



Sri Sarada College for Women

(An Autonomous Institution)

(Reaccredited with “A” grade by NAAC)

Institution included u/s 2(f) and 12(B) of UGC

Affiliated to Manonmaniam Sundaranar University

(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

Ariyakulam, Tirunelveli Thoothukudi–High Road, Maharaja Nagar Post,

TIRUNELVELI-627011.



Criterion V

5.1 Student Support

5.1.3 Capacity Development and Skill Enhancement

2023-2024



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TIRUNELVELI-627011



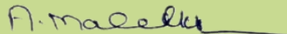
E-mail: srisaradatvl@gmail.com Website: www.srisaradacollege.org

5.1.3. THE FOLLOWING CAPACITY DEVELOPMENT AND SKILL ENHANCEMENT ACTIVITIES ARE ORGANISED FOR IMPROVING STUDENTS' CAPABILITIES:

1. Soft Skills-FDP in Leadership qualities
2. Digital Language Lab
3. Language - NFSC
4. Communication Skills– GUIMAX
5. Life Skills - (Yoga, Physical fitness, Health and Hygiene)
6. Awareness of Trends in Technology


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TIRUNELVELI - 627 011




Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
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1. Soft Skills



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(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai), Thoothukudi NH,
Ariyakulam village, Maharaja Nagar Post,
TIRUNELVELI-627011, Tamilnadu, India

Orientation on International Olympiad and National Olympiad Examinations to the English, Mathematics and Computer Science Teachers of Matriculation Schools



IQAC and Training, Skill and Development and Placement Cell of Sri Sarada College for Women (Autonomous) organized an "Orientation on International Olympiad Examinations to the English, Mathematics and Computer Science Teachers of Matriculation Schools" on 05.02.2023. The programme commenced at 3.30 p.m. with *Sahanavathu* followed by *Tamil Thai Vazhu*. Selvi P. Gayathi Music Faculty sang the prayer song. Dr (Smt) V. Sangeetha, Assistant Professor of Commerce & Dean of Training and Development Cell delivered the welcome Address. The college Secretary Yatiswari, Ambaji gave the presidential Address. Inaugural address was given by Yatiswari Thavapriya Amba, Secretary, of Sri Sarada Matriculation School. Yatiswari Mukundapriya, Resident Amba of our college blessed the staff and students. Prof. (Major) P. Chandrasekaran, Former Principal, MS University Constituent Model College, Nagalapuram, Thoothukudi District delivered a Key Note Address on "An Introduction to Olympiad Examination for School: A Student Friendly Tool for Knowledge Exposition and Exploration". He explained the importance of competitive examination in today's society. He also instilled in the staff members to enhance reasoning skills from the middle school itself. Dr (Smt) N. Kamala, the principal of our college gave the Felicitation Address. Dr. A. Mahalakshmi, IQAC Coordinator and Assistant Professor of Mathematics proposed a vote of thanks. The programme concluded with *Shanthi* prayer.



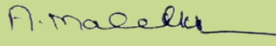
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E-mail: srisaradatvl@gmail.com Website: <http://www.srisaradacollege.org>
(Established in 1986)

Orientation cum Workshop on Proposal for CSR Funds



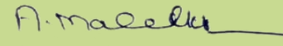
IQAC and Training, Skill Development and Placement Cell organized Orientation cum Workshop on Preparation of Proposal for CSR Funds" on 07.02.2023. The programme commenced with *Sahanavathu* followed *Tamil Thai Vazthu* and prayer song. Dr (Smt) V. Sangeetha, Assistant Professor of Commerce & Dean of Training and Development Cell presented the welcome Address. Yatiswari Mukundapriya, Advisor of our college blessed the participants. The guest of Honor C. R. Raghual Swaminathan, Head, CSR INCHRA- Trust- Trichy delivered a Key Note Address on CSR Funds. He explained the importance of CSR Funds for the welfare of the Institution. He also shared some valuable tips to compose a clear proposal that outlines the specific needs of the College, the proposed activities, and the expected outcomes. Prof. (Major) P. Chandrasekaran, Director of our college gave the Felicitation Address. Dr. A. Mahalakshmi, IQAC Coordinator and Assistant Professor of Mathematics proposed a vote of thanks. The programme concluded with *Shanthy* prayer.




