



CRITERIA-1
1. CURRICULAR ASPECTS

1.2.1: Certificate Courses: Brochures, Syllabus and Outcomes.

2019-20

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قسم اللغة العربية وآدابها
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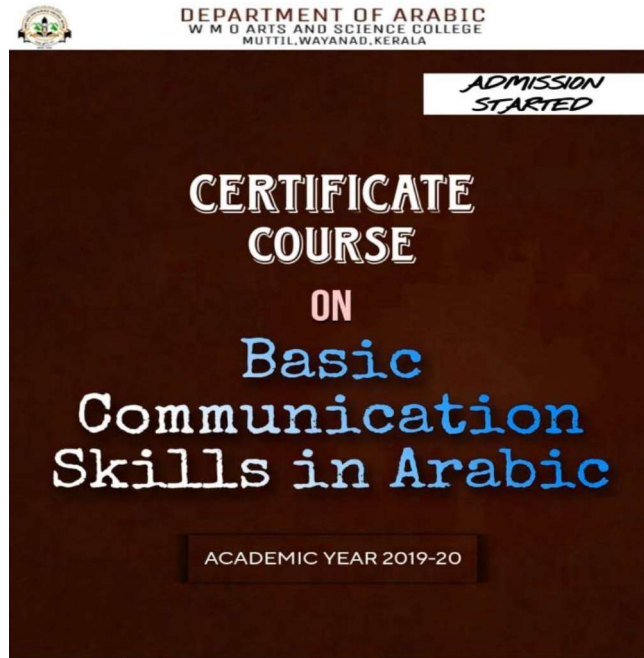
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Details of Certificate Course- 2019-20

(Basic Communication Skills in Arabic)

1. Brochure





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2. Syllabus

Department of Arabic
W.M.O. Arts & Science College
Muttil, Wayanad, Kerala

Syllabus of

Certificate Course

Course Name:

Basic Communication Skills in Arabic

Academic Year: **2019 -2020**



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Introduction

Arabic language is one of the most popular language worldwide, Arabic language is quite attractive that people love to learn it and this is one of the reasons that it became very popular language in the world. Arabic language is comparatively much easier to learn. Arabic ranks at sixth position in the world's league table of languages along with 186 million native speakers. Learning of Arabic language opens up many employment avenues and possibilities in several different industries such as oil, travel & Tourism, Finance, Banking, Teaching, industrial Collaborations, Hospitality Management, Information Technology, Court Affairs, Emigration, translation & interpretation fields.

This course designed to Introduce Modern Standard Arabic Language to beginners and non-Arabic learners and to acquire them the Fundamental Communication Skills of Reading, Writing, Listening and Writing. The course has introduced a flexible system of certificate programme. The authority has given consent to offer good facilities to run this course.

Objectives

- ❖ To Understand the elementary Components of Arabic Language
- ❖ To acquire Basic Knowledge in Communicative Arabic
- ❖ To get acquaint with the Colloquial usages of Modern Arabic
- ❖ enhance non-Arabic learners

Course Duration: 30 hours

Course Outline



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Module-I: Basics of Arabic Language

Arabic Alphabets – History of Arabic Language – Components of Arabic Language – Basic Patterns of Structure and Vocabulary of Arabic Language

Module-II: Basic Usages in Arabic Language

Terminology and Modern Arabic Usages for Various Occasions – Cardinal and Ordinal Numbers, Days and Month, Date and Time – Common Adjectives – Useful Verbs – Common Phrases and Expressions – Common Terms in the Field of Commerce, Business, Tourism, Science & Technology, Medicine and Journalism

Module -III: Basic Skills in Communicative Arabic

Versatile Occasions: Greetings, At the Airport, in the Hotel, in the College, in the Office, At a walk-in- Interview, on the telephone, in the Bank, At the Hospital, In the Market

Module -IV: Basic Skills in Written Arabic

An Introduction to Written Arabic: Fundamental Arabic Structure and Usages in Written Arabic

Asil Kalathingal
Course Coordinator

Dr. Najmuddeen. P
HoD



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Details of Certificate Course- 2019-20

(Translation in Arabic)

1. Brochure





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2. Syllabus

Department of Arabic
WMO Arts & Science College
Muttil, Wayanad, Kerala

Syllabus of

Certificate Course

Course Name:

ARABIC TRANSLATION

Academic Year:2019-20



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This course designed to ensure that, graduates who pass out after completing this course would have knowledge, skills and aptitude for gainful employment in translation Fields, the wage sector in Arabian Gulf countries and for self-employment. As Arabic is an International language, the non-Arabic learning students can also take benefit from this course. The course has introduced a flexible system of certificate programme; which run parallel to the conventional B.A., B. Com and B.Sc. degrees. The authority has given consent to offer good facilities to run this course.

Objectives

- ❖ To Improve Translation skills
- ❖ To introduce Arabic language to non-Arabic students
- ❖ To introduce career and market-oriented, skill enhancing capacity in the field of competitive IT world.



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- ❖ To introduce the basic knowledge on translation from Arabic to English and vice versa
- ❖ This course has utility for job, self-employment and empowerment of the students.

Course Outline

MODULE -I

Unit- I

Introduction of Translation, Translation and Its Definition, Types of Translation, Problems of Translation

Unit-II

Practical Approach, Common Words, Phrases and Usages, Types of Sentence

Unit-III

Advanced Translation, Normal Translation, Legal Translation, Business Translation

Unit-IV

Communication Skill in Arabic, Correspondence, Greetings and Wishes, SMS and E- mail, News Reports

MODULE-II

Unit-I

Common Terms and Expressions

Unit-II

Commercial and Business Terms

Unit-III

Political and Economic Terms



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Unit-IV

Health and Sports Terms

MODULE-III

Unit-I

Common Technics and Strategies in Translation

Unit-II

Model of Various Certificates Translation

Unit-III

Model of Legal Documents Translation

Unit-IV

Model of Literary Translation

Dr. Muhammed Sayeed MK

Course Coordinator

Dr. Najmuddeen. P

HoD



CERTIFICATE

COURSE IN GOODS & SERVICE TAX

ELIGIBILITY

FINAL YEAR B.COM STUDENTS

ADMISSION PROCEDURE

Interested students has to apply offline via Department

CERTIFICATION

The candidates successfully completing the Course shall be awarded a Certificate in the appropriate form by SSi

COURSE DURATION

30 HOURS

EXAMINATION ASSESSMENT

Offline practical examination in campus

STUDY MATERIAL

The candidates after registration shall be provided study material in soft copy.

