is communication – Verbal and Non-verbal Communication

Grammar: Gender Agreement, Number Agreement, Subject-Verb Agreement, Use of Articles and Tenses

Unit 2 – Listening and Speaking

Listening Skills – Characteristics – Active Listening – Passive Listening – Casual Listening – Note-taking – Listening for Cues – Listening for giving a response – Methods for improving listening skills

Practicals : Listening Exercises

Speaking Skills - Improving speaking skills – Strategies for clear and confident speaking – Initiating conversations – summarising key points – expressing gratitude – daily conversations – responding to queries and providing a feedback

Practicals – Role-playing, Speech practice

Unit 3 – Reading and Writing

Reading - Techniques for efficient reading – Skimming and Scanning – Critical analysis

Writing Skills – Structuring writing – writing blogs – creative writing – academic writing
Preparing CVs

Practicals – Starting a blog. Writing poems and stories

Unit 4 – Confident Communication

Phonetics- vowels and consonants – improving pronunciation – accent – intonation – commonly mispronounced words - Social Communication and Digital communication

References

Basic Communication Skills (book with CD). P. Kiranmai Dutt and Geetha Rajeevan. Foundation Books, CUP, 2011

Communication for Business: A Practical Approach (4th Edition). Shirley Taylor. Pearson Education, 2006

A Dictionary of Contemporary English (New Edition with DVD ROM). Pearson Longman, 2009.

Allen, French. Techniques in Teaching Vocabulary. Cambridge UP. 1983

Bakshi, Raj N. A Course in English Grammar. India: Orient Black Swan, 2000

Byrne, Donn. Teaching Oral English. Longman, 1976.

Grellet, F. Developing Reading Skills. Cambridge UP. 1981

Online Sources

Purdue Online Writing Lab (OWL): <https://owl.purdue.edu/> British Council Learn English: <https://learnenglish.britishcouncil.org/> TED Talks: <https://www.ted.com/> Oxford Free English Lessons: Free English Lessons - Oxford Online English

ST. CYRIL'S COLLEGE, ADOOR
Affiliated to University of Kerala

DIPLOMA IN
AIRPORT MANAGEMENT
AND GROUND HANDLING

Offered by
PG DEPARTMENT OF ENGLISH
ST. CYRIL'S COLLEGE, ADOOR
2023-2024

Course Coordinator:
Sowmya Mary Thomas
Contact no.: 9446555338

AIRPORT MANAGEMENT

MODULE 1

BASIC AVIATION STUDIES

- Phonetic Alphabets
- Passenger Identification Codes
- Seat Codes for Special Meals
- Abbreviations
- Indian Airport Codes
- Domestic Airline Codes
- International Airline Codes

1. Phonetic Alphabets

The use of phonetic alphabets, such as the ICAO (International Civil Aviation Organization) or NATO phonetic alphabet, is crucial in aviation for precise communication during radio transmissions. In flight operations, clarity is paramount, and the phonetic alphabet ensures that letters are pronounced distinctly to avoid confusion. The ICAO phonetic alphabet, also known as the NATO phonetic alphabet, assigns specific words to each letter in alphabetical order. For example, "A" is denoted as "Alfa," "B" as "Bravo," and so forth. This standardized system facilitates clear and unambiguous communication, particularly in critical situations like air traffic control or pilot-to-pilot interactions. The 26 code words in the alphabet, from Alfa to Zulu, streamline information exchange and spelling out words, contributing to the overall safety and efficiency of aviation operations.

MODULE 2: UNDERSTANDING THE AIRPORT

- The Importance of Air Transportation Industry
- The Need of Air Transportation
- History of Aviation and Airports
- Technological Advancement -Overview
- Protection of Environment

AIRPORT DEFINITION, FUNCTION, CUSTOMERS AND PARTNER

- What is an airport?
- Customers
- Operating Partners
- Off-Site Associated Partners
- Airport Management and Operation
- Ownership and Operation
- Airport Management as a Career

1.The Importance of Air Transportation Industry

The air transportation industry plays a crucial and multifaceted role in the global economy, connecting people and goods across vast distances.

Key aspects highlighting the importance of the air transportation industry:

1. **Global Connectivity:** Air travel provides rapid and efficient connections between cities and countries, fostering global business, trade, and tourism. It enables individuals and businesses to access markets, resources, and opportunities worldwide.
2. **Economic Impact:** The aviation industry contributes significantly to the economy through direct and indirect means. It generates employment, stimulates economic growth, and supports related sectors such as tourism, hospitality, and manufacturing.
3. **Trade and Commerce:** Air cargo services facilitate the swift transportation of goods, including perishable items and time-sensitive materials. This is vital for international trade, allowing businesses to meet market demands quickly and efficiently.

