



A.H.M.'s

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL – 581320
(AFFILIATED TO KARNATAK UNIVERSITY, DHARWAD)**

ADD-ON COURSE 2022-23

NOTICE SYLLABUS OUTCOMES

AHM's

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL**

Department of Kannada

NOTICE

Date: 06/11/2022

All the students are hereby informed that, the Department of Kannada starts the add-on course on "Kannada Kali" for the students who do not know Kannada from the date 16/11/2022. Interested students can enroll their names on or before 12/11/2022 in the Department of Kannada.


HoD
Department of Kannada


IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G.
Bhatkal


Principal
PRINCIPAL
Anjuman Arts, Science & Commerce Col
& P.G. Centre
BHATKAL-581 320


Bcom. I.




BA I & Sem


B.Sc. III

ಕನ್ನಡ ಕಲಿ

ಪಠ್ಯಕ್ರಮ

ಘಟಕ 1. ಸರಳ ಪದಗಳ ಪರಿಚಯ ಮತ್ತು ಪ್ರಯೋಗ

ಒಂದು ಶಬ್ದದ ಮಾತು: ಬಾ, ಹೋಗು, ನಿಲ್ಲು, ಕೊಡು, ತೆಗೆದುಕೊ, ತಿನ್ನು, ಬರಿ, ಓದು, ನೋಡು, ಕುಡಿ ಇತ್ಯಾದಿ
ಸಂಬಂಧವಾಚಕ ಪದಗಳು: ತಂದೆ, ತಾಯಿ, ಅಪ್ಪ, ಅಮ್ಮ, ಅಣ್ಣ, ತಂಗಿ, ಚಿಕ್ಕಮ್ಮ, ಮಾವ, ಅತ್ತೆ ಇತ್ಯಾದಿ.
ಪರಿಮಾಣ ವಾಚಕ ಪದಗಳು: ಅಷ್ಟು, ಇಷ್ಟು, ಸ್ವಲ್ಪ, ಕಡಿಮೆ, ಬಹಳ, ಹೆಚ್ಚು, ಅಧಿಕ ಇತ್ಯಾದಿ
ಪ್ರಶ್ನಾರ್ಥಕ ಪದಗಳು: ಎಷ್ಟು? ಹೇಗೆ? ಏನು? ಎಲ್ಲಿ? ಯಾವಾಗ? ಎಲ್ಲಿಂದ? ಎಲ್ಲಿಗೆ? ಯಾರು? ಇತ್ಯಾದಿ
ಸಂಖ್ಯಾವಾಚಕ ಪದಗಳು: ಒಂದು, ಎರಡು, ಹತ್ತು, ಒಬ್ಬರು, ಇಬ್ಬರು, ಒಬ್ಬಳು ಇತ್ಯಾದಿ
ದಿಗ್ವಾಚಕ ಪದಗಳು: ಪೂರ್ವ, ಪಶ್ಚಿಮ, ಮೇಲೆ, ಕೆಳಗೆ, ಆಚೆ, ಈಚೆ, ಹಿಂದೆ, ಮುಂದೆ, ಎಡ, ಬಲ ಇತ್ಯಾದಿ.

ಘಟಕ 2. ಸಂಭಾಷಣೆ.

ಅಂಗಡಿಯಲ್ಲಿ
ಶಾಲೆಯಲ್ಲಿ
ಕಛೇರಿಯಲ್ಲಿ
ಮೋಸ್ಟ್ ಆಫೀಸಿನಲ್ಲಿ
ಬ್ಯಾಂಕಿನಲ್ಲಿ
ಬಸ್ ಮತ್ತು ರೈಲು ನಿಲ್ದಾಣದಲ್ಲಿ
ಆಸ್ಪತ್ರೆಯಲ್ಲಿ..... ಇತ್ಯಾದಿ

ಘಟಕ 3. ಕನ್ನಡ ಅಕ್ಷರಗಳ ಅರಿವು.

ಕನ್ನಡ ಸ್ವರಗಳು
ಕನ್ನಡ ವ್ಯಂಜನಗಳು
ಕನ್ನಡ ಅಕ್ಷರಗಳನ್ನು ಉಚ್ಚರಿಸುವ ರೀತಿ
ಕನ್ನಡ ಕಾಗುಣಿತ

ಘಟಕ 4. ಕನ್ನಡ ಅಕ್ಷರಗಳ ಬರವಣಿಗೆ

ಕನ್ನಡ ಅಕ್ಷರಗಳನ್ನು ಬರೆಯುವುದು
ಕಾಗುಣಿತವನ್ನು ರಚಿಸುವುದು
ಎರಡು ಅಥವಾ ಮೂರು ಅಕ್ಷರಗಳನ್ನು ಸೇರಿಸಿ ಸರಳ ಶಬ್ದ ರಚಿಸುವುದು... ಇತ್ಯಾದಿ



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Kannada
Report and Outcome Analysis (2022-23)

Name of the Course: **Kannada Kali**
Name of the Department: **Kannada**
Number of students enrolled: **15**
BoS meeting Date: **29/10/2022**
Start Date of the Course: **16/11/2022**
End Date of the Course: **07/01/2023**

Department of Kannada have conducted add-on course on Kannada Kali for the Students of who do not know Kannada from 16/11/2022 to 07/01/2023.

The course was about the "To enable the students to communicate and improve the talking, reading and writing skills in Kannada.

The Total 15 students were enrolled in this course and they benefited with the fundamental knowledge for communication in Kannada. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of communication skills in Kannada
- Involve students in practical activity oriented class rather than traditional study method
- To identify the letters, words and sign boards in Kannada
- To write Kannada application to government offices
- To improve the interest in Kannada language


Course coordinator


NAAC Co-ordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P G Centre
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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Kannada

NOTICE

Date: 06/05/2023

All the students are hereby informed that, the Department of Kannada starts the add-on course on "Computer Kannada (Kannada Nudi Typing)" for the Bachelor of Arts (B.A.) students from the date 16/05/2023. Interested students can enroll their names on or before 12/05/2023 in the Department of Kannada.


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B.Sc VI


B.A I


B.A IV

ಕಂಪ್ಯೂಟರ್ ಕನ್ನಡ - ನುಡಿ ಟೈಪಿಂಗ್

ಪಠ್ಯಕ್ರಮ

ಘಟಕ 1. ಕಂಪ್ಯೂಟರ್ ಎಂದರೇನು? ಅದರ ಭಾಗಗಳು

5 ತಾಸು

ಯಂತ್ರಾಂಶಗಳು ಮತ್ತು ಅವುಗಳ ಬಳಕೆ ಮತ್ತು ಉಪಯೋಗಗಳು
ತಂತ್ರಾಂಶಗಳು ಮತ್ತು ಅವುಗಳ ಕಾರ್ಯವಿಧಾನ, ಬಳಕೆ ಹಾಗೂ ಉಪಯೋಗಗಳು

ಘಟಕ 2. ನುಡಿ ತಂತ್ರಾಂಶ

10 ತಾಸು

ವಿವಿಧ ಕನ್ನಡ ಲಿಪಿ ತಂತ್ರಾಂಶಗಳು
ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಧಿಕೃತ ಕಿಲಿಮಣಿಯ ವಿನ್ಯಾಸ
ನುಡಿ ಲಿಪಿ ತಂತ್ರಾಂಶ ಮತ್ತು ಅದರಲ್ಲಿರುವ ಬಗೆಗಳು ಹಾಗೂ ಶೈಲಿಗಳು
ನುಡಿ 4.0

ಘಟಕ 3. ನುಡಿ 4.0 ತಂತ್ರಾಂಶದ ಬಳಕೆ

15 ತಾಸು

ನುಡಿ ಲಿಪಿ ಮುದ್ರಕದಲ್ಲಿ ಕಿಲಿಮಣಿಯ ಉಪಯೋಗ
ನುಡಿ ಲಿಪಿ ತಂತ್ರಾಂಶದಲ್ಲಿ ಅಕ್ಷರ ಮತ್ತು ಕಾಗುಣಿತಗಳ ಪರಿಚಯ
ಪದಜೋಡಣೆ
ವೇಗವಾಗಿ ಟೈಪಿಸುವ ಕೌಶಲ್ಯ ವೃದ್ಧಿ
ನುಡಿ ಟೈಪಿಂಗ್‌ನಿಂದ ದೊರೆಯುವ ಉದ್ಯೋಗಾವಕಾಶಗಳು
ಪುಟ ವಿನ್ಯಾಸ



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Kannada
Report and Outcome Analysis (2022-23)

Name of the Course: **Computer Kannada (Kannada Nudi Typing)**

Name of the Department: **Kannada**

Number of students enrolled: **16**

BoS meeting Date: **02/05/2023**

Start Date of the Course: **16/05/2023**

End Date of the Course: **05/06/2023**

Department of Kannada have conducted add-on course on Computer Kannada (Kannada Nudi Typing) for the Bachelor of Arts (B.A.) Students from 16/05/2023 to 05/06/2023

The course was about the "To Develop and improve the Kannada typing skills in Students":

The Total 16 students were enrolled in this course and they benefited with the fundamental knowledge of Kannada Nudi Software. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of computer typing skills in Kannada effortlessly
- Involve students in practical activity oriented class rather than traditional study method
- To enhance the job opportunities.
- To develop the self employments.




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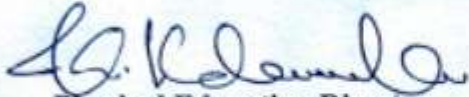
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NOTICE

Date: 15-12-2022

Add-on Course on "Yoga"

All the students are hereby informed that the Department of Physical Education & Sports is starting an add-on course on "Yoga" for the students, from 09-01-2023 to 30-01-2023. Interested students can enroll their names on or before 02-01-2023 with Mr. K Kaleemulla, Physical Education Director.


Physical Education Director
(Mr. K Kaleemulla)




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B.A. V. sem
B.A. I


B.Com. II
B.Sc. I


B.Sc. II

YOGA COURSE SYLLABUS

- 1) INTRODUCTION OF YOGA
- 2) AIMS AND OBJECTIVE OF YOGA
- 3) SCOPE OF YOGA
- 4) YOGA PRACTICE RULES AND REGULATION
- 5) YOGA POSTURES STEP-BY-STEP
- 6) THE SUN SALUTATION SURYA NAMASKAR
- 7) SITTING YOGA ASANAS
 - Padmasana [lotus pose]
 - Shishuasana (Child Pose)
 - Janu Sirsasana (One-Legged Forward Bend)
 - Paschimottanasana
 - Ardha Matsyendrasana (Sitting Half Spinal Twist)
- 8) STANDING YOGA ASANAS
 - Ardhabaddhapadmavrikshasana-half bound lotus tree pose. ...
 - ArdhaBaddhaPadmotanasana-Half Bound Lotus Standing Forward Bend. ...
 - Garudasana Eagle Posture. ...
 - Hasta Utthanasana - Raised Arms Pose. ...
 - Kati Chakmsana-Waist Rotating Pose. ...
- 9) PRANAYAMA
 - Shitali Pranayama.
 - Ujjayi Pranayama.
 - Kapalbhatai Pranayama
 - Viloma Pranayama
 - Anuloma Pranayama

Reference book:

1. Anatomy and Physiology of Yogic Practices	Gore, M.M	New Age Books, New Delhi
2. Astadal Yoga Mala, (Vol I-VIII)	Iyengar, B.K.S	Allied publishers Pvt. Ltd., LucInow,2009



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Report and Outcome Analysis

Name of the Course: Yoga
Name of the Department: Physical Education & Sports
Number of students enrolled : 24
BoS Meeting Date: 05-12-2022
Start Date of the Course: 09-01-2023
End Date of the Course: 30-01-2023

Department of Physical Education & Sports has conducted add-on course on Yoga for the Students who are interested in this area of knowledge from 09-01-2023 to 30-01-2023.

The course was about "to improve the basic knowledge of Statistical Analyses of books, articles, or other publications.

24 students were enrolled in this course and they benefited with the fundamental knowledge of Yoga. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- Enhance skills and knowledge.
- Learn Krishnamacharya's teachings.
- Qualify to teach yoga globally.
- Understand traditional yoga systems.
- Focus on Hatha Yoga principles.
- Improve physical health.
- Feel lighter and fitter.