The course gives a comprehensive insight about principles of GST as well as other nuances of the indirect tax regime. It enables the candidate to gain an understanding of GST concept and its implementation and apprise them about the current developments with respect to GST.

ROLE OF CS IN GST ERA:

- Representation services
- GST compliance in Employment
- GST Practitioner

DATE:
05/10/2019



FOR MORE DETAILS CONTACT: PRAVEEN MATTEW
9947115642

BCOMCA83@GMAIL.COM

GST

Course Syllabus and Details

Hours:

25 (On attending the Classes) + 5 (After Appear in Assessment Test). Structured CPE Hours are given to members.

Course Coverage

Definition and Concept under GST, Levy, Time of Supply, Place of Supply, Input Tax Credit, Transitional issues, Valuation, Registration, Returns, Payment, Refund, Assessment, Offences, Penalties, Advance Ruling.

Constitution of India (Provision related to GST) & Important Legal Maxims. Important judgements relating to the constitutional validity of levy provisions. Discussion on the definition of goods, service, Business, composite and mixed supply, Continuous Supply, taxable supply and non-taxable supply, supplier and recipient, exempt supply and zero-rated supply, NIL-rated supplies, consideration and non-monetary consideration.

Levy of CGST & IGST (Levy residing in two states - CGST and SGST and working simultaneously (replace SGST with UTGST to show parallel))- Section 9 of CGST & Section 5 of IGST Act.

Purpose of time of supply with reference to the previous discussion on levy of GST and focus attention to Time of supply of goods.

Classification under HSN covering: Rules of Interpretation (ROI) from Customs Tariff Act (also based on HSN).

Classification of SAC covering: Relying upon HSN discussion, highlight common understanding not aligned to SAC codes such as works contract, printing, tailoring, etc.

Input tax credit with specific arrangement in following order: ITC scheme - Eligible-available-availed-allowed-utilized of credit Ingredients in section 16.

E- Way Bill procedure its applicability & its State Empowerment.

Maintenance of Records & Books Type of electronic ledgers, Invoice, Credit note and debit notes, Accounts and period of retention of account with reference to Inter-State credit note in B2C and B2B supplies Debit note and supplementary invoice reference Invoicing for GST and revenue recognition Key considerations in the maintenance of books of accounts at entity-level and for each GSTIN. Tax invoice, credit & debit Rule no. 46 to 55.Ø Accounts & Records Rules no 56 to 59. Account maintenance location-wise, trial balance GST-wise Updating information on GSTN and validation - manual or use of accounting software integrated to GSTN by GST Suvidha Providers.



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DEPARTMENT OF CHEMISTRY

Join the Course for Chemistry's
Service to Humanity: Acquire
the Skills of Detergents and Hand
Sanitizer Making!

STARTING FROM JANUARY 2020

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CERTIFICATE COURSE

 dwmochemistry@gmail.com



WMO ARTS AND SCIENCE COLLEGE, MUTTIL

DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE ON

DETERGENTS AND HAND SANITIZER MAKING

Academic year: 2019-20

No. of Hours: 30

Course Co-ordinator: Dr. Thomas Thevara

Course Objectives

The objective of this certificate course is to provide students with an overview of the role of chemistry in society, manufacturing processes of soap, detergents, hand wash, and hand sanitizers, introduction to pharmaceutical chemistry, and analytical chemistry. Students will gain an understanding of the scientific principles behind these processes, and the importance of sustainability and quality control in manufacturing and analysis.

Syllabus

Module 1: Chemistry in Service of Humanity

Chemistry and society - Chemistry and sustainable development- Green chemistry and sustainability- Chemistry in energy and environment- Chemistry in health and medicine.

Module 2: Manufacture of Soaps, Detergents, Hand Wash, and Hand Sanitizer

Soap making chemistry and techniques-Types of soap: Hard soap, soft soap, transparent soap- Detergent chemistry and manufacturing processes-Hand wash and hand sanitizer chemistry and formulations- Quality control and analysis of soap, detergent, hand wash, and hand sanitizer.

Module 3: Introduction to Pharmaceutical Chemistry

Introduction to pharmacology and pharmaceutical chemistry-Drug discovery and development-Drug delivery systems and formulations-Pharmacokinetics and pharmacodynamics-Pharmaceutical analytical techniques.

Module 4: Analytical Chemistry in Service of Humanity

Analytical techniques for chemical analysis-Qualitative and quantitative analysis-Instrumental methods of analysis: Spectroscopy, chromatography, mass spectrometry- Quality assurance and quality control in chemical analysis-Applications of analytical chemistry in industry and research.

Course Outcome

- *Understand the role of chemistry in service of humanity*
- *Understand the manufacturing processes of soap, detergents, hand wash, and hand sanitizers*
- *Understand the principles of drug discovery and development, and pharmaceutical analytical techniques*
- *Analyze chemical samples using various analytical techniques*
- *Understand the importance of sustainability and quality control in chemical manufacturing and analysis.*



PG Department of Commerce
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PG DEPARTMENT OF COMMERCE

2019 - 2020

CERTIFICATE PROGRAMME

E- BANKING



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Certificate Programme 2019-2020

E-banking

Course Objective

To impart knowledge about how to apply the computer-oriented skills in practical banking system

Course Outcome

It provides a comprehensive knowledge about the practical aspects of banking system

SYLLABUS

Module I: Electronic banking: introduction-traditional Vs E-banking- meaning, definition of E-Banking, Nature- Need- Merits and Demerits and constraints in E banking (Hour: 7)

Module II: Modes of E-banking: electronic delivery channels-Automatic Teller Machine (ATM) at home- Electronic Fund transfer (EFT)-Electronic Money Transfer (EMT)- Financial Transaction Terminals (FTT) MICR and Cheque-use of mobile technology in Banking system –modes – Google Pay-Paytm-Phone pay-Crypto system (Hour:15)

Module III: E banking security-introduction- need for security- security concepts- findings on security – Attack- legislation for E banking (cyber laws) (Hour: 8)

WMO Arts & science College, Muttill
Department Of Computer Science
Certificate Course - 2019-20

Brochure



**Hardware assembling
and Software installation**

Contact :
9447846869

COURSE OBJECTIVE

1. Develop an understanding of the basic principles and concepts of computer hardware.
2. Identify and describe the function and purpose of different hardware components in a computer system.
3. Acquire practical skills in assembling and disassembling computer hardware components.
4. Learn proper handling techniques to prevent damage to sensitive components during assembly.
5. Understand safety precautions and best practices when working with computer hardware.