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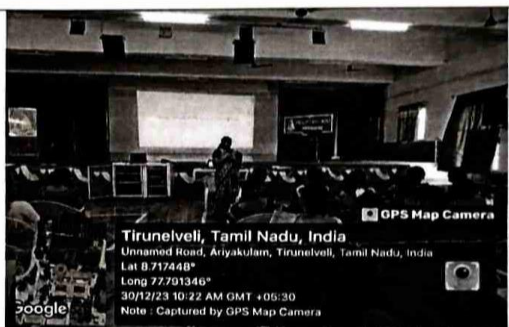

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Website: srisaradacollege.org




Faculty Enrichment Programme

Date: 30.12.2023


Venue: Auditorium **Time: 9.30am– 04.30pm**



Faculty Enrichment Programme was organized by Internal Quality Assurance Cell and Training & Development Cell on 30.12.2023. Dr. N. Kamala, Principal delivered the welcome address. Dr. V. Sangeetha, Assistant Professor of Commerce gave introductory address of the Chief Guest. The Chief Guest, honourable alumna of our college, Dr. M. M. Ramya, Dean, AM Jain college, Chennai gave key note address on 'Preparation of Prospective funded Project Proposal Strategies and Confidence Building for Fresh Faculty Members'. All faculty members participated in the programme. Prof. (Major) P. Chandrasekaran, Director gave the felicitation address. Dr. A. Mahalakshmi, Assistant Professor of Mathematics delivered vote of thanks. The Programme ended with shanthi prayer.



Kamala
30/12/23
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A. Mahalakshmi
Coordinator - IQAC
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Kamala
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A. Mahalakshmi
Coordinator - IQAC
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Established in 1986

Workshop on Intellectual Property Rights (IPR), Design Thinking, Critical Thinking and Innovation Design.

Department of Commerce & Institution Innovation Council (IIC)

Date: 02.12.2023

“Workshop on Intellectual Property Rights (IPR), Design Thinking, Critical Thinking and Innovation Design was conducted on 2nd December 2023. The Workshop commenced with Universal prayer Ohm Sahanavavathu and Tamil Thai Vazthu. Smt. P. Anusha, Head,

A. maleela
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Department of Computer Applications & Vice Principal gave the welcome Address. **Dr. R. Muthulakshmi**, Associate Professor & Head, Department of Commerce introduced the Chief Guests. **Dr. J. Merrylin**, Assistant Professor, Department of Nutrition & Dietetics, Sadakathullah Appah College, Tirunelveli – 627011 gave valuable suggestions and ideas on the basics of IPR filing and design thinking and development, **Selvi. S. Murugeswari**, Assistant Professor, Department of Information Technology, Sri Sarada College for Women (Autonomous), Tirunelveli – 627011 and **Selvi. M. Selva Lakshmi**, Assistant Professor, Department of Social Work, Sri Sarada College for Women (Autonomous), Tirunelveli – 627011 gave the special address on Design thinking, which they have gained in the workshop by IIC at MTN college Madurai. All staff members have participated in the event. **Dr. B. Parvathi Devi**, President IIC, Director & Head, PG Department of Computer Applications proposed the vote of thanks. The program concluded with the college song and Shanti prayer followed by National Anthem.



A. Malek

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YOUTH RED CROSS

Special Talk on "Leadership Quality" 12.12.2023



Youth Red Cross organized the Special talk on "Leadership Quality". The program started with universal prayer. Selvi C.Muthukarthiga II B.COM student welcomed the Resource Persons and Participants. Resource Person, Smt.P.Anusha, M.C.A., M.Phil, Head and Assistant Professor, Department of Computer Applications Tirunelveli, addressed on "Leadership Development". She narrated about the process of enhancing an individual's ability. 60 students got benefitted by the workshop. Dr.(Smt).V.Sangeetha, Assistant Professor, Department of Commerce gave her speech about "Goal Achievement". She explained about the formulation and achievement of individual goals of the Institution. Selvi. S.Prema, I B.SC Computer Science has delivered the vote of thanks and the programme concluded with Shanthi prayer.

A. maleela
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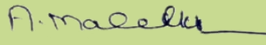
Digital Language Lab

DIGITAL LANGUAGE LABORATORY PRACTICE – 2023-24 SCHEDULES

S. No	Date & Day	Classes allocated to			Reference remarks
		1 Hour (10-11)	III Hour (12-1)	IV Hour (1.45-2.45)	
1	10/07/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
2	11/07/23 (Tue)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
3	12/07/23 (Wed)	II ENG/BBA	II B.COM	II CS/IT	
4	13/07/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
5	14/07/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
6	15/07/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
7	17/07/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
8	18/07/23 (Tue)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
9	19/07/23 (Wed)	II ENG/BBA	II B.COM	II CS/IT	
10	20/07/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
11	21/07/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
12	22/07/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
13	24/07/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
14	25/07/23 (Tue)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
15	26/07/23 (Wed)	II ENG/BBA	II B.COM	II CS/IT	
16	27/07/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
17	28/07/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
18	29/07/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
19	31/07/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
20	01/08/23 (Tue)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
21	02/08/23 (Wed)	II ENG/BBA	II B.COM	II CS/IT	
22	03/08/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
23	04/08/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	