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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English

NOTICE

Date: 23.10.2022

All the students are hereby informed that, the Department of English starts the add-on course on "Spoken English" for the students who do not know to communicate in English from the date 02-11-2022. Interested students can enroll their names on or before 30-10-2022 to the Department of English.


HOD

Department of English


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B.A. I


B.Sc. III


B.Com. III Sem.


B.A. III


B.A. IV

SYLLABUS OF SPOKEN ENGLISH

Total Hours: 30**Unit 1: Introduction to Grammar****10 hrs**

- Parts of Speech
- Articles
- Consonants
- Tenses
- Functional Vocabulary

Unit 2: Framing Sentences**10 hrs**

- Sentences with Greetings
- Simple usage of words
- Using 'Wh' questions
- Identification of errors in sentences
- Correction of errors in sentences

Unit 3: Common Situations**10 hrs**

- Self introduction
- Speeches for Welcome
- Proposing Vote of Thanks
- How to converse with strangers?
- How to conclude a topic?


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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English
Report and Outcome Analysis

Name of the Course: Spoken English

Name of the Department: English

Number of students enrolled: 30

BoS meeting Date: 05.10.2022

Start Date of the Course: 02.11.2022

End Date of the Course: 05.12.2022

The Department of English have conducted add-on course on "Spoken English" from 02.11.2022 to 05.12.2022 for the students of who lack English speaking skills. The course was about to enable the students to communicate and improve the speaking skills in English language.

A total 30 students were enrolled in this course and they benefited with the fundamental knowledge for communication in English. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of communication skills in English
- Involve students in practical activity-oriented class rather than traditional study method
- To identify the letters, words and sign boards in English
- To read English applications concerned to government offices.
- To improve the interest in English language.




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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science

NOTICE

Date: 22-11-2022

All the students are hereby informed that, the Department of Computer Science starts the add-on course on "Tally ERP" for the students of non-commerce from the date 05-12-2022, interested students can enroll their names on or before 30-11-2022 in the Department of Computer Science



HoD

Department of Computer Science

H.O.D. DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
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& P.G. Centre
BHATKAL-581 320




B.Sc Vth


B.Com I


B.Sc III


B.A III


B.A I


B.Sc Vth

Tally ERP Course Syllabus

The Tally ERP course syllabus is framed by Tally certified experts which will help to understand how to perform Accounting, Inventory and Basic Taxation from the basic level. This tally erp syllabus makes you expert in Accounting and Finance domain from the scratch.

BASIC OF ACCOUNTING → Introduction → Types of Accounts → Accounting Principles or concepts → Mode of Accounting → Rules of Accounting → Double-entry system of bookkeeping
FUNDAMENTALS OF TALLY.ERP 9 → Company Features → Configuration → Getting functions with Tally.ERP9 → Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP 9 → Chart of Groups → Groups → Multiple Groups → Ledgers → Multiple Ledgers

INVENTORY MASTERS IN TALLY.ERP9 • Stock Groups • Multiple Stock Groups • Stock Categories • Multiple Stock Categories • Units of Measure • Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9 → Introduction → Types of Vouchers → Chart of Vouchers → Accounting Vouchers → Inventory Vouchers → Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9 → Bill-wise details → Cost centers and Cost Categories → Multiple currencies → Interest calculations → Budget and controls → Scenario management → Bank Reconciliation

ADVANCE INVENTORY IN TALLY.ERP9 → Order Processing → Recorder Levels → Batch-wise details → Bill of Materials → Batch-Wise Details → Different Actual and Billed Quantities → Price Lists → Zero-Valued Entries → Additional cost details → POS

TAXES IN TALLY.ERP9 → TDS → TDS Reports → TDS Online Payment → TDS Returns filing → TDS Certificate issuing → 26AS Reconciliation → TCS → TCS Reports → GST → GST Returns → EPF → ESIC → Professional Tax

TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9 → Tally vault → Security controls → Tally Audit → Backup and restore → Split company data → Import and export of data → Printing Reports and Cheques → Create a Company Logo

PAYROLL ACCOUNTING IN TALLY.ERP9 (Duration: 4 hr) → Employee Creation → Salary Define → Employee Attendance Register → Pay Heads Creation → Salary Report

GENERATING REPORTS IN TALLY.ERP9 (Duration: 2 hr) → Financial Statements → Trading Account → Profit & Loss Account → Balance Sheet → Accounts Books and Reports → Inventory Books and Reports → Exception Reports → Statutory Reports → Payroll Reports → Trail balance → Day Book → List of Accounts → Stock Summary → Outstanding Statement

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Department of Computer Science
Report and Outcome Analysis

Name of the Course: Tally ERP
Name of the Department: Computer Science
Number of students enrolled: 20
BoS meeting Date: 20/10/2022
Start Date of the Course: 05/12/2022
End Date of the Course: 26/12/2022

Department of Computer Science have conducted add-on course on Tally ERP for the Students of Non-Commerce from 05/12/2022 to 26/12/2022.

The course was about the "To enable the students to have a basics of accounting & accounting software".

The Total 20 students were enrolled in this course and they benefited with the basics of accounting & accounting software.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.
- To help students to work with well-known accounting software i.e. Tally ERP.9. Tally is an accounting package which is used for learning to maintain accounts.
- Students will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
- Demonstrate an understanding of various predefined inventory vouchers to suit the various business requirements and flexibility to create unlimited stock items, use simple to complex conversion units and generate invoices with the required information and dimensions.


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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science

NOTICE

Date: 21-09-2022

All the students are hereby informed that, the Department of Computer Science starts the add-on course on "Microsoft Excel" for the students who do not know Excel from the date 17-10-2022. Interested students can enroll their names on or before 13-10-2022 in the Department of Computer Science.


HOD

Department of Computer Science

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III
A.Sc. 3rd Sem.



BA I Sem




B.Com IV Sem


BA III Sem

VALUE ADDED COURSE SYLLABUS

Microsoft Office Specialist-Excel Syllabus

1. Manage Workbook Options and Settings
 - 1.1. Create Worksheets and Workbooks
 - Create a workbook
 - Import data from a delimited text file
 - Add a worksheet to an existing workbook
 - Copy and move a worksheet
 - 1.2. Navigate in Worksheets and Workbooks
 - Search for data within a workbook
 - Navigate to a named cell, range, or workbook element
 - Insert and remove hyperlinks
 - 1.3. Format Worksheets and Workbooks
 - Change worksheet tab color
 - Rename a worksheet
 - Change worksheet order
 - Insert and delete columns or rows
 - Change workbook themes
 - Adjust row height and column width
 - Insert headers and footers
 - 1.4. Customize Options and Views for Worksheets and Workbooks
 - Hide or unhide worksheets
 - Hide or unhide columns and rows
 - Customize the Quick Access toolbar
 - Modify document properties
 - Display formulas
 - 1.5. Configure Worksheets and Workbooks for Distribution
 - Inspect a workbook for hidden properties or personal information
 - Inspect a workbook for accessibility issues
 - Inspect a workbook for compatibility issues



2. Apply Custom Data Formats and Layouts

2.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

2.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

2.3. Create and Modify Custom Workbook Elements

- Create and modify simple macros
- Insert and configure form controls

3. Create Tables

3.1. Create and Manage Tables

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

3.2. Manage Table Styles and Options

- Apply styles to tables
- Configure table style options
- Insert total rows

3.3. Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

4. Perform Operations with Formulas and Functions

4.1. Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions
- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

4.2. Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function



4.3. Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

5. Create Charts and Objects

5.1. Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

5.2. Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

5.3. Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility

6. Manage Workbook Options and Settings

6.1. Manage Workbooks

- Save a workbook as a template
- Enable macros in a workbook
- Display hidden ribbon tabs

6.2. Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password

7. Apply Custom Data Formats and Layouts

7.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation



8.5. Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

8.6. Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

9. Create Advanced Charts and Tables

9.1. Create and Manage PivotTables

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

9.2. Create and Manage Pivot Charts

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotChart details


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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Report and Outcome Analysis

Name of the Course: M.S. Excel
Name of the Department: Computer Science
Number of students enrolled : 21
BoS meeting Date: 19-09-2022
Start Date of the Course: 17-10-2022
End Date of the Course: 23-11-2022

Department of Computer Science have conducted add-on course on Kannad Kali for the Students of who do not know Excel from 17-10-2022 to 23-11-2022

The course was about the "To enable the students to communicate and improve the talking, reading and writing skills in Excel.

The Total 21 students were enrolled in this course and they benefited with the fundamental knowledge for communication in Excel. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of communication skills in Excel
- Involve students in practical activity oriented class rather than traditional study method
- To identify the letters, words and sign boards in Excel
- To write Excel application to government offices
- To improve the interest in Excel language


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NOTICE

Date: 13-05-2022

Add-on Course on "Arabic Reading"

All the students are hereby informed that the Department of Arabic is starting an **add-on course** on "Arabic Reading" for the students, from **25-05-2023** to **11-06-2023**. Interested students can enroll their names on or before **22-05-2023** with Moulana Jafer Faqui.


Course Coordinator
(Moulana Jafer Faqui)


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BSc 1st


B.A II


BA IV

Arabic Reading Add-on Course 2022-23

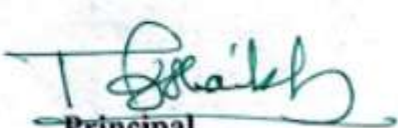
COURSE CONTENT	30 HOURS
Module 1: Introduction to Arabic Script - Overview of the Arabic alphabet and its sounds - Basic writing and pronunciation practice - Introduction to diacritical marks (vowels and other symbols) - Reading simple words and phrases	6 Hours
Module 2: Basic Grammar Concepts - Nouns, verbs, and particles - Gender and number agreement - Introduction to basic sentence structure - Practice exercises on forming simple sentences	6 Hours
Module 3: Building Vocabulary - Common Arabic vocabulary for everyday situations - Learning words related to family, food, numbers, and time - Using context clues to understand new words - Vocabulary building exercises and games	6 Hours
Module 4: Reading Comprehension - Reading short texts and passages in Arabic - Understanding main ideas and key details - Identifying context clues to infer meaning - Practice exercises on comprehension	6 Hours
Module 5: Putting it All Together - Review of previously learned material - Integrating reading, grammar, and vocabulary skills - Conversational practice using learned vocabulary and grammar - Final assessment and feedback session	6 Hours
Each module consists of a combination of instruction, practice, and application to ensure a well-rounded learning experience. This course aims to provide students with a solid foundation in Arabic reading and grammar, enabling them to progress to more advanced levels with confidence.	



Course Coordinator



IQAC Coordinator
IQAC & NAAC CO-ORDINATOR
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Report and Outcome Analysis

Name of the Course: Arabic Reading
Name of the Department: Arabic
Number of students enrolled : 21
BoS meeting Date: 08-05-2023
Start Date of the Course: 25-05-2023
End Date of the Course: 11-06-2023

Department of Arabic has conducted add-on course on Arabic Reading for the Students who are interested in this area of knowledge from 25-05-2023 to 11-06-2023

The course was about "to develop students' basic reading skills"

21 students were enrolled in this course and they benefited with the fundamental knowledge of Arabic Reading. Students also applied these skills and concepts during the assignments.

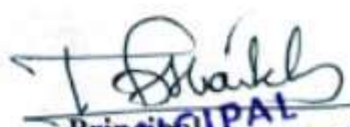
Course concluded with final examination and certificate distribution.

Outcomes of the Course:

1. **Reading Skills Development:**
 - o Improve **reading speed** and **comprehension**.
 - o Learn to identify **main ideas** and understand **themes**.
2. **Learning Outcomes:** By the end of the course, students should be able to:
 - o Understand text themes and main ideas.
 - o Read aloud effectively.
 - o Infer vocabulary from context.
3. **Course Level and Language:**
 - o **Level:** Typically, level three.
 - o **Language:** Conducted in **English**.