COURSE OUTCOME

1. Gain knowledge of troubleshooting techniques to diagnose and resolve common hardware issues.
2. Learn how to configure and set up a computer system after hardware assembly.
3. Understand the importance of compatibility and be able to identify compatible hardware components.
4. Develop skills in documenting the assembly process and creating assembly guides.
5. Enhance problem-solving abilities by applying critical thinking and logical reasoning in hardware-related scenarios.

SYLLABUS

1. Introduction about Computer

- 1.1. Basics of computer
- 1.2. Organization of computer.
- 1.3. Software and hardware.
- 1.4. Input/output devices.
2. Basic networking concepts,
 - 2.1 Network topologies:
 - 2.1.1 LAN, WAN, MAN, PAN, CAN.
 - 2.2 Networking Model
 - 2.2.1. The OSI model
 - 2.2.2. TCP/ IP Model
 - 2.3 Network adapters.
 - 2.4 Introducing protocols.
 - 2.5 Cabling and troubleshooting.
3. Introduction to various networking devices:
 - 3.1. Routers.
 - 3.2. Switches.
 - 3.3. Modems.
 - 3.4. Hubs etc.
 - 3.5. Wired and Wireless technology.
4. Inside the PC:
 - 4.1. Opening the PC and identification.
 - 4.2. Study of different blocks,
 - 4.3. Assembling and disassembling.
5. Network basic and configuration:
 - 5.1. Setting IP addresses,
 - 5.2. Sharing files and folders.
 - 5.3. Network troubleshooting.
 - 5.4. PING test, ipconfig etc.
6. Introduction to Operating Systems
 - 6.1. Types of Operating Systems
 - 6.1.1. Microsoft Window
 - 6.1.2. UNIX, Linux, Mac OS,



DEPARTMENT OF ELECTRONICS
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SYLLABUS FOR HOUSE WIRING TECHNIQUES

Academic Year:2019-20

Course coordinator: Abdul Rasheed

Estimated Duration: 30hrs.

Aim & Objective of the Course: To make understand the students on electrical wiring and house hold equipment's preliminary maintenance and precautions.

- Properties of popular conductors & Insulators.
- Voltage Current Power Energy concepts & relations.
- Basic principles of generation of electricity.
- Various Techniques of electrical energy Generation.
- Measuring Equipment's in the electrical Field in Brief Wireman safety and equipment safety
- Commercial Distribution of electric energy.
- Transformer, Electrical distribution methods brief ideas.
- Types of wiring in brief
- Wires and cables selection in house wiring.
- Load, watts , safety measures
- Simple drawing concepts on house wiring
- Boq preparation
- Main switch boards, sub switch boards ,
- Permissible load, MCB, MCCB ISOLATOR
- Conduits (Open and concealed) , and earthing ; need of earthing
- Earthing techniques and measurements
- Different kind of wiring connections, 1 way 2 way series parallel etc. and testing of wiring.
- Familiarisation of various house hold equipment's
- Iron Box, Mixer, Grinder, Fan, Fridge, electrical specifications
- Primary testing of coils and other components like capacitor, ignition, and overload protection switches etc.
- Over all testing of equipment using Multi meter.
- Self-assessment on the training and experience sharing.

Course Coordinator :Abdul rasheed

Head of the Department : Siby Joseph



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SYLLABUS FOR STRUCTURED CABLING TECHNIQUES

Academic Year:2019-20

Course coordinator: Abdul Rasheed

Estimated Duration: 30hrs.

Aim & Objective of the Course: To make understand the students on Computer network cabling and connectivity basics and preliminary maintenance techniques and aspects to support an office while installation and maintenance of computer related technical problems.

1.Introduction (4 topics)

- What structured cabling is ■ Networks ■ Definitions ■ Why cabling is important

● **2.Evolution (5 topics)**

- Older systems ■ ,Insulated cables ■ , Computer systems ■ ,Topologies ■ , Ethernet ■

3.Testing (5 topics)

- Testing to standards ,Using Cat 5/6 testers ,Setting up ■ Test parameters ,Interpretation of results.

●

4.Voice Systems (5 topics)

- ■ Components of a network ■ Telephone cables ■ Colour codes ■ DPs ■
- Integration of voice over data

5.Practical exercises (3 topics)

- ■ Terminating RJ45 connectors ■ Terminating into patch panels ■ Testing installed cabling

6. Shielded Systems (4 topics)

- ■ Shielded cables ■ FTP and shielded connectors ■ EMC and EMI ■ Earth and bonding

7. Cables (8 topics)

- Copper cables ■ UTP ■ Cable categories ■ Cat 5 ■ Cat 5e ■ Cat 6 ■ Link classes ■ Shielded cables ■

8. Components (5 topics)

- ■ Datacomms components ■ RJ45 connectors ■ Cabinets ■ Patch panels ■ Voice components

9. Standards and Generic Cabling (7 topics)

- ■ Evolution of standards ■ Template for structured cabling ■ Cabling sub-systems ■ Links Channels ■ Benefits and drawbacks ■ Philosophy

10. Installation and Termination (6 topics)

- ■ Safety considerations ■ Installation guide lines ■ Cable containment ■ Termination ■ Wiring schemes ■ Termination in patch panels