Dr. SUSAN ALEXANDER
Asst Prof. & Head
PG Dept of English
St Cyril's College
Adoor



ST. CYRIL'S COLLEGE, ADOOR

Affiliated to University of Kerala

DIPLOMA IN TRAVEL AND TOURISM

Offered by

DEPARTMENT OF HISTORY
ST. CYRIL'S COLLEGE, ADOOR

2023-2024

Course Coordinator:

Dr. O.C. Promod

Contact no.: 9446071421

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 Head
 Department of Physical Education
 St. Cyril's College, A
 Pathanamthitta Dist. Pin

ST. CYRIL'S COLLEGE, ADOOR

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CERTIFICATE COURSE ON

**NUMISMATICS AND
PHILATELY**

Offered by

DEPARTMENT OF HISTORY
ST. CYRIL'S COLLEGE, ADOOR

2023-2024

Course Coordinator:

Dr. O.C. Promod

Contact no.: 9446071421

Syllabus for Certificate Course in Numismatics & Philately

Code No. : N&P 2016
Total Hours : 40

Module No. 1 (5 Hours)
Introduction to Numismatics- Definition- Types of coins- Coins as a Primary Data source material to the History researchers- Scope of study

Module No.2 (4 Hours)
Coin and metal Analysis - Cataloguing coins in Museums

Module No.3 (5 Hours)
Techniques of minting coins-Different coins of Travancore- Identifying coins prevailed in different countries

Module No.4 (5 Hours)
Introduction to Philately - History of Postal stamps and need of philately - Different type of postal stamps and other stamps

Module No. 5 (6 Hours)
How to detach used stamps from envelopes- Scientific Cataloguing of stamps in Museums and Personal collection- Identifying different stamps.

Module No. 6 (4 Hours)
Professional values and scope of Numismatics & Philately- Numismatics & Philately clubs and Associations

Module No. 7 (5 Hours)
Seeing the old stamp album collection & Coins

Module No. 8 (6 Hours)
Pasting of Stamps on Albums – Practical based awareness class- Arrangement of coins

Objectives of the course:

1. To **understand** the basic concept of Numismatics & Philately
2. **Understands** the relevance for the collection of stamps and coins
3. **Recollects** the old coins prevailed in India and abroad
4. To develop the **psycho-motor skill** to collect coins and stamps in the past and present
5. To **analyze** different coins in different countries in the past and present
6. **Evaluate** the value of old coins in the present context.


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Department of History
St. Cyril's College, Adoor
Pathanamthitta Dist. Pin: 691 528

ST. CYRIL'S COLLEGE, ADOOR
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CERTIFICATE COURSE IN
THEORY AND TECHNOLOGY OF
DYE SENSITIZED SOLAR CELLS

Offered by
DEPARTMENT OF PHYSICS
ST. CYRIL'S COLLEGE, ADOOR
2023-2024

Course Coordinator:

DR. ANOOP CHANDRAN

Contact no.: 9447802968



Course Title: Theory and technology of Dye Sensitized Solar Cells

Course Code: SCCPHY001

Course Objectives:

The course will introduce students to dye sensitized solar cells and energy conversion in them. The course also familiarize students with the advantages and disadvantages of present DSSC technology. The students will get hands-on experience to fabrication and characterization of solar cells.

	Modules	Contact hours
1.	Module I Introduction <ul style="list-style-type: none"> Dye-Sensitized Solar Cells (dsscs) as a component of different solar cell technologies Application of organic dyes to generate electricity from light Advantages of dsscs Limitations of dsscs 	7
2.	Module II Working principle <ul style="list-style-type: none"> Working principle of dsscs Theoretical issues of dye cell operation including light absorption Charge separation, charge transport Recombination and interfacial kinetics 	7
3.	Module III Fabrication procedures for DSSCs <ul style="list-style-type: none"> Components of dsscs including electrodes, dyes, electrolytes, catalysts etc. General fabrication procedure 	7
4.	Module IV Efficiency of DSSCs <ul style="list-style-type: none"> Performance of dye sensitized solar cells, Their energy conversion efficiency Long term stability 	7



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Prateek Sharma

5. Module V DSSC design and characterization (Lab)

7

- Synthesis of DSSC
- Characterization of DSSC

udent Learning Outcomes:

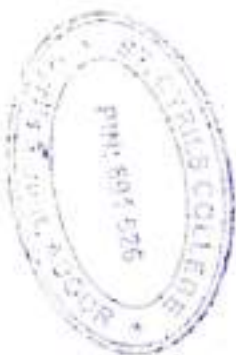
- To explain basic theory of solar cells
- To explain the principle of operation of DSSCs
- To design and develop a DSSC

Assessment / Examination Scheme:

Theory LT (%)	Lab/Practical/Studio (%)	Total
50%	50%	100

References:

1. Hara, K. & Arakawa, H. (2003). Dye-sensitized Solar Cells, In: Handbook of Photovoltaic Science and Engineering. A. Luque and S. Hegedus, (Ed.), Chapter 15, pp. 663-700, John Wiley & Sons, Ltd, ISBN: 0-471-49196-9.
2. Green, M. A., 1982, Solar Cells, Operating Principles, Technology, and System Applications, Englewood Cliffs, N.J., Prentice-Hall, Inc., 276 s., ISBN 0-13-822270-3.
3. M. Grätzel, "Dye-Sensitized Solar Cells," J Photochem. Photobiol. C - Photochem. Rev. 4, 145 (2003). References: NA



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DEPARTMENT OF ECONOMICS



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ADOOR, PATHANAMTHITTA

**DEPARTMENT OF
ECONOMICS ONLINE
CERTIFICATE COURSE
ON**

**BUDGET STUDIES
2023-2024**



DEPARTMENT OF ECONOMICS

St. Cyril's College, Adoor

Cyril's Mount, Vadakkadathukavu P.O. 691526, Adoor, Kerala
cyrillaneconomics@gmail.com

CERTIFICATE COURSE ON BUDGET STUDIES

SYLLABUS

MODULE - I

Budget-evolution- Concept- Significance and Characteristics- Definition- Features

MODULE - II

Classification of budget- Revenue and capital accounts Budgetary deficits and its implications

MODULE - III

Budgetary process- Technique of budgeting – consolidated funds of India- contingency Funds of India-Taxation policy and budget.

MODULE - IV

Fiscal policy- Objectives-fiscal deficit- deficit financing-Political Economy of budget



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ST. CYRILS COLLEGE
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DIPLOMA IN ACCOUNTING AND AUDITING

SYLLABUS

AUDITING.

Module 1:

Introduction Meaning and Definition of Auditing-Objectives of Auditing-Accounting Ethics and Auditing-Auditing and Assurance Standards-Concept of Auditor's Independence-Audit Evidence-Concept of Materiality-Concept of True and Fair view-Types of Audit-Statutory Audit- Internal Audit- Continuous Audit- Final Audit-Cost Audit- Management Audit-Tax Audit-Government Audit-Performance Audit- Social Audit.

Module 2:

Audit Process, Documentation and Internal Check - Preparation before audit- Audit Programme-Audit Process-Audit Note Book-Audit Working Papers-Audit Files- Internal Control- Internal Check-Duties of an auditor in connection with internal check as regards cash transactions, purchases, sales, wages and stores.

Module 3:

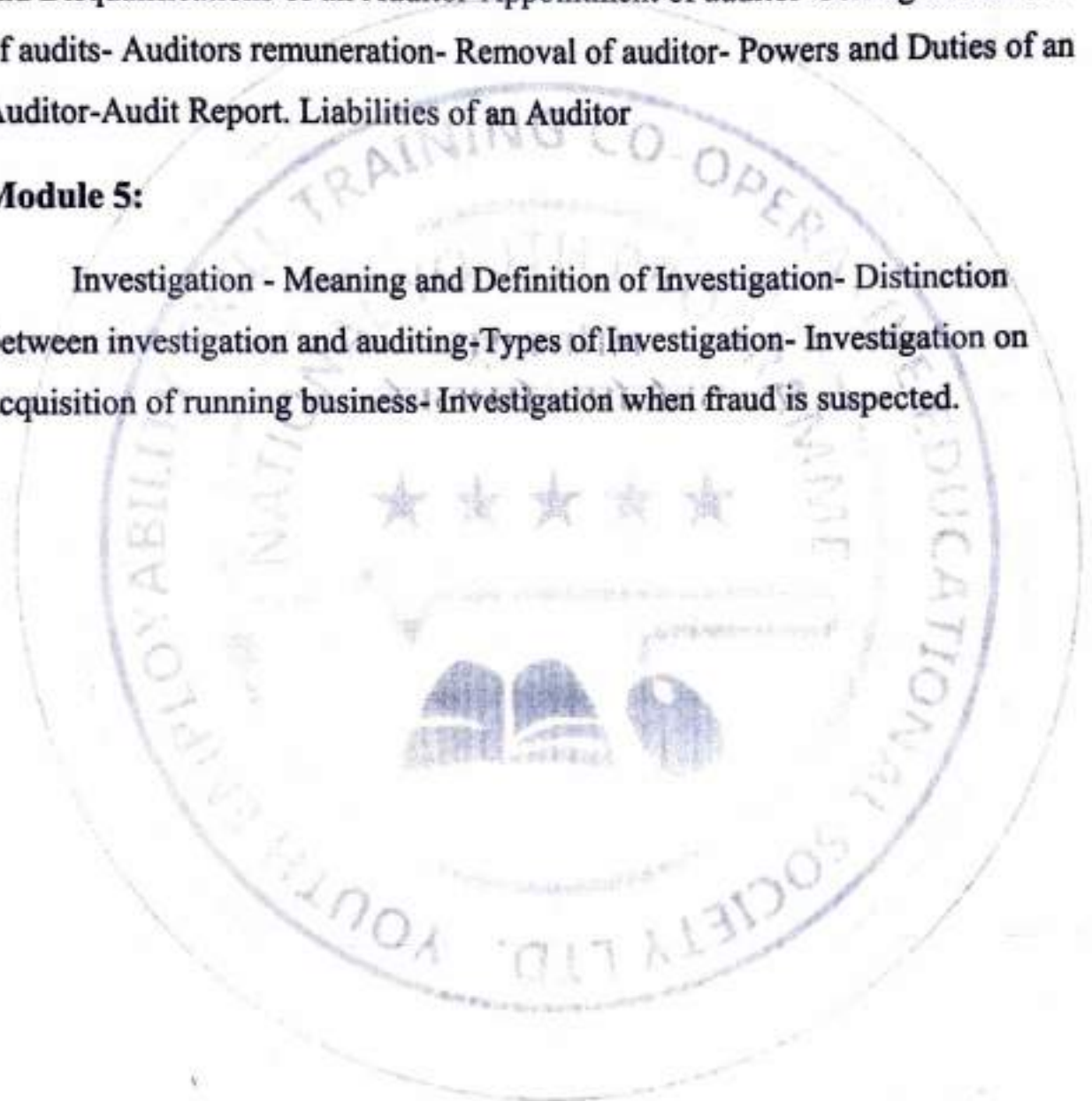
Vouching and Verification - Vouching - meaning and importance-Requirements of a voucher Verification-meaning-Difference between vouching and verification- general principles for verifying assets-Valuation of assets-Difference between verification and Valuation- Verification of Liabilities-General Considerations while verifying liabilities

Module 4:

Audit of Limited Companies & Liabilities of an auditor - Qualifications and Disqualifications of an Auditor-Appointment of auditor-Ceiling on number of audits- Auditors remuneration- Removal of auditor- Powers and Duties of an Auditor-Audit Report. Liabilities of an Auditor

Module 5:

Investigation - Meaning and Definition of Investigation- Distinction between investigation and auditing-Types of Investigation- Investigation on acquisition of running business- Investigation when fraud is suspected.



ACCOUNTING.

Module.1

Introduction to Accounting- Journalizing- posting- preparation of Trial Balance(Review only) Generally Accepted Accounting Principles- Indian Accounting Standards- Procedure for setting various Accounting Standards (Basic Concepts) Accounting errors- Meaning – Definition –Types –Detection and rectification of errors –Suspense Accounts.

Module.2

Depreciation Accounting- Meaning -Fixed and reducing balance with adjustments – Annuity method – Depreciation fund method – insurance policy method Revaluation method- Depletion unit method- Machine hour rate method- Mileage method- Sum of year's digits method- Preparation of Accounts for sole trader- (with advanced adjustments)

Module .3

Sectional and Self Balancing Ledgers- Introduction – The Three Ledges- Sectional Ledgers- Total Debtors Account- Total Creditors Account- Self Balancing Ledgers- Scheme of entries- Transfers from one ledger to another ledger- contra balances in ledgers. Distinction between Self balancing and Sectional balancing system- Advantages and disadvantages of Sectional and Self balancing ledgers.

Module .4

Accounts of Hire Purchase and Instalment purchase system- Meaning – difference between Hire Purchase and Instalment- Accounting enties in the books of purchaser and vendor- Default in payment- Complete and partial repossession – Instalment system – Entries in the books purchaser and seller

Module. 5

Voyage, Packages and containers accounts –Voyage Accounts Meaning- Advantages- Preparation of voyage accounts- Voyage in progress – Accounting for packages and containers –Accounting treatment –Containers trading account- Containers provision account.



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