Course coordinator




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Add on Course on "Digital Marketing"

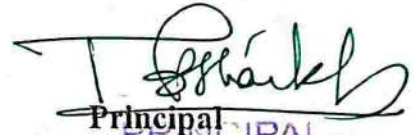
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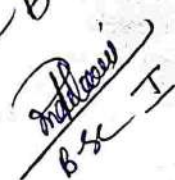
Date: 14/09/22

All the students are hereby informed that the Department of Commerce starts the Add-on course on "Digital Marketing" for the students from the date 26/09/22 to 17/10/22. Interested students can enroll their names on or before 22/09/2022 with Prof. Mohammed Ganim.


Course Coordinator
(Prof. Mohammed Ganim)




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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Digital Marketing Add-on Course 2022-23

COURSE CONTENT	30 HOURS
UNIT-1: Introduction to Digital Marketing - Understanding the basics of digital marketing - Exploring the digital marketing landscape - Benefits and importance of digital marketing - Key digital marketing channels and platforms	5 hours
UNIT-2: Website Basics and Content Marketing - Basics of website creation and optimization - Introduction to content marketing - Creating compelling content for digital platforms - Content distribution strategies	5 hours
UNIT-3: Social Media Marketing - Introduction to social media platforms - Creating effective social media profiles - Content creation and posting strategies for social media - Understanding social media analytics and metrics	5 hours
UNIT-4: Search Engine Optimization (SEO) and Search Engine Marketing (SEM) - Understanding SEO fundamentals - On-page and off-page SEO techniques - Introduction to SEM and pay-per-click advertising - Creating and optimizing ad campaigns	5 hours
UNIT-5: Email Marketing and Analytics - Basics of email marketing - Creating effective email campaigns - Email list building and segmentation - Introduction to digital marketing analytics	5 hours
UNIT-6: Final Projects and Review - Students work on final digital marketing projects - Presentation and peer review of projects - Recap of key concepts and techniques - Q&A session and course evaluation	5 hours
This syllabus provides a comprehensive overview of digital marketing concepts and techniques within a 30-hour timeframe, suitable for beginners.	


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Report and Outcome Analysis

Name of the Course: Digital Marketing

Name of the Department: Commerce

Number of students enrolled : 23

BoS meeting Date:12/09/2022

Start Date of the Course:26/09/2022

End Date of the Course:17/10/2022

The Department of Commerce has conducted an add-on course on Digital Marketing for the Students who are interested in this area of knowledge from 26/09/2022 to 17/10/2022.

The course was about improving the basic knowledge of web Designing, content marketing, social media marketing etc.”

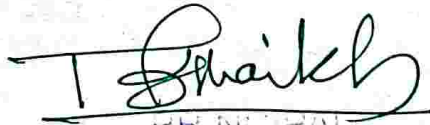
23 students were enrolled in this course and they benefited with the fundamental knowledge on Digital Marketing. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- Understanding Digital Marketing Integration
- Customer Value Journey and Online Consumer Behaviour
- Application of Digital Marketing Strategies
- Search Engine Optimization(SEO)
- Leveraging Digital Strategies for Competitive Advantage




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Department of Computer Science

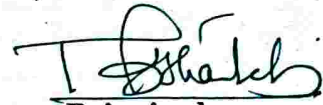
NOTICE

Date: 05-06-2023

All the students are hereby informed that, the Department of Computer Science starts the add-on course on "Computer Typing Skill" for the students of non-commerce from the date 10-06-2023. Interested students can enroll their names on or before 24-05-2023 in the Department of Computer Science.


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 BA 4th Sem.

 B.Sc. 4th Sem.

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Computer Typing Skill Course Syllabus

A English typing course syllabus topics typically covers various aspects of typing skills, focusing on improving speed, accuracy, and overall proficiency.

English Typing Course Syllabus Subjects Details Downloadable ad Editable in PDF, Docx Word File Format.

1. Introduction to English Typing Basics

- o Overview of the keyboard layout (QWERTY or other layouts)
- o Proper finger placement on the home row
- o Basic keyboard functions and key identification
- o Introduction to touch typing technique

2. Home Row Practice

- o Drills and exercises to reinforce home row key positions
- o Emphasis on proper finger movement and posture
- o Building muscle memory for the home row

3. Top and Bottom Row Keys

- o Introducing the top and bottom rows of the keyboard
- o Practicing letter combinations involving home row and top/bottom row keys
- o Developing coordination between hands and fingers

4. Common Words and Sentences

1. Typing common words and sentences to improve speed and accuracy
2. Emphasis on maintaining a consistent pace while typing sentences
3. Introducing basic punctuation and symbols

5. Numeric Keypad

- o Introduction to the numeric keypad and its functions
- o Practice with numerical data entry and basic calculations
- o Integrating numeric keypad skills with regular typing

6. Special Characters and Symbols

- o Typing special characters, symbols, and punctuation marks
- o Advanced drills to improve accuracy with non-alphabetic characters
- o Developing speed with mixed content

7. Increasing Speed and Accuracy

- o Techniques for increasing typing speed without sacrificing accuracy
- o Timed typing exercises and drills
- o Individual and class goals for words per minute (WPM) improvement

8. Review and Final Assessments

- o Comprehensive review of all keyboard keys and techniques
- o Final typing assessments to evaluate overall proficiency
- o Providing feedback and tips for continued improvement

9. Additional Considerations:

- o Incorporation of typing software and online tools for practice
- o Regular typing speed tests and progress tracking
- o Customized exercises based on individual needs and areas for improvement

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Report and Outcome Analysis

Name of the Course: Computer Typing Skill

Name of the Department: Computer Science

Number of students enrolled: 20

BoS meeting Date: 08-05-2023

Start Date of the Course: 10-06-2023

End Date of the Course: 05-07-2023

Department of Computer Science have conducted add-on course on Computer Typing Skill for the Students from 10-06-2023 to 05-07-2023

The course was about the "To enable the students to get typing skill through "Typing Master" software.

The Total 20 students were enrolled in this course and they benefited by this course.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

Upon completion of this module, the trainee will be able to:

1. Apply keyboard functions keys, Apply keyboard cursor control keys, Apply keyboard numeric keypads, Apply keyboard main typing keys, Apply keyboard combination keys (shift and ctrl), and Apply touch typing technique to complete a task
2. Proofread documents, Improve documents, correct errors, complete a final accuracy check, and Develop speed and accuracy.


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Department of Kannada

NOTICE

Date: 23/11/22

All the students are hereby informed that the Department of Political Science starts the add on course on "Human Rights" for the students who do not know about Political Science from the date 01/12/22. Interested students can enroll their names on or before 29/11/22 in the Department of Political Science

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HOD

Department of Political Science

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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Political Science
Syllabus - Human Rights

Chapter 1

Meaning , nature, scope and classification of Human Rights.
Human Rights of First generation, Second generation, Third generation and fourth generation.

10 hours

Chapter 2

Universal declaration of the Human Rights
Human rights and Fundamental rights and Fundamental duties in India

10 hours

Chapter 3

National Human Rights Commission (NHRC) - Composition and its functions
Karnataka Human Rights Commission (KSHRC)- Composition and its functions

10 hours




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Department of Political Science
Report and Outcome Analysis

Name of the Course: Human Rights

Name of the Department: Political Science

BoS meeting Date: 12/11/19/2022

Start Date of the Course: 01/12/2022

End Date of the Course: 28/12/2022

Department of Political Science have conducted add-on course on Human Rights for the Students who do not know Political Science from 01/12/22 to 28/12/22

The course was about the " basic concept of Human Rights and skills for analyzing, interpreting and applying the Human Rights standard.

Total 25 students were enrolled in this course and they benefited with the fundamental knowledge on Human Rights. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- Basic concept of Human Rights and its various formulations.
- Necessary knowledge and skills for analyzing, interpreting and applying the Human Rights standards and sensitise them to the issues.
- Develop ability to critically analyze Human Rights situation around them.




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AHM's
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NOTICE

Date: 15/5/2023

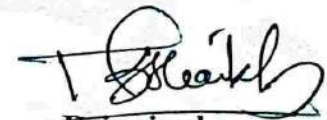
Add-on Course on "MS Word"

All the students are hereby informed that the Department of Computer Science is starting an add-on course on "MS Word" for B.A students, from 1/6/2023. Interested students can enroll their names on or before 25/5/2023 with Prof. Umesh Mestha.


HOD

Department of Computer Science





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 B.Sc IIIrd Sem


B.Sc IVth Sem


B.A IInd Sem

AHM's

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Department of Computer Science

Chapter 1

10 hours

Introduction to Microsoft Word

Overview of Microsoft Word Interface
Understanding the Ribbon, Tabs, and Menus
Creating and Saving Documents
Basic Text Editing and Formatting
Keyboard Shortcuts and Navigation Tips

Document Formatting

Paragraph Formatting (Alignment, Indentation, Spacing)
Working with Fonts and Text Styles
Using Bullets, Numbering, and Lists
Page Layout and Margins
Headers, Footers, and Page Numbers
Inserting and Formatting Tables

Working with Images and Graphics

Inserting and Formatting Images
Using Shapes, SmartArt, and Icons
Creating and Customizing Charts
Working with Text Wrapping
Adding and Formatting WordArt

Chapter 2

10 hours

Managing Long Documents

Working with Styles and Themes
Creating a Table of Contents
Inserting and Formatting References, Footnotes, and Endnotes
Using Bookmarks and Cross-references
Creating and Managing Section Breaks
Setting up Columns and Page Breaks

Advanced Tools and Features

Using Mail Merge for Letters, Labels, and Envelopes
Creating and Using Templates
Reviewing and Tracking Changes
Comparing and Merging Documents
Using Macros for Repetitive Tasks
Protecting and Securing Documents




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Report and Outcome Analysis

Name of the Course: MS Word

Name of the Department: Computer Science

Number of students enrolled : 22

BoS meeting Date:13/5/2023

Start Date of the Course:1/6/2023

End Date of the Course:18/6/2023

Department of Computer Science has conducted add-on course on MS Word for B.A Students who mainly coming from rural areas from 1/6/2023 to 18/6/2023

The course was about "to improve the basic knowledge of MS Word, advanced formatting techniques, document protection, and specialized features like footnotes and table of contents etc."

22 students were enrolled in this course and they benefited with the basic knowledge of MS Word.

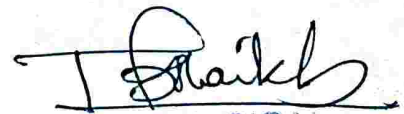
Course concluded with final practical examination and certificate distribution. As per the overall performance of the practical learning, grades are awarded to the participants and certificates are issued.

Outcomes of the Course:

Participated students learned about

- Basics of the Word interface, text handling, formatting, and fundamental document operations like printing and emailing.
- Advanced formatting techniques, integration of images/videos, and an introduction to Mail Merge functionalities.
- Get into intricate form controls, template management, document protection, and specialized features like footnotes and table of contents.
- They also learned about English and Kannada typing





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Department of Computer Science

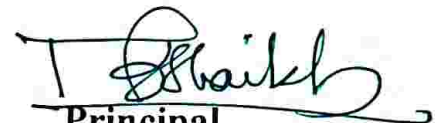
NOTICE

Date: 21-06-2023

All the students are hereby informed that, the Department of Computer Science starts the add-on course on "Microsoft PowerPoint" for the students who do not know PowerPoint from the date 08-07-2023. Interested students can enroll their names on or before: 01-07-2023 in the Department of Computer Science.