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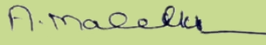
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24	05/08/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
25	07/08/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
26	08/08/23 (Tue)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
27	09/08/23 (Wed)	II ENG/BBA	II B.COM	II CS/IT	
28	10/08/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
29	11/08/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
30	12/08/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
31	14/08/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
32	16/08/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
33	17/08/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
34	18/08/23 (Fri))	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
35	19/08/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
36	21/08/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
37	22/08/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
38	23/08/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
39	24/08/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
40	25/08/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
41	26/08/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
42	28/08/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
43	29/08/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
44	30/08/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
45	31/08/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
46	01/09/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
47	02/09/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
48	04/09/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
49	05/09/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
50	07/09/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
51	08/09/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
52	09/09/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/	


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				PHYSICS	
53	11/09/23 (Mon)	II ENG/BBA	II B.COM	II CS/IT	
54	12/09/23 (Tue)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
55	13/09/23 (Wed)	II ENG/BBA	II B.COM	II CS/IT	
56	14/09/23 (Thu)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
57	15/09/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
58	16/09/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
59	19/09/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
60	20/09/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	

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61	21/09/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
62	22/09/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
63	23/09/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
64	25/09/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
65	26/09/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
66	27/09/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
67	29/09/23 (Fri)	II ENG/BBA	II B.COM	II CS/IT	
68	30/09/23 (Sat)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
69	03/10/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
70	04/10/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
71	05/10/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
72	06/10/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
73	07/10/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
74	09/10/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
75	10/10/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
76	11/10/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	

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		BCOM(CS)		PHYSICS	
77	12/10/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
78	13/10/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
79	14/10/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
80	16/10/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
81	17/10/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
82	18/10/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
83	19/10/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
84	20/10/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
85	21/10/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
86	25/10/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
87	26/10/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
88	27/10/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
89	28/10/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
90	30/10/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
91	31/10/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
92	01/11/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
93	02/11/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
94	03/11/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
95	04/11/23 (Sat)	II ENG/BBA	II B.COM	II CS/IT	
96	06/11/23 (Mon)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
97	07/11/23 (Tue)	II ENG/BBA	II B.COM	II CS/IT	
98	08/11/23 (Wed)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	
99	09/11/23 (Thu)	II ENG/BBA	II B.COM	II CS/IT	
100	10/11/23 (Fri)	II BCOM(CS)	II CHE/IT/BCA	II MATHEMATICS/ PHYSICS	


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Office Automation

Sri Meenaksi Pathipagam (9791839598) Syllabus -- Computer on Office Automation

Certificate course in Computer on Office Automation Syllabus

DETAILED SYLLABUS - THEORY

UNIT 1: BASICS OF COMPUTER

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer - Advantages of Computer - Terms related to Computer - Characteristics of Computer: Speed, Accuracy, Versatility and Diligence - Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer, Notebook Computer; On the basis of Processor - XT, AT & Pentium(i3, i5, i7); Memory: Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape & Zip disk -

Unit: Components of CPU - Mother board, Hard disk, RAM, ROM, Processor, SMPS & Connecting wire - Graphics Card, Sound Card, Network Card - Modem; Input, Output devices: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter - Floppy Drive - Connecting port - Serial, parallel, USB port.

Computer Networks: Data Communications -Types of Computer Networks - Local Area Networks & Wide Area Networks.

UNIT 2 OPERATING SYSTEMS

Objectives:

Definition of Operating System - Functions of OS - Types of OS: Single user, Multi-User, multi-task, RTOS, File-user, Multi-tasking - Windows Desktop - GUI: Definition, Standards, Cursors/Pointers, Icons, GUI menus, GUI-Share Data - Desktop icons and their functions: My computer, My documents, Network neighbourhood, Recycle Bin, Quick launch tool bar, System tray, Start menu, Task bar - Dialog Boxes: List Box, Spin Control Box, Slide, Drop-down list, Radio button, Check box, Text box, Task Bar - System Tray - Quick launch tool bar - Start button - Parts of Windows -Title bar-Menu bar - Scroll bar- Status bar, Maximize, minimize, close and Resize & Moving a Window - Windows - Start Menu -Help Menu- Preview Menu; Logoff Shutdown - Keyboard Accelerators: Keyboard short keys or hotkeys - Working with Notepad & Wordpad: Opening & Saving files, Formatting, Printing, Inserting objects, Finding & replacing text, Creating & Editing images with Microsoft paint, using the Calculator - Personalising Windows.