Course Coordinator : Abdul Rasheed

Head of the Department : Siby Joseph



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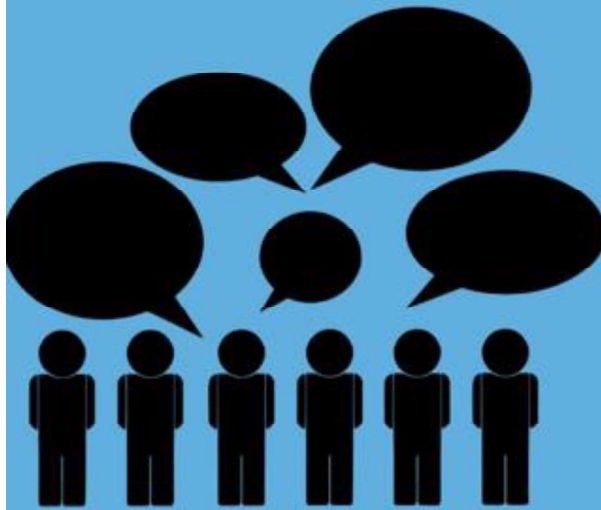
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CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH 2019-20



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Communicative English Certificate Course

Department of English

WMO College, Muttil

2019-20 Batch

Department Of English conducted certificate Course to the first-year students in order to assimilate with higher education system. Its primely focuses on communication skills, soft skills and basic awareness of collegiate education. This course is designed for 30 hours in which three modules have to be covered.

Total: 30 Hours

Aims and Objectives

- To develop students' sense of understanding, appreciation and ability of expression
- To understand the basics of higher education system and modes of communication
- To develop soft skill and personality traits among students

Module 1 (Basic Grammar)

- Parts of speech and sentence
- Fundamentals of Verb
- Tense, Tense forms and applications
- Subject Verb agreement (Concord)
- Vocabulary Building
- Phrasal verb
- Question Tag
- Active and Passive Voice

Module 2 (Soft Skills)

- Inter Personal Skills, Emotional Skill and Public Skills
- Critical Thinking and Problem Solving



DEPARTMENT OF ENGLISH
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e-mail: wmocollege@gmail.com

website: WWW.wmocollege.ac.in

- Interviews and Group Discussion

Module 3 (Higher Education)

- Modes of Higher Education
- Basic Awareness of Collegiate Education

DEPARTMENT OF MASS
COMMUNICATION & JOURNALISM

CERTIFICATE COURSE
2019-20

HOW TO BECOME A

**SUCCESSFUL
VIDEO EDITOR**

deptmasscomactivity@gmail.com



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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VIDEO EDITING

Objective 30 Hours

A basic understanding of Video recording and Video editing for basic visuals like Vlog and short films

Module 01

Understanding the video Camera and technology

Module 02

Types of video camera- Handy cam- Camcorders- Dslrs- Action Camera and Television Camera

Module 03

Video editing softwares and basic video editing tools- VFX-Transition and

Coloring

Aswin P
Course Coordinator

Anu Ann Varghese
Head of the Department

DEPARTMENT OF
MASS COMMUNICATION

2019-20

**CERTIFICATE COURSE ON
PAGE MAKEUP**

Powered by

ADOBE INDESIGN





DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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2019-2020

PAGE MAKEUP - INDESIGN

Objective 30 Hours

Providing students with a solid understanding of the principles of effective newspaper design, including typography, layout, color, and image selection.

Teaching students how to use industry-standard software programs, such as Adobe InDesign, to create newspaper layouts and designs.

Helping students develop their creativity and design skills through hands-on projects and assignments.

Module 01

History of print media and traditional page makeup – Press concept

Module 02

Types of print media –Newspaper- Magazine- Yearbook- Posters and leaflets etc.

Module 03

Pagination software's- Principles of Design – Dummy preparation- Layout design and style book

Greeshma John MJ
Course Coordinator

Anu Ann Varghese
Head of the Department



**DEPARTMENT OF PHYSICAL EDUCATION
WMO ARTS & SCIENCE COLLEGE**

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**W.M.O ARTS & SCIENCE
COLLEGE MUTTIL**

DEPARTMENT OF PHYSICAL EDUCATION

Be Active

**GENERAL
FITNESS**

Starts on 20-09-2019

ADDON COURSE

BROCHURE

GENERAL FITNESS DEVELOPMENT

SYLLABUS:

Day -1

Warming up 15 minutes (push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 3 sets
- Push ups 5 repetition of 3 sets
- Pull ups 4 repetition of 3 sets

Warming down exercises for 15 minutes

Day-2

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 2 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 3 sets

Warming down exercises for 15 minutes

Day-3

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 3 sets
- prone shoulder raise 10 repetition of 3 sets
- plank 30 seconds of 3 sets

Warming down exercises for 15 minutes

Day-4

Jogging (15 MINUTES) for warming up

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Prisoner squat 10 repetitions of 3 sets
- Side squat 5 repetitions of each leg
- Jumping jacks for 10 minutes continuously

Warming down exercises for 15 minutes

Day-5

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Russian twists 30 second 3 sets
- Leg raise 25 repetition 3 sets
- Crunch 10 repetition 3 sets

Warming down exercises for 15 minutes

Day-6

Warming up :(15 minutes) push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 3 sets
- Single leg squat 8 repetitions for each leg
- Heel raise 20 repetition for 3 sets

Warming down exercises for 15 minutes

Day-7

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 3 sets
- prone shoulder raise 10 repetition of 3 sets
- plank 30 seconds of 3 sets

Warming down exercises for 15 minutes

Day-8

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Shuttle run
- zig zag run
- Ball passing relay game

Warming down exercises for 15 minutes

Day -9

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 15 repetition of 3 sets
- Push ups 10 repetition of 3 sets
- Pull ups 6 repetition of 3 sets

Warming down exercises for 15 minutes

Day-10

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 2 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 3 sets

Warming down exercises for 15 minutes

Day -11

Warming up 15 minutes (push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 4 sets
- Push ups 5 repetition of 4 sets
- Pull ups 4 repetition of 4 sets

Warming down exercises for 15 minutes

Day-12

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 3 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 4 sets

Warming down exercises for 15 minutes

Day-13

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 4 sets
- prone shoulder raise 10 repetition of 4 sets
- plank 30 seconds of 4 sets