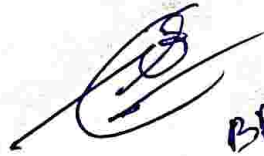

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B-A IV Sem


BA IV



ADDED COURSE SYLLABUS

Microsoft Office Specialist: PowerPoint

Manage Presentations

- 1.1. Modify slide masters, handout masters, and note masters
 - 1.1.1. Change the slide master theme or background
 - 1.1.2. Modify slide master content
 - 1.1.3. Create slide layouts
 - 1.1.4. Modify slide layouts
 - 1.1.5. Modify the handout master
 - 1.1.6. Modify the notes master
- 1.2. Change presentation options and views
 - 1.2.1. Change slide size
 - 1.2.2. Display presentations in different views
 - 1.2.3. Set basic file properties
- 1.3. Configure print settings for presentations
 - 1.3.1. Print all or part of a presentation
 - 1.3.2. Print notes pages
 - 1.3.3. Print handouts
 - 1.3.4. Print in color, grayscale, or black and white
- 1.4. Configure and present slide shows
 - 1.4.1. Create custom slide shows
 - 1.4.2. Configure slide show options
 - 1.4.3. Rehearse slide show timing
 - 1.4.4. Set up slide show recording options
 - 1.4.5. Present slide shows by using Presenter View
- 1.5. Prepare presentations for collaboration
 - 1.5.1. Mark presentations as final
 - 1.5.2. Protect presentations by using passwords
 - 1.5.3. Inspect presentations for issues
 - 1.5.4. Add and manage comments



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Report and Outcome Analysis

Name of the Course: Microsoft Powerpoint
Name of the Department: Computer Science
Number of students enrolled : 21
BoS meeting Date: 15-06-2023
Start Date of the Course: 08-07-2023
End Date of the Course: 12-08-2023

Department of Computer Science have conducted add-on course on Microsoft Powerpoint. for the Students of who do not know Microsoft Powerpoint.

The Total 21 students were enrolled in this course and they benefited with the fundamental knowledge for Microsoft Powerpoint. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

Identify the names and functions of the PowerPoint interface.

Create, edit, save, and print presentations.

Format presentations.

Add a graphic to a presentation.

Create and manipulate simple slide shows with outlines and notes.

Create slide presentations that include text, graphics, animation, and transitions.

Use design layouts and templates for presentations.

Create a PowerPoint presentation.




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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Urdu

NOTICE

Date: 12-10-2022

All the students are hereby informed that, the Department of Kannada starts the add on course on “**Basic Urdu Writing**” for the students who are interested in Urdu Writing from the date 12-11-2022 to 17-12-2022. Interested students can enroll their names on or before 10-11-2022 in the Department of Urdu.


Department of Urdu
(R. H. Sarwan)




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BA II Sem


B.com II Sem

انجمن حامی مسلمین بھٹکل

انجمن ڈگری کالج اینڈ پی جی سنٹر بھٹکل

اردو بنیادی خوش نویسی کورس

سال 2022-2023

نصاب

- 1- اردو کے حرف تہجی اور ہکاریہ حروف کی پہچان اور ان کی صحیح تحریری علامتیں 05 گھنٹے
- 2- حروف تہجی اور ہکاریہ حروف کی آدھی شکلوں کی نشان دہی اور جوڑنے کے طریقے 05 گھنٹے
- 3- حروف تہجی کی مشق اور مخلوط حروف کی لکھاوت 10 گھنٹے
- 4- خط نستعلیق اور خط نسخ کی تعریف اور فرق اور مشق 10 گھنٹے

لاؤٹیشنر



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AHM's
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Department of Urdu
Report and Outcome Analysis

Name of the Course: Basic Urdu Writing

Name of the Department: Urdu

Number of students enrolled: 18

BoS meeting Date: 10-10-2022

Start Date of the Course: 12-11-2022

End Date of the Course: 10-12-2022

Department of Urdu have conducted add-on course on Basic Urdu Writing for the Students of from 12-11-2022 to 10-12-2022.

The course was about the "To enhance the art of beautiful and decorative writing among the students".

The Total 18 students were enrolled in this course and they benefited with the fundamental knowledge of Urdu Writing. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of writing skills in Urdu.
- Involve students in practical activity oriented class rather than traditional study method
- To identify the letters, words and sign boards in Urdu.
- To write Urdu application to government offices
- To improve the interest in Urdu Writing.




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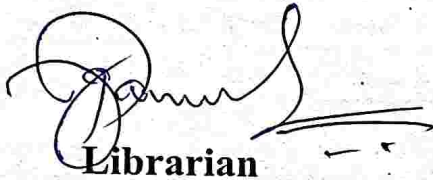
AHM's
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NOTICE

Date: 09-05-2023

Add-on Course on "Bibliometric Analysis"

All the students are hereby informed that the Department of Library & Information Science is starting an add-on course on "Bibliometric Analysis" for the students, from 24-05-2023 to 04-07-2023. Interested students can enroll their names on or before 20-05-2023 with Mr. Afzal G. Jamadar, Librarian.


Librarian

(Mr. Afzal G. Jamadar)

LIBRARIAN
Anjuman Arts, Sci, Com, College
& P.G Centre, BHATKAL - 581 320




Principal

Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581 320

After
B.com V sem

BA V sem

Hunah
B.Sc V sem

B.com V sem

Course Title: Bibliometric Analysis

Course Overview:

This course introduces learners to bibliometric and infometric research methods as unique methodological disciplines in Library and Information Science (LIS) research. Participants will gain insights into bibliometric laws, regularities, and the practical applications of bibliometrics.

Learning Objectives:

By the end of the course, learners should be able to:

1. Explain the historical developments of bibliometrics.
2. Discuss bibliometric laws and regularities.
3. Understand bibliometric indicators and their limitations.

Course Duration:

- **Total Hours:** 30 hours
- **Frequency:** Daily one hour class .

Detailed Syllabus:

1. Introduction to Bibliometric Methodologies & Indicators (Session 1)

- Introduction to the course
- Defining bibliometrics
- Bibliometric indicators & analysis
- Limitations of bibliometrics
- Citation analysis & limitations
- Non-normalized citation indicators

2. Citation Metrics and Bibliometric Data Sources (Session 2)

- Normalized citation indicators
- Citation normalization
- Field-normalized citation impact
- Field classification
- Relative Citation Ratio
- Percentiles
- Journal-based indicators
- Data sources: Web of Science, Scopus, Dimensions, Google Scholar, Open Citations Corpus, Publish or Perish

3. Network Analysis (Session 3)

- Bibliographic network analysis concepts
- Bibliographic network analysis tools
- Centrality, connectedness, & clustering
- VOSviewer (visualization tool)




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Report and Outcome Analysis

Name of the Course: Bibliometric Analysis

Name of the Department: Library and Information Science

Number of students enrolled : 24

BoS Meeting Date: 06-05-2023

Start Date of the Course: 24-05-2023

End Date of the Course: 04-07-2023

The Department of Library and Information Science has conducted an add-on course on Bibliometric Analysis for the Students who are interested in this area of knowledge from 24-05-2023 to 04-07-2023.

The course was about "to improve the basic knowledge of Statistical Analyses of books, articles, or other publications.

24 students were enrolled in this course and they benefited with the fundamental knowledge of Bibliometric Analysis. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- Understanding the objectives and advantages of bibliometric analysis
- Differentiating bibliometric analysis from other research methods like meta-analysis and systematic literature reviews
- Conducting performance analysis, science mapping, citation analysis, co-citation analysis, bibliographic coupling, co-word analysis, co-authorship analysis
- Using popular bibliometric analysis tools like VOSviewer, CiteSpace, and SciMAT to visualize and analyze citation data
- Choosing appropriate techniques for bibliometric analysis
- Reporting the findings of bibliometric analysis in a clear and concise manner
- Apply bibliometric analysis to various fields, including science, engineering, and social sciences
- Utilize network metrics and clustering to identify research trends
- Identify emerging research areas with bibliometric analysis
- Develop a comprehensive understanding of bibliometric analysis




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A.H.M.'s

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL – 581320
(AFFILIATED TO KARNATAK UNIVERSITY, DHARWAD)**

ADD-ON COURSE

2021-22

NOTICE SYLLABUS OUTCOMES

AHM's
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Department of English

NOTICE

Date: 07.05.2022

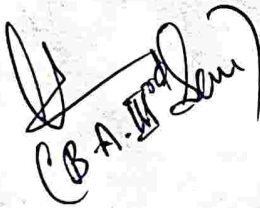
All the students are hereby informed that, the Department of English begins the add-on course on "Everyday English" for the students who do not know to communicate in English from the date 10-05-2022. Interested students can enroll their names on or before 09-05-2022 to the Department of English.



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SYLLABUS OF EVERYDAY ENGLISH

Total Hours: 30

Unit 1: Introduction to Basic Grammar **10 hrs**

- Vowels & Consonants
- Parts of Speech
- Articles & Tenses

Unit 2: Common Areas of English Speaking **10 hrs**

- Greetings – Known and Unknown people
- Introducing Each Other
- Welcoming People
- Gestures while talking
- Gratitude/Regards

Unit 3: Listening and Speaking **10 hrs**

- Definition and difference
- When should you listen carefully?
- Responding appropriately
- Register and Tone
- Expressions, Verbal signals, Body language
- Speaking and Listening assessments


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Department of English

Report and Outcome Analysis

Name of the Course: Everyday English

Name of the Department: English

Number of students enrolled: 51

BoS meeting Date: 07.05.2022

Start Date of the Course: 10.05.2022

End Date of the Course: 30.05.2022

The Department of English offered an add-on course titled "Everyday English" from May 10 to May 30, 2022, aimed at enhancing the communication skills of students with limited proficiency in English. This course was designed to provide students with the tools needed to communicate effectively and confidently in English.

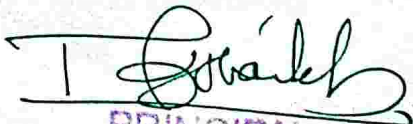
A total of 51 students participated, gaining valuable foundational knowledge in English communication. The course emphasized practical application, with students demonstrating their acquired skills through various assignments.

The program culminated in a final examination followed by a certificate distribution ceremony.

Key Outcomes:

- Strengthened students' communication skills in English.
- Shifted the focus from traditional learning methods to practical, activity-based sessions.
- Addressed common errors in basic English conversation.
- Equipped students with the ability to communicate appropriately with government officials in English.
- Encouraged a sustained interest in using the English language.




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NOTICE

Date: 30-05-2022

Add-on Course on "Chemistry in daily life"

All the students are hereby informed that the Department of Chemistry is starting an **add-on course on "Chemistry in daily life"** for the students, from **05-06-2022**. Interested students can enroll their names on or before **02-06-2022** to Prof. A. R. Muneeb. K.


Course Coordinator
(Prof. A. R. Muneeb. K)




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B.A IV Sem


BSC IV

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Chemistry in daily life Add-on Course 2021-22

COURSE CONTENT		30 HOURS
UNIT-1: Acids and Bases Understanding the properties of acids and bases is crucial in daily life, as many common household substances fall into one of these categories. For instance, vinegar (acetic acid) is a common acid used in cooking and cleaning, while baking soda (sodium bicarbonate) is a basic substance used in baking and as a cleaning agent. Learning about pH and how it affects the behavior of these substances can help you make informed choices in various applications, such as cooking, cleaning, and personal care.		7 hours
UNIT-2: Organic Chemistry and Carbon Compounds: Organic chemistry deals with the study of carbon compounds, which are ubiquitous in daily life. From the food we eat to the medicines we take and the materials we use, organic chemistry plays a vital role. Understanding concepts such as functional groups, isomerism, and reactions involving organic compounds can provide insights into how products are made, how they function, and how they interact with the environment.		8 hours
UNIT-3: Chemical Reactions: Chemical reactions occur all around us, from the combustion of fuel in cars to the digestion of food in our bodies. Studying different types of chemical reactions, such as combustion, synthesis, decomposition, and redox reactions, can help you understand how substances transform and interact with each other. This knowledge can be applied to various aspects of daily life, including cooking, cleaning, and understanding environmental processes.		7 hours
UNIT-4: Polymers and Materials Science: Polymers are large molecules composed of repeating units and they are essential in the production of materials such as plastics, rubbers and fibers. Understanding polymer chemistry and materials science can help you comprehend the properties and uses of everyday items, from plastic bottles and clothing to medical devices and electronic gadgets. Additionally, studying topics like polymerization, polymer structures, and polymer properties can foster awareness of sustainability issues and the environmental impact of different materials.		8 hours
This syllabus provides the concepts of all above, you can gain a deeper appreciation for the role of chemistry in your daily life and make more informed choices about the products you use and the processes you encounter.		