Linux:

Linux Programming & Administration: Introduction to Linux - Features of Linux - Components of Linux - Shell process and Thread Management - File Management System; Linux Commands and Utilities - cat, tail, diff, wc, sort, mkdir, cd, rmdir, pwd, cp, more, passwd, who, whoami, mv, chmod, kill, write, wall, merge, news - pipes, filters and redirection utilities; System Administration: Installing Linux - Booting the system, Maintaining user accounts - File systems and special files - Backups and restoration.

- 2 -


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Sri Meenaksi Pathipagam (9791839598)

Syllabus – Computer on Office Automation

UNIT 3

OFFICE APPLICATIONS – I MS Word and OpenOffice Writer

Introduction to MS Office - MS Word and Open Office – Writer:

MS Word - Working with Documents - Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help, Formatting Documents - Setting Font styles, Font selection- style, size, colour etc. Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page. Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing - Inserting ClipArts, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature. Printing Documents – Shortcut keys.

Free Open Source Software:

OPEN OFFICE - WRITER: Introduction to Open Office Suite - Selecting the application package, Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing- Tools - Printing Documents - Operating with MS Word documents.

UNIT 4


OFFICE APPLICATIONS – II – MS Excel and OpenOffice Calc:

Introduction to MS Office – MS Excel and Open Office – Calc:

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. Entering & Deleting Data- Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions, Manual breaks, Setting Formula - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulae. Formatting Spreadsheets- Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/Locking Cells, Anchoring objects, Formatting layout for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders & Shading – Shortcut keys Working with sheets – Sorting, Filtering


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Sri Sarada College for Women (9791839598) *Syllabus -- Computer on Office Automation*

Validation, Consolidation, and Subtotal. Creating Charts – Drawing, Printing, Using Tools – Error checking, Spell Checks, Formula Auditing, Creating & Using Templates, Pivot Tables, Tracking Changes, Security, Customization.

OpenOffice-Calc - Introduction – Introduction to Spreadsheets, Overview of a Worksheet, Creating Worksheet & Workbooks, Organizing files, Managing files & workbooks, Functions & Formulas, Working with Multiple sheets, Creating Charts & Printing Charts – Operating with MS Excel documents, which are already created and saved in MS Excel.

UNIT 5 **OFFICE APPLICATIONS – III – MS Access and OpenOffice Base**

Introduction to MS Office-MS Access and Open Office-Base:
MS Access: Introduction, Planning a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing & Print Preview – Importing data from other databases viz. MS Excel etc.
OpenOffice-Base – Introduction- Database Concepts – Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing and Printing preview – Operating with other databases i.e. MS Access etc.

UNIT 6 **OFFICE APPLICATIONS – IV—MS PowerPoint and OpenOffice Impress**


Introduction to MS Office-MS Power Point and Open Office-Impress:
MS Power point: Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. Creating a presentation – Setting Presentation style, Adding text to the Presentation. Formatting a Presentation - Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. Adding Effects to the Presentation- Setting Animation & transition effect. Printing Handouts, Generating Standalone Presentation viewer.
OpenOffice-Impress - Introduction – Creating Presentation, Saving Presentation Files, Master Templates & Re-usability, Slide Transition, Making Presentation CDs, Printing Handouts – Operating with MS Power Point files / slides.

UNIT 7 **INTERNET & ADVANCED COMMUNICATION**

Internet and Web Browsers: Definition & History of Internet - Uses of Internet - Definition of Web-Addressing -URL-Different types of Internet Connections; Dial up connection, Broad band (ISDN, DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website; Creating an email-ID, e-mail reading, saving, printing forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.


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Office Automation- Attendance Register

SRI SARADA COLLEGE															FOR WOMEN														
SARADA NAGAR, ARIYAKULAM															TIRUNELVELI - 627 011.														
Register of Attendance for the															Year 20 - 20 17														
															Class OFFICE AUTOMATION														
															Month of ... FEBRUARY 2024														
															Group														
Adm. No.	Serial No.	NAME	M	Tu	W	T	F	S	S	S	S	S	S	S	M	W	Th	F	S	S	S	S	S	S	No. of Days Present	Remarks			
			20	21	22	23	24	25	26	27	28	29	01	02	03	04	05	06	07	08	09	10	11	12			13	14	15
II B.COM																													
	1.	B. Pappakammal	a	x	x	x	x	x	a	a	x	x																	
	2.	M. Sneha Priya	a	x	x	x	x	x	a	a	x																		
		R. Mahesh	x	x	x	x	x	x	x	x	x																		
II B.COM (CS)																													
	3.	G.V. Harini	a	x	x	x	x	x	a	a	x																		
	4.	M.S. Mahalakshmi	a	x	x	x	x	a	x	x	x																		
II MATHS																													
	5.	R. Raja Subiksha	x	x	x	x	x	x	x	x	x																		
		M. Siiva Sharmathi	x	x	x	x	x	a																					
II PHYSICS																													
	6.	M. Kamumari	x	x	x	x	x	a	a	a																			
	7.	R.M. Rameka	x	x	x	x	x	x	x	x																			
II BCA																													
	8.	V. Prudhya	x	x	x	x	x	a	x	x																			
	9.	M. Vishanthi	x	x	x	x	x	a	x	x																			
II ENGLISH																													
	10.	K. Akitha	x	x	x	x	x	x	a	x																			
II CHEMISTRY																													
	11.	V. Ajitha	x	x	x	x	x	x	x	x																			
	12.	M. Mathu Lakshmi	x	x	x	x	x	x	x	x																			
	13.	H.B. Sneha Sarani	x	x	x	x	x	a	x	x																			
	14.	K. Subitha	x	x	x	x	x	a	a																				
	15.	M. Adhaya Geetha	x	x	x	x	x	x	x	x																			
	16.	B. Varshana	x	x	x	x	x	x	x	x																			
	17.	M. Varnika Devi	x	x	x	x	x	x	x	x																			