Warming down exercises for 15 minutes

Day-14

Jogging (15 MINUTES) for warming up

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Prisoner squat 10 repetitions of 4 sets
- Side squat 5 repetitions of each leg
- Jumping jacks for 10 minutes continuously

Warming down exercises for 15 minutes

Day-15

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Russian twists 30 second 4 sets
- Leg raise 25 repetition 3 sets
- Crunch 10 repetition 4 sets

Warming down exercises for 15 minutes

Day-16

Warming up :(15 minutes) push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 4 sets
- Single leg squat 8 repetitions for each leg
- Heel raise 20 repetition for 3 sets

Warming down exercises for 15 minutes

Day-17

Warming up :-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- sit ups 10 repetition of 4 sets
- prone shoulder raise 10 repetition of 4 sets
- plank 30 seconds of 3 sets

Warming down exercises for 15 minutes

Day-18

Warming up :-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Shuttle run
- zig zag run
- ball passing relay game

Warming down exercises for 15 minutes

Day -19

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 15 repetition of 4 sets
- Push ups 10 repetition of 4 sets
- Pull ups 6 repetition of 4 sets

Warming down exercises for 15 minutes

Day-20

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 4 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 4 sets

Warming down exercises for 15 minutes



COURSE COMMENCEMENT DATE

20/06/2019

CERTIFICATE COURSE IN BASICS OF ASTRONOMY

Certificate Course on Basics of Astronomy (WMPHY2) was designed as a 37-hour certificate course. The course involves studying the vastness of the Universe, the complexity of galaxies, and the incredible distances between celestial objects.

The study of astronomy requires a high level of attention to detail, critical thinking, and problem-solving skills. These skills can be transferable to other areas of life and work and can help individuals become more responsible in their personal and professional lives.

SYLLABUS: [HTTPS://WMOCOLLEGE.AC.IN/UPLOADS/BASICS_OF_ASTRONOMY2.PDF](https://wmo college.ac.in/uploads/basics_of_astronomy2.pdf)

COURSE COORDINATOR: DR. BIJU KG



DEPARTMENT OF PHYSICS
WMO ARTS AND SCIENCE COLLEGE, MUTTIL
KALPETTA, WAYAND, KERALA, 673122
PHONE: 04936 203382



W M O Arts & Science College, Muttil
DEPARTMENT OF PHYSICS

CERTIFICATE COURSE IN BASIC ASTRONOMY

Syllabus

Teacher: Biju KG

Total Hours required:37

1. Introduction to naked eye Astronomy (8)

* The constellations and their identification * Identification of some individual stars * A historical perspective and Copernican revolution * Earth's rotation and other motions * Age calculation from the movement of planets. * Eclipses * Interesting objects in the night sky * Contents of the Universe: A general perspective

2. The celestial sphere and the coordinate systems (8)

*Geometry of the sphere * Celestial sphere, Celestial equator, Ecliptic. *The alt-azimuth coordinate system *The equatorial coordinate system * Other coordinate systems. * Sunset and sunrise and Sidereal time * The seasons

3. Sun and solar system (8)

*Basic structure of the Sun *The solar constant *Solar energy for Earth * Origin of the solar system *The planets and their origins *The Moon *Solar system* Comets, meteors and asteroids

4. Formation and structure of stars , Galaxies. (8)

*Stars in formation * Interstellar medium * Stellar energy generation * Stellar structure * Dying stars * Nebulae and supernovae remnants * Pulsars, neutron stars and black holes * Milky Way, Spiral structure of the Galaxy *other types of Galaxies. *Types of galaxies – Hubble's classification.

5. Origin of the Universe. (5)

*The Big Bang theory *The Steady State theory *The primordial background radiation 6. Major Observing Facilities. * Major observing facilities in the world. * Major Facilities in India.



**WMO ARTS AND
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MUTTIL.**

Department of Physics



CERTIFICATE COURSE IN NON-CONVENTIONAL ENERGY SOURCES

This course will help the students explore alternative energy sources that are renewable, sustainable, and have a lower environmental impact. Nonconventional energy sources include solar, wind, hydro, geothermal, and biomass.

As these sources have a lower impact on the environment than traditional energy sources like coal, oil, and natural gas, which produce greenhouse gas emissions and contribute to climate change, learning about nonconventional energy sources is crucial for building a more sustainable future.

This course is designed for 30 hours, including online sessions, YouTube classes, assignments and examinations.

Commencement date
17/10/2019

Syllabus:
https://wmocollege.ac.in/uploads/Non-Conventional_Energy_Sources1.pdf

Syllabus:
https://wmocollege.ac.in/uploads/Non-Conventional_Energy_Sources1.pdf

Course coordinator :
Dr. Biju K.G



W M O Arts & Science College, Muttil
DEPARTMENT OF PHYSICS
CERTIFICATE COURSE
NON-CONVENTIONAL ENERGY SOURCES

Syllabus :30 Hours

Faculty coordinator : Dr. BIJU KG

Module-I: (2 Hours) Energy Resources-Non Conventional Energy Sources-Renewable and Non-Renewable energy sources.

Module-II: Solar Energy : (8 Hours) Solar Constant, Solar radiation measurements, Solar energy collectors, solar air heaters and drying, solar cookers, solar distillation, solar furnaces, solar greenhouses, solar power plants, solar photovoltaic cells

Module-III: Wind energy and Geothermal energy. : (12 Hours) Utilisation aspects of wind energy, Advantages and Disadvantages of wind energy, Environmental impact of wind energy, Sources/Origins of wind, Principle of wind energy conversion and wind power, Basic components of wind energy conversion system(WECS), Advantages and Disadvantages of WECS. Introduction to Geothermal energy, Important aspects of Geothermal Energy, Structure of Earth's interior. Geothermal Resources. Advantages and disadvantages of geothermal energy over other energy forms.