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Report and Outcome Analysis

Name of the Course: Chemistry in daily life

Name of the Department: Chemistry

Number of students enrolled: 50

BoS meeting Date: 21-05-2022

Start Date of the Course: 05-06-2022

End Date of the Course: 21-06-2022

Department of Chemistry has conducted add-on course on Chemistry in daily life for the Students who are interested in this area of knowledge from 05-06-2022 to 21-06-2022

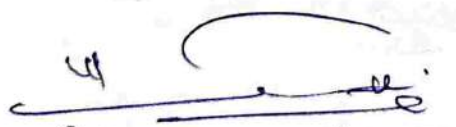
The course was about "to gain a deeper appreciation for the role of chemistry in daily life and make more informed choices about the products we use" etc.

50 students were enrolled in this course and they were benefited with the fundamental knowledge of Chemistry in daily life. Students also applied these skills and concepts during the required.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

Learning outcomes reflect the practical skills and gaining knowledge by studying the concepts of acids and bases, organic chemistry, carbon & its compounds, chemical reactions, polymers and materials science outlined in the syllabus.


COURSE COORDINATOR




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NOTICE

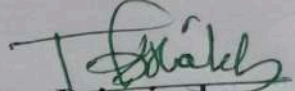
Date: 22/6/2022

Add-on Course on "ECONOMICS IN DAILY LIFE"

All the students are hereby informed that the Department of Economics is starting an add-on course on "**ECONOMICS IN DAILY LIFE**" for BA, B.Sc and B.Com students, from 2/7/2022. Interested students can enroll their names on or before 29/6/2022 with Dr.D.S.Prabhu.


Course Coordinator
(Dr.D.S.Prabhu)

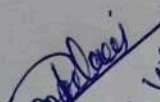



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(Shahina)
(BA IIIrd Sem)


B.Com. III Sem


B.Sc IVth

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Add-on course on ECONOMICS IN DAILY LIFE

Syllabus



Module 1: Introduction to Economics.

- 1.1 What is Economics? - Definition and importance of economics in everyday life. Basic economic concepts: needs, wants, goods, and services.
- 1.2 Scarcity and Choice - Understanding limited resources and unlimited wants. Opportunity cost and decision-making.

Module 2: Understanding Markets and Prices.

- 2.1 Supply and Demand - Basic principles of supply and demand.
- 2.2 Price Mechanism - Role of prices in allocating resources. Impact of price changes on consumers and producers.
- 2.3 Consumer Behavior - Factors influencing consumer choices. Utility, preferences, and budget constraints.

Module 3: Personal Finance and Budgeting.

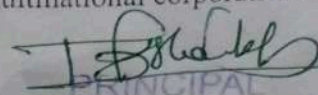
- 3.1 Income and Expenditure - Understanding sources of income. Managing household expenses.
- 3.2 Budgeting Basics - Importance of budgeting in daily life. Creating a simple personal or household budget.
- 3.3 Saving and Investing - Importance of saving money. Basic investment options and their risks.

Module 4: The Role of Government in the Economy.

- 4.1 Taxes and Public Spending - Why we pay taxes and how they are used. Types of taxes (direct and indirect).
- 4.2 Government's Role in Economic Stability - Inflation, deflation, and government policies. Introduction to fiscal and monetary policy.
- 4.3 Social Welfare Programs - Overview of social security, unemployment benefits, and other safety nets.

Module 5: Global Economics and Trade.

- 5.1 Basics of International Trade - Understanding imports, exports, and trade balance. How international trade impacts daily life.
- 5.2 Globalization - Positive and negative effects of globalization. The role of multinational corporations.


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5.3 Exchange Rates and Purchasing Power - How exchange rates affect prices of goods and services. Understanding purchasing power parity.

Module 6: Current Economic Issues and Trends.

6.1 Understanding Economic Indicators - Introduction to GDP, unemployment rate, and inflation. How these indicators affect daily life.

6.2 Digital Economy - The rise of e-commerce and digital payments. How technology is changing the economic landscape.

6.3 Environmental Economics - The economic impact of environmental issues. Concepts of sustainable development and green economy.

Module 7: Practical Applications and Case Studies.

7.1 Real-Life Economic Decisions - Case studies on everyday economic decisions (e.g., renting vs. buying a house, choosing between different savings options).

This syllabus is designed to introduce students to the basic principles of economics and how they apply to daily life. It covers a wide range of topics from personal finance to global trade, making it relevant and useful for all students.



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Report and Outcome Analysis

Name of the Course: ECONOMICS IN DAILY LIFE

Name of the Department: Economics

Number of students enrolled : 52

BoS meeting Date: 20/6/2022

Start Date of the Course: 2/7/2022

End Date of the Course: 20/7/2022

The Department of Economics has conducted an add-on course on Economics in daily life for Students who are very much interested to learn about Economics. The course will start from 2/7/2022 to 20/7/2022.

The course was about "to give essential knowledge on the basic principles of economics and how they apply to daily life. It covers a wide range of topics from personal finance to global trade, making it relevant and useful.

52 students were enrolled in this course and they benefited with various concepts of economics in daily life.

Course concludes with a final written examination and certificates are distributed as per the performance of the students. As per the overall performance and learning, grades are awarded to the participants and certificates are issued.

Outcomes of the Course:

- Define the concepts of public expenditures and public revenues.
 - Explains the concepts of government and public finance.
 - Compares the discussions on the role of the state in the economy.
 - Define the functions of public finance.
 - Discuss the importance of functions of public finance in terms of economy.
 - Will be able to interpret the union government budget.
 - Explain the classification of public expenditures.
- Compares the opinions about the increase of public expenditures in India

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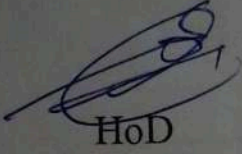
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Kannada

NOTICE

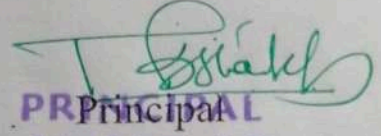
Date: 17/10/2021

All the students are hereby informed that, the Department of Kannada starts the add-on course on 'Kannada Speaking Skill' for the students who do not know Kannada from the date 27/10/2021. Interested students can enroll their names on or before 23/10/21 in the Department of Kannada.



HoD

Department of Kannada



Principal

Anjuman Arts, Science & Commerce
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Syllabus
Kannada Speaking Skill

Unit 1. ಸರಳ ಪದಗಳ ಪರಿಚಯ ಮತ್ತು ಪ್ರಯೋಗ

ಒಂದು ಶಬ್ದದ ಮಾತು: ಬಾ, ಹೋಗು, ನಿಲ್ಲು, ಕೊಡು, ತೆಗೆದುಕೊ, ತಿನ್ನು, ಬರಿ, ಓದು, ನೋಡು, ಕುಡಿ ಇತ್ಯಾದಿ
ಸಂಬಂಧವಾಚಕ ಪದಗಳು: ತಂದೆ, ತಾಯಿ, ಅಪ್ಪ, ಅಮ್ಮ, ಅಣ್ಣ, ತಂಗಿ, ಚಿಕ್ಕಮ್ಮ, ಮಾವ, ಅತ್ತೆ ಇತ್ಯಾದಿ.
ಪರಿಮಾಣ ವಾಚಕ ಪದಗಳು: ಅಷ್ಟು, ಇಷ್ಟು, ಸ್ವಲ್ಪ, ಕಡಿಮೆ, ಬಹಳ, ಹೆಚ್ಚು, ಅಧಿಕ ಇತ್ಯಾದಿ
ಪ್ರಶ್ನಾರ್ಥಕ ಪದಗಳು: ಎಷ್ಟು? ಹೇಗೆ? ಏನು? ಎಲ್ಲಿ? ಯಾವಾಗ? ಎಲ್ಲಿಂದ? ಎಲ್ಲಿಗೆ? ಯಾರು? ಇತ್ಯಾದಿ
ಸಂಖ್ಯಾವಾಚಕ ಪದಗಳು: ಒಂದು, ಎರಡು, ಹತ್ತು, ಒಬ್ಬರು, ಇಬ್ಬರು, ಒಬ್ಬಳು ಇತ್ಯಾದಿ
ದಿಗ್ವಾಚಕ ಪದಗಳು: ಪೂರ್ವ, ಪಶ್ಚಿಮ, ಮೇಲೆ, ಕೆಳಗೆ, ಆಚೆ, ಈಚೆ, ಹಿಂದೆ, ಮುಂದೆ, ಎಡ, ಬಲ ಇತ್ಯಾದಿ.

Unit 2. ಸಂಭಾಷಣೆ.

ಅಂಗಡಿಯಲ್ಲಿ
ಶಾಲೆಯಲ್ಲಿ
ಕಛೇರಿಯಲ್ಲಿ
ಪೋಸ್ಟ್ ಆಫೀಸಿನಲ್ಲಿ
ಬ್ಯಾಂಕಿನಲ್ಲಿ
ಬಸ್ ಮತ್ತು ರೈಲು ನಿಲ್ದಾಣದಲ್ಲಿ
ಆಸ್ಪತ್ರೆಯಲ್ಲಿ..... ಇತ್ಯಾದಿ

Unit 3. ಕನ್ನಡ ಅಕ್ಷರಗಳ ಅರಿವು.

ಕನ್ನಡ ಸ್ವರಗಳು
ಕನ್ನಡ ವ್ಯಂಜನಗಳು
ಕನ್ನಡ ಅಕ್ಷರಗಳನ್ನು ಉಚ್ಚರಿಸುವ ರೀತಿ
ಕನ್ನಡ ಕಾಗುಣಿತ

Unit 4. ಕನ್ನಡ ಅಕ್ಷರಗಳ ಬರವಣಿಗೆ

ಕನ್ನಡ ಅಕ್ಷರಗಳನ್ನು ಬರೆಯುವುದು
ಕಾಗುಣಿತವನ್ನು ರಚಿಸುವುದು
ಎರಡು ಅಥವಾ ಮೂರು ಅಕ್ಷರಗಳನ್ನು ಸೇರಿಸಿ ಸರಳ ಶಬ್ದ ರಚಿಸುವುದು... ಇತ್ಯಾದಿ



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Department of Kannada

Report and Outcome Analysis (2021-22)

Name of the Course: Kannada Speaking Skill

Name of the Department: Kannada

Number of students enrolled: 50

BoS meeting Date: 16/10/2021

Start Date of the Course: 27/10/2021

End Date of the Course: 22/12/2021

Department of Kannada have conducted add-on course on Kannada Speaking Skill for the Students of who do not know Kannada from 25/10/2021 to 05/11/2021

The course was about the "To enable the students to communicate and improve the talking, reading and writing skills in Kannada.

The Total 15 students were enrolled in this course and they benefited with the fundamental knowledge for communication in Kannada. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of communication skills in Kannada
- Involve students in practical activity oriented class rather than traditional study method
- To identify the letters, words and sign boards in Kannada
- To write Kannada application to government offices
- To improve the interest in Kannada language



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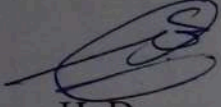
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Kannada

NOTICE

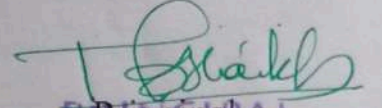
Date: 12/01/2022

All the students are hereby informed that, the Department of Kannada starts the add-on course on "Typing Skill in Kannada" for the students from the date 19/01/2022. Interested students can enroll their names on or before 15/01/2022 in the Department of Kannada.