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SRI SARADA COLLEGE SARADA NAGAR, ARIYAKULAM Register of Attendance for the		FOR WOMEN		Year 20 - 20	18																												
		TIRUNELVELI - 627 011.		Class																													
		Month of <u>March</u> 20 <u>24</u>		Group																													
Adm. No.	Serial No.	NAME	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	No. of Days Present	Remarks								
			EN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN									
		ii COMPUTER SCIENCE																															
18		P. Muralidharani	a	x	x	x	x	a	a	a	x	x	x	x	x											x	x	x	x	x	a		
19		R. Vasanthi Masi	x	x	x	x	x	a	a	a	x	x	x	x	x												x	x	x	x	a		
		iii IT																															
20		R. Kalpana																															
		iv ECONOMICS																															
21		T. Dhanya	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
22		M. Anuja Sri	x	a	a	x	x	x	x	x	x	x	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
23		E. Pruthi	a	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
24		M. Sudha	a	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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SRI SARADA COLLEGE SARADA NAGAR, ARIYAKULAM Register of Attendance for the													FOR WOMEN TIRUNELVELI - 627 011. Month of March, April, June 2024																											
Adm. No.	Serial No.	NAME	31	01	02	03	04	05	06	08	10	13	15	16	17	18	19	24	25	26	27	28	04	05	06	07	08	09	10	11	12	15	No. of Days Present	Remarks						
			FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN			AN					
II - B.com																																								
	1.	B. Essakiammal	X	X	a	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
	2.	R. Mahesh	X	a	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
II - B.com (es)																																								
	3.	Ct.V. Harini	X	X	a	X	X	X	X	X	X	X	a																											
	4.	M.S. Mahalakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
II - B.sc Maths																																								
	5.	R. Raja Subikha	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
II - B.sc-Physics																																								
	6.	M. Karumeni	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
	7.	R.H. Runika	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
II B.A																																								
	8.	V. Induja	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
	9.	M. Vishruthi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
II. BA English																																								
	10.	k. Abitha	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
II. B.sc-chemistry																																								
	11.	V. Ajitha	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
	12.	T. Luthu Lekshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	13.	H.R. Sree Sankini	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	14.	K. Subitha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	15.	M. Dhanya Deeptha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	16.	S. Varshana	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	17.	M. Venika Devi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
II. BA-Economics																																								
	18.	J. Dhanuja	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	19.	H. Kaviya Sri	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

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2. LANGUAGE - NFSC-CERTIFICATE COURSE

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52	NFSE0001489	CERTIFICATE COURSE	MUTHULAKSHMI M	BCA-I
53	NFSE0001491	CERTIFICATE COURSE	VASUNDHARA SRI E	B.SC CS-I
54	NFSE0001493	CERTIFICATE COURSE	MAHALAKSHMI S	B.COM-I
55	NFSE0001564	CERTIFICATE COURSE	MAHESHWARI S	DISCONTINUE
56	NFSE0001578	CERTIFICATE COURSE	PRIYADHARSHINI A	B.COM-I
57	NFSE0001596	CERTIFICATE COURSE	UTHRA SRI MATHI S	B.COM-I
58	NFSE0001613	CERTIFICATE COURSE	POONGOTHAI G	IT-I
59	NFSE0001792	CERTIFICATE COURSE	KRISHNAN S S	outside
60	NFSE0001795	CERTIFICATE COURSE	MURUGESHWARI P	B.SC CS-II
61	NFSE0001901	CERTIFICATE COURSE	RAMAN S	outside
62	NFSE0001916	CERTIFICATE COURSE	UMA KALYANI S	outside
63	NFSE0002241	CERTIFICATE COURSE	JEYASRI B	B.COM-II
64	NFSE0002256	CERTIFICATE COURSE	ABINAYA S	IT-I
65	NFSE0002263	CERTIFICATE COURSE	PRAVEENA M	ENG-I
66	NFSE0002970	CERTIFICATE COURSE	SUBBULAKSHMI.K	outside
67	NFSE0002978	CERTIFICATE COURSE	TAMILARASI V	ENG-I
68	NFSE0005203	CERTIFICATE COURSE	KRISHNA KUMAR SASTHAN KUTTY PILLAI	outside