Module-IV: Energy from Oceans: (4 Hours) Ocean Energy, Ocean Energy Sources, Tidal energy, Wave energy, Advantages and disadvantages, Factors affecting Wave energy, Ocean Thermal Energy Conversion (OTEC), Working principle of OTEC. Module- V: Fusion energy. : (4 Hours)



**DEPARTMENT OF STATISTICS
WMO ARTS & SCIENCE COLLEGE**

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Department of Statistics CERTIFICATE COURSE LATEX



**COORDINATOR
DR.K K HAMSA
VISITNG PROFESSOR
Department of Statistics**

5 AUGUST | 2019

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CERTIFICATE COURSE

IN LaTeX

Academic year:2019-20

No. of Hours: 30

Course Co-ordinator: Dr.KK.Hamsa

Course Description:

This course is designed to help students in document preparation using LaTeX. LaTeX is a document preparation system for high-quality typesetting. It is most often used for medium-to-large technical or scientific documents but it can be used for almost any form of publishing.

LaTeX contain a variety of font styles, such as serif, typewriter, and a set of mathematical functions. It is an open-source and powerful document preparation system. It is high-quality typesetting, which can be used for any publishing. It is often used for scientific publications and medium to large technical documents. It is not a word processor or any word document, but it is an efficient way for the publishers and the authors to organize their materials. It gives a unique appearance to the system. It saves the time for designing as well as the efforts used for the documents.

Objectives : To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles,papers ,project reports and books and thereby help them to be comfortable with the software .

Syllabus

Unit I : Installation of LaTeX

- i) Installation of Kile and MikeTeX.
- ii) Class and packages
- iii) Latex programming and commands,sample packages
- iv) Error messages : Some sample errors,list of LaTeX error messages

Unit II : Formating of output document

- i) Fonts,symbols,indenting,paragraphs,line spacing,word spacing,titles and subtitles
- ii) Document class,page style,parts of the documents,table of contents
- iii) Command names and arguments,environments,declarations
- iv) Theorem like declarations,comments within text

Unit –III : Mathematical formulae

- i) Mathematical environments,math mode ,mathematical symbols
- ii) Graphic package,multivalued functions,drawing matrices
- iii) Tables,tables with captions
- iv) References to figures and tables in text

Unit –IV : Drawing with LaTeX

- i) picture environments



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**Department of Statistics
CAERTIFICATE COURSE
R PROGRAMMING**



**COORDINATOR
SHAKKEELURAHMAN OP C
Assistant Professor
Department of Statistics**

7 OCTOBER | 2019

**WMO Arts and Science College
Muttil, Wayanad**



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CERTIFICATE COURSE

ON R PROGRAMMING

Academic year:2019-20

No. of Hours: 30

Course Co-ordinator: Mr. Shakkeelurahman OPC

Course Description:

This course is designed to help students to understand more about probability, sampling methods, inferential statistics and data analytics. The course includes activities related to various topics from probability theory, sampling methods, hypothesis tests and linear regression including problem-solving strategies.

The course is useful to develop skill in programming in R.

Course objectives:

On successful completion of the course, students will achieve the following • Have confidence in their ability to explain probability

- Understand sampling methods
- Develop skills in Inferential statistics
- Understand exploratory data analytic techniques

Syllabus

Module I :Data Analysis With R- Introduction to probability and data with R:

- Sampling methods :Simple random sampling(SRS), Systematic sampling, stratified sampling and cluster sampling.
- Basic probability theory and Bayes' rule
- Exploratory data analytics techniques: Numeric summary statistics data visualization- lattice system and gg-plot.

Module II : Data Analysis With R- Inferential statistics

- Hypothesis tests, formulate an analysis plan and set the criteria for decision
- Interpretation p-value and finalizing the reports

Module III : Data Analysis With R- linear regression and modeling

- Simple and multiple linear regression models
- Fitting of linear regression
- Utilization of regression models

Course Coordinator : Mr.Shakkeelurahman

Department of Statistics



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Department of Statistics
CERTIFICATE COURSE
STATISTICAL PACKAGES
FOR SOCIAL SCIENCES
(SPSS)



COORDINATOR
DR.K K HAMSA
VISITING PROFESSOR
Department of Statistics

3 JANUARY | 2020

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Muttill, Wayanad



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CERTIFICATE COURSE

On Statistical Package for Social Sciences (SPSS)

Academic year:2019-20

Course Co-Ordinator: Dr.KK.Hamsa

No. of hours: 30

Course Description:

This course is designed for students to get knowledge about SPSS (Statistical Package for Social Sciences).The course is useful to develop skill in programming in SPSS.

Course objectives:

On successful completion of the course, students will achieve the following

- Descriptive statistics, including methodologies such as frequencies, cross-tabulation, and descriptive ratio statistics.
- Bivariate statistics, including methodologies such as analysis of variance (ANOVA), means, correlation, and nonparametric tests.
- Numeral outcome prediction such as linear regression, Prediction for identifying groups, including methodologies such as cluster_analysis and factor_analysis.

Syllabus

Module 1:

1. Introduction to SPSS
2. Descriptive statistics
3. Frequencies
4. Cross-tabulation
5. Descriptive ratio statistics

Module 2:

- 2.1 Bivariate statistics
- 2.2 Analysis of variance (ANOVA)
- 2.3 Means
- 2.4 Correlation
- 2.5 Nonparametric tests

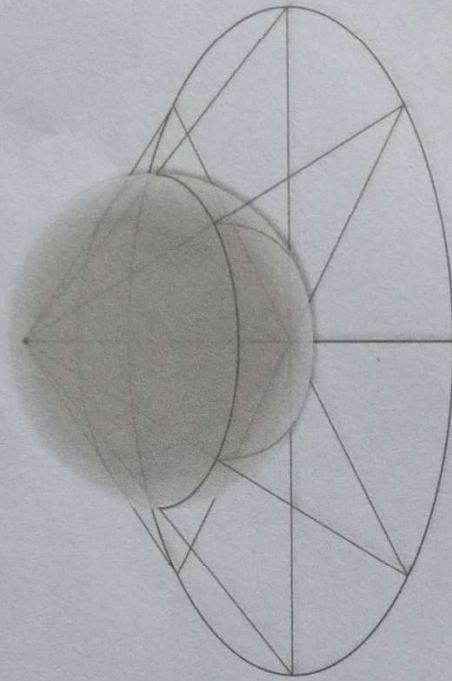
Module 3

- 3.1 Outcome prediction-linear regression
- 3.2 Prediction for identifying groups-cluster analysis
- 3.3 Prediction for identifying groups-factor analysis