HoD

Department of Kannada



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ಪಠ್ಯಕ್ರಮ (Syllabus)

ಕನ್ನಡ ಮುದ್ರಣ ಕೌಶಲ್ಯ (Typing Skill in Kannada)

ಘಟಕ 1. ಕಂಪ್ಯೂಟರ್ ಎಂದರೇನು? ಅದರ ಭಾಗಗಳು

5 ತಾಸು

ಯಂತ್ರಾಂಶಗಳು ಮತ್ತು ಅವುಗಳ ಬಳಕೆ ಮತ್ತು ಉಪಯೋಗಗಳು
ತಂತ್ರಾಂಶಗಳು ಮತ್ತು ಅವುಗಳ ಕಾರ್ಯವಿಧಾನ, ಬಳಕೆ ಹಾಗೂ ಉಪಯೋಗಗಳು

ಘಟಕ 2. ನುಡಿ ತಂತ್ರಾಂಶ

10 ತಾಸು

ವಿವಿಧ ಕನ್ನಡ ಲಿಪಿ ತಂತ್ರಾಂಶಗಳು
ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಧಿಕೃತ ಕಿಲಿಮಣಿಯ ವಿನ್ಯಾಸ
ನುಡಿ ಲಿಪಿ ತಂತ್ರಾಂಶ ಮತ್ತು ಅದರಲ್ಲಿರುವ ಬಗೆಗಳು ಹಾಗೂ ಶೈಲಿಗಳು
ನುಡಿ 4.0

ಘಟಕ 3. ನುಡಿ 4.0 ತಂತ್ರಾಂಶದ ಬಳಕೆ

15 ತಾಸು

ನುಡಿ ಲಿಪಿ ಮುದ್ರಕದಲ್ಲಿ ಕಿಲಿಮಣಿಯ ಉಪಯೋಗ
ನುಡಿ ಲಿಪಿ ತಂತ್ರಾಂಶದಲ್ಲಿ ಅಕ್ಷರ ಮತ್ತು ಕಾಗುಣಿತಗಳ ಪರಿಚಯ
ಪದಜೋಡಣೆ
ವೇಗವಾಗಿ ಟೈಪಿಸುವ ಕೌಶಲ್ಯ ವೃದ್ಧಿ
ನುಡಿ ಟೈಪಿಂಗ್‌ನಿಂದ ದೊರೆಯುವ ಉದ್ಯೋಗಾವಕಾಶಗಳು
ಪುಟ ವಿನ್ಯಾಸ



AHM's
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL**

Department of Kannada

Report and Outcome Analysis (2021-22)

Name of the Course: **Typing Skill in Kannada**

Name of the Department: Kannada

Number of students enrolled: 51

BoS meeting Date: 04/01/2022

Start Date of the Course: 19/01/2022

End Date of the Course: 19/03/2022

Department of Kannada have conducted add-on course on Typing Skill in Kannada for the Students from 19/01/2022 to 19/03/2022

The course was about the "To Develop and improve the Kannada typing skills in Students".

The Total 16 students were enrolled in this course and they benefited with the fundamental knowledge of Kannada Nudi Software. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of computer typing skills in Kannada effortlessly
- Involve students in practical activity oriented class rather than traditional study method
- To enhance the job opportunities.
- To develop the self employments.





A.H.M.'s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL – 581320
(AFFILIATED TO KARNATAK UNIVERSITY, DHARWAD)

ADD-ON COURSE

2019-20

NOTICE SYLLABUS

OUTCOMES

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Chemistry

NOTICE

Date: 20/02/2020

All the students are hereby informed that we are going to start the add on course on "Food Additives and Adulteration" for the students who do not have knowledge on Chemistry from 01st to 17th March 2020. Interested students can enroll their names on or before 28th Feb 2020 in the Chemistry department.


HOD

Department of Chemistry


B.Com I sem


B.Sc I


(BA I Sem)


B.Sc I sem




Principal

Principal
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL - 577 220

AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Chemistry

Syllabus – Food Additives and Adulteration

CHAPTER 01

10 HOURS

Introduction to Food Additives - Definition and importance, Historical background, Classification of food additives

Types of Food Additives-Preservatives: Types and functions, Antioxidants, Mechanisms and examples, **Flavor enhancers:** Types and use, **Colorants:** Natural vs. synthetic, **Emulsifiers and stabilizers**

Regulatory Aspects and Safety Evaluation : Global and local regulatory bodies (e.g., FDA, EFSA, Guidelines for the use of food additives, Labeling requirements

CHAPTER 02

10 HOURS

Safety Assessment of Food Additives - Toxicological evaluation, Acceptable Daily Intake (ADI), Risk assessment methodologies, Common Food Adulterants and Detection Methods

Introduction to Food Adulteration-Definition and types of adulteration, Common adulterants in food

Detection Methods for Adulterants-Physical methods (e.g., visual inspection). Chemical methods (e.g., chromatography, spectrometry), Biological methods (e.g., microbiological tests)

CHAPTER 03

10 HOURS

Case Studies on Food Additives and Adulterants- Case studies on common additives (e.g., MSG, aspartame), Case studies on food adulteration incidents (e.g., melamine in milk, Sudan dye in spices)

Laboratory Techniques and Practical Sessions-Hands-on sessions on detecting adulterants, Demonstration of food additive applications

Emerging Trends and Innovations

Emerging Trends in Food Additives- Natural additives and clean label trends, Advances in food preservation technologies


HOD

Department of Chemistry




Principal

PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581 370

AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Chemistry

Report and Outcome Analysis

Name of the Course: Food Additives and Adulteration

Name of the Department: Chemistry

Number of students enrolled: 64

BoS meeting Date:03-02-2020

Start Date of the Course:01/03/20

End Date of the Course:17/03/20

Department of Chemistry have conducted add-on course on Food Additives and Adulteration from 01/03/20 to 17/03/20 for the Students of who do not know basics of chemistry. The course was about the "To enable the students to improve safety, increase the amount of time a food can be stored".

The Total 35 students were enrolled in this course and they benefited with the fundamental knowledge on Chemistry. Students also applied these skills and concepts during the daily life activities.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- Basic concept of Chemistry and its various formulations.
- Get basic Knowledge on various foods and about adulteration.
- Comprehend certain skills of detecting adulteration of common foods.




Course Coordinator


IQAC Coordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal


Principal
PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
Bhatkal

AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science

NOTICE

Date: 28/12/2019

All the students are hereby informed that the Department of Computer Science starts the add on course on "Introduction to computers and office tools" for the students who do not know about basic of Computer Science from the date 06/01/2020. Interested students can enroll their names on or before 05/01/2020 in the Department of Computer Science

B.A. II Sem




HOD

Department of Computer Science


Principal

PRINCIPAL
Anjuman Arts, Science & Commerce
& P.G. Centre
BHATKAL

B.A. III Sem.


B.A. IV Sem.


B.A. V Sem.




AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of computer science
Syllabus – Introduction to computer and office tools

Chapter 1

10 hours

Introduction to Computers

- Basic Concepts
- Overview of computer systems
- Hardware and software components
- Types of computers and their uses

Operating Systems

- Understanding Operating Syst
- Introduction to operating systems (Windows, macOS, Linux)
- Basic operations and navigation
- File management (creating, moving, and deleting files)

Microsoft Word

- Document Creation
- Introduction to Microsoft Word
- Creating, formatting, and editing documents
- Using templates and styles

Chapter 2

10 hours

Microsoft Word Advanced Features

- Advanced Document Features
- Inserting tables, images, and charts
- Headers, footers, and page numbering
- Mail merge and collaboration tools

Microsoft Excel

- Spreadsheet Basics
- Introduction to Microsoft Excel
- Creating and formatting spreadsheets
- Basic formulas and functions

Microsoft Excel Data Analysis

- Advanced Excel Functions
- Sorting and filtering data
- Using charts and graphs
- Pivot tables and data analysis tools




PRINCIPAL
Anjuman Arts, Science & Commerce College
A.P.G. Centre
BHATKAL

Chapter 3

10 hours

Microsoft PowerPoint

- Presentation Basics
- Introduction to Microsoft PowerPoint
- Creating and formatting slides
- Inserting multimedia elements

Microsoft PowerPoint Advanced Features

- Enhancing Presentations
- Slide transitions and animations
- Tips for effective presentations
- Collaborating and sharing presentations

Email and Internet Usage

- Effective Communication
- Setting up and using email (Gmail, Outlook)
- Email etiquette and management
- Basic internet browsing and search techniques

Tulshiram

HOD

Department of
computer science



T. Shalika
Principal

PRINCIPAL
Bhatkal Arts, Science & Commerce College
B.P.G. College
BHATKAL, 581320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL

Department of Computer Science
Report and Outcome Analysis

Name of the Course: Introduction to Computers and Office Tools

Name of the Department: Computer Science

Number of students enrolled: 64

BoS meeting Date: 10/12/2019

Start Date of the Course: 06/01/2020

End Date of the Course: 23/01/2020

The Department of Computer Science has conducted an add-on course on "Introduction to Computers and Office Tools" for the students from 06/01/2020 to 23/01/2020 who do not have knowledge on basic Computers and its office tools.

The course was about the basic concept of Introduction to Computers and Office tools and skills for analyzing, interpreting and applying the same in daily usage of Computers. Total 64 students were enrolled in this course and they benefited with the fundamental knowledge on Computers and its Office Tools. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- **Basic concept of Introduction to Computers and Office Tools**
- **Necessary knowledge and skills for analyzing, interpreting and its applications**
- **Enhanced persuasion skills in them**



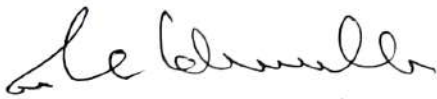

PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL
Department of Physical Education

NOTICE

Date: 27/06/19

All the students are hereby informed that the Department of Physical Education starts the Add-on course on "Self Defense for women" for the students who do not know about the Self Defense Techniques from the date 13/07/19. Interested students can enroll their names on or before 04/07/19 in the Department of Physical Education.



Physical director

Department of Physical Education

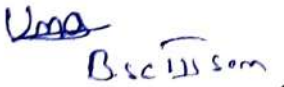


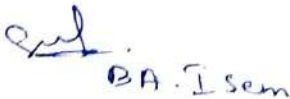
Principal

Anjuman Arts, Science & Commerce College,
& P.G. Centre
BHATKAL-581 320




B.Sc. I Sem


B.Sc. I Sem


B.A. I Sem

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL

Department of Physical Education

Syllabus - Self Defense For Women

(Total 30 hours)

Unit 1

Introduction and Basic Techniques

15 HOURS

Importance of Self-Defense, Warm-Up Exercises, Basic Stances and Footwork

Situational Awareness

Understanding your Environment , Recognizing Potential Threats, Avoidance Strategies

Confidence Building

Role-Playing Scenarios , Assertiveness Training, Mental Preparedness

(Practical)

Unit 2:

Basic Strikes

10 HOURS

Punching Techniques (Jab, Cross, Hook), Elbow Strikes, Palm Strikes

Basic Kicks

Front Kick, Side Kick, Knee Strikes

Unit 3:

Ground Defense

5 HOURS

Basic Ground Positions, Escaping from the Ground, Defending from the Ground



T. Shaikh

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& P.G. Centre
BHATKAL-581320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL

Department of Physical Education
Report and Outcome Analysis

Name of the Course: Self Defense for Women

Name of the Department: Physical Education

Number of students enrolled: 64

BoS meeting Date: 16/06/2019

Start Date of the Course: 13/07/2019

End Date of the Course: 29/07/2019

The Department of Physical Education has conducted an add-on course on Self Defense for the girl students from 13/07/2019 to 29/07/2019 who are unaware of self defense techniques.

The course was about basic techniques of self defense, awareness and confidence building exercises. Total 64 students were enrolled in this course and they benefited with the fundamental knowledge on self defense. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- **To enhance the ability to protect and defend**
- **To enhance confidence building**
- **To inculcate the knowledge on life skills**
- **To facilitate the students in improving the physical and mental health**




PRINCIPAL
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& P.G Centre
BHATKAL-581 320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL

NOTICE

Date: 28/8/2019

Add-on Course on "PUBLIC ECONOMICS"

All the students are hereby informed that the Department of Economics is starting an add-on course on "**PUBLIC ECONOMICS**" from 7/9/2019. Interested students can enroll their names on or before 6/9/2019 with Dr.D.S.Prabhu


Course Coordinator
(Dr.D.S.Prabhu)


Principal

PRINCIPAL
Anjuman Arts, Science & Commerce
College, BHATKAL (U K) 581320




B.Sc. I sem


BA I sem


B.A III


B.Com (III)


BA 4th sem.

AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
BHATKAL

Add-on course on PUBLIC ECONOMICS

SYLLABUS

CHAPTER 01

Introduction to Public Economics: Definition and Scope of Public Economics, Role of Government in the Economy, Market Failures and Government Interventions 10 Hours
Public Goods and Externalities: Public Goods: Characteristics and Examples, Free-Rider Problem, Externalities: Positive and Negative
Government Expenditure: Types of Government Expenditures, Theories of Public Expenditure, Cost-Benefit Analysis

CHAPTER 02

Taxation: Principles of Taxation, Types of Taxes: Direct and Indirect, Tax Incidence and Efficiency 10 Hours
Fiscal Policy: Objectives and Tools of Fiscal Policy, Fiscal Policy and Economic Stabilization, Budget Deficits and Public Debt
Public Budgeting: Budget Process and Types of Budgets, Revenue and Expenditure Forecasting, Performance and Program Budgeting

CHAPTER 03

Social insurance and welfare programs: Social Security and Unemployment Insurance, Health Care and Public Assistance Programs, Evaluating Social Programs 10 Hours
Public Choice Theory: Introduction to Public Choice Theory, Voting and Political Economy, Rent-Seeking and Government Failure
Fiscal Federalism: Division of Fiscal Responsibilities, Intergovernmental Transfers, Local Government Finance




PRINCIPAL

Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320

Report and Outcome Analysis

Name of the Course: PUBLIC ECONOMICS

Name of the Department: Economics

Number of students enrolled : 63

BoS meeting Date: 10/08/2019

Start Date of the Course: 07/09/2019

End Date of the Course: 24/09/2019

The Department of Economics has conducted an add-on course on Public Economics for U.G. Students who are very much interested to learn about Public Finance. The course started from 7/9/2019 to 24/9/2019

- The course was about to give essential knowledge of public economics like definition and scope of public economics, public goods and externalities, public expenditure, budget, taxation etc
- 63 students were enrolled in this course and they benefited with various concepts of public economics
- Course concluded with final written and oral examination and certificates are distributed as per the performance of the students. As per the overall performance and learning, grades are awarded to the participants and certificates are issued.

Outcomes of the Course:

- Define the concept of public economics.
- Explains the concepts of public goods and externalities.
- Explains the principles of taxation.
- Will be able to interpret the union government budget.
- Explain the classification of public expenditures.
- Compares the opinions about the increase of public expenditures in India





Principal

PRINCIPAL

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College, BHATKAL (U K) 581320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

NOTICE

Date: 16th January 2020

Add-on Course –INCOME TAX PRACTICE

All the students are hereby informed that the Department of Commerce is starting an **add-on course "INCOME TAX PRACTICE"** for the students, from 04th February 2020 to 20th February 2020 ie., **2 Hours class every day**. Interested students of all streams can enrol their names **on or before 31-01-2020** with **Manjunath A. Prabhu, HOD, Commerce**.


Course Coordinator
(Manjunath A. Prabhu)




Principal

Anjuman Arts, Science & Commerce College, Bhatkal (U.K.) 581320

B.Com IV Sem


B.Sc IV Sem


B.Com VI



B.Com II


B.A. II





B.A. II Sem


B.A. VI

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
INCOME TAX PRACTICE

Add-on Course 2019-2020

CHAPTER 01

10 HOURS

INTRODUCTION TO INCOME TAX

Basics of Income Tax -Definition and importance of income tax, Overview of the Indian Income Tax Act, 1961 (or relevant local tax law)

Key Concepts-Assessee, Assessment Year, and Previous Year, Gross Total Income, Total Income, and Taxable Income

HEADS OF INCOME

Income from Salary-Components of salary income, Allowances, perquisites, and tax exemptions

Income from House Property-Determination of annual value, Deductions and exemptions

Income from Business or Profession-Profit and gain calculation, Permissible deductions

Income from Capital Gains-Types of capital assets, Computation of short-term and long-term capital gains

Income from Other Sources- Interest income, dividends, and other miscellaneous sources, Deductions available under this head.

CHAPTER 02

10 HOURS

DEDUCTIONS AND EXEMPTIONS

Section 80C to 80U-Overview of deductions under various sections, Common deductions (e.g., Section 80C for investments, 80D for medical insurance)

Exemptions-Common exemptions (e.g., House Rent Allowance, Leave Travel Allowance), Difference between deductions and exemptions

Tax Planning-Basic strategies for effective tax planning

TAX FILING AND COMPLIANCE

Introduction to Income Tax Returns (ITR)-Types of ITR forms and their applicability, Step-by-step guide to filing ITR online

TDS (Tax Deducted at Source)-Basics of TDS and its applicability, How to claim TDS refunds

Advance Tax and Self-Assessment Tax-What is advance tax and who should pay it? Understanding self-assessment tax and how to calculate it.



CHAPTER 03

10 HOURS

TAX ADMINISTRATION AND ASSESSMENT

Role of Tax Authorities- Overview of the Income Tax Department, Powers and duties of assessing officers

Assessment Procedures-Types of assessments (self-assessment, regular assessment, etc.),

Rectification of mistakes, reassessment, and appeals

Penalties and Prosecutions-Common penalties for non-compliance, Understanding tax

Litigation and dispute resolution

PRACTICAL APPLICATIONS AND CASE STUDIES

Practical Examples-Case studies on income tax calculations Practice exercises on filing ITR


Course Coordinator


IQAC Coordinator


Principal

PRINCIPAL
Anjuman Arts, Science & Commerce
College BHATKAL (U.K.) 581320



AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Report and Outcome Analysis

Name of the Course: Income Tax Practice

Name of the Department: Commerce

Number of students enrolled : 56

BoS meeting Date: 02-01-2020

Start Date of the Course: 04-02-2020

End Date of the Course: 20-02-2020

Department of Commerce has conducted add-on course of Income Tax Practice for the Students who are interested in this area of knowledge from 04th Feb 2020 to 20th Feb 2020. The course was about to educate students regarding Direct taxation in India.

56 students were enrolled in this course and they benefited with the basic knowledge of taxation. Students were educated and explained the area of Income Tax and what is their duties to comply the Act and how the different types of incomes are table and rate of Income tax to the different assessee. Course concluded with final examination and certificate distribution.

Outcomes of the Course:

1. BASIC OF DIRECT TAXATION:

- Who is liable to pay tax
- Who and when assessee is coming under tax bracket

2. Different types of Incomes: By the end of the course, students should be able to:

- Computation of Various types of Incomes
- Deductions available to various heads of incomes

3. Assessment of Individuals:

- Computation of Gross total Income
- Deductions
- Computation of Tax Liability.


Course coordinator




Principal
PRINCIPAL
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College, BHATKAL (U K) 581320



A.H.M.'s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL – 581320
(AFFILIATED TO KARNATAK UNIVERSITY, DHARWAD)

ADD-ON COURSE

2018-19

NOTICE SYLLABUS

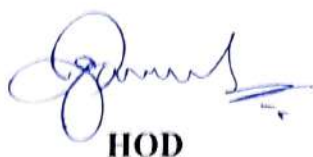
OUTCOMES

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English

NOTICE

Date: 26/06/18

All the students are hereby informed that the Department of English starts the add on course on "**Public Speaking and Communication**" for the students who do not have courage to speak publically from the date.07/07/2018. Interested students can enroll their names on or before 06/07/2018 in the Department of English.


HOD

Department of English


Principal

PRINCIPAL

Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL DIST. TQ.




B.Sc. - I Sem


B.A. Sem.


B.Com I


B.A. I Sem


B.A. I Sem

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English
Syllabus – PUBLIC SPEAKING & COMMUNICATION

CHAPTER 01

10 HOURS

Introduction to Public Speaking: Importance of Public Speaking, Overcoming Fear and Anxiety, Basic Elements of Public Speaking: Speaker, Message, Audience

Speech Preparation: Choosing a Topic, Researching and Organizing, Content Structuring Your Speech: Introduction, Body, Conclusion

Understanding Your Audience - Analyzing Audience Demographics, Adapting Your Speech to Different Audiences, Engaging Your Audience

CHAPTER 02

10 HOURS

Developing Speaking Skills: Voice Modulation- Tone, Pitch, and Volume, Body Language: Gestures, Posture, Eye Contact, Effective Use of Pauses and Silence

Using Visual Aids: Types of Visual Aids- Slides, Props, Videos, Designing Effective Visual Aids, Integrating Visual Aids into Your Speech

Persuasive Speaking: Principles of Persuasion-Ethos, Pathos, Logos, Crafting Persuasive Arguments, Handling Objections and Counterarguments

CHAPTER 03

10 HOURS

Impromptu Speaking - Techniques for Impromptu Speaking, Thinking on Your Feet, Practicing Impromptu Speeches

Non-Verbal Communication: Understanding Non-Verbal Cues, Enhancing Communication with Non-Verbal Signals, Reading Your Audience's Non-Verbal Feedback

Public Speaking in Different Contexts: Public Speaking in Professional Settings: Meetings, Presentations, Public Speaking in Social Settings: Toasts, Ceremonies, Adapting Your Style to Different Contexts



HOD

Department of English



Principal

PRINCIPAL

Anjuman Arts, Science & Commerce College

B.P.G. Centre

BHATKAL - 576110

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English
Report and Outcome Analysis

Name of the Course: Public Speaking and Communication

Name of the Department: English

Number of students enrolled: 62

BoS meeting Date: 06/06/2018

Start Date of the Course: 07/07/2018

End Date of the Course: 23/07/2018

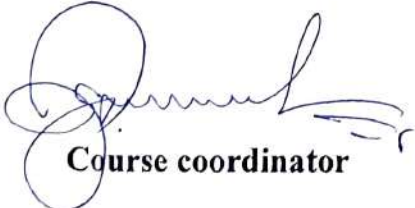
Department of English have conducted add-on course on Public Speaking and Communication from 07/07/2018 to 23/07/2018 for the students of who do not have courage to speak publicly. The course was about the "To enable the students to communicate and speak publicly with courage.

The Total 62 students were enrolled in this course and they benefited with the speaking and communication skills. Students also applied these skills and concepts during the seminars and presentations.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- **Basic concept of Public Speaking and Communications.**
- **Necessary knowledge and skills for visibility ,understanding and learning**
- **Enhanced Persuasion Skills in them.**


Course coordinator




Principal
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581320

AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

NOTICE

Date: 27th/Feb/2019

All students are hereby informed that the Department of Commerce is starting an add-on course on "Business Communication" for students who need to enhance their communication skills. The course will commence on 9th March 2019. Interested students can enroll their names on or before 7th March 2019 to Prof. Hibban the Course Coordinator.

For enrollment and further information, please visit the Department of Commerce.




Prof. Mushtaque K Shaikh
Principal
Anjuman Arts, Science & Commerce
College, Principal (U K) 581320

 B.Sc 6th Sem
 B.Sc 1st Sem
 B.A. II Sem
 B.Com II
 (B.A. II Sem)
 B.Com 4th Sem
 B.A. - 1st Sem

AHM's
Anjuman Arts, Science, and Commerce College, Bhatkal

Add-On Course on Business Communication Course Duration: 30 Hours

Syllabus Outline

Module 1: Fundamentals of Business Communication (10 Hours)

1. Introduction to Business Communication

- Definition and Importance
- Communication Process
- Barriers to Effective Communication

2. Types of Business Communication

- Verbal Communication: Oral and Written
- Non-Verbal Communication: Body Language, Gestures, and Postures

3. Effective Listening Skills

- Importance of Listening
- Barriers to Effective Listening
- Techniques to Improve Listening Skills

4. Communication Channels in Business

- Internal Communication: Memos, Emails, Reports
- External Communication: Business Letters, Press Releases

Module 2: Written Communication Skills (10 Hours)

1. Business Writing Principles

- Clarity, Conciseness, and Tone
- Grammar and Punctuation

2. Writing Business Documents

- Emails: Structure and Etiquette
- Reports: Types and Structure
- Proposals: Writing Effective Proposals
- Memos and Circulars

3. Creating Effective Presentations

- Planning and Organizing Content
- Visual Aids: Designing PowerPoint Slides




T. SHANTHI

Anjuman Arts, Science & Commerce
College BHATKAL (U.K.) 581320

- Delivering the Presentation: Tips and Techniques
- 4. Professional Writing Practices**
 - Writing for Different Audiences
 - Proofreading and Editing Techniques

Module 3: Oral Communication and Interpersonal Skills (10 Hours)

- 1. Public Speaking and Presentation Skills**
 - Overcoming Fear and Building Confidence
 - Structuring a Speech or Presentation
 - Engaging the Audience
- 2. Group Discussions and Meetings**
 - Roles and Responsibilities in Group Discussions
 - Conducting and Participating in Effective Meetings
 - Decision-Making Processes
- 3. Interpersonal Communication Skills**
 - Building Rapport and Trust
 - Conflict Resolution and Negotiation Skills
 - Teamwork and Collaboration
- 4. Telephone and Video Conferencing Skills**
 - Telephone Etiquette
 - Conducting Effective Video Conferences
 - Managing Cross-Cultural Communication


Course Coordinator:

Prof. Hibban Shabandari
Department of Commerce


Prof. Mushtaque K Shaikh
Principal

Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320



AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Commerce

Report and Outcome Analysis

Name of the Course: Business Communication
Name of the Department: Commerce
Number of Students Enrolled: 63
BoS Meeting Date: 13th Feb 2019
Start Date of the Course: 9th March 2019
End Date of the Course: 25th March 2019

The Department of Commerce conducted an add-on course on Business Communication from 9th March 2019 to 25th March 2019. The primary objective of the course was to enhance the communication skills of students in English, focusing on practical applications in business contexts.