SI	ENROLL NO	COURSE	NAME	DEPARTMENT
1	NFSE0000043	DIPLOMA	HARISMA SHREE H A	BCA-II
2	NFSE0000094	DIPLOMA	BHUVANESWARI B	B.COM CS-II
3	NFSE0000116	DIPLOMA	ANGEL U	B.COM-III
4	NFSE0000118	DIPLOMA	DEVISHREE S	B.SC CS-II
5	NFSE0000121	DIPLOMA	A.ALAGU PADMAAVATHI	MATH-II
6	NFSE0000122	DIPLOMA	SATHYA MEI VIGNESHWARI K	ENG-II
7	NFSE0000172	DIPLOMA	SORNA MEENA N	B.SC CS-III
8	NFSE0000202	DIPLOMA	PAVITHRA B	ECO-II
9	NFSE0000205	DIPLOMA	SABARI DURGA S	B.COM-II
10	NFSE0000210	DIPLOMA	LAKSHMI K	B.COM CS-II
11	NFSE0000212	DIPLOMA	DEVA SRI R	BBA-II
12	NFSE0000353	DIPLOMA	SARANYASREE S	B.COM CS-II
13	NFSE0000357	DIPLOMA	JEYA SRI C	B.COM-II
14	NFSE0000361	DIPLOMA	KALA K	ENG-II
15	NFSE0000392	DIPLOMA	SREE MATHI RAJESWARI B	B.SC CS-II
16	NFSE0000413	DIPLOMA	SUNANTHA S	PHYS-III
17	NFSE0000415	DIPLOMA	ABIRAMI S	B.SC CS-II
18	NFSE0000419	DIPLOMA	KARTHIGHA E	BBA-II
19	NFSE0000860	DIPLOMA	SUMITHA VENI M	B.COM -III
20	NFSE0001097	DIPLOMA	S PRIYA DARSHINI	BCA-II
21	NFSE0001401	DIPLOMA	AJITHA V	CHEM-II
22	NFSE0001405	DIPLOMA	ASHMITHA S	PHYS-III
23	NFSE0001593	DIPLOMA	IDHAYA S	ENG-II
24	NFSE0001617	DIPLOMA	PETCHI SELVI S	OUTSIDE
25	NFSE0001619	DIPLOMA	UDHAYA GEETHA M	CHEM-II
26	NFSE0001626	DIPLOMA	SRI SIVAPRIYA M	B.COM-II
27	NFSE0001634	DIPLOMA	MAHESH R	B.COM-II
28	NFSE0001640	DIPLOMA	RAJA SOUNDARIYA R	IT-II
29	NFSE0001648	DIPLOMA	MUTHU CHITHRA S	IT-II
30	NFSE0001654	DIPLOMA	SIVASHARMATHI M	MATH-II
31	NFSE0001663	DIPLOMA	VENESHA T	B.COM-II
32	NFSE0001666	DIPLOMA	ABITHA K	ENG-II
33	NFSE0001673	DIPLOMA	MONISHA G	B.COM-II
34	NFSE0001681	DIPLOMA	VARSHANA S	CHEM-II



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3. Communication Skills – GUIMAX

Guimax Fluency Mantra – Q¹² Techniques

Structural practice:	Page No.
Technique 1 (Basic English)	5
Technique 2 (Command)	11
Technique 3 (Stylish words)	13
Technique 4 (Tense)	21
Technique 5 (AV - MV)	27
Technique 6 (Passive present)	33
Technique 7 (Conjunction + Noun clause / infinitive)	41
Technique 8 (Relative Pronoun)	44
Technique 9 (Sentence Combination)	47
Technique 10 (Reported Speech)	50
Technique 11 (Neutral Accent)	53
Technique 12 (Expressions to speak explicitly)	59



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Standard		SECTION	REGISTER OF ATTENDANCE																									FOR THE MONTH OF <i>2022-2023 (April - June)</i>											
No.	Ad. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days Present	Absence	Total			
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A. Malale
PRINCIPAL
 SRI SARADA COLLEGE FOR WOMEN
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 TIRUNELVELI - 627 011



A. Malale
Coordinator - IQAC
 Sri Sarada College for Women (Autonomous),
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4. Life Skills - (Yoga, Physical fitness, Health and Hygiene)