Course outcomes:



WMO Arts and Science College, Muttil
Department of Mathematics



The Mathematical Circle
Empowering

Recreational Mathematics
Certificate Course in Recreational Mathematics

2019-2020



DEPARTMENT OF MATHEMATICS
WMO ARTS & SCIENCE COLLEGE

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Certificate Course on Recreational Mathematics (WMMAT1)

Academic year:2019-20

No. of Hours: 30

Course Co-ordinator: Aswathi K

Course Description:

Recreational mathematics is an engaging branch of mathematics that focuses on solving puzzles, playing with numbers, and exploring mathematical concepts in a playful and entertaining way. It is an effective means of motivating students of any grade or ability level. It can be an integral part of daily lessons, to promote discovery, or just for fun. The use of mathematical recreations can serve as a means of convincing students that mathematics can be exciting. This enthusiasm will be transferred to other mathematical topics in the traditional curriculum.

This course is designed to help students, to use recreational mathematics in their activities in meaningful and worthwhile ways. Participants will learn to appreciate what is available within the world of recreational mathematics. They will understand how this can capture the interest and motivation of people who find mathematics dull and uninteresting.

The course includes activities related to various topics from mathematics including problem-solving strategies, logic, and number theory.

Course objectives:

On successful completion of the course, students will achieve the following

- Have confidence in their ability to explain mathematics.
- Understand how to break down advanced topics.
- Develop logical thinking and problem-solving skills.
- Understand recreational math research as a discipline.
- Understand methods of communicating math with non-mathematical audiences
- Get the opportunity to know the history and culture of the discipline

Syllabus

Module 1

1.1 Problem-solving techniques

Students will be exposed to the Pólya-style problem-solving process. They start by explaining to themselves the meaning of a problem and looking for

entry points to its solution. They analyze givens, constraints, relationships, and goals.

1.2 Reasoning

Students make sense of quantities and their relationships in situations of problems and find solutions

Module 2

2.1 Mathematical puzzles

It includes logical, number-theoretic, analytical, and graphical puzzles of various levels

2.2 Mathematical games

It includes solitaire games like instant insanity, Mayblox, soma cubes, brain vita, and group games.

Module 3

3.1 Modelling

Students learn to apply the mathematics they know, to solve problems arising in everyday life, society, and the workplace.

3.2 History of Mathematics

Students learn the history of some mathematical discoveries and learn to appreciate the effort behind each discovery.

Course outcomes:

- Students will enjoy doing mathematics after exposing to several recreational type activities.
- Students will be able to talk about the beauty of doing mathematics
- Students will be able to communicate math with non-mathematical audiences.
- Creative thinking and logical reasoning will be developed.
- Students learn to appreciate others for their achievements.
- Students become able to apply mathematics to real-life problems.

Course Co-ordinator : Aswathi K

Assistant Professor

Department of Mathematics

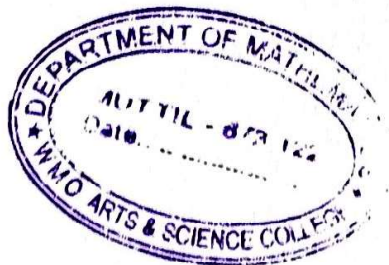


Head

Dept. of Mathematics



Dr. VIJI PAUL
Associate Professor & Head
Department of Mathematics
W.M.O Arts & Science College
Muttill P.O, Wayanad - 673 122





**DEPARTMENT OF ECONOMICS
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**Department of Economics
CAERTIFICATE COURSE
STATISTICAL DATA PROCESSING
AND ANALYSIS USING
SOFTWARE**



**COORDINATOR
DR.SAID MUHAMMED.V H**

**ASSISTANT PROFESSOR
Department of Economics**

2019-2020

**WMO Arts and Science College
Muttil, Wayanad**



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CERTIFICATE COURSE 2019-20

Statistical Data Processing and Analysis Using Software

Academic Year : 2019-20

No. of Hours : 30

Course Coordinator : Dr. Saidmuhammed V H

Course Description :

This course is designed to help students to acquire more about statistical tools and methods of data analysis. Also facilitates them to develop skills in using software for data processing. This programme will make them more confident and interest in statistical data analysis

Course Objectives :

On successful completion of the course, students will achieve the following

- Have got more idea in statistical data processing and analysis •
- Understand statistical tools and methods
- Develop skills in using statistical packages/software
- Have confidence and interest in statistical data analysis

Syllabus:

Module I : Introduction of Software

Introducing application software like MS office spreadsheet/ Open Office Calc. Also introduce software/packages like R, SPSS,SAS. **Module II :**
Advanced diagrams

Bar diagrams- simple, multiple, subdivided and percentage. Pie charts.

Module III : Advanced graphs

Histogram, scatter plots.

Module IV : Descriptive statistics , Construction of frequency table, mean, median, mode, quartiles, skewness kurtosis.

Module V : Correlation and regression



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Phone : 04936-203382 (Office)
04936-207532 (Principal)

e-mail : wmocollege@gmail.com

website: WWW.wmocollege.ac.in

**Karl Pearson cleft. Of correlation. Regression equations,
forecasting using Regression equations.**

Module VI : Regression equations, forecasting using Regression equations.

Module VII : Time series Analysis

**Trend line fitting, estimation of trend values, moving averages
(odd and even)**

Course Outcomes:

- More acquainted with theoretical aspects like diagrams, graphs, correlation, regression and time series etc.
- Learned more about statistical analysis
- Familiarized software like R, SPSS besides the application software like MS Office spreadsheet/Open Office Calc
- Acquire skills in statistical data processing and analysis

Course Coordinator: Dr. Saidmuhammed V H

Assistant Professor
Department of Economics



WMO ARTS AND SCIENCE COLLEGE, MUTTIL
DEPARTMENT OF CHEMISTRY

*CERTIFICATE
COURSE ON:*

ENVIRONMENTAL CHEMISTRY

Unlock the Secrets of Chemistry in Nature!