A total of 63 students enrolled in this course, gaining fundamental knowledge in English communication. The course included group activities such as presentations and discussions, which allowed students to apply their skills and concepts practically during assignments.

The course concluded with a final examination and a certificate distribution ceremony.

Outcomes of the Course:

- **Development of Communication Skills:** Students developed their communication skills in English, crucial for their future careers.
- **Practical, Activity-Oriented Learning:** The course emphasized practical, activity-oriented learning over traditional study methods, engaging students more effectively.
- **Recognition and Comprehension:** Students learned to identify letters, words, and signboards in English, improving their everyday literacy.
- **Application in Official Contexts:** Students gained the ability to read English applications related to government offices, enhancing their practical knowledge.
- **Increased Interest in English:** The course fostered a greater interest in the English language among students.



Student Testimonials:

- *Baseer*: "This course significantly improved my confidence in communicating in English. The practical activities made learning enjoyable and effective."
- *Ruman*: "The group discussions and presentations were particularly helpful in enhancing my speaking skills. I feel more prepared for real-world business communication."
- *Nagesh*: "I appreciated the focus on practical applications. Understanding how to read and write official documents in English is a valuable skill I've gained from this course."



Prof. Hibban

Course Coordinator



Prof. Mushtaque K Shaikh

Anjuman Arts, Science & Commerce College
& P.G. Centre

Principal

BHATKAL - 581 320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science

NOTICE

Date: 03/09/2018

All the students are hereby informed that the Department of computer science starts the add-on course on Multimedia and Windows for the students who need more knowledge about computer science from the date 15/09/2018. Interested students can enroll their names on or before 10/09/2018 in the Department of Computer Science.


HOD

Department of Computer Science




Principal

Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320


BSc Vth Sem


BA III Sem


B Com III


BA Vth


(Blain Wilson)

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Syllabus –Multimedia and Windows

UNIT I (10 HOURS)

Introduction to Multimedia: Overview of Multimedia Definition and components of multimedia,- Applications of multimedia

Multimedia Elements:- Text, graphics, audio, video, and Animation, Multimedia software tools

UNIT II(10 HOURS)

Multimedia Systems: Multimedia hardware requirements

- Multimedia software requirements

Working with Text and Graphics: Text in Multimedia , Font types and sizes

- Text effects and formatting

UNIT III(10 HOURS)

Graphics in Multimedia :- Image formats (JPEG, PNG, GIF, etc.)- Basic graphic design principles,

Graphic Tools - Introduction...




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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Computer Science

Report and Outcome Analysis

Name of the Course: Multimedia and Windows

Name of the Department: Computer Science

Number of students enrolled :63

BoS meeting Date: 11/08/2018

Start Date of the Course: 15/09/2018

End Date of the Course: 01/10/2018

Department of Computer Science have conducted add-on course on Multimedia and Windows for the Students of who need more awareness about Multimedia and computers Science from 15/09/2018 to 01/10/2018. The course was about the "Multimedia and Windows. To know the trends in Computer Technology.

The Total 63 students were enrolled in this course and they benefited with the fundamental knowledge on Computer Awareness. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- Basic concept of Multimedia, Internet, latest trends in Technology.
- Necessary knowledge and skills for applying computer knowledge and apply the same in our day today life




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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Hindi

NOTICE

Date: 25-12-2018

All the students are hereby informed that the Department of Hindi begins the add-on course on "Communication Skills in Hindi" for the students who do not know about Hindi from the date 9-01-2019. Interested students can enroll their names on or before 04-01-2019 in the Department of Hindi

15/12

HOD

Department of Hindi



T. Shrikant
Principal

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College BHATKAL (U.K.) 581320

15/12/18 BSc 2
BSc. II Sem

AHM's
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BHATKAL
Department of Hindi
Syllabus of Communication Skills in Hindi

Total Hours: 30

- Day 1-2: परिचय और मौलिक संचार कौशल (4 Hours)
1. परिचय और उद्देश्यों का विवरण
 2. संचार के महत्व पर चर्चा
 3. संचार प्रक्रिया की समझ
 4. मौलिक संचार कौशल
 - सुनने की कला
 - बोलने की कला
 - लिखने की कला
- Day 3-4: प्रभावी सुनने और बोलने की कला (4 Hours)
1. प्रभावी सुनने की तकनीक
 - सक्रिय सुनना
 - बाधाओं को पहचानना और दूर करना
 2. प्रभावी बोलने की तकनीक
 - स्पष्टता और संक्षिप्तता
 - आत्मविश्वास से बोलना
- Day 5-6: लिखित संचार (4 Hours)
1. लेखन के प्रकार
 - औपचारिक और अनौपचारिक लेखन
 - पत्र लेखन
 - ईमेल लेखन
 2. प्रभावी लेखन के सिद्धांत
 - संरचना
 - भाषा और शैली
- Day 7-8: गैर-मौखिक संचार (4 Hours)
1. गैर-मौखिक संकेत
 - शारीरिक भाषा
 - चेहरे के भाव
 - दृष्टिकोण
 2. गैर-मौखिक संचार के महत्व




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Day 9-10: प्रस्तुति कौशल

(4 Hours)

1. प्रस्तुति की तैयारी
 - सामग्री का चयन
 - स्लाइड्स बनाना
2. प्रभावी प्रस्तुति देना
 - दृश्य संपर्क
 - आवाज़ और गति
 - प्रश्नों के उत्तर देना

Day 11-12: साक्षात्कार कौशल

(4 Hours)

1. साक्षात्कार की तैयारी
 - बायोडाटा और कवर लेटर
 - सामान्य प्रश्नों की तैयारी
2. साक्षात्कार के दौरान प्रभावी संचार
 - आत्मविश्वास
 - सही उत्तर देना

Day 13-14: टीम संचार

(4 Hours)

1. टीम संचार के महत्व
2. टीम में प्रभावी संचार के तरीके
 - बैठकें
 - समूह चर्चा

Day 15: पुनरावृत्ति और मूल्यांकन

(2 Hours)

1. सीखाई गई सामग्रियों की पुनरावृत्ति
2. व्यावहारिक अभ्यास
3. प्रश्नोत्तरी और मूल्यांकन



T. Shetty

PRINCIPAL

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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Hindi
Report and Outcome Analysis

Name of the Course: Communication Skill in Hindi

Name of the Department: Hindi

Number of students enrolled: 64

BoS meeting Date: 12/12/2018

Start Date of the Course: 09/01/2019

End Date of the Course: 28/01/2019

The Department of Hindi has conducted an add-on course on Communication Skill in Hindi from 09/01/2019 to 28/01/2019 for the Students who do not know how to communicate in Hindi. The course was about the "To enable the student to communicate and improve the speaking skills in Hindi."

A total 64 students were enrolled in this course and they benefited with the fundamental knowledge for communication in Hindi. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

- The course was about the development of communication skills in Hindi.
- Involve students in practical activity oriented classes rather than traditional study methods.
- To identify the common mistakes or errors occurring during basic or normal conversation in the Hindi language.
- To properly converse in Hindi language concerned to government officers To improve the interest of communication in Hindi language.




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NOTICE

Date: 14-07-2018

Add-on Course on "Corporate Drafting"

All the students are hereby informed that the Department of Commerce is starting an **add-on course** on **"Corporate Drafting"** for the students, **from 08/08/2018 to 29/08/2018**. Interested students can enroll their names on or before **01/08/2018** with **Prof. Aftab G.M.**

Aftab
Course Coordinator
(Prof. Aftab G.M.)



T. Shikha
Principal
Anjuman Arts, Science & Commerce
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BCom. III & IV

2
(BCom. V)

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Corporate Drafting Add-on Course 2018-19

Syllabus: Corporate Drafting (32 Hours)

COURSE CONTENT	30 HOURS
Module 1: Introduction to Corporate Drafting 1.1 Basics of Corporate Drafting - Importance and scope - Key principles of effective drafting 1.2 Overview of Corporate Documents - Types of corporate documents - Key terms and definitions in corporate law 1.3 Legal Language and Structure - Plain language vs. legal jargon - Common structures in corporate documents	(5 Hours)
Module 2: Drafting Foundational Corporate Documents 2.1 Memorandum of Association (MoA) - Purpose and contents - Drafting clauses and case studies 2.2 Articles of Association (AoA) - Key provisions - Drafting principles and practical examples 2.3 Shareholder Agreements - Essentials of shareholder agreements - Drafting specific clauses - Negotiation and consensus-building	(8 Hours)
Module 3: Drafting Operational Agreements 3.1 Employment Contracts - Key elements of employment agreements - Non-compete and confidentiality clauses - Drafting termination clauses 3.2 Non-Disclosure Agreements (NDAs) - Purpose and structure - Drafting key provisions 3.3 Service Agreement - Scope of services and deliverables - Payment terms and dispute resolution	(6 Hours)
Module 4: Drafting Transactional Documents 4.1 Share Purchase Agreements (SPAs)	(5 Hours)




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- Key components of an SPA - Drafting representations and warranties 4.2 Joint Venture Agreements (JVAs) - Essential clauses in JVAs - Structuring governance and profit-sharing 4.3 Loan Agreements - Drafting financial covenants and repayment terms - Security and collateral clauses	
Module 5: Practical Applications and Advanced Topics 5.1 Corporate Restructuring Documents - Mergers and acquisitions - Drafting schemes of arrangement 5.2 Case Studies and Review - Review and critique of sample corporate documents - Group exercises on drafting and revising documents 5.3 Final Drafting Project - Comprehensive drafting assignment - Peer review and feedback	(4 Hours)
Module 6: Ethics and Best Practices in Corporate Drafting 6.1 Ethical Considerations - Confidentiality and conflicts of interest - Ethical dilemmas in corporate drafting 6.2 Best Practices and Final Tips - Ensuring clarity and precision - Final proofreading and compliance checks	(2 Hours)


Course Coordinator


IQAC Coordinator




Principal
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Report and Outcome Analysis

Name of the Course: Corporate Drafting

Name of the Department: Commerce

Number of students enrolled: 54

BOS meeting Date: 11/07/2018

Start Date of the Course: 08/08/2018

End Date of the Course: 29/08/2018

Department of Commerce has conducted add-on course on Corporate Drafting for the Students who are interested in this area of knowledge from 08/08/2018 to 29/08/2018

The course was about "to develop knowledge of the students in corporate drafts on various documents and agreements.

54 students were enrolled in this course and they benefited with the fundamental knowledge of corporatedrafting.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

This syllabus is designed to provide a solid foundation in corporate drafting, focusing on practical skills and real-world applications. It can be adjusted based on the specific needs and background of the students


Course coordinator




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