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Physical Fitness



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5. Awareness of Trends in Technology



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Report on

International Conference on Recent Trends in Physics

07.03.2024

Venue: Seminar Hall

Time: 10.00am-4.30 pm



On behalf of Omega Forum (Physics association), an International conference on Recent Trends in Physics was held on 07.03.2024, at seminar Hall. Dr. S.Bagavathi, Assistant Professor and Head in charge, convened the conference. Dr. J.Revathi acts as co-convenor. Dr.A.Nichelson, Assistant Professor (SG) of Physics, Department of Science and Humanities, National Engineering College, Kovilpatti, Dr. Logu Thirumalaisamy, Assistant Professor of Physics, G.T.N. Arts College, Dindigul, Vijayan Karthikeyan, Research Fellow, Centre for Condensed Matter Sciences (CCMS), National Taiwan University, Taipei, Taiwan, delivered the Lectures. 80 members attended the conference and 30 members presented their finding in the conference. The conference was very useful and informative.

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Report on International Conference-2024

INTERNATIONAL CONFERENCE ON

"RECENT INNOVATIONS IN COMPUTER SCIENCE, SMART TECHNOLOGY AND ARTIFICIAL INTELLIGENCE"

ICRJCISA'24

Organized by

DEPARTMENT OF COMPUTER SCIENCE

Date: 06-01-2024

Day: Saturday

Venue: Auditorium



The Historical day began with the lighting of the lamp by dignitaries. The International Conference on "Recent Innovations in Computer Science, Smart Technology, and Artificial Intelligence" (ICRJCISA'24) was organized by the Department of Computer Science. Dr.(Smt)N.Kamala principal of the college delivered the Welcome Address. The Conference Book of Abstracts was released by the sister Nivedita and it was received by the Guest of Honour, Dr. (Smt). R. Shenbagavalli, Associate Professor, Department of Computer Science, Rani Anna Government Arts and Science College, Tirunelveli. Following that, the Chief Guest Introductory Address was given by Dr.(Smt). V.Vallinayagi, Associate Professor of Computer Science. The key note address titled "Recent Innovations in Computer Science" was delivered by Dr.(Smt). R.Shenbagavalli. The parallel presentation sessions were arranged, and the papers of the Research Scholars, M.Phil Scholars and PG Students were presented. During the afternoon session, Dr.Rajasekaran Selvaraju, Professor, Department of Information Technology, College of Computing and Information Sciences, University of Technology and Applied Sciences, Ibri, Al Dhahira, Sultanate of Oman delivered a technical talk on "Real Time Applications of IoT" through Online Mode. The Best Paper Presenter was selected and Certificates were issued to the Winners and all the participants. The vote of thanks was proposed by Dr. (Smt.) K. Amutha, Assistant Professor in the Department of Computer Science expressed her gratitude to all participants. 164 participants attended the conference including 5 Research Scholars and PG Students who presented their research work. 51 Research papers have been received from various colleges. The program concluded with college song, Shanthi Prayer and National Anthem.



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Established in 1986

Department of Chemistry

organize

National Conference

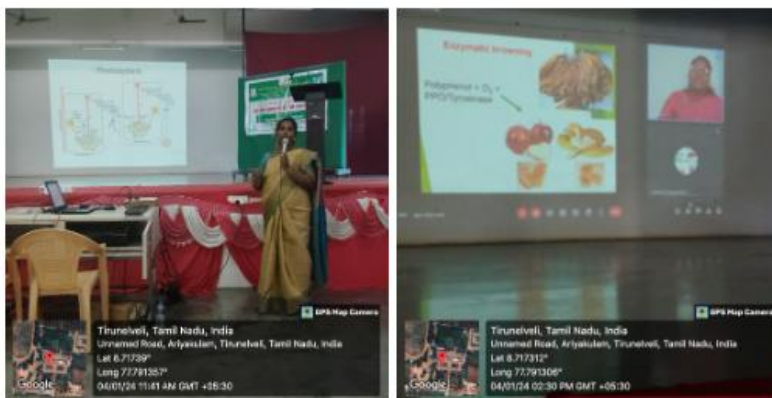
on

“Recent Advances in Chemistry”