*STARTING FROM
OCTOBER 2019*

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WMO ARTS AND SCIENCE COLLEGE, MUTTIL

DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE ON ENVIRONMENTAL CHEMISTRY

Academic year: 2019-20

No. of Hours: 30

Course Co-ordinator: Dr. Thomas Thevara

Course Objectives

The objective of this certificate course is to provide students with an understanding of the chemical processes that occur in the environment, and the impact of human activities on the environment. Students will learn about the sources, transport, fate and effects of environmental pollutants. The course will also provide students with an introduction to environmental regulations and policies.

Syllabus

Module 1: Introduction to Environmental Chemistry

Overview of environmental chemistry-Natural and anthropogenic compounds in the environment-Environmental transport and fate of pollutants-Chemical equilibrium and kinetics in the environment-Thermodynamics in environmental systems

Module 2: Sources and Types of Environmental Pollution

Water pollution-Air pollution- Soil pollution Agricultural pollution-Industrial pollution-Noise pollution- Waste disposal and management- Waste management systems-Waste-to-energy technologies-Life-cycle assessment of waste management.

Module 3: Analytical Techniques in Environmental Chemistry

Sampling techniques-Chemical analysis of environmental samples-Interpretation of analytical results.

Module 4: Global Environmental Issues

Climate change and greenhouse gases-Greenhouse effect-Global warming-Carbon cycle-Climate models-Impacts of climate change-Ozone depletion-Montreal Protocol and its amendments-Acid rain chemistry.

Module 5: Environmental Regulations and Policies

International, national and local environmental regulations-Environmental policy and decision making-Case studies of environmental problems and solutions.

Course Outcome

- *Understand the chemistry of natural and anthropogenic compounds in the environment.*
- *Analyze environmental samples and interpret the results.*
- *Identify sources of environmental pollution and evaluate their impact on the environment.*
- *Identify various global environmental issues and impacts.*
- *Evaluate environmental policies and regulations and propose solutions to environmental problems.*



WMO Arts & Science College Muttill Wayanad

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DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

*Newspaper
Publication*
Value added Course

2019-20

deptmasscomactivity@gmail.com



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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Value Added Course- Newspaper Publication

2019-20

INTRODUCTION

The department of mass communication and journalism, WMO arts and science college, Muttil offered a value added course on News paper Publication, as a regular program since 2018. The program is exclusively structured for second semester BA mass communication students, in order to enable them to become masters in newspaper publication skills, which is supposed to be a prerequisite while entering into the field of Journalism. It is a 10 days certificate course comprising two modules taking three hours daily.

SYLLABUS

BA Mass communication and Journalism

Semester V Code: JOUNP01

Newspaper Publication

Contact Hours 30

Objectives

To make them understand basic writing styles for newspapers-To train them to acquire the skills of headline writing. -To inculcate the skills of designing different pages. -To make them understand the basic structure/ essential knowledge for various beats. -To make them responsible reporters and the face of the media.

Course outcome: 1. Prepare students with basic newspaper publication skills 2. Provide students with practical experience in pagination

Module 1

Newspaper Writing styles,-writing for broadsheet and tabloids, e papers. Familiarizing national, international abbreviations, local usages etc. Beat specialty in writing news. Art of writing headlines. Types of headlines. Difference between Headline writing for broadsheets and tabloids.

Module 2

Layout and design. Different types of layouts. Requirements of copy (sub) editor. Vocabulary, changing usages and guidelines for writing according to stylebooks. Designing of different pages: front page, inside news pages, sports page, edit page –Concept of news package - Lifestyle pages – Feature pages – Sunday pages – Supplement pages



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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Recommended references:

1. Modern Newspaper Editing, Gene Gilmore
2. Modern News Editing, Mark Ludwig
3. Newspaper Writing and Editing, Willard Grosvenor
4. Newspaper Layout and Editing, Ole Munk and Major Ribergard
5. Daryl R Moen. Newspaper Layout and Design.
6. The Society for News Design. The Best of Newspaper Design, Rockport Publishers
7. John D. Berry (Ed.). Contemporary Newspaper Design,

Continuous Assessment (CA)

The CA shall be a combination of a variety of tools such as class test, assignment, seminars, and viva-voce that would be suitable to the course. The CA shall be done based on the performance on (i) test by the middle of the course and (ii) seminar/assignment/viva-voce as may be the case. The break-up of marks shall be as follows:

Item	Marks
CA Tests	5
Seminar/Assignments/Viva-voce	5
Total	10

Course Coordinator
Greeshma John MJ

Head of the Department
Anu Ann Varghese



DEPARTMENT OF ELECTRONICS WMO ARTS & SCIENCE COLLEGE

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SYLLABUS FOR ELECTRICAL EQUIPMENT MAINTANANCE

Academic Year : 2019-20

Course coordinator: Abdul Rasheed

Estimated Duration : 30 Hrs.

Aim & Objective of the Course: To make understand the students on electrical wiring and house hold equipment's preliminary maintenance and precautions.

- Properties of popular conductors & Insulators.
- Voltage Current Power Energy concepts & relations.
- Basic principles of generation of electricity.
- Various Techniques of electrical energy Generation.
- Measuring Equipment's in the electrical Field in Brief Wireman safety and equipment safety
- Commercial Distribution of electric energy.
- Transformer, Electrical distribution methods brief ideas.
- Types of wiring in brief
- Wires and cables selection in house wiring.
- Load, watts , safety measures
- Simple drawing concepts on house wiring
- Boq preparation
- Main switch boards, sub switch boards ,
- Permissible load, MCB, MCCB ISOLATOR
- Conduits (Open and concealed) , and earthing ; need of earthing
- Earthing techniques and measurements
- Different kind of wiring connections, 1 way 2 way series parallel etc. and testing of wiring.
- Familiarisation of various house hold equipment's
- Iron Box, Mixer, Grinder, Fan, Fridge, electrical specifications
- Primary testing of coils and other components like capacitor, ignition, and overload protection switches etc.
- Over all testing of equipment using Multi meter.
- Self-assessment on the training and experience sharing.

Course Coordinator : Abdul Rasheed

Head of the Department : Siby Joseph