Report of the Meeting

Date: 04.01.2024

Venue: Sister Niveditha Auditorium



National conference on “Recent Advances in Chemistry” was organized by Rasayan Vigyaan Forum ,Department of Chemistry,Sri Sarada College for Women,(Autonomous) Tirunelveli. The convention was started by lighting the lamp and prayer song. The first session was driven by Dr.(Smt).K.Swarnalatha, Professor and Head, Department of Chemistry, Manonmaniam Sundaranar University,Tirunelveli- 627012. From her insightful talk on “Trends and Strategies in Solar Energy Harvesting”,students gathered a bundle of knowledge about various photosensitized solar cells,different formation of Ruthenium Complexes,installation of solar panels,exciting applications of solar cells and other dimension of solar harvesting. Followed by this the next session was handled by Dr. (Smt). S. Sabiah, Associate Professor, Department of Chemistry, School of Physical, Chemical & Applied Sciences, Pondicherry University,Pondicherry-605014. From her intellectual talk “Biomimics of Copper Chemistry”, students were introduced to a new topics such as haemocyanin in horse shell crabs,enzymatic browning , extraction of copper ion and applications in various filed. The paper presentation session was chaired by T. Manju, Assistant Professor, Annai Hajira Women’s College. The certificates were distributed to all the participants. The conference came to an end with college song and shanthi prayer.



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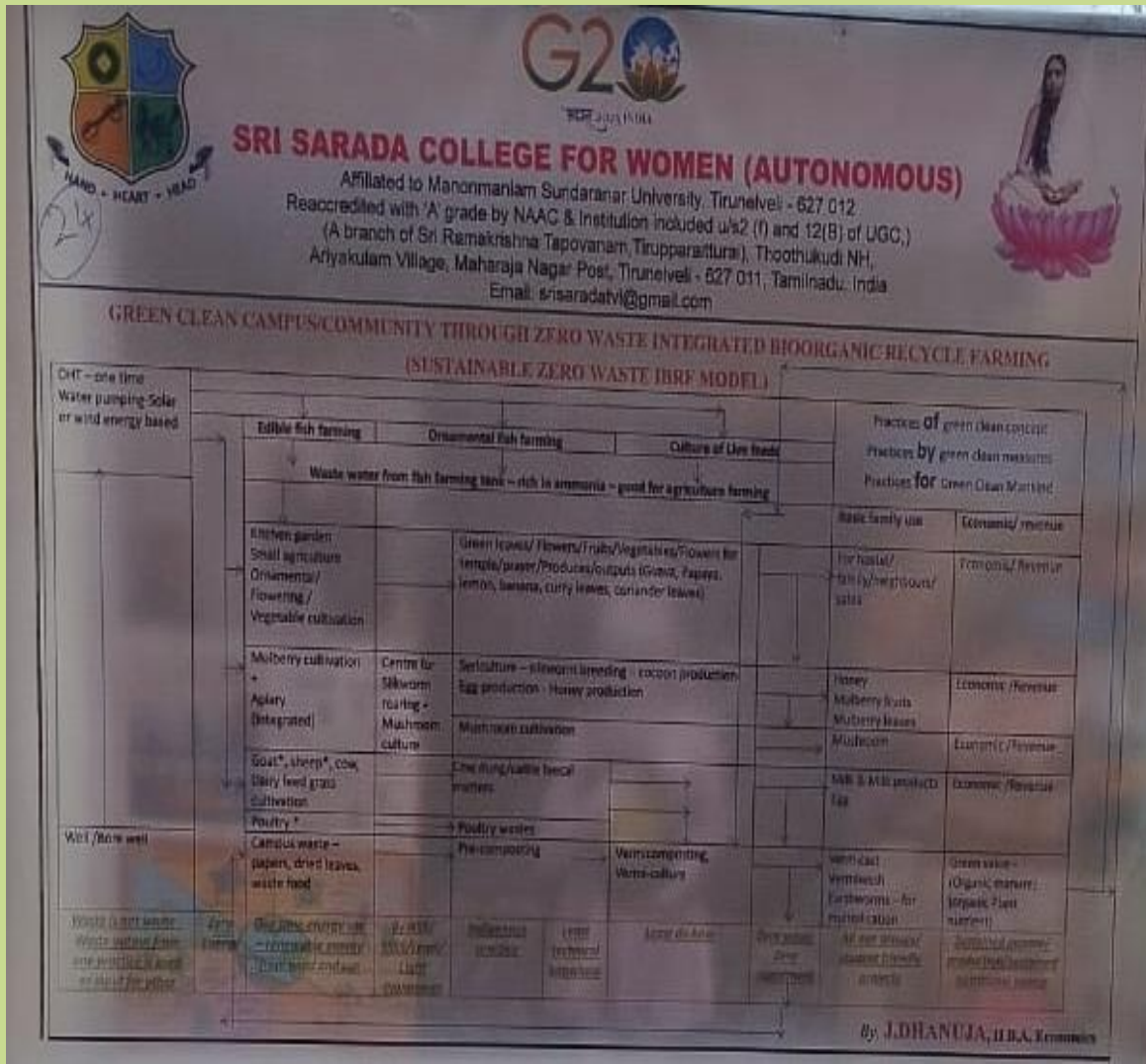
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SUSTAINABLE ZERO WASTE IBRF MODEL





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